

# CATALOG 2018 - 2019

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This catalog is valid from July 1, 2018 through June 30, 2019. It is in effect for the Fall and Spring semesters and any session (intersession), which commences within this defined period of time.

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.

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.



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Palm Desert, CA 92260

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# WELCOME TO COLLEGE OF THE DESERT

Welcome, Roadrunners!

You're attending College of the Desert at a very exciting time in our 60-year history.

We're one of the fastest-growing community colleges in California. From Desert Hot Springs and Palm Springs in the west to Indio and Mecca/Thermal in the east, with our Palm Desert Campus in the middle, we're committed to helping you reach your education- and career-oriented goals throughout the Coachella Valley.

That commitment hasn't changed since 1958, when the College started on 160 acres that once produced dates and grapes in Palm Desert.

Today, we serve more than 15,000 students, with thousands more expected in the coming years through our tuition-free pEDGE program that launched in 2017.

The College's pEDGE program commits to providing free tuition for two years to those local high school students who graduated in 2017 and 2018 and enroll at College of the Desert full-time. We have many generous community donors to thank for the program's ongoing success.

In 2017, the College was one of 150 community colleges named eligible to compete for the Aspen Prize for Community College Excellence, the nation's signature recognition of high achievement and performance among community colleges.

And in January, the College won the very prestigious national Bellwether Award in recognition of our EDGE academic boot camp. Many of you have successfully completed that program and know its value in helping prepare students for college-level coursework in English and math.

We're very proud of our many accomplishments, and we look forward to helping you achieve your goals at College of the Desert, whether you're pursuing an associate degree or a certificate, or simply enhancing your skills.

And if you're looking to transfer to a four-year institution or want to find a job after your time here, we can help you with that as well.

We're excited that you've chosen to join us at College of the Desert, and we look forward to supporting you in the pursuit of your academic and career goals.



## **DESERT COMMUNITY COLLEGE DISTRICT College of the Desert**

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Executive Director  
College of the Desert Foundation

A handwritten signature in black ink that reads "Joel L. Kinnamon". The signature is fluid and cursive, with the first name being the most prominent.

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

# DESERT COMMUNITY COLLEGE DISTRICT

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## Board of Trustees 2018 - 2019

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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Trustee Area 1



**Mary Jane Sanchez-Fulton M.A.**  
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**Fred Jandt, Ph.D.**  
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**Bonnie Stefan, Ed.D.**  
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# ACCREDITATION

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## College of the Desert is Accredited by:

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

## College of the Desert is 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

## College of the Desert holds Accreditation and Certification 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 Officers Association (CCCCSSO)  
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  
Hispanic Association of Colleges and Universities (HACU)  
Inland Valley Trustee & CEO Association  
NAFSA: Association of International Educators  
National Alliance of Concurrent Enrollment Partnerships (NACEP)  
National Association of Student Financial Aid Administrators (NASFAA)  
National Association of Veterans' Program Administrators (NAVPA)  
The Research & Planning Group of California Community Colleges (The RP Group)  
Western Association of Veterans Education Specialists (WAVES)

# ACADEMIC CALENDAR 2018-2019

## Fall 2018 Semester

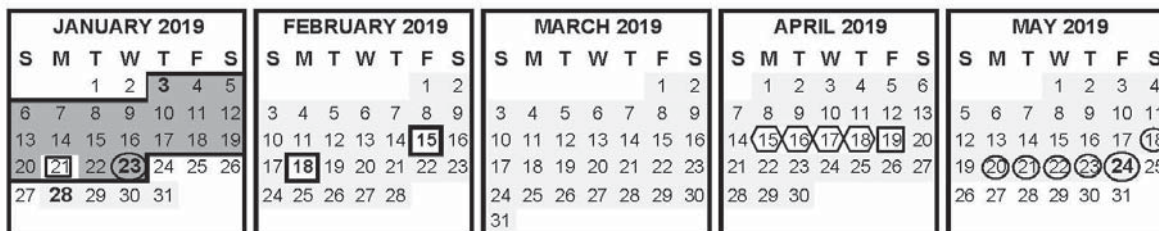
Date	Event
August 27	Fall Classes Begin
September 3	Labor Day - HOLIDAY
November 12	Veterans Day - HOLIDAY, Observed
November 22 - 23	Thanksgiving - HOLIDAY
December 11 - 17	Final Exams
December 17	Fall Semester Ends

