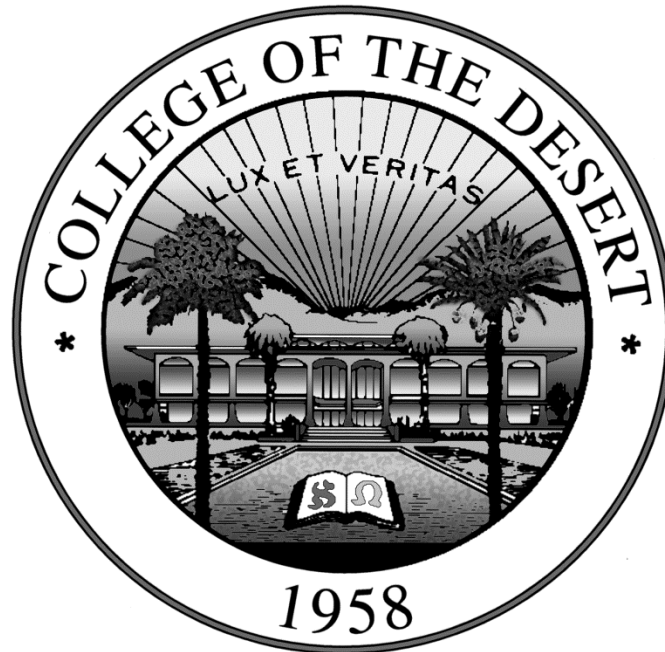


# CATALOG 2014 - 2015



College of the Desert is accredited by the Accreditation 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.

43-500 Monterey Avenue  
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(760) 346-8041

[www.collegeofthedesert.edu](http://www.collegeofthedesert.edu)



Joel L. Kinnamon, Ed.D.  
Superintendent/President

*This catalog is valid from July 1, 2014 through June 30, 2015. It is in effect for the Fall and Spring semesters and any session (intersession) which commences within this defined period of time.*

## Welcome to College of the Desert

Whether you are a new student or a continuing one, we are excited that you have made the decision to come to College of the Desert. In your hands you hold the fundamental tool that will help you set and achieve your academic goals. The catalog lists courses, programs, support services, degree offerings, and transfer information that you will need to chart your course to academic success.

At College of the Desert, we have built an environment that is focused on learning and personal growth, a place where we help you open the doors to unlimited possibilities. Throughout our 50-year history, we have helped thousands of students turn their dreams into realities. You can read some of their stories at [www.StepUpForCOD.com](http://www.StepUpForCOD.com). I hope you will add your own story.

Our skilled faculty members are accomplished professionals who have published books, owned their own businesses, studied around the world, and are committed to enriching their classrooms with these experiences. They teach because they want to interact with students. Our counselors are here to help you develop your educational focus and plan your pathway. Our caring and knowledgeable support staff provides guidance and assistance for you outside the classroom.

Altogether, our energy is geared toward the success of our students, supporting you by offering personal attention in terms of counseling, advising, tutoring and teaching, and also by providing a variety of opportunities to participate in athletics, student government, and numerous campus clubs.

Education has always been the pathway to success in our society, and today learning has never been more vital. You will get out of college what you put into it and we believe you will find a supportive atmosphere here at College of the Desert. We urge you to take advantage of all the opportunities that await you.

Joel L. Kinnamon, Ed.D.  
Superintendent/President



**Becky Broughton**  
Trustee Area 1



**Mary Jane Sanchez-Fulton**  
Trustee Area 2



**Michael O'Neill**  
Trustee Area 3



**Aurora Wilson**  
Trustee Area 4



**Bonnie Stefan, Ed.D.**  
Trustee Area 5

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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 COD students.

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Every reasonable effort has been made to determine that everything stated in this 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 Superintendent/President or designee.

The District and College further reserve the right to add, amend, or repeal any of their rules, regulations, policies, procedures or timelines.

**Accredited by:**

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**Approved by:**

California State Approving Agency for Veterans Education (CSAAVE)

Appropriate courses, as identified, accepted by the University of California and the California State University

**Accreditations and Certifications from:**

Automotive Youth Education System (AYES)

Bureau of Automotive Repair (BAR) Certified SMOG Training Facility

California Association of Alcohol/Drug Educators (CAADE)

California Association of Alcoholism and Drug Abuse Counselors (CAADAC)

California Board of Registered Nursing

California Board of Vocational Nursing and Psychiatric Technicians (BVNPT)

California Department of Public Health Licensing and Certification Program (L&C) Aide and Technician Certification Section (ATCS)

California State Fire Marshal

Commission on Peace Officer Standards and Training (POST)

National Association for the Education of Young Children (NAEYC)

National Automotive Technicians Education Foundation (NATEF)

State of California Department of Social Services, Community Care Licensing

The North American Board of Certified Energy Practitioners

**Institutional Memberships:**

Academic Senate for Community Colleges

Accrediting Commission for Community & Junior Colleges

American Association of Collegiate Registrars & Admission Officers (AACRAO)

APPA: Association of Higher Education Facilities Officers

Association of Community College Trustees

California Association of Community College Registrars and Admission Officers (CACCRAO)

California Community Colleges Chief Instructional Officers (CCCCIO)

California Community Colleges Chief Student Services Administrators Association (CCCCSSAA)

Coachella Valley Economic Partnership

Commission on Athletics/3CAA

Community College Facility Coalition

Community College League of California (CCLC) CCLC Policy and Procedure Service

Council for Higher Education Accreditation (CHEA)

Council for Opportunity in Education (COE)

Datatel Users Group

Equal Employment, Diversity & Equity Consortium (EEDEC)

Hispanic Association of Colleges and Universities (HACU)

Inland Valley Trustee & CEO Association

NAFSA: Association of International Educators

National Association of Student Financial Aid Administrators (NASFAA)

National Association of Veterans' Program Administrators (NAVPA)

National Institute for Staff & Organizational Development (NISOD)/League for Innovation

Western Association of Veterans Education Specialists (WAVES)

## Fall 2014 Semester

### **September 02**

November 11

November 27 - 28

December 13 - 19

### **December 19**

### **Fall Classes Begin**

Veterans Day - HOLIDAY

Thanksgiving - HOLIDAY

Final Exams

### **Fall Classes End**

## Spring 2015 Semester

### **January 26**

February 13

February 16

March 30 - April 03

April 03

May 16 - 22

### **May 22**

### **Spring Classes Begin**

Lincoln's Day - HOLIDAY, Observed

Washington's Day - HOLIDAY, Observed

Spring Break

Spring Holiday

Final Exams

### **Graduation, Spring Classes End**

<p><b>AUGUST 2014</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							<p><b>SEPTEMBER 2014</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					<p><b>OCTOBER 2014</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table>	S	M	T	W	T	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		<p><b>NOVEMBER 2014</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							<p><b>DECEMBER 2014</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
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## HISTORY OF THE COLLEGE

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College of the Desert is located in Palm Desert, California, the geographic center of the beautiful Coachella Valley. Nestled among the backdrop of the Santa Rosa and San Jacinto mountains in eastern Riverside County, the Coachella Valley is a resort community that offers over 100 golf courses and a wide array of outdoor activities such as tennis, hiking, horseback riding, hot air ballooning, polo, bicycling, rock climbing and swimming.

Founded in 1958, this two-year public college serves over 400,000 residents of eight local cities and the students of the Palm Springs, Desert Sands and Coachella Valley school districts. College of the Desert offers certificates and two-year Associate of Arts and Associate of Science degrees.

The College first opened its doors in 1962 with nine buildings on 160 acres. In 2004, the voters in the Desert Community College District overwhelmingly approved the sale of bonds to enable the College to renovate its 40-year-old Palm Desert campus and build campuses in Palm Springs, Mecca-Thermal and Indio. The bond issue totaled \$346.5 million and the College has completed several building renovations such as the nursing building, the business building, and the dining hall. New structures have been completed including Alumni Centre, Barker Foundation Nursing Complex, Burn Tower training facility, Central Plant, Public Safety Academy, Cravens Student Services Center, the Mecca-Thermal campus, Math Science Technology Center building, Communications building, and the Indio Campus. Projects close to completion or in the design phase include: the West Valley sustainable campus, central campus redevelopment, and buildings and/or renovations for Career Technical Education, Child Development Center, Athletic facilities, Visual Arts, and Stagecraft.

The College currently enrolls over 10,000 students and with a student body that is over 65% Hispanic, COD is a federally recognized Hispanic Serving Institution (HSI).

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## MISSION

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College of the Desert provides excellent educational programs and services that contribute to the success of our students and the vitality of the communities we serve.

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## VISION

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College of the Desert will be a center of collaborations and innovations for educational enrichment, economic development and quality of life in the Coachella Valley and surrounding communities.

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## VALUES

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College of the Desert is a learning-centered institution that values:

**Student Success:** Student learning and growth are central to all we do.

**Diversity & Inclusion:** We embrace the diversity of our community and uphold the dignity and worth of the individual.

**Integrity:** We are open, honest and reliable.

**Respect:** We value the thoughts, words, and actions of our students, colleagues, and community.

**Dedication:** Our faculty, staff and administrators are responsible leaders who effectively implement programs in support of student learning and efficient college operations.

**Professionalism:** We are current in our areas of expertise and embody high standards of conduct.

**Communication:** We communicate with authenticity in pursuit of broad understanding, effective dialog, and inclusive decision-making.

**Lifelong Learning:** Learning is essential to living, for our students, faculty and staff.

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## INSTITUTIONAL OUTCOMES

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### CRITICAL THINKING AND COMMUNICATION

1. Apply principles of logic to problem solve and reason with a fair and open mind.
2. Compose and present structured texts in a variety of oral and written forms according to purpose, audience, and occasion with implementation of thesis, supporting details and idea development.
3. Apply standard conventions in grammar, mechanics, usage and punctuation.
4. Appreciate diversity as it is expressed in multiple disciplines and across various cultures through reading, speaking and writing.
5. Conduct research, gather and evaluate appropriate information, organize evidence into oral and written presentation, using proper MLA, APA, and other discipline-specific formats to cite sources.
6. Summarize, analyze, and interpret oral and written texts, with the ability to identify assumptions and differentiate fact from opinion.
7. Utilizing various communication modalities, display creative expression, original thinking, and symbolic discourse.



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## SCIENTIFIC INQUIRY

1. Identify components of the scientific method.
2. Collect and analyze data. Skills of data collection include an understanding of the notion of hypothesis testing and specific methods of inquiry such as experimentation and systematic observation.
3. Predict outcomes utilizing scientific inquiry: using evidence and assertions determine which conclusions logically follow from a body of quantitative and qualitative data.
4. Analyze quantitative and qualitative information to make decisions, judgments, and pose questions.
5. Recognize the utility of the scientific method and its application to real life situations and natural phenomena.

## GLOBAL CITIZENSHIP

### Scientific & Technological Literacy

1. Synthesize, interpret, and infer, utilizing information, data, and experience to solve problems, innovate, and explore solutions.
2. Utilize quantitative expression in a variety of contexts. These would include units of measurement, visual representations, and scales and distributions.
3. Produce oral and written information in various modes and media, using technology such as computers, the Internet, and library databases.

### Ethical Behavior

1. Integrate universally accepted values such as honesty, responsibility, respect, fairness, courage and compassion into judgments and decision-making.
2. Apply ethical reasoning to contemporary issues and moral dilemmas.
3. Appreciate the complexity of global relationships between self and others, as well as self and the environment.
4. Exhibit respect for self and others.

## AESTHETICS

1. Apply and relate theories of aesthetics to everyday life.
2. Utilize the creative process to explain universal values such as beauty and truth.
3. Apply imagination to artistic expression.
4. Value appearance in terms of how pleasing it is in movement, form, and function.

## PERSONAL AND PROFESSIONAL DEVELOPMENT

1. Self-evaluate knowledge, skills and abilities.
2. Develop realistic goals.
3. Display habits of intellectual exploration, personal responsibility, and physical well being.
4. Demonstrate an understanding of ethical issues to make sound judgments and decisions.
5. Value diverse cultures and populations.
6. Value the feedback of others.

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## STUDENT LEARNING OUTCOMES AND ASSESSMENT

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In concert with the nationwide effort among colleges and universities to create an evidence-based process which documents the effectiveness of teaching and learning, as well as improvements to that process, College of the Desert is positioned to enrich the lives of our students by stating and assessing learning outcomes. Faculty at the College believe in integrative general education that encompasses not only knowledge and abilities, but values, attitudes and habits that create success within and outside of the academic arena.

Learning is a complex process. Assessing learning should reflect the adequacy and intricacy of its subject. Effective assessment includes diverse methods of measurement designed to give educators an understanding of how students learn and perform over time. Therefore, assessment is ongoing, revealing change, growth and increasing degrees of integration. As our picture of learning comes into clear view, we provide ourselves with a solid foundation for improving our students' educational experience.

As we embark upon understanding students' educational experience in the 21<sup>st</sup> century, faculty at College of the Desert recognize that student learning is a campus-wide responsibility and assessment is a way of executing that responsibility. While faculty are the main drivers of this movement, we appreciate that we will also rely upon participation from student services, librarians, administrators, and students. Assessment may also involve community members such as alumni/ae, trustees, and employers. It is our shared understanding of assessment as a continual learning cycle which includes measurement, feedback, reflection, and change that will foster teaching excellence as we challenge and support our students' active engagement in the learning process.

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## GENERAL EDUCATION PHILOSOPHY

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At College of the Desert we provide students with the opportunity to engage in meaningful learning experiences that challenge and encourage them to become lifelong learners. The promise of general education is that it provides an integrative and comprehensive program that is broad and deep, introducing students to skills, knowledge and patterns of learning that foster better understanding of themselves and the world around them.

The need for skills, the quest for knowledge and the curiosity of the human spirit is interdisciplinary in nature, as reflected by the areas of study that comprise general education at College of the Desert. **Natural Sciences** lay the foundation for understanding living and non-living systems, introducing students to the power of systematic questioning. **Social and Behavioral Sciences** heighten students' awareness of social, political and economic institutions and human behavior in contemporary, historical and geographical contexts. **Arts, Humanities and Culture** allow students to appreciate and develop philosophical, cultural, and literary perspective, encouraging independence and aesthetic sensibility. **Language and Rationality** emphasize active participation in clear communication, logical thought and quantitative reasoning. Ultimately, as students are exposed to **Personal Growth and Development**, they are asked to adapt, respond and grow in the diverse, global and rapidly changing environment of the 21<sup>st</sup> century as well-rounded global citizens.

General education at College of the Desert prepares students to live productive lives with self-understanding, respect for others and skills critical to lifelong learning.

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## SUPPORTING ORGANIZATIONS

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### ALUMNI ASSOCIATION

College of the Desert Alumni Association was chartered in 1983. The mission and goals of the Association are to enhance the success of COD students and to enrich the campus environment. The Association provides scholarships for students who plan to attend or who are now attending COD; provides recognition of alumni, students, community leaders, faculty and staff; creates awareness of the value of higher education and COD through collaborative efforts; and provides financial support for the enhancement of COD facilities, programs, faculty, and staff.

The Alumni Association annually budgets over \$335,000 in scholarships and student financial aid.

The Alumni Scholarship Endowment Fund now totals in excess of \$1 million. The Alumni Association Academic Enrichment Endowment Fund of \$1,000,000 has been completed. The Alumni Association operates the popular

year-round COD Alumni Street Fair. Membership is open to alumni, students, staff, and the community. For more information call (760) 636-7958.

### COLLEGE OF THE DESERT FOUNDATION

College of the Desert Foundation is a nonprofit organization whose primary purpose, for the last 30 years, is to provide financial support from the private and public sectors to help underwrite those programs and facilities at the College which cannot be funded through other means. 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 COD Foundation can be of any size and may be designated to a particular department or project. Estate planning information is available for wills, bequests, and charitable trusts. For more information call (760) 773-2561, or go the Foundation website at [www.codfoundation.org](http://www.codfoundation.org).

### ACADEMIC ANGELS

This organization is made up of over 100 members whose purpose is to serve as Goodwill Ambassadors for College of the Desert and to assist the Foundation in pursuing its goals. The organization hosts luncheons, events and guest speakers throughout the year to raise funds for scholarships and other College programs and services. Membership dues are \$250 per year. For more information call (760) 773-2561, or go to their website at [www.codfoundation.org](http://www.codfoundation.org).

### PRESIDENT'S CIRCLE AND BUSINESS COUNCIL PARTNERS

The President's Circle was created by the Foundation in 1983. It is comprised of an exceptional group of individuals and business leaders who are committed to the Mission of COD and its Foundation. The President's Circle and Business Council is the largest and most important resource of unrestricted gifts to the College, helping provide critical resources to meet educational needs, as well as help the Foundation and its support mission-critical programs and services for the College. Members enjoy a variety of benefits and dues range from \$1,000 to \$5,000. For more information on any of the Annual Giving opportunities at the Foundation, contact the Foundation at (760) 773-2561 or via email [jhummer@collegeofthedesert.edu](mailto:jhummer@collegeofthedesert.edu).

### 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.

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## **ORGANIZATION OF THE COLLEGE**

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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 of Trustees.

The Vice President of Administrative Services functions as the chief financial officer of the College. In addition to budget development and oversight, administrative services is responsible for fiscal services, maintenance and operations, facilities construction and modernization, security and emergency preparedness, as well as college auxiliary functions including food services, the bookstore and the golf center.

The Executive Vice President of Student Success and Student Learning is the chief academic officer of the College responsible for instructional education programs, the college library, instructional support services, career-technical education, and off-campus programs.

The Executive Vice President is also the chief student services officer of the College responsible for student enrollment services, student support programs and services, student leadership, and student due process and discipline.

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

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## **EXTENDED CAMPUS LOCATIONS**

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There are several campus locations throughout the eastern and western Coachella Valley where college credit and noncredit courses are offered.

### **INDIO CAMPUS**

College of the Desert celebrated the grand opening of the Indio Campus in February 2014. Located at 45-524 Oasis Street in Indio, this new state-of-the-art facility offers day and evening classes, as well as limited counseling, assessment testing, registration, financial aid and referral services. In addition, limited English as a Second Language (ESL) classes are held at the Indio Campus. For additional information call (760) 776-7200.

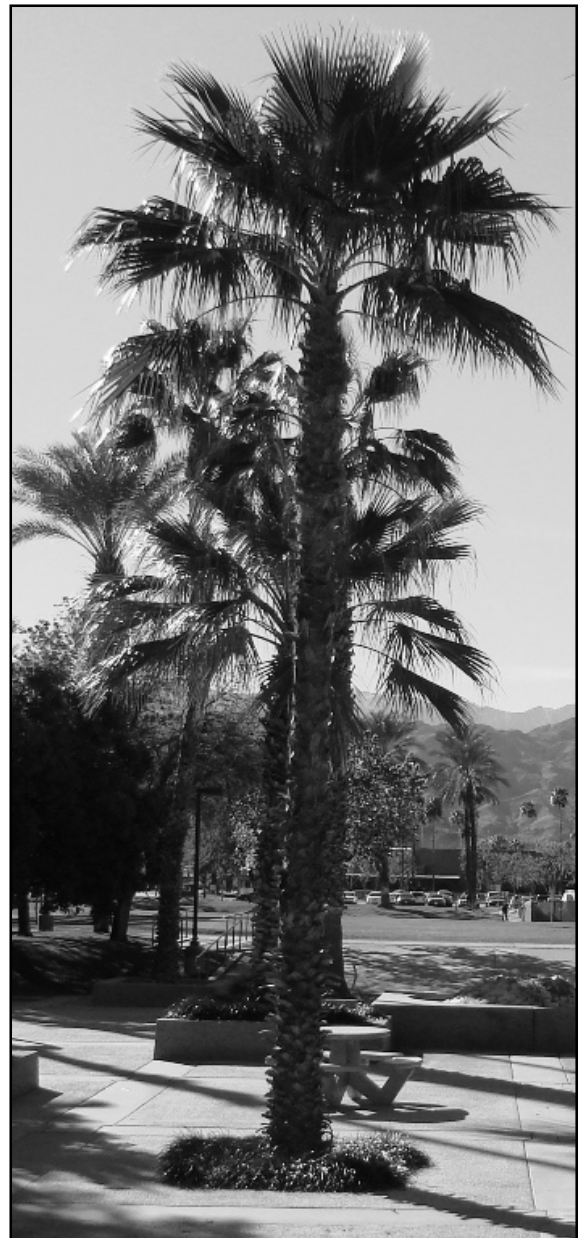
### **MECCA-THERMAL CENTER**

In providing greater access and higher educational opportunities for residents of the eastern valley, credit classes are offered at the Mecca-Thermal site located at 61120 Buchanan Street, Mecca. In addition to college classes, counseling, assessment testing, registration, and Financial Aid information is available. For additional information on course offerings and student services at the Mecca-Thermal site, please call (760) 396-2010.

## **WESTERN VALLEY CLASSES**

In order to provide local access to college classes for students living in the western Coachella Valley, 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](http://www.collegeofthedesert.edu) for starting dates and meeting times of Western Valley classes. For further information please call (760) 776-7200.



### STUDENT SUCCESS & SUPPORT PROGRAM

College of the Desert offers a comprehensive Student Success & Support Program (SSSP) involving the entire campus community. The goals are to ensure that all students complete their college courses, persist to the next academic term, and achieve their educational objectives through the components of the student success process. It is the College's way of supporting the student's right to succeed in college. Student Success is a partnership/agreement between students and College of the Desert.

#### College Responsibilities Include:

1. Providing an admissions and records process that will enable the College to collect state required demographic information that will be used as a basis for providing students with appropriate services.
2. Providing an assessment process that uses multiple measures to determine academic readiness in English, reading and math.
3. Providing an orientation process designed to acquaint students with college programs and services, facilities and grounds, academic expectations, and College policies and procedures.
4. Providing counseling and advisement services to assist students in course selection, development of an abbreviated Student Education Plan (SEP) prior to enrolling the first time and the development of a Comprehensive SEP. Follow-up advisement and counseling services will be provided to all students with a particular focus on students who have not declared an educational goal, are enrolled in basic skills courses, are on academic or progress probation/disqualification, or have been identified as high-risk students.
5. Establishing a process to monitor student progress and provide the necessary assistance toward meeting the student's goals.

As part of the State of California Title 5 Regulations, all students are expected to participate in the activities to promote success unless they are exempt (see "exemption" below) or waive the right to participate (see "waiver, appeal, and complaint procedures" below).

#### Students Responsibilities Include:

1. Participating in assessment, orientation, and counseling/advisement services and other follow-up services deemed necessary by the College in order to complete their stated educational goal.

2. Acquiring and reading the College catalog, schedule of classes, hand outs and other student materials which detail College policies and procedures.
3. Submitting *unofficial* transcripts for all high schools and/or colleges attended to their counselor/advisor if the student would like prior coursework to be utilized for course placements.
4. Submitting **official** transcripts to the Admissions and Records Office if the student is requesting official course credit for prior coursework. All official transcripts submitted to Admissions and Records Office become the property of College of the Desert.
5. Stating an educational goal at the time of registration and a specific informed educational goal after completion of 15 units.
6. Completing a first semester online individual Student Education Plan with the assistance of a counselor or advisor, usually in a Student Planning Workshop.
7. Attending all classes and completing all course assignments.
8. Completing courses and maintaining progress toward their stated goals.

### ADMISSION

Individuals who meet any one of the following criteria are eligible to attend College of the Desert:

- Have graduated from high school
- Have passed the CA High School Proficiency Exam or
- Have passed the GED Examination or
- 18 years of age or older and can benefit from instruction

Certain two-year programs have special admission requirements.

#### NON-GRADUATES OF HIGH SCHOOL

For those interested, the Adult Basic Education (ABE) program provides an alternative way to complete high school graduation requirements. For more information contact (760) 776-7318.

#### CONCURRENT ENROLLMENT OF HIGH SCHOOL STUDENTS

In accordance with the California Education Code 76000-76002, College of the Desert (COD) will consider students in 11th and 12th grades only for concurrent enrollment as Special Admit Students. The intent of the "Presley Bill" allows for enrollment of high school students to provide an opportunity for students who are capable of *advanced work that is not offered in the high schools*. Students will be

considered for admission only for reasons consistent with the intent of the program. **Examples of unacceptable reasons include** decreasing the time needed to graduate from high school, substituting for course work not available in home-study programs or private schools, and taking course work equivalent to courses offered in high schools (below college-level).

Students who wish to enroll in types of courses that are offered in their local school districts also will be denied admission. For instance, Physical Education is offered in the local schools. Requesting to take fencing because that specific sport is not offered is not acceptable. Non-baccalaureate courses are not acceptable. Course work taken at College of the Desert by Concurrently Enrolled students will be placed on the COD transcript and become part of the student's permanent collegiate record.

The responsibility to make the determination and recommendation of the student's preparation belongs to the school district in which the student is enrolled. Authority to restrict the admission or enrollment of a special part-time or full-time student in any session based on age, grade-level completion, current school performance, or assessment and placement procedures in conformance with student success regulations remains the prerogative of College of the Desert. All courses will be taken for college credit. The school of attendance maintains the right to apply course credit. The parent or guardian of a pupil not enrolled in a public school retains the ability to petition directly the Superintendent/President or designee for the pupil's special admission on a part-time or full-time basis.

To be considered for admission as a special part-time or full-time student, the student must meet the eligibility standards established in Education Code, Section 48800.05. Special part-time and full-time students are given low enrollment priority in accordance with AB 967. Students are subject to tuition and fees. The application can be downloaded under the Admissions & Records area of the COD website.

High School students applying for Concurrent Enrollment will be notified of their status within 2 weeks of submitting their complete application. In the event a student is denied admission, the student may petition the appropriate dean. The dean in which the course resides will review the appeal and inform the student in writing of the decision.

### **High School Students Admittance into Career Tech & Performing Arts Classes**

CTE Transitions (formerly Tech Prep) as defined in the Carl D. Perkins Vocational and Technical Education Act (Perkins), as a national strategy designed to prepare high school juniors and seniors for improving their academic knowledge

and technical skills. High School students, who fulfill course specific requirements in Career Technical Education completer programs, can earn college credits for their secondary coursework through the completion of articulated courses. The CTE Transitions Model combines at least two years of secondary and two years of postsecondary education in rigorous academic standards and technical hands-on learning to form a balanced and practical program of study or career pathway development in high school and ROP CTE classes, and/or college classes. This effectively results in a well-rounded educational experience and the increased likelihood of high school graduation and college enrollment in pursuit of post-secondary degrees and/or certificates of completion. CTE Transitions prepares students to be college and career ready.

Students who wish to be considered for enrollment in a Career Tech program (ex: Automotive) who do not meet the grade point average (3.0) required for Concurrent Enrollment/Special Admit Students may be granted admission by exception; the student must submit a letter of recommendation by the COD instructor along with the required Concurrent Enrollment Application. An Assessment Test may not be required if the course selected by the student does not have a prerequisite.

High school students who have auditioned and been accepted for a performing role in a theatre arts or music production must submit the COD Application for Admission, the *Special Student Application for Concurrent Enrollment*, and written permission of the appropriate COD Instructional Dean and faculty member.

### **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.

### **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. Students accepted in the Nursing Program must follow the requirements as set forth by the State Board of Nursing. Policies and Procedures are in the Nursing Handbook. Information regarding this application is available at [www.collegeofthedesert.edu/students/ap/hs](http://www.collegeofthedesert.edu/students/ap/hs).

### **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](http://www.collegeofthedesert.edu/international) or email [iep@collegeofthedesert.edu](mailto:iep@collegeofthedesert.edu).

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 to obtain an International Student Application, please visit the International Education Program website at [www.collegeofthedesert.edu/international](http://www.collegeofthedesert.edu/international) or email [iep@collegeofthedesert.edu](mailto:iep@collegeofthedesert.edu).



## STEPS TO ENROLLMENT

There are six important steps a student should take before beginning coursework at College of the Desert:

1. Admission Application
2. Assessment
3. Financial Aid Application
4. Orientation
5. Counseling/Advising
6. Registration

The College requires all NEW students to participate in these steps.

### 1. Admission Application

Complete the COD Admission Application and submit all necessary transcripts to the Admissions & Records Office.

- The COD Admission Application is available online at <http://home.cccapply.org/apply> and must be completed by all new students intending to enroll at College of the Desert.
- Continuously enrolled students are not required to reapply. However, two semesters break in enrollment requires a new application.
- After completing the application, the Admissions & Records Office will email all new students (to the email provided in the admission application) information regarding next steps as outlined on the College of the Desert "Getting Started" webpage. Students must wait 48 hours to log into their @MyCOD Student Portal where they will receive their College of the Desert Student Identification Number that is sent to the @MyCod email account.

### 2. Assessment

All new first time students are required to complete basic skills assessments in English, reading and mathematics.

- The College utilizes the College Board's Accuplacer exam to assess the basic skills of entering students. COD counselors will use the score results, along with a set of multiple measures, to help guide the students to appropriate courses and to assist the student to develop a student education plan (SEP).
- Students are strongly encouraged to refresh their skills in English, reading and mathematics prior to taking the assessment test. Please contact the Counseling Center or Assessment Center to obtain information about available study guides and web resources.

- To schedule an Assessment appointment, please go to [www.collegeofthedesert.edu](http://www.collegeofthedesert.edu). For directions and additional information, please call (760) 776-7413.

### 3. Financial Aid Application (optional)

If you are in need of financial assistance to help you afford college you should apply for financial aid.

- Complete the Free Application for Federal Student Aid (FAFSA) available on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
- To participate in the Board of Governors Tuition Waiver (BOG) you should complete the FAFSA (see above).
- Visit the COD Financial Aid Office website at [www.collegeofthedesert.edu](http://www.collegeofthedesert.edu). See page 34 for more information about available financial aid resources.

### 4. Orientation

Orientation services are required for all first-time college students and are available to all students entering COD.

- Students will receive academic planning assistance; information about college facilities, resources and policies; and a review of student rights and responsibilities.
- Students can schedule an orientation session by contacting the Counseling Center at (760) 773-2520 or by visiting the Counseling Center website.
- An Online orientation may be available during registration periods. Check the college website for details.

### 5. Counseling/Advising

#### STUDENT EDUCATION PLANS (SEPs)

Upon admission to the College all students are required to declare an educational goal. A specific educational goal, along with a Student Education Plan (SEP), should be completed during the first semester of enrollment.

A Student Education Plan (SEP) is a planning tool that you complete online via WebAdvisor Student Planning. You may attend a Student Planning Workshop provided by the Counseling Center to create your SEP together based on your future academic and career goals. It outlines a semester by semester plan of suggested course to take based on major, transfer plans and sequence of courses.

Effective Fall 2014 **Priority Registration** will be given to students who work with a counselor to develop a Student Education Plan, succeed in their classes, and stay on track.

**Abbreviated SEP** - one to two terms in length designed to meet your immediate needs must be created before you register for your first term classes.

**Comprehensive SEP** - a more detailed SEP that outlines completion to your education objectives. A comprehensive Student Education Plan takes into account your interests, skills, career and educational goals, major, potential transfer institutions, and the steps you need to take on your educational path to complete your educational goal. The comprehensive plan includes your educational goal and course of study requirements, such as the requirements for the major, transfer, certificate, program, applicable course prerequisites or co-requisites, the need for basic skills, assessment for placement results, and the need for referral to other support and instructional services. The comprehensive Student Education Plan is tailored to meet your individual needs and interests and can be created before or after you register for classes.

The Comprehensive SEP is a participation requirement for the following programs:

- EOPS
- DSPS
- CalWORKs
- Veterans
- Athletics
- Reentry

If you are **transferring to College of the Desert** from another college or university, prior to scheduling an appointment for an SEP, you must:

- Send your official transcripts from ALL colleges and universities you have previously attended to College of the Desert Admissions & Records Office.
- Verify with the Admissions & Records Office that your transcripts have been received.

Counseling faculty are available in the Counseling Center. Counselors will assist students with academic, personal, and career goal setting and provide information about available campus resources to help students achieve their goals. A primary role of a counselor is to assist students in developing a Student Education Plan.

Faculty Advisors are available in every academic department (see pages 75-139). Advisors can provide valuable information about department majors, career pathways, and will work collaboratively with counselors to advise students with regard to the student's educational and career goals. A list of advisors and their contact information is listed in the Schedule of Classes each semester.

### **EXEMPTIONS**

Some students may be exempt from the assessment, orientation, and/or the counseling/advising components if they meet certain criteria (Title 5 §55532). However, students will not be exempt from the admissions and follow-up

components. Information about exemption eligibility is available in the Counseling Center or online at [www.collegeofthedesert.edu/exemption](http://www.collegeofthedesert.edu/exemption).

Students wishing to obtain an exemption in any of the three areas mentioned should submit an Exemption Request, along with supporting documentation, to the Counseling Center. If approved, the Counseling Center staff will clear the student to register for classes. This does not exempt students from meeting prerequisite requirements. For more information, contact the Counseling Center at (760) 773-2520.

## **6. Registration**

All students will utilize the College's computerized registration system (WebAdvisor) to enroll in classes.

### **PRIORITY REGISTRATION**

College of the Desert is committed to the philosophy that all students should have fair and equitable access to courses and programs within the resources and in accordance with State Education Code, Title 5 provisions and guidelines adopted by the Board of Governors. Furthermore, the College believes that students should be able to progress toward their stated educational objectives in a timely manner.

The primary mission of the College is to provide transfer and vocational courses and programs. Therefore, priority is extended to students who have demonstrated satisfactory academic progress toward their declared educational objectives, the completion of their transfer requirements, and/or the completion of a degree or vocational certificate.

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### **POLICY ON OPEN ENROLLMENT**

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Unless specifically exempted by statute, every course, course section or class which is to be reported for state apportionment, is open for enrollment and participation by any person who has been admitted to the college and who meets the student success requirements.

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### **ENROLLMENT PROCEDURES**

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Each student is responsible for his/her registration of classes and for attending classes. Furthermore, each student is responsible for following the rules and regulations in this catalog. The College is not liable if the student fails to read and understand the rules.

Web Advisor is the secure on-line self-service access used by College of the Desert students. Students may access Web Advisor to add and drop classes, pay fees, print class schedules and unofficial transcripts, as well as print program evaluations and create a Student Educational Plan (SEP) based on their educational goals.



## 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, is 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](http://www.collegeofthedesert.edu) for the online schedule.

## ADDING & DROPPING COURSES

Students have the ability to adjust their class schedule as needed via WebAdvisor 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.

## AUDITING A CLASS

In accordance with California Education Code section 76370 and COD Board Policy 4070, auditing is permitted.

- No student will be allowed to register to audit a full term course prior to the last day to add full term classes.
- Priority in class enrollment shall be given to students enrolling for credit towards a certificate or degree.
- Permission to audit a course is granted with the signed permission of the instructor and the appropriate Instructional Dean on an Audit Course Form, available at Admissions & Records, the Counseling Center or online at [www.collegeofthedesert.edu](http://www.collegeofthedesert.edu).
- A completed Audit Course Form with required signatures must be submitted with payment to Admissions & Records within 5 days following the last day to add full term courses.
- Concurrently enrolled high school students are not eligible to audit courses.
- A fee of \$15 per unit will be charged to audit a course.
- Students enrolled in classes to receive credit for ten (10) or more semester credit units shall not be charged a fee to audit three (3) or fewer units per semester.
- BOGW may not be applied to fees for courses being audited. BOGW can only be applied towards courses being completed for credit only.

- Students may not audit any course more than three (3) times.
- Students enrolled as auditors shall not be permitted to change their enrollment in the course to receive credit.
- Blackboard access is not available to students who audit.
- Some labs may not be available to students who audit.

## WITHDRAWALS AND GRADE RESPONSIBILITY

Students are expected to plan their schedule carefully with the aid and approval of an advisor and endeavor to maintain that schedule throughout the semester. Students should attend all classes in which they originally enrolled and are responsible to drop courses they have stopped attending via WebAdvisor.

A "W" grade is a part of a student's permanent record and cannot be removed unless they are in accordance with state regulations, Title 5 55024/T5 58508. The state provides for alleviation of a "W" grade if the basis is due to an *extraordinary circumstance or an allowable exclusion*. The state defines:

**Allowable Exclusions** - i.e., Military Withdrawal (called to duty).

**Extraordinary Conditions** - College and/or classes inaccessible due to natural disaster; student responding to certain events (flood, fire); or student had to evacuate home as a result of natural disaster events.

**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 WebAdvisor. Although faculty may drop students for non-participation/non-attendance, students should not expect the faculty to drop them for non-participation/non-attendance. If a student fails to drop or withdraw from a course by the established deadlines, the student may receive an "FW" 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, FW, P or NP. All grades become a part of the student's permanent record.

### Conditions for Petition to Withdraw

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.

Effective with Fall 2009, only students who have received an FW grade are eligible to petition for a withdrawal (W). Students who have verifiable extenuating circumstances may petition for an exception to withdraw from a class once

the grade is recorded. The student may petition for authorization to receive a withdrawal (W) in the following manner:

- A formal petition must be submitted through the MyCOD Portal by the student.
- Proof of the extenuating circumstances being cited as reasons for withdrawal, or unsuccessful course completion, must be submitted.
- The instructor of each course in question must be consulted. In the event the instructor of record cannot be contacted, or is unavailable, the appropriate Instructional Dean will act on his/her behalf. College of the Desert defines extenuating circumstances as serious and compelling reasons, which are limited to the following:
  - Illness, hospitalization, or medical reasons
  - Employment
  - Relocation
  - Illness or death of a family member or loved one
  - Incarceration

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## LIMITATIONS ON ENROLLMENT

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Limitations on 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. Students on probation or who are subject to dismissal may also experience a limitation as to the number of units in which they are allowed to enroll until they have removed themselves from probation or dismissal status.

## PREREQUISITES, COREQUISITES AND ADVISORIES

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. 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 that 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.

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 5, § 55003 (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 Education 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.

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.

The student is responsible and bears the burden for showing that grounds exist for the challenge. To submit a challenge, a student should obtain a *Prerequisite Challenge* form located on the Admissions & Records website under "Forms" and obtain signatures from course faculty and Department Chair/Dean and return to the Instructional Dean's office. Along with the form, a student must submit compelling evidence demonstrating that they have met the prerequisite.

### BASIC SKILLS COURSE LIMITATION

Basic skills or pre-collegiate courses are designed to prepare students for college-level work. Students may be required to enroll in certain basic skills courses if the assessment process indicates they will benefit by this special preparation for college-level courses. A total of 30 units are allowed. Any student who completes a total of 30 units in any combination will be notified and referred to a counselor for educational planning or exceptions to the limits. Basic skills courses may not be used to satisfy general education requirements for an associate degree. Exceptions to the Basic Skills limitations are: students enrolled in one or more courses of ESL, or students identified by the District as having a learning disability as defined in Title 5, §56036.

Students who are financial aid recipients are reminded that only 30 units of remedial course work are excluded from the established unit limit for financial aid eligibility. Please check the COD Financial Aid Office website for further details on courses excluded from remediation.

### COURSES RELATED IN CONTENT

Title 5 § 55040 (c) The policies and procedures adopted by the governing board of each community college district pursuant to subdivision (a) may not permit student enrollment in active participatory courses, as defined in section 55000, in physical education/kinesiology, visual arts or performing arts that are related in content, **more than four times** for semester courses. This limitation applies even if a student receives a substandard grade or "W" during one or more of the enrollments in such a course or petitions for repetition due to extenuating circumstances as provided in section 55045. See pages 144-146 for COD courses related in content.

### MAXIMUM UNIT LOAD

An average class load for fall and spring semesters is considered to be 12-17 units. Students working full time are encouraged to carry a reduced load. Students with advanced standing, and having a "C" average (2.0 grade point average) or better are permitted to enroll to a maximum of 19 units. During the summer term an average class load is two classes; however, students may be limited to a total of 7 units.

Students who wish to obtain a variance from the above unit limitations should meet with a counselor in the Counseling Center to discuss their need for an overload and for assistance in completing a *Request to Add Class* form. Upon completion of the form, students should set up a meeting with the Director of Counseling or designee to discuss their prior academic performance and their reasons for requesting a unit overload. The Director or designee will provide final approval for a unit overload if deemed appropriate.

### MULTIPLE ENROLLMENTS

College of the Desert does not permit a student to enroll in two or more sections of the same credit course during the same term unless the two sections are short term courses that do not overlap within the same term (Title 5, §55007.a).

### OVERLAPPING ENROLLMENTS – TIME CONFLICTS

College of the Desert does not permit a student to enroll in two or more courses where the meeting times for the courses overlap (Title 5, §55007.b).

### 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
TRiO ACES Students .....	12
Veterans' Benefits Recipients .....	Varies by Program

\*Each program may have additional eligibility requirements. Please contact the program for additional information.

### 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.

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## RESIDENCY REQUIREMENTS

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This section of the catalog provides a general summary of the principal rules on residency and their exceptions. For the detailed rules used by admission officers for residency determination, reference should be made to regulations of the Board of Governors of the California Community Colleges in Sub-Chapter 1 (commencing with Section 54000) of Division 6 of Chapter V, of Title 5 of the California Administrative Code, and the regulations and guidelines available at the Admissions and Records Office. These regulations are subject to change without notice by the State Legislature.

### RESIDENT/NON-RESIDENT FEES

Each person applying for admission to a California community college is, for purposes of admission and/or tuition fees, classified as a "California resident" or as a "non-resident" according to the Admission Application completed by the potential student. Students classified as California residents will be subject to pay the stated California resident enrollment fees in effect at the time of admission as stated in the corresponding Schedule of Classes. Students classified as non-residents will be subject to pay non-resident tuition in addition to the stated California resident enrollment fees in effect at the time.

A "California resident" is a person who has resided within California for at least one year and one day prior to the first day of the term of enrollment and can provide documentation of his/her intent to make California their permanent residence.

A "non-resident" student is one who does not have residence in the state for more than one year prior to the residence determination date and cannot provide documentation of intent to make California their permanent residence.

### RECLASSIFICATION

Applicants classified as non-residents will receive notice of their status to the email address provided on the Admission Application.

Students who have been classified as non-residents are not automatically reclassified as residents. It is the responsibility of the student to request reclassification to residency status.

A Residency Questionnaire along with the required documentation must be submitted to the Admissions & Records Office before the start of the term (not the start date of the course) to be considered for a residency adjustment. Residency Questionnaires submitted after the start of the term will be considered for the next term.

The petition must be accompanied by documentation verifying the student's intent to become a California resident, evidence of physical presence in California and/or evidence of financial independence. Title 5 sections 54002-54028 and California Education Code, section 68040 clearly state that the burden of proof to clearly demonstrate both physical presence in California and intent to establish California residence lies with the student. Failure to provide requested residency information will result in a determination of non-resident.

The Residency Questionnaire Form with complete instructions is available online; log into the MyCOD Student Portal, then under the WebAdvisor Icon, click on AR forms. Questions regarding residency should be directed to the Admissions and Records Office at (760) 773-2516.

If you do not have the required documentation the State requires for residency determination by the College, you will need to pay the out-of-state fees due or drop your classes before the term begins so you are not responsible to pay the fees; failure to drop classes before the term begins will result in you paying the non-resident fees. This is a state audited item and fees cannot be changed. NOTE: if you are applying and enrolling during the first week of the term, you are responsible for fees due regardless of residency; **it is too late to request** or submit a Residency Questionnaire for the term in which you are applying.

Applicants who are not US citizens must provide proof of immigration status.

Applicants who are US citizens but have resided in California for less than two years, must provide proof of:

- Intent of become a California resident
- Physical presence in California
- Financial independence

A student seeking reclassification as a resident, who was classified a non-resident in the preceding term, shall be determined to be financially independent or dependent.

A student who has established financial independence may be classified as a resident if the student has demonstrated clearly physical presence and intent to be a California resident for one year prior to the residence determination date.

In determining whether the student has objectively manifested intent to establish California residence, financial independence shall weigh in favor of finding California residence, and financial dependence shall weigh against finding California residence.

Financial dependence in the current or preceding calendar year shall weigh more heavily against finding California residence than shall financial dependence in earlier calendar years. Financial dependence in the current or preceding calendar year shall be overcome only if (1) the parent on whom the student is dependent is a California resident, or (2) there is no evidence of continuing residence in another state.

### **ESTABLISHING RESIDENCE**

A person capable of establishing residence in California must couple his or her physical presence in California with objective evidence that the physical presence is with the intent making California his or her permanent home. The burden is on the student to demonstrate clearly both physical presence in California and intent to establish California residence. The following explanations will assist in determining physical presence and intent.

#### **Physical Presence**

- A.** A person capable of establishing residence in California must be physically present in California for one year prior to the residence determination date to be classified as a resident student.
- B.** A temporary absence for business, education or pleasure will not result in loss of California residence if, during the absence, the person always intended to return to California and did nothing inconsistent with that intent.
- C.** Physical presence within the state solely for educational purpose does not constitute establishing California residence regardless of the length of that presence.

#### **Intent**

- A.** Intent to make California home for other than a temporary purpose may be manifested in many ways. No one factor is controlling.
- B.** A student who is 19 years of age or over and who has maintained a home in California continuously for the last two years shall be presumed to have the intent to make California home for other than a temporary purpose unless the student has evidenced a contrary intent by having engaged in any of the activities listed in subsection (f) of this section.
- C.** A student who is under 19 years of age shall be presumed to have the intent to make California home for other than a temporary purpose if both the student has evidenced a contrary intent by having engaged in any of the activities listed in subsection (f) of this section.

- D.** A student who does not meet the requirements of subsection (b) or subsection (c) of this section shall be required to provide evidence of intent to make California home for other than a temporary purpose as specified in subsection (e) of this section.
- E.** The following factors are considered in determining California residency (a minimum of 3 must be provided):
  - 1.** Ownership of residential property or continuous occupancy of rented or leased property in California;
  - 2.** Registering to vote and voting in California;
  - 3.** Licensing from California for professional practice;
  - 4.** Presence of spouse, children or other close relatives in the state;
  - 5.** Showing California as home address on federal income tax form;
  - 6.** Payment of California state income tax as a resident;
  - 7.** Possessing California motor vehicle license plates;
  - 8.** Possessing a California driver's license;
  - 9.** Maintaining a permanent military address or home of record in California while in the armed forces;
  - 10.** Establishing and maintaining an active California bank account; and/or
  - 11.** Being the petitioner for a divorce in California.
- F.** Conduct inconsistent with a claim of California residence includes, but not limited to:
  - 1.** Maintaining voter registration and voting in another state;
  - 2.** Being the petitioner for a divorce in another state;
  - 3.** Attending an out-of-state institution as a resident of that state; or
  - 4.** Declaring non-residence for state income tax purposes.

### **EXCEPTIONS TO RESIDENCY RULE**

Exceptions to the residency determination as set forth above will be applied to certain factual situations. If the student would otherwise be classified a non-resident, but fits within one of the following exceptions, he or she will be granted resident classification until he or she obtains such classification.

#### **Examples of some exceptions are:**

- A minor whose parents moved from California prior to the residency determination date will retain resident classification if he or she remains in California and continues full-time attendance at College of the Desert.

- A student who is a minor and who has been self-supporting and in California for one year preceding the day before the term will be granted resident classification.
- A child or spouse of a member of the armed forces stationed in California will be granted resident classification. A student who is a member of the armed forces not assigned to California for purposes of education will be entitled to resident classification.
- Adult aliens lawfully admitted for permanent residence and present for one year will be given resident classification. Minor aliens may use their parent's durational presence to satisfy the one-year requirement.
- A student holding a valid credential authorizing service in a public school and employed in a certificated position by a community college district will be given resident classification.
- Certain refugees may claim exception from non-resident tuition with documentation from the Department of Homeland Security evidencing that the student is a refugee and establishing that he or she has been a California resident for one year.
- A student who is a full-time employee of a California school enrolling in courses necessary for credential qualifications will be given resident classification.

### **CALIFORNIA NON-RESIDENT TUITION EXEMPTION (AB 540)**

Any student, other than a nonimmigrant alien, who meets all of the following requirements, shall be exempt from paying nonresident tuition.

- The student must have attended a high school (public or private) in California for three or more years.
- The student must have graduated from a California high school or attained the equivalent prior to the start of the term (for example, passing the GED, California High School Proficiency exam, or California High School Exit Exam).
- An alien student who is without lawful immigration status must file an affidavit with the college stating that he or she has filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so. Students who are eligible for the AB 540 exemption must complete and submit the California Nonresident Tuition Exemption Request along with the appropriate evidence of high school completion. Please visit the Admissions and Records website for the AB 540 Exemption Request.

### **PLEASE NOTE:**

- Students, who hold non-immigrant visas, (for example, Tourist (B-1, B-2), Foreign Student (F-1), NAFTA (TN & TD) and Exchange Student (J), ECT.) are not eligible for this exemption. B1 & B2 (tourist visa) students are not allowed to attend College of the Desert.
- Students, who enroll into classes pending notification of approval for the qualifying semester are responsible for the quoted tuition.
- Students, who are approved based on the submitted documents, will receive a refund on the nonresident tuition they have paid. The burden of residency proof rests with the applicant.

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### **FEES**

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All fees must be paid within the time frame allotted to avoid a drop for non-payment. Please refer to the College website for current fees.

- 1. Enrollment Fees for Resident Students:** Fees are listed on the College website for each semester or intersession.
- 2. Tuition Fee for Out-of-State Residents (Non-Residents):** A tuition fee, based on that of a contiguous district, as permitted by Education Code 76140, is charged to all students who have not been legal residents of California for one full year. See College website for the current fee. Questions relating to the establishment of California residency should be directed to the Admissions and Records Office.

**Exemption of Non-Resident Fees:** Under California law, waivers of the non-resident portion of tuition and enrollment 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. This 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:** Foreign students will be charged the same fee as for Out-of-State Residents, which includes in-state California fees, computed as stated in section 2 above. See College website for the current fee.

- 4. Credit by Examination Fee:** A non-refundable application fee, equal to State mandated enrollment fee, is charged for Credit by Examination. Please check the Admissions webpage for current fees.
- 5. Duplicate Diploma/Certificate Fee:** A fee is charged for a duplicate diploma/certificate. Please check the Admissions webpage for current fees.
- 6. 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. Additional information is available on the Admissions webpage.
- 7. Health 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 Fee for the operation of a Student Health Center. Exempted students include:
- All active duty military personnel attending classes on a military base and their dependents.
  - Apprentice students.
  - All students who depend exclusively on prayer for healing in accordance with a bonafide religious sect.
- 8. Health Occupations Programs:** College Policy requires each student enrolled in Health Occupations programs which require patient contact for the development of specific skills to secure insurance coverage against liability for malpractice.
- 9. Instructional Materials Fee:** Students may be required to provide required instructional and other materials for a credit or noncredit course, provided such materials are of continuing value to the student outside the classroom and provided that such materials are not solely or exclusively available from the District.
- 10. 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.
- 11. International Student Processing Fee:** The District shall charge a student who is both a citizen and a resident of a foreign country a fee to process his or her application for admission. This processing fee and regulations for determining economic hardship may be established by the Superintendent/President. The fee shall not exceed the lesser of (1) the actual cost of processing an application and other documentation required by the U.S. government; or (2) one hundred dollars (\$100), which shall be deducted from the tuition fee at the time of enrollment.
- 12. 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.
- 13. Refund Processing Fee:** A fee is charged for the processing of a refund. Please check the Admissions webpage for additional information.
- 14. 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.
- 15. 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.
- 16. Transcript Fee:** An official transcript of a student's record is obtained by completing the Transcript Request online. 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).

**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 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.

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### **FINANCIAL AID RECIPIENTS**

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All financial aid recipients, including those receiving scholarships should do the following prior to receiving their funds:

- Verify financial aid application is complete by viewing award and document status information on WebAdvisor.
- Check campus email for recent financial aid announcements and updates.
- Visit the Financial Aid Office website to view disbursement dates, Satisfactory Academic Progress (SAP), withdrawal policy and other pertinent information.

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### **PAYMENT PLAN**

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College of the Desert offers a payment plan option to pay enrollment fees. The optional payment plan is offered for a \$20.00 processing fee. For more information on the payment plan, please go to [www.collegeofthedesert.edu/students/bursar](http://www.collegeofthedesert.edu/students/bursar).

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### **REFUND POLICY**

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Students receive an automatic refund if the college cancels a class or if the student finds it necessary to drop a class or classes within the deadline to be eligible for a refund. Refunds less a \$10.00 processing fee are issued beginning the fourth week of the semester and mailed to the student's address on file with Admissions and Records.

### **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 Schedule of Classes 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 the "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.

Nonresident and foreign student tuition fees are refundable for a reduction of program or a complete withdrawal. See Schedule of Classes for deadlines to drop and be eligible to receive a refund.

Refunds of \$10 or more are processed automatically beginning the fourth week of the semester and mailed to the student's address on file with Admissions and Records. Students may request a refund prior to that time by completing a refund request form available in the Bursar's Office or online at [www.collegeofthedesert.edu/students/bursar](http://www.collegeofthedesert.edu/students/bursar).

### **PARKING FEE REFUNDS**

The parking fee is refundable if classes are dropped on or before the "last day to drop and be eligible to receive a refund," if the student completely withdraws from school. The parking sticker must be returned to the Bursar's Office to receive a refund.

### **RETURNED CHECKS**

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 Bursar's 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.

### **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 FedChex, a recovery service working on behalf of the Bookstore. 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.



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## Can I earn college credit without taking classes at COD? 25

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### CREDIT BY EXAMINATION

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In accordance with Title 5, §55050, College of the Desert allows for the granting of units through credit by examination for a course. Credit by Exam is based on the principle that previous experience, training, or instruction is the equivalent of a specific course taught by the College. The faculty shall determine that the examination adequately measure mastery of the course content as set forth in the outline of record. The faculty may choose to accept an examination conducted at a location other than the community college for this purpose.

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, P, NP) 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. 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) is not on academic probation, (3) has submitted transcripts of all previous course work, (4) has not earned college credit in more advanced subject matter, and (5) has not received a grade (A, B, C, D, F, P, NP), or equivalent, in the course for which he or she is seeking credit by examination at this or any other educational institution. Unit credit granted by examination to a student shall not count toward the minimum of 12 units required for College residency to earn a degree or certificate at COD. The 12 units College residency requirement is waived for high school students who have successfully completed a high school course that has been **articulated** with a COD course and have earned credit by Credit By Examination (CBE). Students interested in credit by examination will be required to submit a Credit by Examination form to the Admissions and Records Office to initiate the approval process. Prior to submitting the form, interested students should meet with a counselor or faculty advisor to discuss their eligibility for credit by examination. The signature of the appropriate Instructional Dean will also be required, prior to submitting the Credit by Examination form to Admissions & Records. Payment of a nonrefundable fee is required upon submission of the Credit by Examination form (please check the Admissions webpage for current fees.) 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.

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### CREDIT FROM HIGH SCHOOLS and REGIONAL OCCUPATIONAL PROGRAMS

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College of the Desert cooperates with high schools and Regional Occupational Programs (ROP) within the boundaries of the college district in an effort to assist students to transition from secondary to post-secondary levels without a duplication of learning. Opportunities to earn credit or request a prerequisite course waiver may be offered to qualifying high school and ROP students in approved areas of study. For complete information, please contact CTE Transitions Office at (760) 674-7627.

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### CREDIT FOR MILITARY SERVICE SCHOOLS

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College of the Desert awards elective 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 the official copy of their JST (Joint Services Transcript for Coast Guard, Marine Corps or Navy) or CCAF (Air Force) transcripts. If these are not available, then their DD-214 form will be used for credit evaluations. Please contact COD Veterans Services for information regarding this process at (760) 773-2536.



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**CREDIT FOR CEEB ADVANCED PLACEMENT EXAMINATIONS (AP)**


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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 at (760) 773-2516.

**CREDIT FOR CEEB ADVANCED PLACEMENT EXAMINATIONS**

<b>College Board Advanced Placement Tests (AP)</b>	<b>Minimum Semester Credits Earned<sup>1</sup></b>	<b>Semester Credits Toward GE Breadth</b>	<b>American Institutions and/or GE Breadth Area<sup>2</sup></b>
Art History .....	6 .....	3 .....	C 1 or C2
Biology .....	6 .....	4 .....	B2+B3
Calculus AB <sup>3</sup> .....	3 .....	3 .....	B4
Calculus BC <sup>3</sup> .....	6 .....	3 .....	B4
Calculus BC/ AB Subscore <sup>3</sup> .....	3 .....	3 .....	B4
Chemistry .....	6 .....	4 .....	B1+B3
Chinese Language and Culture .....	6 .....	3 .....	C2
Comparative Government & Politics .....	3 .....	3 .....	D8
English Language .....	6 .....	3 .....	A2
English Literature .....	6 .....	6 .....	A2+C2
Environmental Science <sup>4</sup> .....	4 .....	4 .....	B1+B3
European History .....	6 .....	3 .....	C2 or D6
French Language .....	6 .....	3 .....	C2
German Language .....	6 .....	3 .....	C2
Human Geography .....	3 .....	3 .....	D5
Italian Language and Culture .....	6 .....	3 .....	C2
Japanese Language and Culture .....	6 .....	3 .....	C2
Latin: Vergil .....	3 .....	3 .....	C2
Macroeconomics .....	3 .....	3 .....	D2
Microeconomics .....	3 .....	3 .....	D2
Physics 1 <sup>5</sup> .....	4 .....	4 .....	B1+B3
Physics 2 <sup>5</sup> .....	4 .....	4 .....	B1+B3
Physics C (electricity/magnetism) <sup>5</sup> .....	4 .....	4 .....	B1+B3
Physics C (mechanics) <sup>5</sup> .....	4 .....	4 .....	B1+B3
Psychology .....	3 .....	3 .....	D9
Spanish Language .....	6 .....	3 .....	C2
Spanish Literature .....	6 .....	3 .....	C2
Statistics .....	3 .....	3 .....	B4
U.S. Government & Politics .....	3 .....	3 .....	D8+US-2
U.S. History .....	6 .....	3 .....	(C2 or D6)+US-1
World History .....	6 .....	3 .....	C2 or D6

<sup>1</sup> These units count toward eligibility for admission. The units may not all apply toward certification of the corresponding GE-Breadth area.

<sup>2</sup> Areas of GE Breadth (A1 through E) are defined in Executive Order 1033. Areas of American Institutions (US-1 through US-3) are set forth in Sections IA and IB of EO 405, and at assist.org.

<sup>3</sup> If a student passes more than one AP exam in calculus or computer science, only one examination may be applied to the baccalaureate.

<sup>4</sup> Students who pass AP Environmental Science earn 4 units of credit. Test prior to Fall 2009 may apply to either B1+B3 or B2+B3 of GE Breadth. Fall of 09 or later, those credits may only apply to B1+B3.

<sup>5</sup> If a student passes more than one AP exam in physics, only six units of credit may be applied to the baccalaureate, and only four units of credit may be applied to a certification in GE Breadth.

\*AP Government & Politics: United States *does not satisfy CSU baccalaureate constitution requirement.*

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

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**CREDIT FOR COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)**


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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 CLEP examination results must be submitted to the Admissions and Records Office. CLEP exams are offered through COD's Partnership and Community Education Division (PaCE) Office, (760) 776-7420. CLEP credit will not be used to meet IGETC General Education Requirements for Certification. CLEP may be used to meet CSU General Education requirements for certification.

**CREDIT FOR COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)**

<b>College-Level Examination Program (CLEP)</b>	<b>Passing Score</b>	<b>Minimum Semester Credits Earned<sup>1</sup></b>	<b>Semester Credits Toward GE Breadth</b>	<b>American Institutions and/or GE Breadth Area<sup>2</sup></b>
American Government .....	50 .....	3 .....	3 .....	D8
American Literature .....	50 .....	3 .....	3 .....	C2
Analyzing & Interpreting Literature .....	50 .....	3 .....	3 .....	C2
Biology .....	50 .....	3 .....	3 .....	B2
Calculus .....	50 .....	3 .....	3 .....	B4
Chemistry .....	50 .....	3 .....	3 .....	B1
College Algebra .....	50 .....	3 .....	3 .....	B4
College Algebra - Trigonometry .....	50 .....	3 .....	3 .....	B4
English Literature .....	50 .....	3 .....	3 .....	C2
French <sup>3</sup> Level II .....	59 .....	12 .....	3 .....	C2
German <sup>3</sup> Level II .....	60 .....	12 .....	3 .....	C2
History, United States I .....	50 .....	3 .....	3 .....	D6+US-1
History, United States II .....	50 .....	3 .....	3 .....	D6+US-1
Human Growth & Development .....	50 .....	3 .....	3 .....	E
Humanities .....	50 .....	3 .....	3 .....	C2
Introductory Psychology .....	50 .....	3 .....	3 .....	D9
Introductory Sociology .....	50 .....	3 .....	3 .....	D0
Natural Sciences .....	50 .....	3 .....	3 .....	B1 or B2
Pre-Calculus .....	50 .....	3 .....	3 .....	B4
Principles of Macroeconomics .....	50 .....	3 .....	3 .....	D2
Principles of Microeconomics .....	50 .....	3 .....	3 .....	D2
Spanish <sup>3</sup> Level II .....	63 .....	12 .....	3 .....	C2
Trigonometry .....	50 .....	3 .....	3 .....	B4
Western Civilization I .....	50 .....	3 .....	3 .....	C2 or D6
Western Civilization II .....	50 .....	3 .....	3 .....	D6

<sup>1</sup> These units count toward eligibility for admission. The units may not all apply toward certification of the corresponding GE-Breadth area.

<sup>2</sup> Areas of GE Breadth (A1 through E) are defined in Executive Order 1033. Areas of American Institutions (US-1 through US-3) are set forth in Sections IA and IB of EO 405, and at [assist.org](http://assist.org).

<sup>3</sup> If a student passes more than one CLEP test in the same language other than English (e.g., two exams in French), then only one examination may be applied to the baccalaureate. For each test in language other than English, a passing score of 50 is considered "Level I" and earns six units of baccalaureate credit; the higher score listed for each test is considered "Level II" and earns additional units of credit and placement in Area C2 of GE Breadth, as noted.

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

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**INTERNATIONAL BACCALAUREATE (IB) CREDIT**


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The Desert Community College District may award International Baccalaureate Examination (IB) credit toward a Certificate or Associate Degree, or for CSU GE or IGETC Transfer Certification to those who attain an appropriate score on Higher Level (HL) Exams. If you are intending to transfer to a four-year institution, you should consult with a counselor or the individual institution regarding its IB credit policy.

A score of 5, 6, or 7 on Higher Level exams is required to grant credit for IGETC and CSU GE Breadth Certification (exception: a score of 4 on the following IB subjects is considered a passing score for CSU GE Breadth Certification: Language A1 HL, Language A2 HL, Language B HL, Mathematics HL, and Theatre HL). An acceptable IB score for IGETC or CSU GE Breadth equates to either 3 semester or 4 quarter units for certification purposes.

If you have earned credit from an IB exam, you should not enroll in a comparable college course because credit will not be granted for both. (CSU may grant additional units for eligibility for admission.) If you wish to apply for IB credit, you should: (1) Submit an official IB transcript to Admissions & Records; (2) Review IB scores with a counselor.

<b>International Baccalaureate Examination (IB)</b>	<b>Passing Score</b>	<b>Minimum Semester Credits Earned<sup>1</sup></b>	<b>Semester Credits Toward GE Breadth</b>	<b>American Institutions and/or GE Breadth Area<sup>2</sup></b>
Biology HL .....	5 .....	6 .....	3 .....	B2
Chemistry HL .....	5 .....	6 .....	3 .....	B1
Economics HL .....	5 .....	6 .....	3 .....	D2
Geography HL .....	5 .....	6 .....	3 .....	D5
History (any region) HL .....	5 .....	6 .....	3 .....	C2 or D6
Language A Literature HL .....	4 .....	6 .....	3 .....	C2
Language A Language and Literature HL .....	4 .....	6 .....	3 .....	C2
Mathematics HL .....	4 .....	6 .....	3 .....	B4
Physics HL .....	5 .....	6 .....	3 .....	B1
Psychology HL .....	5 .....	3 .....	3 .....	D9
Theatre HL .....	4 .....	6 .....	3 .....	C1

<sup>1</sup> These units count toward eligibility for admission. The units may not all apply toward certification of the corresponding GE-Breadth area. See Executive Orders 1033 and 1036 for details.

<sup>2</sup> Areas of GE Breadth (A1 through E) are defined in Executive Order 1033. Areas of American Institutions (US-1 through US-3) are set forth in Sections IA and IB of EO 405, and at assist.org.

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



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## TRANSFER OF CREDIT FROM OTHER COLLEGES

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Units earned at other institutions for courses completed with a grade of "C" or better may be found sufficient for registration purposes. Students who have completed coursework at another institution should meet with a counselor with **unofficial** transcripts. Counselors can verify completion of prerequisite courses for registration purposes.

Students who wish to obtain a degree or certificate from College of the Desert and have completed course work at other regionally accredited institutions must provide an **official** transcript when they request an evaluation of other college coursework by submitting a Degree Application online via the @MyCod Student Portal, A&R Forms when they have **completed 40 units, with at least 12 units completed in residence at COD**. (Approved regional accreditation associations: NASC, NCA, NEASC, MSA, SACS, WASC)

To determine General Education and/or Associate Degree equivalency, the course must be easily identifiable by a commonly used course prefix and title. To be verified, sufficient information including course descriptions and prerequisite information must be available from the accredited institution. The College reserves the right to deny acceptance of any course for the purpose of General Education, Associate Degree graduation requirements, or subject requirements.

Transcripts are not considered official unless they arrive in Admissions and Records unopened. Official transcripts received from other institutions become the property of College of the Desert and cannot be returned to the student or forwarded to other institutions. When a student has one year of non-attendance at COD, transcripts from other institutions will be purged from the student's record.

Students are encouraged to visit the COD Counseling website and review the Transfer Equivalencies link to determine if courses completed at other institutions are an allowable equivalent for credit at College of the Desert.

### Understanding Your Transfer Credit

As a student with transfer credit, you may be wondering exactly how your previously completed courses fit into your intended degree program or if they can be used to meet prerequisite requirements for courses you wish to enroll. Students with transfer credit should review the College of the Desert (COD) Transfer Course Equivalency Database (TCED) to determine if previous coursework from another college has already been equated to a COD course. The database is located on the COD Counseling Center website. If the database does not identify an equated COD course, please consult with a counselor.

For registration clearance of prerequisites, students are encouraged to visit the TCED webpage, print out the course equivalency (if available) and meet with a counselor to have the prerequisite validated and cleared for registration.

For degree completion, students are encouraged to visit the TCED webpage to determine if previously completed courses at another institution meet their intended degree requirements at COD (print out your research results). It is recommended students bring their research results to meet with a counselor before the end of their first semester in order to verify course equivalency and develop a Student Education Plan.

### 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 COD can submit a foreign transcript evaluation at the time they request an evaluation of their college coursework by submitting a Degree Application online via the @MyCod Student Portal, A&R Forms when they have completed 40 units, with at least 12 units completed in residence at COD. Students may obtain the Foreign Transcript Evaluation Application forms for the foreign transcript/credential evaluation services from the International Student Office or the Admissions and Records Office.



### **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. Leadership opportunities exist for COD students in elected and appointed officer positions. Some of these positions include President, Vice President, Officer of Academic Affairs, Officer of External Affairs and Independent Senators. Also, 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 Office of Student Life located in the Dining Hall Building or call (760) 862-1317.

#### **Activities and Clubs**

Through the Office of Student Life, 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. Currently there are over 25 active clubs including:

- Architecture Club
- Ballet Folklorico
- Black Student Union
- Business & Economics Club
- Campus Crusade For Christ Club
- International Club
- Latina Leadership Network
- M.E.Ch.A.
- MESA Club
- Student Veterans Organization

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 Rush Week, which occurs at the beginning of each semester. For more information, please visit the Office of Student Life located in the Dining Hall Building or call (760) 862-1317.

### **BOOKSTORE**

The College of the Desert Bookstore, located on the first floor of the Cravens Student Services Center, contains all COD textbooks, whether required or optional. Textbooks are available for purchase both new and used, and there are also selective textbooks available for rental and in digital format. The bookstore also carries a wide variety of 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 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 Schedule Of Classes each semester as well as on the bookstore website. The Bookstore is open extended and weekend hours during back to school periods. For all bookstore products and information, please visit the bookstore's website. From the main page of the College of the Desert website, click on Student Services, then click on Bookstore, which is listed under Campus Services.

### **ENRICHMENT ACTIVITIES**

The College offers various co-curricular events to enrich the student learning opportunities outside the normal classroom setting.

**Student Life** - The College attempts to foster a casual co-curricular experience for students. Housed in the Dining Hall Building are the offices of the Associated Student Body and Student Life. The Office of Student Life offers student leadership development, student clubs of varying interests, meeting rooms, and facilities for socializing and student recognition ceremonies. All students are encouraged to participate.

**Celebrating Diversity** - College has several events and activities to celebrate diversity, including International Day/Week celebrations and Council on Diversity activities celebrating gender equity and ethnic heritage. These events are open to all students exposing them to the rewards of cultural awareness and diversity.

**Live Performances** - The College offers several plays, musical performances and cultural events for student and staff participation and enjoyment throughout the year. Students can participate as performers, set designers, and stage crew. Theater performances occur in Theatre Too, the Pollock Theatre and the McCallum Theatre while many student government and club activities will often include live concerts in outdoor venues.

**Art Exhibits** - The Walter N. Marks Center for the Arts offers regular art shows featuring student, faculty, and professional artists.

**Student Publications** - The student newspaper, *The Chaparral*, offers students the opportunity to actively develop their journalism skills. *The Chaparral* is published monthly and is run entirely by students with the support of a faculty advisor. Faculty members in the Communication Division assist students to publish a student creative writing and poetry journal, *The Solstice*. This publication encourages intellectual development of students and highlights the growth of student writing skills and creativity.

**Student Radio Station, KCOD** - In association with the COD Radio and Television Announcing, Writing and Radio Production courses (RTV-002, RTV-005, and RTV-007) students gain hands-on experience in radio and television broadcasting. Students will create multimedia content, schedule automated programs, conduct live shows, cover remote events and stream over the Internet. Programming includes unique music genres, cultural commentary, news, comedy and talk shows.

### FOOD SERVICES

The main source of food and beverage services on campus is BEEPS, which is located in the Dining Hall Building along with the Office of Student Life and ASCOD. BEEPS offers a wide array of menu items on days that classes are scheduled and a limited menu on other days.

### 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.

### PARKING

All vehicles must have a parking permit. Visitors to campus may purchase a daily permit from one of the machines on campus.

Students parking on the campus must purchase and properly display a College of the Desert parking permit. Parking permits may be purchased online at the College's website [www.collegeofthedesert.edu/parking](http://www.collegeofthedesert.edu/parking). Citations are issued by College Security. Parking citation fines shall be paid at the Bursar's Office located on the first floor of Cravens Student Services Center. If you wish to dispute a citation, Citation Contest Forms may be picked up at the Bursar's Office or the Security Office after 5:00 p.m. Completed forms should be returned to the Bursar's Office. You may

also complete and submit the Contest Of Parking Violation form online at [www.collegeofthedesert.edu/parking](http://www.collegeofthedesert.edu/parking). Motorcycles and motorbikes are to park in designated areas.

Conveniently located parking lots provide parking for students' 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 Bursar's Office. For more information, please call (760) 773-2515.

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 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 (760) 341-2111 or 911.

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](http://www.collegeofthedesert.edu). From the main page of the College website, click on Student Services, then click on Security, which is listed under Health & Safety.

### SMOKING POLICY

In the interest of employee health and the general welfare of students and the public, the Desert Community College District shall be considered a smoke-free environment. Smoking of any form of tobacco or non-tobacco products is prohibited inside any college facility; in any vehicle owned, operated, leased or chartered by the District; in all established eating areas; within 25 feet of all building entrances, exits and operable windows; and in the seating areas of all outdoor athletic facilities owned, operated or leased by the District. Smoking will only be permitted in designated smoking areas and may be permitted for approved theatrical rehearsals and performances where smoking is determined to be an integral part of the rehearsal or performance.

### STUDENT HEALTH SERVICES

The Student Health Services (SHS) office is located on the first floor of the Cravens Student Services Center. All students pay a fee each academic session to support the provision of physical and mental health services. A professional nurse is on duty daily to provide services to students which include health evaluations, first aid, emergency evaluation, health education, consultation, referrals, and intake for making appointments with the College Physician. Vision screening, blood pressure screening, tuberculosis screening (TB testing), blood glucose, urinalysis for specific illnesses, and throat cultures for throat infections are also available at the SHS office. HIV screening is provided by an outside agency, generally once a semester. Flu vaccines are seasonally available for a fee. The College Physician is available one day a week for treatment of minor illnesses and evaluation for referral to specialty care. Student Health Services staff also process all COD student accident insurance claims. Information regarding additional student insurance for sickness and accidents is available through the SHS office. Limited services are also extended to the Indio Campus and Mecca-Thermal Center students. For more information please call (760) 776-7211.

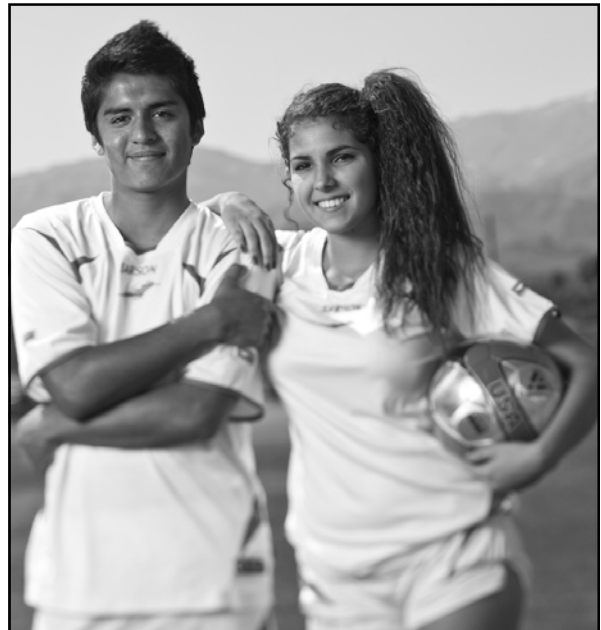
### VARSITY SPORTS/ATHLETICS

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, except for Football, which competes in a special football conference.

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.

### STUDENT PSYCHOLOGICAL SERVICES

Student Psychological Services is located on the first floor of the Cravens Student Services Center, within the Student Health Center. All students pay a fee each academic session/semester to support the provision of both physical and mental health services for students. The psychological services for students involve solution-focused, short-term personal counseling, aimed at enhancing understanding and resolution of current problems. Individual sessions are made on an appointment basis. For a significant personal crisis requiring immediate assistance, students may go to the Counseling Center or the Student Health Services office during open hours for referral to a mental health professional. Students requiring long-term or more specialized services may be referred to qualified community resources. Psychological tests or screenings may be used to help identify any problems such as clinical depression, anxiety disorders, or other diagnoses. Self-help brochures, hand-outs, websites, and reading lists are available, free of charge, as related to mental health and wellness issues. For more information please call (760) 776-7211.





### **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 assistance in obtaining County book vouchers, work study opportunities, individualized academic counseling, and other support services. For additional information about CalWORKs, please visit the CalWORKs office located on the second floor of the Cravens Student Services Center or call (760) 862-1343.

### **CAREER CENTER**

The Career Center provides comprehensive career services that guide, engage, and inspire students to reach their full potential by maximizing campus, community and technology resources. The goal of the Career Center is to assist students to make career decisions and choose majors that are a good match to their interests and abilities, complete the education and acquire the skills necessary to successfully compete in the workplace and contribute to the betterment of their communities. Services offered through the Career Center include career assessments, career counseling, workshops, in-class presentations, and electronic career research resources which include detailed information on career opportunities, requirements, and trends. The Career Center is located in the Cravens Student Services Center adjacent to the Counseling Center. For more information, please call (760) 862-1351.

### **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 counseling faculty are available to assist students with identifying their needs, assessing their strengths, and overcoming barriers. Counselors assist

students in selecting the appropriate programs of study relative to their chosen objectives. Educational objectives may include completion of a vocational program, meeting major requirements for transfer 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 on the second floor of the Cravens Student Services Center, or call (760) 773-2521.

Counseling Services are also available at the Indio Campus and Mecca-Thermal Center. Appointments are required and can be made by calling (760) 776-7200 for Indio or (760) 396-2010 for Mecca-Thermal.

### **DISABLED STUDENTS PROGRAMS AND SERVICES (DSPS)**

Students with disabilities at College of the Desert participate in the same activities and courses as any other 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. Interested students must meet with a DSPS counselor to apply for these services.

Disabled Students Programs and Services (DSPS) located on the first floor of the Cravens Student Services Center, provides special instructional opportunities to qualified students. Special instructional programs include the DSPS High Tech Center, WorkAbility III and Adapted Kinesiology courses.

The WorkAbility III program also offers specialized courses, employment counseling and placement assistance in cooperation with the California Department of Rehabilitation.

Participation in DSPS services is voluntary. For more information please call (760) 773-2534; TDD (760) 773-2598.

## EOPS & CARE

The Extended Opportunity Programs & Services (EOPS) program is a State-funded program designed to provide academic counseling and financial support to students who are from educationally and financially disadvantaged backgrounds. EOPS promotes student success with priority one registration, enrollment assistance, educational planning, and assistance with the cost of required textbooks. 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, are enrolled full-time (12 units per semester), and have an educational disadvantage.

EOPS students who are single, head of household CalWORKs recipients may also be eligible to participate in the Cooperative Agencies Resources for Education (CARE) program. CARE provides specialized counseling and workshops for single parents, as well as gas cards and financial assistance with child care expenses.

For additional information about the EOPS and CARE programs, please visit the EOPS/CARE office located on the second floor of the Cravens Student Services Center or call (760) 773-2539.

## FINANCIAL AID

College of the Desert provides financial assistance in the form of grants, scholarships, fee waivers, 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 online at [www.fafsa.gov](http://www.fafsa.gov) beginning in January of each year. The FAFSA must be submitted before you can be considered for financial aid. Students will also need to apply for admission to College of the Desert before their financial aid can be awarded. All financial aid applicants who are California residents may qualify for the BOG Fee Waiver and Cal Grant by completing the FAFSA. For Cal Grant applicants, a GPA Verification Form may also need to be completed.

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 transcripts, verification of income and other information reported on the FAFSA.

In addition to the FAFSA application process, students must meet Satisfactory Academic Progress (SAP) policy requirements. Information on COD's SAP policy can be found on the Financial Aid Office website.

If you apply as early as possible and complete all of your documentation, you improve your chances of not only receiving financial aid from all programs for which you are deemed eligible, but also receiving your funds on or near the start of the semester. **For students who need to pay their fees and are waiting for the financial aid award from COD or an outside agency should apply for the payment plan option until funds are awarded.**

*AB540 students can now apply for and receive State financial aid including the BOG Fee Waiver and Cal Grant by completing the California Dream Act Application located online at [www.csac.ca.gov](http://www.csac.ca.gov).*

## Types of Financial Aid Programs Available at COD

Students who are eligible for financial aid and are enrolled in an eligible program at College of the Desert may receive any of the following:

**Board of Governors Fee Waiver (BOG)** – State fee waiver program designed to offset the cost of the enrollment fees for eligible students who qualify based on need, public assistance or who meet specific income standards.

**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.

**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.

**Federal Supplemental Educational Opportunity Grants (FSEOG)** - Federally funded grants awarded to a limited number of eligible students who can demonstrate exceptional financial need. Students must first be eligible to receive the Federal Pell Grant.

**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 Authorizations** - 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.

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

**Extended Opportunity Programs and Services (EOPS)** - Funded by the State of California, this program is restricted to low-income, educationally disadvantaged students and includes book service and academic advising.

**Scholarships** - Scholarships are awarded on the basis of merit, 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. The COD Scholarship application process is available online in November of each year and closes in March. Both continuing and transferring students are eligible for these awards which may range from \$100 to \$5,000 per academic year. Scholarship applicants must not yet have a Bachelor's degree, must have completed six (6) 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.

Scholarship opportunities and specific eligibility criteria are listed on the Financial Aid webpage.

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.

### Satisfactory Academic Progress

Federal and State regulations require all colleges to establish a policy to determine whether a student is making Satisfactory Academic Progress (SAP) toward his or her educational goal (AA, AS, certificate or transfer). This policy must apply to all students whether or not they were recipients of financial aid previously at College of the Desert or at any other college.