## Winter 2019 Session

Date	Event
January 3	First Day of Classes
January 21	Martin Luther King Jr. Day - HOLIDAY
January 23	Last Day of Classes/Final Exam

## Spring 2019 Semester

Date	Event
January 28	Spring Classes Begin
February 15	Lincoln's Birthday - HOLIDAY, Observed
February 18	Washington's Birthday - HOLIDAY
April 15 - 19	Spring Break
April 19	Spring Holiday
May 18 - 24	Final Exams
May 24	Graduation, Spring Semester Ends



Holidays
  Spring Break
  Final Exams

Fall and Spring Terms
  Winter Session

# WHO ARE WE?

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## History of the College

Sixty years ago, Coachella Valley leaders determined the desert was still missing something as its population continued to grow: an institution of higher learning. So they reached out to voters, who in April 1958 overwhelmingly decided to create a community college district.

Where once stood a vineyard and date palm grove sprouted several of the mid-century modern buildings that still stand in the middle of the Palm Desert Campus today. In the fall of 1962, College of the Desert welcomed more than 500 students. The college proudly graduated its first three students the following June. Less than two years later, on June 7, 1964, COD handed out 19 diplomas at its first complete graduation ceremony. In May 2017, more than 1,200 Roadrunners graduated.

As the Coachella Valley's population has continued to grow, so has College of the Desert in order to accommodate that growth and to provide students greater accessibility.

In February 2009, the college launched its Mecca/Thermal Campus, which now supports several hundred students annually. The site's newest shining star is the donated Mary Reagan Observatory that houses a 1-meter telescope for student learning.

The Indio Campus then opened in February 2014 and now serves about 4,000 students a year. Plans are in the works to double the site's footprint to welcome another 4,000 students.

And in Fall 2016, the college expanded yet again, adding a western Coachella Valley campus in Desert Hot Springs at the Edward L. Wenzlaff Education Center. To provide greater access to college courses in the west valley, the college opened a temporary Palm Springs Campus in January 2018. Classes are also offered at Cathedral City, Desert Hot Springs, Palm Springs and Rancho Mirage high schools.

In November 2016, Coachella Valley voters overwhelmingly supported the college's request for a \$577.8 million construction bond to further grow. The funding will build a permanent Palm Springs Campus that will feature a film institute and hospitality academy; add classrooms in Desert Hot Springs, Indio and Mecca/Thermal; create a Jobs Center to connect students with employers; and upgrade career training facilities for engineering, healthcare, science and technology.

To help with some of the financial obstacles students face, Dr. Joel L. Kinnamon, Superintendent/President of COD, announced the new tuition-free pLEDGE program will provide two years to local high school students who graduated in Spring 2017 and Spring 2018 and enroll full-time at COD.

Today, more than 15,000 students attend College of the Desert, the fastest-growing community college in California.

## Mission, Vision & Values

### Mission

College of the Desert provides excellent educational programs in basic skills, career and technical education, certificate, transfer preparation, associate degrees, noncredit and distance education, which are continuously evaluated and improved. Our programs and services contribute to the success, learning and achievement of our diverse

students and the vitality of the Desert Community College District, surrounding areas and beyond.

### Vision

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.

### Values

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.

## Institutional Outcomes

### 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, and 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.

### 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 and 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.

# Student Learning Outcomes & Assessment

In concert with the nationwide effort among colleges and universities to create an evidence-based process that 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 21st 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 that includes measurement, feedback, reflection, and change that will foster teaching excellence as we challenge and support our students' active engagement in the learning process.

## General Education Philosophy

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 21st 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.

## Supporting Organizations

### Alumni Association

College of the Desert Alumni Association, a nonprofit organization chartered in 1983, was established to enhance the success of COD students and enrich the campus environment. The Association provides financial assistance in the form of scholarships, increased transportation access, and program support, in addition to connecting with over 120,000 existing College of the Desert Alumni to increase participation and engagement.

## Supporting Organizations

The popular Street Fair held on the College of the Desert – Palm Desert Campus is operated by the Alumni Association. Funds generated from the Street Fair are dedicated to supporting the College.

Membership is open to all students, staff, alumni, and the community. For more information, please contact the Alumni Association at (760) 636-7957.

### 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.

### 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 the Foundation website.

### President's Circle

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 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 to support mission-critical programs and services for the College. Members enjoy a variety of benefits and annual 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 email Peter Sturgeon (psturjeon@collegeofthedesert.edu), Interim Executive Director.

### Friends of the COD Library

Friends of the COD Library is a non-profit organization whose mission is to support the College of the Desert Libraries through book sales and other fundraising activities. Friends of the COD Library welcomes anyone who would like to join the organization. For more information on becoming a member or to make a donation, please call (760) 568-3138.



# HOW ARE WE ORGANIZED?

## Organization of the College

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

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 Student Learning is the chief academic officer of the College and is responsible for academic schools, the COD Libraries, instructional support services, career and technical education, and off-campus programs. College of the Desert has five schools: Applied Sciences & Business, Social Sciences & Arts, Communication & Humanities, Health Sciences & Education, and Mathematics & Science. Each school is under the supervision of a dean, who is responsible for coordinating the departments within that school. Career programs are coordinated with cooperation from advisory committees consisting of representatives from business and industry.

The Vice President of Student Success is the chief student services officer of the College responsible for Counseling and Counseling services, Institutional Effectiveness and Planning, Institutional Research, student enrollment services including Admissions & Records and Financial Aid, Student Health and Wellness, Student Support Programs and Services, Student Life, Student Leadership, student due process and discipline, and the Tutoring and Academic Skills Center and Supplemental Instruction.

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, Public Safety and Emergency Preparedness, and Information Technology, as well as college auxiliary functions including food services, bookstore, and the golf center.

The Vice President of Human Resources & Employee Relations is responsible for management and operation of all human resources and employee relations functions of the College and for developing and recommending policy, goals, and objectives for human resources.

## Extended Campus Locations

There are several College of the Desert locations throughout the eastern and western Coachella Valley where both credit and noncredit college courses are offered.

### East Valley

#### *College of the Desert – Indio*

College of the Desert Indio Campus is located at 45524 Oasis Street in Indio. The site opened its doors in February 2014 and has seen tremendous growth over the past four years. We are proud to provide students with a number of degree and certificate options that are fully offered at our state-of-the-art facility. Our flexible pathways allow students to complete their program by offering day, evening, and weekend classes. Please refer to the current Schedule of Classes for course information and meeting times. In addition to expanding course offerings, the College has also increased our student and academic support services to include full admissions and records, payments, and a variety of counseling opportunities: career, transfer, personal, ABE/GED (Adult

Basic Education and GED Test Preparation), Extended Opportunity Programs and Services (EOPS), CARE (Cooperative Agencies Resources for Education), Foster Youth and CalWorks, and general counseling. We offer day, evening, and weekend in-person tutoring as well as 24/7 access to online tutoring. Students may also take the assessment test for both credit and noncredit programming in the day and evening hours. We offer registration and financial aid assistance, veterans' services, library and learning resources, health services, student life activities (including ASCOD meetings), a campus bookstore, and many other referral resources and services. For additional information about the Indio location, please call our main office at (760) 776-7200.