**All students receiving federal Title IV aid and Cal Grants are required to meet the following standards:**

- Be enrolled in an eligible program.
- Maintain a minimum cumulative 2.0 Grade Point Average (GPA).
- Complete at least 67% of all coursework attempted.
- Complete educational goal within 150% of the published unit requirement.

For more information on College of the Desert's SAP policy please go to the Financial Aid Office website at [www.collegeofthedesert.edu/financialaid](http://www.collegeofthedesert.edu/financialaid).

### 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 point 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 government. All money received in the form of Pell Grants and/or Supplemental Educational Opportunity Grants (SEOG) will be subject to repayment requirements.

### 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 40 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 and the Intensive English Academy. 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](http://www.collegeofthedesert.edu/international), or by contacting our office at:

International Student Office  
43-500 Monterey Avenue  
Palm Desert, CA, 92260  
by email: [iep@collegeofthedesert.edu](mailto:iep@collegeofthedesert.edu);  
by telephone: 001-760-776-7205;  
or by fax: 001-760-862-1361.

### **MATHEMATICS, ENGINEERING, SCIENCE ACHIEVEMENT PROGRAM (MESA)**

MESA is an academic enrichment program that serves students that are seeking degrees in the Science, Technology, Engineering and Mathematics (STEM) fields that are educationally and financially disadvantaged students and emphasizes participation by students from groups with traditionally 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, and pre-pharmacy. The MESA Program provides support through the following:

- Academic Excellence Workshops
- Tutoring
- MESA Student Study Center (MSTC, Room 146)
- Textbook Loans
- Career Advising
- Internship and Job Information
- Transfer Assistance to Four-year Institutions
- Scholarship and Financial Aid Assistance
- Online orientation course for Math and Science Majors
- Field Trips to Universities, Industry Sites, and Special Events
- Part-time Student Employment

Through the participation in the MESA Program, students will:

- Develop a command of collaborative work skills in their chosen field of study and exhibit the appropriate study skills to master the material.
- Identify long-term support systems including faculty, on-campus resources, professional organizations, and potential employers.
- Produce an educational plan that outlines the requirements needed for transfer to and completion of a degree at a four-year institution.
- Develop a resume in order to obtain internships to professionally develop themselves for tomorrow's workforce.
- Demonstrate the confidence required to successfully navigate the academic process at their transfer institution.

The MESA Program is administered by the School of Arts and Sciences and is located in the Math Science Technology Center, Room 146. For additional information, call (760) 776-7455 or email the Director at [cfarmer@collegeofthedesert.edu](mailto:cfarmer@collegeofthedesert.edu).

### **MCCARTHY FAMILY CHILD DEVELOPMENT & TRAINING CENTER**

The McCarthy Family Child Development & Training Center (MFCDDTC) is nationally accredited by National Association for the Education of Young Children (NAEYC). MFCDDTC serves as the model lab/demonstration program for the Early Childhood Education Department and related disciplines at College of the Desert. College students perform observations and participate in on-the-job training as well as conduct student teaching in the Center. The Center welcomes and supports children ages 12 months to 5 years from diverse backgrounds with differing abilities in a safe and welcoming setting. Responsive and professional teachers and caregivers build trusting relationships with the children and families. Children learn by doing in an environment that offers challenge and support. We proudly serve College of the Desert students, faculty, staff and local community members. The children of COD student receive priority enrollment into the Center; however, all are welcome to apply. The Center's fees are determined on a sliding fee schedule based on family income. For more information, please call the Center at (760) 862-1308.

### **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 the book loan program, students must be recipients of the Board of Governors Fee Waiver (BOG) and meet other specified criteria. To learn more or to request an application, please call (760) 773-2571.

### **TRANSFER CENTER**

Located next to the Counseling Center in the Cravens Student Services Center, the Transfer Center is available to assist students with completing the transfer process to a four-year institution. A resource library of select college catalogs and reference materials are also available. Services include counseling, workshops, assistance in completing transfer applications to CSU, UC, independent or out-of-state colleges and universities. Counselors and university representatives are available by appointment to work with prospective transfer students.

Each Fall the Transfer Center hosts a College and University Day, during which representatives from various public and private four-year institutions are available to meet with students who are planning to transfer. In the Spring, students are awarded with Transfer Certificates and medallions at the annual Transfer Recognition Ceremony. For more information about available transfer services, please call (760) 862-1351.

### **TRIO-SSS**

The TRiO Student Support Services (SSS) programs, sponsored by the US Department of Education, seek to assist low-income, first generation college students to complete their degree and transfer to four-year institutions. Currently, COD supports three TRiO SSS programs: SSS-ACES, SSS-EVC, and SSS-DSPS. All three programs provide free one-on-one counseling, tutorial services, college tours, and priority enrollment for eligible participants.

SSS-ACES is open to any COD student who meets low-income criteria and who would be the first in their family to attain a college degree. SSS-EVC is open to any COD student who resides in the Eastern Valley or who is primarily enrolled in courses at the Indio Campus or Mecca/Thermal Campus and who is also a low-income, first generation college student. SSS-DSPS has similar eligibility criteria; however it has a special focus on assisting students who have verified disabilities. Students interested in participating in the programs should visit the following TRiO offices: SSS-DSPS, Cravens Student Services Center (CSSC) 1<sup>st</sup> Floor; SSS-ACES, CSSC 2<sup>nd</sup> Floor; and the SSS-EVC at the Mecca Center or the Indio Campus or call the following numbers:

SSS-ACES ..... (760) 776-7347

SSS-DSPS ..... (760) 636-7940

SSS-EVC ..... (760) 396-2390

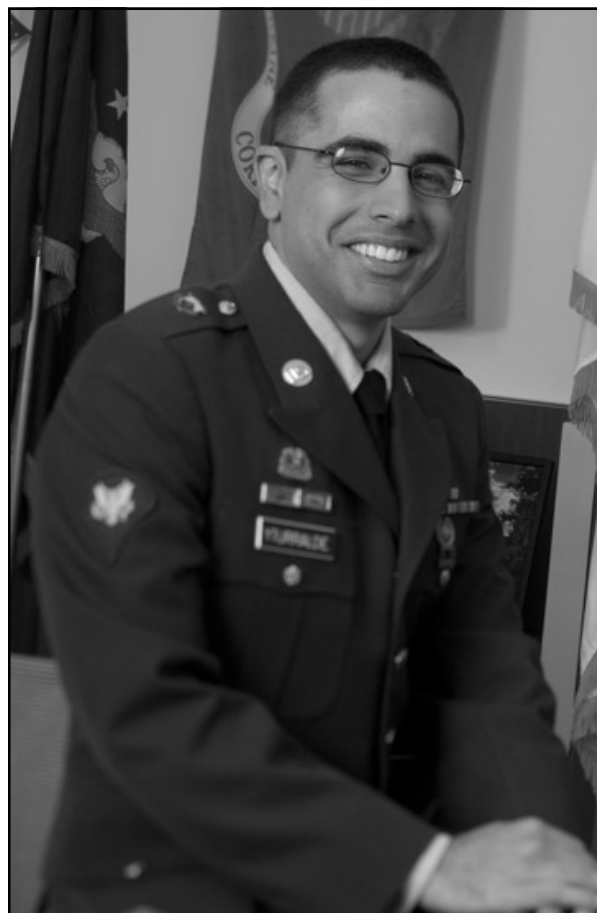
### **TRIO-UPWARD BOUND**

Upward Bound (UB) is a TRiO program sponsored 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 and a six-week summer program. Some benefits of the program include academic and cultural field trips, a laptop loan program, and financial support. Please visit the TRiO Programs office located on the second floor of the Cravens Student Services Center, or call (760) 773-2541 to request an application or to get more information.

### **VETERANS SERVICES**

The Veterans Services program was established to assist eligible veterans, dependents and reservists in obtaining their VA educational benefits and achieving their educational goals. Veterans Services 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 reservist leading to a Certificate, an Associate Degree or transfer to a four-year institution. COD Veterans Services is located on the first floor of the Cravens Student Services Center Room 125 inside the Bighorn Golf Club Charities Veterans Resource Center. The Veterans Resource Center offers access to computers, printing, internet, study and lounge areas and opportunities to meet with other veterans at COD. The Counselor for the Veterans Program and the Veterans Specialist Offices are located inside the Veterans Resource Center. For more information please call (760) 773-2536.



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## 38 What learning opportunities are available for students?

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### LABS & ACTIVITIES

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#### COLLEGE LIBRARY

The College Library welcomes students and other library users. The primary goal of the Library is to provide quality, easily accessible information in a variety of formats to COD students, faculty, and other community users. The Library also strives to provide a comfortable learning environment where students can relax, work on research projects or homework assignments, or to get help from our professional library staff.

The Library provides access to:

- An unrestricted computer lab with 35 workstations
- An additional 19 computers in the Library's main study areas
- Textbooks for all COD courses
- Over 50,000 books to check out
- Hundreds of thousands of articles from magazines and research journals - accessible online on or off campus
- Instruction on how to find and use information
- Professional, experienced librarians whenever the library is open
- Shared resources held by the Palm Desert Public Library and other Riverside and San Bernardino County libraries

#### Library and Research Instruction

The Library is very active in providing students with the tools they need to succeed in their college courses. The library offers library and research instruction to students in several ways:

**Individually** – Students are encouraged to ask for instructional assistance at the Library Services Desk. Professional librarians are on duty at all times to provide a full range of assistance in using the Library for your assignments and interests.

**In Groups** – Every semester, the professional librarians provide many course-related instruction sessions to students in a variety of courses, from Art to Zoology. Each of these sessions last from one to two hours and are geared toward the specific areas of study as requested by the course instructors.

The College Library invites all students, faculty, and others in the community to drop by the library to check out all the services, equipment and other resources available. Also visit [www.collegeofthedesert.edu](http://www.collegeofthedesert.edu) and click on Library. Many Library services are available online. For more information, please call (760) 776-2562.

#### 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, and conversation. Classes are offered from beginning to advanced levels. The IEA course offers both 8-week and 16-week sessions.

For more information and to obtain an application visit our website at [www.collegeofthedesert.edu/international](http://www.collegeofthedesert.edu/international), or contact our office at:

International Student Office  
43-500 Monterey Avenue  
Palm Desert, CA, 92260  
by email: [iep@collegeofthedesert.edu](mailto:iep@collegeofthedesert.edu)  
by telephone: 001-760-776-7205  
or by fax: 001-760-862-1361.

#### 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 occasionally available. Software and videos, as well as Internet access, are available in support of college-level mathematics and science classes. For more information please call (760) 674-3769.

#### ONLINE CLASSES

College of the Desert offers nearly 100 sections of online classes covering a wide variety of academic disciplines. These include Accounting, Business, Computer Information Systems, Digital Design & Production, Economics, English, Health Sciences, History, Mathematics, Music, Natural Resources, Political Science, Psychology, Sociology, and Spanish. 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 at any time 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 go to the College website. Click on Student Services then click on Online Classes, which is listed under Education Centers.

## **SUPPLEMENTAL INSTRUCTION**

Supplemental Instruction (SI) offers organized group discussion sessions designed to help students master course concepts and improve relevant study skills in historically difficult courses. Regularly scheduled SI sessions are conducted by trained SI Leaders in selected course sections. For more information please call (760) 862-1376.

## **TUTORING AND ACADEMIC SKILLS CENTERS (TASC)**

The purpose of the Tutoring and Academic Skills Centers is to promote student success by providing tutoring and computer assisted instruction covering a wide range of courses, and with a particular emphasis on math, writing, reading, ESL, and foreign languages. Our tutoring services cover many other areas, including CIS courses, business courses, various social sciences, and most physical and biological science.

Organized as a series of labs and tutoring spaces, the TASC is located in the ASC Building. The hours of operation are listed in the current class schedule. All TASC services described below are also available in the TASC labs at the Indio Campus and the Mecca Thermal Center. For more information, please call (760) 773-2553, or visit our website at [www.collegeofthedesert.edu/tasc](http://www.collegeofthedesert.edu/tasc).

### **TASC Language Lab**

The Language Lab provides front line supportive services for COD students to develop their skills in understanding, speaking, listening, pronunciation, reading, and writing in various languages. This facility supports live dialogue groups, tutoring, and a wide range of interactive multimedia software carefully chosen to enhance acquisition of a second language. Interactive programs are available for ESL, French, German, Italian, Japanese, Spanish and American Sign Language, and we also provide access to appropriate Internet sites for language learning. The lab is located in the ASC Building, Room 4. For more information, please call (760) 776-7287.

### **TASC Writing Lab**

The Writing Lab provides computer-based and tutorial support for students enrolled in English composition courses, but writing support for any course is also available. Access to this lab is free to all COD students and requires no prior registration. The lab provides access to writing tutors, computers for word processing, Internet research, and a variety of software programs that teach grammar, punctuation, sentence structure, paragraph and essay composition, and study skills. Support staff helps students use computer software, format papers, and basic Internet research. The Writing Lab is located in the ASC Building, Room 5. For more information, please call (760) 773-2557.

## **The Tutoring Center**

The Tutoring Center provides tutoring for most courses offered at COD, with a particular emphasis on math, sciences, and writing skills. Tutors are typically COD students who have been recommended by teaching faculty and trained by the staff of the Tutoring Center. Tutoring is offered on a “drop-in” basis and occasionally in small group sessions. Students in special programs can also receive one-on-one tutoring. Students must register in order to use the services of the Tutoring Center. The Tutoring Center is located in the ASC Building. Hours of operation are listed in the Schedule Of Classes each semester. For more information please call (760) 776-7241.

### **Tutoring and Academic Skills Centers Web Page**

The Tutoring and Academic Skills Centers (TASC) Web page provides information about TASC services and an index of websites that support reading and writing, ESL and foreign languages, academic research, math and sciences, and a range of tutoring services. All sites listed in the TASC Web page have been reviewed and recommended by COD faculty. Available 24/7, the TASC Web page is available at [www.collegeofthedesert.edu/tasc](http://www.collegeofthedesert.edu/tasc).

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## **LEARNING OPPORTUNITIES**

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### **What are Basic Skills?**

Basic skills classes are offered in English, English as a Second Language (ESL), reading, writing, math, learning and study skills, and critical thinking for our students who need to increase their performance to the level required for completion of college-level classes. Basic skills classes assist our students to successfully meet their academic and career goals. In support of our basic skills experiences, the Academic Skills Center (ASC) provides additional learning opportunities through the language lab, writing lab and tutoring center. For more information please call (760) 773-2557.

### **How do I make a connection between school and career?**

Career and Technical Education (CTE) programs prepare students for high skill, high demand technical careers to be competitive in the job market. Rigorous programs of study emphasize math, science and technology and lead to postsecondary education. Programs are intended to lead to an associate’s degree or a certificate in a specific career field, and ultimately, to high wage, high skill employment or advanced education. The essentials to connect school and career are:

- Postsecondary Training
- Concurrent Enrollment
- Career Pathways
- High School Articulation

## **PATHWAYS**

A career pathway is an effective way to help students see the application of academic knowledge and makes meaningful connections between education and a variety of career options. Career pathways include career preparation recommendations for course work that prepares students to:

- enter directly into the workforce;
- continue education focused on the associate degree; and/or
- pursue baccalaureate degrees and beyond.

## **HIGH SCHOOL/REGIONAL OCCUPATIONAL PROGRAM (ROP) ARTICULATION**

Articulation is the process of developing formal, written agreements that identify High School and CTE ROP courses (or sequence of courses) that align with and are recognized by postsecondary institutions. Ideally, it includes a seamless transition of course work where academic standards are designed, reviewed, and implemented to eliminate the duplication of skills and student learning outcomes. The primary goal is to avoid duplication of coursework required of students as they move through our educational system and to speed the completion of a certificate or degree from a postsecondary institution. This increases secondary retention, eliminates duplication, reduces the cost of education and increases the likelihood of attendance at the postsecondary level. Articulation is student-focused and effective if college-discipline instructors and secondary CTE teachers collaborate and develop curriculum to best prepare students for success in their career.

At College of the Desert, the agreements provide an opportunity whereby students earn college units or placement credit for approved coursework. The assessment component of articulation ensures that outcomes for students are similar to those that would have been attained had the course been taken at the community college. This enables the student to progress to the next level of instruction.

## **BUSINESS AND INDUSTRY**

California Education Code requires advisory committees for specific CTE programs receiving funding from the federal Carl D. Perkins Act. Business and industry partners representing automotive, business, construction, agriculture, public safety, health education and more, are active leaders in providing input on programs and curriculum and serve as a liaison between educators and the broader employment community. Advisory members conduct a variety of activities, such as providing speakers for CTE classes, hosting workplace field trips, serving as mentors and providing internships and/or employment. Moreover, members strategize on what areas of improvement are needed in career technical education to maintain California's competitive edge in the global marketplace. For more information on advisory committee membership, please call the College of the Desert CTE Transitions office at (760) 674-7627.

## **NONCREDIT COURSES AND CERTIFICATES**

### **ADULT BASIC EDUCATION (ABE)**

Recognizing the role of the community college in the area of adult education, College of the Desert makes available noncredit courses for development of necessary skills and knowledge in Adult Basic Education (reading, writing and math), Adult High School Diploma, and preparation for the General Education Development (GED) Test. No enrollment fees are charged to students taking adult education courses.

Many courses are offered on an open-entry, open-exit basis. In addition to regular class offerings, emphasis is placed on self-paced, independent, student-centered learning.

Students interested in completing Adult Basic Education courses may begin the process by completing the Admission Application available online from the College of the Desert website.

Steps to Enrollment:

1. Complete Online Admission Application (available with Spanish translation only), or visit the Admissions & Records Office.
2. Reference the Admissions/Adult Basic Education webpage or call (760) 773-2559 to ascertain next steps in preparation of enrolling.
3. Register online.

***Instruction is provided in the following areas:***

#### **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

#### **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 Completion in Secondary Education/GED) is an alternative to a high school diploma and is accepted by many employers, community colleges, vocational training programs, and governmental agencies. For more information please call (760) 776-7318.



### **High School Completion/Diploma**

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 an Adult High School Diploma issued by College of the Desert. For more information please call (760) 776-7318.

### **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.

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 and various campus sites.

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

Steps to Enrollment:

1. Complete Online Admission Application (available with Spanish translation only), or visit the Admissions & Records Office.
2. Make an appointment to take the English as a Second Language Test.
3. Register online.

The Noncredit ESL program offers the following noncredit certificates of completion:

- English Proficiency Certificate: Life & Work Skills
- Academic English Certificate

Please refer to the sequence of noncredit ESL courses required for these certificates (page 110). For more information or assistance, please reference the Admissions/Adult Basic Education Registration/ESLN webpage, or call (760) 773-2559.

## **WORKFORCE PARTNERSHIP TRAINING AND DEVELOPMENT**

### **ADVANCED TRANSPORTATION TECHNOLOGY AND ENERGY CENTER (ATTE)**

The College has one of the nation's most established and well-respected programs for training technicians to repair and maintain advanced automotive systems, such as those that operate on compressed natural gas (CNG), liquid petroleum gas (LPG or propane), and electric (EV) and hybrid propulsion. These technician training programs are designed to meet the needs of the emerging advanced transportation systems in the region and were developed in partnership with industry stakeholders such as SunLine Transit, California Gas Company, and the CA Air Quality Management District.

A new addition to the College's clean technology education programs is the Energy Systems Technologies certificate currently in development. This program will provide an important foundation of knowledge and skills to those seeking energy and utility technical and managerial careers. It will also help prepare the workforce needed to support the growing renewable energy industry in our region. For more information, please call (760) 773-2571.

### **CONTRACT EDUCATION (PaCE)**

Through College of the Desert's Partnership and Community Education Division (PaCE), we offer 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. Our content experts have successfully developed and delivered training programs to many area medium and large businesses, corporations and public agencies.

Fee-based Community and Continuing Education courses are also offered in the pursuit of lifelong learning in a wide range of fields and on many topics. The accelerated, not-for-credit course format is designed for adult learners and is compatible with busy schedules. For more information please call (760) 776-7420 or (760) 862-1367.



## ATTENDANCE

### STUDENT RESPONSIBILITIES

It is important that students attend the first class meeting of each course in which they are enrolled, whether or not it is designated as a lecture or a lab. Faculty may drop students who do not appear in the first lecture or lab session. The primary responsibility for class attendance and course schedule rests with the student. Consequently, students must process all adds or drops to their course schedules and are held responsible for updating their own enrollment records. To be officially recorded, adds and drops must be submitted electronically via WebAdvisor by the appropriate deadlines (check deadline dates in the Schedule Of Classes). Students are expected to attend all sessions of a course in which they are enrolled. Anticipated absences should be reported to instructors in advance in order to complete assigned work by due dates. All other absences should be reported to instructors immediately upon returning to class and any missed course work should be made up. If an emergency requires a long absence and the instructor cannot be reached, students should contact the appropriate Instructional Dean or designee. Students are held financially accountable for every course in which they are registered and are responsible for their own class schedule and any changes made via WebAdvisor.

### FACULTY RESPONSIBILITIES

Prior to census (20% of the class), a faculty member may drop a student for "no show" (students who registered, but never attended class), when a student does not attend the first class session. At census, in accordance with Title 5, §58004, instructors must drop any student identified as a no show. An instructor may elect to drop a student for the following reasons: 1) excessive absences, normally defined as more than the number of times the class meets per week; 2) failure to take examinations; 3) failure to complete class assignments. The instructor has the responsibility for maintaining accurate attendance records in accordance with established procedures.

## GRADING

### 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.

## GRADES

Final grades are recorded on a student's permanent record at the end of each academic term. Grades may be accessed online through WebAdvisor two weeks after the end of the class.

### GRADING SYSTEM

Instructors base assigned grades on class work and tests. The grades assigned are as follows:

Symbol	Definition	Grade Point Value
<b>A</b>	Excellent	4
<b>B</b>	Good	3
<b>C</b>	Satisfactory	2
<b>D</b>	Less than satisfactory	1
<b>F</b>	Failing	0
<b>FW</b>	*Failing for unofficial withdrawal	0
<b>P</b>	<b>Passing</b> (At least satisfactory - A, B, C grades; units awarded but not counted in GPA)	
<b>NP</b>	<b>No Pass</b> (Less than satisfactory, or failing - D or F grades; units not counted in GPA)	

\*For a student who has ceased to participate in a course after the last day to officially drop or withdraw without having achieved a passing grade. The FW grade shall be used in determining academic standing. Students who have verifiable extenuating circumstances may petition to withdraw (W) after receiving an FW. A petition for extenuating circumstances, *with accompanying documentation*, must be submitted electronically to Admissions and Records no later than one semester after receiving the grade.

Students may choose the pass/no pass grading option on designated courses. This choice can be made at the time of registration, or a student may file a Petition in the Admissions and Records 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 do not earn 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:

<b>A</b>	=	4	grade points per unit earned
<b>B</b>	=	3	grade points per unit earned
<b>C</b>	=	2	grade points per unit earned
<b>D</b>	=	1	grade point per unit earned
<b>F</b>	=	0	grade points per unit earned

Semester marks with no assigned grade points are as follows: I, P, NP, and W. Units for F grades are counted in computing grade point averages.

### GRADE POINT AVERAGE (GPA)

The 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, P or NP. The following example illustrates the grade point average calculation:

Course	Units	Grade	Grade Points	
			Per Unit	For Class
ENG 1B	3	B	3	9
ART 7A	2	A	4	8
HE 1	3	C	2	6
NR 1	3	B	3	9
NR 1L	1	B	3	3
HIST 17	3	A	4	12
<b>TOTALS</b>	<b>15</b>			<b>47</b>

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** ( Title 5, §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 Admissions and Records 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 will 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)** 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 and Records 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 20 percent and prior to 75 percent of the term. Withdrawal after the 75 percent point is not possible. "W" grades are final pursuant to State regulations and cannot be removed. Title 5, §55024(a)(10)

Effective Summer 2012, in accordance with Title 5, §55024 and §55040, a student may not withdraw and receive a "W" symbol on his or her record for enrollment in the same course more than three times. In the event a student has documented extenuating circumstances, they must petition the Appeals Review Committee to enroll again, after having previously received three "W" symbols in the same course. If the enrollment is allowed, the student cannot receive a "W," and must receive an evaluative symbol other than a "W" (Title 5, §55023) recorded on his or her academic record.

### GRADE CHANGE POLICY

Per Title 5, § 55025, College of the Desert adheres to the following policy and procedures for issuing and changing grades:

- Grade changes must be presented within two years from the time the grade was assigned.
- 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.

- A change of grade may be made in only one of two ways:
  - A grade of Incomplete (I) is changed to a final grade. See GRADING SYSTEM, Non-Evaluation Symbols (page 43) for definition and limitations.
  - The instructor is making a grade change for reasons other than the absence of demonstrated error, fraud, bad faith, or incompetency.
- All Change of Grade and Incomplete Grade forms will be evaluated based upon the Grading Policy adopted by the Board of Trustees.
- All requests for Grade Changes that do not adhere to the Grading Policy shall be returned to the Instructor submitting the request.

Registration records are maintained for a three-year period only. No grade that has been placed in a student's record may be changed unless the instructor submits a Grade Change form to the Admission & Records Office stating the reason for the change as listed above.

### 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 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.

Please Note: A grade is not a disciplinary action but an evaluation of work, and is not subject to appeal except as provided in the grade grievance procedures outlined below

**LEVEL 1: The student meets with the instructor and the department chair.** Prior to filing a formal written grievance, the student must attempt to solve the problem. When grades are available, the student must 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) days after meeting with the instructor and the department chair. The dean shall meet with the instructor, department chair and student within five (5) 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, fraud, bad faith or incompetency, 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 Executive Vice President 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 Executive Vice President or designee 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) days of receiving the decision and proposed action of the dean. The Executive Vice President or designee shall meet with the instructor, department chair, dean and student within five (5) 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, department chair, instructor, and student, the Executive Vice President 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, fraud, bad faith or incompetency, the incorrect grade shall be removed from the student's record. Within two (2) days, the decision and proposed action of the Executive Vice President or designee will be communicated in writing with copies to the student involved, the faculty member involved, the department chair involved, the dean involved, and the Office of Admissions and Records. **The Executive Vice President of Student Success and Student Learning or designee's decision completes and exhausts the Desert Community College District's Grade Grievance Procedure.**

The Superintendent/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. Any changes to the time requirement will be made in writing. Failure of the student to adhere to the time requirements of the procedures will be considered a waiver of the right to proceed further in the grievance process.

## **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."

### **Phi Theta Kappa Honor Society**

Phi Theta Kappa is an international honor society for two-year institutions, and the sister to the four-year institution's Phi Beta Kappa. The goal of Phi Theta Kappa is to recognize individual talents, needs, and goals. Membership in this honor society is noted on the academic transcript.

Invitations to membership are awarded to those students who have completed a minimum of twelve (12) semester units that may be applied to an associate degree at College of the Desert with a grade point average of 3.5 or higher. To sustain membership each student must maintain academic standards described in the Beta Rho Iota Chapter of Phi Theta Kappa Chapter Constitution and Bylaws, available in the Transfer Center.

Students interested in exploring membership in Phi Theta Kappa should contact Transfer Center at (760) 862-1315.

## **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 (GPA) for graduation honors. Academic Renewal may not be used to qualify 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:

<b><u>Honor</u></b>	<b><u>Cumulative GPA</u></b>
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 Student Success & Support Program (SSSP) and are designed to assist students in making progress toward realistic academic, career, and personal goals.

### **Probation Standards**

**ACADEMIC PROBATION** occurs after a student has attempted at least twelve (12) units, as shown by the official academic record, and has earned a term 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," "NC", and/or "NP" 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 in the 3rd semester 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 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," "NC", and/or "NP" drops below fifty percent (50%).

### **Standards for Disqualification**

A student on academic probation shall be subject to disqualification if in the 3rd semester in which 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, or a student's cumulative progress is below 50% completion, or any combination thereof.

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 by completing a Petition for Exception to Policy. Disqualified students who register for classes without prior approval from the appropriate 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 Petition for Exception to Policy. 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.

**PLEASE NOTE:** Students on probation for 2 semesters or disqualification will lose their priority registration status and will be moved to the open enrollment registration period.

## **REPEATING COURSES**

### **Substandard Grades**

A student who earns a grade of D, F, FW, NP, NC, or W [as defined in Title 5 sections 55023 and 55030, AND 58161(d)] for a course may repeat the course twice to alleviate the substandard grade.

### **Repeat Limitations for Substandard Grades**

Enrollment in a single course may be limited to two enrollments where a grade of D, F, FW, NP, NC, or W has been earned. Students may be allowed one additional enrollment where specific circumstances exist and may submit a petition to repeat by completing the Petition and submitting it electronically via WebAdvisor for consideration.

(Title 5 55024, 55040, 55042, 58161, and 58161.5)

### **Annotation of Record/Course Repetition**

A student's permanent record (transcript) will be annotated in such a manner that all course work will remain legible ensuring a true and complete academic history. Transcripts will be annotated as follows:

1. Courses with substandard grades may be repeated twice in order to raise the grade and grade points. The units attempted, grade, and grade points of the first attempt will be subtracted from the totals for that semester and will be listed on the record with an "R" which denotes repetition. In no case will duplicate units be allowed.
2. For students attempting a course for the third time in which a substandard grade was received, the first attempt will be subtracted from the totals. Petitions must include documentation verifying the extenuating circumstance. All subsequent attempts will be averaged together and counted in the calculation of the grade point average. In no case will duplicate units be allowed.

Where a substandard grade is received in the second repeat and extenuating circumstances exist, a student may be allowed to repeat a course a third time, by submitting a Petition for Exception to Policy. The petition must be submitted electronically via WebAdvisor by the printed deadline that may be found in the Admissions webpage. Students are strongly encouraged to submit petitions one term prior to the scheduled enrollment.

Extenuating circumstances are defined as:

- Illness, hospitalization, or medical reasons
- Employment
- Relocation
- Illness or death of a family member or loved one
- Incarceration

Note: Academic records must demonstrate successful completion of recent courses or terms.

### **Grades of "C" or Better**

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; and
  - a. The College has properly established a recency prerequisite for a course or program pursuant to Title 5 section 55003, **or**
  - b. The College or another institution of higher education to which the student seeks to transfer has *established a recency requirement which the student will not be able to satisfy without repeating the course in question.*
2. Legally mandated training where a course may be repeated if "necessary to meet requirements as a condition of paid or volunteer employment" Title 5 section 55041(b). Students enrolling in courses under this provision shall provide documented proof by the employer that such training is necessary to complete legally mandated training for continued paid or volunteer employment.

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.

Petition for Exception to Policy must be submitted electronically via the College MyCod Student Portal under the WebAdvisor link/Forms. It is the responsibility of the student petitioning to look up the deadline for submitting a petition and to provide documentation along with the petition. Students are strongly encouraged to submit petitions one term prior to the scheduled enrollment, well in advance of registration to allow time for the Appeals Review Committee to review.

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### **ACADEMIC RENEWAL REGULATIONS**

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Per Title 5, § 55044, Academic Renewal permits the alleviation of previously recorded sub-standard (D and F) academic performance that is not reflective of a student's present demonstrated academic ability and level of performance. The permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.

1. A student may request that up to 18 units substandard course work attempted be annotated and disregarded in the computation of the student's grade point average or requirements for a degree. Only those requested courses with substandard grades will be disregarded.
2. Twelve (12) months must have passed since attempting the course work to be excluded from GPA calculation.
3. Courses from other regionally accredited colleges or universities will be accepted to provide evidence of academic ability. Students must provide official transcripts.

4. Evidence of academic ability since the 18 units in question shall include one of the following:
  - 15 semester units with a minimum of 3.00 GPA
  - 30 semester units with a minimum of 2.50 GPA
  - 45 semester units with a minimum of 2.00 GPA
5. A student may be granted academic renewal only once.
6. No alleviated course work shall apply toward degree requirements.
7. In the petition, the student must specify the course(s) to be considered under the academic renewal policy as well as the term in which the course work was attempted.
8. Some institutions do not honor academic renewal. It is the student's responsibility to ensure that the transfer institution will approve of academic renewal from College of the Desert.

The Academic Renewal Form may be downloaded from the Admissions and Records website under Forms and submitted electronically.

### **Annotation of Record**

All course work will remain legible on the student's permanent record (transcript), ensuring a true and complete academic history. However, the student's permanent record will be annotated so that it is readily evident to all users of the record that the units are to be disregarded and may not apply to certificate, degree or general education requirements.

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### **PETITIONS FOR EXCEPTION TO POLICY**

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The Educational Policies & Procedures Committee has established an Appeals Review Committee to review and take action on student requests for waiver of academic regulations and policies. It is the responsibility of the student petitioning to look up the deadline for submitting a petition and to provide documentation along with the petition. Students are strongly encouraged to submit petitions one term prior to the scheduled enrollment.

A student may petition (in writing) to request an exception to the Academic regulations and policies. A decision will be rendered normally within 10 business days. During peak high volume registration periods a decision may take up to three weeks. Students are strongly encouraged to submit petitions well in advance and one term prior to the term they wish to repeat a course. Students will be notified via College of the Desert email. In the event a petition is denied, a student may provide additional documentation to the Appeals Review Committee and appeal the decision. The Committee will review additional information and make a final decision.

Petitions are submitted electronically via the College MyCod Student Portal under the WebAdvisor link/Forms.

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## 48 What are the rights and responsibilities of students?

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### STUDENT CONDUCT STANDARDS

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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 or physical or verbal abuse or any threat of force or violence, to a person, property or family of any member of the college community, whether on or off District property or at District sponsored or supervised functions.
2. Possession, sale or otherwise furnishing any firearm, illegal 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 by the Superintendent/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 on District property or at District sponsored or supervised functions.
4. Committing or attempting to commit robbery or extortion.
5. Causing or attempting to cause damage to District property or to private property on campus, or at District 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 District policy.
8. Committing sexual harassment as defined by law or by District policies and procedures.
9. Engaging in harassing or discriminatory behavior based on disability, age, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law.
10. Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; or cyberbullying.
11. Willful misconduct that results in injury or death to a student or to District personnel; or which results in defacing or other damages to any real or personal property owned by the District or on campus, or at District sponsored or supervised functions.
12. Disruptive behavior, violating the rights of other students, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of authority of, or persistent abuse of District personnel.
13. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.
  - a. *Cheating* is the use of any unauthorized materials, or information in academic work, records or programs, the intentional failure to follow express directives in academic work, records or programs, and/or assisting others to do the same including, but not limited to, the following:
    - i. Knowingly procuring, providing, or accepting unauthorized examination materials or study aids.
    - ii. Completing, in part or in total, any examination or assignment for another person.
    - iii. Knowingly allowing any examination or assignment to be completed, in part or in total, for himself or herself by another (e.g., take - home exams or online assignments which have been completed by someone other than the student).
    - iv. Copying from another student's test, paper, lab report or other academic assignment.
    - v. Copying another student's test answers.
    - vi. Copying, or allowing another student to copy, a computer file that contains another student's assignment, homework lab reports, or computer programs and submitting it, in part or in its entirety, as one's own.
    - vii. Using unauthorized sources of information such as crib sheets, answers stored in a calculator, or unauthorized electronic devices.
    - viii. Storing answers in electronic devices and allowing other students to use the information without the consent of the instructor.
    - ix. Employing aids excluded by the instructor in undertaking course work.
    - x. Looking at another student's exam during a test.
    - xi. Using texts or other reference materials (including dictionaries) when not authorized to do so.



- xii. Knowingly gaining access to unauthorized data.
  - xiii. Altering graded class assignments or examinations and then resubmitting them for regarding or reconsideration without the knowledge and consent of the instructor.
    - b. *Plagiarism* is any conduct in academic work or programs involving misrepresentation of someone else's words, ideas or data as one's original work, including, but not limited to, the following:
      - i. Intentionally representing as one's own work the work, words, ideas or arrangement of ideas, research, formulae, diagrams, statistics, or evidence of another.
      - ii. Taking sole credit for ideas and/or written work that resulted from collaboration with others.
      - iii. Paraphrasing or quoting material without citing the source.
      - iv. Submitting as one's own a copy of or the actual work of another person, either in part or in entirety, without appropriate citation (e.g., term - paper mill or internet derived products).
      - v. Sharing computer files and programs or written papers and then submitting individual copies of the results as one's own individual work.
      - vi. Submitting substantially the same material in more than one course without prior authorization from each instructor involved.
      - vii. Modifying another's work and representing it as one's own work
  - 14. Dishonesty; forgery; alteration or misuse of District documents, records or identification; or knowingly furnishing false information to the District.
  - 15. Unauthorized entry into or use of District facilities.
  - 16. Lewd, indecent or obscene conduct or expression on District-owned or controlled property, or at District sponsored or supervised functions.
  - 17. 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 District premises, or the violation of lawful District regulations, or the substantial disruption of the orderly operation of the District.
  - 18. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct or where the presence of the student causes a continuing danger to the physical safety of students or others.
  - 19. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any purpose, including commercial, 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 procedure.
  - 20. Harassment of students and/or District employees that creates an intimidating, hostile, or offensive environment.
  - 21. A direct or implied expression of intent to inflict physical or mental/emotional harm and/or actions, such as stalking, which a reasonable person would perceive as a threat to personal safety or property. Threats may include verbal statement, written statements, telephone threats or physical threats.
  - 22. Theft or abuse of computer resources including but not limited to:
    - a. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
    - b. Unauthorized transfer of a file.
    - c. Unauthorized use of another individual's identification and password.
    - d. Use of computing facilities to interfere with the work of a student, faculty member or college official, or to alter District records.
    - e. Use of unlicensed software.
    - f. Unauthorized copying of software.
    - g. Use of computing facilities to access, send or engage in messages which are obscene, threatening, defamatory, present a clear and present danger, violate a lawful regulation and/or substantially disrupt the orderly operation of a college campus.
    - h. Use of computing facilities to interfere with the regular operation of the District's computing system.
  - 23. Use of the District's computer systems or electronic communications systems and services for any purpose prohibited by Administrative Procedure 3720.
  - 24. Failure to identify oneself when requested to do so by District officials acting in the performance of their duties.
  - 25. Misrepresentation of oneself or of any organization to be an agent of the District.
  - 26. Violation of District rules or regulations concerning the student organizations, the use of District facilities, or the time, place and manner of public expression.
  - 27. Persistent violation of classroom standards of conduct as established by the instructor.
- Students who engage in any of the above are subject to the procedures outlined in the Student Disciplinary Sanctions.

Students are guaranteed the rights of due process when charged with a violation of conduct standards. Student Conduct Due Process Procedures are available online under Student Life.

This list is not all-inclusive and the list itself is not meant to limit the definition of cheating to just those items mentioned. The Instructor will, in writing, refer incidents of cheating or plagiarism to Department Chair and Dean to make a recommendation for final disciplinary action.

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### STUDENT DISCIPLINARY SANCTIONS

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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. **Mental Health Clearance** – Under circumstances where an administrator has reasonable belief based on objective evidence that a student's presence on campus is a threat to the student or others, mental health clearance may be required before a student is readmitted to a particular class or allowed to be on District property. This determination will be made following consultation with legal counsel. The campus chief administrative officer, or designee, must receive a letter from a licensed mental health professional stating that in his or her professional judgment, the student's presence on campus is not a threat to himself or herself or others. The mental health professional must be licensed by the State of California. The student shall bear the cost and expenses of obtaining mental health clearance.
4. **Restitution** – Reimbursement for damage to or misappropriation of property. This may take the form of requiring appropriate service or other compensation.
5. **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.
6. **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).
7. **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.
8. **Long-term Suspension** – Exclusion of the student by college Superintendent/President for good cause from one or more classes for a period up to ten consecutive days of instruction.
9. **Immediate Interim Suspension** – The College Superintendent/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)
10. **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).
11. **Withdrawal of Consent to Remain on Campus** – Withdrawal of consent by the Superintendent/President or their designee for a student or other person to remain on a College campus where they have 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).
12. **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).

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### STUDENT GRIEVANCE POLICY AND PROCEDURES

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#### 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, rights, or privileges 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 Executive Vice President of Student Success and Student Learning or designee

**Please note:** If your complaint is related to a grade that has been issued, please refer to the Grave Grievance Procedures on page 44.

#### **Time Limits**

The Superintendent/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. Any change to the time requirements will be made in writing.

#### **Informal Grievance Resolution Procedure**

**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, or the college administration.**

- A. The student shall first discuss the matter with the party in question. If however, the student cannot discuss the matter with the other party or if the student is not satisfied with the discussion, he/she may proceed with the informal grievance process.
- B. A student must begin the informal 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.
- C. The informal procedure shall be completed within ten (10) days of reporting of the original complaint to the other party. 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.
- D. 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 discuss and attempt to resolve the matter with the faculty, the person's immediate supervisor or the administrator at the informal meeting. 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 Student Statement of Grievance may be filed within ten (10) days following the informal meeting to the Grievance Officer. Grievance Forms are available at the offices of the Deans, Counselors, and the Office of Student Life. The student may choose to terminate the grievance at any time during the formal procedure.
- B. A summary of the outcomes of the informal process will be prepared by the faculty or the immediate supervisor and forwarded to Grievance Officer.
- C. The Grievance Officer 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.
- D. The Grievance Officer, after conferring with student may determine that the grievance can be resolved by an additional attempt to engage in the informal procedure within ten (10) days. If the student isn't satisfied with the outcome of this informal procedure, the student may still request a formal hearing. The Grievance Officer shall give written notice to the student if it is determined that additional informal procedures should not be pursued.

##### ***Request for Student Grievance Hearing***

A request for a Student Grievance Hearing shall be filed within twenty (20) days by the student if the student is not satisfied with the outcome of the informal procedure after filing a Student Statement of Grievance, or, if after conferring with the student, the Grievance Officer has determined an informal procedure would be unlikely to help resolve the matter.

Within ten (10) days following receipt of the Request for Student Grievance Hearing, the Superintendent/President shall appoint a Student Grievance Hearing Committee as described below, and the Student Grievance Hearing Committee shall meet in private and without the parties present to select a chair and to determine on the basis of the Statement of Grievance whether it presents sufficient grounds for a hearing.

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, if true, would constitute a grievance under these procedures;
- The grievant is a student as defined in these procedures, which include applicants and former students;
- The grievant is personally and directly affected by the alleged grievance;
- The grievance was filed in a timely manner;
- The grievance is not clearly frivolous, clearly without foundation, or clearly filed for purposes of harassment.

If the grievance does not meet each of the requirements, the Hearing Committee chair shall notify the student in writing of the rejection of the Request for a Student Grievance Hearing, together with the specific reasons for the rejection and the procedures for appeal. This notice will be provided within five (5) days of the date the decision is made by the Student Grievance Hearing Committee.

If the Request for Student Grievance Hearing satisfies each of the requirements, the Grievance Officer or designee shall schedule a grievance hearing. The hearing will begin within ten (10) days following the decision to grant a Student Grievance Hearing. All parties to the grievance shall be given not less than five (5) days' notice of the date, time and place of the hearing.

Grievance Hearing Procedures are available online under Student Life.

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## STUDENTS WITH DISABILITIES

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### BACKGROUND

The Americans with Disabilities Act (ADA) is a civil rights statute that prohibits discrimination against people with disabilities. The 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 a major life activity such as working, walking, talking, seeing, hearing or caring for oneself. People who have documentation of such an impairment, and those regarded as having an impairment, are also protected. This federal legislation prohibits excluding individuals from jobs, services, activities or benefits based on their ability.

### STUDENT RIGHTS

Students have the following rights under Section 504 of the 1973 Rehabilitation Act, as revised (29 U.S.C. 794), The Americans with Disabilities Act (28 CFR 35.102-35.104), California Assembly Bill 803 (Government Code Section 11135 at seq.) and Title 5 (section 56008) of the California

Education Code:

- Right to voluntarily participate 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 a very 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 the 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 campus activities without being harassed or discriminated against.

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.

Phone: (760) 773-2529

TDD (760) 773-2598

Location: Office of Human Resources

### STUDENT RESPONSIBILITIES

- To provide DSPS documentation of disability;
- To request 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; and
- To abide by the College Student Conduct Standards.

### DETERMINING NEED

Students who need reasonable accommodations must meet with a Disabled Students Programs and Services (DSPS) counselor/specialist to complete an application form, determine educational limitations and services needed, and complete a student educational contract. The DSPS Student Handbook outlines 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 DSPS Office are available for consultation on any questions you may have related to accommodation for a disability. The highest standard of confidentiality is maintained. For more information please call (760) 773-2534.

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### DISTRIBUTION OF NON-COLLEGE PUBLICATIONS

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Students must receive permission from the Student Life 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.

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### DRUG-FREE WORKPLACE AND CAMPUS

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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 unlawful 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 Student Health Center and/or the Counseling Center. While the District will be supportive of those who seek help voluntarily, the District will be equally firm in identifying and disciplining those 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 the Counseling Center, the Student Health Center and the Library.

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### NON-DISCRIMINATION POLICY

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The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, sex or gender,

race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, or because he or she is perceived to have one or more of the listed characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

Persons who seek information and/or resolution of alleged acts of discrimination and/or resolution of sexual harassment are directed to contact the Executive Director, Human Resources and Labor Relations who serves as the single District officer responsible for receiving all unlawful discrimination complaints. The Office of Human Resources is located in the South Annex Building. The phone number is (760) 773-2529.

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### POLÍTICA SOBRE LA DISCRIMINACIÓN ILEGAL

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El distrito cumple con la igualdad de oportunidades en programas educativos, de trabajo, y a todo acceso a los programas y a las actividades institucionales.

El distrito, y cada individuo que representa el distrito, proporcionará el acceso a sus servicios, clases, y programas sin discriminar por el origen nacional, religión, edad, sexo, raza, tez, condición médica, ascendencia, orientación sexual, incapacidad física o mental, estado civil, o porque lo o la perciben de tener una o más de las características precedentes, o se basan en la asociación con una persona o un grupo con una o más de estas características reales o percibidas.

Las personas que buscan información o resolución de presuntos actos de discriminación y resolución de acoso sexual se dirigen para contactarse con el Director Ejecutivo de recursos humanos y relaciones laborales que sirve como el único oficial de distrito encargado de recibir todas las denuncias de discriminación ilegal. La Oficina de recursos humanos se encuentra en el edificio sur modular. El número de teléfono es (760) 773-2529.

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### PETS AND ANIMALS ON CAMPUS

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State and local laws prohibit animals on campus at any time with the exception of service dogs, service dogs in training and law enforcement dogs. The Humane Society removes animals at owner's expense. Students who violate this law are subject to disciplinary action.

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## PROHIBITION OF HARASSMENT

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All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation of any person, or because he or she is perceived to have one or more of the listed characteristics. The complete policy can be accessed at <http://www.collegeofthedesert.edu/community/bot/Pages/bpap.aspx> under Board Policy 3430.

Persons who seek information and/or resolution of alleged acts of discrimination and/or resolution of sexual harassment are directed to contact the Executive Director, Human Resources and Labor Relations who serves as the single District office responsible for receiving all unlawful discrimination complaints. The Office of Human Resources is located in the South Annex Building. The phone number is (760) 773-2529.

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## PROHIBICIÓN DEL ACOSO

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Todas las formas de acoso son contrarias a los estándares básicos de conducta entre los individuos y son prohibidas por el estado y la ley federal, y esta política, no será tolerada. El distrito está comprometido en proporcionar un ambiente académico y de trabajo que respete la dignidad de individuos y de grupos. El distrito estará libre del acoso sexual y de todas las formas de intimidación y de explotación sexual. También estará libre de todo tipo de acoso ilegal, incluyendo los que se basen en las siguientes categorías: raza, credo religioso, tez, origen nacional, ascendencia, incapacidad física, incapacidad mental, condición médica, estado civil, sexo, edad, u orientación sexual de cualquier persona, o porque lo o la perciben de tener una o más de las características precedentes. La política completa se puede encontrar en: <http://www.collegeofthedesert.edu/community/bot/Pages/bpap.aspx>, bajo política 3430 de la junta.

Las personas que buscan información o resolución de presuntos actos de discriminación y resolución de acoso sexual se dirigen para contactarse con el Director Ejecutivo de recursos humanos y relaciones laborales que sirve como el único oficial de distrito encargado de recibir todas las denuncias de discriminación ilegal. La Oficina de recursos humanos se encuentra en el edificio sur modular. El número de teléfono es (760) 773-2529.

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## SEXUAL AND OTHER ASSAULTS ON CAMPUS

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Any sexual assault or physical abuse, including, but not limited to, rape, as defined by California law, whether committed by an employee, student, or member of the public, which occurs on District property, is a violation of District policies and procedures, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. Students, faculty, and staff who may be victims of sexual and other assaults shall be treated with dignity and provided comprehensive assistance.

The Executive Director, Human Resources and Labor Relations is the District Sexual Assault Liaison (SAL), designated as a central referral source for information relating to the rights, options, and services available to a sexual assault victim. For additional information regarding this policy, and the procedures for reporting incidents of sexual and other assaults on campus, contact the Executive Director, Human Resources and Labor Relations at (760) 773-2529. The Office of Human Resources is located in the South Annex Building.

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## SMOKING POLICY

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In the interest of employee health and the general welfare of students and the public, the Desert Community College District shall be considered a smoke-free environment. Smoking of any form of tobacco or non-tobacco products is prohibited inside any college facility; in any vehicle owned, operated, leased or chartered by the District; in all established eating areas; within 25 feet of all building entrances, exits and operable windows; and in the seating areas of all outdoor athletic facilities owned, operated or leased by the District. Smoking will only be permitted in designated smoking areas and may be permitted for approved theatrical rehearsals and performances where smoking is determined to be an integral part of the rehearsal or performance.

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## STUDENT RECORDS AND PRIVACY ACT

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### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

College of the Desert student education records are maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 and the California Education Code, Sections 76200 et seq and Title 5, Sections 54600, et seq., U.S. Patriot Act; Civil Code 1798.85. Written student consent is required for access and release of information defined as educational records in federal and state law as described in College of the Desert Board Policy 5040. More information about the federal regulation may be found at <http://ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

## ANNUAL NOTIFICATION

Students will be notified of their FERPA rights annually by publication in the Schedule Of Classes and the College Catalog. Questions regarding annual notification can be directed to Admissions and Records.

## AMENDMENT OF STUDENT RECORDS

Any student may file a written request with the appropriate dean to correct or remove information recorded in his or her student records that the student alleges 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 days of receipt of the request, the Superintendent/President or designee shall meet with the student and the employee who recorded the information in question, if any, if the employee is presently employed by the District. Should the employee no longer be employed, the appropriate dean will meet with the student. The Superintendent/President or designee shall then sustain or deny the allegations.

If the Superintendent/President or designee sustains any or all of the allegations, he or she shall order the correction or removal and destruction of the information. If the Superintendent/President or designee denies any or all of the allegations and refuses to order the correction or removal of the information, the student, within 30 days of the refusal, may appeal the decision in writing to the Board of Trustees.

Within 30 days of receipt of an appeal, the Board of Trustees shall, in closed session with the student and the employee who recorded the information in question, if any, and if that employee is presently employed by the District, determine whether to sustain or deny the allegations. If the Board of Trustees sustains any or all of the allegations, it shall order the Superintendent/President or designee, to immediately correct or remove and destroy the information. The decision of the Board of Trustees shall be final.

If the final decision is unfavorable to the student, the student shall have the right to submit a written statement of his or her objections to the information. This statement shall become a part of the student's record until the information objected to is corrected or removed.

## DISCLOSURE OF EDUCATIONAL 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.

### **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 any student documentation, students must file a letter of request with the Admissions and Records Office. 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. At that time the student must present appropriate identification verifying their identity.

### **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 55 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 Executive Vice President or designee, that such release is appropriate and not likely to put students at risk. DCCD directory information shall include:

- Name, address, phone number, dates of attendance, major field of study, awards and degrees received, most recent institution attended, part-time or full-time enrollment status, and photographs.
- Student participation in officially recognized activities and sports including weight, height and high school of graduation of athletic team members.
- Degrees and awards received by students, including honors, scholarship awards, athletic awards and Dean's List recognition.

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. (Ed. Code §76200, et seq.; Title 5, § 54600, et seq.)

Questions concerning student rights under the privacy act should be directed to the Admissions & Records Office (760) 776-2516.

### **TRANSCRIPTS**

An official transcript of a student's record may be obtained by completing an online request on the Admissions website under "Transcripts." This process has several options of delivery service and the processing time varies according to the service selected.

Sealed transcripts sent directly from the College to the destination requested by the student are considered official. Students may print an unofficial transcript for their own records via the web.

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### **STUDENT RIGHT-TO-KNOW DISCLOSURE**

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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 2010, a cohort of all certificate-, degree-, and transfer-seeking first-time, full-time students were tracked over a three-year period. Their completion and transfer rates are listed below. These rates do not represent the success rates of the entire student population at the College of the Desert, nor do they account for all student outcomes occurring after this three-year tracking period.

Completion Rate: 22%

Based upon the cohort defined above, a Completer is a student who attained a certificate or degree or became 'transfer prepared' during a three year period, from Fall 2010 to Spring 2013. Students who have completed 60 transferable units with a GPA of 2.0 or better are considered 'transfer-prepared'.

Transfer Rate: 15%

Based upon the cohort defined above, students who transferred to another post-secondary institution, prior to attaining a degree, certificate, or becoming 'transfer-prepared' during a five semester period, from Spring 2011 to Spring 2013, are transfer students.

More information about Student-Right-to-Know rates and how they should be interpreted can be found at the California Community Colleges Chancellor's Office, "Student Right-to-Know" web site at <http://srk.cccco.edu/index.asp>.



## CATALOG RIGHTS

Students who maintain continuous attendance at College of the Desert will maintain the right to follow the graduation requirements listed in the catalog under which they first entered the College. Changing a major program of study does not change catalog rights for general education or other graduation requirements beyond the major if continuous attendance is maintained. Continuous attendance for this purpose is defined as attendance in at least one semester during a calendar year, provided that at least one course during that semester of attendance is posted on the official college transcript with a grade symbol or a semester mark of "I" or "W". Absence from College of the Desert due to an approved educational leave or for attendance at another regionally accredited higher education institution is not considered an interruption in attendance if the absence does not exceed two years.

## 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. Consequently, at the graduation ceremony, students are presented with a diploma cover. There is a fee for a duplicate diploma, please check the Admissions webpage for current fees.

## GRADE REQUIREMENT FOR AN ASSOCIATE DEGREE

Effective for all students admitted to College of the Desert for Fall 2009 term or any term thereafter, all courses used to fulfill major area requirements or area of emphasis requirements must be completed with a minimum grade of "C" or a "P" if the course is taken on a "pass-no pass" basis. All Associate Degrees require a minimum Cumulative Grade Point Average of 2.0 ("C" average) for all coursework taken at all accredited institutions including College of the Desert.

The Associate Degree is not automatically awarded when a student completes required courses. Students must submit a Degree Application electronically via the College MyCod Student Portal under the WebAdvisor link/Forms. All transcripts from all colleges and universities attended must be on file in the Admissions and Records Office. At least 40 units must have been completed, including 12 in residence at COD before an application is accepted.

## GRADUATION

Once it has been determined that a student is eligible for graduation, a Degree Application must be completed electronically via the College MyCod Student Portal under the WebAdvisor link/Forms. The deadline to submit this form

is found in the Schedule Of Classes. 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 ceremony.

## EARNING AN ADDITIONAL ASSOCIATE DEGREE

An additional Associate Degree may be earned if the student declares a complete change in major and completes a minimum of 12 additional units in the new major. The minimum 12 units must be in residence at College of the Desert and must be used to fulfill new major field requirements. Additional General Education requirements that are appropriate may also be required.

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## CAREER AND TECHNICAL EDUCATION (CTE)

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College of the Desert offers Career and Technical Education (CTE) in over 25 separate program areas. Students have the ability to complete Associate Degrees, Certificates or single courses in specific subjects depending upon their educational or workforce preparation needs. Courses are run in a variety of formats including lecture, lab, online and performance-based learning. At COD, CTE is both an educational strategy in its own right and the cornerstone of the College's workforce development efforts. As an educational strategy, it inspires and facilitates learning and, unlike traditional vocational education, aims to prepare students for ongoing education, long-term careers, and citizenship, as well as entry into the workplace. With its focus on rigorous and relevant content, experiential learning, career awareness, supportive relationships, and demonstrated outcomes, CTE can provide a context for academic coursework and set the standard for the kind of challenging, engaging, student-centered instruction that is required for students of all ages to succeed. CTE programs are for students who desire transfer to four-year universities as well as those wishing to enter the workforce or build new technical skills.

As the foundation for workforce development and economic vitality in the state, CTE responds to the needs of the economy — with regard to both industry focus and skills taught. To further address its dual purpose, CTE is designed to provide seamless pathways that bridge secondary and postsecondary education, enabling students to develop skills required in the workplace while pursuing their personal aspirations. COD has the ability to offer education through credit, noncredit and not for credit depending upon the needs of the individual or organization.

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## CERTIFICATE of ACHIEVEMENT

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A 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 Certificate Application electronically via the College MyCod Student Portal under the WebAdvisor link/Forms by the posted deadline. All transcripts from other colleges must be on file before a request can be filed.

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. See Programs of Study section in this catalog for specific certificate requirements. A fee is charged for a duplicate certificate, please check the Admissions webpage for current fees.

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## ASSOCIATE DEGREES

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Two types of Associate Degrees are available at College of the Desert:

### I. ASSOCIATE DEGREE *with emphasis on* CAREER AND TECHNICAL PREPARATION

Students planning to earn an Associate Degree with emphasis on career and technical 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 general education courses.

The Career and Technical Degree is *not* designed to prepare students for university transfer and is identified in this catalog as: **ASSOCIATE DEGREE for employment preparation**

### II-A. ASSOCIATE DEGREE *with emphasis on* TRANSFER PREPARATION

Students planning to earn an Associate Degree while preparing to transfer to a 4-year college or university 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.

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

Student preparing to transfer to the University of California (UC) system or the CSU may follow the Intersegmental General Education Transfer Curriculum (IGETC). This is identified as the **IGETC Pattern** 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**.

## ASSOCIATE DEGREE REQUIREMENTS

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

### A. Competency Requirements

Reading Competency: All students earning an Associate Degree must demonstrate a reading proficiency at the collegiate level by passing RDG 51 or RDG 61 with a grade of "C" or better, or the equivalent.

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

Mathematics Competency: All students earning an Associate Degree in Career and Technical Preparation must demonstrate a mathematics proficiency by passing with a grade of "C" or better, MATH 40, or any college mathematics course determined by the District to be equivalent to, or higher than, MATH 40. All students earning Associate Degree for Transfer Preparation are required to complete the UC or CSU Mathematics requirements.

### B. General Education (GE) Requirements

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

### C. Major Requirements

Complete one of the degree programs listed in the Certificate and Degree Programs section of this catalog. Each course in the major or area of emphasis must be completed with a grade of "C" or better or "P" if the course is taken on a "pass-no pass" basis.

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.

### D. Kinesiology Activity Requirement

Two (2) units are required from kinesiology (KINE), health education (HE), recreation (RE) or varsity sports (VSM, VSO, VSW). *Note:* If HE 1 is used to fulfill COD General Education Area C2 or C5, it may not be used to fulfill this requirement.

- E. A minimum of sixty (60) degree-applicable units with a 2.0 ("C") Grade Point Average (GPA). Basic skills courses do not apply toward the degree. Grades earned in non-degree credit courses are not included in the calculation of the degree-applicable GPA.
- F. Completion of twelve (12) units in residence at College of the Desert.

## II-B. ASSOCIATE DEGREE FOR TRANSFER (SB 1440)

California Community Colleges are now offering associate degrees for transfer to the CSU. These may include Associate in Arts (AA-T) or Associate in Science (AS-T) degrees. These degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree. California Community College students who are awarded an AA-T or AS-T degree are guaranteed admission with junior standing in the CSU system and given priority admission consideration to their local CSU campus or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or campuses.

Students who have been awarded an AA-T or AS-T are able to complete their remaining requirements for the 120-unit baccalaureate degree within 60 semester or 90 quarter units.

To view the most current list of College of the Desert Associate Degrees for Transfer please go to [www.collegeofthedesert.edu/students/ap](http://www.collegeofthedesert.edu/students/ap). Current and prospective community college students are encouraged to meet with a counselor to review their options for transfer and to develop an educational plan that best meets their goals and needs.

### REQUIREMENTS FOR THE ASSOCIATE IN ARTS FOR TRANSFER (AA-T) OR ASSOCIATE IN SCIENCE FOR TRANSFER (AS-T) - SB 1440

The Student Transfer Achievement Reform Act (Senate Bill 1440, codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer", a newly established variation of the associate degrees traditionally offered at a California community college.

The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete a minimum of 60 required semester units of CSU-transferable coursework with a minimum GPA of 2.0. Students transferring to a CSU campus that does accept the AA-T or AS-T will be required to complete

no more than 60 units after transfer to earn a bachelor's degree (unless the major is a designated "high-unit" major).

This degree may not be the best option for students intending to transfer to a particular CSU campus or to university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

### Requirements

The following is required for all AA-T or AS-T degrees:

1. Completion of 60 CSU-transferable semester units.
2. Minimum Grade Point Average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.
3. Completion of a minimum of 18 semester units in an "AA-T" or "AS-T" major as detailed in the Program of Study section of the catalog. All courses in the major must be completed with a grade of "C" or better or a "P" if the course is taken on a "pass-no pass" basis (title 5 § 55063).
4. Certified completion of the California State University General Education-Breadth (CSU GE Breadth) pattern (see page 65 for more information); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern (see page 67 for more information).
5. Students do not need to complete the local requirements of kinesiology and Reading 51 or 61.



**Associate Degree  
for Transfer**  
*A Degree with a Guarantee.<sup>SM</sup>*

**GENERAL EDUCATION REQUIREMENTS 2014-2015**

Students must complete the course requirements as specified in the program of study for the declared major in addition to the general education courses in order to earn an Associate's Degree.

<b>C1</b>	<p><b><u>NATURAL SCIENCES: 3 units</u></b>  Agriculture/Environmental Horticulture 1, 1L  Agriculture/Plant Science 2, 5, 5L  Anthropology 1  Astronomy 1, 1L  Biology 4, 5, 6, 13, 14, 15  Chemistry 1A, 1B, 3, 4  Engineering 6A  Geography 1, 1L  Geology 1, 5, 10, 17, 17L, 22  Natural Resources 1, 1L  Physics 1, 2A, 2B, 4A, 4B, 4C, 6A, 17</p>
<b>C2</b>	<p><b><u>SOCIAL and BEHAVIORAL SCIENCES: 3 units</u></b>  Administration of Justice 1  Anthropology 2, 3  Counseling 12  Economics 1, 2, 11, 12  Geography 2, 7  Health Education 1  History 3, 4, 17, 18, 21, 23  Mass Communication 1  Health Sciences 13  Philosophy 13  Political Science 1, 2, 4  Psychology 1, 3, 7, 10, 12, 20, 23, 25, 27, 29, 33  Sociology 1, 2, 14, 15</p>
<b>C3</b>	<p><b><u>ARTS, HUMANITIES, and CULTURE: 3 units</u></b>  Administration of Justice 5A  American Sign Language 1, 2, 3, 4  Architecture 14  Art 2A, 2B, 2C, 3A, 10, 12A, 12B, 12C, 33  Dance 15  English 1B, 2, 10A, 10B, 11A, 11B, 12A, 12B, 14, 15, 17, 21, 22, 24, 25, 26, 31, 32, 35, 36, 37  French 1, 2, 3, 4  German 1, 2  Italian 1, 2  Japanese 1, 2  Music 1, 2, 5, 6, 7, 10, 11, 12  Philosophy 6, 7, 12, 13, 14, 17  Radio-Television 6, 8  Spanish 1, 2, 3, 4, 20  Speech 2  Theatre Arts 1, 2, 32</p>
<b>C4</b>	<p><b><u>LANGUAGE and RATIONALITY: 6 units</u></b>  <b><i>C4.a – English Composition - 3 units</i></b>  English 1A, 2  <b><i>C4.b – Communication &amp; Analytical Thinking - 3 units</i></b>  Library &amp; Information Studies 1  Math 1A, 1B, 2A, 2B, 2C, 5, 10, 11, 12, 13, 14, 15, 40  Philosophy 10  Sociology 3, 4  Speech 1, 4, 5, 7, 15</p>
<b>C5</b>	<p><b><u>PERSONAL GROWTH and DEVELOPMENT: 3 units</u></b>  Computer Information Systems 10  Counseling 12  Early Childhood Education 10, 12  Health Education 1  Health Sciences 13, 72  Kinesiology 6  Psychology 3, 10, 12, 20, 23, 33</p>

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

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## PREPARATION FOR TRANSFER

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As an integral unit of the California 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 60 college level units 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 possible in your college career. The College 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 Cravens Student Services Center.

**2. Catalog:** Examine catalogs of prospective colleges and universities. Carefully study 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 on the College website. Financial aid information is also available in the Financial Aid Office, located in the Cravens Student Services Center and online at [www.fafsa.gov](http://www.fafsa.gov).

**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) systems that allow students to be certified for these requirements. To select the pattern that is most appropriate for you, consult your counselor or faculty advisor.

**5. Application Filing Period:** Check carefully the dates of the application filing period. This is the time between the first date applications will be received and the deadline. Many colleges have initial filing periods ten months before admission. In all cases, submission 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 they can comment accurately on the students' characteristics.

**7. Grade Point Requirements:** Grade Point Average requirements for admission and selection to majors vary. Study catalogs carefully for *all* requirements.

**8. Admission Requirements of the Public California Institutions:** The filing periods for CSU are the months of October and November. The filing period for UC is the month of November. These are the initial filing periods for fall admission. Both CSU and UC require completion of 60 transferable units to enter as a junior.

**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:** Courses transferable to the California State University system are indicated by "CSU" and those transferable to the University of California system 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 **CSU, UC\***. This acceptance can change annually. Students should always go to [www.assist.org](http://www.assist.org) to confirm how each college's course will be accepted at a particular four-year college or university for transfer credit. Consult the Transfer Center for more detailed information.

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### **TRANSFER ADMISSIONS AGREEMENT (TAA) and TRANSFER ADMISSION GUARANTEE (TAG)**

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COD has entered into Transfer Admissions Agreement (TAA) with CSU San Bernardino and Transfer Admissions Guarantee (TAG) with UC Riverside. These agreements guarantee university transfer admission to students who meet specified lower division requirements for course completion and Grade Point Average (GPA). 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 (SEP) for transfer.

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### **ADMISSION TO THE UNIVERSITY OF CALIFORNIA**

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Students transferring to the UC system from College of the Desert may, in most cases, follow the Intersegmental General Education Transfer Curriculum (IGETC) to meet lower-division general education requirements for the UC system. To meet the minimum UC system eligibility requirements, residents of California must have a GPA of 2.4 and nonresidents must have a GPA of 2.8. However, higher grade point averages are required to be a competitive transfer applicant to most UC campuses. Students are advised to visit a COD Counselor for a realistic estimate of the current GPA actually required for admission to various major programs at various campuses, and to verify whether IGETC will meet their lower-division general education requirements.

To be minimally eligible to transfer to the UC system, assuming ineligibility from high school, a student with California residency must accumulate a minimum of 60 UC-transferable semester units from an accredited college or university while maintaining a minimum 2.4 GPA. The 60 units will consist of general education and major requirements. Nonresidents must accumulate 60 UC-transferable semester units and have a minimum GPA of 2.8. Specified high unit majors do not completed the transfer general education pattern and must meet with a COD Counselor for general education requirements for graduation.

**NOTE:** Being “eligible” for admission in NO way guarantees admission. Higher grade point averages are required by most UC campuses, and students with 60 or more transferable semester units receive priority consideration for transfer admission.

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### **ADMISSION TO CALIFORNIA STATE UNIVERSITY**

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Students must complete either the CSU General Education Certification Course Pattern (page 65 ) or the IGETC (page 67) and the major requirements as specified in the program of study for the declared major for a total of 60 units. You may consult with a COD counselor or use [www.assist.org](http://www.assist.org) for the major requirements. Specified high unit majors do not complete the transfer general education certification and must meet with a COD Counselor for general education requirements for graduation. A student must complete 60 or more transferable semester units with a minimum GPA of 2.0 (C) or higher (2.4 for nonresidents), be in good standing at the last college or university attended, and have completed or made up any missing college preparatory subject requirements. Certain “impacted” programs, which have more applicants than there are spaces available, have additional screening requirements. Please see a COD Counselor for details.

**NOTE:** Being “eligible” for admission in NO way guarantees admission. Higher grade point averages may be required by CSU campuses, and students with 60 or more transferable semester units receive priority consideration for transfer admission.

### **Intersegmental General Education Transfer Curriculum (IGETC)**

The IGETC is a general education program that California community college transfer students can use to fulfill lower-division general education requirements at a California State University or University of California campus. This curriculum provides an alternative to CSU General Education-Breadth requirements and UC campus GE/Breadth requirements. IGETC can be a good option if you know you want to transfer, but do not know if you will go to a CSU or a UC, or if you do not know which major you will pursue.

Courses must be completed for all areas with a grade of “C” or better. Completion of IGETC is not an admission requirement nor does completion of IGETC guarantee admission to the campus or program of choice; pattern is outlined on pages 67 and 68.

### **CSU General Education-Breadth Certification Course Pattern**

The CSU General Education-Breadth (GE-Breadth) program allows California community college transfer students to fulfill lower-division general education requirements for any CSU campus prior to transfer. This curriculum provides an alternative to the IGETC requirements and campus-specific GE-Breadth requirements. This can be a good option if you know you want to transfer to a CSU but do not know which campus you will attend, or if you know which campus you will attend but do not know which major you will pursue.

It is important to note that CSU GE-Breadth certification is not an admission requirement nor does completion guarantee admission to the campus or program of choice. The GE-Breadth program requires that students who select this option complete at least 48 semester units of general education to receive a baccalaureate degree. At least nine of these units must be upper-division level and taken at the university. (See page 65 for CSU General Education requirements.)

Students planning to transfer should consult with a COD Counselor early in their first semester of enrollment. Counselors and Faculty Advisors will assist students with program planning and course options.

General Education classes are designed to educate students to: think, write, and speak clearly and logically; reason quantitatively; gain knowledge about the human body and mind; the development and functioning of human society; the physical and biological world; and human cultures and civilizations; and develop an understanding of the principles, methods, and values of human inquiry.

### **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.



### **CSU Government/History Certification**

College of the Desert, pursuant to Title 5 Section 40404 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 1 (PS 1) **and either** History 17 (HIST 17) **or** History 18 (HIST 18). AP Government credit does not fulfill this requirement at CSU.

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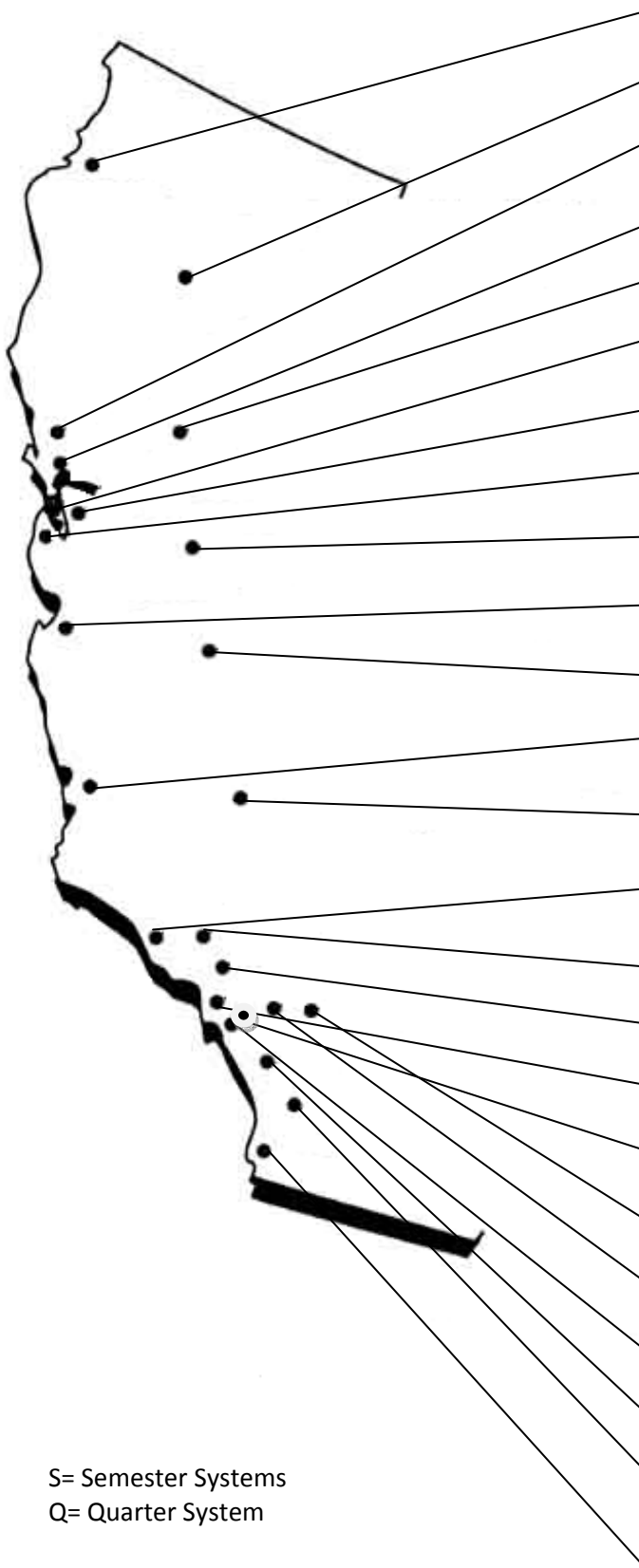
### **COURSE IDENTIFICATION NUMBERING SYSTEM (C-ID)**

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The Course Identification Numbering System (C-ID) is a statewide numbering system independent from the course numbers assigned by local California community colleges. A C-ID number next to a course signals that participating California colleges and universities have determined that courses offered by other California community colleges are comparable in content and scope to courses offered on their own campuses, regardless of their unique titles or local course number. Thus, if a schedule of classes or catalog lists a course bearing a C-ID number, for example COMM 110, students at that college can be assured that it will be accepted in lieu of a course bearing the C-ID COMM 110 designation at another community college. In other words, the C-ID designation can be used to identify comparable courses at different community colleges. However, students should always go to [www.assist.org](http://www.assist.org) to confirm how each college's course will be accepted at a particular four-year college or university for transfer credit.

The C-ID numbering system is useful for students attending more than one community college and is applied to many of the transferable courses students need as preparation for transfer. Because these course requirements may change and because courses may be modified and qualified for or deleted from the C-ID database, students should always check with a counselor to determine how C-ID designated courses fit into their educational plans for transfer.

Students may consult the ASSIST database at [www.assist.org](http://www.assist.org) for specific information on C-ID course designations. Counselors can always help students interpret or explain this information.



**Humboldt State University (S)** [www.humboldt.edu](http://www.humboldt.edu)  
1 Harpst Street Arcata, CA 95521 (707) 826-3011

**CSU Chico (S)** [www.csuchico.edu](http://www.csuchico.edu)  
400 West First Street Chico, CA 95929 (530) 898-6116

**Sonoma State University (S)** [www.sonoma.edu](http://www.sonoma.edu)  
1801 East Cotati Avenue, Rohnert Park, CA 94928 (707) 664-2880

**California Maritime Academy (S)** [www.csum.edu](http://www.csum.edu)  
200 Maritime Academy Drive. Vallejo, CA 94590 (707) 654-1000

**CSU Sacramento (S)** [www.csus.edu](http://www.csus.edu)  
6000 J Street, Sacramento, CA 95819 (916) 278-6011

**San Francisco State University (S)** [www.sfsu.edu](http://www.sfsu.edu)  
1600 Holloway Avenue, San Francisco, CA 94132 (415) 338-1111

**CSU Eastbay (Hayward) (Q)** [www20.csueastbay.edu](http://www20.csueastbay.edu)  
25800 Carlos Bee Boulevard, Hayward, CA 94542 (510) 885-3000

**San Jose State University (S)** [www.sjsu.edu](http://www.sjsu.edu)  
One Washington Square, San Jose, CA 95192 (408) 924-1000

**CSU Stanislaus(S)** [www.csustan.edu](http://www.csustan.edu)  
One University Circle, Turlock, CA 95382 (209) 667-3122

**CSU Monterey Bay (4-1-4)** [www.csumb.edu](http://www.csumb.edu)  
100 Campus Center, Seaside, CA 93955-8001 (831) 582-3000

**CSU Fresno (S)** [www.csufresno.edu](http://www.csufresno.edu)  
5241 North Maple Avenue, Fresno, CA 93740 (559) 278-4240

**California Polytechnic State University, San Luis Obispo (Q)**  
[www.calpoly.edu](http://www.calpoly.edu)  
San Luis Obispo, CA 93407 (805) 756-1111

**CSU Bakersfield (Q)** [www.csub.edu](http://www.csub.edu)  
9001 Stockdale Highway, Bakersfield, CA 93311-1022 (661) 654-2782

**CSU Channel Islands (S)** [www.csuci.edu](http://www.csuci.edu)  
One University Drive, Camarillo, CA 93012 (805) 437-8400

**CSU Northridge (S)** [www.csun.edu](http://www.csun.edu)  
18111 Nordhoff Street, Northridge, CA 91330 (818) 677-1200

**CSU Los Angeles (Q)** [www.calstatela.edu](http://www.calstatela.edu)  
5151 State University Drive, Los Angeles, CA 90032 (323) 343-3000

**CSU Dominguez Hills (S)** [www.csudh.edu](http://www.csudh.edu)  
1000 East Victoria Street, Carson, CA 90747 (310) 243-3696

**CSU San Bernardino (Q)** [www.csusb.edu](http://www.csusb.edu)  
5500 University Parkway, San Bernardino, CA 92407-2318 (909) 537-5000

**California State Polytechnic University, Pomona (S)** [www.csupomona.edu](http://www.csupomona.edu)  
3801 West Temple Avenue, Pomona, CA 91768 (909) 869-7659

**CSU Long Beach (S)** [www.csulb.edu](http://www.csulb.edu)  
1250 Bellflower Boulevard, Long Beach, CA 90840-0115 (562) 985-4111

**CSU Fullerton(S)** [www.fullerton.edu](http://www.fullerton.edu)  
800 N. State College Boulevard, Fullerton, CA 92834 (657) 278-2011

**CSU San Marcos(S)** [www.csusm.edu](http://www.csusm.edu)  
333 S. Twin Oaks Valley Road, San Marcos, CA 92096-0001 (760) 750-4000

**San Diego State University(S)** [www.sdsu.edu](http://www.sdsu.edu)  
5500 Campanile Drive, San Diego, CA 92182 (619) 594-5000

S= Semester Systems  
Q= Quarter System



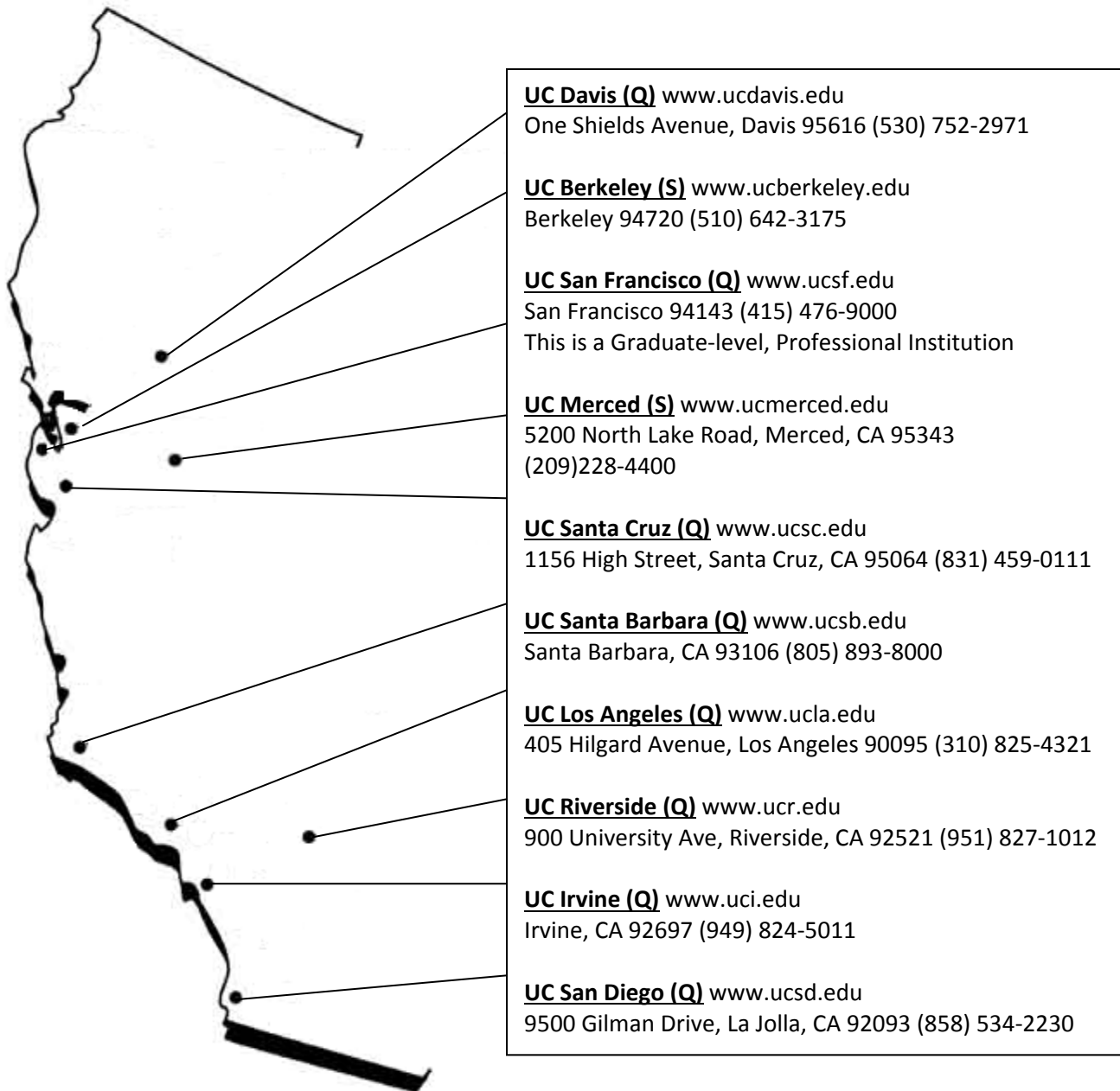
Students who plan to transfer to a CSU campus may complete their lower division General Education requirements for graduation at COD. Students may follow the CSU GE-Breadth Certification pattern listed below, which is accepted by all CSU campuses in most majors to fulfill these requirements. This course 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 3 units in Area E. At least 30 of these units must be completed with a grade of "C" or better, including the 9 units in Area A: Communication in the English Language; and 3 units in Area B-3: Mathematics.