#### *College of the Desert – Mecca/Thermal*

In providing greater access and higher education opportunities for residents of the eastern valley, general credit courses, basic skills classes, career and technical education programming, and noncredit classes are offered at the College of the Desert – Mecca/Thermal location at 61120 Buchanan Street in Thermal. Please refer to the current Schedule of Classes for course information and meeting times.

In addition to classes, students also receive student support services that include full admissions and records support, counseling, assessment testing, registration assistance, and academic support services from our Tutoring and Academic Skills Center (TASC), as well as support from our Disabled Students Programs and Services (DSPS) and financial aid assistance. For additional information about our course offerings and hours of services available, please call (760) 396-2010.

### West Valley

#### *College of the Desert – Desert Hot Springs*

In the Fall 2016 semester, College of the Desert once again expanded our reach across the Valley and opened our College of the Desert – Desert Hot Springs location at the Edward L. Wenzlaff Education Center, 11625 West Drive in Desert Hot Springs. Here, students can take general education and transfer classes, basic skills coursework, career and technical classes, and Adult Basic Education coursework. For more information about programs, classes, and schedules, visit the "Catalogs & Schedules" tab on the College's homepage.

In addition to taking classes, students also receive support services to guide them along their journey. Services include admissions and records, financial aid assistance, matriculation support (online application and orientation guidance), assistance with referrals/connection to resources on and off campus, general COD and EDGE information, assessment testing and counseling services (*coming soon*), academic support services, and workshops. For more information, call (760) 674-7813 or (760) 776-7200.

#### *College of the Desert – Palm Springs Temporary Campus*

In the Spring 2018 semester, College of the Desert launched our first college site in Palm Springs Temporary Campus with further expansion planned in the coming years. Students will be able to complete general education coursework as well as career and technical education programming. For more information about programs, classes, and schedules, visit the "Catalogs & Schedules" tab on the College's homepage. In addition to taking classes, students also receive support services to guide them along their journey. Services include admissions and records, financial aid assistance, matriculation support (online application and orientation guidance), assistance with referrals/connection to resources on and off campus, general COD and EDGE information, assessment testing and counseling services (*coming soon*), academic support services, and workshops. For further information, please call (760) 674-7800.

#### *Other*

In addition to our Desert Hot Springs and Palm Springs locations, College of the Desert also offers a wide variety of evening and noncredit courses at Palm Springs High School, Desert Hot Springs High School, Rancho Mirage High School, and Cathedral City High School. Please refer to the current Schedule of Classes for course information and meeting times. For more information about our locations, please call (760) 776-7200.

# HOW DO I BECOME A STUDENT AT COD?

## 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 *Exemptions* section on "How do I enroll in courses at COD?").

## Student 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, handouts, and other student materials that 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 & Records Office if the student is requesting official course credit for prior coursework. All official transcripts submitted to Admissions & 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 (SEP) 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 will consider students K-12th grades only for concurrent enrollment as Special Admit Students. The College authorizes the admission of special admit students, who are highly talented and/or highly gifted minor students without high school diplomas, who can benefit from advanced scholastic or career/technical work. The responsibility to make the determination of the student's preparation belongs to the school district in which the student is enrolled. 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, Sections 48800 and 76001. Special part-time and full-time students are given low enrollment priority in accordance with AB 967.

Courses in which high school and other young students are permitted to enroll will be open to the entire college population, and will be taught with the rigor appropriate to college-level courses in accordance with the approved course outline.

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 matriculation regulations remains the prerogative of the College. Admission or enrollment is based on demonstration that the student is capable of profiting from instruction. The Dean of Enrollment Services has the authority to make the final decision whether a student can benefit from instruction.

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 to the Superintendent/President or designee for the pupil's special admission on a part-time or full-time basis.

If a request for special part-time or full-time enrollment is denied for a pupil who has been identified as highly talented and/or highly gifted, the Board shall provide written findings and reasons for the denial within 60 days. A recommendation regarding the request for admission, and the



denial shall be submitted to the Board at a regularly scheduled meeting that falls at least 30 days after the request for admission has been submitted.