GE-Breadth Certification is *not* automatic and must be requested by the student at the same time transcripts are requested to be sent to the CSU following the posting of final grades.

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

<b>A</b>	<p><b><u>ENGLISH LANGUAGE COMMUNICATION and CRITICAL THINKING</u></b>  <i>Nine (9) units minimum; select 1 course from each of the 3 groups. (C or better required in all courses.)</i></p> <p><b>A-1. ORAL COMMUNICATION</b>                      Speech 1, 4, 5, 15</p> <p><b>A-2. WRITTEN COMMUNICATION</b>                      English 1A</p> <p><b>A-3. CRITICAL THINKING</b>                      English 2; Philosophy 10; Sociology 4; Speech 7</p>
<b>B</b>	<p><b><u>SCIENTIFIC INQUIRY and QUANTITATIVE REASONING</u></b>  <i>Nine (9) units minimum; select one course from each group. One course must include laboratory.</i></p> <p><b>B-1. PHYSICAL SCIENCE</b>                      Astronomy 1, 1L; Chemistry 1A, 1B, 3, 4, 5, 10A, 10B; Geography 1, 1L; Geology 1, 5, 10, 17;                      Physics 1, 2A, 2B, 4A, 4B, 4C, 17</p> <p><b>B-2. LIFE SCIENCE</b>                      Agriculture/Environmental Horticulture 1, 1L; Agriculture Plant Science 2, 5, 5L;                      Anthropology 1; Biology 4, 5, 6, 13, 14, 15; Natural Resources 1, 1L</p> <p><b>B-3. LABORATORY ACTIVITY</b> (One course in either B-1 or B-2 must include a laboratory.)</p> <p><b>B-4. MATHEMATICS/QUANTITATIVE REASONING</b>                      Math 1A, 1B, 2A, 2B, 2C, 5, 10, 12, 13, 14, 15; Sociology 3</p>
<b>C</b>	<p><b><u>ARTS and HUMANITIES</u></b>  <i>Nine (9) units minimum; one course must be in the ARTS and one in the HUMANITIES.</i></p> <p><b>C-1. ARTS (Arts, Cinema, Dance, Music, Theatre)</b>                      Architecture 14; Art 2A, 2B, 2C, 3A, 10, 12A, 12B, 12C, 33; Dance 10, 15; Music 5, 6, 7, 10, 12; Radio-TV 6; Theatre Arts 1, 2</p> <p><b>C-2. HUMANITIES (Literature, Philosophy, Languages Other than English)</b>                      American Sign Language 1, 2, 3, 4; English 1B, 10A, 10B, 11A, 11B, 12A, 12B, 14, 15, 17, 21, 22, 24, 25, 26, 31, 32,                      35, 36; French 1, 2, 3, 4; German 1, 2; History 3 (F12), 4 (F12), 17 (F12), 18 (F12), 21; Italian 1, 2; Japanese 1, 2;                      Philosophy 6, 7, 12, 13, 14, 17, 18; Spanish 1, 2, 3, 4;</p>
<b>D</b>	<p><b><u>SOCIAL SCIENCES</u></b>  <i>Nine (9) units minimum, with courses taken in at least two disciplines. Note: The "American Institutions" requirement may be satisfied by taking either HIST 17 or 18, plus PS 1. AP Government credit does not count toward this requirement.</i></p> <p><b>D-0. SOCIOLOGY &amp; CRIMINOLOGY</b>                      Administration of Justice 1; Sociology 1, 2, 14, 15</p> <p><b>D-1. ANTHROPOLOGY &amp; ARCHAEOLOGY</b>                      Anthropology 2, 3</p> <p><b>D-2. ECONOMICS</b>                      Economics 1, 2, 11, 12</p> <p><b>D-3. ETHNIC STUDIES</b>                      Sociology 14, 15</p> <p><b>D-4. GENDER STUDIES</b>                      Psychology 10, 23</p> <p><b>D-5. GEOGRAPHY</b>                      Geography 2, 7, 10</p> <p><b>D-6. HISTORY</b>                      History 3, 4, 17, 18, 21</p> <p><b>D-7. INTERDISCIPLINARY SOCIAL OR BEHAVIORAL SCIENCE</b>                      Early Childhood Education 10 (F11), 12 (F11); Mass Communications 1; Psychology 12; Speech 15</p> <p><b>D-8. POLITICAL SCIENCE, GOVERNMENT, &amp; LEGAL INSTITUTIONS</b>                      Political Science 1, 2, 4</p> <p><b>D-9. PSYCHOLOGY</b>                      Psychology 1, 3, 20, 23, 27, 29, 33</p>
<b>E</b>	<p><b><u>LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT</u></b>                      Three (3) units minimum.</p> <p>Counseling 12; Early Childhood Education 10 (F11), 12 (F11); Education 1; Health Education 1; Health Sciences 13, 72;                      Kinesiology 6; Philosophy 13; Psychology 3, 10, 12, 20, 23, 33</p>



S = Semester System

Q = Quarter System

The course requirements for all areas must be **completed** before IGETC can be fully 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 the 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.

**Note: (A)** Courses used to meet IGETC requirements may also be used to satisfy the "American History and Institutions Requirement" at CSU. See Transfer Center IGETC handout for clarification.

1	<p><b><u>ENGLISH COMMUNICATION</u></b>                      One course from each group:</p> <p><b>1-A. English Composition</b>                      English 1A</p> <p><b>1-B. Critical Thinking/English Composition</b>                      Sociology 4</p> <p><b>1-C. Oral Communication (required by CSU only)</b>                      Speech 4, 15</p>
2	<p><b><u>MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING</u></b>                      One course:                      Math 1A, 1B, 2A, 2B, 2C, 10+, 12+, 13, 14+, 15; Sociology 3+</p>
3	<p><b><u>ARTS and HUMANITIES</u></b>                      At least three courses; minimum of one from the Arts and one from the Humanities (See "Language Other Than English")</p> <p><b>3-A. Arts</b>                      Art 2A, 2B, 2C, 10, 12A, 12B, 12C, 33; Dance 15; Music 5, 6, 7, 10, 12; Radio-Television 6</p> <p><b>3-B. Humanities</b>                      American Sign Language 2*, 3*, 4*; English 1B, 10A, 10B, 11A, 11B, 12A, 12B, 14, 15, 17, 21, 22, 24, 25, 26, 31, 32, 35, 36; French 2*, 3*, 4*; German 2*; History 3*, 4*, 17*(A), 18*(A), 21*; Italian 2*; Japanese 2*; Philosophy 6, 7, 12*, 13, 14, 17, 18; Spanish 2*, 3*, 4*; Theatre Arts 1</p>
4	<p><b><u>SOCIAL AND BEHAVIORAL SCIENCES</u></b>                      At least 3 courses, from at least two disciplines, or an interdisciplinary sequence:</p> <p><b>4-A. Anthropology &amp; Archaeology</b>                      Anthropology 2, 3</p> <p><b>4-B. Economics</b>                      Economics 1, 2, 11</p> <p><b>4-C. Ethnic Studies</b>                      Sociology 15</p> <p><b>4-E. Geography</b>                      Geography 2, 7, 10</p> <p><b>4-F. History</b>                      History 3*, 4*, 17*(A), 18*(A), 21*</p> <p><b>4-G. Interdisciplinary, Social/Behavioral Sciences</b>                      Mass Communication 1; Philosophy 12*; Psychology 12</p> <p><b>4-H. Political Science, Gov't, &amp; Legal Institutions</b>                      Political Science 1(A), 2, 4</p> <p><b>4-I. Psychology</b>                      Psychology 1, 3, 20, 23, 27, 29</p> <p><b>4-J. Sociology &amp; Criminology</b>                      Sociology 1, 2, 14, 15</p>

<b>5</b>	<p><b><u>PHYSICAL &amp; BIOLOGICAL SCIENCE</u></b>          At least 2 courses; one physical science and one biological science; at least one must include a laboratory:</p> <p><b>5-A. Physical Science</b>          Astronomy 1, 1L; Chemistry 1A, 1B, 3*, 5*, 10A*, 10B*; Geography 1, 1L; Geology 1, 5, 10, 17;          Physics 1*, 2A*, 2B*, 4A*, 4B*, 4C, 17</p> <p><b>5-B. Biological Science</b>          Agriculture/Plant Science 2, 5, 5L; Anthropology 1; Biology 4*, 5, 6, 13, 14, 15*;          Natural Resources 1, 1L</p>
<b>6</b>	<p><b><u>Language Other Than English</u></b>  <b>(UC Requirement Only)</b>  <i>Students must complete two years of the same foreign language of high school work with a grade of "C" or better; <b>or</b>, 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; <b>or</b>, complete coursework from the following which meets the Level One proficiency requirement, e.g. SPAN 1 <u>or higher</u>.</i></p> <p>American Sign Language 1, 2*, 3*, 4*          French 1, 2*, 3*, 4*          German 1, 2*          Italian 1, 2*          Japanese 1, 2*          Spanish 1, 2*, 3*, 4*</p>

- + Transfer credit limitation - see Counselor for details.
- \* Courses listed in more than one area shall not be certified in more than one area.
- (A) Courses used to meet IGETC requirements may also be used to satisfy the "American History and Institutions Requirement" at CSU. See Counselor for clarification.

**SUPPLEMENTARY NOTES - see Counselor for clarification on the following items:**

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

**What will I gain by completing Basic Skills coursework?**

**1 - CRITICAL THINKING**

Students completing courses in this category will demonstrate an ability to:

- locate questions and problems as a result of conversation, reading, and lectures.
- assess relevant information and come to thought-out conclusions and solutions.
- value open-mindedness.
- communicate meaningfully with others.

**2 - QUANTITATIVE REASONING**

Students completing courses in this category will demonstrate an ability to:

- use and comprehend quantitative language in a variety of contexts including units of measurement (e.g. milliseconds, calories), visual representations (e.g. graphs and maps), and scales.
- show quantitative intuition: a subjective “feel” for numbers including the ability to estimate, have a sense of scale, and appropriately use heuristics (rules-of-thumb).
- practice quantitative reasoning: when is quantitative reasoning appropriate and how can it be applied to simple-life problems.

**3 - READING AND WRITING SKILLS**

Students completing courses in this category will demonstrate an ability to:

- demonstrate reading skills to multiple texts.
- read complex passages with understanding.
- type structured texts in a variety of written forms according to purpose and audience.
- apply English conventions of grammar, mechanics, usage, punctuation, and format according to course intensity.
- summarize written texts with ability to differentiate fact from opinion.
- illustrate self-expression and original thinking through writing.
- recognize writing as a process (brainstorming, organizing, drafting) and revise and edit original work based on self-evaluation and peer review.

**4 - PROBLEM SOLVING**

Students completing courses in this category will demonstrate an ability to:

- use a variety of solution methods and techniques, for example, making a sketch, systematic listing, using the solution of a simpler (but related) problem.

- recognize the importance of checking a proposed solution to verify that it satisfies the requirements of a problem.
- recognize that a solution may not be possible, given limits of time, money, or other finite resources.
- restate (formulate) a problem mathematically.
- use background information in a subject to understand the nature of a problem and transfer information to new problems accordingly.
- identify what isn’t known, but needs to be known in order to solve a problem (depending on the problem domain, reading and/or mathematical skills are helpful).

**5 - ACADEMIC BEHAVIORS**

Students completing courses in this category will demonstrate an ability to:

- recognize plagiarism in any shape or form and be mindful of its consequences.
- develop appreciation for higher education.
- practice proper classroom etiquette.
- show respect to others and environment.

**6 - INDEPENDENT STUDY SKILLS**

Students completing courses in this category will demonstrate an ability to:

- recognize that the responsibility for learning and growth is their own.
- show purposeful and self-directed learning.
- create goals and take an active role in defining these goals.
- develop on-task endurance.
- develop study skills (note taking, flash cards) and time management ability.



***What will I have accomplished by the end of my certificate or degree?***

**GENERAL EDUCATION**

The promise of general education is that it provides an integrative and comprehensive program that is broad and deep, introducing students to skills, knowledge, and patterns of learning that foster better understanding of themselves and the world around them. The need for skills, the quest for knowledge, and the curiosity of the human spirit is interdisciplinary in nature, as reflected by the areas of study that comprise general education. General education at College of the Desert prepares students to live productive lives with self-understanding, respect for others and skills critical to lifelong learning.

**C1 – NATURAL SCIENCES**

*Natural Sciences* lay the foundation for understanding living and non-living systems, introducing students to the power of systematic questioning. Students completing courses in this category will demonstrate an ability to:

- explain concepts and theories related to physical, chemical, and biological natural phenomena.
- apply the scientific process and its use and limitations in the solution of problems.
- draw a connection between natural sciences and their own lives.
- make critical judgments about the validity of scientific evidence and the applicability of scientific theories.
- demonstrate knowledge of the use of technology in scientific investigation and human endeavors, and the advantages and disadvantage of that technology.
- use college-level mathematical concepts and methods to understand, analyze, and explain issues in quantitative terms.

**C2 – SOCIAL AND BEHAVIORAL SCIENCES**

*Social and Behavioral Sciences* heighten students' awareness of social, political, and economic institutions and human behavior in contemporary, historical, and geographical contexts. Students completing courses in this category will demonstrate an ability to:

- identify and analyze key concepts and theories about human and/or societal development.
- critique generalizations and popular opinion about human behavior and society, distinguishing opinion and values from scientific observations and study.
- understand and think critically about different cultures (including topics such as race, gender and class) and their influence on human development or society.

- examine the biological, psychological, and sociological factors that influence the personalities and behaviors of females and males from a multicultural perspective.
- develop individual responsibility, personal integrity, and respect for diverse people and culture.

**C3 – ARTS, HUMANITIES, AND CULTURE**

The *Arts, Humanities, and Culture* areas allow students to appreciate and develop philosophical, cultural, and literary perspective, encouraging independence, and aesthetic sensibility, adapt, respond, and grow in the diverse, global, and rapidly changing environment of the 21<sup>st</sup> century. Students completing courses in this category will demonstrate an ability to:

- communicate effectively in many different situations involving diverse people and viewpoints.
- analyze the variety of forms of expression and how those are used to communicate social, cultural, and personal ideas, feelings, and concepts.
- show how and why the visual and performing arts are unique and how inherent meaning in the arts transcend written and verbal communication.
- effectively communicate and express themselves and make themselves understood through visual, auditory, tactile, and symbolic means.
- understand and appreciate diverse local, national, and world contexts.
- connect knowledge of self and society to larger cultural contexts.
- articulate the differences and similarities between and within cultures.

**C4 – LANGUAGE AND RATIONALITY**

***C4.A – English Composition***

*English Composition* courses emphasize active student participation in writing and speaking assignments, including accurate reporting and evaluation of information, as well as advocating points of view in a logical, well-organized, and clear manner. Students completing courses in this category will demonstrate an ability to:

- communicate in many different situations, involving diverse people and viewpoints.
- listen and analyze the substance of others' comments.
- summarize and analyze fiction and nonfiction.
- conduct research, synthesize and evaluate information, develop arguments and organize evidence into oral and written presentations, using proper research methods and documentation.
- recognize public presentation of oral and written work as a process subject to brainstorming, organizing, drafting, and revising.

### **C4.B – Communication and Analytical Thinking**

*Communication and Analytical Thinking* emphasize active participation in clear communication, logical thought and quantitative reasoning. Students completing courses in this category will demonstrate an ability to:

- raise questions and problems, formulating them clearly and precisely.
- gather, assess, and interpret relevant information.
- compare and contrast ideas from conclusions and solutions based on relevant criteria and standards.
- recognize and assess assumptions, implications, and practical consequences of alternative systems of thought.
- express solutions to complex problems using language and logic.
- apply logical and critical thinking to solve problems; explain conclusions; and evaluate, support, or critique the thinking of others.

### **C5 – PERSONAL GROWTH AND DEVELOPMENT**

*Personal Growth and Development* emphasizes the integration of mind and body, and enhancement of unique gifts, capabilities, and skills. Students completing courses in this category will demonstrate an ability to:

- value learning as a lifelong endeavor designed to enrich one's life.
- exhibit habits of intellectual exploration, personal responsibility, and well being.
- interact with individuals and within groups with integrity and awareness of others' opinions, feelings, and values.
- participate in teams to make decisions and seek consensus.
- recognize and value the human body as an integrated organism with systemic functions such as movement, nutrition, growth, reproduction, and aging.
- make informed decisions with self-awareness in practical matters including college and career choices.

### **CAREER AND TECHNICAL EDUCATION**

Students completing courses in this category will demonstrate an ability to:

- fulfill the requirements for an entry-level position in their field.
- apply critical thinking skills to execute daily duties in their area of employment.
- apply critical thinking skills to research, evaluate, analyze, and synthesize information.
- display the skills and aptitude necessary to pass certification exams in their field.
- exhibit effective written, oral communication and interpersonal skills.
- transfer to a higher level learning institution.

### **What skills, attitudes and behaviors will I develop by participating in Student Services programs?**

#### **1 - PERSONAL DEVELOPMENT AND RESPONSIBILITY**

Students utilizing this program/service will demonstrate an ability to:

- display habits of intellectual exploration, personal responsibility, and physical well being.
- develop individual responsibility, personal integrity, and respect for diverse people and cultures.
- value and accept people with different cultural and linguistic backgrounds and abilities.
- understand ethical issues to make sound judgments and decisions.

#### **2 - SELF-AWARENESS, SELF-UNDERSTANDING, AND SELF-ADVOCACY**

Students utilizing this program/service will demonstrate an ability to:

- evaluate their knowledge, skills, and abilities.
- display three components of an effective self-advocate:
  1. Self knowledge.
  2. Define their own needs.
  3. The ability to get what they need.
- develop realistic goals.
- appreciate the value of feedback.
- adapt to challenging situations.
- recognize that knowledge is the key to self-advocacy.
- teach the people around them.

#### **3 - SELF-SUFFICIENCY AND INDEPENDENT LEARNING**

Students utilizing this program/service will demonstrate an ability to:

- identify and utilize services, programs, and resources to become life-long learners including, but not limited to:
  1. Study/Learning Labs
  2. Supplemental Instruction
  3. Computer-aided tutorials/instruction
  4. Learning Communities
  5. Counseling Courses
  6. Tutorial Assistance
  7. Counseling Services
  8. Special Programs for Student Success
  9. Admissions and Records
  10. Business Services
  11. Financial Aid
  12. Scholarship information
  13. Career/Transfer Center Resources

MAJOR/DEPARTMENT	CERTIFICATE	NON-TRANSFER DEGREE	TRANSFER DEGREE	Page
<b>Administration of Justice</b> .....	C .....	AS .....	<b>AS-T*</b> .....	75
<b>Adult Basic Education</b> .....				76
Basic English Completion .....	C .....			77
Advanced English Completion .....	C .....			77
Basic Math Completion .....	C .....			77
Advanced Math Completion .....	C .....			77
Reading Completion .....	C .....			77
Secondary Education Completion/GED .....	C .....			77
Adult High School Diploma .....	C .....			77
<b>Advanced Transportation Technologies</b> .....		AS .....		78
Automotive Alternate Fuels .....	C .....			78
<b>Agriculture</b> .....				79
Agri-Business .....		AS .....	AS .....	79
Agriculture, General .....		AS .....		79
Arborist Technician .....	C .....			80
Environmental Horticulture .....	C .....	AS .....	AS .....	80
Landscape and Irrigation Technician .....	C .....			81
Natural Resources .....		AS .....	AS .....	81
Natural Resources - Desert Naturalist .....	L+ .....			82
Natural Resources - Field Ranger .....	L+ .....			82
Pest Management Technician .....	C .....			83
Plant Science .....		AS .....		83
Turfgrass Management Technician .....	C .....			83
Turfgrass Management .....	C .....	AS .....		83
<b>Air Conditioning /HVACR</b> .....	C .....	AS .....		84
<b>Alcohol and Drug Studies</b> .....	C .....	AA .....		85
<b>Architecture/Environmental Design</b> .....				87
Architectural Technology .....	C .....	AS .....	AS .....	87
Building Inspection Technology .....	C .....			87
Construction Management .....	C .....	AS .....	AS .....	88
General Drafting .....	C .....	AA .....		88
Real Estate Development .....	C .....			89
<b>Art</b> .....				89
Art History .....			<b>AA-T*</b> .....	89
Studio Arts .....			<b>AA-T*</b> .....	90
<b>Automotive Technology</b> .....		AS .....		91
Automotive Air Conditioning .....	C .....			92
Automotive Electrical .....	C .....			92
Automotive Emissions .....	C .....			92
Automotive Engine Management .....	C .....			92
Automotive Transmission & Axle .....	C .....			92
General Automotive Service .....	C .....			92
Steering, Suspension & Alignment .....	C .....			93

\*Student Transfer Achievement Reform Act (Senate Bill 1440) - see page 59 for more information.

\*Locally approved certificates, are not notated on the student's transcript in accordance with State regulations.



MAJOR/DEPARTMENT	CERTIFICATE	NON-TRANSFER DEGREE	TRANSFER DEGREE	Page
<b>Business</b> .....				93
Accounting .....	C .....			94
Administrative Office Assistant.....	C .....			95
Administrative Office Professional .....	C .....			95
Business Administration .....			AS-T*	96
Business, General .....		AA .....		96
Computer Information Systems .....	C .....	AS .....		97
Economics .....			AA .....	98
Golf Management.....	C .....	AA .....		99
Hospitality Management.....			AA .....	100
Human Resource Generalist .....	C .....			100
Retail Management.....	C .....			101
<b>Communication Studies</b> .....			AA-T*	101
<b>Computer Science</b> .....			AS .....	102
<b>Counseling</b> .....				103
<b>Culinary Arts</b> .....				103
Basic Culinary Arts .....	C .....			103
Intermediate Culinary Arts .....	C .....			103
Culinary Management .....	C .....	AA .....		104
<b>Digital Design and Production</b> .....	C .....	AA .....		104
<b>Disabled Students Programs and Services</b> .....				105
<b>Early Childhood Education (ECE)</b> .....			AS-T*	105
Early Childhood Education-Teacher .....	C .....			106
Early Childhood Education-Master Teacher .....	C .....			106
ECE Site Supervisor.....	C .....			107
<b>Emergency Medical Technician</b> .....	L* .....			107
<b>English</b> .....			AA-T*	108
<b>English as a Second Language</b> (el ingles como segundo idioma) .....				109
English Proficiency: Life & Work Skills .....	C .....			109
Academic English .....	C .....			110
<b>Fire Technology</b> .....	C .....	AS .....		110
Basic Fire Fighter.....	C .....			111
<b>Foreign Language</b> .....				112
French .....			AA .....	112
Spanish .....			AA .....	112
<b>Health, Kinesiology, and Recreation</b> .....				112
Kinesiology .....			AA-T*	113
Fitness Specialist .....	C .....			113
Recreation .....			AA .....	114
Athletics .....				114

\*Student Transfer Achievement Reform Act (Senate Bill 1440) - see page 59 for more information.

\*Locally approved certificates, are not notated on the student's transcript in accordance with State regulations.

MAJOR/DEPARTMENT	CERTIFICATE	NON-TRANSFER DEGREE	TRANSFER DEGREE	Page
<b>Health Sciences</b> .....				114
Home Health Aide .....	L+			115
Nurse Assistant .....	L+			115
Registered Nursing (ADN) .....		AS		116
Vocational Nursing (VN) .....	C	AS		119
<b>Journalism</b> .....			AA-T*	120
<b>Liberal Arts with Emphasis in</b> .....				121
Arts, Humanities and Communications .....			AA	122
Business and Technology .....			AA	122
Health, Education and Nutrition .....			AA	122
Math and Science .....			AA	123
Recreation & Leisure and Sports Management .....			AA	123
Social and Behavioral Sciences .....			AA	124
<b>Mathematics</b> .....			AS & AS-T*	125
<b>Performing Arts</b> .....				126
Music .....			AA	127
Music Technology .....	C			127
Musical Theatre .....	C			127
Theatre Arts .....			AA-T*	127
<b>Police Science</b> .....			AS	128
Reserve Police Officer .....	C			129
<b>Sciences - Biological and Physical</b> .....				130
Biology .....			AS	130
Chemistry .....			AS	131
Environmental Sciences .....			AS	131
Environmental Studies, Interdepartmental .....			AS	132
Geology .....			AS	132
Physics .....			AS	132
<b>Social Sciences</b> .....				133
Anthropology .....			AA-T*	133
Geography .....			AA	134
History .....			AA-T*	134
Philosophy .....			AA	135
Political Science .....			AA-T*	136
Psychology .....			AA & AA-T*	136
Social Science .....			AA	137
Sociology .....			AA-T*	138
<b>Work Experience Education</b> .....				139

*\*Student Transfer Achievement Reform Act (Senate Bill 1440) - see page 59 for more information.*

*\*Locally approved certificates, are not notated on the student's transcript in accordance with State regulations.*

**ACCOUNTING**

See Business (page 94)

**ADMINISTRATION OF JUSTICE**

Students desiring careers in Administration of Justice may elect a program of study for upper division transfer, or one which is oriented towards job entry either as sworn or non-sworn employees at a Local, State, or Federal Agency within the Criminal Justice System. The Criminal Justice System includes three components:

- \* Law Enforcement
- \* Courts
- \* Corrections

Students intending to transfer to a four-year college, such as CSUSB-Palm Desert Campus, for a degree in Criminal Justice, should pursue the Associate in Science in Administration of Justice for Transfer Degree. Students planning to pursue a career in Administration of Justice after graduation from College of the Desert should include more specialization and emphasis in the Administration of Justice courses.

Students desiring the California POST Certified - Basic Peace Officer Training, should visit the Public Safety Academy under Academic Programs on the College of the Desert website: [www.collegeofthedesert.edu](http://www.collegeofthedesert.edu).

**Advisor: D. C. Mayes**  
[dcmayes@collegeofthedesert.edu](mailto:dcmayes@collegeofthedesert.edu) (760) 862-1302

**ADMINISTRATION OF JUSTICE  
 CERTIFICATE OF ACHIEVEMENT**

The Administration of Justice Certificate of Achievement provides education and training for students seeking employment in one of the three components of the Criminal Justice System: law enforcement, the judicial system (courts), or the correctional system. Students earning the certificate may also choose to continue their study toward an associate, baccalaureate or advanced degree in Administration of Justice.

Dept.	No.	Title	Units
<b>Required Courses:</b>			
AJ	1	Introduction to Criminal Justice	3
AJ	2	Concepts of Criminal Law	3
AJ	4	Criminal Court Process	3
AJ	6	Criminal Investigation	3
Required Subtotal			12

Electives - 15 units to be chosen from the following:

AJ	3	Legal Aspects of Evidence	3
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AJ	5A	Community & the Justice System	3
AJ	8	Patrol Operations	3
AJ	9	Traffic Control	3
AJ	10	Juvenile Procedures	3
AJ	16	Narcotics Control	3
AJ	17	Natrl Res Law Enforcement	3
AJ	21	Introduction to Forensics	3
AJ	24	Report Writing	3
AJ	30	Introduction to Corrections	3
AJ	95A-C	AJ Work Experience	1-3
BPOT	1	Basic Peace Officer - Module III	7
BPOT	2	Basic Peace Officer - Module II	12
Required Subtotal			12
Elective Subtotal			15
CERTIFICATE TOTAL			27

**ADMINISTRATION OF JUSTICE A.S. DEGREE  
 for employment preparation**

The Administration of Justice A.S. Degree is intended to prepare candidates academically to perform effectively in a host of careers pertaining to the Administration of Justice system. Students will be exposed to a series of courses within the major intended to develop social awareness, written communication skills, cultural sensitivity, concepts of law and the physical ability to cope with many of the demanding Administration of Justice careers.

Dept.	No.	Title	Units
<b>Required Courses:</b>			
AJ	1	Introduction to Criminal Justice	3
AJ	2	Concepts of Criminal Law	3
AJ	4	Criminal Court Process	3
AJ	6	Criminal Investigation	3

Electives - 15 units to be chosen from the following:

AJ	3	Legal Aspects of Evidence	3
AJ	5A	Community & the Justice System	3
AJ	8	Patrol Operations	3
AJ	9	Traffic Control	3
AJ	10	Juvenile Procedures	3
AJ	16	Narcotics Control	3
AJ	17	Natrl Res Law Enforcement	3
AJ	21	Introduction to Forensics	3
AJ	24	Report Writing	3
AJ	30	Introduction to Corrections	3
AJ	95A-C	AJ Work Experience	1-3
BPOT	1	Basic Peace Officer - Module III	7
BPOT	2	Basic Peace Officer - Module II	12
Required Subtotal			12
AJ Electives (with Advisor approval)			15
Other Electives (with Advisor approval)			13
COD General Education Pattern			18
Kinesiology Activities			2
DEGREE TOTAL			60

### A.S. IN ADMINISTRATION OF JUSTICE FOR TRANSFER DEGREE (AS-T)\*

The **Associate in Science in Administration of Justice for Transfer**, also called the Administration of Justice AS-T Degree, is intended to prepare students to transfer to CSU campuses that offer bachelor's degrees in Administration of Justice or Criminal Justice. Students who complete this degree will receive "priority admission with junior status to the California State University system."

This degree requires students to complete 60 CSU transferable units including completion of CSU GE or IGETC and 18 units in the major with a cumulative GPA of 2.0 or better as required by CSU. Title 5 requires that students must earn a "C" or better in all courses required for the major or area of emphasis. There are no additional graduation requirements. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

Dept. No. Title ..... Units  
Required Core Courses:

AJ	1	Introduction to Criminal Justice .....	3
AJ	2	Concepts of Criminal Law .....	3
AJ	4	Criminal Court Process .....	3
AJ	6	Criminal Investigation .....	3

Any two courses from the following ..... 6

AJ	3	Legal Aspects of Evidence (3)	
AJ	5A	Community & the Justice System(3)	
AJ	10	Juvenile Procedures (3)	
AJ	21	Introduction to Forensics (3)	
AJ	30	Introduction to Corrections (3)	
PSY	1	General Psychology (3)	
SOC	1	Introductory Sociology (3)	
SOC	3	Fundamentals of Statistics (3)	

Required Subtotal ..... 18

CSU General Education or IGETC Pattern<sup>1</sup> ..... 37-39

Transferable Electives<sup>2</sup> (as needed to reach 60 transferable units)

DEGREE TOTAL ..... 60

\* Please refer to Associate Degree for Transfer (SB 1440) on page 59.

<sup>1</sup> Units for the major may be double counted for CSU GE or IGETC, confer with Counselor.

<sup>2</sup> Elective units to reach 60 unit total must be CSU transferable, confer with Counselor.

### ADMINISTRATIVE OFFICE ASSISTANT

See Business (page 95)

### ADMINISTRATIVE OFFICE PROFESSIONAL

See Business (page 95)

### ADULT BASIC EDUCATION

Recognizing the role of the community college in the area of adult 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), Adult High School Diploma, 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. For more information please call (760) 776-7318. Specifically, instruction is provided in the following areas:

#### **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 Adult High School Diploma, or pursue employment opportunities.

#### **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.

#### **High School Completion/Diploma**

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 an Adult High School Diploma issued by College of the Desert.

Advisor: Tyrone Thomas

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(760) 776-7248

**CERTIFICATE OF COMPLETION  
IN BASIC ENGLISH**

Dept.	No.	Title
<i>Core Courses:</i>		
ABE	320A	Fundamentals of English
ABE	320B	Fundamentals of English

**CERTIFICATE OF COMPLETION  
IN ADVANCED ENGLISH**

Dept.	No.	Title
<i>Core Courses:</i>		
ABE	320A	Fundamentals of English
ABE	320B	Fundamentals of English
ABE	320C	Fundamentals of English
ABE	320D	Fundamentals of English

**CERTIFICATE OF COMPLETION  
IN BASIC MATH**

Dept.	No.	Title
<i>Core Courses:</i>		
ABE	342A	Practical Basic Math
ABE	342B	Practical Basic Math
ABE	344A	Math for Living I
ABE	344B	Math for Living II

**CERTIFICATE OF COMPLETION  
IN ADVANCED MATH**

Dept.	No.	Title
<i>Core Courses:</i>		
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 OF COMPLETION IN READING**

Dept.	No.	Title
<i>Core Courses:</i>		
ABE	324A	Reading Control Lab
ABE	324B	Reading Control Lab

**CERTIFICATE OF COMPLETION  
IN SECONDARY EDUCATION (GED)**

Dept.	No.	Title
<i>Core Courses:</i>		
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 OF COMPLETION  
IN SECONDARY EDUCATION  
(HIGH SCHOOL DIPLOMA)**

Dept.	No.	Title
<i>Core Courses:</i>		
ABE	320A	Fundamentals of English
ABE	320B	Fundamentals of English
ABE	320C	Fundamentals of English
ABE	320D	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	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	Life Science
ABE	348B	Physical Science
ABE	348C	Earth Science
ABE	351A	Science: Land and Water Life
ABE	361A	Fine Arts: Art
ABE	361B	Fine Arts: Music
ABE	361C	Fine Arts: Theater
<i>Elective Courses:</i>		
ABE	335A	World Geography I
ABE	335B	World Geography II
ABE	368A	Beginning Typing - Keyboarding I
ABE	391A	Health Issues I
ABE	391B	Health Issues II

## 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 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.

**Advisor: Douglas Redman**  
[dredman@collegeofthedesert.edu](mailto:dredman@collegeofthedesert.edu) (760) 776-7390

### AUTOMOTIVE ALTERNATE FUELS CERTIFICATE OF ACHIEVEMENT

Dept.	No.	Title .....	Units
<b>Required Courses:</b>			
AUTO	10	Intro Automotive Technology .....	4.0
AUTO	11B	Auto Electronics/Electrical Systems	4.0
AUTO	40D	CNG/LPG Diagnosis & Repair .....	5.5
AUTO	43A	Hybrid, Fuel-Cell & Electric Tech .....	3.0
AUTO	45A	Intro to Alternative Fuel Vehicles .....	2.0
AUTO	92A	Bio-diesel Char., Use & Production .	2.0
AUTO	95B <sup>+</sup>	Automotive Work Experience .....	2.0
<b>CERTIFICATE TOTAL .....</b>			<b>22.5</b>

### ADVANCED TRANSPORTATION TECHNOLOGIES A. S. DEGREE for employment preparation

Dept.	No.	Title .....	Units
<b>Required Courses:</b>			
AUTO	10	Intro Automotive Technology .....	4.0
AUTO	11B	Auto Electronics/Electrical Systems .	4.0
AUTO	11C	Adv. Auto Electrical Systems .....	5.0
AUTO	14A	Auto Engine Management .....	4.0
AUTO	21A	Auto Diagnosis & Troubleshooting ....	2.0
AUTO	40D	CNG/LPG Diagnosis & Repair .....	5.5
AUTO	43A	Hybrid, Fuel-Cell & Electric Tech .....	3.0
AUTO	45A	Intro to Alternative Fuel Vehicles .....	2.0
AUTO	92A	Bio-diesel Char., Use & Production .	2.0
AUTO	95B	Automotive Work Experience .....	2.0
AUTO	99	Auto/Adv Transportation Summation ..	1.0
<b>Required Subtotal .....</b>			<b>34.5</b>

**Electives - 8 units from the following:**

AUTO	14B	Advanced Engine Management .....	5
AUTO	16	Manual Drive Train & Axles .....	4
AUTO	17	Auto Transmissions & Transaxles .....	4
AUTO	18	Auto Heating & Air Conditioning .....	4
AUTO	30A	Consumer Auto Technology .....	3
AUTO	41	CNG/LPG Conversion/Installation .....	3
AUTO	54C	Basic & Adv Clean Air Car Course .....	7
AUTO	95A,B <sup>+</sup>	Auto Work Experience (In addition to required)	1-2
ACR	60	Air Conditioning/Refrigeration I .....	3
ACR	64	Air Cond/Refrig Electricity I .....	3
BUMA	94	Business Communications .....	3
WELD	10	Oxy-Acetylene Gas Welding .....	3

<b>Required Courses .....</b>			<b>42.5</b>
<b>COD General Education Pattern .....</b>			<b>18.0</b>
<b>Kinesiology Activities .....</b>			<b>2.0</b>
<b>DEGREE TOTAL .....</b>			<b>62.5</b>

*\*For extenuating circumstances, as deemed by the automotive advisor, work experience may be fulfilled through a special shop project or an appropriate elective.*

**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 an Advisor for additional information and program planning regarding their major.

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**
- **ARBORIST TECHNICIAN**
- **ENVIRONMENTAL HORTICULTURE**  
*Including preparation for General Horticulture, Landscape Design/Contract and Nursery Management*
- **LANDSCAPE AND IRRIGATION TECHNICIAN**
- **NATURAL RESOURCES**  
*- DESERT NATURALIST (not notated on the student's transcript)*  
*- FIELD RANGER (not notated on the student's transcript)*
- **PEST MANAGEMENT TECHNICIAN**
- **PLANT SCIENCE**  
*Including preparation for Soil Science and Pest Management*
- **TURFGRASS MANAGEMENT**  
*-TURFGRASS MANAGEMENT TECHNICIAN*

**Advisors:**

**Kurt Leuschner** ..... Natural Resources, Entomology,  
Environmental Studies  
[kleuschner@collegeofthedesert.edu](mailto:kleuschner@collegeofthedesert.edu) (760) 776-7285

**Jeff Place** ..... Turfgrass Management, Environmental  
Horticulture, Plant Science, General Agriculture  
[jplace@collegeofthedesert.edu](mailto:jplace@collegeofthedesert.edu) (760) 862-1335

**AGRI-BUSINESS A.S. DEGREE  
for employment preparation**

Dept.	No.	Title .....	Units
<b>Required Courses:</b>			
AGBU	59A	Leadership .....	1
AGBU	59B	Careers .....	1
AGPS	1	Soils & Plant Nutrition .....	4
AGPS	5	Plant Science .....	3
BUAC	66	Fundamentals of Bookkeeping .....	3
CIS	10	Computer Literacy .....	4
ECON	1	Principles of Macroeconomics .....	3
Required Subtotal .....			19
Elective Subtotal (with Advisor approval) .....			22
COD General Education Pattern (confer with Counselor) ..			18
Kinesiology Activities .....			2
<b>DEGREE TOTAL</b> .....			<b>61</b>

**AGRI-BUSINESS A.S. DEGREE  
and transfer preparation**

Dept.	No.	Title .....	Units
<b>Required Courses:</b>			
AGBU	59A	Leadership .....	1
AGBU	59B	Careers .....	1
AGPS	1	Soils & Plant Nutrition .....	4
BUAC	66	Fundamentals of Bookkeeping .....	3
BUMA	20A	Business Law I .....	3
CIS	10	Computer Literacy .....	4
ECON	1	Principles of Macroeconomics .....	3
Required Subtotal .....			19
Elective Subtotal (with Advisor approval) .....			13
COD General Education Pattern (confer with Counselor) ....			18
Transferable Electives (with Advisor approval) .....			8
Kinesiology Activities .....			2
<b>DEGREE TOTAL</b> .....			<b>60</b>
<i>Consult catalog of transfer institution for specific requirements.</i>			

**GENERAL AGRICULTURE A.S. DEGREE  
for employment preparation**

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

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BUAC 66	Fundamentals of Bookkeeping .....	3
CIS 10	Computer Literacy .....	4
Required Subtotal .....		23
Elective Subtotal (with Advisor approval) .....		18
COD General Education Pattern* .....		18
Kinesiology Activities .....		2
DEGREE TOTAL .....		61

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

### ARBORIST TECHNICIAN CERTIFICATE OF ACHIEVEMENT

Dept. No.	Title .....	Units
<u>Required Courses:</u>		
AGEH 1	Horticulture .....	3
AGEH 5	Ornamental Plant Id. ....	3
AGEH 8	Landscape Management. ....	3
AGEH 16	Arboriculture .....	2
AGEH 27	Turfgrass/Landscape Pest Mgmt. ....	3
AGEH 46	Landscape Irrig. Systems .....	2
AGPS 32	Pesticide Laws/Reg .....	2
CERTIFICATE TOTAL .....		18

### ENVIRONMENTAL HORTICULTURE CERTIFICATE OF ACHIEVEMENT

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 8	Landscape Management. ....	3
AGEH 9	Landscape Planning/Design .....	3
OR AGEH 27	Turfgrass/Landscape Pest Mgmt. (3)	
AGEH 16	Arboriculture .....	2
AGEH 20	Landscape Construction .....	2
AGEH 30	Landscape Equipment .....	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
<u>Electives - 7 units to be chosen from the following:</u>		
AGEH 24	Adv. Turfgrass Mgmt. ....	3
AGEH 34	Golf Course Management .....	3
AGEH 95B	AGEH Work Experience .....	2
AGPS 2	Entomology-General/Applied .....	4
AGPS 5	Plant Science .....	3
AGPS 5L	Plant Science Lab .....	1

BUAC 66	Fundamentals of Bookkeeping .....	3
BUMA 31	Business Calculations .....	3
CIS 10	Computer Literacy .....	4
NR 1	Conserv of Natural Resources .....	3
NR 1L	Conserv of Natural Resources Lab .....	1
NR 41A	Native Plants-Mountain .....	1
NR 41B	Native Plants-Desert .....	1

Required Subtotal .....		31
Elective Subtotal (with Advisor approval) .....		7
CERTIFICATE TOTAL .....		38

### ENVIRONMENTAL HORTICULTURE A.S. 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 8	Landscape Management. ....	3
OR AGEH 27	Turfgrass/Landscape Pest Mgmt. (3)	
AGEH 9	Landscape Planning/Design .....	3
AGEH 16	Arboriculture .....	2
AGEH 20	Landscape Construction .....	2
AGEH 30	Landscape Equipment .....	2
AGEH 46	Landscape Irrig. Systems .....	2
AGEH 46L	Landscape Irrig. Systems Lab .....	1
AGEH 95A,B	AGEH Work Experience .....	2
AGBU 59A	Leadership .....	1
AGBU 59B	Careers .....	1
AGPS 1	Soils and Plant Nutrition .....	4

Electives - 8 units to be chosen from the following:

AGEH 24	Adv. Turfgrass Mgmt. ....	3
AGEH 34	Golf Course Management .....	3
AGEH 95C,D	AGEH Work Experience .....	3-4
AGPS 2	Entomology-General/Applied .....	4
AGPS 32	Pesticide Laws & Regulations .....	2
BUMA 31	Business Calculations .....	3
CIS 10	Computer Literacy .....	4
NR 1	Conserv of Natural Resources .....	3
NR 1L	Conserv of Natural Resources Lab .....	1

Required Subtotal .....		33
Elective Subtotal (with Advisor approval) .....		8
COD General Education Pattern .....		18
Kinesiology Activities .....		2
DEGREE TOTAL .....		61



**ENVIRONMENTAL HORTICULTURE A.S. 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
COD General Education Pattern (confer with Counselor) ....			18
Transferable Electives (with Advisor approval) .....			13
Kinesiology Activities .....			2
<b>DEGREE TOTAL</b> .....			<b>60</b>

*Consult catalog of transfer institution for specific requirements.*

**LANDSCAPE AND IRRIGATION TECHNICIAN  
CERTIFICATE OF ACHIEVEMENT**

Dept.	No.	Title .....	Units
<u>Required Courses:</u>			
AGEH	1	Horticulture .....	
AGEH	8	Landscape Management. ....	3
AGEH	16	Arboriculture .....	2
AGEH	27	Turfgrass/Landscape Pest Mgmt. ....	3
AGEH	30	Landscape Equipment .....	2
AGEH	46	Landscape Irrig. Systems .....	2
AGEH	46L	Landscape Irrig. Systems Lab .....	1
AGPS	32	Pesticide Laws/Reg.....	2
<b>CERTIFICATE TOTAL</b> .....			<b>18</b>

**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. These certificates are locally approved and are NOT notated on the student's academic transcript in accordance with State regulations.

**NATURAL RESOURCES A.S. DEGREE  
for employment preparation**

Dept.	No.	Title .....	Units
<u>Required Courses - With Advisor approval,</u> 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	Fundamentals of Bookkeeping .....	3
CIS	10	Computer Literacy .....	4
Required Subtotal .....			30
Elective Subtotal (with Advisor approval) .....			10
COD General Education Pattern* .....			18
Kinesiology Activities .....			2
<b>DEGREE TOTAL</b> .....			<b>60</b>

\*To include: AGPS 5 Plant Science (3)

**NATURAL RESOURCES A.S. 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 I .....	5
G	1	Physical Geology .....	4
or G	5	Environmental Geology (4)	
or G	10	The Earth Sciences (4)	
Required Subtotal .....			23

Electives: 17 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
NR	58	Reptiles of the Coachella Valley .....	1
NR	95A	Natural Resources Work Experience ..	1
or NR	95B	Natural Resources Work Experience ..	2
AGBU	59A	Leadership .....	1
AGBU	59B	Careers .....	1
AGPS	1	Soils and Plant Nutrition .....	4
AGPS	2	Entomology - Gen & Applied .....	4
AGPS	32	Pesticide Laws & Regulations .....	2
G	17	Introduction to Oceanography .....	3
Required Subtotal .....			23
Electives (with Advisor approval) .....			17
COD General Education Pattern (confer with Counselor) ....			18
Kinesiology Activities .....			2
DEGREE TOTAL .....			60

Consult catalog of transfer institution for specific requirements.

**NATURAL RESOURCES -  
DESERT NATURALIST CERTIFICATE  
for employment preparation**

Dept.	No.	Title .....	Units
<u>Required Courses:</u> 4 units			
NR	1	Conserv of Natural Resources .....	3
NR	1L	Conserv of Natural Resources Lab .....	1
Required Subtotal .....			4

List A: Select 4 units from the following ..... 4

AGPS	2	Entomology - Gen & Applied (4)	
NR	3	Intro to Wildlife Mgmt (3)	
NR	4	Intro to Ecosystem Mgmt (3)	
NR	20	GPS and Map Use (1)	
NR	95A	NR Work Experience (1)	

List B: Select 4 units from the following ..... 4

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	58	Reptiles of the Coachella Valley (1)	

CERTIFICATE TOTAL ..... 12

**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 - Select 8 units from the following:

AGPS	32	Pesticide Laws & Regulations .....	2
G	5	Environmental Geology .....	4
G	10	The Earth Sciences .....	4
KINE	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 .....			17

**PEST MANAGEMENT TECHNICIAN  
CERTIFICATE OF ACHIEVEMENT**

Dept. No.	Title .....	Units
<u>Required Courses:</u>		
AGEH 1	Horticulture .....	3
AGEH 4	Turfgrass Management .....	2
AGEH 4L	Turfgrass Management Lab .....	1
AGEH 8	Landscape Management .....	3
AGEH 27	Turfgrass/Landscape Pest Mgmt. ....	3
AGPS 1	Soils and Plant Nutrition .....	4
AGPS 32	Pesticide Laws/Reg .....	2
<b>CERTIFICATE TOTAL .....</b>		<b>18</b>

**PLANT SCIENCE A.S. 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	Fundamentals of Bookkeeping .....	3
CIS 10	Computer Literacy .....	4
Required Subtotal .....		23
Elective Subtotal (with Advisor approval) .....		18
COD General Education Pattern* .....		18
Kinesiology Activities .....		2
<b>DEGREE TOTAL .....</b>		<b>61</b>

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

**TURFGRASS MANAGEMENT TECHNICIAN  
CERTIFICATE OF ACHIEVEMENT**

Dept. No.	Title .....	Units
<u>Required Courses:</u>		
AGEH 1	Horticulture .....	3
AGEH 4	Turfgrass Management .....	2
AGEH 8	Landscape Management .....	3
AGEH 24	Adv Turfgrass Mgmt .....	3
AGEH 27	Turfgrass/Landscape Pest Mgmt. ....	3
AGEH 30	Landscape Equipment .....	2
AGPS 32	Pesticide Laws/Reg .....	2
<b>CERTIFICATE TOTAL .....</b>		<b>18</b>

**TURFGRASS MANAGEMENT  
CERTIFICATE OF ACHIEVEMENT**

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
AGPS 5	Plant Science .....	3
AGPS 5L	Plant Science Lab .....	1
AGEH 5	Ornamental Plant Id. ....	3
AGEH 9	Landscape Planning/Design .....	3
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
NR 59	Careers in NR and Agri Science .....	3
BUAC 66	Fundamentals of Bookkeeping .....	3
BUMA 31	Business Calculations .....	3
CIS 10	Computer Literacy .....	4

Required Subtotal .....		30
Elective Subtotal (with Advisor approval) .....		8
<b>CERTIFICATE TOTAL .....</b>		<b>38</b>

**TURFGRASS MANAGEMENT A.S. 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

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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 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
NR 59	Careers in NR and Agri Science .....	3
BUAC 66	Fundamentals of Bookkeeping .....	3
BUMA 31	Business Calculations .....	3
CIS 10	Computer Literacy .....	4

Required Subtotal .....	33
Elective Subtotal (with Advisor approval) .....	8
COD General Education Pattern .....	18
Kinesiology Activities .....	2
DEGREE TOTAL .....	61

## AIR CONDITIONING/HVACR

The Air Conditioning/HVACR 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: George Brown**  
[gjbrown@collegeofthedesert.edu](mailto:gjbrown@collegeofthedesert.edu) (760) 568-3238

### AIR CONDITIONING AND REFRIGERATION CERTIFICATE OF ACHIEVEMENT

Dept.	No.	Title .....	Units
<u>Required Courses:</u>			
ACR	60	Air Cond/Refrig I .....	3
ACR	61	Air Cond/Refrig II .....	3
ACR	64	Air Cond/Refrig Elec I .....	3
ACR	65	Air Cond/Refrig Elec II .....	3
ACR	75	HVACR Systems Design .....	3
ACR	76	Facilities Maintenance .....	3
ACR	78	Safe Refrigerant Mgmt. ....	3
ACR	80	Gas Heating .....	3
ACR	83	All-Weather Systems .....	3
CERTIFICATE TOTAL .....			27

### AIR CONDITIONING AND REFRIGERATION A.S. DEGREE for employment preparation

Dept.	No.	Title .....	Units
<u>Required Courses:</u>			
ACR	60	Air Cond/Refrig I .....	3
ACR	61	Air Cond/Refrig II .....	3
ACR	64	Air Cond/Refrig Elec I .....	3
ACR	65	Air Cond/Refrig Elec II .....	3
ACR	75	HVACR Systems Design .....	3
ACR	76	Facilities Maintenance .....	3
ACR	78	Safe Refrigerant Mgmt. ....	3
ACR	80	Gas Heating .....	3
ACR	83	All-Weather Systems .....	3
Required Subtotal .....			27

Electives - 13 units from the following courses:

ACR	77	Energy Conservation Methods .....	3
ACR	95A-D	Work Experience .....	1-4
ARCH	11	Architectural Blueprint Reading .....	3
AUTO	18	Auto Heating & Conditioning .....	4
BIT	1	California Building Codes .....	3
BIT	2	Building & Mechanical Codes .....	3
BUAC	20A	Financial Accounting .....	4
BUAC	66	Fundamentals of Bookkeeping .....	3
BUMA	20A	Business Law I .....	3
BUMA	28	Small Business Management .....	3
BUMA	31	Business Calculations .....	3
BUMA	94	Business Communications .....	3
CIS	10	Computer Literacy .....	4
ESYS	1	Introduction to the Power Industry .....	3
ESYS	2	Electricity and Electrical Theory .....	3
ESYS	3	Energy Systems Technology .....	3
ESYS	4	Industrial Calculations .....	3
WELD	10	Oxy-acetylene Gas Welding .....	3

WELD 11 Shielded Metal Arc Welding ..... 3  
 WELD 12 Basic Gas Metal Arc Welding ..... 3  
 Required Courses ..... 27  
 Approved Electives ..... 13  
 COD General Education Pattern ..... 18  
 Kinesiology Activities ..... 2  
 DEGREE TOTAL ..... 60

**ALCOHOL AND 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), California Association of Alcohol and Drug Educators (CAADE), and California Association of Addiction Recovery Resources (CAARR) certification. Students earning the certificate may also choose to continue their study toward an 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 psychology or social work.

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.

**Advisors:**

**Linda Emerson**  
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**Chris Jones**  
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**Requirements for Internship**

1. Completion of the COD application.
2. Completion of the eight core courses - HSAD 1, HSAD 2, HSAD 4, HSAD 20, HSAD 22, HSAD 24, HSAD 30, and HSAD 34 with a minimum grade of "C".
3. Students who have completion of HSAD 036 will receive placement priority.
4. Course currency - completing the eight core courses within five years of applying for the internship OR currently working directly with clients at a substance abuse facility.
5. 24 months of continuous sobriety – required for placement in many facilities.
6. There is a **75%** attendance requirement for HSAD courses to earn credit.

Please contact program advisors L. Emerson or C. Jones with questions and concerns. For more information please call (760) 773-2574.

**ALCOHOL AND DRUG STUDIES  
 CERTIFICATE OF ACHIEVEMENT**

A minimum grade of "C" must be earned in all courses for the certificate. In addition, students will be required to have 75% attendance in these courses.

Dept. No.	Title	Units
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Required Courses:

**Fall Semester**

HSAD 1	Intro to Alcohol/Drug Studies	3
	(Offered Fall & Spring)	
HSAD 2	Intro/Human Svcs Counseling	3
HSAD 4	Personal/Professional Growth	2
HSAD 24	Law & Ethics	3

**Note:** HSAD 1, Intro to Alcohol/Drug Studies, is a prerequisite for other HSAD courses.

**Spring Semester**

HSAD 20	Biomedical Pharmacology	3
HSAD 22	Case Management	3
HSAD 30	Indiv/Group Family Counseling	3
HSAD 34	Dual Diagnosis	3

**Internship/Practicum**

HSAD 32A	Supervised Practicum I	2
HSAD 32B	Supervised Practicum II	2
HSAD 33A	Supervised Internship I	3
HSAD 33B	Supervised Internship II	3
HSAD 36	Counseling Diverse Populations	3
	(Offered Fall semester only)	

*(Please see item #3 under Requirements for Internship)*

CERTIFICATE TOTAL	36
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The above courses prepare students for the certification options listed on the following page. Please contact the agencies directly with specific questions.

**California Association of Alcoholism and Drug Abuse Counselors (CAADAC)** – <http://www.caadac.org>

*Requirements for certification* - Certified Alcohol and Drug Counselor (CADC)

- Passing grade on the examination
- 300 hours of alcohol drug education
- Supervised practicum (300 hours - 45 hours of in-classroom participation and 255 internship)
- 6000 hours or 3 years supervised work experience as an alcohol and drug counselor

**California Association of Addiction Recovery Resources (CAARR)** – <http://www.caarr.org>

*Requirements for certification* - Certified Addiction Specialist (CAS)

- Passing grade on the examination
- 200 hours of approved alcohol and drug education
- Supervised practicum of 160 hours at an approved agency
- 2080 hours or one year of supervised work experience as an alcohol drug counselor

**California Association of Alcohol and Drug Educators (CAADE)** – <http://www.caade.org>

*Requirements for certification* - Certified Addictions Treatment Counselor (CATC)

- Passing grade on the examination
- 2240 supervised clinical hours at a State Licensed AOD facility (which include the hours completed in your field experience/practicum/fieldwork class at college and any supervised/verifiable work at a State Licensed AOD facility, dating back 5 years from when you apply for initial certification).

**Breining Institute in Northern California** - <http://www.breining.edu>

*Requirements for certification* - Registered Addiction Specialist (RAS)

- 155 hours formal alcohol or drug classroom education
- 160 hours supervised alcohol or drug training
- 2,080 or more hours work experience providing counseling services in an alcohol or drug or similar program.

**ALCOHOL AND DRUG STUDIES A. A. DEGREE for employment preparation**

Dept. No. Title ..... Units

Required Courses:

**Fall Semester**

HSAD 1	Intro to Alcohol/Drug Studies ..... 3 (Offered Fall & Spring)
HSAD 2	Intro/Human Svcs Counseling ..... 3
HSAD 4	Personal/Professional Growth ..... 2
HSAD 24	Law & Ethics ..... 3

**Note:** HSAD 1, Intro to Alcohol/Drug Studies, is a prerequisite for other HSAD courses.

**Spring Semester**

HSAD 20	Biomedical Pharmacology ..... 3
HSAD 22	Case Management ..... 3
HSAD 30	Indiv/Group Family Counseling ..... 3
HSAD 34	Dual Diagnosis ..... 3

**Internship/Practicum**

HSAD 32A	Supervised Practicum I ..... 2
HSAD 32B	Supervised Practicum II ..... 2
HSAD 33A	Supervised Internship I ..... 3
HSAD 33B	Supervised Internship II ..... 3
HSAD 36	Counseling Diverse Populations ..... 3 (Offered Fall semester only)

**(Please see item #3 under Requirements for Internship)**

Electives - 6 units to be chosen from the following:

PSY 3	Developmental Psychology ..... 3
PSY 7	Positive Psychology ..... 3
PSY 10	Psychological Aspects Marr & Fam ..... 3
SP 1	Intro to Interpersonal Comm. .... 3

Required Subtotal	..... 36
Electives	..... 6
COD General Education Pattern*	..... 18
Kinesiology Activities	..... 2
DEGREE TOTAL	..... 62

\*Recommended: PSY 1, PSY 3 and PSY 10

## ANTHROPOLOGY

See Social Sciences (page 133)

**ARCHITECTURE/ENVIRONMENTAL DESIGN**

The Architecture and Environmental Design program offers various curricula with emphasis in transfer and employment preparation in Architecture, Building Inspection Technology, Construction Management and Drafting/CAD. The courses in each curriculum endeavor to provide students with technical background, a set of social values, and a range of skills which result in creative expression. Consequently, students are prepared to understand issues and provide solutions for the betterment of the human physical environment.

**Advisor: Bert Bitanga**

[dbitanga@collegeofthedesert.edu](mailto:dbitanga@collegeofthedesert.edu)

(760) 776-7236

**ARCHITECTURAL TECHNOLOGY CERTIFICATE OF ACHIEVEMENT**

Dept.	No.	Title .....	Units
<u>Required Courses:</u>			
ARCH	1	Intro to Architectural Professions .....	3
ARCH	2	Materials of Construction .....	4
ARCH	3A	Architectural Practice I .....	3
ARCH	3B	Architectural Practice II .....	3
ARCH	5A	Intro to Drawing & Perspective .....	3
ARCH	5B	Architectural Delineation .....	3
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
<b>CERTIFICATE TOTAL .....</b>			<b>37</b>

**ARCHITECTURAL TECHNOLOGY A.S. 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	3B	Architectural Practice II .....	3
ARCH	5A	Intro to Drawing & Perspective .....	3
ARCH	5B	Architectural Delineation .....	3
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
DRA	1	Technical Drafting I .....	3
DRA	8	AutoCAD Level I .....	2
DRA	9	AutoCAD Level II .....	2
DRA	11	Intro to SketchUp & Revit .....	3

Required Subtotal .....	41
COD General Education Pattern .....	18
Kinesiology Activities .....	2
<b>DEGREE TOTAL .....</b>	<b>61</b>

**ARCHITECTURAL TECHNOLOGY A.S. DEGREE and transfer preparation**

Dept.	No.	Title .....	Units
<u>Required Courses:</u>			
ARCH	2	Materials of Construction .....	4
ARCH	3A	Architectural Practice I .....	3
ARCH	3B	Architectural Practice II .....	3
ARCH	5A	Intro to Drawing & Perspective .....	3
ARCH	5B	Architectural Delineation .....	3
ARCH	8	Architectural Design Fund I .....	3
ARCH	9	Architectural Design Fund II .....	3
ARCH	10	Environmental Control Systems .....	3
ARCH	17	Arch. Design Fund. III .....	3

Required Subtotal .....	28
CSU General Education or IGETC Pattern .....	37-39
Kinesiology Activities .....	2
<b>DEGREE TOTAL .....</b>	<b>67-69</b>

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

**BUILDING INSPECTION TECHNOLOGY CERTIFICATE OF ACHIEVEMENT**

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	10	Computer Literacy .....	4
<b>CERTIFICATE TOTAL .....</b>			<b>26</b>

**CONSTRUCTION MANAGEMENT  
CERTIFICATE OF ACHIEVEMENT**

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
DRA	9	AutoCAD Level II .....	2
CERTIFICATE TOTAL .....			28

**CONSTRUCTION MANAGEMENT A.S. 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	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
DRA	9	AutoCAD Level II .....	2
Required Subtotal .....			28
<u>Electives - 12 units to be chosen from the following:</u>			
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 .....			12
COD General Education Pattern .....			18
Kinesiology Activities .....			2
DEGREE TOTAL .....			60

**CONSTRUCTION MANAGEMENT A.S. DEGREE  
and transfer preparation**

Dept.	No.	Title .....	Units
<u>Required Courses:</u>			
ARCH	1	Intro to Architectural Professions .....	3

ARCH	2	Materials of Construction .....	4
ARCH	3A	Architectural Practice I .....	3
ARCH	5A	Intro to Drawing & Perspective .....	2
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 .....			26
CSU General Education or IGETC Pattern .....			37-39
Kinesiology Activities .....			2
DEGREE TOTAL .....			65-67
*Admission and General Education Requirements vary depending on transfer institution. Consult advisor and transfer institution's catalog for appropriate course selection.			

**GENERAL DRAFTING  
CERTIFICATE OF ACHIEVEMENT**

Dept.	No.	Title .....	Units
<u>Required Courses:</u>			
DRA	1	Technical Drafting I .....	3
DRA	8	AutoCAD Level I .....	2
DRA	9	AutoCAD Level II .....	2
DRA	10	Drafting/Design CAD Project .....	2
DRA	11	Intro to SketchUp and Revit .....	3
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	5A	Intro to Drawing & Perspective .....	3
ARCH	5B	Architectural Delineation .....	3
ARCH	11	Architectural Blueprint Reading .....	3
CERTIFICATE TOTAL .....			34

**GENERAL DRAFTING A. A. DEGREE  
for employment preparation**

Dept.	No.	Title .....	Units
<u>Required Courses:</u>			
DRA	1	Technical Drafting I .....	3
DRA	8	AutoCAD Level I .....	2
DRA	9	AutoCAD Level II .....	2
DRA	10	Drafting/Design CAD Project .....	2
DRA	11	Intro to SketchUp and Revit .....	3
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	5A	Intro to Drawing & Perspective .....	3
ARCH	5B	Architectural Delineation .....	3
ARCH	11	Architectural Blueprint Reading .....	3



BIT	1	California Building Codes .....	3
DDP	1A	Computer Graphics 1A .....	3
Required Subtotal .....			40
COD General Education Pattern .....			18
Kinesiology Activities .....			2
DEGREE TOTAL .....			60

**REAL ESTATE DEVELOPMENT**

The Certificate of Achievement in Real Estate Development is designed to serve students seeking either to enter or enhance their careers in the Real Estate profession. The courses in the certificate program will provide the foundational knowledge for a person to enter the profession of Real Estate as a developer, manager or investor. Career paths chosen by students pursuing undergraduate studies in real estate development include small business owners, residential or commercial real estate developers, construction managers and members of the trades. The student usually enters the real development field from the construction industry and advances either in a corporate or private pathway to management or entrepreneurship.

**REAL ESTATE DEVELOPMENT  
CERTIFICATE OF ACHIEVEMENT**

*All courses must be completed with a grade of "C" or better.*

Dept.	No.	Title .....	Units
<u>Required Courses:</u>			
RED	10	Intro to Real Estate Professions .....	3
RED	20	Intro to Real Estate Development .....	3
ARCH	2	Materials of Construction .....	4
ARCH	11	Architectural Blueprint Reading .....	3
BUMA	27	Marketing .....	3
CIS	5	Computer Survival Skills .....	2
ECON	1	Principles of Macroeconomic .....	3
WEG	95C	Work Experience .....	3

Elective Courses - 3 units from the following:

RED	90A	Real Estate Roles .....	0.5
RED	90B	Real Estate Enterprise Valuation .....	0.5
RED	90C	Feasibility of Development. ....	0.5
RED	90D	The Value of Building Green .....	0.5
RED	90E	Real Estate Capital & Financing .....	0.5
RED	90F	Land Use Regulation .....	0.5
RED	91A	Real Estate Consulting & Advising ..	0.5
RED	91B	Real Estate Property Management .	0.5
RED	92A	Case Study:Developing Central Station	0.5
RED	92B	Agricultural Properties .....	0.5
CERTIFICATE TOTAL .....			27

**ART**

**A.A. IN ART HISTORY  
FOR TRANSFER DEGREE (AA-T)\***

This program provides the academic and practical experience to prepare students for a career, or further education at a four-year institution, in art history and related fields, such as museum studies, art education and administration. The Associate in Arts in Art History for Transfer, also called the Art History AA-T, provides the academic and practical experience to transfer into the CSU system to complete a baccalaureate degree that will prepare students for a career in the Art History industry. The Art History AA-T is especially designed for students who plan to complete a bachelor's degree in Art History at a CSU campus. Students completing an Art History AA-T are guaranteed admission to the CSU system, but not to a particular campus or major. The Art History AA-T degree requires students to complete 60 CSU transferable units including completion of CSU GE or IGETC and 18-20 units in the major with a cumulative GPA of 2.0 or better. Title 5 requires that students must earn a "C" or better in all courses required for the major or area of emphasis. There are no additional graduation requirements. Students are advised to consult with a counselor to verify transfer requirements.

**Advisors:**

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**Lisa Soccio**

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Dept.	No.	Title .....	Units
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Required Core Courses:

ART	1A	Beginning Drawing & Composition .....	3
ART	2A	History of Western Art I .....	3
ART	2B	History of Western Art II .....	3

List A: Select one course from the following .....

ART	12A	Survey of Asian Art (3)	3
ART	12B	Art of Africa, Oceania, & N. America(3)	3
ART	12C	Art of the Ancient Americas (3)	3

List B: Select one course from the following .....

ART	3A	Basic Design & Color (3)	3
ART	4	Three-Dimensional Design (3)	3

Continued on next page.....>

ART	5A	Beginning Figure Drawing (3)
ART	7A	Beginning Ceramics (3)
ART	11A	Beginning Sculpture (3)
ART	30A	Begin Black & White Photo (3)

List C: Select one course from the following ..... 3-5

Any course from List A or B not already used (3)

ART	2C	History of Modern Art (3)
ART	10	Introduction To Art (3)
ART	33	History of Photography (3)
ARCH	14	History Of Architecture I (3)
ANTH	2	Cultural Anthropology (3)
ANTH	3	Archaeology, Intro to Prehistory (3)
ENG	1B	Composition & Literature (3)
ENG	10A	American Literature I (3)
ENG	10B	American Literature II (3)
ENG	11A	Survey of English Literature (3)
ENG	11B	Survey Of English Literature (3)
ENG	12A	World Literature I (3)
ENG	12B	World Literature II (3)
HIST	3	History of World Civ I (3)
HIST	4	History of World Civ II (3)
HIST	17	United States History (3)
HIST	18	United States History (3)
MUS	10	Intro to Music (3)
PHIL	6	Intro to Philosophy (3)
PHIL	7	Ideas of Great Philosophers (3)
PHIL	12	Religions of the World (3)
PHIL	13	Perspectives on Death & Dying (3)
RTV	6	Intro to Film (3)
SOC	14	Intro to Race and Ethnicity (3)
SOC	15	Mexican American Culture/Society (3)
TA	1	Intro To Theatre (3)
FR	1	Elementary French I (5)
FR	2	Elementary French II (5)
FR	3	Intermediate French I (4)
FR	4	Intermediate French II (4)
GER	1	Elementary German I (5)
GER	2	Elementary German II (5)
SPAN	1	Elementary Spanish I (5)
SPAN	2	Elementary Spanish II (5)
SPAN	3	Intermediate Spanish I (4)
SPAN	4	Intermediate Spanish II (4)

Required Subtotal ..... 18-20

CSU General Education or IGETC Pattern<sup>1</sup> ..... 37-39

Transferable Electives<sup>2</sup> (as needed to reach 60 transferable units)

DEGREE TOTAL ..... 60

**\* Please refer to Associate Degree for Transfer (SB 1440) on page 59.**

<sup>1</sup>Units for the major may be double counted for CSU GE or IGETC, confer with Counselor.

<sup>2</sup>Elective units to reach 60 unit total must be CSU transferable, confer with Counselor.

### A.A. IN STUDIO ARTS FOR TRANSFER DEGREE (AA-T)\*

Art is the study of communicating concepts and ideas visually. Career paths chosen by students pursuing undergraduate to graduate studies in art include, but are not limited to, studio artist, art educator, art consultant, art therapist, conservator, museum curator and art educator. Even students who choose not to major in studio art 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 Studio Arts curriculum includes course offerings that provide a general overview and history of the discipline as well as specific training in the myriad of studio areas.

The **Associate in Arts in Studio Arts for Transfer**, also called the Studio Arts AA-T Degree, requires students to complete 60 CSU transferable units including completion of CSU GE or IGETC and 24 units in the major with a cumulative GPA of 2.0 or better. Title 5 requires that students must earn a "C" or better in all courses required for the major or area of emphasis. There are no additional graduation requirements. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

#### Advisors:

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##### Lisa Soccio

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Dept. No. Title ..... Units

#### Required Core Courses:

ART	1A	Beginning Drawing & Composition ..... 3
ART	2B	History of Western Art II ..... 3
ART	3A	Basic Design and Color ..... 3
ART	4	Three Dimensional Design ..... 3

List A: Select one course from the following ..... 3

ART 2A History of Western Art I (3)

ART 2C History of Modern Art (3)

List B: Select three Curricular Areas ..... 9

#### Drawing:

ART 5A Beginning Figure Drawing (3)

OR ART 1B Interm. Drawing & Composition (3)

#### Painting:

ART 19 Introduction to Painting (3)

**Printmaking:**

ART 9A Beginning Printmaking (3)

**Ceramics:**

ART 7A Beginning Ceramics (3)

**Sculpture:**

ART 11A Beginning Sculpture (3)

**Photography:**

ART 30A Begin Black & White Photography (3)

**Color:**

ART 6A Intermediate Design & Color (3)

Required Subtotal .....	24
CSU General Education or IGETC Pattern <sup>1</sup> .....	37-39
Transferable Electives <sup>2</sup> (as needed to reach 60 transferable units)	
DEGREE TOTAL .....	60

\* Please refer to Associate Degree for Transfer (SB 1440) on page 59.

<sup>1</sup> Units for the major may be double counted for CSU GE or IGETC, confer with Counselor.

<sup>2</sup> Elective units to reach 60 unit total must be CSU transferable, confer with Counselor.

**ATHLETICS**

See Health, Kinesiology & Recreation (page 114)

**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.

**NATEF Certification**

The Automotive curriculum is aligned with the standards of The National Automotive Technicians Education Foundation (NATEF). The Automotive and Advanced Transportation programs are NATEF certified.

Students are recommended to consult with the program advisor for requirements for Automotive Service Excellence (ASE) certification.

**Advisor: Douglas Redman**

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(760) 776-7390

**AUTOMOTIVE TECHNOLOGY A. S. DEGREE  
for employment preparation**

Dept. No.	Title .....	Units
<b>Required Courses:</b>		
AUTO 10	Intro Automotive Technology .....	4
AUTO 11B	Auto Electronics & Electrical Sys .....	4
AUTO 11C	Adv. Auto Electrical Systems .....	5
AUTO 12A	Auto Steering & Suspension Sys .....	4
AUTO 13A	Auto Braking Systems .....	4
AUTO 14A	Auto Engine Management .....	4
AUTO 15	Auto Engine Diagnosis & Repair .....	4
AUTO 20A	Auto Quick Service .....	3
AUTO 21A	Auto Diagnosis & Troubleshooting .....	2
AUTO 95B+	Automotive Work Experience .....	2
AUTO 99	Auto/Adv Transportation Summation ..	1
Required Subtotal .....		37

**Electives - 6 units from the following:**

AUTO 14B	Advanced Engine Management .....	5
AUTO 16	Manual Drive Train & Axles .....	4
AUTO 17	Auto Transmissions & Transaxles .....	4
AUTO 18	Auto Heating & Air Conditioning .....	4
AUTO 30A	Consumer Auto Technology .....	3
AUTO 43A	Hybrid, Fuel-Cell & Electric Tech .....	3
AUTO 45A	Intro to Alternative Fuel Vehicles .....	2
AUTO 54C	Basic & Adv Clean Air Car Course .....	7
AUTO 95A,B+	Auto Work Experience (In addition to required) ..	1-2
ACR 60	Air Conditioning/Refrigeration I .....	3
ACR 64	Air Cond/Refrig Electricity I .....	3
WELD 10	Oxy-Acetylene Gas Welding .....	3

Continued on next page.....>

Required Courses .....	43
COD General Education Pattern .....	18
Kinesiology Activities .....	2
DEGREE TOTAL .....	63

### AUTOMOTIVE AIR CONDITIONING CERTIFICATE OF ACHIEVEMENT

Dept. No.	Title .....	Units
<u>Required Courses:</u>		
AUTO 10	Intro Automotive Technology .....	4
AUTO 11B	Auto Electronics & Electrical Systems ...	4
AUTO 18	Auto Heating & Air Conditioning .....	4
AUTO 95B+	Automotive Work Experience .....	2
Required Subtotal .....		14

#### Electives - 4 units from the following:

AUTO 13A	Auto Braking Systems .....	4
AUTO 14A	Auto Engine Management .....	4
AUTO 14B	Advanced Engine Management .....	5
AUTO 16	Manual Drive Train & Axles .....	4
AUTO 17	Auto Transmissions & Transaxles .....	4
AUTO 21A	Auto Diagnosis & Troubleshooting .....	2
AUTO 30A	Consumer Auto Technology .....	3
AUTO 43A	Hybrid, Fuel-Cell & Electric Tech .....	3
AUTO 54C	Basic & Adv Clean Air Car Course .....	7
AUTO 95A,B+	Auto Work Experience (In addition to required) ..	1-2
ACR 60	Air Conditioning/Refrigeration I .....	3
ACR 64	Air Cond/Refrig Electricity I .....	3
WELD 10	Oxy-Acetylene Gas Welding .....	3
CERTIFICATE TOTAL .....		18

### AUTOMOTIVE ELECTRICAL CERTIFICATE OF ACHIEVEMENT

Dept. No.	Title .....	Units
<u>Required Courses:</u>		
AUTO 10	Intro Automotive Technology .....	4
AUTO 11B	Auto Electronics & Electrical Systems ...	4
AUTO 11C	Adv. Auto Electrical Systems .....	5
AUTO 21A	Auto Diagnosis & Troubleshooting .....	2
AUTO 43A	Hybrid, Fuel-Cell & Electric Tech .....	3
AUTO 95B+	Automotive Work Experience .....	2
CERTIFICATE TOTAL .....		20

*\*For extenuating circumstances, as deemed by the automotive advisor, work experience may be fulfilled through a special shop project or an appropriate elective.*

### AUTOMOTIVE EMISSIONS CERTIFICATE OF ACHIEVEMENT

Dept. No.	Title .....	Units
<u>Required Courses:</u>		
AUTO 10	Intro Automotive Technology .....	4
AUTO 11B	Auto Electronics & Electrical Systems ...	4
AUTO 21A	Auto Diagnosis & Troubleshooting .....	2
AUTO 54C	Basic & Adv Clean Air Car Course .....	7
AUTO 95B+	Automotive Work Experience .....	2
CERTIFICATE TOTAL .....		19

### AUTOMOTIVE ENGINE MANAGEMENT CERTIFICATE OF ACHIEVEMENT

Dept. No.	Title .....	Units
<u>Required Courses:</u>		
AUTO 10	Intro Automotive Technology .....	4
AUTO 11B	Auto Electronics & Electrical Systems ...	4
AUTO 14A	Auto Engine Management .....	4
AUTO 14B	Adv. Engine Management .....	5
AUTO 21A	Auto Diagnosis & Troubleshooting .....	2
AUTO 95B+	Automotive Work Experience .....	2
CERTIFICATE TOTAL .....		21

### AUTOMOTIVE TRANSMISSION & AXLE CERTIFICATE OF ACHIEVEMENT

Dept. No.	Title .....	Units
<u>Required Courses:</u>		
AUTO 10	Intro Automotive Technology .....	4
AUTO 11B	Auto Electronics & Electrical Systems ...	4
AUTO 16	Manual Drive Train & Axles .....	4
AUTO 17	Auto Transmissions & Transaxles .....	4
AUTO 95B+	Automotive Work Experience .....	2
CERTIFICATE TOTAL .....		18

### GENERAL AUTOMOTIVE SERVICE CERTIFICATE OF ACHIEVEMENT

Dept. No.	Title .....	Units
<u>Required Courses:</u>		
AUTO 10	Intro Automotive Technology .....	4
AUTO 11B	Auto Electronics & Electrical Systems ...	4
AUTO 12A	Auto Steering & Suspension Systems ...	4
AUTO 13A	Auto Braking Systems .....	4
AUTO 14A	Auto Engine Management .....	4
AUTO 18	Auto Heating & Air Conditioning .....	4
AUTO 95B+	Automotive Work Experience .....	2
CERTIFICATE TOTAL .....		26

*\*For extenuating circumstances, as deemed by the automotive advisor, work experience may be fulfilled through a special shop project or an appropriate elective.*

**STEERING, SUSPENSION & ALIGNMENT  
CERTIFICATE OF ACHIEVEMENT**

Dept.	No.	Title .....	Units
<u>Required Courses:</u>			
AUTO	10	Intro Automotive Technology .....	4
AUTO	11B	Auto Electronics & Electrical Systems ...	4
AUTO	12A	Auto Steering & Suspension Systems ...	4
AUTO	95B+	Automotive Work Experience .....	2
<u>Electives - 4 units from the following:</u>			
AUTO	13A	Auto Braking Systems .....	4
AUTO	14A	Auto Engine Management .....	4
AUTO	14B	Advanced Engine Management .....	5
AUTO	16	Manual Drive Train & Axles .....	4
AUTO	17	Auto Transmissions & Transaxles .....	4
AUTO	18	Auto Heating & Air Conditioning .....	4
AUTO	21A	Auto Diagnosis & Troubleshooting .....	2
AUTO	30A	Consumer Auto Technology .....	3
AUTO	43A	Hybrid, Fuel-Cell & Electric Tech .....	3
AUTO	54C	Basic & Adv Clean Air Car Course .....	7
AUTO	95A,B+	Auto Work Experience (In addition to required) ..	1-2
ACR	60	Air Conditioning/Refrigeration I .....	3
ACR	64	Air Cond/Refrig Electricity I .....	3
WELD	10	Oxy-Acetylene Gas Welding .....	3
CERTIFICATE TOTAL .....			18
*For extenuating circumstances, as deemed by the automotive advisor, work experience may be fulfilled through a special shop project or an appropriate elective.			

**BASIC FIREFIGHTER**

See Fire Technology (page 111 )

**BIOLOGY**

See Sciences - Biological (page 130)

**BUILDING INSPECTION  
TECHNOLOGY**

See Architecture/Environmental Design (page 87)

**BUSINESS**

Programs and courses in the Business Department have been developed for students who wish to:

1. Earn an Associate in Science in Business Administration for Transfer (AS-T) degree. The AS-T in Business Administration is aligned with the CSU system and is aimed at preparation and readiness for transfer to the CSU system.
2. Meet occupational qualifications of business and industry. Occupational curricula are designed to prepare students to enter a vocational field and successfully pursue a career.
3. Meet lower division requirements for transfer to a four-year college or university to obtain a bachelor's and/or advanced degree.

Students should consult their advisors to determine additional courses, within and outside the School of Applied Science and Business, which are most appropriate for individual objectives.

**Advisors:**

- Zerryl Becker** ..... Administrative Office Assistant, Administrative Office Professional, Computer Information Systems  
[zerryl@collegeofthedesert.edu](mailto:zerryl@collegeofthedesert.edu) (760) 776-7476
- Steve Beno** ..... Hospitality Management  
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[jgerardi@collegeofthedesert.edu](mailto:jgerardi@collegeofthedesert.edu) (760) 776-7316
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- Kelly Hall** ..... Administrative Office Assistant, Administrative Office Professional, Business Administration, Human Resource Generalist, Retail Management  
[khall@collegeofthedesert.edu](mailto:khall@collegeofthedesert.edu) (760) 776-7224
- Tony Manzoni** ..... Golf Management  
[tmanzoni@collegeofthedesert.edu](mailto:tmanzoni@collegeofthedesert.edu) (760) 341-2491
- Hushang Shahidi** ..... Economics  
[hshahidi@collegeofthedesert.edu](mailto:hshahidi@collegeofthedesert.edu) (760) 776-7304

**ACCOUNTING  
CERTIFICATE OF ACHIEVEMENT**

Accounting is the study 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, governmental and not-for-profit accounting, and auditing. Careers in the discipline that generally require graduate-level degrees include forensic auditing, 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.

The accounting program at College of the Desert is designed to:

- Prepare non-transfer accounting students for entry-level positions in the field by completing the accounting certificate.
- Prepare business majors for transfer to four-year institutions.
- Provide non-accounting students with sufficient knowledge and expertise to make intelligent use of accounting information.

COD's accounting program is constantly updated to provide students with current accounting information. In addition, current textbooks are used in all of our classes as well as popular commercial accounting software programs in our accounting software classes.

Our core accounting courses (BUAC 20A, Financial Accounting and BUAC 20B, Managerial Accounting) are required for transfer to most California four-year universities. We regularly monitor the course content of these universities so that we continually meet the needs of the transfer students.

All of our instructors have accounting experience in addition to completing academic studies of accounting. We believe that our instructors do a better job of teaching when they have both academic and practical experience.

For more information please contact the School of Applied Science and Business Office, the Counseling Center or call (760) 776-7316.

Dept.	No.	Title .....	Units
<u>Required Courses:</u>			
BUAC	3	Government & Non-Profit Acctg .....	3
BUAC	4	Tax Accounting I-Individuals .....	3
<b>OR</b>	<b>BUAC</b>	<b>5</b>	<b>Tax Accounting II (3)</b>
BUAC	10	Accounting with Quickbooks .....	3
<b>OR</b>	<b>BUAC</b>	<b>13</b>	<b>Payroll Accounting (3)</b>
BUAC	20A	Financial Accounting .....	4
BUAC	20B	Managerial Accounting .....	4
CIS	10	Computer Literacy .....	4
CIS	72D	Excel .....	3
Required Subtotal .....			24

Recommended Electives - Select two courses:

BUAC	4	Tax Accounting I-Individuals .....	3
BUAC	5	Tax Accounting II .....	3
BUAC	10	Accounting with Quickbooks .....	3
BUAC	13	Payroll Accounting .....	3
BUAC	50	Accounting/Business Environment .....	3
BUAC	51	Survey of 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
BUMA	20A	Business Law .....	3
BUMA	31	Business Calculations .....	3
BUMA	32	Human Relations/Workplace .....	3
BUMA	94	Business Communications .....	3

Required Courses .....	24
Elective Subtotal .....	6
<b>CERTIFICATE TOTAL .....</b>	<b>30</b>

**ADMINISTRATIVE OFFICE ASSISTANT  
CERTIFICATE OF ACHIEVEMENT**

This course of study prepares the student with basic competencies for an entry level office clerk whether or not the individual has previous office experience. Administrative Office Assistant Certificate of Achievement is designed to provide a foundation of introductory, but essential office skills for individuals who are considering a career in office administration or for those who require computer, communication, and business orientation skills to increase employability in a variety of fields. Those who complete the Administrative Office Assistant Certificate may continue to the Administrative Office Professional Certificate.

Dept.	No.	Title .....	Units
<b>Required Courses:</b>			
CIS	5	Computer Survival Skills .....	2
CIS	6	Business Research .....	1
CIS	10	Computer Literacy .....	4
CIS	12	Professional Office Procedures .....	3

**Accounting Electives - Select one course: .....** 3

BUAC	10	Accounting with Quick Books (3)
BUAC	50	Accounting/Bus. Environment (3)
BUAC	66	Fundamentals of Bookkeeping (3)

**Computer Applications - Select one course: .....** 3-4

CIS	11	Current Topics/Technology (3)
CIS	17	Records Management (4)
CIS	20	Integrated Office Technology (4)
CIS	72D	Excel (3)
CIS	82C	Web Publishing I (3)

**Business Electives - Select at least two units .....** 2-3

BUMA	1	Principles of Management (3)
BUMA	28	Small Business Dev/Mgmt (3)
BUMA	31	Business Calculations (3)
BUMA	32	Human Relations/Workplace (3)
BUMA	94	Business Communications (3)
CIS	95A-C	CIS Work Experience (1-3)
<b>OR BUAC 95A-C Accounting Work Experience (1-3)</b>		
<b>OR BUMA 95A-C Management Work Experience (1-3)</b>		

Required Courses .....	10
Accounting Electives .....	3
Computer Applications Electives .....	3-4
Business Electives .....	2-3
<b>CERTIFICATE TOTAL .....</b>	<b>18-20</b>

**ADMINISTRATIVE OFFICE PROFESSIONAL  
CERTIFICATE OF ACHIEVEMENT**

This course of study equips the student with the range of skills necessary to perform the duties of an entry level administrative assistant in today's technological office. Completers master skills in communication, bookkeeping, office skills, and an essential selection of intermediate computer applications for business. Those completing the Administrative Office Professional Certificate may continue to a degree in Business or Computer Information Systems or in Liberal Arts with an emphasis on Business and Technology.

Dept.	No.	Title .....	Units
<b>Required Courses:</b>			
CIS	5	Computer Survival Skills .....	2
CIS	6	Business Research .....	1
CIS	10	Computer Literacy .....	4
CIS	12	Professional Office Procedures .....	3
CIS	20	Integrated Office Technology .....	4
BUMA	94	Business Communications .....	3

**Accounting Electives - Select one course: .....** 3

BUAC	10	Accounting with Quick Books (3)
BUAC	50	Accounting/Bus. Environment (3)
BUAC	66	Fundamentals of Bookkeeping (3)

**Computer Applications - Select two courses: .....** 6-7

CIS	11	Current Topics/Technology (3)
CIS	17	Records Management (4)
CIS	72D	Excel (3)
CIS	82C	Web Publishing I (3)

**Business Electives - Select three units .....** 3

BUMA	1	Principles of Management (3)
BUMA	28	Small Business Dev/Mgmt (3)
BUMA	31	Business Calculations (3)
BUMA	32	Human Relations/Workplace (3)
CIS	95A-C	CIS Work Experience (1-3)
<b>OR BUAC 95A-C Accounting Work Experience (1-3)</b>		
<b>OR BUMA 95A-C Management Work Experience (1-3)</b>		

Required Courses .....	17
Accounting Electives .....	3
Computer Applications Electives .....	6-7
Business Electives .....	3
<b>CERTIFICATE TOTAL .....</b>	<b>29-30</b>

**A.S. IN BUSINESS ADMINISTRATION  
FOR TRANSFER DEGREE (AS-T)\***

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

The **Associate in Science in Business Administration for Transfer**, also called the Business Administration AS-T Degree, is designed for students planning to transfer to a 4-year university and major in general business or a more specialized field of business such as finance, accounting, international business, marketing, or management. The intent of the degree is to assist students in seamlessly transferring to a CSU. 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.

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.

This degree requires students to complete 60 CSU transferable units including completion of CSU GE or IGETC and 28 units in the major with a cumulative GPA of 2.0 or better. Title 5 requires that students must earn a "C" or better in all courses required for the major or area of emphasis. There are no additional graduation requirements. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. For more information please call (760) 776-7224.

Dept. No. Title ..... Units  
**Required Core Courses:**

*Must be completed with a grade of "C" or better while maintaining a minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework.*

BUAC	20A	Financial Accounting .....	4
BUAC	20B	Managerial Accounting .....	4
BUMA	20A	Business Law .....	3
BUMA	10	Introduction to Business .....	3
CIS	10	Computer Literacy .....	4
ECON	1	Principles of Macroeconomics .....	3
ECON	2	Principles of Microeconomics .....	3
MATH	14	Statistical Methods .....	4

Required Subtotal .....	28
CSU General Education or IGETC Pattern <sup>1</sup> .....	37-39
Transferable Electives <sup>2</sup> (as needed to reach 60 transferable units)	
DEGREE TOTAL .....	60

**\* Please refer to Associate Degree for Transfer (SB 1440) on page 59.**

<sup>1</sup>Units for the major may be double counted for CSU GE or IGETC, confer with Counselor.

<sup>2</sup>Elective units to reach 60 unit total must be CSU transferable, confer with Counselor.

**BUSINESS, GENERAL A. A. DEGREE  
for employment preparation**

General Business is the study of basic principles, concepts and the language of organizations. The General Business AA Degree focuses on employment preparation. This program was not developed to be transferable to a four-year university. Changing academic goals will generally require additional courses, consult with a counselor for further information.

Career paths chosen by students pursuing the General Business AA Degree include not only entry level general business positions. The program provides the flexibility for students to pursue other more specialized interests in business. These would include areas like finance, human resources, hospitality, information technology and public administration. 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 business issues that engage our world, our country, and our communities. For more information please call (760) 776-7224.

Dept. No. Title ..... Units

**Required Courses:**

BUAC	10	Accounting with Quickbooks .....	3
BUAC	20A	Financial Accounting .....	4
BUMA	1	Principles of Management .....	3
BUMA	10	Intro to Business .....	3
CIS	10	Computer Literacy .....	4
ECON	1	Principles of Macroeconomics .....	3
ECON	2	Principles of Microeconomics .....	3
<b>OR</b>	<b>ECON 11</b>	<b>Int'l Econ. Relations (3)</b>	

**Elective Courses - Select 18 units from the following:**

AGBU	59A	Leadership .....	1
AGBU	59B	Career .....	1
CIS	72D	Excel .....	3
BUFI	12	Money Management .....	3



BUFI 13	Investment Opportunities .....	3
BUHM 63	Hotel & Restaurant Operations .....	3
BUMA 27	Marketing .....	3
BUMA 29	Retail Merchandise Management .....	3
BUMA 31	Business Calculations .....	3
BUMA 32	Human Relations .....	3
BUMA 64	Human Resource Management .....	3
BUMA 94	Business Communications .....	3

Required Courses .....	23
Elective Subtotal .....	18
COD General Education Pattern .....	18
Kinesiology Activities .....	2
<b>DEGREE TOTAL .....</b>	<b>61</b>

**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. For more information please call (760) 776-7476.

**COMPUTER INFORMATION SYSTEMS  
CERTIFICATE OF ACHIEVEMENT**

Dept.	No.	Title .....	Units
<u>Required Courses:</u> 5-6 units:			
CIS	6	Business Research .....	1
or LIS	1	An Intro to Basic Research Skills (2)	
CIS	10*	Computer Literacy .....	4

Computer Applications - Select 14 units from the following:

CIS	5*	Computer Survival Skills .....	2
CIS	11	Current Topics/Technology .....	3
CIS	12	Professional Office Procedures .....	3
CIS	17	Records Management .....	4
CIS	20	Integrated Office Technology .....	4
CIS	72D	Excel .....	3
CIS	82C	Web Publishing I .....	3
CIS	85C	Web Programming .....	3
CIS	86	Visual Basic Programming .....	3

Required Electives - Select 12 units from the following:

BUAC	20A	Financial Accounting .....	4
BUAC	66	Fundamentals of Bookkeeping .....	3
BUMA	1	Principles of Management .....	3
BUMA	10	Intro to Business .....	3
BUMA	28	Small Business: Dev/Mgmt .....	3
BUMA	31	Business Calculations .....	3
BUMA	32	Human Relations .....	3
BUMA	94	Business Communications .....	3
CIS	81A	Computer Graphics 1A .....	3
CIS	81B	Computer Graphics 1B .....	3
CIS	83D	Computer Graphics 2 .....	3
CIS	95A-D	CIS Work Experience .....	1-4
or BUAC	95A-D	Accounting Work Experience .....	1-4
or BUMA	95A-D	Management Work Experience .....	1-4

Required Courses .....	5-6
Computer Applications .....	14
Required Electives .....	12
<b>CERTIFICATE TOTAL .....</b>	<b>31-32</b>

\*CIS 10 is equivalent to CIS 70A + CS 73; no credit for both.

\* No credit for CIS 5 if taken after CIS 10.

### COMPUTER INFORMATION SYSTEMS A.S. DEGREE for employment preparation

Dept.	No.	Title .....	Units
<u>Required Courses:</u> 5-6 units:			
CIS	6	Business Research .....	1
or LIS	1	An Intro to Basic Research Skills (2)	
CIS	10*	Computer Literacy .....	4

Computer Applications - Select 18 units from the following:

CIS	5*	Computer Survival Skills .....	2
CIS	11	Current Topics/Technology .....	3
CIS	12	Professional Office Procedures .....	3
CIS	17	Records Management .....	4
CIS	20	Integrated Office Technology .....	4
CIS	72D	Excel .....	3
CIS	82C	Web Publishing I .....	3
CIS	85C	Web Programming .....	3
CIS	86	Visual Basic Programming .....	3

Required Electives - Select 19 units from the following:

BUAC	20A	Financial Accounting .....	4
BUAC	66	Fundamentals of Bookkeeping .....	3
BUMA	1	Principles of Management .....	3
BUMA	10	Intro to Business .....	3
BUMA	20A	Business Law .....	3
BUMA	20B	Business Law .....	3
BUMA	27	Marketing .....	3
BUMA	28	Small Business: Dev/Mgmt .....	3
BUMA	31	Business Calculations .....	3
BUMA	32	Human Relations .....	3
BUMA	94	Business Communications .....	3
CIS	81A	Computer Graphics 1A .....	3
CIS	81B	Computer Graphics 1B .....	3
CIS	83D	Computer Graphics 2 .....	3
CIS	95A-D	CIS Work Experience .....	1-4
or BUAC	95A-D	Accounting Work Experience .....	1-4
or BUMA	95A-D	Management Work Experience .....	1-4

Required Courses .....	5-6
Computer Applications .....	18
Required Electives .....	19
COD General Education Pattern .....	18
Kinesiology Activities .....	2
DEGREE TOTAL .....	62-63

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

### ECONOMICS A. A. DEGREE and transfer preparation

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; and
- 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.

The two principle economic courses are transferable to California State Universities and University of California systems 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. For more information please call (760) 776-7304.

Dept. No. Title .....

Dept.	No.	Title .....	Units
<u>Required Courses:</u>			
BUAC	20A	Financial Accounting .....	4
BUAC	20B	Managerial Accounting .....	4
BUMA	20A	Business Law I .....	3
CIS	10	Computer Literacy .....	4
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 Courses .....	24-25
CSU General Education or IGETC Pattern .....	37-39
Kinesiology Activities .....	2
DEGREE TOTAL .....	63-66

**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 communication and problem solving skills.

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 designed to meet 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 associate's degrees in Golf Management may pursue entry-level positions as apprentice PGA golf professionals or may choose to continue their studies in the discipline toward bachelor's or graduate degrees. For more information please call (760) 341-2491.

**GOLF MANAGEMENT  
CERTIFICATE OF ACHIEVEMENT**

Dept. No.	Title .....	Units
<u>Required Courses:</u>		
GOLF 29	Methods of Teaching Golf .....	2
GOLF 30	Teaching the Short Game .....	2
GOLF 32	Teaching Lab .....	2
GOLF 36	Fund. and Rules of Golf .....	2
AGEH 4	Turfgrass Management .....	2
AGEH 4L	Turfgrass Management Lab .....	1
AGEH 30	Landscape Equipment .....	2
AGEH 34	Golf Course Management .....	3
BUMA 25	Golf Shop Operations .....	2
BUMA 29	Retail Merchandise Management .....	3
BUMA 94	Business Communication .....	3

Electives - Select 3 units from the following:

AGEH 24	Advanced Turfgrass Management (3)
BUMA 1	Principles of Management (3)
BUMA 27	Marketing (3)
BUMA 28	Small Business: Dev. & Mgmt. (3)
BUMA 31	Business Calculations (3)
BUMA 32	Human Relations/Workplace (3)
BUMA 64	Human Resource Management (3)
RE 1	Intro to Community Recreation (3)
GOLF 95A-C	Golf Management Work Experience (3)
CERTIFICATE TOTAL .....	
27	

**GOLF MANAGEMENT A. A. DEGREE  
for employment preparation**

Dept. No.	Title .....	Units
<u>Required Courses:</u>		
GOLF 29	Methods of Teaching Golf .....	2
GOLF 30	Teaching the Short Game .....	2
GOLF 32	Teaching Lab .....	2
GOLF 36	Fund. and Rules of Golf .....	2
AGEH 4	Turfgrass Management .....	2
AGEH 4L	Turfgrass Management Lab .....	1
AGEH 30	Landscape Equipment .....	2
AGEH 34	Golf Course Management .....	3
BUMA 25	Golf Shop Operations .....	2
BUMA 29	Retail Merchandise Management .....	3
BUMA 94	Business Communications .....	3
Required Subtotal .....		24

Recommended Electives (18 units):

AGEH 24	Advanced Turfgrass Management .....	3
BUAC 50	Accounting/Business Environment .....	3
BUAC 66	Fundamentals of Bookkeeping .....	3
BUMA 1	Principles of Management .....	3
BUMA 20A	Business Law I .....	3
BUMA 27	Marketing .....	3
BUMA 28	Small Business: Dev. & Mgmt. ....	3
BUMA 31	Business Calculations .....	3
BUMA 32	Human Relations/Workplace .....	3
BUMA 64	Human Resource Management .....	3
CIS 5	Computer Survival Skills .....	2
ECON 1	Principles of Macroeconomics .....	3
RE 1	Intro to Community Recreation .....	3
GOLF 95A-C	Golf Management Work Experience 1-3	
Required Subtotal .....		24
Elective Subtotal .....		18
COD General Education Pattern .....		18
Kinesiology Activities .....		2
DEGREE TOTAL .....		62

### HOSPITALITY MANAGEMENT A. A. DEGREE and transfer preparation

Hospitality Management is the study of different aspects of management and leadership as they relate to the hospitality industry. Included in the hospitality industry are such sectors as hotels, restaurant, travel services, gaming and entertainment, recreation, managed services, and special events. The AA degree in Hospitality Management will enable students to transfer to universities, including California State Polytechnic University Pomona where a transfer agreement is in place. Transfer requirements at other four-year institutions may vary so students should consult with a counselor for specific information regarding the transfer requirements for their preferred college or university.

More immediate employment opportunities are also available through this degree without additional higher education preparation. These would include many entry-level and sometimes mid-level management positions in any number of the hospitality sectors. Careers and discipline that generally [but not always] require higher level degrees include general managers, club managers, chefs, and directors of various operational areas in the hospitality sector such as human resource, finances, and operations. Even students who choose not to major in hospitality management find that course work in the field can improve their ability to think critically and solve complex problems, be more aware of their personal abilities/skills, and simply manage in general more effectively.

COD Hospitality Management curriculum includes course offerings that provide a general overview of the hospitality sector as well as course offering in hospitality operations, cooking, finance and law.

College level skill in English is prerequisite for many of these hospitality management courses. For more information please call (760) 776-7360.

*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
<b>Required Courses:</b>			
BUAC	20A	Financial Accounting	4
BUAC	20B	Managerial Accounting	4
BUHM	50	Intro to Hospitality Industry	3
BUHM	63	Hotel & Restaurant Operations	3
BUMA	20A	Business Law I	3
CART	1	Sanitation, Safety & Equipment	3
CART	3	Principles of Cooking	5

Required Subtotal	25
CSU General Education or IGETC Pattern	37-39
Kinesiology Activities	2
<b>DEGREE TOTAL</b>	<b>64-66</b>

### HUMAN RESOURCE GENERALIST CERTIFICATE OF ACHIEVEMENT

The Human Resource Generalist program is intended to prepares students to enter the dynamic business environment of human resources. Students become familiar with various approaches to business organizations and the strategic nature of human resource management. Studies in human resource law, compensation systems, training, and development provide students with a solid foundation from which to build a career in human resource management. Individuals already active in the work arena will acquire new, highly desirable workplace skills. The Human Resource Generalist Certificate of Achievement prepares students for jobs as Human Resource Generalists and/or Human Resource Assistants. Students successfully completing the certificate may find entry-level positions in various Human Resource specializations, such as:

- Employment, Recruitment, and Placement
- Compensation, Benefits, and Job Analysis
- Training and Development
- Human Resources, Training, and Labor Relations
- Payroll

Dept.	No.	Title	Units
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#### Required Courses:

BUMA	1	Principles of Management	3
BUMA	20A	Business Law I	3
BUMA	31	Business Calculations	3
or MATH	40	Intermediate Algebra (4)	
BUMA	32	Human Relations/Workplace	3
BUMA	64	Human Resource Management	3
BUMA	94	Business Communications	3
CIS	10	Computer Literacy	4

#### Accounting Electives (select 1 course)

BUAC	13	Payroll Accounting (3)	3-4
BUAC	20A	Financial Accounting (4)	
BUAC	50	Acctg/Business Environment (3)	
BUAC	66	Fundamentals of Bookkeeping (3)	

#### Computer Applications (select 1 course)

CIS	12	Professional Office Procedures (3)	3-4
CIS	20	Integrated Office Technology (4)	
CIS	72D	Excel (3)	

<b>CERTIFICATE TOTAL</b>	<b>28-31</b>
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**RETAIL MANAGEMENT  
CERTIFICATE OF ACHIEVEMENT**

The Retail Management program is approved by the Western Association of Food Chains, and persons completing these courses are eligible to receive both the COD Certificate of Achievement and the WAFC Retail Management Certificate.

The Retail Management Certificate is a specially recognized program designed to prepare individuals for the fast-paced retail industry. This program is also intended to help students develop an understanding of the retail manager’s job and the requirements for success in the retail environment. Retail Management is an expanding career path supported by industries such as electronics, clothing, food, entertainment, home furnishings, children’s supplies, publishing, cosmetics, educational materials, gift, athletic equipment, pet supplies, and just about every other imaginable consumer product and service.

This program, designed in collaboration with industry leaders, is intended to provide the student with many of the competencies required for success at the management level within the vast retail industry.

This program encompasses business essentials such as accounting and marketing, and also emphasizes the “soft skills” of management and communication required for career success. For more information please call (760) 776-7224.

Dept. No. Title ..... Units  
Required Courses:

BUMA 1	Principles of Management .....	3
BUMA 27	Marketing .....	3
BUMA 29	Retail Merchandise Mgmt.....	3
BUMA 31	Business Calculations .....	3
<b>or</b>	*College Level Mathematics (4-5)	
BUMA 32	Human Relations .....	3
BUMA 64	Human Resource Mgmt. ....	3
BUMA 94	Business Communications .....	3
<b>or</b>	*ENG 1A Composition (4)	
BUAC 50	Accounting/Business Environment .....	3
<b>or</b>	*BUAC 20A Financial Accounting (4)	
*CIS 10	Computer Literacy .....	4
*SP 4	Public Speaking .....	3
<b>CERTIFICATE TOTAL .....</b>		<b>31-35</b>

*\*will not only satisfy a requirement for the certificate but will also contribute towards the goal of a transfer AA degree, see Counselor or Advisor for more information.*

**CERTIFIED NURSING ASSISTANT**

See Health Sciences (page 115)

**CHEMISTRY**

See Sciences - Physical (page 131)

**COMMUNICATION STUDIES**

The Communication Studies program exists to improve the communication skills of students at College of the Desert. Each course gives COD students the experience needed in applying communication theory in a variety of contexts. In each course, students learn how to think in a clear and logical manner, analyze information critically, and deliver those arguments both orally and in written form. There are six different speech courses offered: Speech 1, Speech 2, Speech 4, Speech 5, Speech 7, and Speech 15.

The **Associate in Arts in Communication Studies for Transfer**, also called the Communication Studies AA-T Degree, requires students to complete 60 CSU transferable units including completion of CSU GE or IGETC and 18 units in the major with a cumulative GPA of 2.0 or better. Title 5 requires that students must earn a “C” or better in all courses required for the major or area of emphasis. There are no additional graduation requirements. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

**Advisors:**

**Alex Jazan**  
[ajazan@collegeofthedesert.edu](mailto:ajazan@collegeofthedesert.edu) (760) 568-3237

**Edwin Reed**  
[ereed@collegeofthedesert.edu](mailto:ereed@collegeofthedesert.edu) (760) 776-7321

(See Course Sequence on the following page.)

### A.A. IN COMMUNICATION STUDIES FOR TRANSFER DEGREE (AA-T)\*

Dept. No. Title ..... Units

Required Courses:

SP 4 Public Speaking ..... 3

List A: Select two courses from the following ..... 6

SP 1 Intro Interpersonal Comm (3)

SP 5 Small Group Communication (3)

SP 7 Argumentation and Debate (3)

List B: Select two courses from the following ..... 6

Any course from List A not already used (3)

MC 1 Intro to Mass Media (3)

SP 2 Oral Interpretation of Lit (3)

SP 15 Intercultural Communication (3)

List C: Select one course from the following ..... 3

Any course from List A or List B not already used (3)

ANTH 2 Cultural Anthropology (3)

ENG 1B Literature & Composition (3)

J 3A News Reporting & Writing (3)

PSY 1 General Psychology (3)

SOC 1 Introductory Sociology (3)

Required Subtotal ..... 18

CSU General Education or IGETC Pattern<sup>1</sup> ..... 37-39

Transferable Electives<sup>2</sup> (as needed to reach 60 transferable units)

DEGREE TOTAL ..... 60

**Please refer to Associate Degree for Transfer (SB 1440) on page 59.**

<sup>1</sup>Units for the major may be double counted for CSU GE or IGETC, confer with Counselor.

<sup>2</sup>Elective units to reach 60 unit total must be CSU transferable, confer with Counselor.

## COMPUTER INFORMATION SYSTEMS

See Business (page 97)

## COMPUTER SCIENCE

The Associate in Science degree in Computer Science prepares students for transfer to the four-year college or university to complete a bachelor's degree program. The program covers courses typically offered in freshman and sophomore years of an accredited computer science curriculum in the United States. Students are strongly recommended to keep themselves informed of the rules and requirements related to the major department at the transfer institution. Students are advised to use the counseling expertise available via the Counseling Center and faculty advisors to establish an individual student education plan (SEP) specific to their academic goals.

**Advisor: Geoff Hagopian**

ghagopian@collegeofthedesert.edu (760) 776-7223

### COMPUTER SCIENCE A. S. DEGREE and transfer preparation

Dept. No. Title ..... Units

Required Courses:

CS 7A Computer Science I ..... 4

CS 7B Computer Science II ..... 4

CS 8 Computer Architecture & Org. .... 4

MATH 1A Calculus ..... 5

MATH 1B Calculus ..... 5

MATH 15 Discrete Math for Computers ..... 4

PH 4A Engineering Physics ..... 5

PH 4B Engineering Physics ..... 5

Electives - A minimum of 2 courses to be chosen from the following (8-10 units):

CS 9 Data Structures & Algorithms ..... 4

CH 1A General Chemistry I ..... 5

MATH 2A Multivariate Calculus ..... 5

MATH 2B Linear Algebra ..... 4

MATH 2C Ordinary Differential Equations ..... 4

PH 4C Engineering Physics ..... 5

PH 6A Electric Circuits for Engr & Science ..... 4

Required Courses ..... 36

Electives ..... 8-10

COD General Education (confer with Counselor) ..... 18

Kinesiology Activities ..... 2

DEGREE TOTAL ..... 64-66

Consult catalog of transfer institution for specific requirements.

**CONSTRUCTION MANAGEMENT**

See Architecture/Environmental Design (page 88)

**COUNSELING**

Counseling 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 Counseling courses. For more information please call (760) 773-2521.

**Counseling Faculty:**

**Basil Augustine**

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**Jose Simo**

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**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: Steve Beno**

[sbeno@collegeofthedesert.edu](mailto:sbeno@collegeofthedesert.edu) (760) 776-7384

**BASIC CULINARY ARTS  
CERTIFICATE OF ACHIEVEMENT**

Dept.	No.	Title	Units
<b>Required Courses:</b>			
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
<b>CERTIFICATE TOTAL</b>			<b>20</b>

**INTERMEDIATE CULINARY ARTS  
CERTIFICATE OF ACHIEVEMENT**

Dept.	No.	Title	Units
<b>Required Courses:</b>			
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
<b>CERTIFICATE TOTAL</b>			<b>39</b>

**CULINARY MANAGEMENT A. A. DEGREE  
for employment preparation  
(Includes Certificate Program)**

Dept.	No.	Title	Units
<b>Required Courses:</b>			
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	10	Computer Literacy	4
<b>CERTIFICATE TOTAL</b>			<b>45</b>
COD General Education Pattern			18
Kinesiology Activities			2
<b>DEGREE TOTAL</b>			<b>65</b>

## DESERT NATURALIST

See Agriculture, Natural Resources (page 82)

## DIGITAL DESIGN AND PRODUCTION

Digital Design and Production (DDP) is the study of computer graphic design for print, as well as design and animation for the web and mobile devices. 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, and develop 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, InDesign, Flash (including basic animation, basic web content, and basic ActionScript), and Applied Digital Photography.

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: David Acquistapace**  
[acquistapace@collegeofthedesert.edu](mailto:acquistapace@collegeofthedesert.edu) (760) 776-7286

## DIGITAL DESIGN & PRODUCTION CERTIFICATE OF ACHIEVEMENT

Dept.	No.	Title .....	Units
<b>Required Courses:</b>			
DDP	1A	Computer Graphics 1A .....	3
DDP	1B	Computer Graphics 1B .....	3
DDP	2	Computer Graphics 2 .....	3
DDP	10	Graphic Design I .....	3
DDP	11	Graphic Design II .....	3
DDP	20	New Media I .....	3
Required Subtotal .....			18

**Electives - 6 units to be chosen with advisor approval:**

DDP	21	New Media II .....	3
DDP	30	Intro/Applied Digital Photography .....	3
DDP	32	Applied Digital Photography .....	3
ART	1A	Drawing and Composition .....	3
ART	3A	Basic Design and Color .....	3
ART	30A	Beg. Black & White Photography .....	3
CIS	10	Computer Literacy .....	4
CIS	82C	Web Publishing I .....	3
MUS	78A	Digital Audio I .....	3
Elective Subtotal .....			6
CERTIFICATE TOTAL .....			24

## DIGITAL DESIGN & PRODUCTION A. A. DEGREE for employment preparation

Dept.	No.	Title .....	Units
<b>Required Courses:</b>			
DDP	1A	Computer Graphics 1A .....	3
DDP	1B	Computer Graphics 1B .....	3
DDP	2	Computer Graphics 2 .....	3
DDP	10	Graphic Design I .....	3
DDP	11	Graphic Design II .....	3
DDP	20	New Media I .....	3
Required Subtotal .....			18

**Electives - 24 units to be chosen with advisor approval:**

DDP	21	New Media II .....	3
DDP	30	Intro/Applied Digital Photography .....	3
DDP	32	Applied Digital Photography .....	3
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	10	Computer Literacy .....	4
CIS	82C	Web Publishing I .....	3
MUS	78A	Digital Audio I .....	3



Required Subtotal .....	18
Elective Subtotal .....	24
COD General Education Pattern (confer with Advisor) ..	18
Kinesiology Activities .....	2
DEGREE TOTAL .....	62

## DISABLED STUDENTS PROGRAMS AND SERVICES

Students with disabilities at College of the Desert participate in the same activities and courses as any other 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. Interested students must meet with a DSPS counselor to apply for these services.

Disabled Students Programs and Services (DSPS) provides special instructional opportunities to qualified students. Special instructional programs include the DSPS High Tech Center, WorkAbility III and Adapted Kinesiology courses.

The WorkAbility III program also offers specialized courses, employment counseling and placement assistance in cooperation with the California Department of Rehabilitation.

Participation in DSPS services is voluntary.  
(760) 773-2534; TDD (760) 773-2598  
Cravens Student Services Center, First Floor

### Counseling Faculty/Advisors:

#### Paul Maag

[pmaag@collegeofthedesert.edu](mailto:pmaag@collegeofthedesert.edu) (760) 862-1372

#### Jackie Matthews

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## DRAFTING

See Architecture/Environmental Design (page 88)

## DRUG AND ALCOHOL

See Alcohol and Drug (page 85)

## 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 teachers and 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:

#### Donna Greene

[dgreene@collegeofthedesert.edu](mailto:dgreene@collegeofthedesert.edu) (760) 776-7398

#### Wendy Sanders

[wsanders@collegeofthedesert.edu](mailto:wsanders@collegeofthedesert.edu) (760) 776-7429

## A.S. IN EARLY CHILDHOOD EDUCATION FOR TRANSFER DEGREE (AS-T)\*

The **Associate in Science in Early Childhood Education for Transfer**, also called the Early Childhood Education AS-T Degree, provides a clearly articulated curricular track for students who wish to transfer to a CSU campus, while also serving the diverse needs of students interested in the breadth and depth of the field of early childhood education. Additionally, this degree exposes students to the core principles and practices of the field in order to build a foundation for their future personal, academic, or vocational paths. The degree was designed to facilitate students' successful transfer to certain California State University (CSU) campuses that prepare them for

advanced study in a variety of graduate programs, as well as a variety of careers such as teaching, Child Development Specialist, Program Directors, and Child Life Specialists. This degree requires students to complete 60 CSU transferable units including completion of CSU GE or IGETC and 24 units in the major with a cumulative GPA of 2.0 or better. Title 5 requires that students must earn a "C" or better in all courses required for the major or area of emphasis. There are no additional graduation requirements. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

Dept. No. Title ..... Units  
Required Courses:

ECE	1	Principles & Practices .....	3
ECE	10	Child Growth & Development .....	3
ECE	12	Child, Family and Community .....	3
ECE	40	Intro to Curriculum .....	3
ECE	44	Health, Safety & Nutrition .....	3
ECE	45	Teaching in a Diverse Society .....	3
ECE	46B	Observation & Assessment .....	3
ECE	47A	Practicum in ECE .....	3

Required Subtotal .....	24
CSU General Education Pattern <sup>1</sup> .....	39
Transferable Electives <sup>2</sup> (as needed to reach 60 transferable units)	
<b>DEGREE TOTAL .....</b>	<b>60</b>

\* Please refer to Associate Degree for Transfer (SB 1440) on page 59.

<sup>1</sup> Units for the major may be double counted for CSU GE only (*not IGETC*), confer with Counselor.

<sup>2</sup> Elective units to reach 60 unit total must be CSU transferable.

### EARLY CHILDHOOD EDUCATION TEACHER CERTIFICATE and preparation for State Permit

Dept. No. Title ..... Units  
Required Core Courses:

ECE	1	Principles & Practices of Teaching .....	3
ECE	10	Child Growth & Development .....	3
ECE	12	Child, Family & Community .....	3
ECE	31	Child Abuse and Neglect .....	3
ECE	40	Intro to Curriculum .....	3
ECE	44	Health, Safety & Nutrition .....	3
ECE	45	Teaching in a Diverse Society .....	3
ECE	46B	Observation & Assessment .....	3
ECE	47A	Practicum in ECE .....	3
ENG	1A	Composition .....	4
Required Core Subtotal .....			31

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

Required Core Subtotal .....	31
COD General Education Subtotal .....	12
<b>CERTIFICATE TOTAL .....</b>	<b>43</b>

**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  
Required Courses:

ECE	1	Principles & Practices of Teaching .....	3
ECE	10	Child Growth & Development .....	3
ECE	12	Child, Family & Community .....	3
ECE	23	Mentor Teacher/Adult Supervision .....	2
ECE	31	Child Abuse and Neglect .....	3
ECE	40	Intro to Curriculum .....	3
ECE	44	Health, Safety & Nutrition .....	3
ECE	45	Teaching in a Diverse Society .....	3
ECE	46B	Observation & Assessment .....	3
ECE	47A	Practicum in ECE .....	3
ENG	1A	Composition .....	4

ECE Emphasis Courses ..... 6

• *Infant/Toddler Education:*

ECE	20	Infant/Toddler Growth & Devel. (3) and
ECE	21	Infant/Toddler Curriculum (3)

• *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	38	Science & Number Concepts (3)

Required Subtotal .....	39
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COD General Education Courses (12 units from the following areas: Social Sciences, Humanities, Math or Science)

Required Core Subtotal .....	39
General Education Subtotal .....	12
<b>CERTIFICATE TOTAL .....</b>	<b>51</b>

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

**ECE SITE SUPERVISOR  
CERTIFICATE OF ACHIEVEMENT**

Early Childhood Education (ECE) is the study of child development and developmentally appropriate practices for young children. Students completing the *Early Childhood Education Site Supervisor Certificate* will be prepared for positions such as mentor teachers, site supervisors and directors of private preschool programs.

Dept. No. Title ..... Units

Required Courses:

ECE	1	Principles & Practices of Teaching .....	3
ECE	10	Child Growth & Development .....	3
ECE	12	Child, Family & Community .....	3
ECE	23	Mentor Teacher/Adult Supervision .....	2
ECE	24	Admin/Program Young Child .....	3
ECE	25	Adv. Admin/Program Young Child .....	3
ECE	40	Intro to Curriculum .....	3
ECE	44	Health, Safety & Nutrition .....	3
ECE	45	Teaching in a Diverse Society .....	3
ECE	46B	Observation & Assessment .....	3
ECE	47A	Practicum in ECE .....	3

Recommended COD General Education Courses:

ENG	1A	Composition .....	4
MATH	40	Intermediate Algebra .....	4
NR	1 <b>or</b>	(C1-Natural Sciences selected course) .....	3
PSY	1 <b>or</b>	(C2-Social/Behavioral Sciences selected course) ...	3
Any course		(C3-Arts, Humanities, & Culture selected course) ...	3
Any course		(C5-Personal Growth & Devlpmnt selected course) .	3

Required Subtotal .....	32
Recommended COD General Education .....	20
<b>CERTIFICATE TOTAL .....</b>	<b>52</b>

**ECONOMICS**

See Business (page 98)

**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-I programs. Field and clinical experience is arranged outside of scheduled theory and skills lab time. CPR certification is required prior to students attending clinical experience. Students must be eighteen (18) years of age to enroll in this course. Students are required to purchase malpractice insurance in conjunction with this course. Students will be required to provide a negative criminal background clearance. You will be required to provide proper identification including your Social Security number. The student shall be responsible for paying any associated costs of program requirements. Information sessions are provided for prospective students. Call (760) 568-3083 or visit the department website for dates and times of sessions.

On completion of this 6-unit course with an 80% or higher, 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 two-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.

Note: 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."

**Advisor: Chris Madigan**  
[cmadigan@collegeofthedesert.edu](mailto:cmadigan@collegeofthedesert.edu) (760) 568-3083

## ENGLISH

College of the Desert's Associate in Arts in English for Transfer degree (English AA-T) offers a wide range of courses designed 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. Courses in writing and literature prepare students to write effective essays, conduct in-depth research on many topics, and use problem solving and critical thinking strategies in synthesizing and relaying information to specific audiences. These skills translate across all disciplines and career paths that students will pursue. Students earning an AA-T degree in English are well prepared for a variety career fields in the liberal arts. Students may also choose to continue their study in the discipline toward a bachelor's degree.

This degree requires students to complete 60 CSU transferable units including completion of CSU GE or IGETC and 19-21 units in the major with a cumulative GPA of 2.0 or better. Title 5 requires that students must earn a "C" or better in all courses required for the major or area of emphasis. There are no additional graduation requirements. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. For more information please call (760) 773-2572.

### Advisors:

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## A.A. IN ENGLISH FOR TRANSFER DEGREE (AA-T)\*

Dept.	No.	Title .....	Units
<u>Required Course:</u>			
ENG	2	Argumentative Writing & Critical Thinking through Literature .....	4

List A: Select two courses from the following ..... 6

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)

List B: Select two courses from the following..... 6

Any courses from List A not already used (3,3)

ENG	5A	Creative Writing (3)
ENG	5B	Adv. Creative Writing (3)
ENG	14	Shakespeare (3)
ENG	15	The Short Story (3)
ENG	17	Women in Literature (3)
ENG	21	Intro to Latin American/Chicano Lit (3)
ENG	22	Intro to African American Lit (3)
ENG	24	Native American Literature (3)
ENG	25	Intro to the Novel (3)
ENG	31	The Bible: Old Testament (3)
ENG	32	The Bible: New Testament (3)
ENG	35	Myth and Legend (3)
ENG	36	Children's Literature (3)
J	3A	News Reporting & Writing (3)
SP	2	Oral Interpretation of Lit. (3)
TA	1	Intro to Theatre (3)

List C: Select one course from the following ..... 3-5

Any course from List A or B not already used (3)

ASL	1	Elem American Sign Language I (5)
ASL	2	Elem American Sign Language II (5)
ASL	3	Interm American Sign Language I (4)
ASL	4	Interm American Sign Language II (4)
FR	1	Elementary French I (5)
FR	2	Elementary French II (5)
FR	3	Intermediate French I (4)
FR	4	Intermediate French II (4)
GER	1	Elementary German I (5)
GER	2	Elementary German II (5)
ITAL	1	Elementary Italian I (5)
ITAL	2	Elementary Italian II (5)
JPN	1	Elementary Japanese I (5)
JPN	2	Elementary Japanese II (5)

SPAN 1	Elementary Spanish I (5)
SPAN 2	Elementary Spanish II (5)
SPAN 3	Intermediate Spanish I (4)
SPAN 4	Intermediate Spanish II (4)

Required Subtotal .....	19-21
CSU General Education Pattern <sup>1</sup> .....	37-39
Transferable Electives <sup>2</sup> (as needed to reach 60 transferable units)	
DEGREE TOTAL .....	60

**\*Please refer to Associate Degree for Transfer (SB 1440) on page 59.**

<sup>1</sup>Units for the major may be double counted for CSU GE or IGETC, confer with Counselor.

<sup>2</sup>Elective units to reach 60 unit total must be CSU transferable, confer with Counselor.

## 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 (ESLN) 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, Indio Campus 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. For more information please call (760) 773-2559.

### **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:**

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### **ENGLISH PROFICIENCY CERTIFICATE OF COMPLETION: LIFE & WORK SKILLS**

This sequence of courses will teach the student the English grammar, reading, writing, listening and speaking skills that he or she will need to be an active and productive member of the community at large. The sequence of courses will also give students the necessary skills to find and maintain a job, as well as advance in a current job that he or she may have.

Dept.	No.	Title
<i>Core Courses:</i>		
ESLN	309A	ESL - Foundations
ESLN	310A	ESL - Comprehensive I
ESLN	310B	ESL - Comprehensive II
ESLN	310C	ESL - Comprehensive III

<i>Elective Courses:</i>		
ESLN	324A	ESL - Reading Lab
ESLN	388A	ESL - Conversation I
ESLN	388B	ESL - Conversation II
ESLN	388C	ESL - Conversation III
ESLN	399	ESL - Language Lab

### ACADEMIC ENGLISH CERTIFICATE OF COMPLETION

This series of courses will teach the students English grammar, reading, writing, listening and speaking skills that they will need to be adequately prepared for college-credit classes where they will be able to earn vocational certificates, earn an Associate degree, and/or transfer to a baccalaureate institution. The sequence of courses will also give students the necessary skills to find and maintain a job, as well as advance in a current job that he or she may have.

Dept. No. Title

*Core Courses:*

ESLN 310D ESL - Comprehensive IV

ESLN 310E ESL - Comprehensive V

*Elective Courses:*

ESLN 324A ESL - Reading Lab

ESLN 388D ESL - Conversation IV

ESLN 388E ESL - Conversation V

ESLN 399 ESL - Language Lab

### ENVIRONMENTAL HORTICULTURE

See Agriculture (page 80)

### ENVIRONMENTAL SCIENCES

See Sciences - Physical (page 131)

### FIELD RANGER

See Agriculture (page 82)

### 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. Additional information on the programs is available on the Public Safety Academy's website at [collegeofthedesert.edu](http://collegeofthedesert.edu).

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: Ignacio Otero**

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### FIRE TECHNOLOGY CERTIFICATE OF ACHIEVEMENT

Dept. No. Title ..... Units  
Required Courses:

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 Rescue Tech. ....	1.5
FIRE	72A	Trench Rescue .....	0.75
FIRE	73	Automobile Extrication .....	0.5
FIRE	74A	Fire Control 3A: Acquired Structures ....	1.0
FIRE	74B	Fire Control 3B: Live Fire Simulator .....	1.0
FIRE	75A	Haz Materials: Operations .....	1.0
FIRE	75B	Haz Materials: Decontamination .....	0.5
FIRE	76	Low Angle Rescue Operations .....	1.0

FIRE 77A	Fire Investigation 1A	2.5
FIRE 77B	Fire Investigation 1B	2.5
FIRE 78A	Training Instructor 1A	2.5
FIRE 78B	Training Instructor 1B	2.5
FIRE 78C	Training Instructor 1C	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 90C	Fire Prevention 1C	2.0
FIRE 91A	Fire Command 1A	2.0
FIRE 91B	Fire Command 1B	2.0
FIRE 91C	Fire Command 1C	2.5
FIRE 92	Fire Mgmt Supervision/Co. Officers	2.0
Elective Subtotal		4
CERTIFICATE TOTAL		28

FIRE 78C	Training Instructor 1C	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 90C	Fire Prevention 1C	2.0
FIRE 91A	Fire Command 1A	2.0
FIRE 91B	Fire Command 1B	2.0
FIRE 91C	Fire Command 1C	2.5
FIRE 92	Fire Mgmt Supervision/Co. Officers	2.0

Required Courses	24
Electives (with Advisor approval)	16
COD General Education Pattern	18
Kinesiology Activities	2
DEGREE TOTAL	60

**FIRE TECHNOLOGY A. S. DEGREE  
for employment preparation**

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

**Electives - Choose 16 units (with Advisor approval):**

FIRE 10	Wildland Fire Technology	3.0
FIRE 63A	Basic Fire Fighter Academy I - Part 1	11.0
FIRE 63B	Basic Fire Fighter Academy I - Part 2	7.5
FIRE 70	Confined Space-Awareness	0.5
FIRE 71	Confined Space Rescue Tech.	1.5
FIRE 72A	Trench Rescue	0.75
FIRE 73	Automobile Extrication	0.5
FIRE 74A	Fire Control 3A: Acquired Structures	1.0
FIRE 74B	Fire Control 3B: Live Fire Simulator	1.0
FIRE 75A	Haz Materials: Operations	1.0
FIRE 75B	Haz Materials: Decontamination	0.5
FIRE 76	Low Angle Rescue Operations	1.0
FIRE 77A	Fire Investigation 1A	2.5
FIRE 77B	Fire Investigation 1B	2.5
FIRE 78A	Training Instructor 1A	2.5
FIRE 78B	Training Instructor 1B	2.5

**BASIC FIREFIGHTER  
CERTIFICATE OF ACHIEVEMENT**

This certificate provides individuals with the knowledge and skills to safely perform, under minimal supervision, essential and advanced fire ground tasks. These shall include basic rescue operations, auto extrication, basic fire suppression, prevention and investigation, a basic knowledge of the "Incident Command System" and an introduction to the potential dangers of hazardous materials. In addition, students will learn to use, inspect and maintain various types of firefighting and rescue equipment. Completion of this certificate satisfies the manipulative and academic training requirements as established by the State Fire Marshal to become certified as a Fire Fighter I.

Dept. No.	Title	Units
<b>Required Courses:</b>		
FIRE 63A	Basic Fire Fighter Academy I - Part 1	11.0
FIRE 63B	Basic Fire Fighter Academy I - Part 2	7.5
CERTIFICATE TOTAL		18.5

**FITNESS SPECIALIST**

See Health, Kinesiology & Recreation (page 113)

## 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.

### Advisor:

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### FRENCH OR SPANISH A. A. DEGREE and transfer preparation

Dept.	No.	Title .....	Units
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#### Required Courses:

FL	1, 2	Elementary .....	10
FL	3, 4	Intermediate .....	8
FL		Another language .....	4-5

Required Subtotal .....	22-23
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CSU General Education or IGETC Pattern .....	37-39
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Kinesiology Activities .....	2
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DEGREE TOTAL .....	61-64
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## GENERAL BUSINESS

See Business (page 96)

## GEOGRAPHY

See Social Sciences (page 134)

## GEOLOGY

See Sciences - Physical (page 132)

## GOLF MANAGEMENT

See Business (page 99)

## HEALTH, KINESIOLOGY AND RECREATION

Kinesiology is the study of health, fitness, recreation and lifetime wellness. Career paths chosen by students pursuing undergraduate studies in kinesiology commonly include: public school instruction, athletic coaching, recreational sports management/leisure studies, fitness professional, athletic training, 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, and recreational sports management.

Even students who choose not to major in Kinesiology find that coursework in the field can improve their ability to: think critically, recognize and value the human body as an integrated organism with systematic functions such as movement, nutrition, growth, reproduction, and aging, exhibit habits of intellectual exploration, personal responsibility and well being, value diverse cultures and populations, and integrate research in the field to contribute to personal and community well being.

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

Students earning an AA degree in Kinesiology may pursue (*entry-level*) positions such as personal 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.

### Advisor:

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**A.A. IN KINESIOLOGY  
FOR TRANSFER DEGREE (AA-T)\***

The Kinesiology program will stimulate learning and necessary skills for the different options of study in the practical field of kinesiology. After completion of the **Associate in Arts in Kinesiology for Transfer**, also called Kinesiology AA-T Degree, the students' knowledge will be diverse in topics such as health and fitness, sports management, personal training, pedagogy, motor development and learning, physiology of exercise, athletic training, and pre-physical therapy. Students who complete the Kinesiology AA-T will receive "priority admission with junior status to the California State University system."

This degree requires students to complete 60 CSU transferable units including completion of CSU GE or IGETC and 21-23 units in the major with a cumulative GPA of 2.0 or better. Title 5 requires that students must earn a "C" or better in all courses required for the major or area of emphasis. There are no additional graduation requirements. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

Dept.	No.	Title .....	Units
<b>Required Courses: 15 units</b>			
KINE	8	Introduction to Kinesiology .....	3
BI	13	Human Anatomy & Physiology I .....	4
BI	14	Human Anatomy & Physiology II .....	5

**Movement Based Courses .....** 3  
*Select a maximum of one (1) course from any three (3) of the following areas for a maximum of three units:*

- Aquatics (1 unit)  
 KINE 82, Swimming
- Combatives (1 unit)  
 KINE 77, Self-Defense/Fitness  
 KINE 78, Self-Defense/Martial Arts
- Dance (1 unit)  
 KINE 51, Dance, Aerobic
- Fitness (1 unit)  
 KINE 68, Jogging, Powerwalking and Running  
 KINE 96, Weight Training  
 KINE 98, Yoga
- Individual Sports (1 unit)  
 KINE 43, Badminton  
 KINE 57, Fencing  
 KINE 62, Golf  
 KINE 86, Tennis

- Team Sports (1 unit)  
 KINE 45, Basketball  
 KINE 79, Soccer  
 KINE 80, Softball  
 KINE 91, Volleyball

List A: Select 2 courses from the following: ..... 6-8  
 KINE 1 First Aid and Safety (3)  
 PH 2A College Physics (4)  
 SOC 3 Fundamental of Statistics (3)  
**OR** MATH 14 Statistical Methods (4)

Required Subtotal ..... 21-23  
 CSU General Education or IGETC Pattern<sup>1</sup> ..... 37-39  
 Transferable Electives<sup>2</sup> (as needed to reach 60 transferable units)  
**DEGREE TOTAL** ..... 60

**\*Please refer to Associate Degree for Transfer (SB 1440) on page 59.**

<sup>1</sup>Units for the major may be double counted for CSU GE or IGETC, confer with Counselor.  
<sup>2</sup>Elective units to reach 60 unit total must be CSU transferable, confer with Counselor.

**FITNESS SPECIALIST  
CERTIFICATE OF ACHIEVEMENT**

The Fitness Specialist Certificate is the study of basic principles and techniques to effectively prepare the students in the field of personal training, exercise leadership and corporate fitness. COD's Fitness Specialist Certificate curriculum includes course offerings that provide a general overview of principles and theories of kinesiology, exercise science, fitness prescription and evaluation, nutritional and weight management design.

Dept.	No.	Title .....	Units
<b>Required Courses - 19 units</b>			
KINE	1	First Aid and Safety .....	3
KINE	3	Athletic Training I .....	3
KINE	7	Techniques of Exercise Leadership ....	3
KINE	8	Introduction to Kinesiology .....	3
KINE	95	Exercise Science .....	2
HS	13	General Nutrition .....	3
RE	10B	Recreation Field Work II .....	2

Fitness Courses - 2 units from the following: ..... 2  
 KINE 39 TRX and Kettlebell Training (1)  
 KINE 40 Aerobics, Total Body Fitness (1)  
 KINE 41 Core Conditioning (1)  
 KINE 46 Endurance Training (1)  
 KINE 47 Body Sculpt and Tone (1)  
 KINE 68 Jogging, Powerwalk & Running (1)

Continued on next page.....>

KINE 69	Biomechanics of Running (1)
KINE 71	Kickboxing Aerobics (1)
KINE 72	Pilates Mat Work (1)
KINE 73	Pilates for Dance (2)
KINE 77	Self-Defense/Fitness (1)
KINE 83	Swimming & Running for Triathletes (1)
KINE 84	Aquatic Crosstraining (1)
KINE 93	Water Fitness (1)
KINE 98	Yoga (1)
KINE 99	Power Yoga (1)
CERTIFICATE TOTAL	21

### RECREATION A.A. DEGREE and transfer preparation

Dept. No.	Title	Units
<u>Required Courses:</u>		
KINE 1	First Aid and Safety	3
KINE 2*	Sports Officiating	3
KINE 5*	Foundations of Coaching	3
KINE 8*	Intro to Kinesiology	3
KINE 40-99**	Kinesiology (PE) Activity	2
RE 1*	Intro to Community Recreation	3
RE 10A-C	Recreation Field Work	2
Required Subtotal		19
CSU General Education or IGETC Pattern		37-39
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 Kinesiology Requirement

### ATHLETICS

Athletic programs at College of the Desert are sanctioned by the California Community College Athletic Association, under the authority of the California State Legislature. COD offers competitive opportunities for full-time female students in Cross Country, Soccer, Basketball, Tennis, Golf, Volleyball and Softball. Opportunities for full-time male students include Cross Country, Soccer, Basketball, Tennis, Football, Golf and Baseball. Students competing in our programs can expect to progress academically and athletically in a way that allows them to be able to transfer to a university with an athletic scholarship, as well as provide an opportunity for those with athletic talent who might not otherwise consider entering higher education.

## HEALTH SCIENCES

The Department of Health Sciences offers associate degrees in Nursing (Registered Nursing) and Vocational Nursing as well as certificates for Nurse Assistant (NA), Home Health Aide (HHA) and Vocational Nursing (VN). These are highly impacted programs that are highly regulated. NA and HHA certificates are locally approved and are NOT notated on the student's academic transcript in accordance with the State regulations. Please consult our website for policies and procedures for each of the programs at [www.collegeofthedesert.edu/students/ap/hs](http://www.collegeofthedesert.edu/students/ap/hs). For specific questions please call (760) 568-3093 or (760) 773-2579.

College policy requires each student enrolled in Health Sciences programs with clinical components to purchase insurance coverage against liability for malpractice, as well as materials for nursing student practice kits. A materials fee may be required for Nursing kits. Refer to the school website for current fees. These fees are paid at the time of registration. All programs offered by the Health Sciences Department demand a grade of "C" or better (2.0) in any course fulfilling program requirements.

### 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 clearance of a recent physical examination, specific immunizations or titers, negative TB status, negative criminal background clearance, negative drug test, and current Basic Life Support CPR Certification. Requirements are subject to change as specified by the clinical facility.

Policies and procedures for the criminal background check are available on the College webpage, [www.collegeofthedesert.edu/students/ap/hs](http://www.collegeofthedesert.edu/students/ap/hs). You will be required to provide proper identification including your Social Security number. The student shall be responsible for paying any associated costs of program requirements.

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 department office.

**Core Performance Standards:**

In compliance with the Americans with Disabilities Act (ADA), 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 Department of Health Sciences 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 paperwork;
- visually discriminate depth and 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/Aptitudes** - Must be able to:

- perform mathematical calculation for medication preparation and administration in a timely manner;
- communicate effectively, both orally and in writing, using appropriate grammar, vocabulary, and word usage as well as medical terminology;
- work and make competent/safe decisions in stressful environments.

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 program in the Health Science Department 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.

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**HOME HEALTH AIDE**

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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-064. Specific information regarding the program may be obtained by contacting the Office of Health Sciences & Education.

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**NURSE ASSISTANT  
(Certified Nurse Assistant/CNA)**

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The Nurse 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 63 hours of classroom instruction and at least 100 hours of clinical practice in long-term care facilities. The first 16 hours of class is mandatory. Students missing any portion of the first 16 hours of class will be dropped.

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 California Department of Public Health, the student will not be able to continue in the class.

Students must provide a valid Social Security number as required by the California Department of Public Health, Licensing and Certification, Aide and Technician Certification Section (ATCS) under Health and Safety Code, Sections 1337 through 1338.5 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 Office of Health Sciences & Education.

### **ASSOCIATE DEGREE NURSING PROGRAM (REGISTERED NURSING)**

Acceptance criteria, program eligibility and selection processes are subject to change. Prospective students are encouraged to check the school website periodically to remain updated or call (760) 773-2579 or (760) 568-3093.

#### **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.

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-RN) and become licensed as Registered Nurses. The role of the California Board of Registered Nursing is to protect the public by screening applicants for licensure to identify potentially unsafe practitioners. A State board of nursing may deny licensure on the basis of: conviction of crime substantially related to the practice of nursing; any act involving dishonesty, fraud, or deceit with intent to substantially benefit self or another or to substantially injure another; any act which is grounds for revocation of a license; making a false statement on the application for license; breach of examination security. 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) 322-3350 or visit [www.rn.ca.gov](http://www.rn.ca.gov).

**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.

#### **RN Program Application Process**

Application to the nursing program is separate from application to the College. The application form is available during specific application period and can be obtained from the College website, [www.collegeofthedesert.edu/students/ap/hs](http://www.collegeofthedesert.edu/students/ap/hs) or from the Office of Health Sciences & Education office located in the Barker Nursing Complex 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 Office of Health Sciences & Education website.

#### **Entrance 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 ten (10) years.
2. Have a minimum GPA of 2.5 in the following prerequisite science courses with no grade less than a "C", **no online science courses:**
  - 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. English course must have a research component.*)
5. New admission to the program is competitively based on a multicriteria point system. These criteria include: prerequisite course GPA, general education GPA, TEAS test scores, previous degrees, work experience, life experience, and second language proficiency.

**Selection Process:** Please see the College website for specific selection processes and application dates:

1. Applications are accepted once a year. Please see the College website for dates.
2. Admissions will be offered for both fall and spring semesters from this **one** application period.
3. A diagnostic readiness test will be required of all accepted students. Details are on the College website, [www.collegeofthedesert.edu/students/ap/hs](http://www.collegeofthedesert.edu/students/ap/hs).
4. Applicants will be notified of acceptance status within 6-8 weeks after the application deadline. All initial communication will be by email.

### Nursing Program Options

#### 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 and transfer students from accredited nursing programs. Specific information regarding the advanced placement procedure is available through the Office of Health Sciences & Education. All advanced standing applicants are accepted to the program on a space available basis.

#### LVN-RN (Transition)

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 ten (10) years.
3. Have a minimum GPA of 2.5 in the following prerequisite science courses with no grade less than a "C", **no online science courses:**
  - 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 with a research component. (*English 1A, Freshman Composition, is the highly recommended course. English course must have a research component.*)

#### **Selection Process:**

1. Application periods are accepted during the following periods:
  - **Application period #1:** March 1 - 21 for the following Fall semester
  - **Application period #2:** August 1 - 21 for the following Spring semester  
(*If the 21<sup>st</sup> 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. A random selection process of qualified applications will be used to determine entrants once all applications are evaluated.
3. Applicants will be notified of acceptance status within 7-12 weeks after the application deadline.

#### LVN-RN (30-Unit 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 of courses in Human Physiology and Microbiology with a minimum GPA of 2.5.

Thirty-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. It is important to note that LVNs choosing to take the 30-unit option can never be qualified as graduates of the COD ADN/RN Program and will permanently be referred to as having attained a Nursing Non-Degree/Non Graduate Status. 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 to complete an application.

*All advanced placement students will be accepted on space available basis. Detailed information is available on the Office of Health Sciences & Education 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.

*Entrance to the nursing program is limited to students who have completed the science and English prerequisite courses, have applied, have passed the TEAS V exam and been notified of acceptance into the nursing program.*

**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 see a counselor in the counseling department and read the information on the College website at [www.collegeofthedesert.edu/students/ap/hs](http://www.collegeofthedesert.edu/students/ap/hs).

**Please note:** Students are strongly encouraged to complete all general education courses prior to program application. Licensure can be achieved when all courses required for the degree are completed.

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**REGISTERED NURSING A. S. 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.

All courses must be completed with a grade "C" or better:

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
OR PSY	3	Developmental 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
KINE		Kinesiology .....	2
		(or 1 unit of KINE + HS 70; or HE 1)	
N	1	Basic Concepts of Nursing Practice ....	8
N	2	Concepts of Nursing Practice/ Commonly Occurring Alterations in Health .....	9
N	3A	Concepts of Nursing Practice/ Complex Alterations in Health .....	9
N	3B	Issues in Nursing .....	0.5
N	4	Concepts of Nursing Practice/Acute Complex Alterations in Health .....	9.5

DEGREE TOTAL ..... 72

**Note:** For advanced placement students who qualify for N-056, Transition to Registered Nurse, total units for degree may be different.



## VOCATIONAL NURSING PROGRAM (LICENSED VOCATIONAL NURSING)

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

### Program Description

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.

Approved 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.

### Licensing Requirements

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. The role of the California Board of Vocational Nursing and Psychiatric Technicians is to protect the public by screening applicants of licensure to identify potentially unsafe practitioners. A State board of nursing may deny licensure on the basis of: conviction of crime substantially related to the practice of nursing; any act involving dishonesty, fraud, or deceit with intent to substantially benefit self or another or to substantially injure another; any act which is grounds for revocation of a license; making a false statement on the application for license; breach of examination security. 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 Vocational Nursing and Psychiatric Technicians at (916) 263-7800 or visit [www.bvnpt@dca.ca.gov](mailto:www.bvnpt@dca.ca.gov).

### Program Application Process

Application to the Vocational Nursing program is separate from application to the College. An Application Form is available during specific application periods and can be obtained from the College website, [www.collegeofthedesert.edu/students/ap/hs](http://www.collegeofthedesert.edu/students/ap/hs) or from the Office of Health Sciences & Education located in the Barker Nursing Complex at College of the Desert, 43-500 Monterey Avenue, Palm Desert, CA, 92262.

Enrollment into the Vocational Nursing program is limited. Detailed information regarding the Vocational Nursing program is available on the College website.

### Entrance and Selection Process

#### **Program Eligibility:**

To be eligible to apply to College of the Desert's Vocational Nursing Program, the applicant must be at least 17 years of age and be able to provide proof of High School graduation or GED equivalency. Applicants must also:

1. Have a minimum GPA of 2.5 in the following prerequisite courses:
  - HS 62, Your Living Body **or** BI 13 and BI 14 (or equivalent courses)
  - HS 13, General Nutrition (or equivalent course)
  - HS 67, Intro to Med Dosage Calculations
  - PSY 1, General Psychology (or equivalent course)
2. Additional prerequisites include:
  - ENG 51, Intro to Expository Writing, **or**
  - ENG 61, Accelerated English, **or**
  - ENG 71, Academic English II, **or**
  - ESL 71, ESL/Academic English II (*passed with a grade of C or better, or an assessment score greater than 99*).
  - MATH 60, A Preparation for the Study of Algebra (*passed with a grade of C or better, or an assessment score greater than 65*).

**Selection Process:** Please see the College website for specific selection processes and application dates:

1. Applications are accepted once a year. Please see the College website for dates.
2. A random selection process of qualified applicants will be used to determine entrants once all applications are evaluated.
3. Applicants will be notified of acceptance status within 6-8 weeks after the application deadline. All initial communication will be sent by e-mail.

**Completion of the VN program does not guarantee licensure.**

The program is three semesters long, commencing each fall. It is a limited enrollment program.

**Students interested in the VN Program should:**

1. Visit the College website, [www.collegeofthedesert.edu/students/ap/hs](http://www.collegeofthedesert.edu/students/ap/hs) for detailed information.

2. Attend an informational session. Call (760) 773-2579 or (760) 568-3093 or visit the College web page for dates and times of sessions.

**VOCATIONAL NURSING  
CERTIFICATE OF ACHIEVEMENT  
(Graduates eligible for Vocational Nurse  
Licensing Examination in California)**

*Program Acceptance Requirements:* See College website.

All courses must be completed with a grade of "C" or better:

Dept.	No.	Title .....	Units
HS	13	General Nutrition .....	3
HS	62	Your Living Body .....	3
HS	67	Intro Med/Dosage Calculations .....	1
PSY	1	General Psychology .....	3
VN	10	Vocational Nursing I .....	9
VN	10L	Vocational Nursing I Lab .....	7
VN	20	Vocational Nursing II .....	9
VN	20L	Vocational Nursing II Lab .....	7
VN	30	Vocational Nursing III .....	5
VN	30L	Vocational Nursing III Lab .....	4
CERTIFICATE TOTAL .....			51

**VOCATIONAL NURSING A. S. DEGREE  
for employment preparation**

*Program Acceptance Requirements:* See College website.

All courses must be completed with a grade of "C" or better:

Dept.	No.	Title .....	Units
HS	13	General Nutrition .....	3
HS	62	Your Living Body .....	3
HS	67	Intro Med/Dosage Calculations .....	1
PSY	1	General Psychology .....	3
VN	10	Vocational Nursing I .....	9
VN	10L	Vocational Nursing I Lab .....	7
VN	20	Vocational Nursing II .....	9
VN	20L	Vocational Nursing II Lab .....	7
VN	30	Vocational Nursing III .....	5
VN	30L	Vocational Nursing III Lab .....	4
Required Subtotal .....			51
COD General Education Pattern .....			18
Kinesiology Activities .....			2
DEGREE TOTAL .....			71

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**HISTORY**

See Social Sciences (page 134)

**HOME HEALTH AIDE**

See Health Sciences (page 115)

**HOSPITALITY MANAGEMENT**

See Business (page 100)

**HUMAN RESOURCE GENERALIST**

See Business (page 100)

**JOURNALISM**

College of the Desert's Journalism program offers an Associate in Arts in Journalism for Transfer, also called the Journalism AA-T Degree. Students earning this degree are well prepared for career fields in radio and television broadcasting, newspaper and magazine writing and production, motion picture, television and video production. The program is designed to train students how to write, report and think critically. The study of Journalism covers the collection, writing, editing and presentation of news or news articles in the media. It is designed to train graduates to be ethical, objective, and critical writers, with the skills and knowledge needed to pursue careers working for newspapers, magazines, broadcast stations and publishing outlets in the online community, and any setting that involves the relaying and reporting of information.

The Journalism AA-T is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing this degree are guaranteed admission to the CSU system, but not to a particular campus or major.

This degree requires students to complete 60 CSU transferable units including completion of CSU GE or IGETC and 18-19 units in the major with a cumulative GPA of 2.0 or better. Title 5 requires that students must earn a "C" or better in all courses required for the major or area of emphasis. There are no additional graduation requirements. Students should consult with a counselor



when planning to complete the degree for more information on university admission and transfer requirements. For more information please call (760) 773-2574.

**A.A. IN JOURNALISM  
FOR TRANSFER DEGREE (AA-T)\***

Dept.	No.	Title .....	Units
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Required Core Courses:

MC	1	Intro to Mass Media .....	3
J	3A	News Reporting & Writing .....	3
J	4A	Basic Newspaper Production .....	3

List A: Select one course from the following ..... 3

MC	5	Intro to Public Relations (3)	
J	4B	Intro to Newspaper Editing & Design (3)	
<b>or</b>	RTV 7	Intro to Radio Production (3)	
<b>or</b>	RTV 10	Basic Motion Picture/TV Prod (3)	

List B: Any two courses from the following ..... 6-7

ART	30A	Begin Black & White Photography (3)	
DDP	10	Graphic Design I (3)	
ECON	1	Principles of Macroeconomics (3)	
<b>or</b>	ECON 2	Principles of Microeconomics (3)	
PHIL	10	General Logic (3)	
PS	1	Intro to Government (3)	
PS	2	Intro to Comparative Gov't (3)	
SOC	3	Fundamentals of Statistics (3)	
<b>or</b>	MATH 14	Statistical Methods (4)	
SOC	4	Soc Analysis/Critical Thinking (3)	
SP	7	Argumentation and Debate (3)	

Required Subtotal .....	18-19
CSU General Education Pattern <sup>1</sup> .....	37-39
Transferable Electives <sup>2</sup> (as needed to reach 60 transferable units)	
<b>DEGREE TOTAL</b> .....	<b>60</b>

Recommended CSU GE or IGETC courses:

ART	3A	Basic Design and Color (3)
ENG	1A	Composition (4)
SP	4	Public Speaking (3)

**\*Please refer to Associate Degree for Transfer (SB 1440) on page 59.**

<sup>1</sup> Units for the major may be double counted for CSU GE or IGETC, confer with Counselor.

<sup>2</sup> Elective units to reach 60 unit total must be CSU transferable, confer with Counselor.

**KINESIOLOGY**

See Health, Kinesiology & Recreation (page 112)

**LANDSCAPE and IRRIGATION**

See Agriculture (page 81)

**LIBERAL ARTS**

The Associate of Arts degree in Liberal Arts is designed for students who wish a broad knowledge of liberal arts and sciences plus additional coursework in an "Area of Emphasis." This area of emphasis would be an ideal choice for students planning on transferring to the California State University or University of California as the student can satisfy their general education requirements, plus focus on transferable course work that relates to majors at CSU or UC. Please consult with a counselor for specific information regarding your intended major or the specific colleges/university of your choice. For more information please contact the COD Counseling Center at (760) 773-2520.

- Choose either the California State University General Education Certification **or** the Intersegmental General Education Transfer Curriculum for the General Education pattern related to your educational goal;
- Complete 18 units in one "Area of Emphasis" from those outlined below. (Note: Where appropriate, courses in the "area of emphasis" may also be counted for a GE area; see a counselor for appropriate course selection.)
- For ALL OPTIONS: complete necessary College of the Desert Graduation and Proficiency requirements.
- All courses listed under Liberal Arts transfer to CSU. Courses in **BOLD** are also transferable to UC. Refer to [www.assist.org](http://www.assist.org) for transfer details or see a counselor or faculty advisor for additional details.

**Counseling Faculty:**

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**LIBERAL ARTS A. A. DEGREE  
with emphasis in Arts, Humanities &  
Communications**

These courses emphasize the study of cultural, literary, humanistic activities and artistic expression of human beings. Students will evaluate and interpret the ways in which people through the ages in different cultures have responded to themselves and the world around them in artistic and cultural creation. Students will also learn to value aesthetic understanding and incorporate these concepts when constructing value judgments.

Required Courses ..... Units  
CSU General Education or IGETC Pattern ..... 37-39  
Area of Emphasis ..... 18  
(18 units required from courses listed below with at least 2 or more courses from 1 discipline)

Architecture **14**  
Art **2A, 2B, 2C, 3A, 10, 33**  
American Sign Language **1, 2, 3, 4**  
Dance **10, 15**  
English **1A, 1B, 2, 10A, 10B, 11A, 11B, 12A, 12B, 14, 15, 17, 21, 22, 24, 25, 26, 31, 32, 35, 36**  
French **1, 2, 3, 4**  
German **1, 2**  
History **3, 4, 17, 18, 21, 23**  
Italian **1, 2**  
Japanese **1, 2**  
Mass Communication **1**  
Music **5, 6, 7, 10, 11, 12**  
Philosophy **6, 7, 10, 12, 13, 14, 17**  
Sociology **4**  
Spanish **1, 2, 3, 4**  
Speech **1, 4, 5, 7, 15**  
Theatre Arts **1, 2**

*Courses selected can be used to also fulfill GE area, see a counselor for appropriate course selection; all courses transfer to CSU; courses in **BOLD** also transfer to **UC** (\*indicates that transfer credit is limited depending on UC)*

Transferable Electives (as needed to reach 60 transferable units)  
Kinesiology Activities ..... 2  
DEGREE TOTAL ..... 60

**LIBERAL ARTS A. A. DEGREE  
with emphasis in Business and Technology**

These courses emphasize the integration of theory and practice within the fields of business and technology. Students will develop the ability to effectively manage and lead organizations. Students will demonstrate an understanding of the place of business and technology within the global economy. Students will critically apply ethical standards to business practices and decisions.

Required Courses ..... Units  
CSU General Education or IGETC Pattern ..... 37-39  
Area of Emphasis ..... 18  
(18 units required from courses listed below with at least 2 or more courses from 1 discipline)

Business Accounting **4, 10, 20A, 20B**  
Business Finance **12, 13**  
Business Hotel & Restaurant Mgmt. **50, 63**  
Business Mgmt. **1, 10, 20A\*, 20B\*, 27, 28, 32, 64**  
Computer Information Systems **10, 81A, 81B, 82C, 83D, 85C, 86**  
Computer Science **7A\*, 7B**  
Economics **1, 2, 11**  
Math **10\*, 14\*, 15**  
Philosophy **14**  
Political Science **4**  
Sociology **3\***

*Courses selected can be used to also fulfill GE area, see a counselor for appropriate course selection; all courses transfer to CSU; courses in **BOLD** also transfer to **UC** (\*indicates that transfer credit is limited depending on UC)*

Transferable Electives (as needed to reach 60 transferable units)  
Kinesiology Activities ..... 2  
DEGREE TOTAL ..... 60

**LIBERAL ARTS A. A. DEGREE  
with emphasis in Health Education and  
Nutrition**

These courses introduce the basic competencies and practice within the various fields of health. These include: Health Education, Public Health & Wellness Promotion, and Nutrition. Courses are designed to introduce the student to the broad base of study needed for the future health professional who will design, conduct, promote, evaluate, and manage activities to help improve the health of people. Students will develop the necessary skills to work within various population groups. Students gain exposure to the different needs within these diverse population groups in the context of eliminating health disparities and to identify possible obstacles to their access to the various services provided by health professionals. Students will be introduced to the effective management of public, private, and government organizations.

Required Courses ..... Units  
 CSU General Education or IGETC Pattern ..... 37-39  
 Area of Emphasis ..... 18  
*18 units required: 2 courses each from area I and II, 1 course each from area III and IV (must include HS 13 )*

**Area I - Nutrition & Health (6 units)**

Early Childhood Education 44  
 Health Education **1\***  
 Health Sciences **13**  
 Kinesiology **8**

**Area II - Child Development & Community Health (6 units)**

Early Childhood Education **10A\*, 10B\*, 12**  
 Health Education **1\***  
 Alcohol & Drug Studies 1, 24  
 Recreation 1  
 Sociology **14**

**Area III - Business/Human Relations & Communication (3 units)**

Business/Management 1, **10, 20A\*, 27, 32**  
 Sociology **14**  
 Speech **15**

**Area IV - Biology and Anatomy (3 units)**

Biology **4\*, 13\*, 14\***

*Courses selected can be used to also fulfill GE area, see a counselor for appropriate course selection; all courses transfer to CSU; courses in **BOLD** also transfer to UC (\*indicates that transfer credit is limited depending on UC)*

Transferable Electives (as needed to reach 60 transferable units)  
 Kinesiology Activities ..... 2  
 DEGREE TOTAL ..... 60

**LIBERAL ARTS A. A. DEGREE  
 with emphasis in Math and Science**

These courses emphasize the natural sciences which examine the physical universe, its life forms and its natural phenomena. Courses in Math emphasize the development of mathematical and quantitative reasoning skills beyond the level of intermediate algebra. Students will be able to demonstrate an understanding of the methodologies of science as investigative tools. Students will also examine the influence that the acquisition of scientific knowledge has on the development of the world's civilizations.

Required Courses ..... Units  
 CSU General Education or IGETC Pattern ..... 37-39  
 Area of Emphasis ..... 18  
*(18 units required from courses listed below with 2 or more courses in science **and** 2 or more courses in math)*  
 Astronomy **1, 1L**

Agriculture/Environmental Horticulture **1, 1L**  
 Agriculture/Plant Science **2, 5, 5L**  
 Anthropology **1**  
 Biology **4\*, 5, 6, 13\*, 14\*, 15**  
 Chemistry **1A, 1B, 3\*, 4, 5\*, 10A\*, 10B\***  
 Computer Science **7A\*, 7B**  
 Geology **1, 5, 10, 17, 17L, 22**  
 Geography **1, 1L**  
 Mathematics **1A, 1B, 2A, 2B, 2C, 5, 10\*, 11, 12\*, 13, 14\*, 15**  
 Natural Resources **1, 1L**  
 Physics **1\*, 2A\*, 2B\*, 4A\*, 4B\*, 17**  
 Sociology **3\***

*Courses selected can be used to also fulfill GE area, see a counselor for appropriate course selection; all courses transfer to CSU; courses in **BOLD** also transfer to UC (\*indicates that transfer credit is limited depending on UC)*

Transferable Electives (as needed to reach 60 transferable units)  
 Kinesiology Activities ..... 2  
 DEGREE TOTAL ..... 60

**LIBERAL ARTS A. A. DEGREE  
 with emphasis in Recreation & Leisure  
 and Sports Management**

These courses introduce the basic competencies and practice within the various fields of Leisure studies. These include: Recreation & Leisure studies and Sports Management. Courses are designed to introduce the student to the broad base of study needed for the future leisure and sports management professional who will design, conduct, promote, evaluate, and manage activities involved in the successful operation of a variety of sport & leisure organizations and operations. Students will begin to develop the necessary skills to work within various population groups. Students gain exposure to the different types of recreation & leisure activities engaged in, within these groups. Students learn to identify possible obstacles to their access to the variety of leisure services and recreation programs provided by these professionals. Students will be introduced to the effective management of public, private, and government organizations, as it relates to the successful operation of a variety of sport & leisure organizations & operations.