### High School Students

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. Full-time students are subject to full tuition and fees. Tuition is waived for part-time students as well as all fees except parking, if applicable. The application can be downloaded under the Admissions & Records webpage of the College website.

The Dean of Enrollment Services will review the materials and will determine if the student has the abilities and sufficient preparation to benefit from instruction at the college. The decision of the Dean of Enrollment Services shall be final. This determination may be done by one or more of the following options:

- a review of the materials submitted by the student;
- meeting with the student and his/her parent or guardian;
- consultation with appropriate college staff;
- consideration of the welfare and safety of the student and others; and/or
- consideration of local, state, and/or federal laws.

College of the Desert will admit high school students for enrollment to the College who are eligible to participate based on the criteria established below.

The student must be recommended by his/her high school principal or designee. As part of the approval process, the principal or designee must verify through consent and signature on the Special Admit Minor Form that the recommended student can benefit from college instruction. A pupil who is not enrolled in a public or private school does not need to provide written acknowledgment from his/her school principal.

A parent/guardian consent and signature on the High School Concurrent Enrollment Form, verifying parental/guardian approval of student's participation, must be submitted in addition to the College application by the established deadlines. Parents/guardians must also acknowledge on the High School Concurrent Enrollment Form that the student will be expected to conform to all College policies.

Concurrent enrollment students are enrolled in a college course. As such, the instructor works directly with the student. Under the Family Educational Rights and Privacy Act (FERPA), instructors are not required to discuss student performance or other student-related issues with parents/guardians.

College of the Desert will admit high school students who meet the following conditions:

- Students wishing to enroll in degree-applicable courses must have a cumulative high school grade point average of 3.0 or better as reflected on their most recent official high school transcript.
- For all courses attempted, students must complete the appropriate College assessment process and meet the stated prerequisite(s) and/or co-requisite(s) for the desired course.

The following are **not** allowed:

- Physical Education classes
- Beginning music performance or art activity courses
- Recreation or hobbies
- Remedial courses

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.

### Limitations on Enrollment

- A high school student may be permitted to enroll in up to 11 units (or up to 15 units if the student is enrolled in a College and Career Access Pathway). The Dean of Enrollment Services may make exceptions, subject to consideration and approval.
- Students may not enroll in pre-collegiate courses or physical education activity courses.
- Students may not enroll in a College course to alleviate a high school deficiency.
- Students who have previously enrolled and who have dropped their courses and/or have not made satisfactory progress will not be allowed to continue in the college program without approval from the Dean of Enrollment Services.
- Students will not receive priority enrollment status.
- Part-time students will have enrollment fees waived.

### Summer Enrollment of K-12 Students

To be considered for admission as a special summer session student, the student must meet the eligibility standards as established in Education Code Sections 48800 and 76001.

Students will not be admitted unless they have availed themselves of all opportunities to enroll in equivalent courses at their schools of attendance.

In addition to the above, minor students wishing to attend summer session must submit:

- written and signed parental or guardian consent;
- written and signed approval of his/her principal that the student has availed himself/herself of all opportunities to enroll in an equivalent course at his/her school of attendance; and
- demonstration that the student has adequate preparation in the disciplines to be studied.

All required documents shall be submitted to the Office of Admissions & Records.

### Dual Enrollment at Public High Schools

The College has partnered with Coachella Valley, Desert Sands, and Palm Springs Unified School Districts to offer Dual Enrollment as well as College and Career Access Pathways courses. In accordance with protocols established by the state, admission is restricted to students from the high school or school district as outlined by each agreement in

place. If you have questions, please contact the counseling center at your local public high school.

### High School Students Admittance into Career Technical Education Classes

**CTE Transitions** is defined in the Carl D. Perkins Vocational and Technical Education Act (Perkins) as a national strategy designed to prepare high school students for improving their academic knowledge and technical skills. High school students who fulfill course specific requirements in Career and 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.