Required Courses ..... Units  
 CSU General Education or IGETC Pattern ..... 37-39  
 Area of Emphasis ..... 18  
*18 units required: 2 courses each from area I and II, 1 course each from area III and IV (with at least 2 units from Recreation Field Work)*

Continued on next page.....>

**Area I - Business & Business Management (6 units)**

Agriculture/Environmental Horticulture 34  
 Business/Management 1, **10, 20A\***, 27, 32

**Area II - Community Health & Recreation (6 units)**

Health Education **1\***  
 Health Sciences **13**  
 Kinesiology **8**  
 Recreation 1

**Area III - Health Safety & Field Work (3 units)**

Agriculture/Environmental Horticulture 34  
 Golf **36\***  
 Kinesiology **1, 2\*, 8**  
 Recreation 1, 10A, 10B, 10C

**Area IV - Child Development/Human Relations and Communication (3 units)**

Early Childhood Education **10, 10A\*, 10B\***, 12  
 Alcohol & Drug Studies 1, 24  
 Sociology **14**  
 Speech **15**

*Courses selected can be used to also fulfill GE area, see a counselor for appropriate course selection; all courses transfer to CSU; courses in **BOLD** also transfer to UC (\*indicates that transfer credit is limited depending on UC)*

Transferable Electives (as needed to reach 60 transferable units)  
 Kinesiology Activities ..... 2  
 DEGREE TOTAL ..... 60

**LIBERAL ARTS A. A. DEGREE  
 with emphasis in Social & Behavioral Sciences**

These courses emphasize the perspective, concepts, theories and methodologies typically found in the vast variety of disciplines that comprise study in the Social and Behavioral Sciences. Students will study about themselves and others as members of a larger society. Topics of discussion will stimulate critical thinking about ways people have acted in response to their societies and will allow students to evaluate how societies and social subgroups operate.

Required Courses ..... Units  
 CSU General Education or IGETC Pattern ..... 37-39  
 Area of Emphasis ..... 18  
*(18 units required from courses listed below with at least 2 or more courses from 1 discipline)*  
 Administration of Justice **1**  
 Anthropology **2, 3**  
 Economics **1, 2, 11, 12**

Early Childhood Education **10, 12, 31**  
 Geography **2, 7, 10**  
 History **3, 4, 17, 18, 21, 23**  
 Mass Communication **1**  
 Mathematics **14\***  
 Philosophy **12, 13**  
 Political Science **1, 2, 4**  
 Psychology **1, 3, 7, 10, 12, 20, 23, 25, 27, 29, 33**  
 Sociology **1, 2, 3\*, 14, 15**  
 Speech **15**

*Courses selected can be used to also fulfill GE area, see a counselor for appropriate course selection; all courses transfer to CSU; courses in **BOLD** also transfer to UC (\*indicates that transfer credit is limited depending on UC)*

Transferable Electives (as needed to reach 60 transferable units)  
 Kinesiology Activities ..... 2  
 DEGREE TOTAL ..... 60

**LICENCED VOCATIONAL NURSING**

See Health Sciences (page 119)

**MASS COMMUNICATION**

See Journalism (page 120)

**MASTER TEACHER/ECE**

See Early Childhood Education (page 106)



**MATHEMATICS**

Mathematics is the study of quantity, structure, space and change. It is developed through the use of abstraction and logical reasoning from counting, calculations, measurement, study of shapes & change. 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, perform 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. For more information please call (760) 773-2573.

**Advisors:**

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**MATHEMATICS A. S. DEGREE  
 and transfer preparation**

Dept. No.	Title .....	Units
<b>Required Courses:</b>		
MATH 1A	Calculus .....	5
MATH 1B	Calculus .....	5
MATH 2A	Multivariate Calculus .....	5
MATH 2B	Linear Algebra .....	4
<b>AND/OR MATH 2C</b>	<b>Ordinary Differential Equations (4)</b>	
PH 4A	Engineering Physics .....	5
PH 4B	Engineering Physics .....	5
CS 7A	Computer Science I .....	4

Required Subtotal .....	33
COD General Education (confer with Counselor) .....	18
Transferable Electives (with Advisor approval) .....	8
Kinesiology Activities .....	2
<b>DEGREE TOTAL .....</b>	<b>61</b>

*Consult catalog of transfer institution for specific requirements.*

### A.S. IN MATHEMATICS FOR TRANSFER DEGREE (AS-T)\*

The **Associate in Science in Mathematics for Transfer**, also called the Mathematics AS-T, provides student with sufficient understanding of mathematical concepts, skills and application to attain upper division status in mathematics at most four-year institutions. This degree is intended for students who are interested in the theory of mathematics and are planning on transferring to a four-year institution and majoring in Mathematics, Physics, Engineering, Computer Science or Statistics. Students who complete the Mathematics AS-T will receive "priority admission with junior status to the California State University system."

This degree requires students to complete 60 CSU transferable units including completion of CSU GE or IGETC and 24 units in the major with a cumulative GPA of 2.0 or better. Title 5 requires that students must earn a "C" or better in all courses required for the major or area of emphasis. There are no additional graduation requirements. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

Dept.	No.	Title .....	Units
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#### Required Core Courses:

MATH	1A	Calculus .....	5
MATH	1B	Calculus .....	5
MATH	2A	Multivariate Calculus .....	5
PH	4A	Engineering Physics .....	5

Select one course from the following ..... 4

MATH	2B	Linear Algebra (4)	
MATH	2C	Ordinary Differential Equations (4)	

Required Subtotal ..... 24

CSU General Education or IGETC Pattern<sup>1</sup> ..... 37-39

Transferable Electives<sup>2</sup> (as needed to reach 60 transferable units)

DEGREE TOTAL ..... 60

**\*Please refer to Associate Degree for Transfer (SB 1440) on page 59.**

<sup>1</sup> Units for the major may be double counted for CSU GE or IGETC, confer with Counselor.

<sup>2</sup> Elective units to reach 60 unit total must be CSU transferable, confer with Counselor.

## MUSIC

See Performing Arts (page 127)

## NATURAL RESOURCES

See Agriculture (page 81)

## NURSING (ADN/RN)

See Health Sciences (page 116)

## NURSING ASSISTANT (CNA)

See Health Sciences (page 115)

## PERFORMING ARTS

### MUSIC

The Music program offers a wide range of courses in music fundamentals, musicianship, harmony, appreciation, history, technology and musical theatre, as well as group instruction in piano, voice and guitar. Private lessons are available to music majors through the applied music program. Public performance opportunities are provided to both majors and non-majors enrolled in instrumental ensembles, vocal ensembles, and musical theatre productions. 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
- Music Technology Certificate of Achievement
- Musical Theatre Certificate of Achievement

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

**Advisors:**

**Anthony Fesmire** (instrumental)  
 afesmire@collegeofthedesert.edu (760) 776-7477

**Darlene Romano** (vocal)  
 dromano@collegeofthedesert.edu (760) 776-7240

**MUSIC A. A. DEGREE  
 and transfer preparation**

Dept. No. Title ..... Units  
Required Courses:

MUS	1	Music Theory I .....	4
MUS	2	Music Theory II .....	4
MUS	3	Music Theory III .....	4
MUS	4	Music Theory IV .....	4
MUS	99	Applied Music (1,1,1,1) .....	4

Performance Ensembles - 4 units chosen from the following in consultation with Music Advisor:

MUS	27	Jazz Band .....	1
MUS	28	Jazz Ensembles .....	1
MUS	29	Jazz Singers .....	1
MUS	31	Chamber Singers .....	1
MUS	33	Symphonic Band .....	1

Music Subtotal .....	24
CSU General Education or IGETC Pattern .....	37-39
Kinesiology Activities .....	2
<b>DEGREE TOTAL .....</b>	<b>63-65</b>

**MUSIC TECHNOLOGY  
 CERTIFICATE OF ACHIEVEMENT**

Dept.	No.	Title .....	Units
MUS	12	Fundamentals of Music .....	3
MUS	21A	Piano I .....	2
MUS	21B	Piano II .....	2
MUS	21C	Piano III .....	2
MUS	78A	Digital Audio I .....	3
MUS	78B	Digital Audio II .....	3
MUS	78C	Digital Audio III .....	3
<b>CERTIFICATE TOTAL .....</b>			<b>18</b>

**MUSICAL THEATRE  
 CERTIFICATE OF ACHIEVEMENT**

Dept.	No.	Title .....	Units
MUS	7	History of Musical Theatre .....	3
MUS	22A	Voice I .....	2
MUS	22B	Voice II .....	2
MUS	23	Commercial Voice .....	2
MUS	86	Musical Theatre Performance .....	3
MUS	90	Musical Theatre Workshop .....	1
DANC	73	Dance, Jazz .....	1
DANC	76	Dance, Ballet .....	1
TA	2	Acting I .....	3
TA	3	Acting II .....	3
<b>CERTIFICATE TOTAL .....</b>			<b>21</b>

**A.A. IN THEATRE ARTS  
 FOR TRANSFER DEGREE (AA-T)\***

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 and history of the discipline, training in acting, makeup, design, technical production, and script analysis.

The **Associate in Arts in Theatre Arts for Transfer**, also called the Theatre Arts AA-T Degree, consists of courses and training allowing students to pursue entry-level positions as performers and technicians or to continue their study in the discipline toward a B.A. or Graduate degree. College of the Desert offers transfer agreements with California State Universities, the University of California systems and independent colleges and universities.

The Theatre Arts AA-T requires students to complete 60 CSU transferable units including completion of CSU GE or IGETC and 18 units in the major with a cumulative GPA of 2.0 or better. Title 5 requires that students must earn a "C" or better in all courses required for the major or area of emphasis. There are no additional graduation requirements. Students should consult with a counselor

when planning to complete the degree for more information on university admission and transfer requirements.

**Advisor: Russell "Tres" Dean**  
[rdean3@collegeofthedesert.edu](mailto:rdean3@collegeofthedesert.edu) (760) 776-7370

Dept. No. Title ..... Units  
**Required Core:**

TA 1 Introduction to Theatre ..... 3

TA 2 Acting I ..... 3

Rehearsal and Performance (maximum 3 units) ..... 3

TA 20 Play Production - Acting (1)

TA 21 Play Production - Acting (2)

TA 22 Play Production - Acting (3)

**or** Technical Theatre Practicum (maximum 3 units)

TA 30 Technical Theatre Production (1)

TA 31 Technical Theatre Production (2)

TA 32 Technical Theatre Production (3)

**List A: Select 3 courses from the following ..... 9**

TA 3 Acting 2 (3)

TA 4 Script Analysis (3)

TA 9 Stagecraft (3)

TA 10 Intro to Design & Production (3)

TA 80 Theatre Makeup (3)

TA 20, 21, 22 Play Production - Acting (3 units max)

**if not used in Core**

**or** TA 30, 31, 32 Technical Theatre Production (3 units max)

**if not used in Core**

Required Subtotal ..... 18

CSU General Education or IGETC Pattern<sup>1</sup> ..... 37-39

Transferable Electives<sup>2</sup> (as needed to reach 60 transferable units)

DEGREE TOTAL ..... 60

**\*Please refer to Associate Degree for Transfer (SB 1440) on page 59.**

<sup>1</sup>Units for the major may be double counted for CSU GE or IGETC, confer with Counselor.

<sup>2</sup>Elective units to reach 60 unit total must be CSU transferable, confer with Counselor.

## PEST MANAGEMENT

See Agriculture (page 83)

## PHILOSOPHY

See Social Sciences (page 135)

## PHYSICAL EDUCATION

See Health, Kinesiology & Recreation (page 112)

## PHYSICS

See Sciences - Physical (page 132)

## PLANT SCIENCE

See Agriculture (page 83)

## POLICE SCIENCE

The Police Science program provides training for careers in law enforcement as well as related fields in corrections, probation, security and community service. The program offers one level of job entry training, as well as an Associate's Degree designed to enhance professional skills and qualifications. The job entry training level is the Reserve Police Officer Certificate of Achievement. This level consists of the Peace Officer Standards and Training (POST) certified Module III and Module II, Basic Peace Officer Training courses. Satisfactory completion of these courses establishes eligibility for hire as a Level-III or Level-II Reserve Peace Officer in the State of California.

With the Reserve Police Officer Certificate of Achievement a Police Science Associate's Degree is attainable with an additional 18 units of required courses, 18 units of General Education and 5 units of electives.

Basic Peace Officer Training courses are non-traditional courses subject to State regulations prescribed by the California Commission on Peace Officer Standards and Training (POST). Students wishing to enroll in any POST certified Basic Peace Officer Training courses must be 18 years of age, possess a valid driver's license, be fingerprinted and present a Department of Justice signed clearance letter to possess a firearm on the first day of class. There are also certain physical and moral character requirements for peace officers. Students wanting to register for POST courses at COD who are unsure if they meet the POST requirements are urged to contact the Academy Director or designee prior to enrollment. Please refer to the COD website [www.collegeofthedesert.edu](http://www.collegeofthedesert.edu) for more detailed program information or call (760) 346-8041 Ext. 3765 or 3083.

**Advisor: Chris Madigan**  
[cmadigan@collegeofthedesert.edu](mailto:cmadigan@collegeofthedesert.edu) (760) 568-3083



**POLICE SCIENCE A. S. DEGREE  
for employment preparation**

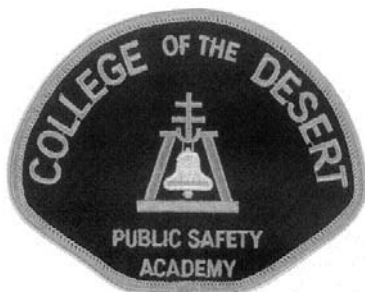
Dept.	No.	Title .....	Units
<b>Required Courses:</b>			
BPOT	1	Basic Peace Officer-Module III .....	7
BPOT	2	Basic Peace Officer-Module II .....	12
AJ	1	Introduction to Criminal Justice .....	3
AJ	2	Concepts of Criminal Law .....	3
AJ	4	Criminal Court Process .....	3
AJ	6	Criminal Investigation .....	3
AJ	10	Juvenile Procedures .....	3
AJ	30	Introduction to Corrections .....	3

**Electives - 5 units chosen from the following:**

AJ	3	Legal Aspects of Evidence (3)
AJ	5A	Community & the Justice System (3)
AJ	95C	Admin of Justice Work Experience (3)
PSY	1	General Psychology (3)
PSY	3	Developmental Psychology (3)
PSY	29	Abnormal Psychology (3)
SOC	1	Introduction to Sociology (3)
SOC	2	Social Problems (3)
SOC	3	Fundamentals of Statistics (3)
SOC	14	Intro to Race & Ethnicity (3)
SPAN	1	Elementary Spanish I (5)
ASL	1	Elementary ASL I (5)
SP	1	Intro Interpersonal Communications (3)
SP	5	Small Group Communication (3)
SP	7	Argumentation and Debate (3)
SP	15	Intercultural Communication (3)

Required Subtotal .....	37
Electives .....	5
COD General Education Pattern .....	18
Kinesiology Activities .....	2
<b>DEGREE TOTAL .....</b>	<b>62</b>

**Note:** With Advisor approval up to 18 units of any Peace Officer Standards and Training (POST) certified Basic Peace Officer Training Module I course may be substituted for some or all of the 18 units of required AJ courses.



**RESERVE POLICE OFFICER  
CERTIFICATE OF ACHIEVEMENT**

The Reserve Police Officer program is designed to serve students seeking either to enter or enhance their careers in the law enforcement profession. The courses in the Reserve Police Officer Certificate program will provide the foundational knowledge for a person to enter the profession of law enforcement as a Level-III or Level-II Reserve Officer.

Dept.	No.	Title .....	Units
<b>Required Courses:</b>			
<i>All courses must be completed with a grade of "C" or better.</i>			
BPOT	1	Basic Peace Officer – Module III .....	7
BPOT	2	Basic Peace Officer – Module II .....	12
<b>CERTIFICATE TOTAL .....</b>			<b>19</b>

**POLITICAL SCIENCE**

See Social Sciences (page 136)

**PSYCHOLOGY**

See Social Sciences (page 136)

**REAL ESTATE DEVELOPMENT**

See Architecture/Environmental Design (page 89)

**RECREATION**

See Health, Kinesiology and Recreation (page 114)

**REGISTERED NURSING (ADN/RN)**

See Health Sciences (page 116)

**RETAIL MANAGEMENT**

See Business (page 101)

## 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, and 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.

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:

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### BIOLOGY, PRE-PROFESSIONAL A. S. 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:

<i>(Based on minimum prior preparation)*</i>			
BI	5	Molecular & Cell Biology .....	5
BI	6	Biology of Organisms .....	5
CH	1A	General Chemistry I .....	5
CH	1B	General Chemistry II .....	5
MATH	1A	Calculus .....	5
MATH	1B	Calculus .....	5
PH	4A,B	Engineering Physics .....	5,5
Required Subtotal .....			40
COD General Education (confer with Counselor) .....			18
Transferable Electives (as needed to reach 60 transferable units)			
Kinesiology Activities .....			2
DEGREE TOTAL .....			60

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

**\*IMPORTANT NOTE:** The student must see a counselor or advisor depending on proposed career, as some courses listed 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.

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**CHEMISTRY A. S. DEGREE and transfer preparation**

(Includes Bio-Chemistry)

Dept.	No.	Title .....	Units
<b>Required Courses:</b>			
CH	1A	General Chemistry I .....	5
CH	1B	General Chemistry II .....	5
CH	10A	Organic Chemistry I .....	5
CH	10B	Organic Chemistry II .....	5
BI	5	Molecular & Cell Biology .....	5
BI	6	Biology of Organisms .....	5
MATH	1A	Calculus .....	5
MATH	1B	Calculus .....	5
PH	4A	Engineering Physics .....	5
PH	4B	Engineering Physics .....	5
Required Subtotal .....			50
COD General Education (confer with Counselor) .....			18
Kinesiology Activities .....			2
<b>DEGREE TOTAL</b> .....			<b>70</b>

*Consult catalog of transfer institution for specific requirements.*

**ENVIRONMENTAL SCIENCES A. S. DEGREE and transfer preparation**

This Program is designed for students who are interested in solving environmental problems from an interdisciplinary approach. This set of courses prepares the student to transfer to four-year institutions where they can choose a specialized track that could include many disciplines. For example, depending on the transfer institution selected, choices include Natural Resources Management, Climate Change, Soil and Biogeochemistry and many others. It is very important to consult an advisor and review transfer institution requirements.

Dept.	No.	Title .....	Units
<b>Required Courses:</b>			
BI	6	Biology of Organisms .....	5
CH	1A	General Chemistry .....	5
G	1	Physical Geology .....	4
MATH	1A	Calculus .....	5
MATH	1B	Calculus .....	5
PH	4A	Engineering Physics .....	5
ECON	1	Principles of Macroeconomics .....	3
<b>Electives: 8 - 15 units, confer with Advisor:</b>			
BI	5	Molecular & Cell Biology .....	5
CH	1B	General Chemistry II .....	5
CS	7A	Introduction to Computer Science .....	4
G	5	Environmental Geology .....	4
G	10	The Earth Sciences .....	4
G	17	Intro to Oceanography .....	3

Continued on next page.....>

MATH	14	Statistical Methods .....	4
PH	4B	Engineering Physics .....	5
PH	17	Intro to Meteorology .....	3

For other course selections confer with Advisor.

Required Subtotal .....	32
Elective Subtotal (with Advisor approval) .....	8-15
COD General Education (confer with Counselor) .....	18
Kinesiology Activities .....	2
<b>DEGREE TOTAL .....</b>	<b>60-67</b>

Consult catalog of transfer institution for specific requirements.

### INTERDEPARTMENTAL ENVIRONMENTAL STUDIES A. S. DEGREE and transfer preparation

Dept.	No.	Title .....	Units
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#### Required Courses:

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
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 (with Advisor approval) .....	17
COD General Education (confer with Counselor) .....	18
Kinesiology Activities .....	2
<b>DEGREE TOTAL .....</b>	<b>60-61</b>

Consult catalog of transfer institution for specific requirements.

### GEOLOGY A. S. DEGREE and transfer preparation

(Includes Earth Science, Paleontology, Physical Oceanography)

Dept.	No.	Title .....	Units
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#### Required Courses:

G	1	Physical Geology .....	4
CH	1A	General Chemistry I .....	5
CH	1B	General Chemistry II .....	5
PH	2A,B	College Physics .....	4,4
OR PH	4A,B	Engineering Physics (5,5)	

(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

Consult course descriptions for prerequisites.

Required Subtotal .....	42-44
COD General Education (confer with Counselor) .....	18
Kinesiology (PE) Activities .....	2
<b>DEGREE TOTAL .....</b>	<b>62-64</b>

Consult catalog of transfer institution for specific requirements.

(Consult with advisor before embarking on program.)

### PHYSICS A. S. DEGREE and transfer preparation

Dept.	No.	Title .....	Units
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#### Required Courses:

MATH	1A	Calculus .....	5
MATH	1B	Calculus .....	5
MATH	2A	Multivariate Calculus .....	5
PH	4A	Engineering Physics .....	5
PH	4B	Engineering Physics .....	5
PH	4C	Engineering Physics .....	5

It is highly recommended for students to take the following courses that are part of major preparation at many CSUs and UCs. Consult with counselors for additional requirements:

MATH	2B	Linear Algebra (4)	
MATH	2C	Differential Equations (4)	
CH	1A	General Chemistry I (5)	
CH	1B	General Chemistry II (5)	
CS	7A	Computer Science I (4)	

Required Subtotal .....	30
CSU General Education or IGETC Pattern <sup>1</sup> .....	37-39
Transferable Electives <sup>2</sup> (as needed to reach 60 transferable units)	
Kinesiology Activities .....	2

<b>DEGREE TOTAL .....</b>	<b>60</b>
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<sup>1</sup>Units for the major may be double counted for CSU GE or IGETC, confer with Counselor.

<sup>2</sup>Elective units to reach 60 unit total must be CSU transferable, confer with Counselor.

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**SOCIAL SCIENCES**

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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 degree and certificate program in 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 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. For more information please call (760) 773-2574.

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**A.A. IN ANTHROPOLOGY  
FOR TRANSFER DEGREE (AA-T)\***

Anthropology is the comparative study of human societies and cultures. Anthropology concerns all aspects of being human, throughout all time and worldwide. It is an examination of human nature, human society, and human past. The study of Anthropology provides an understanding of the globally interconnected world in which we live, the human past and present, and the unity and diversity that characterize the human species. Anthropology prepares students for dealing with the challenges of an increasingly international economy, globally connected communities, and multicultural peoples.

The three anthropology courses offered at College of the Desert (Introduction to Cultural Anthropology, Introduction to Physical Anthropology, Introduction to Archaeology/Prehistory) introduce fundamental concepts, theories, methods, data, and references in ways that are exciting and informative for students.

The Associate in Arts in Anthropology for Transfer, also called Anthropology AA-T Degree, requires students to complete 60 CSU transferable units including completion of CSU GE or IGETC and 18-20 units in the major with a cumulative GPA of 2.0 or better. Title 5 requires that students must earn a "C" or better in all courses required for the major or area of emphasis. There are no additional graduation requirements. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

Dept. No. Title ..... Units  
Required Core Courses:

ANTH 1 Intro to Physical Anthropology ..... 3  
 ANTH 2 Cultural Anthropology ..... 3  
 ANTH 3 Archaeology, An Intro to Prehistory ..... 3

List A: Select one course from the following ..... 3-4

MATH 14 Statistical Methods (4)  
 SOC 3 Fundamentals of Statistics (3)

List B: Select one course from the following ..... 3-4

BI 13 Human Anatomy & Physiology (4)  
 G 1 Physical Geology (4)  
 G 5 Environmental Geology (4)  
 G 10 The Earth Sciences (4)  
 NR 21 Introduction to GIS (3)  
 PHIL 18 Philosophy of Science (3)  
 PSY 25 Intro to Research Methods (3)

List C: Select one course from the following ..... 3

GEOG 2 Cultural Geography (3)  
 PHIL 12 Religions of the World (3)  
 SOC 1 Introductory Sociology (3)  
 SOC 14 Intro to Race & Ethnicity (3)  
 SOC 15 Mexican American Cultures (3)

Required Subtotal ..... 18-20  
 CSU General Education or IGETC Pattern<sup>1</sup> ..... 37-39  
 Transferable Electives<sup>2</sup> (as needed to reach 60 transferable units)  
 DEGREE TOTAL ..... 60

**\*Please refer to Associate Degree for Transfer (SB 1440) on page 59.**

<sup>1</sup> Units for the major may be double counted for CSU GE or IGETC, confer with Counselor.

<sup>2</sup> Elective units to reach 60 unit total must be CSU transferable, confer with Counselor.

### GEOGRAPHY A. A. 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

Continued on next page.....>

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  
 HIST 3 History of World Civilization ..... 3  
 MATH 14 Statistical Methods ..... 4  
 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  
 CSU General Education or IGETC Pattern ..... 37-39  
 Kinesiology Activities ..... 2  
 DEGREE TOTAL ..... 60-62

### A.A. IN HISTORY FOR TRANSFER DEGREE (AA-T)\*

History is the study of the people and events of the past, especially their social and political effects. History ranges from the study of wars, religion, technology, industrialization and urbanization to social movements, political movements and cultural developments. Students in history courses learn more than dates, names, and events. They also learn how to interpret, debate, and draw conclusions. History majors acquire a broad perspective on the human experience and appreciate how the past shaped the present. A History degree is an excellent general preparation for careers in education, law, historical research, historical preservation, the national and state park systems, government, journalism, media, and communication.

The Associate in Arts in History for Transfer, also called the History AA-T Degree, prepares students to transfer to CSU campuses that offer bachelor's degrees in History. Students earning the History AA-T degree will be granted priority for admission as a History major to a local CSU, as determined by the CSU campus to which the student applies. This degree requires students to complete 60 CSU transferable units including completion of CSU GE or IGETC and 18-20 units in the major with a cumulative GPA of 2.0 or better. Title 5 requires that students must earn a "C" or better in all courses required for the major or area of emphasis. There are no additional graduation requirements. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

Dept.	No.	Title .....	Units
<b>Required Core Courses:</b>			
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

Select two courses, *one course from each area* .... 6-8

Area 1 - Diversity Course (3 - 5 units)

ENG	21	Intro to Latin American/Chicano Lit (3)
PS	2	Intro to Comparative Gov't (3)
PS	4	Intro to Internat'l Relations (3)
SOC	14	Intro to Race & Ethnicity (3)
SOC	15	Mexican American Culture & Society (3)
SP	15	Intercultural Communication (3)
FR	1	Elementary French I (5)
FR	2	Elementary French II (5)
FR	3	Intermediate French I (4)
FR	4	Intermediate French II (4)
GER	1	Elementary German I (5)
GER	2	Elementary German II (5)
ITAL	1	Elementary Italian I (5)
ITAL	2	Elementary Italian II (5)
JPN	1	Elementary Japanese I (5)
JPN	2	Elementary Japanese II (5)
SPAN	1	Elementary Spanish I (5)
SPAN	2	Elementary Spanish II (5)
SPAN	3	Intermediate Spanish I (4)
SPAN	4	Intermediate Spanish II (4)

Area 2 - History Course (3 units)

ANTH	2	Cultural Anthropology (3)
HIST	21	California History (3)
Required Subtotal .....		18-20
CSU General Education or IGETC Pattern <sup>1</sup> .....		37-39
Transferable Electives <sup>2</sup> (as needed to reach 60 transferable units)		
DEGREE TOTAL .....		60

**\*Please refer to Associate Degree for Transfer (SB 1440) on page 59.**

<sup>1</sup>Units for the major may be double counted for CSU GE or IGETC, confer with Counselor.

<sup>2</sup>Elective units to reach 60 unit total must be CSU transferable, confer with Counselor.

**PHILOSOPHY A. A. DEGREE  
and transfer preparation**

Dept.	No.	Title .....	Units
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Required Courses:

PHIL	6	Introduction to Philosophy .....	3
PHIL	10	General Logic .....	3
Plus one course from the following .....		3	
PHIL	7	Ideas of the Great Philosophers (3)	
PHIL	12	Religions of the World (3)	

Electives - 12 units to be chosen from the following:

HIST	3	History of World Civilization I .....	3
HIST	4	History of World Civilization II .....	3
ANTH	2	Cultural Anthropology .....	3
PSY	1	General Psychology .....	3
PHIL	13	Perspectives on Death & Dying .....	3
PHIL	14	Introduction to Ethics .....	3
PHIL	17	Philosophy of Religion .....	3
PHIL	18	Philosophy of Science .....	3

Required Subtotal .....		9
Elective Subtotal .....		12
CSU General Education or IGETC Pattern .....		37-39
Kinesiology Activities .....		2
DEGREE TOTAL .....		60-62

### A.A. IN POLITICAL SCIENCE FOR TRANSFER DEGREE (AA-T)\*

Political Science is the scientific study of politics, structure of governments at the national, state and local levels, policy making and policy makers. As such, it encompasses a wide range of interdisciplinary subjects, including economics, history, law, and philosophy. One major concern of political science is educating each generation of how democracy works, what are its benefits relative to other governmental systems. Lacking such knowledge can threaten our very existence since democracy is dependent upon a well-informed and civic-minded citizenry. This degree is an excellent general preparation for careers in conflict resolution, criminal justice, diplomacy, civil service, education, elections, journalism, the practice of law, public administration and public policy, public service, and research.

The Associate in Arts in Political Science for Transfer, also called the Political Science AA-T Degree, prepares students to transfer to CSU campuses that offer bachelor's degrees in Political Science. Students earning the Political Science AA-T Degree will be granted priority for admission as a Political Science major to a local CSU, as determined by the CSU campus to which the student applies. This degree requires students to complete 60 CSU transferable units including completion of CSU GE or IGETC and 18-19 units in the major with a cumulative GPA of 2.0 or better. Title 5 requires that students must earn a "C" or better in all courses required for the major or area of emphasis. There are no additional graduation requirements. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

Dept. No.	Title	Units
<b>Required Core Courses:</b>		
PS 1	Intro to Government	3
PS 2	Intro to Comparative Gov't	3
PS 4	Intro to Internat'l Relations	3
SOC 3	Fundamentals of Statistics	3
OR MATH 14	Statistical Methods (4)	

**List A: Select two courses from the following** ..... 6

ANTH 2	Cultural Anthropology (3)
ECON 1	Principles of Macroeconomics (3)
GEOG 2	Cultural Geography (3)
HIST 17	United States History (3)
HIST 18	United States History (3)
PSY 1	General Psychology (3)
SOC 1	Introductory Sociology (3)

Required Subtotal	18-19
CSU General Education Pattern <sup>1</sup>	37-39
Transferable Electives <sup>2</sup> (as needed to reach 60 transferable units)	
DEGREE TOTAL	60

**\*Please refer to Associate Degree for Transfer (SB 1440) on page 59.**

<sup>1</sup>Units for the major may be double counted for CSU GE or IGETC, confer with Counselor.

<sup>2</sup>Elective units to reach 60 unit total must be CSU transferable, confer with Counselor.

### Psychology A.A. Degrees

A diverse field of academic study and practical application, psychology deals with personal behaviors, such as mental life and personal development, and how development depends on individual and cultural experience and biological variables. The emphasis of the program is to enable students to understand and apply psychological principles to everyday life situations, understand the needs or special concerns of people and the impact of certain stresses that affect human behavior. Students investigate how humans and other species develop and adapt to everyday problems. Maladaptive behavior creates personal, interpersonal, cultural, and numerous other difficulties. Psychology explores not only how these difficulties can be avoided or removed, but is also interested in how psychology can enhance well-being. Students will develop the knowledge that is basic to a career in areas of professional psychology, marriage and family therapy, and human services. The curriculum provides appropriate courses to support areas such as the natural sciences, mathematics, language arts, and the humanities.

Psychologists may work in academic, research, industrial and governmental settings. Many clinical psychologists are employed in clinics or in hospitals or are engaged in private practice, focusing on the diagnosis and treatment of psychological disorders. Also, skills developed through a psychology program are utilized in jobs such as Marriage Family Therapists (MFT), case workers, counselor aides, sales, marketing, personnel, and management positions.

This psychology program offers students a comprehensive education in the content and method of the discipline. A variety of courses allow students to expand their intellectual horizons and acquire the core ideas and skills of psychology. The missions of the program are to provide a major that presents psychology as a rational science of affect, behavior and cognition; and to provide a major that fulfills the general requirements for transfer, including of the California State University transfer



requirements. Two tracks are offered: the Psychology A.A. and the Psychology AA-T. Students who complete the AA-T or “associate degree for transfer” will receive “priority admission with junior status to the California State University system.”

**PSYCHOLOGY A. A. 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 - 12 units to be chosen with advisor approval:</u>			
BI	5	Molecular & Cell Biology .....	5
CIS	10	Computer Literacy .....	4
PSY	7	Positive Psychology .....	3
PSY	10	Psych Aspects/Marriage&Family .....	3
PSY	12	Human Sexuality .....	3
PSY	20	Adolescent Psychology .....	3
PSY	23	Psychology of Women .....	3
PSY	25	Intro Research Methods .....	3
PSY	27	Biological Psychology .....	3
PSY	29	Abnormal Psychology .....	3
PSY	33	Personal & Social Adjustment .....	3
Required Subtotal .....			12-13
Elective Subtotal .....			12
CSU General Education or IGETC Pattern .....			37-39
Kinesiology Activities .....			2
DEGREE TOTAL .....			63-66

**A.A. IN PSYCHOLOGY  
FOR TRANSFER DEGREE (AA-T)\***

The **Associate in Arts in Psychology for Transfer**, also called the Psychology AA-T Degree, prepares students to transfer to CSU campuses that offer bachelor's degree in Psychology. This degree is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing Psychology AA-T are guaranteed admission to the CSU system, but not to a particular campus or major. This degree requires students to complete 60 CSU transferable units including completion of CSU GE or IGETC and 19-20 units in the major with a cumulative GPA of 2.0 or better. Title 5 requires that students must earn a “C” or better in all courses required for the major or area of emphasis. There are no additional graduation requirements. Students should consult with a counselor when planning to

complete the degree for more information on university admission and transfer requirements.

Dept.	No.	Title .....	Units
<u>Required Core Courses:</u>			
PSY	1	General Psychology .....	3
PSY	25	Intro Research Methods .....	3
SOC	3	Fundamentals of Statistics (preferred)	3
or MATH 14			Statistical Methods (4)
BI	4	Elements of Biology .....	4
PSY	3	Developmental Psychology .....	3
<i>Select one course from the following .....</i>			3
PSY	7	Positive Psychology (3)	
PSY	10	Psych Aspects/Marriage&Family (3)	
PSY	12	Human Sexuality (3)	
PSY	20	Adolescent Psychology (3)	
PSY	23	Psychology of Women (3)	
PSY	27	Biological Psychology (3)	
PSY	29	Abnormal Psychology (3)	
PSY	33	Personal & Social Adjustment (3)	
SOC	1	Introduction to Sociology (3)	
Required Subtotal .....			19-20
CSU General Education or IGETC Pattern <sup>1</sup> .....			37-39
Transferable Electives <sup>2</sup> (as needed to reach 60 transferable units)			
DEGREE TOTAL .....			60

**\*Please refer to Associate Degree for Transfer (SB 1440) on page 59.**

<sup>1</sup>Units for the major may be double counted for CSU GE or IGETC, confer with Counselor.

<sup>2</sup>Elective units to reach 60 unit total must be CSU transferable, confer with Counselor.

**SOCIAL SCIENCE A. A. 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
CSU General Education or IGETC Pattern .....			37-39
Kinesiology Activities .....			2
DEGREE TOTAL .....			60-62

### A.A. IN SOCIOLOGY FOR TRANSFER DEGREE (AA-T)\*

The Sociology program provides students with a core curriculum that instills the knowledge, skills, and practices of sociological content, theory, and methodology. In addition to helping students meet general education and core requirements for transfer to an upper-level Sociology program, the courses are designed to help students understand the structure, processes, and functions of society, the key theoretical approaches and insights that inform sociology, and the role of social theory and research methods in understanding society. Further, the program seeks to foster critical and systemic thinking and increase self-knowledge and awareness of the diversity of the human condition.

The **Associate in Arts in Sociology for Transfer**, also called the Sociology AA-T Degree, requires students to complete 60 CSU transferable units including completion of CSU GE or IGETC and 18 units in the major with a cumulative GPA of 2.0 or better. Title 5 requires that students must earn a "C" or better in all courses required for the major or area of emphasis. There are no additional graduation requirements. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

The Sociology AA-T is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing this degree are guaranteed admission to the CSU system, but not to a particular campus or major.

Dept.	No.	Title	Units
<b>Required Core Course:</b>			
SOC	1	Introduction to Sociology	3

**List A:** Select two courses from the following ..... 6

SOC	2	Social Problems (3)
SOC	3	Fundamentals of Statistics (3)
PSY	25	Intro Research Methods (3)

**List B:** Select two courses from the following ..... 6

Any List A course not used above (3)		
SOC	4	Soc Analysis/Critical Thinking (3)
SOC	14	Intro to Race and Ethnicity (3)
PSY	10	Psych Aspects/Marriage&Family (3)

**List C:** Select one course from the following ..... 3

Any List A or List B course not used above (3)	
SOC	15 Mexican American Culture (3)
ANTH	2 Cultural Anthropology (3)
PSY	1 General Psychology (3)

Required Subtotal	18
CSU General Education or IGETC Pattern <sup>1</sup>	37-39
Transferable Electives <sup>2</sup> (as needed to reach 60 transferable units)	
<b>DEGREE TOTAL</b>	<b>60</b>

**\*Please refer to Associate Degree for Transfer (SB 1440) on page 59.**

<sup>1</sup>Units for the major may be double counted for CSU GE or IGETC, confer with Counselor.

<sup>2</sup>Elective units to reach 60 unit total must be CSU transferable, confer with Counselor.

## SPANISH

See Foreign Languages (page 112)

## SPEECH

See Communication Studies (page 101)

## STEERING, SUSPENSION AND ALIGNMENT

See Automotive Technology (page 93)

## STUDIO ARTS

See Art (page 90)

## TEACHER/ECE

See Early Childhood Education (page 106)

## THEATRE ARTS

See Performing Arts (page 127)

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**TURFGRASS MANAGEMENT**

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See Agriculture (page 83)

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**VOCATIONAL NURSING**

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See Health Sciences (page 119)

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**WORK EXPERIENCE EDUCATION**

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Cooperative Work Experience Education 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. Work Experience provides an opportunity for students to 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 that add to their resumes, and enhance their job skills. Work Experience is a course designed for students who are cross training at their current worksite or intern site for upward mobility or possible career changes as well as those looking for entry-level occupational training through work-based learning experiences. College of the Desert recognizes job experience as a valuable learning resource. It has the uniqueness of turning community businesses, industry, and public agencies into extended educational training opportunities.

**Advisor:****Michelle Richards**

[mrichards@collegeofthedesert.edu](mailto:mrichards@collegeofthedesert.edu) (760) 862-1344

**Work Experience can offer you:**

- An opportunity to link classroom learning on the job
- College units
- A chance to learn if you are in the right academic/career field
- An environment to find out what you like and do well
- A reason to stay in college
- A stronger resume
- An up to date laboratory experience
- Job contacts
- Practical experience
- Confidence building skills at work

**Types of Work Experience**

1. **General Work Experience Education** is supervised employment of students with the intent to assist them in acquiring desirable work habits, positive job attitudes, and career awareness. Students' jobs need not be directly related to their educational goals. Students may register for 1-6 units per semester with a maximum of 16 units in General Work Experience during their college career, same number of units may not be repeated.
2. **Occupational Work Experience Education** is supervised employment of students designed to extend their classroom-based occupational learning at an on-the-job site in fields directly related to their educational or occupational goals. Students may register for 1-8 Occupational Work Experience units per semester with a maximum of 16 Work Experience units during their college career, may take up to two of the same number of units, additional require Financial Aid "Override" petition. *Students must work in the same field as their declared major.*

Students may utilize their present work sites for improving skills or choose internships 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.

**Transferrable Units**

Up to 16 units may be used as elective credit for the AA/AS degree. Certain COD programs require Work Experience units and/or allow them as electives within the requirements. All CSU campuses accept COD Work Experience units for elective transfer credit. *(There are CSU campus limits on the maximum number of Work Experience transfer units accepted.)*

**Eligibility**

In order to be eligible for Cooperative Work Experience Education, students must:

1. Be enrolled as a College of the Desert student
2. For each unit earned, Work Experience participants are required to complete:
  - \* 75 hours of paid work, or
  - \* 60 hours of volunteer work
3. Pursue a planned program of Work Experience that includes new or expanded responsibilities or learning opportunities beyond those of previous employment and training.

**Note:** Students with an F-1 visa must make a formal application to U.S. Citizenship and Immigration Services before they can begin any paid employment. Contact the International Student Office for more information.

#### **How to Enroll**

- **Register for the appropriate section** (see Schedule of Classes). 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 the Business Building Room 1K, or online at [www.collegeofthedesert.edu](http://www.collegeofthedesert.edu), click on Academic Programs then Work Experience.
- **Attend an orientation** (in person or online). Students who complete the orientation online will need to return their application to the Business Building Room 1K, during the first two days of the session.

#### **Academic Areas**

*Work Experience credit is available in the following fields:*

- Accounting
- Administration of Justice
- Agriculture
- Air Conditioning
- Anthropology
- Architecture
- Art
- Automotive Technology
- Biology
- Business Administration
- Culinary Arts
- Computer Information Systems
- Computer Science
- Construction Management
- Digital Design & Production
- Economics
- Early Childhood Education
- English
- Fire Technology
- General Work Experience
- Golf Management
- Health Sciences
- Human Services/Alcohol & Drug Studies
- Hotel & Restaurant Management
- Journalism
- Kinesiology
- Mass Communication
- Mathematics
- Music
- Natural Resources
- Political Science
- Psychology
- Radio & Television
- Sociology
- Theater Arts



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## CLASSIFICATION OF COURSES

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There are three types of courses/classes offered by College of the Desert:

**1. Credit Courses** - Credit courses are designated as either associate degree credit courses or nondegree credit courses. Associate degree credit courses may be used as required or elective courses in a degree or certificate program. Nondegree credit courses are designed to assist the student in preparation for college level course work. Units earned in nondegree credit courses may not be applied toward a degree or certificate.

**2. Noncredit Courses** - Noncredit developmental courses are offered in Adult Basic Education (ABE), high school completion (GED), English as a Second Language Noncredit (ESLN), and DSPS courses designed for students with disabilities. All noncredit courses are graded only on a pass (P) and no pass (NP) basis.

**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.




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## ABBREVIATIONS AND SYMBOLS

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### Kind of Grading

L = Letter Grade Only

K = Pass/No Pass Only

O = Option: Letter Grade or Pass/No Pass. The default for this option is Letter Grade.

### 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. Please consult with a counselor.

### 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 SUBJECTS

<b>COURSE CODE</b> .....	<b>SUBJECT</b>
A .....	Astronomy
ABE .....	Adult Basic Education
ACR .....	Air Conditioning/HVAC
ACT .....	Applied Construction Technology
AGBU .....	Agriculture/Business
AGEH .....	Agriculture/Environmental Horticulture
AGPS .....	Agriculture/Plant Science
AJ .....	Administration of Justice
ANTH .....	Anthropology
AOT .....	Advanced Officer Training
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
BPOT .....	Basic Peace Officer Training
BUAC .....	Business/Accounting
BUFI .....	Business/Finance
BUHM .....	Business/Hotel & Restaurant Management
BUMA .....	Business/Management
CART .....	Culinary Arts
CH .....	Chemistry
CIS .....	Computer Information Systems
CM .....	Construction Management
COUN .....	Counseling
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
EDUC .....	Education
EMT .....	Emergency Medical Technology
ENG .....	English/Composition
ENGR .....	Engineering, General
ENGT .....	Engineering Technology
ESL .....	English as a Second Language (Credit)

<b>COURSE CODE</b> .....	<b>SUBJECT</b>
ESLN .....	English as a Second Language (Noncredit)
ESYS .....	Energy Systems Technology
FIRE .....	Fire Technology
FR .....	French
G .....	Geology
GEOG .....	Geography
GER .....	German
GOLF .....	Golf Management
HE .....	Health Education
HIST .....	History
HS .....	Health Sciences
HSAD .....	Human Services/Alcohol & Drug Studies
ITAL .....	Italian
J .....	Journalism
JPN .....	Japanese
KINE .....	Kinesiology
LIS .....	Library & Information Studies
MATH .....	Mathematics
MC .....	Mass Communication
MUS .....	Music
N .....	Nursing
NR .....	Natural Resources
PH .....	Physics
PHIL .....	Philosophy
PS .....	Political Science
PSY .....	Psychology
RDG .....	Reading
RE .....	Recreation
RED .....	Real Estate Development
RTV .....	Radio-Television
SOC .....	Sociology
SP .....	Speech
SPAN .....	Spanish
TA .....	Theatre Arts
VN .....	Vocational Nursing
VSM .....	Varsity Sports, Men
VSO .....	Varsity Sports, Off-Season
VSW .....	Varsity Sports, Women
WEG .....	Work Experience, General
WELD .....	Welding
WEV .....	Work Experience, Occupational

**KEY TO COURSE CODES**

<b>SUBJECT .....</b>	<b>COURSE CODE</b>
Academic Skills Center .....	ASC
Administration of Justice .....	AJ
Adult Basic Education .....	ABE
Advanced Officer Training .....	AOT
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
Applied Construction Technology .....	ACT
Architecture .....	ARCH
Art .....	ART
Astronomy .....	A
Automotive Technology .....	AUTO
Basic Peace Officer Training .....	BPOT
Biology .....	BI
Building Inspection Technology .....	BIT
Business/Accounting .....	BUAC
Business/Finance .....	BUFI
Business/Hotel & Restaurant Management .....	BUHM
Business/Management .....	BUMA
Chemistry .....	CH
Communication Studies .....	SP
Computer Information Systems .....	CIS
Computer Science .....	CS
Construction Management .....	CM
Counseling .....	COUN
Culinary Arts .....	CART
Dance .....	DANC
Digital Design and Production .....	DDP
Disabled Students Programs and Services .....	DSPS
Early Childhood Education .....	ECE
Economics .....	ECON
Education .....	EDUC
Emergency Medical Technology .....	EMT
Energy Systems Technology .....	ESYSO
Engineering Technology .....	ENGT
Engineering, General .....	ENGR
English as a Second Language (Credit) .....	ESL

**SUBJECT .....**

<b>SUBJECT .....</b>	<b>COURSE CODE</b>
English as a Second Language (Noncredit) .....	ESLN
English/Composition .....	ENG
Fire Technology .....	FIRE
French .....	FR
General Drafting/CAD .....	DRA
Geography .....	GEOG
Geology .....	G
German .....	GER
Golf Management .....	GOLF
Health Education .....	HE
Health Sciences .....	HS
History .....	HIST
Human Services/Alcohol & Drug Studies .....	HSAD
Italian .....	ITAL
Japanese .....	JPN
Journalism .....	J
Kinesiology .....	KINE
Library & Information Studies .....	LIS
Mass Communication .....	MC
Mathematics .....	MATH
Music .....	MUS
Natural Resources .....	NR
Nursing .....	N
Nutrition .....	HS
Philosophy .....	PHIL
Physics .....	PH
Political Science .....	PS
Psychology .....	PSY
Radio-Television .....	RTV
Reading .....	RDG
Real Estate Development .....	RED
Recreation .....	RE
Sociology .....	SOC
Spanish .....	SPAN
Speech .....	SP
Theatre Arts .....	TA
Varsity Sports, Men .....	VSM
Varsity Sports, Off-Season .....	VSO
Varsity Sports, Women .....	VSW
Vocational Nursing .....	VN
Welding .....	WELD
Work Experience, General .....	WEG
Work Experience, Occupational .....	WEV

## 144 Courses Affected by Regulatory Changes on Course Repetition

### Limitation on Enrollment by Courses Related in Content

Title 5 § 55040 (c) The policies and procedures adopted by the governing board of each community college district pursuant to subdivision (a) may not permit student enrollment in active participatory courses, as defined in section 55000, in physical education/kinesiology, visual arts or performing arts that are related in content, ***more than four times*** for semester courses. This limitation applies even if a student receives a substandard grade or “W” during one or more of the enrollments in such a course or petitions for repetition due to extenuating circumstances as provided in section 55045. The following groups of courses related in content were approved by the Curriculum Committee:

<b>Related in Content</b>	<b>Art Courses</b>
<b>CERAMICS</b>	ART-007A, Beginning Ceramics ART-007B, Intermediate Ceramics ART-007C, Advanced Ceramics
<b>DESIGN &amp; COLOR</b>	ART-003A, Basic Design & Color ART-004, Three-Dimensional Design ART-006A, Intermediate Design & Color ART-006B, Advanced Design & Color
<b>DRAWING</b>	ART-001A, Beginning Drawing & Composition ART-001B, Intermediate Drawing & Composition ART-001C, Advanced Drawing & Composition ART-005A, Beginning Figure Drawing ART-005B, Intermediate Figure Drawing ART-005C, Advanced Figure Drawing
<b>PAINTING</b>	ART-019, Introduction to Painting ART-021A, Beginning Watercolor Painting ART-021B, Intermediate Watercolor Painting ART-023A, Beginning Oil Painting ART-023B, Intermediate Oil Painting ART-025A, Beginning Acrylic Painting ART-025B, Intermediate Acrylic Painting
<b>PHOTOGRAPHY</b>	ART-030A, Beginning Black & White Photography ART-030B, Intermediate Photography ART-031, Digital Photography
<b>PRINTMAKING</b>	ART-009A, Beginning Printmaking ART-009B, Intermediate Printmaking ART-014A, Beginning Screen Printing ART-014B, Intermediate Screen Printing
<b>SCULPTURE</b>	ART-011A, Beginning Sculpture ART-011B, Intermediate Sculpture ART-011C, Advanced Sculpture ART-020A, Beginning Ceramic Sculpture ART-020B, Intermediate Ceramic Sculpture ART-020C, Advanced Ceramic Sculpture
<b>Related in Content</b>	<b>Music Courses</b>
<b>PIANO</b>	MUS-021A, Piano I MUS-021B, Piano II MUS-021C, Piano III
<b>VOICE</b>	MUS-022A, Voice I MUS-022B, Voice II
<b>GUITAR</b>	MUS-039A, Beginning Class Guitar MUS-039B, Intermediate Class Guitar MUS-050A, Beginning Jazz/Rock Guitar MUS-050B, Intermediate Jazz/Rock Guitar



## Courses Affected by Regulatory Changes on Course Repetition 145

Related in Content	<b>Music Courses</b> <i>(continued)</i>
<b>DIGITAL AUDIO</b>	MUS-078A, Digital Audio I MUS-078B, Digital Audio II MUS-078C, Digital Audio III
<b>MUSICAL THEATRE PERFORMANCE</b>	MUS-084, Musical Theatre Performance (1 unit, Repeatable 3 times) MUS-085, Musical Theatre Performance (2 units, Repeatable 3 times) MUS-086, Musical Theatre Performance (3 units, Repeatable 3 times)
<b>MUSICAL THEATRE WORKSHOP</b>	MUS-090, Musical Theatre Workshop (1 unit, Repeatable 3 times) MUS-091, Musical Theatre Workshop (2 units, Repeatable 3 times) MUS-092, Musical Theatre Workshop (3 units, Repeatable 3 times)
Related in Content	<b>Theatre Arts Courses</b>
<b>ACTING</b>	TA-002, Acting I TA-003, Acting II
<b>PLAY PRODUCTION, ACTING</b>	TA-020, Play Production - Acting (1 unit, Repeatable 3 times) TA-021, Play Production - Acting (2 units, Repeatable 3 times) TA-022, Play Production - Acting (3 units, Repeatable 3 times)
<b>TECHNICAL THEATRE PRODUCTION</b>	TA-030, Technical Theatre Production (1 unit, Repeatable 3 times) TA-031, Technical Theatre Production (2 units, Repeatable 3 times) TA-032, Technical Theatre Production (3 units, Repeatable 3 times)
Related in Content	<b>Dance Courses</b>
<b>DANCE PERFORMANCE</b>	DANC-024, Dance Performance DANC-025, Dance Performance DANC-026, Dance Performance
<b>DANCE</b>	DANC-070, Dance, Modern DANC-073, Dance, Jazz DANC-075, Dance, Tap DANC-076, Dance, Ballet KINE-050, Dance, Modern KINE-053, Dance, Jazz KINE-055, Dance, Tap KINE-056, Dance, Ballet
Related in Content	<b>Kinesiology Courses</b>
<b>DANCE/FITNESS</b>	KINE-051, Dance, Aerobic KINE-052, Dance, Aerobic (Low Impact) KINE-054, Dance, Step Aerobic
<b>AEROBICS</b>	KINE-040, Aerobics, Total Body Fitness KINE-071, Kickboxing Aerobics
<b>AQUATICS</b>	KINE-066, Adapted Fitness Aquatics KINE-082, Swimming KINE-084, Aquatic Crosstraining KINE-093, Water Fitness
<b>BADMINTON</b>	KINE-042, Adapted Badminton KINE-043, Badminton
<b>COMBATIVES</b>	KINE-077, Self-Defense/Fitness KINE-078, Self-Defense, Martial Arts
<b>FENCING</b>	KINE-057, Fencing KINE-058, Competitive Fencing Strategy
<b>FLEXIBILITY</b>	KINE-072, Pilates Mat Work KINE-073, Pilates for Dance

## 146 Courses Affected by Regulatory Changes on Course Repetition

Related in Content	Kinesiology Courses <i>(continued)</i>
<b>GOLF</b>	KINE-062, Golf KINE-063, Golf: The Short Game KINE-067, Adapted Golf
<b>RESISTANCE TRAINING</b>	KINE-047, Body Sculpt and Tone KINE-065, Adapted Physical Activity KINE-096, Weight Training KINE-096A, Biomechanics of Strength Training
<b>RUNNING</b>	KINE-068, Jogging, Powerwalking, & Running KINE-069, Biomechanics of Running
<b>TRIATHLON</b>	KINE-046, Endurance Training KINE-083, Swimming and Running for Triathletes
<b>TEAM SPORTS</b>	KINE-045, Basketball KINE-079, Soccer KINE-080, Softball KINE-091, Volleyball
<b>TENNIS</b>	KINE-064, Adapted Tennis KINE-086, Tennis KINE-087, Pickleball KINE-088, Strokes and Strategies for Tennis Play
<b>TRAINING &amp; CONDITIONING</b>	KINE-039, TRX and Kettlebell Training KINE-041, Core Conditioning KINE-094, Wellness & Fitness
<b>YOGA</b>	KINE-098, Yoga KINE-099, Power Yoga



**ANY DEPARTMENT****DEPARTMENTAL SEMINARS**

Departmental Seminars, designated as Course Number 48A, 48B, 48C (1, 2, and 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**

Independent Study, designated as Course Number 49A, 49B, 49C (1, 2, and 3 units respectively) 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 an instructor. A maximum of six units of individual study is accepted toward the A.A. and A.S. Degree.

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.

The appropriate Dean must approve the project before the student registers for the course. Independent Study Projects for 3 units begin prior to the 4<sup>th</sup> week of the semester; for 2 units, prior to the 7<sup>th</sup> week; and for 1 unit, prior to the 10<sup>th</sup> week. **PLEASE NOTE:** The deadlines stated are firm deadlines and independent study requests past the 4<sup>th</sup> week of the term for 3-unit courses, past the 7<sup>th</sup> week of the term for 2-unit courses, or past the 10<sup>th</sup> week of the term for 1-unit courses may not be processed. Please call the School Dean for further information.

**ACADEMIC SKILLS CENTER (ASC)****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 "C" or better in course being tutored

Transfer Status: None Degree Applicable: AA/AS

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. In order to register for this course, students must be referred by a counselor or an instructor. 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.

Class Hours: Open Repeatable: Yes Grading: K

Transfer Status: None Degree Applicable: NONC

COD GE: None CSU GE: None IGETC: None

**ACCOUNTING (BUAC)**

**See Business/Accounting (page 172)**

**ADMINISTRATION OF JUSTICE (AJ)****AJ-001 INTRODUCTION TO CRIMINAL JUSTICE (C-ID AJ 110) Units: 3**

This course introduces students to the characteristics of the criminal justice system in the United States. Focus is placed on examining crime measurement, theoretical explanations of crime, responses to crime, components of the system, and current challenges to the system. The course examines the evolution of the principles and approaches utilized by the justice system and the evolving forces which have shaped those principals and approaches. Although justice structure and process is examined in a cross cultural context, emphasis is placed on the US justice system, particularly the structure and function of US police, courts, and corrections. Students are introduced to the origins and development of criminal law, legal process, and sentencing and incarceration policies.

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

Advisory: ENG-050, RDG-050

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

COD GE: C2 CSU GE: D0 IGETC: None

**AJ-002 CONCEPTS OF CRIMINAL LAW Units: 3**  
**(C-ID AJ 120)**

This course offers an analysis of the doctrines of criminal liability in the United States and the classification of crimes against persons, property, morals, and public welfare. Special emphasis is placed on the classification of crime, the general elements of crime, the definitions of common and statutory law, and the nature of acceptable evidence. This course utilizes case law and case studies to introduce students to criminal law. The completion of this course offers a foundation upon which upper-division criminal justice course will build. The course will also include some limited discussion of prosecution and defense decision making, criminal culpability, and defenses to crimes.

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

**Prerequisite:** AJ-001 or concurrent enrollment

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

**AJ-003 LEGAL ASPECTS OF EVIDENCE Units: 3**  
**(C-ID AJ 124)**

This course includes a study of origin, development, philosophy and constitutional basis for the Rules of Evidence. It includes constitutional and procedural considerations affecting search and seizure, kinds and degrees of evidence and the rules governing admissibility at trial, judicial decisions interpreting individual rights and case studies.

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

**Prerequisite:** AJ-001 or concurrent enrollment

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

**AJ-004 CRIMINAL COURT PROCESS Units: 3**  
**(C-ID AJ 122)**

This course provides an examination and analysis of due process in criminal proceedings from pre-arrest through trial and appeal utilizing statutory law and state and constitutional law precedents.

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

**Prerequisite:** AJ-001 or concurrent enrollment

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

**AJ-005A COMMUNITY AND THE JUSTICE SYSTEM Units: 3**  
**(C-ID AJ 160)**

This course examines the complex, dynamic relationship between communities and the justice system in addressing crime and conflict with an emphasis on the challenges and prospects of administering justice within a diverse multicultural population. Topics may include the consensus and conflicting values in Cultural, Religion, and Law.

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

**Prerequisite:** AJ-001 or concurrent enrollment

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

**AJ-006 CRIMINAL INVESTIGATION Units: 3**  
**(C-ID AJ 140)**

This course provides students with 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 or concurrent enrollment

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

**AJ-008 PATROL OPERATIONS 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 or concurrent enrollment

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 or concurrent enrollment

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

**AJ-010 JUVENILE PROCEDURES Units: 3**  
**(C-ID AJ 220)**

This course introduces major types of criminal behavior, role 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 in handling juveniles.

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

**Prerequisite:** AJ-001 or concurrent enrollment

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 or concurrent enrollment

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. (Equivalent to NR-017.)

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
*Advisory:* ENG-050  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**AJ-021 INTRODUCTION TO FORENSICS Units: 3  
(C-ID AJ 150)**

This course provides an introduction to the role of forensics in criminal investigations. It examines the methods utilized in the forensic analysis of crime scenes, pattern evidence, instruments, firearms, questioned documents and controlled substances.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
**Prerequisite:** AJ-001 or concurrent enrollment  
 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 or concurrent enrollment  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**AJ-030 INTRODUCTION TO CORRECTIONS Units: 3  
(C-ID AJ 200)**

This course provides a history of and critical analysis of punishment, the various types of punishment, alternatives to punishment, and the impact of punishment on the Criminal Justice System, corrections, a critical examination of the types of correctional institutions and the clients housed in each institution, and an examination of contemporary correctional issues.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
**Prerequisite:** AJ-001 or concurrent enrollment  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**ADULT BASIC EDUCATION (ABE)****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  
 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  
 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, definition, expository and current event essays.

Class Hours: Open Repeatable: Yes Grading: K  
*Advisory:* ABE-320A and/or transcript evaluation  
 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 learn to write coherent expository, narrative, persuasive and current event essays. They also type a job application letter and resume.

Class Hours: Open Repeatable: Yes Grading: K  
*Advisory:* ABE-320B and/or transcript evaluation  
 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 use critical thinking and dictionary skills.

Class Hours: Open Repeatable: Yes Grading: K  
*Advisory:* ABE-320C and/or transcript evaluation  
 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 two 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 Repeatable: Yes Grading: K  
 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 one or two authors from a provided list. 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  
 Transfer Status: None Degree Applicable: NONC  
 COD GE: None CSU GE: None IGETC: None

**ABE-324A,B READING CONTROL LAB I, II 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  
 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  
 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  
 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  
 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  
 Transfer Status: None Degree Applicable: NONC  
 COD GE: None CSU GE: None IGETC: None

**ABE-332A WORLD HISTORY I Units: 0**

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

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

**ABE-332B WORLD HISTORY II Units: 0**

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

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

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

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

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

**ABE-348A LIFE SCIENCE Units: 0**

This course is designed to provide students with the basic knowledge of science as related to all living things. Students study animals, plants, the human body, ecology, heredity and evolution.

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

**ABE-348B PHYSICAL 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. Students study the things around them. Two areas covered are chemistry and physics.

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

**ABE-348C EARTH 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. Students study the earth's land, water and air. Fields of focus are geology, oceanography, meteorology and astronomy.

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

**ABE-351A SCIENCE: LAND & WATER LIFE Units: 0**

This high school level course provides the study and understanding of the origin of water and land animals. Students learn invertebrates, amphibians, mammals, animal adaptation and conservation.

Class Hours: Open Repeatable: Yes Grading: K  
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  
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  
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  
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 five GED tested disciplines.

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

**ADVANCED OFFICER TRAINING (AOT)****AOT-001 BACKGROUND INVESTIGATION COURSE Units: 2**

This course is directed for patrol officer/deputy who are assigned to a background investigation unit. This course will discuss ADA (American Disability Act) issues, POST (State of California, Commission on Peace Officer Standards and Training) requirements, document identification and interview techniques related to an employment interview.

Lecture Hours: 36 Lab Hours: 0 Repeatable: No Grading: K  
**Limitation on Enrollment:** Must be currently employed by a law enforcement/public safety agency or have completed a Basic Peace Officer Academy.  
Transfer Status: None Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**AOT-002 IDENTITY THEFT INVESTIGATION- BASIC COURSE Units: ½**

This course is designed for the patrol level deputy/first responder. It contains information relevant to low-tech identity theft crimes. This course also introduces the high-tech aspect of identity theft with computers, including "phishing", wireless

network schemes, and how computers are used in identity theft crimes. The course also presents identification, collection, and preservation of evidence. Jurisdiction of specific crimes and how the First Responder must investigate and/or refer the victim to the appropriate agency. This course will also clarify the elements of specific crimes relative to Identity Theft and touch upon the fine line between what is criminal vs. civil matter.

Lecture Hours: 9 Lab Hours: 0 Repeatable: No Grading: K

**Limitation on Enrollment:** Must be currently employed by a law enforcement/public safety agency or have completed a Basic Peace Officer Academy.

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

#### **AOT-003 IDENTITY THEFT INVESTIGATION- ADVANCED COURSE Units: ½**

This course differs from Identity Theft, Basic, as it offers advanced technical information that our investigators and those with computer skills could understand. Curriculum addresses such issues as current crime trends, investigating these increasingly complex cases. The course builds on skills learned in the Identity Theft, Basic course, to include instructions on search warrant preparation for this type of crime. This course gives the student detailed knowledge of computer forensics and how computers can help their investigation, including more complex computer techniques in recognizing "phishing" and other high-tech means the identity thief uses.

Lecture Hours: 9 Lab Hours: 0 Repeatable: No Grading: K

**Prerequisite:** AOT-002 or AOT-072 or equivalent

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

#### **AOT-004 FIELD TRAINING OFFICER COURSE - BASIC Units: 2½**

This course is designed to provide the student with an understanding of the purpose of the field training program. This course will focus on the fundamentals of basic training in patrol concepts and procedures. This class is POST Certified and will be taught with the Riverside Sheriff Department's POST Certification. Total of 40 hours as required by POST Certification.

Lecture Hours: 45 Lab Hours: 0 Repeatable: No Grading: K

**Limitation on Enrollment:** Must be currently employed by a POST law enforcement agency as a Sworn Peace Officer.

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

#### **AOT-005 FIELD TRAINING OFFICER COURSE - UPDATE Units: 1½**

This course is designed to provide the student with an overview of the current legal issues and responsibilities of the field training officer. The course will focus on vehicle pursuits, weapons update, building searches, prisoner restraints, and the use of force. This class is POST Certified and will be taught with the Riverside Sheriff Department's POST Certification. Total of 24 hours as required by POST Certification.

Lecture Hours: 27 Lab Hours: 0 Repeatable: No Grading: K

**Limitation on Enrollment:** Must be currently employed by a POST law enforcement agency as a Sworn Peace Officer.

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

#### **AOT-006 CASINO-RELATED CRIME INVESTIGATION Units: ½**

This course is designed for the patrol officer/deputy responding to gambling-related and casino/card room crimes and for the investigator assigned to investigate gambling-related offenses. This course will familiarize the law enforcement officer with the history of gaming in California, issues related to tribal casinos, crime trends in the gambling industry, investigative resources, evidence, as well as prosecutorial considerations in investigating gambling offenses. This class is POST Certified and will be taught with the Riverside Sheriff Department's POST Certification. Total of 8 hours as required by POST Certification.

Lecture Hours: 9 Lab Hours: 0 Repeatable: No Grading: K

**Limitation on Enrollment:** Must be currently employed by a law enforcement/public safety agency or have completed a Basic Peace Officer Academy.

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

#### **AOT-007 INTERVIEW & INTERROGATION COURSE - BASIC Units: 1½**

This course will provide the student with the fundamentals and techniques for properly interviewing victims, witnesses, and suspects in a field setting. Methods for preparing for an interview, establishing a rapport with people, and interview strategies will be discussed. Additionally, methods for using a tape recorder and techniques for manually recording an interview, along with dealing with different personalities and ethnic groups will be covered. This class is POST Certified and will be taught with the Riverside Sheriff Department's POST Certification. Total of 27 hours as required by POST Certification.

Lecture Hours: 27 Lab Hours: 0 Repeatable: No Grading: K

**Limitation on Enrollment:** Must be currently employed by a law enforcement/public safety agency or have completed a Basic Peace Officer Academy.

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

#### **AOT-008 INTERVIEW & INTERROGATION COURSE - ADVANCED Units: 2½**

This POST certified course will provide advanced interview and interrogation techniques for experienced law enforcement personnel assigned to patrol or investigations and others who conduct criminal interviews and interrogations. This course will further refine the skills and techniques required to properly obtain statements, incriminating statements, admissions, and confessions. This class is POST Certified and will be taught with the Riverside Sheriff Department's POST Certification. Total of 40 hours as required by POST Certification.

Lecture Hours: 45 Lab Hours: 0 Repeatable: No Grading: K

**Limitation on Enrollment:** Must be currently employed by a law enforcement/public safety agency or have completed a Basic Peace Officer Academy.

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



**AOT-009 COURTROOM TESTIMONY AND Demeanor Units: ½**

This course is designed to provide the student with an overview of the courtroom testimony process. The course will focus on courtroom dynamics, personal demeanor and the verbal presentation of factual information. This class is POST Certified and will be taught with the Riverside Sheriff Department's POST Certification. Total of 9 hours as required by POST Certification.

Lecture Hours: 9 Lab Hours: 0 Repeatable: No Grading: K

**Limitation on Enrollment:** Must be currently employed by a law enforcement/public safety agency or have completed a Basic Peace Officer Academy.

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

**AOT-010 INTERNET UNDERCOVER INVESTIGATIONS Units: ½**

This course is designed to teach the student about Internet pedophiles and how to set up and establish an undercover operation to identify, apprehend, and prosecute them. The student will learn the basics of establishing an undercover Internet child profile and learn to identify and have conversations with Internet pedophiles. It is geared toward investigators who are interested in sexual assault/child abuse cases, or Internet crimes against children.

Lecture Hours: 9 Lab Hours: 0 Repeatable: No Grading: K

**Limitation on Enrollment:** Must be currently employed by a law enforcement/public safety agency or have completed a Basic Peace Officer Academy

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

**AOT-011 CRIME SCENE INVESTIGATION COURSE Units: 1½**

This course reviews principles of evidence collection, crime scene examination, recording, gathering trace evidence, and collecting and packaging of biological evidence, i.e., body fluids. It will introduce the student to basic fundamentals of a digital camera and its use and function in a crime scene investigation. Total of 27 hours as required by POST Certification.

Lecture Hours: 27 Lab Hours: 0 Repeatable: No Grading: K

**Limitation on Enrollment:** Must be currently employed by a law enforcement/public safety agency or have completed a Basic Peace Officer Academy.

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

**AOT-012 FINGERPRINT/SPECIALIZED TECHNIQUE - LATENT Units: 1**

This course is designed to present a study of the scientific development of fingerprints and their retrieval. The course will focus on the identification, friction ridges, and basic categories of fingerprints. Topics will include the methods of processing fingerprints, types of surfaces, and powder processing versus chemical processing. Total of 14 hours as required by POST Certification.

Lecture Hours: 18 Lab Hours: 0 Repeatable: No Grading: K

**Limitation on Enrollment:** Must be currently employed by a law enforcement/public safety agency or have completed a Basic Peace Officer Academy.

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

**AOT-013 SEARCH WARRANT PREPARATION Units: ½**

This course is designed to instruct law enforcement personnel in the proper techniques used in the preparation of search warrants. The student will learn methods in the development, obtaining, and executing search warrants. This course discusses the legal and statutory requirements for obtaining a search warrant. It blends classroom and practical exercises, and stresses officer safety. This course is POST Certified and will be taught with the Riverside County Sheriff Department's POST Certification. Total of 8 hours is required by POST Certification.

Lecture Hours: 9 Lab Hours: 0 Repeatable: No Grading: K

**Limitation on Enrollment:** Must be currently employed by a law enforcement/public safety agency or have completed a Basic Peace Officer Academy.

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

**AOT-014 SEARCH WARRANT EXECUTION Units: ½**

This course is designed to instruct law enforcement personnel in the proper techniques used on the development and execution of warrant services. Special emphasis is placed on scouting, approach, forced entry techniques, and room-to-room clearing utilizing force-on-force training and FX marking cartridges. Course must be taken in conjunction with search warrant preparation. This class is POST Certified and will be taught with the Riverside Sheriff Department's POST Certification. Total of 8 hours is required by POST Certification.

Lecture Hours: 9 Lab Hours: 0 Repeatable: No Grading: K

**Limitation on Enrollment:** Must be currently employed by a law enforcement/public safety agency or have completed a Basic Peace Officer Academy.

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

**AGRICULTURE/Business (AGBU)****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

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 interviewing techniques. Opportunities are provided for students to experience the interview process.

Lecture Hours: 18 Lab Hours: 0 Repeatable: No Grading: L

*Advisory:* ENG-050

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**AGRICULTURE/Environmental Horticulture (AGEH)****AGEH-001 HORTICULTURE****Units: 3**

A general course in Environmental Horticulture with emphasis on nursery operations, landscaping, and turfgrass management. Topics include basic botany, cultural practices, propagation, structures and layout, pest management, planting, container gardening and houseplants, plant identification, turfgrass installation and care, and survey of career opportunities.

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

*Advisory:* ENG-050

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 basic horticultural skills as well as direct experience with horticultural operations. Included are: plant propagation, tree and shrub pruning, transplanting, nursery practices, landscape practices, and the use of pesticides and fertilizers.

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

*Advisory:* Concurrent enrollment or prior completion of AGEH-001

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

*Advisory:* ENG-050

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 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

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

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

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**AGEH-009 LANDSCAPE PLANNING AND DESIGN****Units: 3**

The study and implementation of the art and science of landscape design, including principles of design, the design process, drafting, graphics, and presentation methods. Project emphasis is placed upon residential and small commercial sites. Course includes introduction to computer landscape design software programs. 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

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

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**AGEH-020 LANDSCAPE CONSTRUCTION Units: 2**

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  
 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  
*Advisory:* ENG-050  
 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 and landscape 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 pests, where and why they occur, the damage that they may cause, life cycles of pests; cultural, chemical and other control measures designed to keep pest damage to a minimum.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
*Advisory:* ENG-050  
 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  
*Advisory:* ENG-050  
 Transfer Status: CSU 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  
*Advisory:* ENG-050  
 Transfer Status: CSU 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, troubleshooting, and cost estimating are addressed.

Lecture Hours: 36 Lab Hours: 0 Repeatable: No Grading: L  
*Advisory:* ENG-050 and MATH-060  
 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  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**AGRICULTURE/Plant Science (AGPS)****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  
*Advisory:* ENG-050 and MATH-060  
 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  
 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.

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

Lecture Hours: 0 Lab Hours: 54 Repeatable: No Grading: L  
*Advisory:* Concurrent enrollment or prior completion of AGPS-005  
 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  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**AIR CONDITIONING/HVACR (ACR)**

**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-060 and concurrent enrollment in ACR-064  
 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-060, ACR-060, and ACR-064  
 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-060 & concurrent enrollment in ACR-060  
 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 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-060 & concurrent enrollment in ACR-060  
 Transfer Status: None Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**ACR-075 HVACR SYSTEMS DESIGN Units: 3**

Presents current industry practices for quality installation and service of residential air distribution systems as well as calculating heating and cooling loads.

Lecture Hours: 45 Lab Hours: 27 Repeatable: No Grading: L  
*Advisory:* ACR-060  
 Transfer Status: None Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**ACR-076 FACILITIES MAINTENANCE Units: 3**

Presents current industry practices in maintaining chilled water, hot water, steam, cooling towers, pumps and energy management for central station systems.

Lecture Hours: 45 Lab Hours: 27 Repeatable: No Grading: L  
*Advisory:* ACR-060  
 Transfer Status: None Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**ACR-077 ENERGY CONSERVATION METHODS FOR HVACR Units: 3**

Presents current industry practices for auditing energy losses in residential and light commercial buildings. Methods of conserving energy and sustaining natural resources are presented. Blower door diagnostics are featured.

Lecture Hours: 45 Lab Hours: 27 Repeatable: No Grading: L  
*Advisory:* ACR-060  
 Transfer Status: None Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**ACR-078 SAFE REFRIGERANT HANDLING AND MANAGEMENT Units: 3**

Presents current industry practices for recovery, reclamation, recycling and retrofitting. Emphasis is on safe use and management of common refrigerants as well as efficient use of pressure and temperature measurement to determine system operating parameters.

Lecture Hours: 45 Lab Hours: 27 Repeatable: No Grading: L  
Advisory: ACR-060

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

**ACR-080 GAS HEATING Units: 3**

This course presents the basic principles of gas-fired furnaces. Students are introduced to gas heating, gas combustion, gas burners gas ignition systems, safety and operating controls, installation practices, ventilation, venting, combustion air and gas troubleshooting. Emphasis is on service and maintenance of residential gas furnaces.

Lecture Hours: 45 Lab Hours: 27 Repeatable: No Grading: L  
Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**ACR-083 ALL-WEATHER HEATING AND COOLING SYSTEMS Units: 3**

Presents current industry practices for year-round conditioned air including air to air heat pumps, geothermal heat pumps, water source heat pumps, electric heat and fuel oil heating.

Lecture Hours: 45 Lab Hours: 27 Repeatable: No Grading: L  
Advisory: ACR-060

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

**ALCOHOL & DRUG STUDIES (HSAD)****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  
Advisory: ENG-050

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 course is designed to introduce students to the basic concepts and principles of human services and to study the past, present, and future of human services. Students will be familiarized with the vocabulary of the helping professions and introduced to the roles, activities and interventions of human services workers. The course will review the ethical standards of human services professionals.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
Advisory: ENG-051

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 personal and 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 and Drug Studies Certificate.

Lecture Hours: 36 Lab Hours: 0 Repeatable: No Grading: L

**Prerequisite:** HSAD-001 or corequisite HSAD-001 (if HSAD-001 is not previously completed, concurrent enrollment in HSAD-001 is required).  
Advisory: ENG-050

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 and Drug Studies Certificate.

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

**Prerequisite:** HSAD-001 or corequisite HSAD-001 (if HSAD-001 is not previously completed, concurrent enrollment in HSAD-001 is required).  
Advisory: ENG-050

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

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

**HSAD-024 LAW AND ETHICS: COMMUNITY RESOURCES 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 and Drug Studies Certificate.

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

**Prerequisite:** HSAD-001 or corequisite HSAD-001 (if HSAD-001 is not previously completed, concurrent enrollment in HSAD-001 is required).  
*Advisory:* ENG-050

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 and Drug Studies Certificate.

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

**Prerequisite:** HSAD-001 or corequisite HSAD-001 (if HSAD-001 is not previously completed, concurrent enrollment in HSAD-001 is required)  
*Advisory:* ENG-051

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 and Drug Studies Certificate.

Lecture Hours: 36 Lab Hours: 0 Repeatable: No Grading: L

**Prerequisite:** Eight (8) HSAD core courses with a grade of "C" or better within the past five years and acceptance to the HSAD internship program with application on file.

**Corequisite:** HSAD-033A

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

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

**HSAD-033A 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 Drug Studies Certificate.

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

**Prerequisite:** Eight (8) HSAD core courses with a grade of "C" or better within the past five years.

**Corequisite:** HSAD-032A

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 and Drug Studies Certificate.

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

**Prerequisite:** HSAD-033A

**Corequisite:** HSAD-032B

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 and Drug Studies Certificate.

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

**Prerequisite:** HSAD-001 or corequisite HSAD-001 (if HSAD-001 is not previously completed, concurrent enrollment in HSAD-001 is required).  
*Advisory:* ENG-050

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

**HSAD-036 COUNSELING DIVERSE POPULATIONS Units: 3**

This counseling course introduces students to multicultural counseling and skills used to support diverse populations in the substance abuse treatment environment. This course surveys the history and experiences of many populations and provides current intervention modalities.

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

**Prerequisite:** HSAD-001

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

**AMERICAN SIGN LANGUAGE (ASL)****ASL-001 ELEMENTARY AMERICAN SIGN LANGUAGE I Units: 5**

This course presents the fundamentals of American Sign Language in an intensive method, with many lectures conducted in ASL. Students learn basic grammar and vocabulary of ASL, with an emphasis on both expressive and receptive skills. The history, values, and attitudes of American Deaf culture are explored.

Lecture Hours: 90 Lab Hours: 18 Repeatable: No Grading: L  
Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
COD GE: C3 CSU GE: C2 IGETC: 6A

**ASL-002 ELEMENTARY AMERICAN SIGN LANGUAGE II Units: 5**

This course further develops material introduced in American Sign Language 1. Increasingly complex grammar and vocabulary will be introduced, with the class conducted primarily in ASL. Equal focus is placed on expressive and receptive skill development. Students will explore simple Deaf humor and poetry, and examine writings by American Deaf persons to discover values, attitudes, and themes of the American Deaf culture.

Lecture Hours: 90 Lab Hours: 18 Repeatable: No Grading: L  
**Prerequisite:** ASL-001 or 2 years of high school ASL  
Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C3 CSU GE: C2 IGETC: 3B\*, 6A\*

**ASL-003 INTERMEDIATE AMERICAN SIGN LANGUAGE I Units: 4**

This course continues to develop material introduced in American Sign Language 2. Students expand their sign vocabulary and idioms, develop normal conversational signing speed, and express and receive complex ASL sentences. Students comprehend ASL narratives, and develop discourse skills with special emphasis on spatial grammar structures. Students 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  
Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C3 CSU GE: C2 IGETC: 3B\*, 6A\*

**ASL-004 INTERMEDIATE AMERICAN SIGN LANGUAGE II Units: 4**

This course continues to develop material introduced in ASL-003. Students demonstrate mastery of ASL vocabulary and idioms, complex ASL sentences and fingerspelled loan signs, and develop ASL storytelling skills while refining discourse skills. 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  
Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C3 CSU GE: C2 IGETC: 3B\*, 6A\*

**ANTHROPOLOGY (ANTH)****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  
Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C1 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  
**Advisory:** ENG-050  
Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C2 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  
**Advisory:** ENG-050  
Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C2 CSU GE: D1 IGETC: 4A

**APPLIED CONSTRUCTION TECHNOLOGY (ACT)****ACT-020 INTRODUCTION TO CONSTRUCTION TECHNOLOGY Units: 3**

This course provides students with in-depth analysis of the organization and structure of the construction industry and the many career choices the industry offers. The course emphasizes green construction practices, jobsite safety, practical knowledge of tool and equipment use, basic construction math, basic rigging techniques, and communication as well as employability skills. Guest speakers and site visits provide students a wide view of the expectations of entry-level work, wages, benefits, and work place culture. (Equivalent to CM-020.)

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L  
**Advisory:** ENG-051, RDG-051 and MATH-060  
Transfer Status: CSU Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**ACT-021 SITE PREPARATION AND LAYOUT Units: 1**

This course provides the understanding and skills necessary to complete the initial stages of building construction. General topics include project site clearance, reading and implementing the information from the Precise Grading Plan, concept of cutting and filling, and site layout. Students participate in Service Learning by way of a practical lab or an actual project site under close supervision of trade professionals.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No Grading: L  
**Prerequisite:** ACT-020 or CM-020  
 Transfer Status: None Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**ACT-022 CONCRETE AND FORMWORK Units: 1**

This course introduces the significance of concrete as a building material. Topics include the properties of cement, composition of concrete, reinforcement materials, and the various types of forms needed for each particular footing. Students participate in Service Learning by way of a practical lab or an actual project site under close supervision of trade professionals.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No Grading: L  
**Prerequisite:** ACT-020 or CM-020  
 Transfer Status: None Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**ACT-023 FRAMING CARPENTRY Units: 4**

This course provides the understanding of framing systems and the practical framing techniques used to construct the floor, walls, and roof of a simple structure. Topics include the fundamentals of wood, lumber, fasteners, adhesives, layout, assembly, bracing, sheathing, and truss identification. In addition to learning vocabulary associated with framing, students participate in Service Learning by way of a practical lab or an actual project site under close supervision of trade professionals.

Lecture Hours: 18 Lab Hours: 162 Repeatable: No Grading: L  
**Prerequisite:** ACT-020 or CM-020  
 Transfer Status: None Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**ACT-024 ROOFING APPLICATIONS Units: 2**

This course introduces the application of typical roof materials on different types of residential and light commercial structures. Safety procedures are emphasized as preparation for roofing application is demonstrated. Topics include roofing tools and proper roof ventilation. Some of the roof materials discussed include composite shingles, shakes, metal roofing, slate and tile, single ply roofing and foam application. Students participate in Service Learning by way of a practical lab or an actual project site under close supervision of trade professionals.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L  
**Prerequisite:** ACT-020 or CM-020  
 Transfer Status: None Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**ACT-025 THERMAL AND MOISTURE PROTECTION Units: 1**

This course covers the fundamentals of thermal insulation and vapor barriers for building structures, including topics such as requirements and characteristics of certain insulation and waterproofing. Hands-on application and proper installation of these materials are demonstrated by certified installers.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No Grading: L  
**Prerequisite:** ACT-020 or CM-020  
 Transfer Status: None Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**ACT-026 DRYWALL INSTALLATION AND FINISH Units: 1**

This course introduces the proper installation, types of application and the various finishes applied on gypsum board. Some of the topics covered include the tools, fasteners and materials used in the covering of the framed interior of a building. Other topics include soundproofing, estimating and problems that occur in drywall finishes for both new and remodeling projects. Students participate in Service Learning by way of a practical lab or an actual project site under close supervision of trade professionals.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No Grading: L  
**Prerequisite:** ACT-020 or CM-020  
 Transfer Status: None Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**ACT-027 EXTERIOR FINISH Units: 1**

This course covers the wide variety of siding materials used to finish the exterior of houses and some commercial buildings. Proper handling and installation for various materials such as wood, brick, vinyl, metal and stucco are demonstrated by industry professionals as well as by the students in a practical lab or actual project site.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No Grading: L  
**Prerequisite:** ACT-020 or CM-020  
 Transfer Status: None Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**ACT-028 FINISH CARPENTRY Units: 4**

This course focuses on the variety of applications that occur within the interior of a building during the final stages nearing completion. Topics such as safety, door and window installation, door hardware, trims and molding, tools for installation, and cabinet installation are covered. Students participate in Service Learning by way of a practical lab or an actual project site under close supervision of trade professionals.

Lecture Hours: 18 Lab Hours: 162 Repeatable: No Grading: L  
**Prerequisite:** ACT-020 or CM-020  
 Transfer Status: None Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**ACT-029 MASONRY FUNDAMENTALS Units: 2**

This course explores masonry and its history as one of the oldest trades and method of construction. In addition, basic materials, tools, and techniques used by masons are discussed and demonstrated along with safety precautions exercised



around a jobsite. The many types of masonry units are covered as well as the important role of mortar, and the concept of modularity and layout of masonry units. Students participate in Service Learning by way of a practical lab or an actual project site under close supervision of trade professionals.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L  
**Prerequisite:** ACT-020 or CM-020  
 Transfer Status: None Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**ACT-030 PLUMBING FUNDAMENTALS Units: 3**

This course is an introduction to the mechanics of plumbing including the design, installation, and maintenance of drain, waste, and vent systems in buildings in addition to significant code and health issues, violations, and consequences related to those systems. Methods of measuring, cutting, and joining different materials and schedules of plastic and copper piping are covered along with the peripheral types of fittings and valves used in plumbing. Installation of water heaters, gas piping, and finish fixtures are also demonstrated. Safety procedures are emphasized as students participate in Service Learning by way of a practical lab or an actual project site under close supervision of trade professionals.

Lecture Hours: 18 Lab Hours: 108 Repeatable: No Grading: L  
**Prerequisite:** ACT-020 or CM-020  
 Transfer Status: None Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**ACT-031 ELECTRICAL FUNDAMENTALS Units: 3**

This course is an introduction to residential wiring and grounding, and covers the installation of panels, switches, receptacles, lighting, and other outlets. In addition, load calculations are used to size the electrical service for dwellings. Safety procedures are emphasized as students participate in Service Learning by way of a practical lab or an actual project site under close supervision of trade professionals.

Lecture Hours: 18 Lab Hours: 108 Repeatable: No Grading: L  
**Prerequisite:** ACT-020 or CM-020  
 Transfer Status: None Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**ARCHITECTURE (ARCH)**

**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  
*Advisory:* ENG-050  
 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  
*Advisory:* ENG-050  
 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  
 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 and a continuation of the content and issues introduced in ARCH-003A which includes the development of site plan, floor plans, exterior elevations, roof plan, sections and architectural details. In addition, this course also incorporates a comprehensive study of the development of construction documents.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L  
**Prerequisite:** ARCH-003A  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**ARCH-005A INTRODUCTION TO DRAWING AND PERSPECTIVE Units: 3**

This course is the first in a series of **two** graphics courses. It is an introduction to basic techniques used for graphic communication in the design profession. It includes the study of orthographic and isometric projections, mechanical and freehand perspectives, shading, shadows and reflection. Students begin the process of compiling work to implement into a comprehensive portfolio.

Lecture Hours: 18 Lab Hours: 108 Repeatable: No Grading: L  
**Prerequisite:** DRA-001  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**ARCH-005B ARCHITECTURAL DELINEATION Units: 3**

This course is a continuation of ARCH-005A. 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. Students finalize the design portfolio in preparation for employment or for admission to a transfer institution.

Lecture Hours: 18 Lab Hours: 108 Repeatable: No Grading: L  
**Prerequisite:** ARCH-005A  
 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 dimensions. 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.

Lecture Hours: 18 Lab Hours: 108 Repeatable: No Grading: L  
*Advisory:* DRA-001

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 20<sup>th</sup> 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

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

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  
*Advisory:* DRA-001 and ENG-050

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  
*Advisory:* ENG-050

Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C3 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

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

**Limitation on Enrollment:** Courses related in content (see page 144)

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

**ART-001B INTERMEDIATE DRAWING  
AND COMPOSITION Units: 3**

This is an intermediate 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 drawing problems. An emphasis on experimental applications with color media and mixed media occurs. Focus is on the development of images that are created through the use of intermediate applications of technical processes, color theory use and compositional structure.

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

**Prerequisite:** ART-001A

**Limitation on Enrollment:** Courses related in content (see page 144)

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

**ART-001C ADVANCED DRAWING  
AND COMPOSITION Units: 3**

This is an advanced course in the methods of drawing and composition. Students build on intermediate level observational and technical skills through advanced drawing problems. Conceptual and serial approaches to the drawing process are studied on an advanced level as well as experimental applications and advanced technical processes. Under faculty guidance, students develop a pictorial personal portfolio that

reflects their individual expression.

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

**Prerequisite:** ART-001B

**Limitation on Enrollment:** Courses related in content (see page 144)

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

COD GE: None CSU GE: None IGETC: None

**ART-002A HISTORY OF WESTERN ART I: Units: 3**  
**PREHISTORIC TO MEDIEVAL**  
**(C-ID ARTH 110)**

This course provides an overview of western art and architecture from prehistory through the medieval period, to include Prehistoric, Mesopotamian, Egyptian, Aegean, Greek, Etruscan, Roman, Early Christian, Byzantine, Early Medieval, Romanesque, and Gothic periods.

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

*Advisory:* ENG-050

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

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

**ART-002B HISTORY OF WESTERN ART II: Units: 3**  
**RENAISSANCE TO CONTEMPORARY**

This course provides an overview of art and architecture from the Renaissance through the contemporary period, to include Early and High Renaissance, Northern Renaissance, Mannerism, Baroque and Rococo, Neoclassicism, Romanticism, Realism, Impressionism, Post-Impressionism, Modernism and Postmodernism in Europe and America, and contemporary art worldwide.

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

*Advisory:* ENG-050

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

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

**ART-002C HISTORY OF MODERN ART Units: 3**

This course covers art and architecture of the major modern movements in Western art, from the 19th century and 20th centuries to the present, including: Neoclassicism and Romanticism; Realism, Impressionism, Post-Impressionism, Symbolism; Art Nouveau, Fauvism, Cubism, Non-Objectivity; Expressionism, Dada, Surrealism; American Modernism, including WPA and Abstract Expressionism; Minimalism, Pop Art; Conceptual Art, Happenings, Earthworks, Installation, site-specific art; Postmodernism, Neo-Expressionism; Globalization.

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

*Advisory:* ENG-050

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 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

**Limitation on Enrollment:** Courses related in content (see page 144)

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

COD GE: C3 CSU GE: C1 IGETC: None

**ART-004 THREE-DIMENSIONAL DESIGN Units: 3**  
**(C-ID ARTS 101)**

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

**Limitation on Enrollment:** Courses related in content (see page 144)

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

COD GE: None CSU GE: None IGETC: None

**ART-005A BEGINNING FIGURE 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 on a beginning level are investigated through study of the human figure using pencil and charcoal exercises.

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

*Advisory:* ART-001A and/or ART-003A

**Limitation on Enrollment:** Courses related in content (see page 144)

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

COD GE: None CSU GE: None IGETC: None

**ART-005B INTERMEDIATE FIGURE DRAWING Units: 3**

This is an intermediate course in the study of the human figure from a model. Students continue exploration with black and white media and are then introduced to color applications. Students explore these variety of drawing materials and techniques on an intermediate level leading toward personal growth and style.

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

**Prerequisite:** ART-005A

**Limitation on Enrollment:** Courses related in content (see page 144)

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

COD GE: None CSU GE: None IGETC: None

**ART-005C ADVANCED FIGURE DRAWING Units: 3**

This advanced course in the study of the human figure from a model. Students explore a variety of drawing materials and techniques from traditional to contemporary which leads toward personal growth and style. Under faculty guidance students produce a pictorial personal portfolio that reflects their individual expression.

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

**Prerequisite:** ART-005B

**Limitation on Enrollment:** Courses related in content (see page 144)

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

COD GE: None CSU GE: None IGETC: None

**ART-006A INTERMEDIATE DESIGN & COLOR Units: 3**

This is an intermediate course in the methods and applications of two dimensional 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 and basic book structures.

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

**Prerequisite:** ART-003A

**Limitation on Enrollment:** Courses related in content (see page 144)

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

**ART-006B ADVANCED DESIGN & COLOR Units: 3**

This is an advanced course in the methods and applications of color and design. Students explore advanced design and color approaches, then develop images that are created through the use of progressive applications of color theory and compositional structure. Advanced level use of water based media, collage and mixed media applications are explored. Emphasis is on the development of a personal pictorial portfolio that reflects students' individual expression.

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

**Prerequisite:** ART-006A

**Limitation on Enrollment:** Courses related in content (see page 144)

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

**ART-007A BEGINNING CERAMICS Units: 3**

This course is an introduction to the basic techniques of forming ceramic objects. Students are introduced to the processes of hand building and throwing on the potter's wheel. Functional and sculptural aspects of ceramics allow for the development of personal expressions in clay. Glazing and kiln firing techniques are supplemented through the study of their historical evolutions.

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

**Limitation on Enrollment:** Courses related in content (see page 144)

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

**ART-007B INTERMEDIATE CERAMICS Units: 3**

This is an intermediate course which expands students' knowledge and expertise in both hand building and throwing on the potter's wheel. Students explore intermediate glaze application, kiln loading and firing techniques.

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

**Prerequisite:** ART-007A

**Limitation on Enrollment:** Courses related in content (see page 144)

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

**ART-007C ADVANCED CERAMICS Units: 3**

This course provides an opportunity for 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

**Limitation on Enrollment:** Courses related in content (see page 144)

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

**ART-009A BEGINNING PRINTMAKING Units: 3**

Introduction to the basic materials, equipment, and processes of printmaking, including relief (i.e., linocut and woodcut), intaglio (i.e., drypoint and etching), planography (i.e., lithography and monotype), and stencil (i.e., screenprint).

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

**Limitation on Enrollment:** Courses related in content (see page 144)

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

**ART-009B INTERMEDIATE PRINTMAKING Units: 3**

In this course students build on skills learned in the beginning printmaking course. Students create prints using intermediate level technical processes where the 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 intermediate level hand printmaking processes.

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

**Prerequisite:** ART-009A

**Limitation on Enrollment:** Courses related in content (see page 144)

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

**ART-010 INTRODUCTION TO ART (C-ID ARTH 100) Units: 3**

This course provides a general introduction to art that offers a look at works of art through the study of terminology, themes, visual elements and design principles, media and techniques, with an introduction to the visual arts across time and diverse cultures.

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

**Advisory:** ENG-050

Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C3 CSU GE: C1 IGETC: 3A

**ART-011A BEGINNING 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

**Limitation on Enrollment:** Courses related in content (see page 144)

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

**ART-011B INTERMEDIATE SCULPTURE Units: 3**

This is an intermediate course in the principles, theories, and techniques of additive, subtractive and mold making approaches in sculpture.

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

**Prerequisite:** ART-011A

**Limitation on Enrollment:** Courses related in content (see page 144)

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

### **ART-011C ADVANCED 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, additive and mold making processes.

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

**Prerequisite:** ART-011B

**Limitation on Enrollment:** Courses related in content (see page 144)

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

### **ART-012A SURVEY OF ASIAN ART Units: 3**

This course provides a select overview of art and architecture from India, Southeast Asia, China, Korea, and Japan from pre-history to modern times.

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

*Advisory:* ENG-050

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

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

### **ART-012B ART OF AFRICA, OCEANIA, AND INDIGENOUS NORTH AMERICA Units: 3**

Survey of visual culture within select regions in Africa, Oceania, and indigenous North America.

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

*Advisory:* ENG-050

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

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

### **ART-012C ART OF THE ANCIENT AMERICAS Units: 3**

Survey of visual culture within the historical context of select ancient civilizations in Mexico, Central America, and South America up to European contact.

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

*Advisory:* ENG-050

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

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

### **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

*Advisory:* ART-001A

**Limitation on Enrollment:** Courses related in content (see page 144)

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

### **ART-014B INTERMEDIATE SCREEN PRINTING Units: 3**

In this course students use a variety of intermediate screen printing techniques, materials, and equipment. Students further build competence in screen printing skills and aesthetics. With faculty guidance, students develop their individual expression and personal style.

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

**Prerequisite:** ART-014A

**Limitation on Enrollment:** Courses related in content (see page 144)

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

COD GE: None CSU GE: None IGETC: None

### **ART-019 INTRODUCTION TO PAINTING Units: 3**

This course is an introduction to the principles, elements and practices of painting. Focus is on the exploration of painting materials, paint mixing techniques, perceptual skills, color theory and compositional structure as applied to painting. Exploration of traditional and contemporary approaches and techniques applied to painting as well as creative responses to materials and subject matter are explored. This course also applies the basic development of painting as a means of self-expression.

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

**Prerequisite:** ART-001A or ART-003A

**Limitation on Enrollment:** Courses related in content (see page 144)

Transfer Status: CSU/UC 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-004 or ART-007A or ART-011A

**Limitation on Enrollment:** Courses related in content (see page 144)

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

COD GE: None CSU GE: None IGETC: None

### **ART-020B INTERMEDIATE CERAMIC SCULPTURE Units: 3**

Students study intermediate ceramic sculpture modeling techniques, decoration and embellishing techniques, glaze formulation and kiln loading and firing techniques. This course expands student knowledge and expertise in the technologies of the ceramic sculpture art form. With faculty guidance, students move toward development of a personal creative style.

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

**Prerequisite:** ART-020A

**Limitation on Enrollment:** Courses related in content (see page 144)

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

COD GE: None CSU GE: None IGETC: None

**ART-020C ADVANCED CERAMIC SCULPTURE Units: 3**

Students study advanced ceramic sculpture modeling techniques, decoration and embellishing techniques, glaze formulation and kiln loading and firing techniques. This course expands student knowledge and expertise in the technologies of the ceramic sculpture art form. With faculty guidance, students move toward development of a personal creative style.

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

**Prerequisite:** ART-020B

**Limitation on Enrollment:** Courses related in content (see page 144)

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

**ART-021A BEGINNING WATERCOLOR PAINTING 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

**Prerequisite:** ART-019

*Advisory:* ART-001A or ART-003A

**Limitation on Enrollment:** Courses related in content (see page 144)

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

**ART-021B INTERMEDIATE WATERCOLOR PAINTING Units: 3**

This is an intermediate course in the methods of transparent and opaque watercolor painting. Aspects acquired in Beginning Watercolor Painting develop further through a continued building on the study of traditional watercolor painting approaches and which are then followed by intermediate approaches. Focus is on the development of images that are created through the use of intermediate of technical processes, color use and compositional structure.

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

**Prerequisite:** ART-021A

**Limitation on Enrollment:** Courses related in content (see page 144)

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

**ART-023A BEGINNING OIL PAINTING 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

**Prerequisite:** ART-019

*Advisory:* ART-001A or ART-003A

**Limitation on Enrollment:** Courses related in content (see page 144)

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

**ART-023B INTERMEDIATE OIL PAINTING Units: 3**

This is an intermediate course in the methods of transparent and opaque oil painting. Aspects acquired in the Beginning Oil Painting develop further through a continued study of traditional oil painting approaches. Focus is on the development of images that are created through the use of intermediate applications of technical processes, color use and compositional structure.

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

**Prerequisite:** ART-023A

**Limitation on Enrollment:** Courses related in content (see page 144)

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

**ART-025A BEGINNING ACRYLIC PAINTING 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

**Prerequisite:** ART-019

*Advisory:* ART-001A or ART-003A

**Limitation on Enrollment:** Courses related in content (see page 144)

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

**ART-025B INTERMEDIATE ACRYLIC PAINTING Units: 3**

This is an intermediate course in the methods of acrylic painting. Painting approaches acquired in the Beginning Acrylic Painting course develop further through a continued study of traditional acrylic painting. The use of gels and mediums explored. Focus is on the development of images that are created through the use of intermediate applications of technical processes, color use and compositional structure.

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

**Prerequisite:** ART-025A

**Limitation on Enrollment:** Courses related in content (see page 144)

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 to art gallery and museum management and education. It provides training for those who desire careers in arts management and arts education, and expertise in the use of galleries and museums as educational resources. It also provides basic information for artists who wish to display work in a gallery. The course consists of organizing and designing exhibitions, the proper caring and handling of works of art, visiting art galleries and museums, and reading historical and contemporary materials about art exhibitions and the art market, art education, and cultural heritage management.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L  
*Advisory:* ART-010 and ENG-050  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**ART-028 PORTFOLIO PREPARATION Units: 3**  
(formerly ART-027)

This course will concentrate on creating a visual portfolio, written resume and artist statement. The course is designed for those students pursuing a degree at College of the Desert with an emphasis in Art, Digital and Graphic Design, Architecture, or other creative arts and media areas, and serves as preparation for transfer, or for a career in these fields. The course is organized for students who work two-dimensionally, three-dimensionally or in mixed media formats. Students will develop an artists' statement and will gain understanding of the preparation of a professional portfolio and other print material. Students will plan and prepare a professional presentation of their artwork under guidance of faculty. During the presentation students will document their work through electronic formats, video, slide or flat prints.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L  
**Prerequisite:** Instructor's permission  
*Advisory:* ENG-050  
 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 film camera with manually adjustable f-stops and shutter speeds is required.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L  
**Limitation on Enrollment:** Courses related in content (see page 144)  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**ART-030B INTERMEDIATE PHOTOGRAPHY Units: 3**

This intermediate level course integrates digital capture with traditional film processing and printing. Students strengthen technical applications and further explore photography as a means of creative expression and communication. Archival printing techniques, alternative print processes, medium format film cameras, digital cameras and studio lighting are covered. Print quality, concept, and composition are emphasized throughout the course in both "wet" and "dry" lab environments. A 35mm film or digital SLR camera is required.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L  
**Prerequisite:** ART-030A, or ART-031, or permission of instructor based on a portfolio presentation of student's previous work

**Limitation on Enrollment:** Courses related in content (see page 144)

Transfer Status: CSU/UC 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 to demonstrate and master basic standards in photographic technique. Topics include the use of digital interfaces, printers and file formats as well as the preparation of images for electronic display. A digital camera with a minimum of 5 mega pixels and a corresponding camera manual is required.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L  
**Limitation on Enrollment:** Courses related in content (see page 144)  
 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 provides an overview of the history of photography from its beginning in the mid-nineteenth century to the present, examining technological and aesthetic developments, significant movements and photographers, and the impact that photography has had on culture and society.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
*Advisory:* ENG-050  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: C3 CSU GE: C1 IGETC: 3A

**ASTRONOMY (A)****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  
 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

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C1

CSU GE: B3

IGETC: 5A

**AUTOMOTIVE TECHNOLOGY (AUTO)****AUTO-010 INTRODUCTION TO AUTOMOTIVE TECHNOLOGY Units: 4**

This course provides an overview of the major components and systems found on modern automobiles. The course includes an overview of the automotive industry, shop safety, hand tools usage, basic theory of major automobile systems and basic vehicle maintenance and service.

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

**Advisory:** ENG-070

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

**AUTO-011B AUTOMOTIVE ELECTRONICS AND ELECTRICAL SYSTEMS Units: 4**

This course provides theory and hands-on experience in the fundamentals of automotive electricity including basic electrical principles, circuit components, circuit types, electrical system service and maintenance, diagnosis and repair of common circuit malfunctions. The focus is then placed on foundational automotive electrical components and systems including: batteries, starting systems and charging systems with an emphasis on troubleshooting, diagnosis and repair of common electrical system malfunctions.

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

**Prerequisite:** AUTO-010

**Advisory:** RDG-050

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

**AUTO-011C ADVANCED AUTOMOTIVE ELECTRICAL SYSTEMS Units: 5**

This course provides theory and hands-on experience in intermediate to advanced automotive body electricity circuits and systems including body control computers, bus communication, multiplexing, instrument panel circuits and an introduction to passive restraint systems. There is a hands-on emphasis focusing on diagnosing, trouble-shooting and repairing intermediate to advanced body electrical system malfunctions.

Lecture Hours: 63 Lab Hours: 81 Repeatable: No Grading: L

**Prerequisite:** AUTO-011B

**Advisory:** ENG-070

Transfer Status: None

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

**AUTO-012A AUTOMOTIVE STEERING AND SUSPENSION Units: 4**

This course provides theory and hands-on experience in automotive steering and suspension systems including: theory of operation, service, diagnosis and repair. The course includes the following topics: front and rear suspension types, steering systems, four-wheel alignment, shocks, struts, tires and wheels.

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

**Prerequisite:** AUTO-010

**Advisory:** ENG-070

Transfer Status: None

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

**AUTO-013A AUTOMOTIVE BRAKING SYSTEMS Units: 4**

This course provides theory and hands-on experience in automotive braking systems including: theory of operation, service, diagnosis and repair including both base braking and anti-lock braking systems and components.

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

**Advisory:** ENG-070

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

**AUTO-014A AUTOMOTIVE ENGINE MANAGEMENT Units: 4**

This course provides theory and hands-on experience in the fundamentals of automotive engine management including: basic fuel injection, ignition systems and emission systems. The focus is then placed on foundational engine management components and systems including fuel injection, electronic ignition and emission control systems with an emphasis on servicing, troubleshooting, diagnosis and repair of common engine management malfunctions.

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

**Prerequisite:** AUTO-010

**Advisory:** RDG-050

Transfer Status: None

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

**AUTO-014B ADVANCED ENGINE MANAGEMENT Units: 5**

This course provides theory and hands-on experience in intermediate to advanced engine management systems including fuel injection, electronic ignition, emission controls, OBDII, as well as service and maintenance, diagnosis and repair of engine management malfunctions. The focus is then placed on advanced engine management components and systems including: computer inputs, outputs and control and OBDII logic with an emphasis on troubleshooting, diagnosis and repair of advanced engine management malfunctions.

Lecture Hours: 63 Lab Hours: 81 Repeatable: No Grading: L

**Prerequisite:** AUTO-014A

**Advisory:** ENG-070

Transfer Status: None

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None



**AUTO-015 AUTOMOTIVE ENGINE DIAGNOSIS & REPAIR Units: 4**

This course provides theory and hands-on experience in automotive engine mechanical systems including: theory of operation, service, diagnosis and repair including the following topics: valve train components and procedures, engine block components and procedures, disassembly and reassembly skills and engine mechanical troubleshooting tests.

Lecture Hours: 45 Lab Hours: 81 Repeatable: No Grading: L

**Prerequisite:** AUTO-010

*Advisory:* ENG-070

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**AUTO-016 MANUAL DRIVE TRAIN & AXLES Units: 4**

This course provides theory and hands-on experience in manual transmissions/transaxles including: theory of operation, service, diagnosis and repair. The course includes the following topics: clutches, axles, driveshafts, transfer cases, differentials, electrical controls, diagnosis, troubleshooting and partial disassembly and reassembly.

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

**Prerequisite:** AUTO-010 *Advisory:* ENG-070

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**AUTO-017 AUTOMATIC TRANSMISSIONS & TRANSAXLES Units: 4**

This course provides theory and hands-on experience in automatic transmissions/transaxles including: theory of operation, service, diagnosis and repair. The course includes the following topics: torque converters, gear sets, hydraulic controls, electrical controls, diagnosis and troubleshooting and partial disassembly and reassembly.

Lecture Hours: 45 Lab Hours: 81 Repeatable: No Grading: L

**Prerequisite:** AUTO-010

*Advisory:* ENG-070

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**AUTO-018 AUTOMOTIVE HEATING & AIR CONDITIONING Units: 4**

This course provides theory and hands-on experience in automotive heating and air conditioning including: theory of operation, service, diagnosis and repair. The course includes the following topics: heating ventilation and air conditioning (HVAC) theory of operation, HVAC housing and ducting, HVAC controls, compressor and clutch operation and servicing and testing HVAC systems.

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

*Advisory:* ENG-070

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**AUTO-020A AUTOMOTIVE QUICK SERVICE Units: 3**

This course provides theory and hands-on experience in performing key automotive services required by entry-level technicians in an automotive repair facility atmosphere. It is geared for those students entering the workforce as an automotive technician.

Lecture Hours: 18 Lab Hours: 108 Repeatable: No Grading: L

**Prerequisite:** AUTO-011B & AUTO-013A

*Advisory:* ENG-070

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**AUTO-021A AUTOMOTIVE DIAGNOSIS AND TROUBLESHOOTING Units: 2**

This course provides an overview of Root Cause Analysis and its application as relevant to automotive diagnosis and troubleshooting. The focus is on electrical and drivability diagnosis, but includes guidelines for any vehicle system diagnosis and troubleshooting. The coursework will include scenario based diagnosis and cold circuit analysis. This course will help anyone interested in developing an effective, logical approach to automotive diagnosis and troubleshooting.

Lecture Hours: 36 Lab Hours: 0 Repeatable: No Grading: L

**Prerequisite:** AUTO-011B

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**AUTO-030A CONSUMER AUTOMOTIVE TECHNOLOGY Units: 3**

This course is intended to provide basic automotive information for the general public, the consumer. The emphasis is on educating the consumer so they can make better decisions when buying, maintaining and servicing their vehicle. This course is not designed for those interested in entering the automotive field as a career. In this course, the following topics will be covered: basic auto safety and tools, basic vehicle systems, vehicle purchasing and maintenance, and having your vehicle serviced.

Lecture Hours: 45 Lab Hours: 27 Repeatable: No Grading: L

*Advisory:* ENG-070

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**AUTO-040D CNG/LPG DIAGNOSIS & REPAIR Units: 5½**

This course provides classroom lecture/discussion and hands-on training on CNG/LPG diagnosis and repair. The course is designed to introduce the service technician to safety diagnostic and repair practices and procedures unique to gaseous fuel vehicles.

Lecture Hours: 72 Lab Hours: 81 Repeatable: No Grading: L

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**AUTO-041 CNG/LPG CONVERSION & INSTALLATION Units: 3**

This course provides classroom lecture/discussion and hands-on training on CNG/LPG conversion and installation. The course is designed to introduce the service technician to manufacturer procedures related to CNG/LPG conversion and installation procedures.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L  
*Advisory:* ENG-050 & RDG-051  
 Transfer Status: None Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**AUTO-043A HYBRID, FUEL-CELL & ELECTRIC TECHNOLOGY 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  
**Prerequisite:** AUTO-010  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**AUTO-045A INTRO TO ALTERNATIVE FUEL VEHICLES Units: 2**

This course provides an overview of the major alternative fuel vehicles available to the transportation industry. The course includes a brief history of alternative fuels, an overview of alternative fuels including an analysis of the pros and cons of each fuel and discussions on whether an alternative fuel vehicle is right for you. It is an essential course for those interested in an alternative fuel certificate or degree.

Lecture Hours: 36 Lab Hours: 0 Repeatable: No Grading: L  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**AUTO-054C BASIC & ADVANCED CLEAN AIR CAR COURSE Units: 7**

This course provides the student with the basic and advanced 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 Update course, the prior update courses, 8 Hour Dynamometer Transition course, and 20 Hour Advanced Diagnostic update course.

Lecture Hours: 117 Lab Hours: 27 Repeatable: No Grading: L  
*Advisory:* AUTO-014A  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**AUTO-092A BIODIESEL: CHARACTERISTIC, USE AND PRODUCTION Units: 2**

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: 36 Lab Hours: 0 Repeatable: No Grading: L  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**AUTO-099 AUTOMOTIVE/ADVANCED TRANSPORTATION SUMMATION Units: 1**

This course provides a forum, for those close to earning an Automotive or Advanced Transportation degree, to reflect on past work and evaluate the program robustness as well as look toward the future and understand educational and career opportunities available to them. It will allow students to evaluate program curriculum, instruction, facilities, equipment and support services. There will also be insight provided by key industry representatives as to employment opportunities and strategies.

Lecture Hours: 18 Lab Hours: 0 Repeatable: No Grading: L  
**Prerequisite:** AUTO-020A and AUTO-095B  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**BASIC PEACE OFFICER TRAINING (BPOT)**

**BPOT-001 BASIC PEACE OFFICER TRAINING - MODULE III Units: 7**

This course is referred to as the Module III Academy and is designed to meet the minimum requirements of a Level III Reserve Officer as established by the Commission on Peace Officer Standards and Training (POST). It is the first of three components of the Regular Basic Course-Modular Format Academy required to become a full time peace officer. The Module III Academy is a discipline/stress oriented program with an emphasis on Professionalism/Ethics & Leadership, Physical Fitness, Vehicle Operations, Arrest Methods/Defensive Tactics, Report Writing, First Aid/CPR, and Firearms training. In addition there are inspections, drill training (formation, facing movements, marching, etc.), and physical exercises (running, push-ups, sit-ups, jumping jacks, etc.). Recruits attend the Academy in full uniform. There are 6 knowledge based examinations administered throughout the course which require a recruit to receive a passing score in order to successfully complete the Module III Academy. Students must also successfully pass Arrest Methods/Defensive Tactics and Firearms testing. There are a total of 168 hours required in this course.

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

**BPOT-002 BASIC PEACE OFFICER TRAINING - MODULE II Units: 12**

This course is referred to as the Module II Academy and is designed to meet the minimum requirements of a Level II Reserve Officer as established by the Commission on Peace Officer Standards and Training (POST). It is the second of three components of the Regular Basic Course-Modular Format Academy required to become a full time peace officer. The Module II Academy is a discipline/stress oriented program with an emphasis on Community Relations, Physical Fitness, Cultural Diversity, Arrest Methods/Defensive Tactics, Investigative Report Writing, Chemical Agents training and Firearms/Shotgun training. In addition there are inspections, drill training (formation, facing movements, marching, etc.), and physical exercises (running,

push-ups, sit-ups, jumping jacks, etc.). Recruits attend the Academy in full uniform. There are 9 knowledge based examinations administered throughout the course which require a recruit to receive a passing score in order to successfully complete the Module II Academy. Students must also successfully pass Arrest Methods/Defensive Tactics and Firearms testing. There are a total of 268 hours required in this course.

Lecture Hours: 189 Lab Hours: 81 Repeatable: No Grading: L

**Prerequisite:** BPOT-001 or BPOT-061

Transfer Status: None

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

## BIOLOGY (BI)

### BI-004 ELEMENTS OF BIOLOGY Units: 4

An introduction to biology for non-majors including the study of plants, animals, ecology, and evolution. The foundations of biology, including biochemistry, cell biology, genetics, anatomy and physiology, and the impact of humans on the environment, will be covered in this course. There is a laboratory component that accompanies this course.

*Note:* BI-004 meets the Biological Sciences 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

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:** BI-004 or high school biology, ENG-001A or concurrent enrollment, and CH-001A or concurrent enrollment

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:** BI-004 or high school biology, ENG-001A or concurrent enrollment, and MATH-012 or concurrent enrollment

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C1 CSU GE: B2,B3

IGETC: 5B

### 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

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

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 micro-organisms.

Lecture Hours: 72 Lab Hours: 54 Repeatable: No Grading: L

**Prerequisite:** BI-013 and CH-004

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C1 CSU GE: B2,B3

IGETC: 5B

**BUILDING INSPECTION TECHNOLOGY (BIT)****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-060, and RDG-050

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-060, and RDG-050

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-060, and RDG-050

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-060, and RDG-050

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: No Grading: L

*Advisory:* ENG-050 and MATH-060

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

**Business/ACCOUNTING (BUAC)****BUAC-003 ACCOUNTING FOR GOVERNMENT AND NON-PROFIT Units: 3**

This course focuses on the study of accounting for governmental and not-for-profit agencies. Topics include financial reporting; federal, state and local government accounting; budgetary accounting; general and special revenue funds; proprietary funds; trust and agency funds; fixed assets and long term debt; and nonprofit accounting for entities such as public colleges, universities and health care providers.

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

**Prerequisite:** BUAC-020A

Transfer Status: CSU

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

*Advisory:* ENG-050 and MATH-060

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

*Advisory:* ENG-050 and MATH-060

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

**BUAC-010 ACCOUNTING WITH QUICKBOOKS Units: 3**

Introduction to the use of QuickBooks Accounting Software to process accounting transactions related to both a service and merchandising company. 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. Additional topics include a review of basic accounting concepts and the creation of a company using QuickBooks.

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

**Prerequisite:** BUAC-066 or BUAC-020A

*Advisory:* CIS-010

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

### **BUAC-013 PAYROLL ACCOUNTING Units: 3**

This course provides a comprehensive overview of all phases of payroll accounting including a working background in federal and state payroll laws and their effect on payroll records and required government reporting. Worker's compensation and state disability benefits will be studied, as well as current accounting practices in regards to pension plans, health plans, vacation and sick leave, and other employee benefits.

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

**Prerequisite:** BUAC-066 or BUAC-020A

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

### **BUAC-020A FINANCIAL ACCOUNTING Units: 4 (C-ID ACCT 110)**

This course covers the accounting information system and the recording and reporting of business transactions with a focus on the accounting cycle, the application of generally accepted accounting principles, and financial statements. It also includes issues relating to asset, liability, and equity valuation, revenue and expense recognition, cash flow, internal controls and ethics.

Lecture Hours: 72 Lab Hours: 0 Repeatable: No Grading: L

*Advisory:* BUAC-066, ENG-051 and MATH-060

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

### **BUAC-020B MANAGERIAL ACCOUNTING Units: 4 (C-ID ACCT 120)**

This course covers the study of how managers use accounting information in decision-making, planning, directing operations and controlling. Focuses on cost terms and concepts, cost behavior, cost structure and cost-volume-profit analysis. Includes issues relating to cost systems, cost control, profit planning, and performance analysis in manufacturing and service environments.

Lecture Hours: 72 Lab Hours: 0 Repeatable: No Grading: L

**Prerequisite:** BUAC-020A

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

### **BUAC-050 ACCOUNTING IN THE Units: 3 BUSINESS ENVIRONMENT**

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-060

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

### **BUAC-051 SURVEY OF ACCOUNTING Units: 3**

This course is designed for students who need to develop an understanding of fundamental accounting principles and their application in the business environment. This course covers the basic principles of both financial and managerial accounting with an emphasis placed on how accounting information is used by owners, managers, and other stakeholders.

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

*Advisory:* ENG-050 and MATH-060

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

### **BUAC-066 FUNDAMENTALS OF BOOKKEEPING 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

*Advisory:* ENG-050 and MATH-060

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

## **Business/FINANCE (BUFI)**

### **BUFI-012 MONEY MANAGEMENT & Units: 3 PLANNING FOR THE FUTURE**

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.

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

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.

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

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

**Business/HOTEL & RESTAURANT  
MANAGEMENT (BUHM)**

**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

Advisory: ENG-050

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

Advisory: ENG-050

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**Business/MANAGEMENT (BUMA)**

**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

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**BUMA-010 INTRODUCTION TO BUSINESS Units: 3**

Students study the formation, structure, objectives, and ethics of contemporary American business enterprises. The course emphasizes the significance of the small business organization, the role of large business organizations, and the 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

Advisory: ENG-050

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

COD GE: None CSU GE: None IGETC: None

**BUMA-020A BUSINESS LAW I Units: 3  
(C-ID BUS 120)**

Fundamental legal principles pertaining to business transactions. Introduction to the law as an instrument of social and political control in society. Topics include sources of law and ethics, contracts, torts, agency, judicial and administrative processes, employment law, forms of business organizations, and domestic and international governmental regulations.

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

Advisory: ENG-050

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

COD GE: None CSU GE: None IGETC: None

**BUMA-020B BUSINESS LAW II Units: 3  
(C-ID BUS 125)**

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

Advisory: ENG-050

Transfer Status: CSU/UC\* 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

Advisory: ENG-050

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. The course 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

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-060  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**BUMA-029 RETAIL MERCHANDISE MANAGEMENT Units: 3**

Students study the methods and management of retail selling. The course includes techniques and attitude for selling, product analysis and sales, and the significance of human relations in selling. This course is recommended for students who wish to explore a career in retail management.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
 Advisory: ENG-050  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**BUMA-031 BUSINESS CALCULATIONS Units: 3**

Strategies to solve typical business problems including simple interest, compound interest, installment sales, trade and cash discounts, mark-on percents, pricing, discounting notes and drafts, depreciation, taxes, insurance, statistics, stocks and bonds, and distribution of ownership and profits.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
 Transfer Status: None Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**BUMA-032 HUMAN RELATIONS IN THE WORKPLACE Units: 3**

Basic concepts of individual, group, and organizational human behavior as they affect human relations, performance, and productivity within the workplace. Strategies and techniques that influence interpersonal, administrative, and organizational communications and interactions among people. Fundamentals of the multi-disciplined science/nature of human relations in developing employee leadership, in working toward Win/Win situations, and in enhancing performance evaluations and respective reward system.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**BUMA-064 HUMAN RESOURCE MANAGEMENT Units: 3**

Introduction to the human resource management concepts and applications including the impact HR management has on the organization in terms of human resource activities, global human resource strategies, social and organizational realities,

legal implications affecting people at work, union / non-union practices, comparable work, employee compensation and benefits, and employee rights.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
 Advisory: ENG-050  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**BUMA-094 BUSINESS COMMUNICATIONS Units: 3**

This course integrates instruction and practice in business communication. The emphasis is on modern structure, style, vocabulary, grammar, and logical organizational patterns. The course content emphasizes memos and letters, reports, career communications, oral communication. The course materials highlight standards and physical aspects of written and oral 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  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**CHEMISTRY (CH)****CH-001A GENERAL CHEMISTRY I Units: 5 (C-ID CHEM 120S)**

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-012 or prior completion  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: C1 CSU GE: B1,B3 IGETC: 5A

**CH-001B GENERAL CHEMISTRY II Units: 5 (C-ID CHEM 120S)**

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  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: C1 CSU GE: B1,B3 IGETC: 5A

**CH-003 INTRODUCTORY GENERAL CHEMISTRY (C-ID CHEM 101) 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-054

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-054

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: C1 CSU GE: B1,B3 IGETC: None

**CH-005 BIO-ORGANIC CHEMISTRY (C-ID CHEM 102) 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

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

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**CH-010A ORGANIC CHEMISTRY I (C-ID CHEM 160S) 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, alkyl halides, alkenes, alkynes and alcohols. Addition, elimination, substitution and free radical reactions are discussed. Infrared Spectroscopy, Mass Spectrometry and Nuclear Magnetic Resonance Spectroscopy are being covered in detail. The course is designed for chemistry, biology and pre-professional majors.

*Note:* This course is offered in the Fall semester of odd-numbered years.

Lecture Hours: 72 Lab Hours: 54 Repeatable: No Grading: L

**Prerequisite:** CH-001B

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

COD GE: None CSU GE: B1,B3 IGETC: 5A\*

**CH-010B ORGANIC CHEMISTRY II (C-ID CHEM 160S) Units: 5**

This course is the second of a two-semester sequence covering the basic principles and concepts of organic chemistry. Ethers, epoxides, sulfides, conjugated systems, UV spectroscopy, aromatic compounds, ketones and aldehydes, amines, carboxylic acids and carboxylic acid derivatives and synthetic polymers are being covered. An introduction is made to biochemical compounds: carbohydrates, nucleic acids, amino acids, peptides, proteins and lipids. Condensation and Alpha substitution reactions are introduced. Review from the first semester of Organic Chemistry I, of IR, Mass Spectroscopy, NMR Spectroscopy. The course is designed for chemistry, biology and pre-professional majors.

*Note:* This course is offered in the Spring semester of even-numbered years.

Lecture Hours: 72 Lab Hours: 54 Repeatable: No Grading: L

**Prerequisite:** CH-010A

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

COD GE: None CSU GE: B1,B3 IGETC: 5A\*



**COMPUTER INFORMATION SYSTEMS (CIS)****CIS-005 COMPUTER SURVIVAL SKILLS Units: 2**

This course provides the basic computer skills required for success in both academic and career endeavors. Students become comfortable with Windows and file management; understand the relationships among hardware, software, networks, operating systems, programs, driver, and files; and learn how to use word processing and the Internet as tools for academic and vocational success. Students also have an opportunity to develop keyboarding skills.

*Note:* No credit if taken after CIS-010.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L  
*Advisory:* Concurrent enrollment in CIS-097, CIS-098, or CIS-099  
 Transfer Status: None Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**CIS-006 BUSINESS RESEARCH Units: 1**

An introduction to effective business research techniques using electronic resources. Students learn how to express information needs, access information from appropriate sources, evaluate retrieved data, and organize the data to solve business problems.

Lecture Hours: 18 Lab Hours: 0 Repeatable: No Grading: L  
*Advisory:* CIS-005 and concurrent enrollment in CIS-097, CIS-098, or CIS-099

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

**CIS-010 COMPUTER LITERACY Units: 4**

The study of computer concepts and basic proficiency in modern computer application software. Computer concepts focus on historical development of computers; hardware and software definitions and terminology; categories of system software and application software, overview of machine language and high-level programming languages; the systems development process; careers in data processing; principles of networking; overview of e-commerce; security; the legal, moral and ethical issues associated with computers. Students also develop basic skills in applications including word processing, spreadsheets, presentation software, and database query.

*Note:* CIS-010 is equivalent to CIS-070A + CS-073; no credit for both.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No Grading: L  
*Advisory:* CIS-005

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

**CIS-011 CURRENT TOPICS IN TECHNOLOGY Units: 3**

This course encourages students to develop a higher level of social, legal, and ethical awareness in the study of technology. Students are guided through topics that provide insight into the crucial role technology plays both personally and professionally. Students explore their responsibilities to the environment and to society, ensuring that productivity and technical risks are appropriately managed.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**CIS-012 PROFESSIONAL OFFICE PROCEDURES Units: 3**

Topics covered in this course include basic administrative support skills and applied procedures; practical application of office technologies; applied records management; meeting, travel, and conference planning; management and supervision skills; human relations, job attitudes, and public relations; company politics and ethics; and changing job roles.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
*Advisory:* CIS-005

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

**CIS-017 RECORDS MANAGEMENT WITH MICROSOFT ACCESS Units: 4**

This course examines the basic procedures covering alphabetic, numerical, geographical, subject, and chronological filing and focuses on using database management software to manage records. Students design, create, customize, organize, extract, and present information using Microsoft Access.

Lecture Hours: 72 Lab Hours: 0 Repeatable: No Grading: L  
*Prerequisite:* CIS-010

*Advisory:* Concurrent enrollment in CIS-097, or CIS-098, or CIS-099  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**CIS-020 INTEGRATED OFFICE TECHNOLOGY Units: 4**

Advanced skills of word processing, spreadsheets, presentation graphics, the Internet, mail management and databases with an emphasis on multitasking, integrating applications linking, and embedding. Concepts covered include communications and networks, ethical issues, security, privacy, databases and information management, information systems development, program development and programming languages, computer careers, and certification.

Lecture Hours: 72 Lab Hours: 0 Repeatable: No Grading: L  
*Prerequisite:* CIS-010

*Advisory:* Concurrent enrollment in CIS-097, or CIS-098, or CIS-099  
 Transfer Status: CSU 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-010 or BUAC-050

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

**CIS-081A COMPUTER GRAPHICS 1A Units: 3**

This course provides an introduction to the process of creating, capturing, and manipulating bitmap graphics using Adobe Photoshop, the industry standard bitmap editor for graphics professionals. Adobe Photoshop is used for retouching and photo processing of scanned or digital photographic images on the computer. (Equivalent to DDP-001A.)

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**CIS-081B COMPUTER GRAPHICS 1B Units: 3**

This course provides an introduction to the process of creating vector graphics images using Adobe Illustrator, the industry standard vector graphics editor for graphics professionals. Adobe Illustrator is used for creating graphic design, typography, logos, and sharp-edged artistic illustration on the computer. (Equivalent to DDP-001B.)

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L  
 Transfer Status: CSU 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-010  
*Advisory:* ART-003A  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**CIS-083D COMPUTER GRAPHICS 2 Units: 3**

This course provides advanced applications in computer graphics page layout techniques, using Adobe InDesign, Adobe Photoshop, and Adobe Illustrator, the industry standard software for computer graphic design. Emphasis is placed on the computer as a design tool to assemble type and manipulate images for the printed page and Web publication. (Equivalent to DDP-002.)

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L  
**Prerequisite:** CIS-081A or DDP-001A  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**CIS-085C WEB PROGRAMMING Units: 3**

This course teaches the fundamentals of client-side and server-side web programming, using JavaScript, PHP, Perl and MySQL. Students learn how to understand and use simple variables, proper programming syntax, arithmetic and string operations, conditional and logical operators, functions and subroutines, loops and arrays, data file operations and database concepts.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L  
**Prerequisite:** CIS-082C  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**CIS-086 VISUAL BASIC PROGRAMMING 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-010  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**CIS-097 COMPUTER LAB Units: ½**

Lecture Hours: 0 Lab Hours: 27 Repeatable: No Grading: K

**CIS-098 COMPUTER LAB Units: 1**

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

**CIS-099 COMPUTER LAB Units: 2**

Lecture Hours: 0 Lab Hours: 108 Repeatable: No Grading: K

Computer 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.

**Corequisite:** Any CS or CIS course  
 Transfer Status: None Degree Applicable: NAA  
 COD GE: None CSU GE: None IGETC: None

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**COMPUTER SCIENCE (CS)**

**CS-007A COMPUTER SCIENCE I Units: 4**

This course is an introduction to computer programming and is designed primarily for computer science and related transfer major. Its primary objective is to teach fundamentals of computer science and problem solving using the C++ programming language. Topics include structured procedural programming with program control structures (sequence, selection, iteration), modular program structures (functions and parameter passing), data types (primitive types, arrays, files and structures) and an intro to object-oriented programming.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No Grading: L  
**Prerequisite:** MATH-005 or any other math course with MATH-040 as prerequisite  
 Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**CS-007B COMPUTER SCIENCE II Units: 4**

This second course in computer science introduces more advanced topics in programming. Students will use modularity to develop solutions for larger-scale programming problems. Recursion, algorithmic analysis, data structures, file processing, and object-oriented programming are implemented. This course will be taught using the C++ programming language.

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

**Prerequisite:** CS-007A and MATH-012

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

**CS-008 COMPUTER ARCHITECTURE AND ORGANIZATION Units: 4**

The organization and behavior of computer systems at the assembly-language level. The translation of statements and constructs in a high-level language into sequences of machine instructions is studied, as well as the internal representation of simple data types and structures. Numerical computation is examined, noting the various data representation errors and potential procedural errors. Digital electronics with the Boolean algebra of logic gates is studied.

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

**Prerequisite:** CS-007A

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

**CS-009 DATA STRUCTURES AND ALGORITHMS Units: 4**

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

**Prerequisite:** CS-007B and MATH-015

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

**CONSTRUCTION MANAGEMENT (CM)****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

*Advisory:* MATH-060 and ENG-050 or ENG-070

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. 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-070 or ENG-050 and RDG-051

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:* MATH-060 and ENG-050 or ENG-070

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 or ENG-070

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:* MATH-060 and ENG-050 or ENG-070

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

**CM-020 INTRODUCTION TO CONSTRUCTION TECHNOLOGY Units: 3**

This course provides students with in-depth analysis of the organization and structure of the construction industry and the many career choices the industry offers. The course emphasizes green construction practices, jobsite safety, practical knowledge of tool and equipment use, basic construction math, basic rigging techniques, and communication as well as employability skills. Guest speakers and site visits provide the students a wide view of the expectations of entry-level work, wages, benefits, and work place culture. (Equivalent to ACT-020.)

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

*Advisory:* ENG-051, RDG-051 and MATH-060

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

**COUNSELING (COUN)****COUN-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 a Student Education Plan (SEP). 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  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**COUN-011 INTRODUCTION TO SCHOLARSHIPS Units: 1**

Introduces students to scholarship and financial aid opportunities at the local, state, and national levels. Learn research techniques and utilize publications, software, internet sites, and community resources. Emphasis is on development of a personal organizational system to manage the process of the scholarship search. Identify scholarships that meet personal criteria. Personal statements, interview techniques, résumés, organization and time management skills are also covered.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No Grading: L  
*Advisory:* Basic knowledge of the Internet; basic word-processing  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**COUN-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.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: O  
*Advisory:* ENG-050 and RDG-050  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: C2,C5 CSU GE: E IGETC: None

**COUN-013 STRATEGIES FOR COLLEGE TRANSFER Units: 1**

This course provides students with a concrete plan for understanding and succeeding in transferring to four-year colleges or universities. Topics include the following: identifying long-term educational and career goals, utilizing technology to conduct college and career research (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: O  
*Advisory:* ENG-050  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**COUN-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 Student Education Plans (SEPs) consistent with their educational goals.

Lecture Hours: 18 Lab Hours: 0 Repeatable: No Grading: O  
 Transfer Status: None Degree Applicable: NAA  
 COD GE: None CSU GE: None IGETC: None

**COUN-061 COLLEGE SUCCESS FOR INTERNATIONAL STUDENTS Units: ½**

This course is required for all first-semester F-1 Visa students. This course is designed to introduce International Students 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 developing a personalized Student Educational Plan in order to assist in accomplishing their future goals. Students are introduced to the requirements for Certificates, the Associate in Arts/Science (A.A. or A.S.) degree, and for transferring to a four-year institution. Campus policies and resources are reviewed as well as an overview of American culture, cultural adaptation issues, career planning, and F-1 Visa issues. This course helps F-1 Visa students gain an understanding of the critical elements involved in living and studying successfully in the United States of America. In addition to becoming acquainted with regulations affecting International Students, the class reviews graduation and transfer requirements along with other policies and procedures at College of the Desert.

Lecture Hours: 9 Lab Hours: 0 Repeatable: No Grading: K  
 Transfer Status: None Degree Applicable: NAA  
 COD GE: None CSU GE: None IGETC: None

**CULINARY ARTS (CART)****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-060  
 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-060  
 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-060  
 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-060  
 Transfer Status: None Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

### **CART-010 FOOD PROCUREMENT AND COST CONTROL Units: 3**

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-060  
 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-060  
 Transfer Status: None Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

### **CART-028 RESORT FOOD & BEVERAGE OPERATION Units: 3**

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-060  
 Transfer Status: None Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

### **CART-033 INTRODUCTION TO BAKING Units: 4**

This course is designed to provide understanding of basic characteristics and function of major ingredients. Focus is on the importance and accuracy of weights, measurements and mixing methods. Hands-on experience in the production of doughs, yeast breads, cookies, pies, cakes, and decorating techniques.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No Grading: L  
*Advisory:* ENG-050 and MATH-060  
 Transfer Status: None Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

### **CART-034 INTERMEDIATE BAKING Units: 4**

This course provides the student with the knowledge and skills necessary for the production of cakes, tortes, meringues, Bavarian crèmes, mousses, pastry cream and ice cream.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No Grading: L  
**Prerequisite:** CART-033  
*Advisory:* ENG-050 & MATH-060  
 Transfer Status: None Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

### **CART-035 OPERATIONS MANAGEMENT (PRODUCTION COOKING) Units: 4**

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-060  
 Transfer Status: None Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

## **DANCE (DANC)**

### **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.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L  
*Advisory:* ENG-050  
 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.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
 Advisory: ENG-050  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: C3 CSU GE: C1 IGETC: 3A

**DANC-024 DANCE PERFORMANCE****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.

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

**Prerequisite:** Audition or consent of instructor*Advisory:* ENG-050**Limitation on Enrollment:** Courses related in content (see page 145)

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

**DANC-025 DANCE PERFORMANCE****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.

Lecture Hours: 0 Lab Hours: 108 Repeatable: No Grading: L

**Prerequisite:** Audition or consent of instructor*Advisory:* ENG-050**Limitation on Enrollment:** Courses related in content (see page 145)

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

**DANC-026 DANCE PERFORMANCE****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.

Lecture Hours: 0 Lab Hours: 162 Repeatable: No Grading: L

**Prerequisite:** Audition or consent of instructor*Advisory:* ENG-050**Limitation on Enrollment:** Courses related in content (see page 145)

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

**DANC-050 THEATRE DANCE****Units: 1**

This course includes practical training in Ballet, Modern, Jazz and Tap for stage performance as well as application of various choreographic techniques for musical theater productions.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No Grading: L

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

COD GE: None CSU GE: None IGETC: None

**DANC-070 DANCE, MODERN****Units: 1**

This course provides instruction in modern dance techniques as a vehicle for creating original movement. (Equivalent to KINE-050.)

Lecture Hours: 9 Lab Hours: 27 Repeatable: No Grading: L

**Limitation on Enrollment:** Courses related in content (see page 145)

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

COD GE: None CSU GE: None IGETC: None

**DANC-073 DANCE, JAZZ****Units: 1**

This course provides instruction in jazz dance technique emphasizing optimum body placement and improved body mechanics and coordination. (Equivalent to KINE-053.)

Lecture Hours: 9 Lab Hours: 27 Repeatable: No Grading: L

**Limitation on Enrollment:** Courses related in content (see page 145)

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

COD GE: None CSU GE: None IGETC: None

**DANC-075 DANCE, TAP****Units: 1**

This course provides instruction in basic tap dance steps and simple choreography forms for the improvement of coordination and physical conditioning. (Equivalent to KINE-055.)

Lecture Hours: 9 Lab Hours: 27 Repeatable: No Grading: L

**Limitation on Enrollment:** Courses related in content (see page 145)

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

COD GE: None CSU GE: None IGETC: None

**DANC-076 DANCE, BALLET****Units: 1**

This course provides instruction in ballet technique and vocabulary. (Equivalent to KINE-056.)

Lecture Hours: 9 Lab Hours: 27 Repeatable: No Grading: L

**Limitation on Enrollment:** Courses related in content (see page 145)

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

COD GE: None CSU GE: None IGETC: None

**DIGITAL DESIGN & PRODUCTION (DDP)****DDP-001A COMPUTER GRAPHICS 1A****Units: 3**

This course provides an introduction to the process of creating, capturing, and manipulating bitmap graphics using Adobe Photoshop, the industry standard bitmap editor for graphics professionals. Adobe Photoshop is used for retouching and photo processing of scanned or digital photographic images on the computer. (Equivalent to CIS-081A.)

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

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**DDP-001B COMPUTER GRAPHICS 1B****Units: 3**

This course provides an introduction to the process of creating vector graphics images using Adobe Illustrator, the industry standard vector graphics editor for graphics professionals. Adobe Illustrator is used for creating graphic design, typography, logos, and sharp-edged artistic illustration on the computer. (Equivalent to CIS-081B.)

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

### DDP-002 COMPUTER GRAPHICS 2 Units: 3

This course provides advanced applications in computer graphics page layout techniques, using Adobe InDesign, Adobe Photoshop, and Adobe Illustrator, the industry standard software for computer graphic design. Emphasis is placed on the computer as a design tool to assemble type and manipulate images for the printed page and Web publication. (Equivalent to CIS-083D.)

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L  
**Prerequisite:** DDP-001A or CIS-081A

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.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L  
**Prerequisite:** ART-003A or concurrent enrollment

*Advisory:* DDP-001A and DDP-001B (strongly recommended)

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.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L  
**Prerequisite:** DDP-010

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 the computer to create multimedia presentations that synthesize photography, graphics, video, sound, and animation as well as making traditional and web-based interactive presentations using the industry standard software, Adobe Flash.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L  
**Prerequisite:** DDP-001A or DDP-001B or CIS-081A or CIS-081B

*Advisory:* DDP-010

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

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

### DDP-030 INTRODUCTION TO APPLIED DIGITAL PHOTOGRAPHY Units: 3

This course provides an introduction to the tools, materials and techniques of digital photography for the working professional photographer. 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 is required.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L  
 Transfer Status: CSU 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 3 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-030

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

## DISABLED STUDENTS PROGRAMS & SERVICES (DSPS)

### DSPS-040 SURVEY OF RESOURCES FOR DSPS STUDENTS Units: 2

This course focuses on an in-depth assessment of the student with a disability. It also introduces the student to the information and skills necessary for success in college. Course topics include development of personal goals, self-advocacy skills, use of services provided by DSPS as well as other student support services on campus, and available community resources. Students will learn to implement their Student Education Plans (SEPs), prepared by a DSPS counselor, to work toward their educational goals and will learn what accommodations are necessary to achieve these goals.

Lecture Hours: 36 Lab Hours: 0 Repeatable: No Grading: L  
*Advisory:* Intended for students with disabilities

Transfer Status: None Degree Applicable: NAA  
 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: No Grading: L  
*Advisory:* Intended for Workability III students  
 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. Multimedia 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: No Grading: L  
*Advisory:* Intended for students with disabilities  
 Transfer Status: None Degree Applicable: NAA  
 COD GE: None CSU GE: None IGETC: None

**DSPS-043 ALTERNATIVE LEARNING STRATEGIES Units: 3**  
(formerly DSPS-042)

This course provides specialized computer-assisted instruction for students with disabilities. Students are provided with study skills strategies to maximize their learning potential and to promote academic success.

Lecture Hours: 45 Lab Hours: 27 Repeatable: No Grading: L  
*Advisory:* Intended for students with disabilities  
 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. The course focuses 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: No Grading: L  
*Advisory:* Intended for Workability III students  
 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: No Grading: L  
*Advisory:* Intended for Workability III students  
 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: No Grading: L  
*Advisory:* Intended for Workability III students  
 Transfer Status: None Degree Applicable: NAA  
 COD GE: None CSU GE: None IGETC: None

**DSPS-046 COMPUTER ACCESS APPLICATIONS Units: 0.5**

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: 27 Repeatable: No Grading: L  
*Advisory:* Intended for students with disabilities  
 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.

Class Hours: Open Repeatable: Yes Grading: K  
**Prerequisite:** Students must be referred by the Learning Disability Specialist

**Corequisite:** DSPS-304

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.

Class Hours: Open Repeatable: Yes Grading: K  
*Advisory:* Intended for students with disabilities

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.

Class Hours: Open Repeatable: Yes Grading: K  
*Advisory:* Intended for students with disabilities

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



**DRAFTING, GENERAL & COMPUTER (DRA)****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  
Advisory: ENG-050 and MATH-060

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  
Advisory: DRA-001 and CIS-010

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

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 (CAD) 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 software.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L  
**Prerequisite:** DRA-008

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  
Advisory: DRA-001 and CIS-010

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

**DRUG & ALCOHOL STUDIES (HSAD)**

**See Alcohol & Drug Studies (page 157)**

**EARLY CHILDHOOD EDUCATION (ECE)****ECE-001 PRINCIPLES AND PRACTICES OF TEACHING (C-ID ECE 120) Units: 3**

This course is an examination of the underlying theoretical principles of developmentally appropriate practices applied to programs, environments, emphasizing the key role of relationships, constructive adult-child interactions, and teaching strategies in supporting physical, social, creative and intellectual development for all children. This course includes a review of the historical roots of early childhood programs and the evolution of the professional practices promoting advocacy, ethics and professional identity.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
Advisory: ENG-051

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

**ECE-010 CHILD GROWTH & DEVELOPMENT (C-ID CDEV 100) Units: 3**

This course examines the major physical, psychosocial, and cognitive/language developmental milestones for children, both typical and atypical, from conception through adolescence. There will be an emphasis on interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students will observe children, evaluate individual differences and analyze characteristics of development at various stages.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
Advisory: ENG-051

Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C5 CSU GE: D7,E IGETC: None

**ECE-010A PRESCHOOL CHILD DEVELOPMENT Units: 3**

This course studies the developing child with emphasis on the biosocial, cognitive, and psychosocial growth from three through five years of age. It includes the major theories of development regarding in-depth understanding of development from 36-60 months.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
**Prerequisite:** ECE-010

Advisory: ENG-051  
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-010 or ECE-010A

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

COD GE: None CSU GE: None IGETC: None

**ECE-012 CHILD, FAMILY & COMMUNITY (C-ID CDEV 110) Units: 3**

An examination of the developing child in a societal context focusing on the interrelationship of family, school and community and emphasizes historical and socio-cultural factors. The processes of socialization and identity development will be highlighted, showing the importance of respectful, reciprocal relationships that support and empower families.

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

**Prerequisite:** ECE-010 or ECE-010A or concurrent enrollment

*Advisory:* ENG-051

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: C5 CSU GE: D7,E IGETC: None

**ECE-016A PARENTING INFANTS AND TODDLERS Units: 1**

This course explores parent-child interaction patterns for parents of infants and toddlers. 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

Transfer Status: None Degree Applicable: NAA

COD GE: None CSU GE: None IGETC: None

**ECE-016B PARENTING THE PRESCHOOL CHILD Units: 1**

This course explores parent-child interaction patterns for parents of preschool aged children. 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

Transfer Status: None Degree Applicable: NAA

COD GE: None CSU GE: None IGETC: None

**ECE-016C PARENTING THE YOUNG CHILD Units: 1**

This course explores parent-child interaction patterns for those parenting children ages 5-8. 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

Transfer Status: None Degree Applicable: NAA

COD GE: None CSU GE: None IGETC: None

**ECE-019 CHILDREN'S LANGUAGE AND LITERATURE Units: 3**

This course is an overview of children's emerging literacy and language skills. At the end of this course students will demonstrate their knowledge of language acquisition in young children, how literacy skills emerge in young children, and what a teacher's role is in assisting the learning process.

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

**Prerequisite:** ECE-010 or ECE-010A

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. Major theories of development are reviewed. Observations provide opportunity to integrate theory and practice for all children. Multiple influences on development are analyzed including cultural, linguistic and ability differences are emphasized.

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

**Prerequisite:** ECE-010 or ECE-010A

*Advisory:* ENG-051

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**ECE-021 INFANT/TODDLER CURRICULUM 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-010 or ECE-010A or ECE-020

*Advisory:* ENG-051

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-046B

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 the business and management skills of administration. 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-010 or ECE-010A & completion of 9 units in ECE

*Advisory:* ENG-001A

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

**ECE-024A ADMIN ECE PROGRAMS: Units: 0.5  
PHILOSOPHY & CURRICULUM**

This course examines the requirements for the administration of programs for young children including private and publicly funded preschool programs, emphasizing the business and management skills of administration. Focus on program and curriculum philosophy. It is required by the State Department of Social Services for directors of private preschools and child care programs.

Lecture Hours: 9 Lab Hours: 0 Repeatable: No Grading: L

**Prerequisite:** ECE-010 or ECE-010A & completion of 9 units in ECE

*Advisory:* ENG-001A

Transfer Status: None

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

**ECE-024B ADMIN ECE PROGRAMS: Units: 0.5  
LEGAL/LICENSING ISSUES**

This course examines the requirements for the administration of programs for young children including private and publicly funded preschool programs. It is required by the State Department of Social Services for directors of private preschools and child care programs.

Lecture Hours: 9 Lab Hours: 0 Repeatable: No Grading: L

**Prerequisite:** ECE-010 or ECE-010A & completion of 9 units in ECE

*Advisory:* ENG-001A

Transfer Status: None

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

**ECE-024C ADMIN ECE PROGRAMS: Units: 0.5  
BUSINESS START-UP &  
EXPANSION**

This course examines the requirements for the administration of programs for young children including private and publicly funded preschool programs, emphasizing the business and management skills of administration. The focus is on business start up and expansion. It is required by the State Department of Social Services for directors of private preschools and child care programs. (Program Administration Scale: Center Operations)

Lecture Hours: 9 Lab Hours: 0 Repeatable: No Grading: L

**Prerequisite:** ECE-010 or ECE-010A & completion of 9 units in ECE

*Advisory:* ENG-001A

Transfer Status: None

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

**ECE-024D ADMIN ECE PROGRAMS: Units: 0.5  
FISCAL MANAGEMENT**

This course examines the requirements for the administration of programs for young children including private and publicly

funded preschool programs, emphasizing the business and management skills of administration. The focus is on fiscal management. It is required by the State Department of Social Services for directors of private preschools and child care programs. (Program Administration Scale: Personnel Costs and Allocation)

Lecture Hours: 9 Lab Hours: 0 Repeatable: No Grading: L

**Prerequisite:** ECE-010 or ECE-010A & completion of 9 units in ECE

*Advisory:* ENG-001A

Transfer Status: None

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

**ECE-024E ADMIN ECE PROGRAMS: Units: 0.5  
MARKETING & PR**

This course examines the requirements for the administration of programs for young children including private and publicly funded preschool programs, emphasizing the business and management skills of administration. This course focuses on marketing and public relations. It is required by the State Department of Social Services for directors of private preschools and child care programs. (Program Administration Scale: Marketing and Public Relations)

Lecture Hours: 9 Lab Hours: 0 Repeatable: No Grading: L

**Prerequisite:** ECE-010 or ECE-010A & completion of 9 units in ECE

*Advisory:* ENG-001A

Transfer Status: None

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

**ECE-024F ADMIN ECE PROGRAMS: Units: 0.5  
PERSONNEL**

This course examines the requirements for the administration of programs for young children including private and publicly funded preschool programs, emphasizing the business and management skills of administration. The course focuses on personnel management. It is required by the State Department of Social Services for directors of private preschools and child care programs. (Program Administration Scale: Personnel and Staff Qualifications; Human Resources Management)

Lecture Hours: 9 Lab Hours: 0 Repeatable: No Grading: L

**Prerequisite:** ECE-010 or ECE-010A & completion of 9 units in ECE

*Advisory:* ENG-001A

Transfer Status: None

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

**ECE-025 ADVANCED ADMINISTRATION OF Units: 3  
PROGRAMS FOR YOUNG CHILDREN**

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

Transfer Status: CSU

Degree Applicable: AA/AS

CODGE: None CSU GE: None

IGETC: None

**ECE-027 ENGLISH LANGUAGE LEARNERS IN ECE Units: 3**

This course focuses on principles for promoting language, literacy and learning for preschool English language learners. Upon successful completion of this course, students will demonstrate the ability to foster an environment that respects and values linguistic and cultural diversity while assisting children toward the eventual mastery of English as a second language.

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

**Prerequisite:** ECE-010

Transfer Status: CSU Degree Applicable: AA/AS

CODGE: None CSU GE: None IGETC: None

**ECE-031 CHILD ABUSE AND NEGLECT Units: 3**

This course examines physical abuse and neglect, emotional abuse and neglect, and sexual abuse of children, as well as issues which contribute to abuse and neglect. The developmental consequences of stress and trauma on children are explored. Emphasis is placed on ways to support family strengths, foster positive mental health and prevent, detect and intervene in cases of child abuse. Mandated reporting protocols are reviewed.

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

*Advisory:* ENG-050

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**ECE-033 INCLUSION OF CHILDREN WITH SPECIAL NEEDS IN ECE SETTINGS Units: 3**

This course provides an introduction to special education and in early childhood settings. Introduces the variations in development of children with special needs ages birth through eight and the resulting impact on families. Includes an overview of historical and societal influences, laws relating to children with special needs, and the identification and referral process. The role of child development professionals and paraprofessionals in serving children with disabilities is emphasized. Strategies to include children with special needs in full inclusion settings is emphasized.

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

**Prerequisite:** ECE-010 or ECE-010A

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**ECE-034 SOCIAL COGNITION AND THE DEVELOPING BRAIN Units: 3**

This course is designed to help students understand brain development occurs through the interaction of a child's relationships and experiences. Early childhood teachers (birth to age eight) create calm and effective learning environments when they facilitate children's capacity to know others (social cognition) and to get along with others (prosocial behavior).

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

**Prerequisite:** ECE-010 or ECE-010A *Advisory:* ENG-051

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**ECE-035 CURRICULUM AND STRATEGIES FOR CHILDREN WITH SPECIAL NEEDS Units: 3**

This course prepares students to become professionals in programs serving children with special needs and their families. Covers curriculum and intervention strategies for working with children with special needs in partnership with their families and communities. Focuses on the use of observation and assessment in meeting the individualized needs of children in inclusive and natural environments. Including the role of the teacher and other professionals working with families, collaboration with interdisciplinary teams and cultural competence. Strategies to support children with challenging behaviors is emphasized.

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

**Prerequisite:** ECE-033

Transfer Status: CSU 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-010 or ECE-010A

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**ECE-037 INCLUSION PRACTICES IN EARLY CHILDHOOD Units: 3**

Designed to develop both planning and intervention skills for working with young children with special needs and their families. Students will plan educational programs which include use of specific intervention techniques and practices from recognized early intervention programs for children showing atypical development. Attention will be given to adopting strategies to include exceptional children in programs for typically developing young children. Field experiences required.

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

**Prerequisite:** ECE-035

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-010 or ECE-010A

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**ECE-040 INTRODUCTION TO CURRICULUM Units: 3  
(C-ID ECE 130)**

This course presents an overview of knowledge and skills related to providing appropriate curriculum and environments for young children from birth to age 6. Students examine teacher's role in supporting development and fostering the joy of learning for all young children using observation and assessment strategies emphasizing the essential role of play. An overview of content areas will include, but not be limited to: Language and literacy, social and emotional learning, sensory learning, art and creativity, math and science.

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

**Prerequisite:** ECE-010 or ECE-010A or concurrent enrollment

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**ECE-044 HEALTH, SAFETY & NUTRITION Units: 3  
(C-ID ECE 220)**

Introduction to the laws, regulations, standards, policies and procedures and early childhood curriculum related to child health safety and nutrition. The key components that ensure physical health, mental health and safety for both children and staff will be identified along with the importance of collaboration with families and health professionals. Focus on integrating the concepts into everyday planning and program development for all children.

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

*Advisory:* ENG-051

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**ECE-045 TEACHING IN A DIVERSE SOCIETY Units: 3  
(C-ID ECE 230)**

Examination of the development of social identities in diverse societies including theoretical and practical implications of oppression and privilege as they apply to young children, families, programs, classrooms and teaching. Various classroom strategies are explored emphasizing culturally and linguistically appropriate anti-bias approaches supporting all children in becoming competent members of a diverse society. Course includes self-examination and reflection on issues related to social identity, stereotypes and bias, social and educational access, media and schooling.

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

**Prerequisite:** ECE-010 or ECE-010A

*Advisory:* ENG-051 and RDG-051

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**ECE-046B OBSERVATION & ASSESSMENT Units: 3  
(C-ID ECE 200)**

This course focuses on the appropriate use of assessment and observation strategies to document development, growth, play and learning in order to join with families and professionals in promoting children's success and maintaining quality programs. Recording strategies, rating systems, portfolios, and multiple assessment methods are explored.

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

**Prerequisite:** ECE-010 or ECE-010A

*Advisory:* ENG-001A

Transfer Status: CSU

COD GE: None CSU GE: None

Degree Applicable: AA/AS

IGETC: None

**ECE-047A PRACTICUM IN EARLY CHILDHOOD EDUCATION Units: 3  
(C-ID ECE 210)**

A demonstration of developmentally appropriate early childhood teaching competencies under guided supervision. Students will utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Child centered, play-oriented approaches to teaching, learning, and assessment; and knowledge of curriculum content areas will be emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning for all young children.

Lecture Hours: 0 Lab Hours: 162 Repeatable: No Grading: L

**Prerequisite:** ECE-001, and ECE-010 or ECE-010A, and ECE-012, and ECE-040, and ECE-046B

Transfer Status: CSU

COD GE: None CSU GE: None

Degree Applicable: AA/AS

IGETC: None

**ECONOMICS (ECON)****ECON-001 PRINCIPLES OF MACROECONOMICS Units: 3**

Macroeconomics deals with the overall performance of the economy. It focuses on aggregate economic concepts such as the gross domestic product, employment, unemployment, price stability, inflation, ups and downs of the economy, economic growth, the role of money, and the impact of international trade. The course also covers different theories and views that explain an economic system, and addresses a range of policy options that can be considered for improving the performance of the economy.

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

**Prerequisite:** ENG-050 and MATH-054

*Advisory:* MATH-040

Transfer Status: CSU/UC

COD GE: C2 CSU GE: D2

Degree Applicable: AA/AS

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-054

*Advisory:* MATH-040

Transfer Status: CSU/UC

COD GE: C2 CSU GE: D2

Degree Applicable: AA/AS

IGETC: 4B

**ECON-011 INTERNATIONAL ECONOMIC RELATIONS Units: 3**

The course is the study of international trade, foreign investment, transfer of technology, 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  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: C2 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 economic data. It prepares students to make critical evaluations of economic issues and policies in order to make more informed decisions as income earner, taxpayer, and voter. It will acquaint students with the methods and principles of economics such as understanding economic behavior, economic decision-making, government policy, and domestic and international economic issues.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: O  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: C2 CSU GE: D2 IGETC: None

**EDUCATION (EDUC)****EDUC-001 INTRODUCTION TO ELEMENTARY CLASSROOM TEACHING Units: 3**

This course introduces students to the concepts and issues related to teaching diverse learners in today's contemporary schools, Kindergarten through grade 12 (K-12). Topics include teaching as a profession and career, historical and philosophical foundations of the American education system, contemporary educational issues, California's content standards and frameworks, and teacher performance standards. In addition to class time, the course requires a minimum of 45 hours of structured fieldwork in public elementary classrooms that represent California's diverse student population, and includes cooperation with at least one carefully selected and campus-approved certificated classroom teacher.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L  
 Advisory: ECE-010 and ENG-001A  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: E IGETC: None

**EMERGENCY MEDICAL TECHNOLOGY (EMT)****EMT-080 EMERGENCY MEDICAL RESPONDER Units: 3**

This course prepares the EMR student to provide emergency pre-hospital assessment and care for patients of all ages with a variety of medical conditions and traumatic injuries. Areas of

study include an introduction to emergency medical services systems, roles and responsibilities of EMRs, anatomy and physiology, medical emergencies, trauma, and special considerations for working in the pre-hospital setting.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L  
 Advisory: ENG-050 and HS-062  
 Transfer Status: None Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**EMT-081 AMBULANCE OPERATIONS Units: 1**

This course provides information and skills training. Topics include applicable laws, defensive driving techniques, basic inspection and maintenance. Each student also has the opportunity to increase their driving skills during simulated driving conditions.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No Grading: L  
 Advisory: ENG-050

**Limitation on Enrollment:** Valid driver's license

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

**EMT-084 EMERGENCY MEDICAL TECHNICIAN I Units: 6**

This course prepares students for EMT certification. Students study and practice the fundamental principles and skills required to provide care to patients experiencing traumatic injury and emergency medical conditions. This course is approved by Riverside County EMS. This course meets Title 22 regulations and National EMS Educational Standards. This course includes theory instruction, skills practice, and supervised clinical time in selected pre-hospital sites.

Lecture Hours: 72 Lab Hours: 108 Repeatable: No Grading: L

**Prerequisite:** EMT-080

Advisory: ENG-050

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

**EMT-085 EMT REFRESHER COURSE Units: 2**

This refresher course for Emergency Medical Technician (EMT) personnel meets or exceeds the requirements specified in the California Code of Regulations, Title 22, Chapter 5, section 9. This course is for those who have completed a recognized EMT training course and are in the process of obtaining certification or renewing their current certification. The course contains information on new EMT techniques and procedures, review of cardiopulmonary resuscitation, and a review of current local protocols. Passing performance on both written and skills competency examinations are required for course completion. To meet legally mandated training requirement, students may re-enroll in this course as many times as needed by completing a petition electronically via the @MyCod Student Portal, A&R Forms.

Lecture Hours: 36 Lab Hours: 0 Repeatable: No Grading: L

**Prerequisite:** EMT-084 or Must have successfully completed a State of California EMSA recognized EMT course.

Transfer Status: None Degree Applicable: NAA  
 COD GE: None CSU GE: None IGETC: None

**ENERGY SYSTEMS TECHNOLOGY (ESYS)****ESYS-001 INTRODUCTION TO THE POWER INDUSTRY Units: 3**

An overview of our current power generation infrastructure, methods of power generation and potential employment opportunities will be examined in this course. These areas will be supported by the fundamentals of the power industry including safety practices, power industry economics and the future of the power industry. An introduction to construction math, hand tools, power tools, construction drawings, material handling and basic rigging will form the basis of knowledge for entering into the power industry. Communication and employability skills will be introduced to provide the student with additional "soft-skill" workforce training.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
*Advisory:* ENG-070 and MATH-060  
 Transfer Status: None Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**ESYS-002 ELECTRICITY AND ELECTRICAL THEORY Units: 3**

This course provides a solid foundation of the theory behind electricity, electrical circuits, circuit components, electrical test equipment and safe practices when working with electricity.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L  
*Advisory:* ENG-070 and MATH-060  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**ESYS-003 ENERGY SYSTEMS TECHNOLOGY Units: 3**

This course will explore various methods of power generation with an emphasis on renewable energy technologies. Students will take a hands-on approach in the examination of the Rankin cycle, steam generation, gas turbine operation, biofuel production, geoexchange systems, solar power production, wind power production and hydro-power production. Students will engage in discussion regarding cost effectiveness, viability and practicality of each of these technologies.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L  
*Advisory:* MATH-060 and ENG-070 or ESL-070  
 Transfer Status: None Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**ESYS-004 INDUSTRIAL CALCULATIONS Units: 3**

This contextualized math course provides Career and Technical Education (CTE) specific applications of basic math skills. It is intended for CTE students seeking a certificate. Topics include adding, subtracting, multiplying, and dividing rational numbers, percentages, ratios and proportions, measurement, and career applications.

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

**ENGINEERING, GENERAL (ENGR)****ENGR-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. It 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. (Equivalent to PH-006A.)

Lecture Hours: 54 Lab Hours: 54 Repeatable: No Grading: L  
**Prerequisite:** MATH-001A  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: C1 CSU GE: None IGETC: None

**ENGR-011 STATICS Units: 3**

This course is an introduction to the analysis of forces on engineering structures in equilibrium. Vector analysis 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. (Equivalent to PH-011.)

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
**Prerequisite:** PH-004A and MATH-001B  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**ENGR-012 DYNAMICS Units: 3**

This course is intended for engineering majors planning to transfer to four-year institutions. It covers the fundamentals of kinematics and kinetics of particles and rigid bodies. Topics include kinematics of particle motion, Newton's Second Law, planar and three dimensional motion of rigid bodies, momentum and energy principles for rigid body motion and an introduction to vibrations and oscillations. (Equivalent to PH-012.)

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
**Prerequisite:** ENGR-011 or PH-011  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**ENGR-013 MATERIALS SCIENCE Units: 3**

Application of basic principles of chemistry and physics to the mechanical, electrical, optical, thermal, magnetic, and deteriorative properties of materials. Special emphasis is given to the relationship between microstructure and the properties of metals, polymers, ceramics, and semiconducting materials.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
**Prerequisite:** CH-001A and MATH-001A  
*Advisory:* PH-004A  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**ENGINEERING TECHNOLOGY (ENGT)****ENGT-010 INTRODUCTION TO PLANE SURVEYING Units: 4**

This course is designed for students to acquire skills relevant to land surveying. Students learn fundamental surveying techniques involving linear, angular, and area calculations, and measurements. Field experience will include use of steel tapes, engineer's level, transit, theodolite, electronic distance measurements, and electronic calculators in solving surveying problems. Property conveyances, easements, state and local laws, ordinances, and policies are introduced.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No Grading: L  
*Advisory:* ENG-051, RDG-051 and MATH-005  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**ENGLISH (ENG)****ENG-001A COMPOSITION (C-ID ENGL 100) 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, or ENG-061, or ENG-071, or ESL-051, or ESL-071  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: C4a CSU GE: A2 IGETC: 1A

**ENG-001B COMPOSITION & LITERATURE (C-ID ENGL 120) 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  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: C3 CSU GE: C2 IGETC: 3B

**ENG-002 ARGUMENTATIVE WRITING & CRITICAL THINKING THROUGH LITERATURE (C-ID ENGL 110) Units: 4**

This course offers expanded instruction in analytical, critical, and argumentative writing, critical thinking, research strategies, information literacy, and proper documentation through the study of literary works from major genres, while developing students' close reading skills and promoting an appreciation for the aesthetic qualities of literature. This course builds upon the skills begun in English 1A.

Lecture Hours: 72 Lab Hours: 0 Repeatable: No Grading: L

*Prerequisite:* ENG-001A

Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: C3, C4.a CSU GE: A3 IGETC: None

**ENG-005A CREATIVE WRITING (C-ID ENGL 200) 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  
 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  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**ENG-010A AMERICAN LITERATURE I (C-ID ENGL 130) 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  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: C3 CSU GE: C2 IGETC: 3B

**ENG-010B AMERICAN LITERATURE II (C-ID ENGL 135) 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  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: C3 CSU GE: C2 IGETC: 3B

**ENG-011A SURVEY OF ENGLISH LITERATURE TO 18<sup>TH</sup> CENTURY (C-ID ENGL 160) 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  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: C3 CSU GE: C2 IGETC: 3B



**ENG-011B SURVEY OF ENGLISH LITERATURE Units: 3**  
**(ROMANTIC-MODERN)**  
**(C-ID ENGL 165)**

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

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C3

CSU GE: C2

IGETC: 3B

**ENG-012A WORLD LITERATURE I Units: 3**  
**(C-ID ENGL 140)**

This course presents a survey of the literary works that have influenced world thought from Homer through the Renaissance to 1660. Classics in all genres 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

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C3

CSU GE: C2

IGETC: 3B

**ENG-012B WORLD LITERATURE II Units: 3**  
**(C-ID ENGL 145)**

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

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C3

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

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 students to the short story, through critical discussion and analysis of its elements, structure, devices and context using short stories from around the world.

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

**Prerequisite:** ENG-001A

*Advisory:* ENG-001B

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

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C3

CSU GE: C2

IGETC: 3B

**ENG-021 INTRODUCTION TO LATIN Units: 3**  
**AMERICAN/CHICANO LITERATURE**

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 the literary genres: the essay, short stories, the novel, poetry, and drama.

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

**Prerequisite:** ENG-001A

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C3

CSU GE: C2

IGETC: 3B

**ENG-022 INTRODUCTION TO AFRICAN Units: 3**  
**AMERICAN LITERATURE**

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

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C3

CSU GE: C2

IGETC: 3B

**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

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C3

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

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

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

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

COD GE: C3 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 1<sup>st</sup> and 2<sup>nd</sup> 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

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

COD GE: C3 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

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

COD GE: C3 CSU GE: C2 IGETC: 3B

**ENG-036 CHILDREN'S LITERATURE (C-ID ENGL 180) Units: 3**

This course introduces students to a formal study of literature for children from preschool 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

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C3 CSU GE: C2

IGETC: 3B

**ENG-037 METHODS OF TUTORING WRITING Units: 3**

Study of the theory, principles and methods of tutoring students who need specific practice in writing. Those completing this course with a grade of C or better are eligible to participate in tutorial writing services on campus. May not be counted toward fulfilling requirements for the English or liberal arts majors. May be counted toward fulfilling electives for the English or Liberal Arts majors. Students in this class are expected to be proficient writers.

Lecture Hours: 54 Lab Hours: 10 Repeatable: No Grading: L

**Prerequisite:** ENG-001A

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: C3 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.

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

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.

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

**Prerequisite:** ENG-050

Transfer Status: None

Degree Applicable: NAA

COD GE: None CSU GE: None

IGETC: None

**ENG-061 ACCELERATED ENGLISH FOR COLLEGE SUCCESS Units: 4**

Preparation for academic writing and critical thinking expected in transfer and associate-degree classes. Strongly recommended: participation in the English placement process.

Lecture Hours: 72 Lab Hours: 0 Repeatable: No Grading: L

Transfer Status: None

Degree Applicable: NAA

COD GE: None CSU GE: None

IGETC: None

**ENG-070 ACADEMIC ENGLISH I Units: 4**

This course will introduce students to academic reading and writing. Emphasis will be on basic essay structure, beginning research skills, and critical reading strategies with integrated practice and reinforcement in writing and reading. [This class meets entry level reading and English requirements.] (Equivalent to ESL-070.)

Lecture Hours: 72 Lab Hours: 0 Repeatable: No Grading: O

Transfer Status: None

Degree Applicable: NAA

COD GE: None CSU GE: None

IGETC: None

**ENG-071 ACADEMIC ENGLISH II Units: 4**

This course will continue to prepare students for writing and reading in an academic setting by focusing on essay structure, research skills, and critical reading strategies with integrated practice in writing and reading. [This class meets intermediate reading and English requirements.] (Equivalent to ESL-071.)

Lecture Hours: 72 Lab Hours: 0 Repeatable: No Grading: 0

**Prerequisite:** ENG-070, or ESL-070, or ENG-050 *and* RDG-050

Transfer Status: None Degree Applicable: NAA

COD GE: None CSU GE: None IGETC: None

**ENGLISH AS A SECOND LANGUAGE - Credit (ESL)****ESL-052 PRONUNCIATION Units: 3**

This course, for Non-native Speakers of English, focuses on pronunciation of phonetic sounds, syllable stress, word pattern stress, rhythm and intonation of Standard American English for effective communication.

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

Transfer Status: None Degree Applicable: NAA

COD GE: None CSU GE: None IGETC: None

**ESL-053 SPEECH PRONUNCIATION AND LISTENING Units: 3**

This course is designed to enable ESL students to gain confidence and pronunciation accuracy in speaking. Students will practice and develop their overall English listening and speaking proficiency and focus on specific areas of pronunciation difficulty in leading group discussions and giving speeches in college and the workplace.

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

*Advisory:* ESL-052

Transfer Status: None Degree Applicable: NAA

COD GE: None CSU GE: None IGETC: None

**ESL-069 ESL ACADEMIC READING AND WRITING Units: 4**

This is the first in a series of three Reading and Writing courses to help non-native English students develop academic reading and writing skills. Emphasis is on vocabulary development, and locating main ideas and supporting sentences for reading comprehension, as well as, developing basic sentence and paragraph skills for academic purposes.

Lecture Hours: 72 Lab Hours: 0 Repeatable: No Grading: 0

*Advisory:* ESL-069A is strongly advised as a corequisite

Transfer Status: None Degree Applicable: NAA

COD GE: None CSU GE: None IGETC: None

**ESL-069A INTRODUCTORY GRAMMAR AND EDITING Units: 2**

This course provides non-native English speaking students with a review of intermediate level grammar and language structures applicable to introductory academic writing as well as strategies for editing their own writing.

Lecture Hours: 36 Lab Hours: 0 Repeatable: No Grading: 0

*Advisory:* ESL-069 is strongly advised as a corequisite

Transfer Status: None Degree Applicable: NAA

COD GE: None CSU GE: None IGETC: None

**ESL-070 ESL/ACADEMIC ENGLISH I Units: 4**

This is the second in a series of three Reading and Writing courses to help non-native English students develop and improve academic reading and writing skills. Emphasis will be on basic essay structure, beginning research skills, and critical reading strategies with integrated practice and reinforcement in writing and reading. (Equivalent to ENG-070.)

Lecture Hours: 72 Lab Hours: 0 Repeatable: No Grading: 0

**Prerequisite:** ESL-069 or ESL-050A

*Advisory:* ESL-070A is strongly advised as a corequisite

Transfer Status: None Degree Applicable: NAA

COD GE: None CSU GE: None IGETC: None

**ESL-070A GRAMMAR & EDITING Units: 2**

Non-native English speaking students will learn high-intermediate level grammar and language structures applicable to academic writing as well as strategies for editing their own writing.

Lecture Hours: 36 Lab Hours: 0 Repeatable: No Grading: 0

**Prerequisite:** ESL-069A or ESL-055A

*Advisory:* ESL-070 is strongly advised as a corequisite

Transfer Status: None Degree Applicable: NAA

COD GE: None CSU GE: None IGETC: None

**ESL-071 ESL/ACADEMIC ENGLISH II Units: 4**

This is the third (and most advanced) in a series of three Reading and Writing courses to help non-native English students develop and improve academic reading and writing skills. Emphasis is on practice in college-level reading, critical thinking, expository essay writing, and research skills. (Equivalent to ENG-071.)

Lecture Hours: 72 Lab Hours: 0 Repeatable: No Grading: 0

**Prerequisite:** ESL-070, or ENG-070, or ESL-050C *and* RDG-050, or ENG-050 *and* RDG-050

*Advisory:* ESL-071A is strongly advised as a corequisite

Transfer Status: None Degree Applicable: NAA

COD GE: None CSU GE: None IGETC: None

**ESL-071A ADVANCED GRAMMAR & EDITING Units: 2**

Non-native English speaking students will learn advanced level grammar and language structures applicable to college writing as well as strategies for editing their own writing.

Lecture Hours: 36 Lab Hours: 0 Repeatable: No Grading: 0

**Prerequisite:** ESL-070A or ESL-055B

*Advisory:* ESL-071 is strongly advised as a corequisite

Transfer Status: None Degree Applicable: NAA

COD GE: None CSU GE: None IGETC: None

**ENGLISH AS A SECOND LANGUAGE - Noncredit (ESLN)****ESLN-309A ESL - FOUNDATIONS Units: 0**

This foundation level comprehensive English as a Second Language course emphasizes the development of the very basic English literacy skills. This course is for ESLN students who require basic skills development in reading, writing, speaking, and listening.

Class Hours: Open Repeatability: Yes Grading: K  
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, or Instructor recommendation  
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, or Instructor recommendation  
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, speaking, and listening skills from Levels I and II and stresses the present perfect, past continuous, and present perfect continuous tenses. Emphasis is placed on expanding the students' oral, reading, and writing fluency in English.

Class Hours: Open Repeatability: Yes Grading: K  
**Prerequisite:** ESLN-310B, or appropriate ESLN Placement Test, or Instructor recommendation  
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 Level III and

stresses verb patterns and use of 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, or Instructor recommendation  
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 non-credit 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, or Instructor recommendation  
Transfer Status: None Degree Applicable: NONC  
COD GE: None CSU GE: None IGETC: None

**ESLN-324A ESL - READING LABORATORY Units: 0**

This noncredit course is intended for students who are currently enrolled in an ESLN-310C, D, or E Comprehensive Course. It is designed to help ESL learners increase their vocabulary, learn reading strategies, and improve reading fluency and comprehension. Students will follow computer-guided instruction and practice at their own pace, using a computer.

Class Hours: Open Repeatability: Yes Grading: K  
**Corequisite:** ESLN-310C, or ESLN-310D, or ESLN-310E  
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 English as a Second Language Conversation focuses on simple communication skills relevant to the students' daily lives.

Class Hours: Open Repeatability: Yes Grading: K  
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 English as a Second Language Conversation reinforces skills taught in Level I and emphasizes vocabulary and phrases used in real-life situations.

Class Hours: Open Repeatability: Yes Grading: K  
**Prerequisite:** ESLN-388A, or appropriate ESLN Placement Test, or Instructor recommendation  
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 English as a Second Language 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, or Instructor recommendation

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 English as a Second Language Conversation focuses on extended use of oral language in various conversational situations. Students engage in conversations, discussions, and presentations.

Class Hours: Open Repeatable: Yes Grading: K

**Prerequisite:** ESLN-388C, or appropriate ESLN Placement Test, or Instructor recommendation

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 English as a Second Language Conversation focuses on refining conversation skills within the context of life in the U.S., its social conventions, and U.S. history. Students will engage in conversations, discussions, and presentations.

Class Hours: Open Repeatable: Yes Grading: K

**Prerequisite:** ESLN-388D, or appropriate ESLN Placement Test, or Instructor recommendation

Transfer Status: None Degree Applicable: NONC

COD GE: None CSU GE: None IGETC: None

**ESLN-390B ESL - PRONUNCIATION & VOCABULARY Units: 0**

This noncredit course is designed to help high-intermediate to low-advanced level students to better communicate orally through practice in recognition and production of the sounds, syllables, rhythm, and intonation of Standard American 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.

Class Hours: Open Repeatable: Yes Grading: K

**Prerequisite:** ESLN-310C, or appropriate ESLN Placement Test, or Instructor recommendation

Transfer Status: None Degree Applicable: NONC

COD GE: None CSU GE: None IGETC: None

**ESLN-399 ESL - LANGUAGE LABORATORY Units: 0**

This open entry/open exit course is designed to provide additional opportunities for students enrolled in the ESL Noncredit program to develop their English skills, specifically in

the areas of listening, speaking, reading, writing and grammar. Emphasis is on the use of multimedia equipment and materials, print and audiovisual materials.

Class Hours: Open Repeatable: Yes Grading: K

Transfer Status: None Degree Applicable: NONC

COD GE: None CSU GE: None IGETC: None

**FINANCE (BUFI)**

**See Business/Finance (page 173)**

**FIRE TECHNOLOGY (FIRE)****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

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

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

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  
 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  
 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  
 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. (Equivalent to NR-010.)

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
 Advisory: RDG-050  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**FIRE-063A BASIC FIRE FIGHTER I ACADEMY Units: 11 (Part 1)**

This course provides individuals with the knowledge and skills to safely perform, under minimal supervision, essential and advanced fire ground tasks. These shall include basic rescue operations, auto extrication, basic fire suppression, prevention and investigation, a basic knowledge of the Incident Command System (ICS) and an introduction to the potential dangers of hazardous materials. In addition, students will learn to use, inspect and maintain various types of firefighting and rescue equipment. Completion of this course satisfies the manipulative and academic training requirements as established by the State Fire Marshal to become certified as a Fire Fighter I.

Lecture Hours: 162 Lab Hours: 108 Repeatable: No Grading: L  
**Prerequisite:** EMT-084 and FIRE-001  
 Advisory: ENG-051 and RDG-051

**Limitation on Enrollment:** Successful completion within one year of a Certified Physical Ability Test (CPAT). Safety gear and SCBA will be required. FIT testing is mandatory.

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

**FIRE-063B BASIC FIRE FIGHTER I ACADEMY Units: 7½ (Part 2)**

This course provides individuals with the knowledge and skills to safely perform, under minimal supervision, basic rescue operations, hose, ladders forcible entry, auto extrication, basic fire suppression and control, prevention and investigation, hazardous materials decon, basic knowledge of the Incident Command System (ICS). Completion of this course satisfies the requirements as established by the State Fire Marshal to become certified as a Fire Fighter I. Certifications will be issued for S-212, LARRO, RIC, Auto Extrication, Haz/Mat Decon, Fire Control 3 and 4A/B, Basic Fire Fighter Academy.

Lecture Hours: 63 Lab Hours: 216 Repeatable: No Grading: L  
**Prerequisite:** FIRE-063A

**Limitation on Enrollment:** Successful completion within one year of a Certified Physical Ability Test (CPAT). Safety gear and SCBA will be required. FIT testing is mandatory.

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

**FIRE-071 CONFINED SPACE RESCUE TECHNICIAN 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

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**FIRE-072A TRENCH RESCUE Units: ¾**

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: 4½ Lab Hours: 27 Repeatable: No Grading: L

*Advisory:* Regular or volunteer fire fighter

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

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**FIRE-074A FIRE CONTROL 3A: STRUCTURAL FIRE FIGHTING/ACQUIRED STRUCTURES Units: 1**

This course is designed to develop fundamental skills in combating structure fires by providing the student with a thorough understanding of fire behavior, ventilation procedures and techniques, interior fire attack, and exterior fire attack. In many cases, this will be the firefighter's first exposure to live structural fire fighting. The structures used in class are generally donated buildings with written agreement between the owner and the authority having jurisdiction (AHJ) specifying the live fire training that will be conducted and acknowledges the expected condition of the structure upon completion of the training.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No Grading: L

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**FIRE-074B FIRE CONTROL 3B: STRUCTURAL FIRE FIGHTING/LIVE-FIRE SIMULATOR Units: 1**

This course is designed to develop fundamental skills in combating structure fires by providing the student with a thorough understanding of fire behavior, ventilation procedures and techniques, interior fire attack, and exterior fire attack using a live-fire simulator. In many cases, this will be the firefighter's first exposure to live structural fire fighting.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No Grading: L

**Prerequisite:** FIRE-074A

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**FIRE-075A HAZARDOUS MATERIALS FIRST RESPONDER: OPERATIONS 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

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**FIRE-075B HAZARDOUS MATERIALS FIRST RESPONDER: DECONTAMINATION Units: ½**

Provides Hazardous Materials First Responder Operational certified individuals with an improved capability to respond to hazardous materials incidents and decontaminate Haz/Mat team members and victims who may be contaminated. Meets and exceeds the requirements of CFR 29 1910.120 and CCR Title 8.

Lecture Hours: 9 Lab Hours: 0 Repeatable: No Grading: L

**Prerequisite:** FIRE-075A

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**FIRE-076 LOW ANGLE RESCUE OPERATIONS- INTRO TO RESCUE SYSTEMS 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: 9 Lab Hours: 27 Repeatable: No Grading: L

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**FIRE-077A FIRE INVESTIGATION IA: FIRE ORIGIN & CAUSE DETERMINATION 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

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**FIRE-077B FIRE INVESTIGATION IB: TECHNIQUES OF FIRE INVESTIGATION 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

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

**FIRE-078A TRAINING INSTRUCTOR IA: COGNITIVE LESSON DELIVERY Units: 2½**

Personnel preparing for a Company Officer, SFT Registered Instructor, or Training Officer position. This is the first of a three-course series. Topics include methods and techniques for training in accordance with the latest concepts in career education; selecting, adapting, organizing, and using instructional materials appropriate for teaching cognitive lessons; criteria and methods to evaluate teaching and learning efficiency; and an opportunity to apply major principles of learning through teaching demonstrations.

Lecture Hours: 45 Lab Hours: 0 Repeatable: No Grading: L

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**FIRE-078B TRAINING INSTRUCTOR IB: PSYCHOMOTOR LESSON DELIVERY Units: 2½**

Personnel preparing for a Company Officer, SFT Registered Instructor, or Training Officer position. This is the second of a three-course series. Topics include methods/techniques for training with the latest concepts in career education; selecting, adapting, organizing, and using instructional materials appropriate for teaching psychomotor lessons; criteria and methods to evaluate teaching and learning efficiency; and an opportunity to apply major principles of learning through teaching demonstrations. Two (2) student instructor teaching demonstrations are required of all.

Lecture Hours: 45 Lab Hours: 0 Repeatable: No Grading: L

**Prerequisite:** FIRE-078A

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**FIRE-078C TRAINING INSTRUCTOR IC: INSTRUCTIONAL DEVELOPMENT TECHNIQUES Units: 2½**

Personnel preparing for SFT Registered Instructor or Training Officer position. This is the third of a three-course series. Topics include methods and techniques for developing lesson plans, ancillary components, and tests in accordance with the latest concepts in career education. The course offers the opportunity to develop, receive feedback, and finalize instructional materials and deliver a teaching demonstration. Two (2) student instructor teaching demonstrations are required of all.

Lecture Hours: 45 Lab Hours: 0 Repeatable: No Grading: L

**Prerequisite:** FIRE-078B

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**FIRE-079A I-100: INTRODUCTION TO ICS Units: ¼**

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

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**FIRE-079B I-200: 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

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: 18 Lab Hours: 27 Repeatable: No Grading: L

**Prerequisite:** FIRE-079B

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: 18 Lab Hours: 27 Repeatable: No Grading: L

**Prerequisite:** FIRE-079C

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: 31½ Lab Hours: 13½ Repeatable: No Grading: L

**Prerequisite:** FIRE-079D

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 (ICS). Course includes: division/group management, organizational interaction, and division operations.

Lecture Hours: 18 Lab Hours: 27 Repeatable: No Grading: L

**Prerequisite:** FIRE-079C

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**FIRE-090A FIRE PREVENTION 1A: FIRE INSPECTION PRACTICES 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

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**FIRE-090B FIRE PREVENTION 1B: CODE ENFORCEMENT 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

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**FIRE-090C FIRE PREVENTION 1C: FLAMMABLE GASSES 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 and FIRE-090B

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**FIRE-091A FIRE COMMAND 1A: COMMAND PRINCIPLES FOR COMPANY OFFICERS 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

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**FIRE-091B FIRE COMMAND 1B: INCIDENT MANAGEMENT FOR COMPANY OFFICERS 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

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**FIRE-091C FIRE COMMAND 1C: I-ZONE FIRE FIGHTING FOR COMPANY OFFICERS Units: 2½**

This course is designed around the responsibilities of the Company Officer at a wildland/urban interface incident. It brings the structural Company Officer out of the city and into the urban interface; in other words, from his or her comfort zone into an area that could very well be quite unfamiliar. 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: 45 Lab Hours: 0 Repeatable: No Grading: L

**Prerequisite:** FIRE-079B and FIRE-091A

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**FIRE-092 FIRE MANAGEMENT SUPERVISION FOR COMPANY OFFICERS 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

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**FRENCH (FR)****FR-001 ELEMENTARY FRENCH I 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.

Lecture Hours: 90 Lab Hours: 0 Repeatable: No Grading: L  
 Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
 COD GE: C3 CSU GE: C2 IGETC: 6A

**FR-002 ELEMENTARY FRENCH II Units: 5**

This course continues the development of the skills and essentials of the French language begun in FR 1. Fluency in understanding, speaking, reading and writing within the context of French society, history and culture is emphasized.

Lecture Hours: 90 Lab Hours: 0 Repeatable: No Grading: L  
**Prerequisite:** FR-001 or 2 years high school French  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: C3 CSU GE: C2 IGETC: 3B\*, 6A\*

**FR-003 INTERMEDIATE FRENCH I 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: 0 Repeatable: No Grading: L  
**Prerequisite:** FR-002  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: C3 CSU GE: C2 IGETC: 3B\*, 6A\*

**FR-004 INTERMEDIATE FRENCH II 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: 0 Repeatable: No Grading: L  
**Prerequisite:** FR-003  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: C3 CSU GE: C2 IGETC: 3B\*, 6A\*

**GEOGRAPHY (GEOG)****GEOG-001 PHYSICAL GEOGRAPHY (C-ID GEOG 110) 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  
*Advisory:* ENG-050  
 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  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: C1 CSU GE: B3 IGETC: 5A

**GEOG-002 CULTURAL GEOGRAPHY (C-ID GEOG 120) 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  
*Advisory:* ENG-050  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: C2 CSU GE: D5 IGETC: 4E

**GEOG-007 REGIONAL GEOGRAPHY (C-ID GEOG 125) 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  
*Advisory:* ENG-050  
 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  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: None CSU GE: D5 IGETC: 4E

**GEOLOGY (G)****G-001 PHYSICAL GEOLOGY (C-ID GEOL 101) 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  
*Advisory:* ENG-001A & MATH-054  
 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  
*Advisory:* ENG-051 & MATH-054  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: C1 CSU GE: B1,B3 IGETC: 5A

**G-010 THE EARTH SCIENCES (C-ID GEOL 121) 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  
*Advisory:* ENG-001A & MATH-040  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: C1 CSU GE: B1,B3 IGETC: 5A

**G-017 INTRODUCTION TO OCEANOGRAPHY Units: 3**

This course explores the study of the Earth's oceans, their chemical composition and vertical structure, energy budgets, marine biological communities, their structure/composition, ocean currents, the geological origin and evolution of ocean basins, and marine resource discovery, exploitation and management.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
*Advisory:* MATH-054, RDG-051, ENG-051  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: C1 CSU GE: B1 IGETC: 5A

**G-017L INTRODUCTION TO OCEANOGRAPHY LAB Units: 1**

This introductory laboratory course explores the study of the Earth's oceans, their chemical composition and vertical structure, marine biological communities, their structure/composition, the geological origin and evolution of ocean basins, and marine resource discovery, exploitation and management.

Lecture Hours: 0 Lab Hours: 54 Repeatable: No Grading: L  
**Corequisite:** G-017 or prior completion  
*Advisory:* MATH-054, RDG-051, and ENG-051 or ENG-061 or ENG-071  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: C1 CSU GE: None IGETC: None

**G-022 INTRODUCTION TO ENVIRONMENTAL SCIENCES Units: 3**

This course covers the physical, biological and chemical systems that constitute the Earth's environment. Topics include geological processes, hydrology, climatology and weather, air and water pollution, population biology, ecosystems, and biodiversity. This course will include analyses of how human behavior and institutions affect the environment.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
*Advisory:* MATH-054, RDG-051, and ENG-051 or ENG-061 or ENG-071  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: C1 CSU GE: None IGETC: None

**GERMAN (GER)****GER-001 ELEMENTARY GERMAN I 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.

Lecture Hours: 90 Lab Hours: 0 Repeatable: No Grading: L  
 Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
 COD GE: C3 CSU GE: C2 IGETC: 6A

**GER-002 ELEMENTARY GERMAN II Units: 5**

This course continues the development of the skills and essentials of the German language begun in GER 1. Fluency in understanding, speaking, reading, and writing within the context of the German society, history, and culture is emphasized.

Lecture Hours: 90 Lab Hours: 0 Repeatable: No Grading: L  
**Prerequisite:** GER-001 or 2 years high school German  
 Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
 COD GE: C3 CSU GE: C2 IGETC: 3B\*, 6A\*

**GOLF MANAGEMENT (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  
Transfer Status: None Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**GOLF-030 TEACHING THE SHORT GAME 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  
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  
Transfer Status: CSU/UC\* 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  
Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**HEALTH EDUCATION (HE)****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  
Advisory: ENG-050  
Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
COD GE: C2, C5 CSU GE: E IGETC: None

**HEALTH SCIENCES (HS)****HS-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  
Advisory: ENG-050  
Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C2, C5 CSU GE: E 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  
Advisory: ENG-050 or ENG-070  
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  
Advisory: ENG-050 and HS-061  
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  
Advisory: ENG-050  
Transfer Status: None Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**HS-065 BASIC PHARMACOLOGY Units: 3**

This course provides an introduction to basic pharmacology. Content covers calculating dosages, using conversion tables, administering medication, and using drug reference materials. The actions, untoward actions, desired and undesired effects

of commonly used drugs in the major classifications are presented.

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

*Advisory:* MATH-060

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

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-060

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

Transfer Status: None

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

### **HS-071 STRATEGIES FOR SUCCESS IN A NURSING PROGRAM Units: 2**

Designed to prepare students for the successful completion of the nursing program. Students will be given an overview of the program requirements and expectations and they will acquire information and skills that facilitate student success once admitted into the program. Students will also explore nursing career options, which will guide the development of their educational plan.

Lecture Hours: 36 Lab Hours: 0 Repeatable: No Grading: L

*Advisory:* ENG-050 and RDG-050

Transfer Status: None

Degree Applicable: NAA

COD GE: None CSU GE: None

IGETC: None

### **HS-072 INTRODUCTION TO HEALTH AND SOCIETY Units: 3**

This course will explore the issues in individual and community health through the study of the practices and health behaviors of groups and populations. Major health issues are examined to contribute to the student's understanding of his or her role in personnel responsibility and the development of public policies relating to the environment, the community, and personal health status.

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

*Advisory:* LIS-001

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: C5 CSU GE: E

IGETC: None

### **HS-073 INTRODUCTION TO COMMUNITY HEALTH Units: 3**

This course is an introduction to health issues and wellness essentials in diverse communities. It introduces fundamental concepts in public health and examines the influence of public, private and voluntary organizations.

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

*Advisory:* ENG-051 and LIS-001

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

### **HS-074 INFORMATICS FOR HEALTH SCIENCE Units: 3**

This course provides an overview of the computer software used by members of the Health Science profession. It will introduce students to the software in assessment, planning, education, program implementation and management currently used in health science and allied health. It will introduce students to programs such as statistical packages, Project management, GIS, and Electronic Health Records. The course will also cover the legal and ethical use of software linked to client care.

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

*Advisory:* LIS-010

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

### **HS-080 ELECTROCARDIOGRAM (ECG) INTERPRETATION Units: 3** (formerly HS-081)

This course is designed for persons interested in working with patients who require cardiac monitoring. It provides an overview of the anatomy and physiology of the heart and the conduction system. Students apply analytical thinking to interpret graphic representations of normal and abnormal electrical activity of the heart. The emphasis of this course is on the interpretation of heart rhythms, lead placement, obtaining a 12 lead Electrocardiogram and interpretation of cardiac rhythms that require immediate intervention.

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

Transfer Status: None

Degree Applicable: NAA

COD GE: None CSU GE: None

IGETC: None

**HS-083 PHLEBOTOMY Units: 3**

This course will prepare students to perform a variety of blood collection methods using appropriate techniques. Through lecture and lab experiences, students will receive training in infection prevention, proper patient identification, proper labeling of specimens, and quality assurance. Students will be taught specimen handling, and processing. The course will be educated in the agencies that regulate phlebotomy. This course requires a materials fee of \$35.00 to cover equipment used by the student in the skill laboratory.

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

**Prerequisite:** HS-064

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

**HS-098A NURSING SKILLS LAB, FUNDAMENTALS Units: ½**

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.

Lecture Hours: 0 Lab Hours: 27 Repeatable: No Grading: K

**Corequisite:** Enrollment in a Nursing course

Transfer Status: None Degree Applicable: NAA  
COD GE: None CSU GE: None IGETC: None

**HS-098B NURSING SKILLS LAB, INTERMEDIATE Units: ½**

This course provides opportunity for practice and mastery of intermediate 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.

Lecture Hours: 0 Lab Hours: 27 Repeatable: No Grading: K

**Corequisite:** Enrollment in a Nursing course

Transfer Status: None Degree Applicable: NAA  
COD GE: None CSU GE: None IGETC: None

**HS-098C NURSING SKILLS LAB, SPECIAL POPULATIONS Units: ½**

This course provides opportunity for practice and mastery of nursing skills with in special populations 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.

Lecture Hours: 0 Lab Hours: 27 Repeatable: No Grading: K

**Corequisite:** Enrollment in a Nursing course

Transfer Status: None Degree Applicable: NAA  
COD GE: None CSU GE: None IGETC: None

**HS-098D NURSING SKILLS LAB, ACUTE PATIENT Units: ½**

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.

Lecture Hours: 0 Lab Hours: 27 Repeatable: No Grading: K

**Corequisite:** Enrollment in a Nursing course

Transfer Status: None Degree Applicable: NAA  
COD GE: None CSU GE: None IGETC: None

**HISTORY (HIST)****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

Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C2 CSU GE: C2, 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 1500 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

Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C2 CSU GE: C2, 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

**Advisory:** ENG-050

Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C2 CSU GE: C2, 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

**Advisory:** ENG-050

Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C2 CSU GE: C2, D6 IGETC: 3B, 4F

**HIST-021 CALIFORNIA HISTORY Units: 3**

The political, social, and economic development of California from late Pre-Columbian American Indian communities and Spanish settlements to the present, against the background of Latin America, the United States and the Pacific.

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

**Advisory:** ENG-051

Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C2 CSU GE: C2, D6 IGETC: 3B, 4F

**HIST-023 LATIN AMERICAN HISTORY Units: 3**

This course is a survey of the political and social development of South and Central America, including Mexico, from colonization to the present. It includes analysis of pre-Columbian cultures, first European contact and its consequences, independence movements, populist revolutions, and Latin America's current political climate, including its relationship with the United States.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
Advisory: ENG-051 or ENG-061 or ENG-071

Transfer Status: CSU Degree Applicable: AA/AS  
COD GE: C2 CSU GE: None IGETC: None

**HOSPITALITY (BUHM)**

**See Business/Hotel and Restaurant Management (page 174)**

**ITALIAN (ITAL)****ITAL-001 ELEMENTARY ITALIAN I 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.

Lecture Hours: 90 Lab Hours: 0 Repeatable: No Grading: L  
Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
COD GE: C3 CSU GE: C2 IGETC: 6A

**ITAL-002 ELEMENTARY ITALIAN II 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.

Lecture Hours: 90 Lab Hours: 0 Repeatable: No Grading: L  
**Prerequisite:** ITAL-001 or 2 years high school Italian  
Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C3 CSU GE: C2 IGETC: 3B\*, 6A\*

**JAPANESE (JPN)****JPN-001 ELEMENTARY JAPANESE I Units: 5**

This course introduces students to elementary communication skills of listening, 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: 90 Lab Hours: 0 Repeatable: No Grading: L  
Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
COD GE: C3 CSU GE: C2 IGETC: 6A

**JPN-002 ELEMENTARY JAPANESE II Units: 5**

This course continues the development of the skills and essentials of the Japanese language begun in JPN 1. Fluency in understanding, speaking, reading and writing within the context of the Japanese society, history and culture is emphasized.

Lecture Hours: 90 Lab Hours: 0 Repeatable: No Grading: L  
**Prerequisite:** JPN-001 or 2 years high school Japanese  
Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C3 CSU GE: C2 IGETC: 3B\*, 6A\*

**JOURNALISM (J)****J-003A NEWS REPORTING & WRITING (C-ID JOUR 110) 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  
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 gather information and compose publishable news and feature stories, take publishable photographs using digital camera and processing techniques, recognize the characteristics of a good news story, including timeliness, objectivity, conciseness and readability, utilize effective interviewing techniques, apply responsible journalism principles including ethics, fairness, interpretation, identification, balance, and accuracy, learn the basics of working efficiently in the Macintosh Computer environment in Office for Macintosh, Photoshop and Quark.

Lecture Hours: 18 Lab Hours: 108 Repeatable: No Grading: L  
**Prerequisite:** J-003A or concurrent enrollment  
Transfer Status: CSU Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**J-004B INTRO TO NEWSPAPER EDITING AND DESIGN Units: 3**

Students will learn the fundamentals of newspaper editing and design. They will work proficiently and efficiently in the Macintosh Computer Environment in Office for Macintosh, Photoshop, and Quark. Upload digital stories to the internet using WordPress to create the online version of "The Chaparral, work with the J-004A students to edit the stories they write and in general improve the overall content of the stories they are assigned, use appropriate Associated Press (AP) writing style in editing

these stories, evaluate each issue after publication regarding content, production, and provide recommendations for improvement, demonstrate an increased understanding of the scope and opportunities in the field of digital multimedia design and implementation, work with and train the Assistant Page Editors from the J-004A class to assume their responsibilities if they move on to the J-004B class, write, create graphics, design, and publish one two page newspaper assembled in Quark and file that paper onto the server folder in a prescribed file all within the two hour final exam time period.

Lecture Hours: 18 Lab Hours: 108 Repeatable: No Grading: L

**Prerequisite:** J-004A

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

### **J-004C INTRO TO NEWSPAPER MANAGEMENT Units: 3**

Students in this course will learn to assume the positions of editor in chief, production supervisor, retail advertising manager, national advertising manager, or circulation manager; learn to pass on the skills and knowledge required to publish a newspaper that meets professional standards of quality in content, design, and production; learn to accept the responsibilities of newspaper publishing; learn to establish and maintain publishing deadlines; and learn to publish and maintain a digital newspaper on the Internet. They will be required to pass a two hour final exam based on the text book "Strategic Newspaper Management."

Lecture Hours: 18 Lab Hours: 108 Repeatable: No Grading: L

**Prerequisite:** J-004B

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

### **J-010 MAGAZINE WRITING AND PRODUCTION Units: 3**

This lecture and laboratory course is designed to give students an understanding of feature writing and initial practical experience in creating and publishing a college magazine. Students will learn the characteristics of different types of features, develop skills in fact-gathering, information evaluation, in-depth interviews, research and the fundamentals of good writing, as well as creativity. The course also focuses on the strategies and techniques of magazine production.

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

**Prerequisite:** J-003A

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

## **KINESIOLOGY (KINE)**

### **KINE-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

*Advisory:* ENG-050

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

COD GE: None CSU GE: None IGETC: None

### **KINE-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

*Advisory:* ENG-050

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

COD GE: None CSU GE: None IGETC: None

### **KINE-003 ATHLETIC TRAINING I Units: 3**

This course provides an introduction to the principles and scientific foundations of athletic training, including prevention, evaluation, treatment and rehabilitation of common athletic injuries. It includes the responsibilities of the Certified Athletic Trainer, policies and procedures for the Training Room, and operation of selected injury rehabilitation modalities.

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

*Advisory:* RDG-051

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

COD GE: None CSU GE: None IGETC: None

### **KINE-004 ATHLETIC TRAINING II Units: 3**

This course provides practical application of the principles and scientific foundation of athletic training for students considering a career in Sports or Health Sciences. The areas of application include injury prevention techniques, injury evaluation techniques, treatment and rehabilitation techniques for common athletic injuries.

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

**Prerequisite:** KINE-003

*Advisory:* RDG-051

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

COD GE: None CSU GE: None IGETC: None



**KINE-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  
Advisory: ENG-050

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

**KINE-006 WOMEN'S SELF DEFENSE, HEALTH & FITNESS Units: 3**

This course focuses on developing the skills required to make decisions in the area of health, fitness and personal protection. The mental and psychological aspects of women's self defense are also explored. Students learn to assess a potentially dangerous situation: how to develop the awareness that may prevent them from becoming a target. They will be exposed to the civil and legal aspects of self defense along with effective crime reporting of physical, sexual assaults and harassment. The students will learn how to use their bodies and voices as weapons in self defense. Additional topics include individualized physical fitness program and design including cardio-respiratory, muscular strength and endurance and flexibility theory and application.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C5 CSU GE: E IGETC: None

**KINE-007 TECHNIQUES OF EXERCISE LEADERSHIP Units: 3**

This course is designed to study the principles and techniques involved in teaching group exercise and developing a personal trainer/client relationship. Emphasis is placed on client assessment, communication skills, program design, exercise adherence, teaching strategies, and professional responsibility and liability.

Advisory: ENG-050

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
Transfer Status: CSU Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**KINE-008 INTRODUCTION TO KINESIOLOGY (C-ID KIN 100) Units: 3**

This course is an introduction to the interdisciplinary approach to the study of human movement, including knowledge derived from performing physical activity, studying historical, ethical and philosophical foundations of physical activity, and professional practice centered in physical activity. It includes an analysis of the importance of physical activity in daily life, the relationship between physical activity and the discipline of Kinesiology, and the general effects of physical activity experiences. The course surveys the general knowledge base of the discipline as reflected in the major sub-disciplines and reviews selected in each, showing how they contribute to our

understanding of the nature and importance of physical activity. In addition, the course introduces students to the general characteristics of the professions, to specific types of physical activity professions typically pursued by Kinesiology students and assists them in making some early career decisions.

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

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

**KINE-039 TRX AND KETTLEBELL TRAINING Units: 1**

This course provides instruction in the most current and up-to-date methods of TRX and Kettlebell training. TRX is a form of resistance training that includes various bodyweight, multi-planar and compound exercise movements. These are done with the aim of developing strength, balance, flexibility, and joint stability. Kettlebells will be used to perform ballistic exercises that combine cardiovascular, strength and flexibility which improve grip strength and the posterior chain muscles. Kettlebell movements include kettlebell swing, snatch, and the clean and jerk.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No Grading: L

**Limitation on Enrollment:** Courses related in content (see page 146)

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

**KINE-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.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No Grading: L

**Limitation on Enrollment:** Courses related in content (see page 145)

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

**KINE-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.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No Grading: L

**Limitation on Enrollment:** Courses related in content (see page 146)

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

**KINE-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.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No Grading: L  
*Advisory:* Designed for students with disabilities

**Limitation on Enrollment:** Courses related in content (see page 145)

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

**KINE-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.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No Grading: L

**Limitation on Enrollment:** Courses related in content (see page 145)

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

**KINE-045 BASKETBALL Units: 1**

This course provides beginning, intermediate, and advanced instruction and practice in skills, offensive and defensive strategies, and officiating of basketball.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No Grading: L

**Limitation on Enrollment:** Courses related in content (see page 146)

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

**KINE-046 ENDURANCE TRAINING Units: 1**  
**(Running and Swimming Cardio-Respiratory Conditioning)**

This course provides emphasis on cardio-respiratory conditioning involving both running and swimming. Students participate in specific designed workouts to improve their endurance and speed in both running and swimming. Students will be tested on body composition, muscular strength, cardiovascular and core conditioning.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No Grading: L

**Limitation on Enrollment:** Courses related in content (see page 146)

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

**KINE-047 BODY SCULPT AND TONE Units: 1**

This course is an exercise class for all students. It strengthens and tones specific areas of muscle weakness in the body. The students tone areas not normally strengthened with other aerobic exercise activities. By focusing on each specific area of the body, they increase their knowledge of muscle fitness and injury prevention. Students also learn the fundamental principles of physical fitness and its impact on life-long health and wellness.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No Grading: L

**Limitation on Enrollment:** Courses related in content (see page 146)

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

**KINE-050 DANCE, MODERN Units: 1**

This course provides instruction in modern dance techniques as a vehicle for creating original movement. (Equivalent to DANC-070.)

Lecture Hours: 9 Lab Hours: 27 Repeatable: No Grading: L

**Limitation on Enrollment:** Courses related in content (see page 145)

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

**KINE-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.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No Grading: L

**Limitation on Enrollment:** Courses related in content (see page 145)

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

**KINE-052 DANCE, AEROBIC (Low Impact) 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 low impact aerobics.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No Grading: L

**Limitation on Enrollment:** Courses related in content (see page 145)

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

**KINE-053 DANCE, JAZZ Units: 1**

This course provides instruction in jazz dance technique emphasizing optimum body placement and improved body mechanics and coordination. (Equivalent to DANC-073.)

Lecture Hours: 9 Lab Hours: 27 Repeatable: No Grading: L

**Limitation on Enrollment:** Courses related in content (see page 145)

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

**KINE-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.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No Grading: L

**Limitation on Enrollment:** Courses related in content (see page 145)

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

**KINE-055 DANCE, TAP Units: 1**

This course provides instruction in basic tap dance steps and simple choreography forms for the improvement of coordination and physical conditioning. (Equivalent to DANC-075.)

Lecture Hours: 9 Lab Hours: 27 Repeatable: No Grading: L

**Limitation on Enrollment:** Courses related in content (see page 145)

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

**KINE-056 DANCE, BALLET Units: 1**

This course provides instruction in ballet technique and vocabulary. (Equivalent to DANC-076.)

Lecture Hours: 9 Lab Hours: 27 Repeatable: No Grading: L

**Limitation on Enrollment:** Courses related in content (see page 145)

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

COD GE: None CSU GE: None IGETC: None

**KINE-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.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No Grading: L

**Limitation on Enrollment:** Courses related in content (see page 145)

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

COD GE: None CSU GE: None IGETC: None

**KINE-058 COMPETITIVE FENCING STRATEGY Units: 1**

This course is for students who have taken beginning fencing and wish to compete. Techniques and strategies needed for competitive fencing will be demonstrated and practiced. Students will spar. Competition rules will be explained and students will learn how to referee a bout.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No Grading: L

**Prerequisite:** KINE-057

**Limitation on Enrollment:** Courses related in content (see page 145)

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**KINE-062 GOLF Units: 1**

This course provides beginning, intermediate, and advanced instruction and practice in the skills and strategies of golf.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No Grading: L

**Limitation on Enrollment:** Courses related in content (see page 146)

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

COD GE: None CSU GE: None IGETC: None

**KINE-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.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No Grading: L

*Advisory:* Some previous golf experience.

**Limitation on Enrollment:** Courses related in content (see page 146)

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

COD GE: None CSU GE: None IGETC: None

**KINE-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.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No Grading: L

*Advisory:* Designed for students with disabilities

**Limitation on Enrollment:** Courses related in content (see page 146)

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

COD GE: None CSU GE: None IGETC: None

**KINE-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.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No Grading: L

*Advisory:* Designed for students with disabilities

**Limitation on Enrollment:** Courses related in content (see page 146)

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

COD GE: None CSU GE: None IGETC: None

**KINE-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.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No Grading: L

*Advisory:* Designed for students with disabilities

**Limitation on Enrollment:** Courses related in content (see page 145)

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

COD GE: None CSU GE: None IGETC: None

**KINE-067 ADAPTED GOLF Units: 1**

This course provides golf instruction and practice that is adapted for students with disabilities.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No Grading: L

*Advisory:* Designed for students with disabilities

**Limitation on Enrollment:** Courses related in content (see page 146)

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

COD GE: None CSU GE: None IGETC: None

**KINE-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.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No Grading: L

**Limitation on Enrollment:** Courses related in content (see page 146)

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

COD GE: None CSU GE: None IGETC: None

**KINE-069 BIOMECHANICS OF RUNNING Units: 1**

This course provides instruction on proper biomechanics of running. It will cover proper form and technique of the natural, efficient and minimalist style of running. The course will also go over different cardiorespiratory exercise prescription for interval training, endurance and trail running. It will include a component of injury prevention and exercise prescription design to improve individual training safely. In addition basic strength, core and flexibility exercises will be covered to improve biomechanics and fitness for the runner enthusiast.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No Grading: L

**Limitation on Enrollment:** Courses related in content (see page 146)

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**KINE-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.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No Grading: L

**Limitation on Enrollment:** Courses related in content (see page 145)

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

COD GE: None CSU GE: None IGETC: None

**KINE-072 PILATES MAT WORK Units: 1**

This course is designed for individuals 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.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No Grading: L

**Limitation on Enrollment:** Courses related in content (see page 145)

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

COD GE: None CSU GE: None IGETC: None

**KINE-073 PILATES FOR DANCE Units: 1**

This course is designed to provide all students with an understanding of human body in motion as it learns and experiences the repertoire of the Pilates Method of body conditioning and dance. The course addresses anatomical and biomechanical principles as they apply to forms of movement.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No Grading: L

**Limitation on Enrollment:** Courses related in content (see page 145)

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**KINE-077 SELF-DEFENSE/FITNESS 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.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No Grading: L

**Limitation on Enrollment:** Courses related in content (see page 145)

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

COD GE: None CSU GE: None IGETC: None

**KINE-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.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No Grading: L

**Limitation on Enrollment:** Courses related in content (see page 145)

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

COD GE: None CSU GE: None IGETC: None

**KINE-079 SOCCER Units: 1**

This course provides beginning, intermediate, and advanced instruction and practice in the skills and strategies of soccer.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No Grading: L

**Limitation on Enrollment:** Courses related in content (see page 146)

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

COD GE: None CSU GE: None IGETC: None

**KINE-080 SOFTBALL Units: 1**

This course provides beginning, intermediate, and advanced instruction and practice in skills, strategies and rules of softball.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No Grading: L

**Limitation on Enrollment:** Courses related in content (see page 146)

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

COD GE: None CSU GE: None IGETC: None

**KINE-082 SWIMMING Units: 1**

This course provides beginning, intermediate, and advanced instruction and practice in the various swimming techniques.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No Grading: L

**Limitation on Enrollment:** Courses related in content (see page 145)

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

COD GE: None CSU GE: None IGETC: None

**KINE-083 SWIMMING AND RUNNING FOR TRIATHLETES Units: 1**

This course will offer instruction in both swimming and running focused for triathletes. It will cover techniques and biomechanics to improve efficiency and speed. It will include exercise prescription and design to cover the different distances of races such as sprint, Olympic and half ironman. The course will improve cardiorespiratory endurance and stamina to enhance overall fitness and competition.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No Grading: L

**Limitation on Enrollment:** Courses related in content (see page 146)

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**KINE-084 AQUATIC CROSSTRAINING Units: 1**

This course will include a crosstraining approach to many styles of exercises, swimming and various sports that can be done in the water. It will include instruction on deep water and shallow water exercises to strengthen the entire body. It will also go over techniques and biomechanics of basic strokes in swimming. Running exercises and interval training in the water will be included. In addition water sports such as water polo and exercises and skills related will also be part of the class. There

will be a dry land component which will address strengthening the entire body and core to improve fitness and enhance swimming and water sports.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No Grading: L

**Limitation on Enrollment:** Courses related in content (see page 145)

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

### **KINE-086 TENNIS Units: 1**

This course provides beginning, intermediate, and advanced instruction and practice in skills, strategies, and rules of tennis.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No Grading: L

**Limitation on Enrollment:** Courses related in content (see page 146)

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

COD GE: None CSU GE: None IGETC: None

### **KINE-087 PICKLEBALL Units: 1**

This course provides beginning, intermediate, and advanced instruction and practice in skills, strategies, and rules of pickle ball.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No Grading: L

**Limitation on Enrollment:** Courses related in content (see page 146)

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

### **KINE-088 STROKES AND STRATEGIES FOR TENNIS PLAY Units: 1**

This course offers biomechanics of the tennis strokes (forehand, backhand, volley, overhead, serve). The mechanics of each stroke will be stressed. Strategies used for play will be taught.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No Grading: L

**Limitation on Enrollment:** Courses related in content (see page 146)

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

### **KINE-091 VOLLEYBALL Units: 1**

This course provides beginning, intermediate, and advanced instruction and practice in skills, offensive and defensive strategies, and officiating of volleyball.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No Grading: L

**Limitation on Enrollment:** Courses related in content (see page 146)

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

COD GE: None CSU GE: None IGETC: None

### **KINE-093 WATER FITNESS Units: 1**

This course emphasizes improving components of physical fitness such as cardiorespiratory endurance, muscular strength, endurance, and flexibility through resistance exercises in the water. Instruction of basic swimming exercises and drills may also be included. The pool depth is a minimum of 4'6", the ability to tread water is advisable.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No Grading: L

**Limitation on Enrollment:** Courses related in content (see page 145)

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

COD GE: None CSU GE: None IGETC: None

### **KINE-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.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No Grading: L

**Limitation on Enrollment:** Courses related in content (see page 146)

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

COD GE: None CSU GE: None IGETC: None

### **KINE-095 EXERCISE SCIENCE Units: 2**

This course is a study and exploration of the art and science of strength training via studies of historical research, biomechanics, neurophysiology, nutrition, safety considerations, and physical conditioning with emphasis on all technologies to achieve strength fitness over a lifetime and obtain maximum performance for any sports activities. All traditional strength development activities will be incorporated.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L

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

COD GE: None CSU GE: None IGETC: None

### **KINE-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.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No Grading: L

**Limitation on Enrollment:** Courses related in content (see page 146)

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

COD GE: None CSU GE: None IGETC: None

### **KINE-096A BIOMECHANICS OF STRENGTH TRAINING Units: 1**

This course provides the advanced application of strength training principles. Includes safety and personal health issues, advanced strength and conditioning principles, testing and evaluation, exercise techniques, and program design.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No Grading: L

**Limitation on Enrollment:** Courses related in content (see page 146)

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

### **KINE-098 YOGA Units: 1**

This course is designed for individuals 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 will be placed on developing strength, endurance and correct body alignment in addition to flexibility and relaxation/meditation.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No Grading: L

**Limitation on Enrollment:** Courses related in content (see page 146)

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

COD GE: None CSU GE: None IGETC: None

**KINE-099 POWER YOGA Units: 1**

Power Yoga is a vigorous, fitness-based approach to Vinyasa-Style Yoga. It does not follow a set series of poses, but emphasizes strength building and flexibility. It is designed to provide a physical workout.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No Grading: L

**Limitation on Enrollment:** Courses related in content (see page 146)

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

COD GE: None CSU GE: None IGETC: None

**LIBRARY & INFORMATION STUDIES (LIS)****LIS-001 AN INTRODUCTION TO BASIC RESEARCH SKILLS Units: 2**

This course presents an introduction to the basic concepts and tools used in information research. Emphasis is placed on how to develop a research topic and how to locate, evaluate and use and cite to relevant information. Students learn to develop strategies for finding relevant research information in print and online resources including reference books, catalogs, indexes, online databases and the Internet.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: O

*Advisory:* RDG-051 and CIS-005

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

COD GE: C4b CSU GE: None IGETC: None

**LIS-010 ADVANCED RESEARCH METHODS, INFO. STUDIES Units: 3**

This course is designed for students planning to transfer to a four-year college or university. The principal course objective is to present an in-depth analysis of the research process, emphasizing methods for accessing information from print sources, from electronic databases, and from the Internet. Students will learn how to use a wide variety of research tools including those used to complete historical research projects (e.g., periodical indexes). Students will also learn how to select and develop a research topic and how to locate, evaluate, use and cite to relevant information. A concurrent objective of the course will be to research, discuss and write about current issues in Information Studies. These topics include such issues as current trends in information publishing, the politics and economics of broadband access, privacy concerns of social networking, and regulation of online piracy and copyright violations. These topics will be introduced in class discussions and students will have an opportunity to evaluate critically these issues in written assignments. This course continues the exploration of research completed in LIS-001. A research term project will be required. Knowledge of how to use computers and internet searching is strongly recommended.

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

*Advisory:* RDG-051 and CIS-005

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

COD GE: None CSU GE: None IGETC: None

**MANAGEMENT (BUMA)**

See Business/Management (page 174)

**MASS COMMUNICATION (MC)****MC-001 INTRO TO MASS MEDIA (C-ID JOUR 100) Units: 3**

This course offers students an overview of the public relations field and the important role it plays in society. Students will learn practical ways of handling and planning public relations campaigns using various media. This course is offered on an irregular basis.

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

*Advisory:* ENG-001A

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

COD GE: C2 CSU GE: D7 IGETC: 4G

**MC-005 INTRODUCTION TO PUBLIC RELATIONS (C-ID JOUR 150) 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 in the Spring semester.

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

*Advisory:* ENG-001A

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**MATHEMATICS (MATH)****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 limits, continuity, and differentiability; methods for differentiating polynomial, rational, exponential, logarithmic and trigonometric functions, together with functions represented numerically and graphically; applications of the derivative; and an introduction to the integral.

Lecture Hours: 90 Lab Hours: 0 Repeatable: No Grading: L

**Prerequisite:** MATH-012

*Advisory:* ENG-051

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

COD GE: C4b CSU GE: B4 IGETC: 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

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

COD GE: C4b CSU GE: B4 IGETC: 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. This course is offered in the Fall semester.

Lecture Hours: 90 Lab Hours: 0 Repeatable: No Grading: L

**Prerequisite:** MATH-001B  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: C4b CSU GE: B4 IGETC: 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. This course is offered in the Spring semester.

Lecture Hours: 72 Lab Hours: 0 Repeatable: No Grading: L

**Prerequisite:** MATH-001B  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: C4b CSU GE: B4 IGETC: 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. This course is offered in the Spring semester.

Lecture Hours: 72 Lab Hours: 0 Repeatable: No Grading: L

**Prerequisite:** MATH-001B  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: C4b 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  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: C4b CSU GE: B4 IGETC: None

**MATH-010 COLLEGE ALGEBRA Units: 4**

This is a function oriented course that includes an examination of the general concept of a function and function notation, as well as an in depth investigation of polynomial, rational, exponential, and logarithmic functions, particularly 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  
 Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
 COD GE: C4b CSU GE: B4 IGETC: 2A\*

**MATH-011 MATH CONCEPTS FOR ELEMENTARY SCHOOL TEACHERS - NUMBER SYSTEM Units: 4**

This course covers mathematical topics needed for elementary school teaching with a focus on quantitative reasoning, problem solving and communication. Topics include structure of the real number system, sets, numeration systems, computation algorithms, problem solving strategies, and elementary number theory. The course meets requirements for elementary school teacher certification.

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

**Prerequisite:** MATH-040 or Completion of two years of high school algebra and appropriate placement score  
*Advisory:* MATH-030 or One year of High School Geometry; and ENG-051 or ENG-061, or ENG-071

Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: C4b CSU GE: None IGETC: None

**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: 0 Repeatable: No Grading: L

**Prerequisite:** MATH-005  
 Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
 COD GE: C4b CSU GE: B4 IGETC: 2A\*

**MATH-013 LIBERAL ARTS MATHEMATICS Units: 4**

This course is designed for Social Science and Liberal Arts majors. It 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: 0 Repeatable: No Grading: L

**Prerequisite:** MATH-040 and ENG-051  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: C4b 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: 0 Repeatable: No Grading: L

**Prerequisite:** MATH-040

*Advisory:* ENG-051

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

COD GE: C4b CSU GE: B4 IGETC: 2A\*

**MATH-015 DISCRETE MATHEMATICS FOR COMPUTERS Units: 4**

This course is an introduction to discrete mathematics and its applications. Topics to be covered include logic and sets, relations and functions, combinatorics, probabilities, graph and tree theory, recurrence relations, Boolean algebra, algorithms, and finite-state machines. Applications to computer studies and other related areas will be presented. Discrete mathematical systems including methods of proof that shape the foundations of computer science. This course is offered in the Spring semester.

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

**Prerequisite:** MATH-012

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

COD GE: C4b CSU GE: B4 IGETC: 2A

**MATH-030 PLANE GEOMETRY Units: 3**

This course examines fundamentals of plane geometry, including topics in solid and coordinate geometry, developed by both inductive and deductive processes. This course is offered in the Fall semester.

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

**Prerequisite:** MATH-054

Transfer Status: None Degree Applicable: NAA

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

Transfer Status: None Degree Applicable: AA/AS

COD GE: C4b CSU GE: None IGETC: None

**MATH-044 COLLEGE GEOMETRY Units: 4**

This course includes fundamentals of plane geometry, including topics in coordinate geometry, developed by both inductive and deductive processes.

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

**Prerequisite:** MATH-054

Transfer Status: None Degree Applicable: AA/AS

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-060

*Advisory:* RDG-051

Transfer Status: None Degree Applicable: NAA

COD GE: None CSU GE: None IGETC: None

**MATH-060 A PREPARATION FOR THE STUDY OF ALGEBRA Units: 3**

This is a course in the elementary operations required for algebra. Topics include adding, subtracting, multiplying, and dividing whole numbers, decimals, and fractions with an introduction to the concept and uses of variables. Other topics include arithmetic with signed numbers, percents, ratios and proportions, the metric and American system of measurement, including the conversion of units, simplifying algebraic expressions and elementary geometry concepts such as perimeter, area, and volume. (Equivalent to MATH-060D.)

Lecture Hours: 45 Lab Hours: 27 Repeatable: No Grading: L

**Prerequisite:** MATH-070

*Advisory:* RDG-050

Transfer Status: None Degree Applicable: NAA

COD GE: None CSU GE: None IGETC: None

**MATH-060D PRE-ALGEBRA SYMPOSIUM Units: 3**

This is a course in the elementary operations required for algebra. Topics include adding, subtracting, multiplying, and dividing whole numbers, decimals, and fractions with an introduction to the concept and uses of variables. Other topics include arithmetic with signed numbers, percents, ratios and proportions, the metric and American system of measurement, including the conversion of units, simplifying algebraic expressions and elementary geometry concepts such as perimeter, area, and volume. (Equivalent to MATH-060.)

Lecture Hours: 18 Lab Hours: 108 Repeatable: No Grading: L

**Prerequisite:** MATH-070

*Advisory:* RDG-050

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. This course is offered infrequently.

Lecture Hours: 18 Lab Hours: 0 Repeatable: No Grading: K  
*Advisory:* ENG-050  
 Transfer Status: None Degree Applicable: NAA  
 COD GE: None CSU GE: None IGETC: None

**MATH-070 ARITHMETIC Units: 2**

This is a course in the basic operations of arithmetic. Topics include adding, subtracting, multiplying, and dividing rational numbers, with an emphasis on whole numbers, integers, and rational numbers written in fraction form. Additional emphasis includes memorization of the basic number facts.

Lecture Hours: 27 Lab Hours: 27 Repeatable: No Grading: L  
*Advisory:* RDG-050  
 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.

Lecture Hours: 18 Lab Hours: 0 Repeatable: No Grading: K  
 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: No Grading: K

**MATH-088 MATH/SCIENCE STUDY CENTER LAB Units: 1**

Lecture Hours: 0 Lab Hours: 54 Repeatable: No 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.

**Corequisite:** Enrollment in a credit mathematics or science course  
 Transfer Status: None Degree Applicable: NAA  
 COD GE: None CSU GE: None IGETC: None

**MUSIC (MUS)**

**MUS-001 MUSIC THEORY I Units: 4  
(C-ID MUS 120)**

This course is a study of the basic materials of music (harmony, melody, rhythm, form, etc.) and how those materials combine to create the tonal music of the common practice period. Activities include critical analysis of representative compositions and creative work in counterpoint and harmony combined with historical perspective from the common practice period. Lab activities include sight singing, ear training, and dictation practice related to the theoretical material.

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

**MUS-002 MUSIC THEORY II Units: 4  
(C-ID MUS 130)**

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, 9<sup>th</sup>, 11<sup>th</sup>, 13<sup>th</sup> 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  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: C3 CSU GE: None IGETC: None

**MUS-003 MUSIC THEORY III Units: 4  
(C-ID MUS 140)**

This course continues concepts introduced in Music Theory II. Theory topics include harmonic (secondary dominants, borrowed chords, Neapolitan and augmented sixth chords, and chromatic modulations), melodic, and formal analysis of representative compositions from the Baroque, Classical, and Romantic periods combined with creative work in composition. Musicianship activities include sight singing and dictation of melodic, rhythmic, and harmonic concepts explored in the theory portion of the course.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No Grading: L  
**Prerequisite:** MUS-002

*Advisory:* Concurrent enrollment in MUS-021A or MUS-021B  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**MUS-004 MUSIC THEORY IV (C-ID MUS 150) Units: 4**

This course continues concepts introduced in Music Theory III. Theory topics include harmonic (borrowed chords and modal interchange, third relations, Neapolitan and augmented sixth chords, extended and altered chords, and enharmonic modulation), melodic, and formal analysis of representative compositions in addition to the study and application of 20<sup>th</sup> century techniques (serialism, set theory, modes, pentatonic, and symmetric scales, pandiatonicism and polytonalism, and advanced rhythm concepts) combined with creative work in composition. Musicianship activities include sight singing and dictation of melodic, rhythmic, and harmonic concepts explored in the theory portion of the course.

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

**Prerequisite:** MUS-003

**Advisory:** Concurrent enrollment in MUS-021B

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

**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

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

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

**MUS-006 HISTORY OF FILM MUSIC Units: 3**

This course examines film music from the birth of cinema at the turn of the twentieth century to the present. Students explore the origins of musical-dramatic style, the role music plays in cinema and the scores of famous film composers.

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

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

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

**MUS-007 HISTORY OF MUSICAL THEATRE Units: 3**

This course explores the history of musical theatre from its early origins to the Broadway shows of today. The evolution of musical style and literature is traced through a variety of musical genres. Included are operettas, cabarets, follies and traditional musicals as well as a review of famous composers, lyricists and performers.

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

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

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

**MUS-010 INTRODUCTION TO MUSIC (C-ID MUS 100) 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

**Advisory:** ENG-050

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

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

**MUS-011 THE HISTORY OF JAZZ Units: 3**

This course is a survey of jazz music from its origins in the late 19th century to today. The focus is on the historical and stylistic developments of jazz and the innovative musicians who shaped its development.

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

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: C3 CSU GE: None IGETC: None

**MUS-012 FUNDAMENTALS OF MUSIC (C-ID MUS 110) 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 and their application to music as a creative art. This course is open to all students and serves as the introductory course in music theory for music majors.

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

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

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

**MUS-013 SONGWRITING Units: 3**

This course is an introduction to the fundamental elements of songwriting. Emphasis will be placed on the study of rhythm, melody, harmony, form, and lyric writing and their importance in the composition and analysis songs from a variety of musical styles. An introduction to the business of songwriting will also be included.

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

**Advisory:** MUS-012

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: C3 CSU GE: None IGETC: None

**MUS-021A PIANO I Units: 2**

Group work in developing piano keyboard facility and reading primary level piano music. Opportunity provided for individual attention and in-class performance.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L

**Limitation on Enrollment:** Courses related in content (see page 144)

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

COD GE: None CSU GE: None IGETC: None

**MUS-021B PIANO II Units: 2**

Group work in developing piano keyboard facility and reading intermediate level piano music. Opportunity provided for individual attention and in-class performance.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L

**Prerequisite:** MUS-021A

**Limitation on Enrollment:** Courses related in content (see page 144)

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

COD GE: None CSU GE: None IGETC: None

**MUS-021C PIANO III Units: 2**

Group work in developing piano keyboard facility and reading advanced level piano music. Opportunity provided for individual attention and in-class performance.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L

**Prerequisite:** MUS-021B

**Limitation on Enrollment:** Courses related in content (see page 144)  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**MUS-022A VOICE I Units: 2**

This course involves group study of the foundations of vocal production, technique and diction and their application to all styles of singing from pop to classical. It is designed for the non-music major.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L

**Limitation on Enrollment:** Courses related in content (see page 144)  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**MUS-022B VOICE II Units: 2**

This course involves group study of interpretation, presentation, and introduces singing in foreign language, with application of these skills to all styles of singing from pop to classical. It is designed for the non-music major and for those considering majoring in vocal arts.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L

**Prerequisite:** MUS-022A

**Limitation on Enrollment:** Courses related in content (see page 144)  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**MUS-023 COMMERCIAL VOICE Units: 2**

This course is an introduction to the basic principles of vocal production as they apply to singing songs from contemporary commercial idioms, including popular songs, jazz, gospel, Broadway show tunes, and track singing. Emphasis is placed on posture, breathing, resonance, style, microphone technique, movement and presentation. Literature appropriate for each voice range and ability is studied. Students are required to perform songs from memory.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L

*Advisory:* MUS-022A

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

**MUS-027 JAZZ BAND Units: 1**  
**(C-ID MUS 180)**

Group rehearsal and public performance of standard jazz ensemble literature for woodwind, brass, and rhythm section (guitar, piano, bass, and drums). Proper jazz style and improvisation will be emphasized. Repeating this course provides additional skills and competency within the subject area. May be taken for a total of four times for credit.

Lecture Hours: 0 Lab Hours: 54 Repeatable: 3 Grading: L

**Prerequisite:** Audition required to confirm eligibility for enrollment

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

**MUS-028 JAZZ ENSEMBLES Units: 1**  
**(C-ID MUS 180)**

Group rehearsal and public performance of standard music literature for jazz combos including woodwinds, brass, and rhythm section. Repeating this course provides additional skills and competency within the subject area. May be taken for a total of four times for credit.

Lecture Hours: 0 Lab Hours: 54 Repeatable: 3 Grading: L

**Prerequisite:** Audition required to confirm eligibility for enrollment

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

**MUS-029 JAZZ SINGERS Units: 1**  
**(C-ID MUS 180)**

Group rehearsal and public performance of vocal jazz literature arranged for small ensemble. Jazz styles and techniques will be emphasized. Open to all students by audition. May be taken a total of four times for credit.

Lecture Hours: 0 Lab Hours: 54 Repeatable: 3 Grading: L

**Prerequisite:** Audition required to confirm eligibility for enrollment

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

**MUS-031 CHAMBER SINGERS Units: 1**  
**(C-ID MUS 180)**

Preparation and performance of a diverse array of sacred and secular music for vocal chamber ensemble. Open to all students by audition. May be taken a total of four times for credit.

Lecture Hours: 0 Lab Hours: 54 Repeatable: 3 Grading: L

**Prerequisite:** Audition required to confirm eligibility for enrollment

*Advisory:* MUS-012

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

**MUS-033 SYMPHONIC BAND Units: 1**  
**(C-ID MUS 180)**

This course focuses on the study and performance of medieval through Contemporary symphonic band and wind ensemble literature. Prior musical training on a wind or percussion instrument is required. May be taken for a total of four times for credit.

Lecture Hours: 0 Lab Hours: 54 Repeatable: 3 Grading: L

**Prerequisite:** Audition required to confirm eligibility for enrollment

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

**Limitation on Enrollment:** Courses related in content (see page 144)

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

**MUS-039B INTERMEDIATE CLASS GUITAR Units: 2**

This is an intermediate 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.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L

**Prerequisite:** MUS-039A

**Advisory:** MUS-012

**Limitation on Enrollment:** Courses related in content (see page 144)

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

COD GE: None CSU GE: None IGETC: None

**MUS-050A BEGINNING JAZZ/ROCK GUITAR Units: 2**

This is a beginning course designed for the non-music major covering fundamentals of guitar technique, reading music notation, improvisation, and the history of the guitar beginning in 1920. Music from jazz, rock, country, and other contemporary styles will be explored.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L

**Advisory:** MUS-012

**Limitation on Enrollment:** Courses related in content (see page 144)

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

COD GE: None CSU GE: None IGETC: None

**MUS-050B INTERMEDIATE JAZZ/ROCK GUITAR Units: 2**

This is an intermediate course designed for the non-music major that continues the development of concepts introduced in MUS-050A. Music from jazz, rock, country, and other contemporary styles will be covered.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L

**Prerequisite:** MUS-050A

**Advisory:** MUS-012

**Limitation on Enrollment:** Courses related in content (see page 144)

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

COD GE: None CSU GE: None IGETC: None

**MUS-078A DIGITAL AUDIO I 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

**Limitation on Enrollment:** Courses related in content (see page 145)

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**MUS-078B DIGITAL AUDIO II Units: 3**

This course focuses on computer-based digital audio recording, mixing and editing. Activities include exercises and projects using microphones, audio mixers, audio processors, synthesizers, computers and computer music software.

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

**Prerequisite:** MUS-078A

**Advisory:** MUS-021A

**Limitation on Enrollment:** Courses related in content (see page 145)

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**MUS-078C DIGITAL AUDIO III Units: 3**

This course provides advanced applicational experience in computer-based audio and MIDI (Musical Instrument Digital Interface) recording, editing and mixing. Activities include the creation of original music compositions and multimedia presentations using synthesizers, microphones, audio mixers, audio processors, computers and computer music software.

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

**Prerequisite:** MUS-078B

**Advisory:** MUS-021A

**Limitation on Enrollment:** Courses related in content (see page 145)

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**MUS-084 MUSICAL THEATRE PERFORMANCE Units: 1**

This course explores the techniques and practices of musical theatre performance in the context of a main-stage musical theatre production. Rehearsals expose students to the creative process as they prepare for public performances that showcase all three areas of musical theatre performance: acting, singing and dancing. May be taken for a total of four times for credit. (Equivalent to MUS-085 and MUS-086.)

Lecture Hours: 0 Lab Hours: 54 Repeatable: 3 Grading: L

**Prerequisite:** Audition

**Limitation on Enrollment:** Courses related in content (see page 145)

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

COD GE: None CSU GE: None IGETC: None

**MUS-085 MUSICAL THEATRE PERFORMANCE Units: 2**

This course explores the techniques and practices of musical theatre performance in the context of a main-stage musical theatre production. Rehearsals expose students to the creative process as they prepare for public performances that showcase all three areas of musical theatre performance: acting, singing and dancing. May be taken for a total of four times for credit. (Equivalent to MUS-084 and MUS-086.)

Lecture Hours: 0 Lab Hours: 108 Repeatable: 3 Grading: L

**Prerequisite:** Audition

**Limitation on Enrollment:** Courses related in content (see page 145)

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

COD GE: None CSU GE: None IGETC: None

**MUS-086 MUSICAL THEATRE PERFORMANCE Units: 3**

This course explores the techniques and practices of musical theatre performance in the context of a main-stage musical theatre production. Rehearsals expose students to the creative process as they prepare for public performances that showcase all three areas of musical theatre performance: acting, singing

and dancing. May be taken for a total of four times for credit. (Equivalent to MUS-084 and MUS-085.)

Lecture Hours: 0 Lab Hours: 162 Repeatable: 3 Grading: L

**Prerequisite:** Audition

**Limitation on Enrollment:** Courses related in content (see page 145)

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

COD GE: None CSU GE: None IGETC: None

### **MUS-090 MUSICAL THEATRE WORKSHOP Units: 1**

This course explores the techniques and practices of musical theatre performance. Students are exposed to the creative process as they utilize and exercise skills necessary to all three areas of musical theatre performance: acting, singing and dancing. The study of excerpts from various time periods and styles acquaint students with a wide variety of musical theatre repertoire. Students present selected musical theatre excerpts at the culmination of the semester. May be taken for a total of four times for credit. (Equivalent to MUS-091 and MUS-092.)

Lecture Hours: 0 Lab Hours: 54 Repeatable: 3 Grading: L

**Limitation on Enrollment:** Courses related in content (see page 145)

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

COD GE: None CSU GE: None IGETC: None

### **MUS-091 MUSICAL THEATRE WORKSHOP Units: 2**

This course explores the techniques and practices of musical theatre performance. Students are exposed to the creative process as they utilize and exercise skills necessary to all three areas of musical theatre performance: acting, singing and dancing. The study of excerpts from various time periods and styles acquaint students with a wide variety of musical theatre repertoire. Students present selected musical theatre excerpts at the culmination of the semester. May be taken for a total of four times for credit. (Equivalent to MUS-090 and MUS-092.)

Lecture Hours: 0 Lab Hours: 108 Repeatable: 3 Grading: L

**Limitation on Enrollment:** Courses related in content (see page 145)

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

COD GE: None CSU GE: None IGETC: None

### **MUS-092 MUSICAL THEATRE WORKSHOP Units: 3**

This course explores the techniques and practices of musical theatre performance. Students are exposed to the creative process as they utilize and exercise skills necessary to all three areas of musical theatre performance: acting, singing and dancing. The study of excerpts from various time periods and styles acquaint students with a wide variety of musical theatre repertoire. Students present selected musical theatre excerpts at the culmination of the semester. May be taken for a total of four times for credit. (Equivalent to MUS-090 and MUS-091.)

Lecture Hours: 0 Lab Hours: 162 Repeatable: 3 Grading: L

**Limitation on Enrollment:** Courses related in content (see page 145)

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

COD GE: None CSU GE: None IGETC: None

### **MUS-099 APPLIED MUSIC Units: 1** **(C-ID MUS 160)**

Individual studio instruction for the Associate of Arts degree in music. Each week students receive a 30-minute individual lesson and complete three hours of on-campus practice. Students perform at least once in a public campus recital and play/sing a juried performance (final exam) for a faculty committee. Designed for Music majors who are able to perform at college level. Successful audition on an approved major instrument and concurrent enrollment in a performance ensemble and an approved academic music class required. May be taken a total of four times for credit.

Lecture Hours: 0 Lab Hours: 54 Repeatable: 3 Grading: L

**Prerequisite:** Music major

**Corequisite:** MUS 27, or 28, or 29, or 31, or 33 *and* MUS 1, or 2, or 3, or 4

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

## **NATURAL RESOURCES (NR)**

### **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

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

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

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

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. (Equivalent to FIRE-010.)

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
Advisory: RDG-050

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

**NR-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. (Equivalent to AJ-017.)

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

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.

Lecture Hours: 18 Lab Hours: 0 Repeatable: No Grading: O  
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  
Advisory: CIS-005

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.

Lecture Hours: 18 Lab Hours: 0 Repeatable: No Grading: O  
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.

Lecture Hours: 18 Lab Hours: 0 Repeatable: No Grading: O  
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.

Lecture Hours: 18 Lab Hours: 0 Repeatable: No Grading: O  
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.

Lecture Hours: 18 Lab Hours: 0 Repeatable: No Grading: O  
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.

Lecture Hours: 18 Lab Hours: 0 Repeatable: No Grading: O  
Transfer Status: CSU Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**NR-058 REPTILES OF THE COACHELLA VALLEY Units: 1**

This course provides students with a general overview of reptile life in the Coachella Valley region. Emphasis will be placed on the identification, family characteristics, and natural history of 26 local species. Two Saturday field trips are required.

Lecture Hours: 18 Lab Hours: 0 Repeatable: No Grading: O  
Transfer Status: CSU Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**NR-059 CAREERS IN NATURAL RES & AGRICULTURAL SCIENCES Units: 3**

This course provides students with an overview of professions in Natural Resources and Agricultural Sciences along with educational paths to become qualified for those occupations.

*Advisory:* ENG-050

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L  
Transfer Status: CSU Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**NURSING (N)****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. This course requires a materials fee of \$80.00 to cover equipment used by the student in the skills laboratory.

Lecture Hours: 72 Lab Hours: 216 Repeatable: No Grading: L  
**Prerequisite:** BI-014, BI-015 and acceptance to the program  
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 foundational concepts introduced in Nursing 1. Emphasis is on the nursing management of adults, women in labor and children experiencing commonly occurring alterations in health and promoting optimum wellness in the childbearing family. This course requires a materials fee of \$47.00 to cover equipment used by the student in the skills laboratory.

Lecture Hours: 90 Lab Hours: 216 Repeatable: No Grading: L  
**Prerequisite:** N-001  
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**

Previously learned principles of medical surgical nursing will be built upon in this course. Nursing 3A focuses on promoting, maintaining or restoring health of clients with alterations in psychological and/or physiological functioning. Specific topics covered in this course include men's and women's health, health alterations in respiratory and cardiac systems, conditions of immune response, and psychosocial alterations impacting individuals and families. Clinical experiences will include both inpatient and community-based settings. This course requires a materials fee of \$46.00 to cover the cost of equipment being used by the student in the skills laboratory.

Lecture Hours: 72 Lab Hours: 270 Repeatable: No Grading: L  
**Prerequisite:** N-002  
**Corequisite:** N-003B  
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 professionalism, credentialing, collective bargaining, nursing organizations, and legal, ethical and bio-ethical 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  
Transfer Status: CSU Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**N-004 CONCEPTS OF NURSING PRACTICE FOR ACUTE COMPLEX ALTERATIONS IN HEALTH Units: 9½**  
*(replaces N-004A and N-004B)*

In this course students gain knowledge and experience with clients whose optimum level of wellness is altered by acute and complex conditions. Students will gain experience as direct care providers in the acute/critical/emergent and home health care settings utilizing concepts of care management.

Lecture Hours: 81 Lab Hours: 270 Repeatable: No Grading: L  
**Prerequisite:** N-003A  
Transfer Status: CSU Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**N-056 TRANSITION TO REGISTERED NURSE** Units: 5  
(formerly N-055)

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 and approved challenge/advanced placement students into the second year of the RN program. This course requires a materials fee of \$78.00 to cover equipment used by the student in the skills laboratory.

Lecture Hours: 54 Lab Hours: 108 Repeatable: No Grading: L

**Prerequisite:** BI-013, BI-014, BI-015, ENG-001A, MATH-054, and graduation from an LVN/LPN program and current unrestricted licensure as an LVN.

**Corequisite:** Licensure as a Vocational Nurse.

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

## NUTRITION (HS)

See Health Sciences (page 204)

## PHILOSOPHY (PHIL)

**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

*Advisory:* ENG-050

Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C3 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. This course is offered in the Fall semester.

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

*Advisory:* ENG-050

Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C3 CSU GE: C2 IGETC: 3B

**PHIL-010 GENERAL LOGIC** Units: 3

An introduction to the basics of deductive and inductive logics. Emphasis is placed on the syntax and semantics of elementary

deductive logic. Inductive reasoning, the identification of informal fallacies, and the rudiments of the scientific method are also studied.

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

*Advisory:* ENG-001A and MATH-060

Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C4b 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

*Advisory:* ENG-050

Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C3 CSU GE: C2 IGETC: 3B,4G

**PHIL-013 PERSPECTIVES ON DEATH AND DYING** Units: 3

The phenomenon of human mortality as presented, analyzed, and critically evaluated from cross-cultural perspectives in philosophy, religion, literature, psychology, medicine, and law. Students will 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

*Advisory:* ENG-050

Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C2,C3 CSU GE: C2,E IGETC: 3B

**PHIL-014 INTRODUCTION TO ETHICS (C-ID PHIL 120)** 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

*Advisory:* ENG-050

Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C3 CSU GE: C2 IGETC: 3B

**PHIL-017 PHILOSOPHY OF RELIGION** Units: 3

An in-depth examination of some of the significant commonalities and major differences among and between the three great monotheistic religions: Judaism, Christianity, and Islam. Particular attention will be paid to the logical analyses of some of the distinctive doctrines endorsed by each faith, and how these doctrines may have reinforced and exacerbated the historic and contemporary conflicts between civilizations.

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

*Advisory:* PHIL-006 or PHIL-012 and ENG-001A

Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C3 CSU GE: C2 IGETC: 3B



**PHIL-018 PHILOSOPHY OF SCIENCE Units: 3**

An introduction to the core philosophical issues raised by the unprecedented success of scientific inquiry since the beginning with the origins of modern science in the 16th century through the conceptual revolution in physics in the twentieth century. Topics include the logic and epistemology of scientific discoveries, observation vs. explanation, causation and the laws of nature, realism and antirealism regarding scientific knowledge, and the conflicts and compatibilities between the sciences and religions. This course is offered in the Spring semester.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
*Advisory:* ENG-051, RDG-051, and at least one previous college-level course in philosophy or the natural sciences  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: None CSU GE: C2 IGETC: 3B

**PHYSICS (PH)****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:** MATH-054  
*Advisory:* ENG-051  
 Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
 COD GE: C1 CSU GE: B1,B3 IGETC: 5A\*

**PH-002A COLLEGE PHYSICS I Units: 4**

This is an algebra and trigonometry-based physics course designed for majors not seeking a degree in the sciences or engineering. This course is the first semester of the Physics 2 sequence. Topics include mechanics, sound, fluids and wave motion. This course is offered in the Fall semester of even-numbered years.

*Note:* The physics 2 sequence satisfies the physics requirement for some pre-professional students.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No Grading: L  
**Prerequisite:** MATH-005 and ENG-050  
 Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
 COD GE: C1 CSU GE: B1,B3 IGETC: 5A\*

**PH-002B COLLEGE PHYSICS II Units: 4**

This is an algebra and trigonometry-based physics course designed for majors not seeking a degree in the sciences or engineering. This course is the second semester of the Physics 2 sequence. Topics include electricity, magnetism, heat, and optics. This course is offered in the Spring semester of odd-numbered years.

*Note:* The physics 2 sequence satisfies the physics requirement for some pre-professional students.

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

**Prerequisite:** PH-002A

Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
 COD GE: C1 CSU GE: B1,B3 IGETC: 5A\*

**PH-004A ENGINEERING PHYSICS Units: 5  
(C-ID PHYS 205)**

This is the first semester of the three-semester calculus-based physics sequence for scientists and engineers including those entering the computer fields. Topics include mechanics, wave motion, and sound.

Lecture Hours: 72 Lab Hours: 54 Repeatable: No Grading: L

**Prerequisite:** MATH-001A

*Advisory:* ENG-001A  
 Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
 COD GE: C1 CSU GE: B1,B3 IGETC: 5A\*

**PH-004B ENGINEERING PHYSICS Units: 5  
(C-ID PHYS 210)**

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, and thermodynamics.

Lecture Hours: 72 Lab Hours: 54 Repeatable: No Grading: L

**Prerequisite:** PH-004A, and MATH-001B or concurrent enrollment

Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
 COD GE: C1 CSU GE: B1,B3 IGETC: 5A\*

**PH-004C ENGINEERING PHYSICS Units: 5  
(C-ID PHYS 215)**

This is the third semester of the calculus-based physics sequence for scientists and engineers including those entering the computer fields. Topics include electromagnetic waves, geometric and physical optics, relativity, quantum physics, and the physics of atoms, nuclei, and elementary particles.

Lecture Hours: 72 Lab Hours: 54 Repeatable: No Grading: L

**Prerequisite:** PH-004B

Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
 COD GE: C1 CSU GE: B1,B3 IGETC: 5A

**PH-006A ELECTRIC CIRCUITS FOR Units: 4  
ENGINEERING AND SCIENCE**

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. It 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. (Equivalent to ENGR-006A.)

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

**Prerequisite:** MATH-001A

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

**PH-011 STATICS Units: 3**

This course is an introduction to the analysis of forces on engineering structures in equilibrium. Vector analysis 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. (Equivalent to ENGR-011.)

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

**Prerequisite:** PH-004A and MATH-001B

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

**PH-012 DYNAMICS Units: 3**

This course is intended for engineering majors planning to transfer to four-year institutions. It covers the fundamentals of kinematics and kinetics of particles and rigid bodies. Topics include kinematics of particle motion, Newton's Second Law, planar and three dimensional motion of rigid bodies, momentum and energy principles for rigid body motion and an introduction to vibrations and oscillations. (Equivalent to ENGR-012.)

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

**Prerequisite:** ENGR-011 or PH-011

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

**PH-017 INTRODUCTION TO METEOROLOGY (C-ID GEOG 130) 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:** MATH-054

*Advisory:* ENG-051

Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C1 CSU GE: B1 IGETC: 5A

**POLITICAL SCIENCE (PS)****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

*Advisory:* ENG-050

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

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

Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C2 CSU GE: D8 IGETC: 4H

**PSYCHOLOGY (PSY)****PSY-001 GENERAL PSYCHOLOGY (C-ID PSY 110) Units: 3**

This course is an introduction to psychology and defines the principles and theories governing the scientific study of affect, behavior and cognition. Included are such topics as developmental psychology, states of consciousness, psychotropic agents, learning, memory, motivation, emotion, intelligence, personality, stress, and social psychology, psychotherapy, research methodology, and psychological disorders. This survey course offers a foundation and preparation for additional study in psychology and social sciences, for understanding self and others, and principles of psychology to apply to daily life.

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

*Advisory:* ENG-051

Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C2 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

*Advisory:* ENG-051 and PSY-001

Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C2,C5 CSU GE: D9,E IGETC: 4I

**PSY-007 POSITIVE PSYCHOLOGY Units: 3**

The course provides an introduction to positive psychology. Positive psychology uses the tools of rigorous science to examine the sources and nature of positive human strengths, characteristics, resources, and aspirations. This course is designed to explore the concepts, research behind the concepts, techniques, resiliency factors and exercises to enhance optimism, decrease stressors, and significantly increase well-being. Topics include happiness, self-esteem, self-knowledge, empathy, compassion, friendship, hope, goal setting, love, parenting, achievement, positive education, positive organizations, resilience, creativity and flow, mindfulness, spirituality, and humor. This course is offered in the Spring semester of even-numbered years.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
*Advisory:* ENG-071 or ENG-061 or ENG-051  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: C2 CSU GE: None IGETC: None

**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 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  
*Advisory:* ENG-051 and PSY-001  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: C2,C5 CSU GE: D4,E IGETC: None

**PSY-012 HUMAN SEXUALITY (C-ID PSY 130) 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  
*Advisory:* ENG-001A  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: C2,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. This course is offered in the Fall semester of odd-numbered years.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
*Advisory:* ENG-051 and PSY-001  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: C2,C5 CSU GE: D9,E IGETC: 4I

**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. This course is offered in the Fall semester of odd-numbered years.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
*Advisory:* ENG-051  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: C2,C5 CSU GE: D4,D9,E IGETC: 4I

**PSY-025 INTRO TO RESEARCH METHODS FOR SOCIAL SCIENCES (C-ID PSY 200) Units: 3**

This course is an introduction to the research methodology utilized in the social sciences. This survey of contemporary approaches for study designs and research techniques will include theory development, application of methods, and the systematic nature of data collection. The major qualitative and quantitative research designs and methods such as observation, surveys, experimentation, and correlation will be addressed. This course is offered in the Spring semester.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
**Prerequisite:** PSY-001 and SOC-003 or MATH-014  
*Advisory:* ENG-001A  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: C2 CSU GE: None IGETC: None

**PSY-027 BIOLOGICAL PSYCHOLOGY (C-ID PSY 150) Units: 3**

This survey course identifies the physiological determinants of behavior, affect and cognition. It will include an overview of neuroanatomy and the endocrine system. The relationship between these systems and psychological aspects such as perception, learning, motivation, emotion and personality will be identified. In addition, students will be introduced to neural basis for select disorders and organic and internally induced brain damage and associated psychopathology. This course is offered in the Fall semester of odd-numbered years.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
**Prerequisite:** PSY-001 or concurrent enrollment  
*Advisory:* ENG-001A  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: C2 CSU GE: D9 IGETC: 4I

**PSY-029 ABNORMAL PSYCHOLOGY Units: 3**  
**(C-ID PSY 120)**

This course is an examination of various categories of abnormal behaviors and psychopathology from current perspectives including socio-cultural, psychodynamic, cognitive, behavioral and biological. Topics will include assessments, diagnostic practices, interventions and therapies. Students will also learn the role of the Diagnostic and Statistical Manual IV-TR (DSM – IV-TR) in psychology. This course is offered in the Fall semester of even-numbered years.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
*Advisory:* ENG-001A  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: C2 CSU GE: D9 IGETC: 4I

**PSY-033 PERSONAL AND SOCIAL Units: 3**  
**ADJUSTMENT**

This course examines the development of personality and places emphasis upon the process of adjustment encountered in such areas as self development, school, family, intimate relationships, vocation and community. In particular, the course focuses on the development of well being and understanding process of learning and applying adequate methods of coping in problematic situations. This course is offered in the Spring semester of odd-numbered years.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
*Advisory:* ENG-050  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: C2,C5 CSU GE: D9,E IGETC: None

**RADIO-TELEVISION (RTV)****RTV-002 RADIO AND TELEVISION Units: 2**  
**ANNOUNCING**

This course provides students with an introduction to radio and television broadcast announcing principles and techniques for commercial delivery, newscasts, music shows, interviews, sports, weather, and specialty segments. Students will learn the physical make-up of their voice and how to communicate effectively with warmth and authority. Students are required to broadcast live and pre-recorded segments on the campus radio station, KCOD.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L  
*Advisory:* ENG-050  
 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  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**RTV-006 INTRODUCTION TO FILM Units: 3**

By the age of 18 the average person has watched over 900 movies, but do we really know how to watch them? This course explores the impact film has on us, and the techniques filmmakers use to make us respond. Drawing from the American Film Institute's "Top 100 Movies of All Time" plus others, the class goes beyond movies as entertainment, into the fascinating world of how movies use color, music, story structure, visual effects and cinematography to make us forget we're even watching a movie.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: C3 CSU GE: C1 IGETC: 3A

**RTV-007 INTRODUCTION TO Units: 3**  
**RADIO PRODUCTION**

Students will gain a basic understanding of audio equipment used for radio production and live broadcasting. Course provides an introduction of the principles and techniques of music programming, commercials, news, interviews, magazine and talk programs. Students will broadcast live and pre-recorded programs on campus radio station KCOD.

Lecture Hours: 18 Lab Hours: 108 Repeatable: No Grading: L  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**RTV-008 CONTEMPORARY WORLD FILM Units: 3**

This course surveys modern international cinema. Through the examination of narrative, documentary and experimental films from around the world, the medium's technical, aesthetic and theoretical development will be investigated. Particular attention will be given to the historical, cultural and economic influences that contribute to this international art form.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
*Advisory:* RTV-006  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: C3 CSU GE: None IGETC: None

**RTV-010 BASIC MOTION PICTURE/ Units: 3**  
**TV PRODUCTION**

This course introduces the student to the basic techniques, procedures, equipment and computer technologies required to produce simple video motion pictures. Actual production experience is gained through student projects.

Lecture Hours: 18 Lab Hours: 108 Repeatable: No Grading: L  
*Advisory:* ENG-050  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**RTV-011 MOTION PICTURE/  
TV PRODUCTION Units: 3**

This course is for students who possess basic motion picture production skills. The course focuses on production of short videos using nonlinear computer editing.

Lecture Hours: 18 Lab Hours: 108 Repeatable: No Grading: L

**Prerequisite:** RTV-010 or RTV-004A

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

**READING (RDG)****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.

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

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

Transfer Status: None

Degree Applicable: NAA

COD GE: None CSU GE: None

IGETC: None

**RDG-061 ACCELERATED READING  
FOR COLLEGE SUCCESS Units: 4**

Preparation for academic reading and critical thinking expected in transfer and associate-degree classes. Strongly recommended: participation in the Reading placement process.

Lecture Hours: 72 Lab Hours: 0 Repeatable: No Grading: L

Transfer Status: None

Degree Applicable: NAA

COD GE: None CSU GE: None

IGETC: None

**REAL ESTATE DEVELOPMENT (RED)****RED-010 INTRODUCTION TO  
REAL ESTATE PROFESSIONS Units: 3**

This course provides an overview of the entire career field of real estate including study relative to development, economics, financing, land, marketing, and law. Careers covered include lending officers and mortgage analysts, real estate appraisers, investment counselors, real estate brokers, land developers, property and asset, corporate real estate managers, engineers, architects, skilled contractors and others. This course also discusses terminology, the career ladder and entrepreneurial opportunities in this industry.

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

**Advisory:** ENG-051, RDG-051

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

**RED-020 INTRODUCTION TO  
REAL ESTATE DEVELOPMENT Units: 3**

This course introduces the student to the real estate development process, providing an overview from the project idea to the cursory feasibility stage. Topics include evaluating development potential, analysis, land acquisition, site planning, design, and economic feasibility.

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

**Advisory:** ENG-051, RDG-051, MATH-060

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

**RED-090A REAL ESTATE ROLES Units: ½**

This course provides an introduction to the variety of roles in real estate transactions including appraisers, city officials, contractors, investors, developers, etc. Fair and favorable housing are also discussed.

Lecture Hours: 9 Lab Hours: 0 Repeatable: No Grading: L

**Advisory:** ENG-051, RDG-051

Transfer Status: None

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

**RED-090B REAL ESTATE ENTERPRISE  
VALUATION Units: ½**

This course provides an introduction to business valuation, illustrating the use and application of business valuation principles using actual case examples. A quick overview of the nature of business valuation is provided at the outset. The first lesson focuses on asset-based valuations, such as the liquidation method. The second lesson introduces valuation approaches most applicable to going-concern businesses, including the various elements of goodwill and its application to an earnings/cash-flow based valuation.

Lecture Hours: 9 Lab Hours: 0 Repeatable: No Grading: L

**Advisory:** ENG-051, RDG-051

Transfer Status: None

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

**RED-090C FEASIBILITY OF DEVELOPMENT Units: ½**

This course examines the functioning of various urban real estate markets, residential both single and multifamily, office, retail, industrial, and resort-recreational. Additionally, methodologies for accurate measurement of demand for real estate products and specific projects are addressed. The course aims to develop students to be sophisticated users of real estate market studies by acquainting them with modern market research methodologies and computerized market analysis packages at both the site- and project-specific levels.

Lecture Hours: 9 Lab Hours: 0 Repeatable: No Grading: L  
Advisory: ENG-051, RDG-051

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

**RED-090D THE VALUE OF BUILDING GREEN Units: ½**

This course explores how contemporary environmental issues impact real estate decision-making. It describes architectural design and building construction practices that contribute to a building's "green-ness," international standards for rating green buildings, the business case for green building investments, and whether or not green features add to real estate's market value.

Lecture Hours: 9 Lab Hours: 0 Repeatable: No Grading: L  
Advisory: ENG-051, RDG-051

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

**RED-090E REAL ESTATE CAPITAL AND FINANCING Units: ½**

This course provides an introduction to the types of income properties and explains the cash flow underwriting process for each of the four main property types. It also identifies sources of capital and analyze the types of financing available in today's commercial real estate markets.

Lecture Hours: 9 Lab Hours: 0 Repeatable: No Grading: L  
Advisory: ENG-051, RDG-051

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

**RED-090F LAND USE REGULATION: ENTITLEMENTS & PERMITTING Units: ½**

This course discusses the legal and regulatory requirements of the entitlement and development approval or permitting process. This includes discussion of laws pertaining to wetlands, endangered species, historical and archaeological sites, air and water quality, hazardous wastes and toxic substances, as well as the purpose, content, and use of environmental impact statements. Issues of Smart Growth and sustainable development are covered. Also covered is the impact on private property rights of land use regulation and growth management through developments of regional impact, comprehensive planning laws, adequate public facilities requirements, concurrency requirements, zoning, and impact fees and other exactions.

Lecture Hours: 9 Lab Hours: 0 Repeatable: No Grading: L  
Advisory: ENG-051, RDG-051

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

**RED-091A REAL ESTATE CONSULTING AND ADVISING Units: ½**

This course provides an introduction to the conceptual foundations underlying consulting and advisory services related to real estate. This course also focuses on real estate problems and issues, traditional and online research skills in addition to risk and management in real estate decisions.

Lecture Hours: 9 Lab Hours: 0 Repeatable: No Grading: L  
Advisory: ENG-051, RDG-051

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

**RED-091B REAL ESTATE PROPERTY MANAGEMENT Units: ½**

This course provides an introduction to the various facets of property management that apply to the variety of real estate products. Whether functioning as an on-site property manager; a corporate manager who oversees property management activities; or a participant in other aspects of real estate, this course provides a basis for understanding the key concepts and practices that affect operations, administration and executive functions related to the management of real estate properties.

Lecture Hours: 9 Lab Hours: 0 Repeatable: No Grading: L  
Advisory: ENG-051, RDG-051

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

**RED-092A CASE STUDY DEVELOPING CENTRAL STATION Units: ½**

This course examines the successful developments of 80-plus acres in the city of Chicago from the Developer's perspective. It describes strategies employed to create a multi-billion-dollar, mixed use real estate complex and new community within a community.

Lecture Hours: 9 Lab Hours: 0 Repeatable: No Grading: L  
Advisory: ENG-051, RDG-051

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

**RED-092B AGRICULTURAL PROPERTIES Units: ½**

This course provides an introduction to the theory and methods used in the inspection and appraisal of agricultural properties. The first lesson offers an overview of how the physical aspects of agricultural properties influence their value, examining regional influences and characteristics of the property itself. The second lesson introduces systematic procedures for collecting and analyzing necessary data and explains the application of the three traditional approaches in valuing agricultural properties. The third lesson offers an illustration of the application of these methods in an agricultural case study.

Lecture Hours: 9 Lab Hours: 0 Repeatable: No Grading: L  
Advisory: ENG-051, RDG-051

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

**RECREATION (RE)****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  
*Advisory:* ENG-050  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**RE-003 PROGRAMMING FOR COMMUNITY RECREATION Units: 3**

This course teaches students how to meet the needs of customers through effective recreation programs and strategic planning. Students will actively participate in activities of planning and production of Recreation Programs. This course includes social entrepreneurship, application, practice opportunities, and assignments.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
*Advisory:* ENG-050  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**RE-010A RECREATION FIELD WORK I Units: 1**

This course gives an initial practical experience to students who are considering a career in Kinesiology and/or Recreation. Course requirements include work at various facilities, either on or off campus.

Lecture Hours: 4½ Lab Hours: 40½ Repeatable: No Grading: L  
*Advisory:* ENG-050  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**RE-010B RECREATION FIELD WORK II Units: 2**

This course gives an enhanced practical experience to students who are training for careers in Kinesiology and/or Recreation. The course will focus on student initiative and self-confidence, self-assessment, and career awareness. Course requirements include work at various facilities, either on or off campus.

Lecture Hours: 4½ Lab Hours: 94½ Repeatable: No Grading: L  
*Advisory:* ENG-050  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**RE-010C RECREATION FIELD WORK III Units: 3**

This course gives an advanced experience to students who are pursuing a certificate or degree in Kinesiology and/or Recreation, or planning to transfer as a Kinesiology and/or Recreation major/minor. The class focuses on career and job

market awareness, career goals, and job success strategies. Course requirements include work at various facilities, both on and off-campus.

Lecture Hours: 4½ Lab Hours: 148½ Repeatable: No Grading: L  
*Advisory:* ENG-050  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**SOCIOLOGY (SOC)****SOC-001 INTRODUCTORY SOCIOLOGY (C-ID SOCI 110) 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  
*Advisory:* ENG-050  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: C2 CSU GE: D0 IGETC: 4J

**SOC-002 SOCIAL PROBLEMS (C-ID SOCI 115) 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. This course is offered in the Spring semester.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
**Prerequisite:** SOC-001  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: C2 CSU GE: D0 IGETC: 4J

**SOC-003 FUNDAMENTALS OF STATISTICS (C-ID SOCI 125) 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  
 Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
 COD GE: C4b 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-054

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

COD GE: C4b CSU GE: A3 IGETC: 1B

**SOC-014 INTRODUCTION TO RACE AND ETHNICITY (C-ID SOCI 150) Units: 3**

Racial And Ethnic Relations is about the varieties of racial and ethnic interactions in the United States. The course is concerned with the origins, implications, and consequences of race, ethnicity, prejudice, and discrimination. Although the significance of cultural differentiation is highly important in the course, major emphasis is placed on intergroup interaction. Both minority group reaction to ethnic status and majority group reaction to ethnic action are major components of the course.

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

*Advisory:* ENG-050

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

COD GE: C2 CSU GE: D0,D3 IGETC: 4J

**SOC-015 MEXICAN AMERICAN CULTURE & SOCIETY 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. This course is offered in the Spring semester.

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

*Advisory:* ENG-001A

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

COD GE: C2 CSU GE: D0,D3 IGETC: 4C,4J

**SPANISH (SPAN)****SPAN-001 ELEMENTARY SPANISH I 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.

Lecture Hours: 90 Lab Hours: 0 Repeatable: No Grading: L

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

COD GE: C3 CSU GE: C2 IGETC: 6A

**SPAN-002 ELEMENTARY SPANISH II 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.

Lecture Hours: 90 Lab Hours: 0 Repeatable: No Grading: L

**Prerequisite:** SPAN 1 or 2 years high school Spanish

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

COD GE: C3 CSU GE: C2 IGETC: 3B\*, 6A\*

**SPAN-003 INTERMEDIATE SPANISH I (C-ID SPAN 200) 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: 0 Repeatable: No Grading: L

**Prerequisite:** SPAN-002

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

COD GE: C3 CSU GE: C2 IGETC: 3B\*, 6A\*

**SPAN-004 INTERMEDIATE SPANISH II (C-ID SPAN 210) 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: 0 Repeatable: No Grading: L

**Prerequisite:** SPAN-003

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

COD GE: C3 CSU GE: C2 IGETC: 3B\*, 6A\*

**SPAN-020 HISPANIC/LATINO CULTURE AND CIVILIZATION Units: 3**

Traces the development of the culture of Hispanic-speaking nations including history, philosophy, political ideas, literature, music, art, science, geography, and customs and its influence on America and the world. Conducted in Spanish. Fluency in Spanish is required.

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

**Prerequisite:** SPAN-003 or SPAN-004

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: C3 CSU GE: None IGETC: None



**SPEECH (SP)****SP-001 INTRO TO INTERPERSONAL COMMUNICATION (C-ID COMM 130) 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 speaking assignments are an integral part of the course.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
Advisory: ENG-001A

Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C4b 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. Presentations in front of an audience are an essential component of this course.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
Advisory: ENG-051

Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C3 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

Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C4b CSU GE: A1 IGETC: 1C

**SP-005 SMALL GROUP COMMUNICATION (C-ID COMM 140) Units: 3**

This course covers principles of communication in a variety of group contexts. Topics include theory, application, and evaluation of group processes, including problem solving, conflict management, and leadership.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
Advisory: ENG-001A

Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C4b CSU GE: A1 IGETC: None

**SP-007 ARGUMENTATION AND DEBATE (C-ID COMM 120) Units: 3**

This course focuses on methods of critical inquiry and advocacy. It covers identifying fallacies in reasoning and language, testing evidence and evidence sources, advancing a reasoned position, and defending and refuting arguments. Analysis, presentation, and evaluation of oral and written arguments required.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
Advisory: ENG-001A

Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C4b CSU GE: A3 IGETC: None

**SP-015 INTERCULTURAL COMMUNICATION (C-ID COMM 150) 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. Significant writing, research, and speaking assignments are an integral part of the course.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
Advisory: ENG-001A

Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C4b CSU GE: A1,D7 IGETC: 1C

**THEATRE ARTS (TA)****TA-001 INTRODUCTION TO THE THEATRE (C-ID THTR 111) 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

Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C3 CSU GE: C1 IGETC: 3B

**TA-002 ACTING I (C-ID THTR 151) Units: 3**

This course provides basic instruction in acting technique while focusing on characterization, improvisation, vocal projection, and movement. Emphasis is also placed on monologue preparation/performance and group scene study. Students will develop an appreciation and respect for acting, while becoming aware of how their feelings, senses, and relationships in the world around them influence their acting choices.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L  
Advisory: ENG-050

**Limitation on Enrollment:** Courses related in content (see page 145)  
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 and acting styles. The curriculum emphasizes the importance of character analysis/development, improvisation techniques, vocal projection, stage movement, monologue preparation/performance, group scene study/performance, and script analysis. Students will also be introduced to basic directing techniques and theory.

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

**Prerequisite:** TA-002

**Limitation on Enrollment:** Courses related in content (see page 145)

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

**TA-004 SCRIPT ANALYSIS Units: 3  
(C-ID THTR 114)**

Script Analysis is an introduction to theatre research methods and a study of the play from page to stage. The class will focus on critical analysis of structure, genre, theme, style, character, language, and dramatic event from the point of view of the actor, director, critic, and designer.

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

**Prerequisite:** TA-001 and TA-002

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

**TA-009 STAGECRAFT Units: 3  
(C-ID THTR 171)**

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. This course is offered in the Fall semester.

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

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  
(C-ID THTR 172)**

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. This course is offered in the Spring semester.

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

*Advisory:* ENG-050

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

**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 for credit. (Equivalent to TA-021 and TA-022.)

Lecture Hours: 0 Lab Hours: 54 Repeatable: 3 Grading: L

**Prerequisite:** Audition or consent of instructor

*Advisory:* ENG-050

**Limitation on Enrollment:** Courses related in content (see page 145)

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 for credit. (Equivalent to TA-020 and TA-022.)

Lecture Hours: 0 Lab Hours: 108 Repeatable: 3 Grading: L

**Prerequisite:** Audition or consent of instructor

*Advisory:* ENG-050

**Limitation on Enrollment:** Courses related in content (see page 145)

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 for credit. (Equivalent to TA-020 and TA-021.)

Lecture Hours: 0 Lab Hours: 162 Repeatable: 3 Grading: L

**Prerequisite:** Audition or consent of instructor

*Advisory:* ENG-050

**Limitation on Enrollment:** Courses related in content (see page 145)

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

**TA-030 TECHNICAL THEATRE PRODUCTION 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 for credit. (Equivalent to TA-031 and TA-032.)

Lecture Hours: 0 Lab Hours: 54 Repeatable: 3 Grading: L

**Limitation on Enrollment:** Courses related in content (see page 145)

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

**TA-031 TECHNICAL THEATRE PRODUCTION 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 for credit. (Equivalent to TA-030 and TA-032.)

Lecture Hours: 0 Lab Hours: 108 Repeatable: 3 Grading: L

**Limitation on Enrollment:** Courses related in content (see page 145)

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

COD GE: None CSU GE: None IGETC: None

**TA-032 TECHNICAL THEATRE PRODUCTION 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 for credit. (Equivalent to TA-030 and TA-031.)

Lecture Hours: 0 Lab Hours: 162 Repeatable: 3 Grading: L

**Limitation on Enrollment:** Courses related in content (see page 145)

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

COD GE: C3 CSU GE: None IGETC: None

**TA-080 THEATRE MAKEUP (C-ID THTR 175) Units: 3**

This course teaches the basic principles and application techniques of theatrical, film, print, television and special effect makeup. It executes the learned skills in a laboratory atmosphere utilizing current sanitation rules and regulations as established by the State of California. Students will create an accurate pictorial dictionary, a "morgue," and use it as a reference in creating makeup executions. Students will learn to create characters from scripts using design, timeline plots, visual renderings and written descriptions. Students learn facial anatomy and its relationship to makeup placement and color. Students will learn product knowledge, including how to access appropriate materials. Other topics include pre and post production responsibilities of a makeup designer/artist applicable to various venues.

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

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

COD GE: None CSU GE: None IGETC: None

**VARSITY SPORTS, MEN (VSM)****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 four times for credit.

Activity Hours: 175 Repeatable: 3 Grading: L

**Limitation on Enrollment:** Successful tryout

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 for credit.

Activity Hours: 87½ Repeatable: 3 Grading: L

**Limitation on Enrollment:** Successful tryout

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 four times for credit.

Activity Hours: 175 Repeatable: 3 Grading: L

**Limitation on Enrollment:** Successful tryout

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 four times for credit.

Activity Hours: 175 Repeatable: 3 Grading: L

**Limitation on Enrollment:** Successful tryout

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 four times for credit.

Activity Hours: 175 Repeatable: 3 Grading: L

**Limitation on Enrollment:** Successful tryout

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 four times for credit.

Activity Hours: 175 Repeatable: 3 Grading: L

**Limitation on Enrollment:** Successful tryout

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 four times for credit.

Activity Hours: 175 Repeatable: 3 Grading: L

**Limitation on Enrollment:** Successful tryout

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

**VARSITY SPORTS, OFF-SEASON (VSO)****VSO-011A BASEBALL, FALL Units: 2**

This is a fall semester off-season baseball conditioning course providing beginning, intermediate, and advanced instruction for students interested in improving skill development, 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 for credit.

Activity Hours: 117 Repeatable: 3 Grading: L

**Limitation on Enrollment:** Successful tryout

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

**VSO-011B BASEBALL, SUMMER Units: 1**

This is a summer semester off-season baseball conditioning course providing beginning, intermediate, and advanced instruction for students interested in improving skill development, 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 for credit.

Activity Hours: 58 Repeatable: 3 Grading: L

**Limitation on Enrollment:** Successful tryout

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

**VSO-014A BASKETBALL-MEN, FALL Units: 1**

This is a fall semester off-season men's basketball course providing beginning, intermediate, and advanced instruction for students interested in improving skill development, 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 for credit.

Activity Hours: 58 Repeatable: 3 Grading: L

**Limitation on Enrollment:** Successful tryout

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

**VSO-014B BASKETBALL-MEN, SPRING Units: 1**

This is a spring semester off-season men's basketball course providing beginning, intermediate, and advanced instruction for students interested in improving skill development, 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 for credit.

Activity Hours: 58 Repeatable: 3 Grading: L

**Limitation on Enrollment:** Successful tryout

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

**VSO-015A BASKETBALL-WOMEN, FALL Units: 1**

This is a fall semester off-season women's basketball course providing beginning, intermediate, and advanced instruction for students interested in improving skill development, 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 for credit.

Activity Hours: 58 Repeatable: 3 Grading: L

**Limitation on Enrollment:** Successful tryout

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

**VSO-015B BASKETBALL-WOMEN, SPRING Units: 1**

This is a spring semester-off season women's basketball course providing beginning, intermediate, and advanced instruction for students interested in improving skill development, 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 for credit.

Activity Hours: 58 Repeatable: 3 Grading: L

**Limitation on Enrollment:** Successful tryout

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

**VSO-024A CROSS COUNTRY, SPRING Units: 1**

This is a spring semester off-season men's and women's cross country conditioning course providing beginning, intermediate, and advanced instruction for students interested in improving skill development, 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 for credit.

Activity Hours: 58 Repeatable: 3 Grading: L

**Limitation on Enrollment:** Successful tryout

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

**VSO-024B CROSS COUNTRY, SUMMER Units: 2**

This is a summer semester off-season men's and women's cross country conditioning course providing beginning, intermediate, and advanced instruction for students interested in improving skill development, 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 for credit.

Activity Hours: 117 Repeatable: 3 Grading: L

**Limitation on Enrollment:** Successful tryout

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**VSO-033A FOOTBALL, SPRING Units: 2**

This is a spring semester off-season football conditioning course provides beginning, intermediate, and advanced instruction for students interested in improving skill development, 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 for credit.

Activity Hours: 117 Repeatable: 3 Grading: L

**Limitation on Enrollment:** Successful tryout

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**VSO-033B FOOTBALL, SUMMER Units: 1**

This is a summer semester off-season football conditioning course provides beginning, intermediate, and advanced instruction for students interested in improving skill development, 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 for credit.

Activity Hours: 58 Repeatable: 3 Grading: L

**Limitation on Enrollment:** Successful tryout

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**VSO-040A GOLF-MEN, FALL Units: 3**

This is a fall semester off-season men's golf conditioning course providing beginning, intermediate, and advanced instruction for students interested in improving skill development, physical strength, muscular endurance, anaerobic endurance, and increased muscular elasticity while reducing connective tissue injuries. May be taken for a total of four times for credit.

Activity Hours: 175 Repeatable: 3 Grading: L

**Limitation on Enrollment:** Successful tryout

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**VSO-041A GOLF-WOMEN, SPRING Units: 3**

This is a spring semester off-season women's golf conditioning course providing beginning, intermediate, and advanced instruction for students interested in improving skill development, physical strength, muscular endurance, anaerobic endurance, and increased muscular elasticity while reducing connective tissue injuries. May be taken for a total of four times for credit.

Activity Hours: 175 Repeatable: 3 Grading: L

**Limitation on Enrollment:** Successful tryout

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**VSO-053A SOCCER-MEN, SPRING Units: 2**

This is a spring semester off-season men's soccer conditioning course providing beginning, intermediate, and advanced instruction for students interested in improving skill development, 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 for credit.

Activity Hours: 117 Repeatable: 3 Grading: L

**Limitation on Enrollment:** Successful tryout

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**VSO-053B SOCCER-MEN, SUMMER Units: 1**

This is a summer semester off-season men's soccer conditioning course providing beginning, intermediate, and advanced instruction for students interested in improving skill development, 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 for credit.

Activity Hours: 58 Repeatable: 3 Grading: L

**Limitation on Enrollment:** Successful tryout

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**VSO-054A SOCCER-WOMEN, SPRING Units: 2**

This is a spring semester off-season women's soccer conditioning course providing beginning, intermediate, and advanced instruction for students interested in improving skill development, 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 for credit.

Activity Hours: 117 Repeatable: 3 Grading: L

**Limitation on Enrollment:** Successful tryout

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**VSO-054B SOCCER-WOMEN, SUMMER Units: 1**

This is a summer semester off-season women's soccer conditioning course providing beginning, intermediate, and advanced instruction for students interested in improving skill development, 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 for credit.

Activity Hours: 58 Repeatable: 3 Grading: L

**Limitation on Enrollment:** Successful tryout

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**VSO-057A SOFTBALL, FALL Units: 2**

This is a fall off-season softball conditioning course providing beginning, intermediate, and advanced instruction for students interested in improving skill development, 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 for credit.

Activity Hours: 117 Repeatable: 3 Grading: L

**Limitation on Enrollment:** Successful tryout

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**VSO-057B SOFTBALL, SUMMER Units: 1**

This is a summer off-season softball conditioning course providing beginning, intermediate, and advanced instruction for students interested in improving skill development, 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 for credit.

Activity Hours: 58 Repeatable: 3 Grading: L

**Limitation on Enrollment:** Successful tryout

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**VSO-065A TENNIS, FALL Units: 2**

This is a fall semester off-season men's and women's tennis conditioning course providing beginning, intermediate, and advanced instruction for students interested in improving skill development, 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 for credit.

Activity Hours: 117 Repeatable: 3 Grading: L

**Limitation on Enrollment:** Successful tryout

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**VSO-065B TENNIS, SUMMER Units: 1**

This is a summer semester off-season men's and women's tennis conditioning course providing beginning, intermediate, and advanced instruction for students interested in improving skill development, 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 for credit.

Activity Hours: 58 Repeatable: 3 Grading: L

**Limitation on Enrollment:** Successful tryout

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**VSO-074A VOLLEYBALL, SPRING Units: 2**

This is a spring semester off-season volleyball conditioning course providing beginning, intermediate, and advanced instruction for students interested in improving skill development, 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 for credit.

Activity Hours: 117 Repeatable: 3 Grading: L

**Limitation on Enrollment:** Successful tryout

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**VSO-074B VOLLEYBALL, SUMMER Units: 1**

This is a summer semester off-season volleyball conditioning course providing beginning, intermediate, and advanced instruction for students interested in improving skill development, 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 for credit.

Activity Hours: 58 Repeatable: 3 Grading: L

**Limitation on Enrollment:** Successful tryout

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

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**VARSITY SPORTS, WOMEN (VSW)**
**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 for credit.

Activity Hours: 87½ Repeatable: 3 Grading: L

**Limitation on Enrollment:** Successful tryout

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 four times for credit.

Activity Hours: 175 Repeatable: 3 Grading: L

**Limitation on Enrollment:** Successful tryout

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 four times for credit.

Activity Hours: 175 Repeatable: 3 Grading: L

**Limitation on Enrollment:** Successful tryout

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 four times for credit.

Activity Hours: 175 Repeatable: 3 Grading: L

**Limitation on Enrollment:** Successful tryout

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 four times for credit.

Activity Hours: 175 Repeatable: 3 Grading: L

**Limitation on Enrollment:** Successful tryout

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 four times for credit.

Activity Hours: 175 Repeatable: 3 Grading: L

**Limitation on Enrollment:** Successful tryout

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 four times for credit.

Activity Hours: 175 Repeatable: 3 Grading: L

**Limitation on Enrollment:** Successful tryout

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

COD GE: None CSU GE: None IGETC: None

**VOCATIONAL NURSING (VN)****VN-010 VOCATIONAL NURSING I Units: 9**

This course introduces concepts related to the role of the vocational nurse, basic skills, legal and ethical issues, critical thinking, culturally congruent care, pharmacology, fluid/electrolytes, communication and confidentiality. A foundation in normal growth and development including the gerontologic client and end of life care is presented. Using a nursing process format, care of clients with alterations in musculoskeletal, integumentary, cardiac, endocrine systems, & LGP is presented. This course requires a material fee of \$88.00 to cover cost of equipment used in the skills laboratory.

Lecture Hours: 162 Lab Hours: 0 Repeatable: No Grading: L

**Prerequisite:** ENG-051, HS-013, HS-062, HS-067, PSY-001, and acceptance to the program

**Corequisite:** VN-010L

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**VN-010L VOCATIONAL NURSING I LAB Units: 7**

This course provides an opportunity for the practice and application of skills needed to meet the clients' basic needs and the maintenance of optimum wellness. Students care for clients with common alterations in the function various body systems. Learning experiences are provided in the on-campus lab and various clinical sites.

Lecture Hours: 0 Lab Hours: 378 Repeatable: No Grading: K

**Prerequisite:** HS-013, HS-062, HS-067 and acceptance to the program

**Corequisite:** VN-010

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**VN-020 VOCATIONAL NURSING II Units: 9**

Building on the concepts presented in VN-010, this course discusses content related to care of the surgical client and alterations in function of gastrointestinal, urinary, reproductive, neurologic, and spinal cord. Students are also introduced to leadership, supervision of the VN. Introduction to maternity nursing, clients ante, intra and postpartum. Healthy newborn and alterations related to the newborn. Presentation of the hospitalized child, an in-depth look at growth & development.

Lecture Hours: 162 Lab Hours: 0 Repeatable: No Grading: L

**Prerequisite:** VN-010 and VN-010L

**Corequisite:** VN-020L

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**VN-020L VOCATIONAL NURSING II LAB Units: 7**

This course provides opportunity to care for clients with alterations in various body systems and across the life span. Students will practice in a variety of health care settings.

Lecture Hours: 0 Lab Hours: 378 Repeatable: No Grading: K

**Prerequisite:** VN-010 and VN-010L

**Corequisite:** VN-020

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**VN-030 VOCATIONAL NURSING III Units: 5**

This course builds on all concepts from previous semesters. Students will focus on the care of children with various health care needs. The course concludes with concepts to aid the student transition to the role of professional vocational nurse.

Lecture Hours: 90 Lab Hours: 0 Repeatable: No Grading: L

**Prerequisite:** VN-020 and VN-020L

**Corequisite:** VN-030L

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None GETC: None

**VN-030L VOCATIONAL NURSING III LAB Units: 4**

This course is a continuation of skills that were acquired in VN-010 and 020. 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.

Lecture Hours: 0 Lab Hours: 216 Repeatable: No Grading: K

**Prerequisite:** VN-020 and VN-020L

**Corequisite:** VN-030

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

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**WELDING (WELD)****WELD-010 OXY-ACETYLENE GAS WELDING Units: 3**

This is the first course in the Welding Series. The course covers the theory and practices of Oxy-acetylene welding in all positions. Students receive hands-on training in plate and sheet metal welding, pipe welding, brazing and soldering using ferrous and non-ferrous materials. Students learn to safely and efficiently use the various types of equipment in performing welding exercises.

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

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**WELD-011 SHIELDED METAL ARC WELDING Units: 3**

This is the second course of the Welding Series. The course covers the basic theories and practices of Arc Welding in all positions. Students receive hands-on training in welding plate, pipe and sheet metal. Students learn about the various types of equipment and the safety practices to be followed in performing the welding exercises.

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

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**WELD-012 BASIC GAS METAL ARC WELDING Units: 3**

This is the third course of the Welding Series. The course covers the theory and practices of Basic Gas Metal Arc Welding in all positions. Students use MIG welding equipment to produce specified welds. Students learn about the various types of equipment and the safety practices to be followed in producing the welds.

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

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

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**WORK EXPERIENCE/GENERAL (WEG)****WEG-095A-F WORK EXPERIENCE, GENERAL Units: 1-6**

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 six units per semester for a maximum of sixteen units. This type of work experience is available to students whose jobs are not related to their college major.

Lab Hours: 75-450 Repeatable: No Grading: L

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

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**WORK EXPERIENCE/OCCUPATIONAL (WEV)****WEV-095A-H WORK EXPERIENCE, OCCUPATIONAL Units: 1-8**

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. Credit may be accrued at the rate of one to eight 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. Students may enroll multiple times, up to a total of 16 units of credit by completing a petition electronically via the @MyCod Student Portal, A&R Forms.

Lab Hours: 75-600 Repeatable: No Grading: L

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None



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**ACADEMIC FREEDOM**

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Academic freedom is the right of college faculty to interpret their fields and to communicate conclusions without being subject to interference or penalty because these conclusions may be at variance with those of constituted authorities, organized groups or individuals. The Board of Trustees of the Desert Community College District believes that academic freedom of the college faculty is indispensable to the success of the Desert Community College District in fulfilling its obligations to students and society.

It is the policy of the Board of Trustees of the Desert Community College District to recognize the importance of academic freedom in pursuit of academic excellence for the College, consistent with the following:

College faculty are entitled to freedom in the classroom in discussing their subject. The faculty member has license to present whatever he or she may feel is appropriate and the faculty member's individual judgment and discretion shall be responsibly exercised.

College faculty are citizens as well as members of the learned professions. When they speak as citizens, they should be free from institutional censorship or discipline. As persons of learning and members of the College faculty, they must remember that the public may judge their profession and the College by their statements. College faculty should, therefore, make every effort to indicate that when they are speaking or acting as private citizens, they are not speaking or acting for the College. As citizens engaged in a profession that depends upon academic freedom for its health and integrity, College faculty have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

College faculty are entitled to full freedom in research and in the publication of the results, subject to adequate performance of their other academic duties.

College faculty will ensure the academic freedom of students: the freedom to express and to defend their views and the freedom to question and to differ with the College faculty or the College without penalty.

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**THE FACULTY CODE  
OF PROFESSIONAL ETHICS**

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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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Associate Professor, Philosophy  
 B.A. 1989, University of California, Riverside  
 M.A. 1994, University of California, Riverside

**LISA SOCCIO (2006)**

Assistant Professor, Art History/Art Gallery Director  
 B.A. 1991, University of California, Santa Cruz  
 M.A. 2000, University of Rochester, Rochester, NY  
 Ph.D. 2006, University of Rochester, Rochester, NY

**ANA M. STOCKWELL (2007)**

Counselor, Health Sciences  
 B.A. 2004, California State University, San Bernardino  
 M.S.W. 2006, California State University, San Bernardino

**KAREN TABOR-REGIS (1992)**

Professor, Mathematics  
 A.A. 1985, Mesa Community College  
 B.A. 1988, San Diego State University  
 M.A. 1992, San Diego State University

**JACK R. TAPLESHAY (1986)**

Professor, Communication  
 A.S. 1979, Yuba College  
 B.A. 1981, California State University, San Bernardino  
 M.A. 1987, California State University, San Bernardino

**DIANE E. TARAS (2006)**

Instructor, English as a Second Language  
 B.A. 1997, Laurentian University, Ontario, Canada  
 B.A. 1981, University of Waterloo, Ontario, Canada  
 M.A. 2004, California State University, Northridge

**ANTHONY M. TESCH (2004)**

Associate Professor, Biology, Human Anatomy,  
 Physiology  
 B.S. 1995, University of California, Davis  
 Ph.D. 2004, University of California, Davis

**TYRONE R. THOMAS (1990)**

Professor, Adult Basic Education  
 A.A. 1980, Lassen College  
 B.S. 1982, College of Notre Dame

**NICOLE TORTORIS (2008)**

Associate Professor, Sociology  
 B.S. 1999, University of Riverside  
 M.A. 2001, California State University, Fullerton  
 Ph.D. 2012, Capella University, MN

**CYNTHIA VASQUEZ (2011)**

Counselor, Title V - HSI  
 B.A. 1993, California State University, San Bernardino  
 M.A. 2004, University of Redlands

**FREDERICK VESCIAL, JR. (1995)**

Professor, English as a Second  
 Language and Adult Basic Education  
 B.A. 1987, University of California, Irvine  
 B.A. 1991, University of California, Irvine  
 M.A. 1993, Monterey Institute of International Studies

**LISA WILANDER (2000)**

Learning Disabilities Specialist  
 Associate Professor, Disabled Students Programs &  
 Services  
 A.A. 1978, Rockland Community College, NY  
 B.S. 1980, Keene State College, NH  
 M.A. 1987, California State University, San Francisco

**LESLIE YOUNG (1999)**

Dean, School of Health Sciences and Education  
 B.A. 1977, University of San Diego  
 M.Ed. 1978, University of San Diego  
 J.D. 1984, University of San Diego



**LaVONNE ABRUZZI** (1987-1998)

Associate Professor Emeritus, Nursing

**STEVEN R. ACREE** (2001-2014)

Professor Emeritus, English

**EVE-MARIE ANDREWS** (1999-2014)

Counselor Emeritus

**JOHN A. ANELLO** (1980-1987)

Professor Emeritus, Music

**FRANKLIN YTRO ATTOUN** (1967-2014)

Professor Emeritus, French and Spanish

**JANICE BROWN BARNETT** (1990-2000)

Coordinator Emeritus, Child Development  
Training and Resource Center

**ARTHUR W. BENDER** (1969-1994)

Professor Emeritus, Microbiology

**BARBARA ANNE BOLAÑOS** (1971-1995)

Professor Emeritus, Sociology

**PAUL D. BOWIE** (1970-2006)

Professor Emeritus, Biology and Botany

**MARY A. BOYD** (1989-2012)

Professor Emeritus, Reading

**JUDITH BRAE** (1988-2006)

Counselor Emeritus, Physical Disabilities

**CATHLEEN M. BRANT** (1991-2003)

Professor Emeritus, English

**FAYE R. CASTILLEJA** (1972-1994)

Professor Emeritus, Nursing

**JOHN R. COEFIELD** (1963-1995)

Professor Emeritus, Health, Physical Education  
and Recreation

**JOHN COLLIGAN** (1987-1999)

Professor Emeritus, English and Reading,  
Copper Mountain Campus

**LUIS CORONA** (1975-2000)

Counselor Emeritus

**JOHN D. CRAIG** (1972-1983)

Professor Emeritus, Engineering, Copper Mountain Campus

**BUFORD CRITES** (1976-2006)

Professor Emeritus, Speech

**MARGARET ANN CURRLIN** (1975-1986)

Professor Emeritus, Developmental Education

**LARRY MARK DaSHIELL** (1974-2006)

Professor Emeritus, Auto Mechanics

**RITA RAMIREZ DEAN** (1973-2004)

Professor Emeritus, Developmental Education

**MILFORD CHARLES DECKER** (1996-2012)

Professor Emeritus, Computer Information Systems

**MARCELINO DIAZ, JR.** (1972-2005)

Counselor Emeritus  
Coordinator EOPS & CARE Programs

**WALLACE G. DOHMAN** (1969-1992)

Professor Emeritus, English, Copper Mountain Campus

**RALPH DORRE** (1996-2011)

Adjunct Instructor Emeritus, English

**KAREN DOSTAL** (1985-2006)

Professor Emeritus, Mathematics

**DAVID EINSTEIN** (1994-2012)

Adjunct Instructor Emeritus, Art

**SAUNDRA EMERSON** (1999-2007)

Dean Emeritus, Health Sciences and ECE

**ROBERT F. ESCUDERO** (1974-1987)

Professor Emeritus, Spanish

**RON R. EVANS** (1971-2010)

Professor Emeritus, Art

**SUSAN EVANS** (1987-2011)

Adjunct Professor Emeritus, Art

**CHARLES B. FLATT** (1964-2001)

Professor Emeritus, Sociology and Philosophy

**ELIZABETH BAILEY FRINCKE** (1977-1998)

Professor Emeritus, Drafting & Interior Design

**LEANORA R. FURR** (1962)

Professor Emeritus, English

**JOSEPHINE G. GALLEGOS** (1967-2001)

Director Emeritus, Vocational Education

**FRANK J. GARCIA** (1968-1998)

Professor Emeritus, Health, Physical Education  
and Recreation



**DEEANN GERKEN** (1992-2006)  
Professor Emeritus, Nursing

**RICHARD OWEN GILICK** (1975-1987)  
Director Emeritus, Business/Institutional Services,  
Copper Mountain Campus

**RALPH T. GRANNAN** (1973-1997)  
Professor Emeritus, Physics

**CHARLES RONALD GREEN** (1966-1997)  
Dean Emeritus, Student Services and Relations

**RAY GRIFFITH** (1988-2014)  
Adjunct Instructor Emeritus, Administration of Justice

**WILLIAM A. GUDELUNAS** (1990-2012)  
Professor Emeritus, Political Science and American History

**EILEEN C. HACKETT** (1993-2006)  
Professor Emeritus, Nursing

**EUGENE KENNETH HANSON** (1969-1992)  
Professor Emeritus, Philosophy and Religion

**CELIA L. HARTLEY** (1992-1999)  
Professor Emeritus, Nursing  
Division Chair, Health Sciences  
Director of ADN, VN, CNA and EMT Programs

**BEVERLY A. HARTNETT** (1968-1994)  
Professor Emeritus, Nursing

**CYNTHIA HAY** (2000-2014)  
Associate Professor Emeritus, Nursing

**FRANCIS JENE HEDQUIST** (1970-1991)  
Professor Emeritus, Psychology

**DEAN W. HOOVER** (1973-1992)  
Professor Emeritus, Reading

**JAMES M. HOPP** (1974-2001)  
Professor Emeritus, English

**KATHLEEN HUDGINS** (2006-2014)  
Associate Professor Emeritus, Nursing

**JOSEPH B. IANTORNO** (1974-1986)  
Dean Emeritus, Student Services

**C.D. JACKSON, JR.** (1988-2012)  
Professor Emeritus, Developmental Education

**PENNY S. JENISON** (1999-2009)  
Professor Emeritus, History/Political Science

**PHYLISS JONES** (1987-1999)  
Professor Emeritus, Nursing

**PATRICIA J. KELLER** (1995-2011)  
Professor Emeritus, Nursing

**DORIS F. KELLY** (1973-1987)  
Professor Emeritus, Nursing

**CHARLES DOUGLAS KROLL** (2001-2014)  
Associate Professor Emeritus, History

**PAULA N. KROONEN** (1984-2001)  
Adjunct Instructor Emeritus, Japanese and ESL

**WILLIAM R. KROONEN** (1969-2001)  
Superintendent/President Emeritus

**JOHN B. LaFONTAINE** (1996-2005)  
Assistant Professor Emeritus, Air Conditioning  
and Refrigeration

**KEN LaMONT** (1986-2006)  
Counselor Emeritus

**IRENE M. LARSEN** (1995-2014)  
Professor Emeritus, Nursing

**JAN B. LAWSON** (1970-1994)  
Professor Emeritus, English

**MARIAN T. LEE** (1973-1981)  
Professor Emeritus, Mathematics,  
Copper Mountain Campus

**JUAN LUJAN** (1989-2012)  
Director Emeritus, Education Centers

**MICHAEL MANIS** (1985-2010)  
Professor Emeritus, Business

**JOHN L. MARMAN** (1969-2002)  
Professor Emeritus, Health, Physical Education and  
Recreation  
Director, Athletics  
Division Chair, Health, Physical Education and Recreation

**ELEANOR MARTIN** (1977-1989)  
Counselor Emeritus

**ELIZABETH MARTIN** (1979-1994)  
Professor Emeritus, Nursing

**JOHN W. MARZICOLA** (1972-1985)  
Professor Emeritus, Mathematics

**DIANNE S. MATHEWSON** (1992-2004)  
Professor Emeritus, Psychology

**ASHLEY T. McDERMOTT** (1964-1999)  
Professor Emeritus, Astronomy and History

**DONNA JOY McLAIN** (1968-1996)  
Professor Emeritus, Health, PE, and Recreation

**JOHN ROLLAND McMILLAN** (1967-1982)  
Director Emeritus, Admissions and Records Services

**STEVEN R. McWILLIAMS** (1971-2002)  
Professor Emeritus, Geography and Anthropology

**MERLE E. MERRITT** (1970-1995)  
Professor Emeritus, History, Copper Mountain Campus

**GEORGE L. MEYER** (1969-2002)  
Professor Emeritus, Geology

**ALFRED D. MILLER** (1971-1993)  
Counselor Emeritus, Copper Mountain Campus

**MATTEO MONICA III** (1973-2006)  
Counselor Emeritus, Financial Aid

**EDWARD A. MORANTE** (1991-2005)  
Counselor Emeritus

**LINDA A. MORANTE** (1993-2005)  
Associate Professor Emeritus, English

**LINDA A. MURPHY** (2008-2012)  
Professor Emeritus, Nursing

**HOVAK NAJARIAN** (1966-1994)  
Professor Emeritus, Art

**CHRISTOPHER E. NELSON** (1996-2014)  
Coordinator Emeritus, Academic Skills Center

**JOHN L. NORMAN** (1962-1999)  
Professor Emeritus, Music

**BETTY J. OEDING** (1967-1992)  
Professor Emeritus, Nursing

**MICHAEL J. O'NEILL** (1990-2008)  
Professor Emeritus, Special Education  
Coordinator, Disabled Students Programs & Services

**JAMES C. ONEY** (1970-1997)  
Professor Emeritus, Mathematics

**ROSEMARY ORTEGA** (1972-2005)  
Professor Emeritus, Developmental Education

**REYNALDO F. ORTIZ** (1978-2011)  
Counselor Emeritus

**CHARLES R. PALMER** (1969-1991)  
Dean Emeritus, Educational Services, Copper Mountain  
Campus

**JERRY R. PATTON** (2004-2012)  
President Emeritus

**WILLIAM H. PIVAR** (1971-1994)  
Professor Emeritus, Business

**SAMUEL HART PLUMER** (1975-1986)  
Counselor Emeritus, Disabled Students  
Programs and Services

**RICHARD W. POST** (1974-2007)  
Dean Emeritus, Resource Development/  
Assistant to the Superintendent/President  
Dean, Applied Science and Business  
Director, Vocational Education

**DIANE NORTHROP RAMIREZ** (1974-2011)  
Professor Emeritus, Special Education  
Vice President Emeritus, Student Affairs

**BRETT ROMER** (1964-2002)  
Professor Emeritus, Physics and Mathematics  
Division Chair, Science and Mathematics

**MARGARET K. ROSE** (1994-2014)  
Professor Emeritus, Nursing

**ANNE G. SADDINGTON** (1995-2011)  
Professor Emeritus, Human Services and Sociology

**DAVID WILSON SALTER** (1975-2004)  
Professor Emeritus, Biology

**MARÍA C. SHEEHAN** (2001-2007)  
Superintendent/President Emeritus

**GEORGE SMITH, JR.** (1973-1994)  
Professor Emeritus, Agriculture

**GWENDOLYN JEAN SMITH** (1980-1992)  
Professor Emeritus, Nursing

**DOMENICO SOTTILE** (1969-2010)  
Professor Emeritus, Italian and Spanish

**FERN D. STOUT** (1964-1987)  
Superintendent/President Emeritus

**JOHN C. TAMULONIS** (1971-2004)  
Professor Emeritus, Automotive Technology

**DONALD D. THOMPSON** (1965-1996)  
Professor Emeritus, Physical Education

**NORMAN THU** (1975-2001)  
Professor Emeritus, Political Science

**LESLIE TODD** (1995-2006)  
Professor Emeritus, Nursing

**CHRISTINE J. TOMLINSON** (1976-1982)  
Professor Emeritus, Music

**MARY K. (CHRIS) TOTTON** (1994-2012)  
Professor Emeritus, Biology

**RODERICK SCOTT TRACEY** (1984-2014)  
Professor Emeritus, Chemistry

**ANNE M. WALKER** (1984-2005)  
Adjunct Instructor Emeritus, Mathematics

**DOUGLAS J. WALKER** (1971-2005)  
Professor Emeritus, Natural Resources and Entomology  
Dean, Applied Sciences and Fine Arts  
Division Chair, Applied Sciences

**JOAN L. WALKER** (2004-2014)  
Associate Professor Emeritus, Nursing

**HARRY WALTHALL** (1962-1994)  
Librarian Emeritus

**KENNETH A. WATERS** (1968-1991)  
Professor Emeritus, Agriculture & Mechanics

**FLOYD L. WATSON** (1974-2005)  
Professor Emeritus, Business

**DON A. WELTY** (1965-1980)  
Coordinator Emeritus, Continuing Education

**JOY E. WENTZ** (1989-2004)  
Professor Emeritus, English and Composition

**CHAR WHITAKER** (1991-2005)  
Coordinator Emeritus, Library Services

---

## ***Faculty Emeriti in Memoriam***

---

**HORTENSIA "SANDY" ALWAN** (1984-2001)  
Adjunct Instructor Emeritus, Spanish

**HAROLD L. BIRD, JR.** (1974-1984)  
Professor Emeritus, Chemistry

**MARION BLONDIS** (1965-1976)  
Professor Emeritus, Nursing

**SANDRA R. BRANDON** (1990-2007)  
Professor Emeritus, Computer Information Systems

**DAN A. BURKE** (1966-1985)  
Professor Emeritus, Developmental Education

**BRYAN R. BURRAGE** (1973-2004)  
Professor Emeritus, Biology, Anatomy and Zoology

**DAVID BUTTLES** (1997-2010)  
Athletic Academic Advisor Emeritus

**THOMAS CIASTKO** (1981-1999)  
Professor Emeritus, Respiratory Therapy  
Director, Respiratory Therapy Program

**EDGAR L. De FOREST** (1962-1978)  
Professor Emeritus, English and Speech

**DANIEL V. DETI** (1962-2004)  
Professor Emeritus, French and Spanish

**M. W. ELLERBROEK** (1961-1981)  
Professor Emeritus/Past Dean of Business Services

**L. CAROLYN FISHER** (1963-1982)  
Professor Emeritus, Counseling

**WENDELL C. FORD** (1965-1989)  
Media Specialist Emeritus

**LAWRENCE FREDERICK** (1962-1981)  
Professor Emeritus, Mathematics

**MICHELE GAINES** (2002-2008)  
Professor Emeritus, Theatre Arts

**ALDEN N. GODFREY** (1991-2006)  
Adjunct Instructor Emeritus, Journalism

**GEORGE D. GOODWIN** (1962)

Professor Emeritus, Philosophy and Religion

**ROBERT M. GRIFFIN** (1966)Professor Emeritus, Special Education  
Coordinator of Special Education  
Director, Reading Laboratory**DONALD HARRISON** (1971-1988)

Professor Emeritus, Business

**CHARLES HAYDEN** (1983-2012)

Trustee Emeritus

**ROY HUDSON** (1962)

Professor Emeritus, Rhetoric and Public Address

**EDWIN T. INGLES** (1960-1974)

Professor Emeritus/Past Dean of Instruction

**ROBERT B. JORDAN** (1966-2004)

Professor Emeritus, Psychology

**MARIAN M. KATZ** (1967-1992)

Professor Emeritus, Nursing

**AUSTIN KILIAN** (1970-1987)Professor Emeritus, Art  
Chairperson, Art**WILLIAM A. KOHL** (1976-2006)

Professor Emeritus, Art

**ROY MALLERY** (1962)Associate Professor Emeritus, Fine Arts  
Chairman, Art**JUDITH M. MANDEL** (1989-2006)

Adjunct Instructor Emeritus, French

**J. R. MASTERS, JR.** (1964)Professor Emeritus, Speech  
Director of Forensics**ROY C. McCALL** (1959-1973)Professor Emeritus/Past President  
Past Superintendent, Coachella Valley Community  
College District**BARBARA McFADYEN** (1965-1987)

Professor Emeritus, Political Science

**MARTIN McKELL** (1965-1985)

Professor Emeritus, Business

**JAMES A. MILLS** (1973-1992)

Professor Emeritus, Administration of Justice

**KIM R. MILTENBERGER** (1982-1999)

Adjunct Instructor Emeritus, Speech

**KATHLEEN MUCHNIK** (1972-1987)Associate Professor Emeritus, Nursing  
Assistant Chairperson, Nursing and Allied Health**GEORGE J. NELSON** (1963-1974)

Professor Emeritus, Chemistry

**SEAMUS NUNAN** (1962-1982)

Professor Emeritus, History

**C.A. PATTERSON** (1974-1999)

Professor Emeritus, Mathematics

**LANCE READ** (1964-1996)

Counselor Emeritus

**WILLIAM M. REESKE** (1969-1999)

Professor Emeritus, English (Copper Mountain Campus)

**BETTY LOU ROCHE** (1970-1989)

Professor Emeritus, Business

**ANTHONY A. SAITTA** (1967-1978)

Associate Professor Emeritus, Business

**RHODA G. SCHWANKE** (1973-1983)Professor Emeritus, Nursing  
Coordinator Emeritus, Student Health Service**PERRY J. SHENEMAN** (1970-1981)

Professor Emeritus, Engineering Technology

**STEPHEN SIMONSEN** (1979-1997)

Professor Emeritus, Communication

**FREDERICK THON** (1962-1974)

Professor Emeritus, Drama

**RAYMOND L. TRAYNOR** (1974-1987)Professor Emeritus, Developmental Education (Copper  
Mountain Campus)**JOYCE WADE-MALTAIS** (1966-1999)

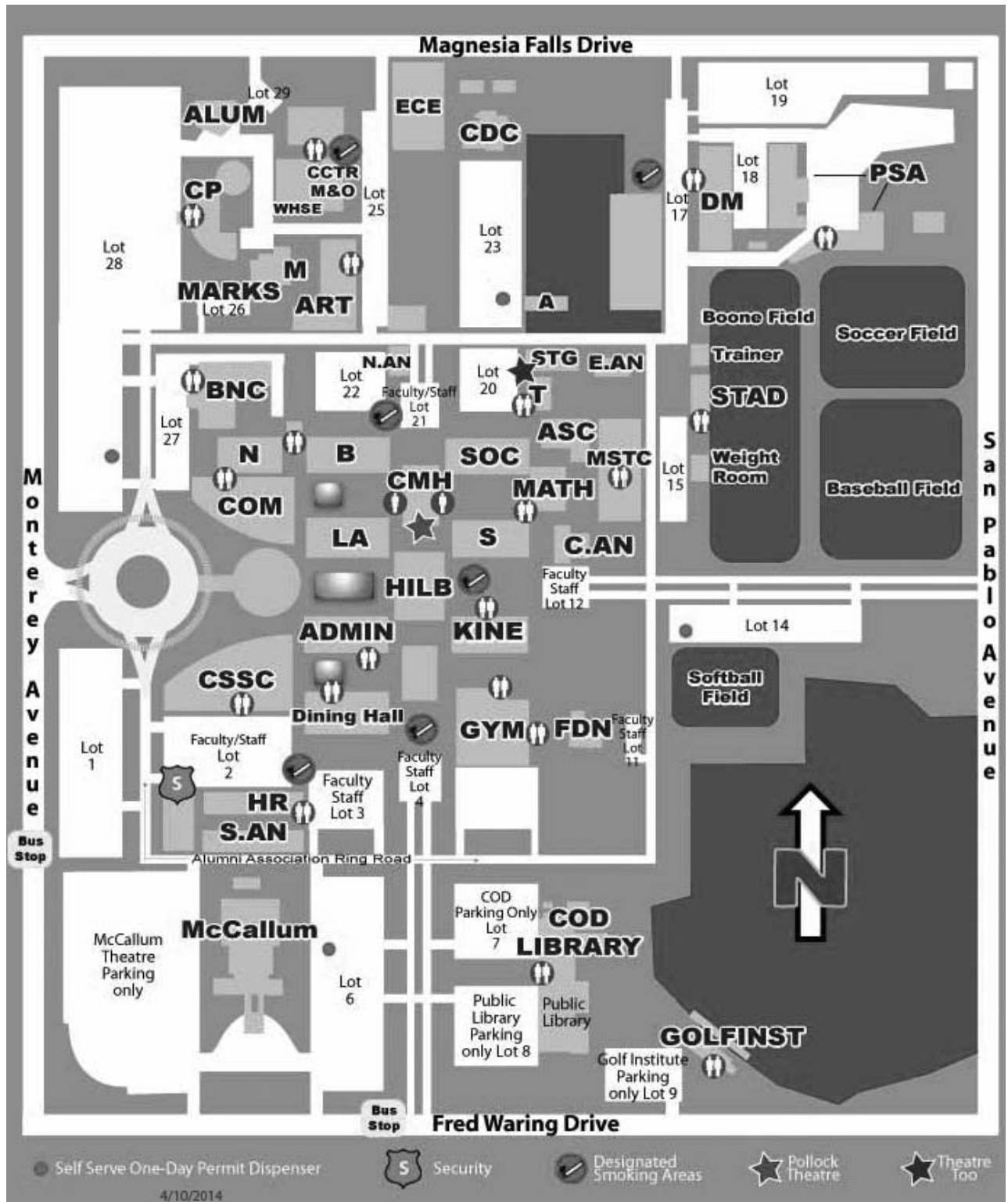
Professor Emeritus, English and Speech

**FRANCES De LONG WILSON** (1969-1984)

Professor Emeritus, Developmental Education

**STAN Le ROY WILSON** (1967-1994)

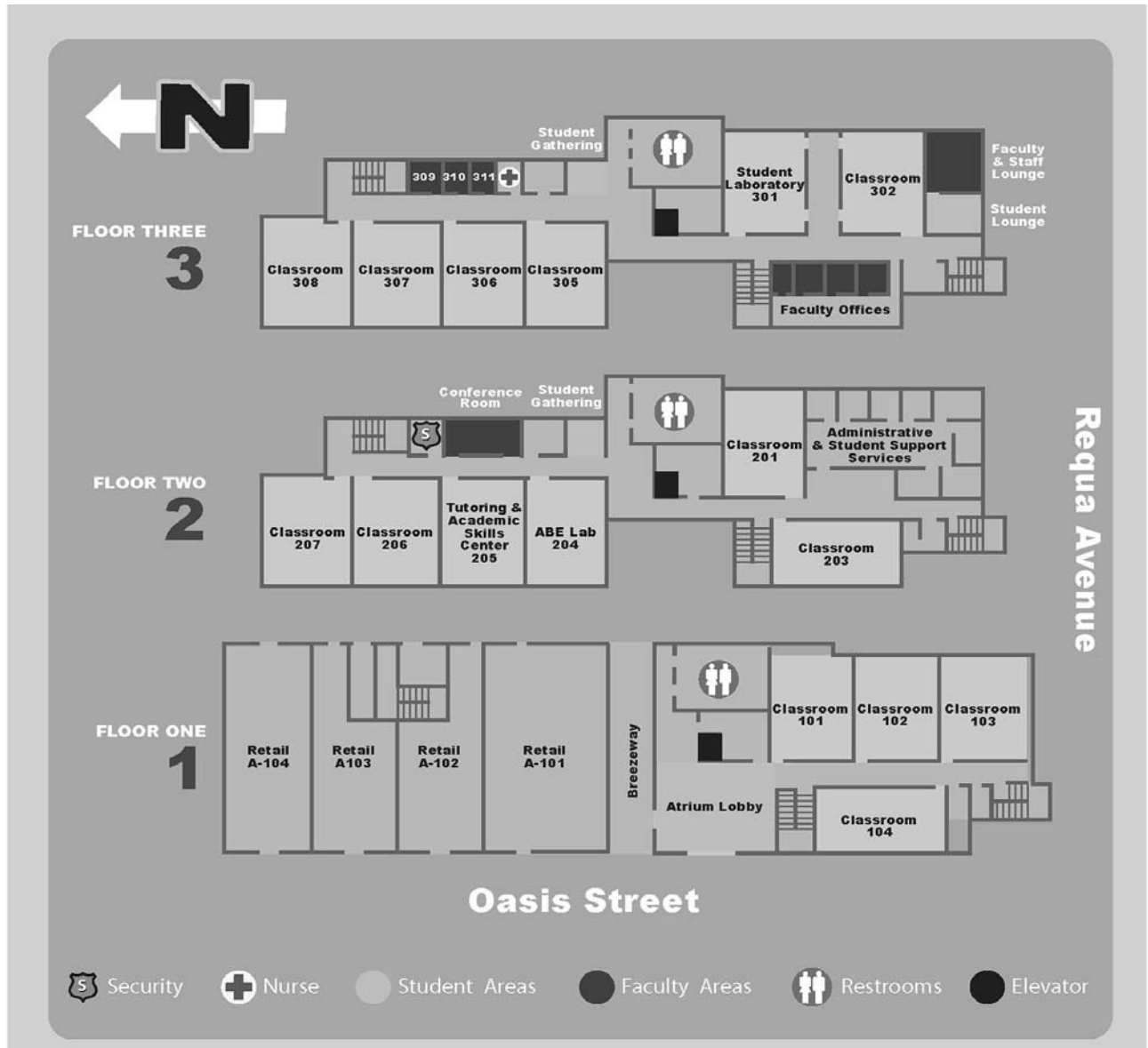
Professor Emeritus, Mass Communication &amp; Journalism



<b>A</b>	<b>AGRICULTURAL SCIENCE BUILDING</b>	<b>GOLF INST</b>	<b>COLLEGE GOLF CENTER</b>
<b>ADMIN</b>	<b>ADMINISTRATION BUILDING</b> Administrative Offices	<b>GOLF RANGE</b>	Golf Driving Range
<b>ALUM</b>	<b>COD ALUMNI CENTER</b> Street Fair Management	<b>GYM</b>	<b>WRIGHT GYMNASIUM</b>
<b>ART</b>	<b>ART STUDIO BUILDING</b>	<b>GYM MAIN</b>	Gym Main Floor
<b>ASC</b>	<b>TUTORING &amp; ACADEMIC SKILLS CENTERS</b>	<b>HILB</b>	<b>HILB</b>
<b>ASC-4</b>	Language Lab		Adult Basic Education
<b>ASC-6</b>	Writing Lab		English As A Second Language (noncredit)
<b>B</b>	<b>BUSINESS BUILDING</b>		Faculty Resource Center (FRC)
<b>B-1K</b>	Work Experience Office	<b>HSCM</b>	Hilb Mezzanine
<b>BNC</b>	<b>BARKER NURSING COMPLEX</b> School of Health Sciences & Education	<b>KINE</b>	<b>KINESIOLOGY/ATHLETICS OFFICE</b>
<b>C.AN</b>	<b>CENTRAL MODULAR ANNEX</b>	<b>KINE-101</b>	Weight Room
<b>CDC</b>	<b>CHILD DEVELOPMENT CENTER</b>	<b>LA</b>	<b>LIBERAL ARTS BUILDING</b>
<b>CMH</b>	<b>CAROL MEIER LECTURE HALL</b> The POLLOCK Theatre	<b>LIBRARY</b>	<b>LIBRARY</b>
<b>CMH PT</b>			Library, Learning Resources, Distance Education Office
<b>COM</b>	<b>COMMUNICATION BUILDING</b> School of Communication & Humanities Office		COD, City of Palm Desert, and Riverside County Libraries
<b>CSSC</b>	<b>CRAVENS STUDENT SERVICES CENTER</b> Admissions & Records (A&R) Assessment Testing Bookstore Bursar's Office CalWORKs Career/Transfer Center Counseling Center Disabled Student Programs & Services DSPS Hi-Tech Center EOPS/CARE Financial Aid Office Health Services/College Nurse International Education Office Parking Services TRiO-ACES TRiO-DSPS TRiO-Upward Bound Veteran's Resource Center	<b>M</b>	<b>MAINTENANCE BUILDING</b> Music Classrooms
<b>DH</b>	<b>DINING HALL - Beeps</b> Office of Student Life Student Government/Student Clubs	<b>MARKS</b>	<b>Walter N. Marks Center for the Arts</b>
<b>DM</b>	<b>DIESEL MECHANICS BUILDING</b> (Rooms DM 21-25 upstairs) Applied Technology Classrooms	<b>MATH</b>	<b>MATH BUILDING</b> Math and Science Office
<b>E.AN</b>	<b>EAST MODULAR ANNEX</b> School of Applied Sciences & Business Office	<b>MATH-4</b>	Math/ScienceLab
<b>ECE</b>	<b>EARLY CHILDHOOD EDUC. CLASSROOM</b>	<b>MSTC</b>	<b>MATH SCIENCE TECHNOLOGY CENTER</b>
<b>FDN</b>	<b>COD FOUNDATION OFFICE</b>	<b>MSTC-146</b>	MESA Office
		<b>McCALLUM</b>	<b>McCALLUM THEATRE</b>
		<b>N</b>	<b>NURSING BUILDING</b> Early Childhood Education Nursing
		<b>N.AN</b>	<b>NORTH MODULAR ANNEX</b>
		<b>PSA</b>	<b>PUBLIC SAFETY ACADEMY</b>
		<b>S</b>	<b>SCIENCE BUILDING</b>
		<b>S.AN</b>	<b>SOUTH MODULAR ANNEX</b>
		<b>S.AN 1,2</b>	Human Resources
		<b>S.AN 5,6</b>	Fiscal Services
		<b>S.AN 7,9,15</b>	Intensive English Academy
		<b>S.AN 10,11,12</b>	Office of Institutional Effectiveness, Educational Services, & Planning
		<b>S.AN 16</b>	Office of Institutional Research Security
		<b>SOC</b>	<b>SOCIAL SCIENCES BUILDING</b> School of Arts and Sciences Office
		<b>STAD</b>	<b>STADIUM &amp; OFFICES</b>
		<b>STAD WR</b>	Simonds Center
		<b>STG</b>	<b>STAGECRAFT BUILDING</b>
		<b>I</b>	<b>THEATRE BUILDING (Theatre Too)</b>

Campus Guide (previous page) is subject to change due to on-going construction projects. The Guide was accurate at our press deadline. For the latest construction information check online at [www.bond.collegeofthedesert.edu](http://www.bond.collegeofthedesert.edu).

45524 Oasis Street, Indio, CA 92201  
(760) 776-7200



**INDIO CAMPUS**

**Directions** (from Palm Desert campus):

Take I-10 East

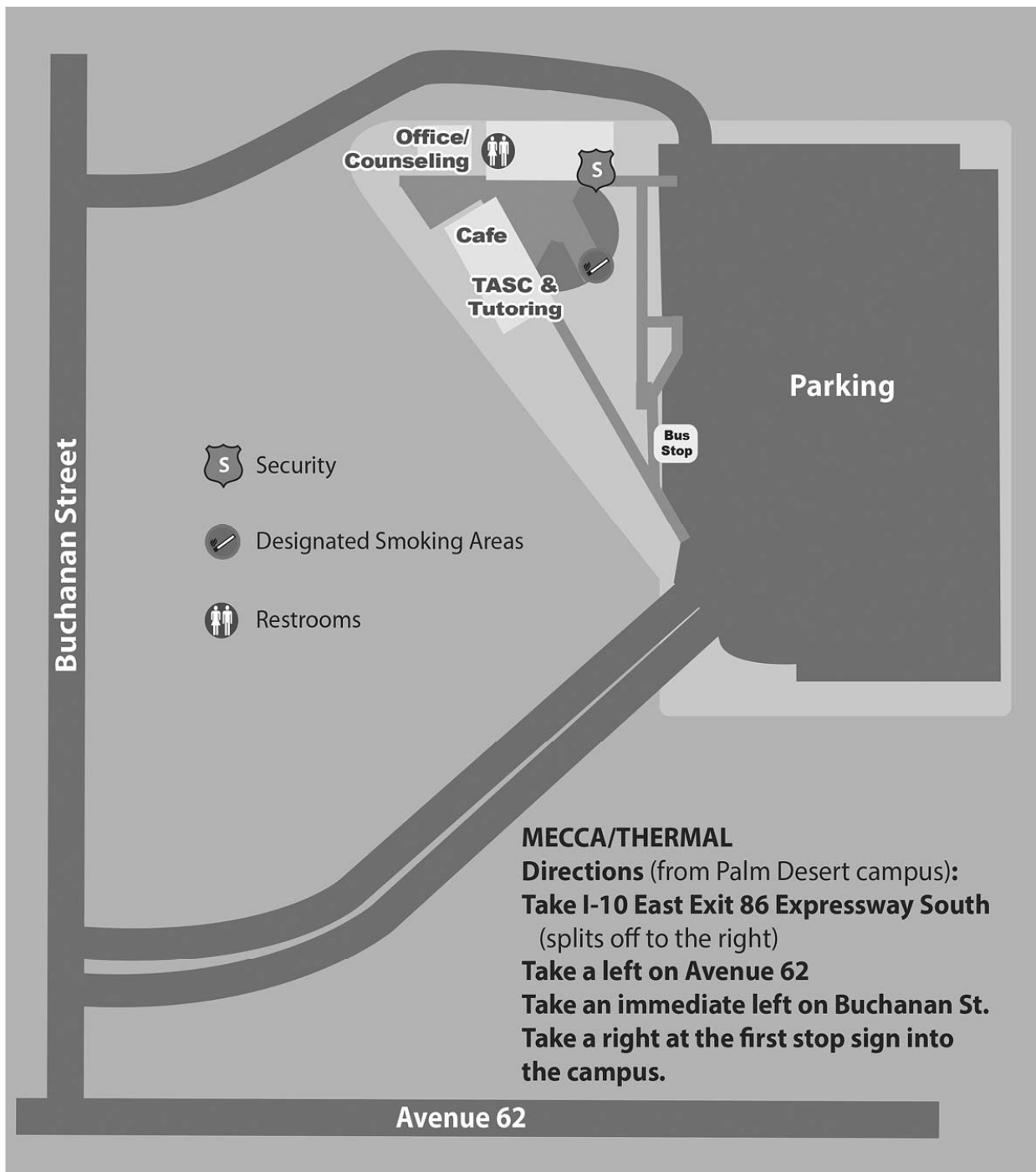
Exit Jackson Street (EXIT 143)

Turn right onto Requa Avenue

Turn right onto Oasis Street

Indio Campus is on the right.

61120 Buchanan Street, Mecca-Thermal, CA 92201  
(760) 396-2010





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