### Admittance into Performing Arts Classes for Minor Students

All K-12 students who have auditioned and been accepted for a performing role in a theatre arts or music production must submit the online COD Application for Admission, the High School Concurrent Enrollment application, and written permission of the appropriate 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.

## Nursing Program Supplemental Application

Because of departmental requirements and 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 on the School of Health Sciences & Education webpage.

## International Applicants 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 complete the online International Student Application form. **(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. Applicants must also submit a minimum TOEFL score of 400 (paper-based test) or 40 (internet-based test). For

more information, visit the International Education webpage or send an email.

All international students must purchase the COD international health insurance plan. International students are also required to enroll for a minimum of 12 units each semester to maintain their F-1 visa status. Students in this status must pay foreign student tuition and capital outlay fees.

### Intensive English Academy

Students wishing to study at the Intensive English Academy (IEA) may also apply using the online International Student Application form. 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 in the IEA must purchase COD's international student health insurance plan.

For more information and to obtain an application, please visit the International Education webpage or send an email.



# HOW DO I ENROLL IN COURSES AT COD?

## Enrollment Steps

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

1. Admission Application
2. Financial Aid Application
3. Orientation
4. Assessment
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 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 College of the Desert's Getting Started webpage. Students must wait two business days 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 when the student first applies for admission to the College.

### 2. Financial Aid Application (optional)

Students in need of financial assistance to help afford college should apply for financial aid.

- Complete the Free Application for Federal Student Aid (FAFSA) or a California Dream Act Application (CADA) (for students who do not qualify for FAFSA and have AB540 status).
- See the Financial Aid section on "What Programs & Services are available for students?" (p. 36) for more information about available financial aid resources and visit the Financial Aid Office webpage.

### 3. 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.
- An online orientation is available through WebAdvisor on the MyCOD portal. Instructions for accessing the online orientation are located on the College of the Desert's "Getting Started" webpage.

- In-person orientation may be available prior to registration periods. Contact the Counseling Center by phone at (760) 773-2521 or visit the Counseling webpage for more information.

### 4. Assessment

All new, first-time students are required to complete basic skills assessments in English, reading, and mathematics. Additionally, any assessments taken five or more years ago are no longer valid for prerequisite purposes.

- 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.
- Visit the assessment webpage to schedule an appointment online. For directions and additional information, please call (760) 776-7413.

### 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), is required of all students once they have completed 15 degree applicable units or attended three consecutive semesters.

An SEP is a planning tool that students complete online via WebAdvisor Student Planning. The Counseling Center offers many opportunities for students to create an SEP, including workshops, open labs and individual appointments. The SEP is based on a student's future academic and career goals. It outlines a semester by semester plan of suggested courses to take based on major and transfer plans, taking into consideration the sequence of courses.

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

**Abbreviated SEP** - one to two terms in length designed to meet students' immediate needs that must be created before registering for first term classes.

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

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

- EOPS
- DSPS

- CalWORKs
- Veterans
- Athletics
- Reentry

If a student is **transferring to College of the Desert** from another college or university, prior to scheduling an appointment for an SEP, he or she must:

- Send official transcripts from ALL colleges and universities previously attended to the Admissions & Records Office.
- Verify with the Admissions & Records Office that 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 (SEP).

Faculty Advisors are available in every academic department. 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, section 55532). However, students will not be exempt from the admissions and follow-up components. Information about exemption eligibility is available on the Counseling Center webpage.

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

### 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.

## Open Enrollment Policy

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.

## Enrollment Procedures

Each student is responsible for his or 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.

WebAdvisor is the secure online self-service access used by College of the Desert students. Students may access WebAdvisor via the MyCOD Student Portal to add and drop classes, pay fees, print class schedules and unofficial transcripts, and view their registration priorities and any restrictions on their accounts, as well as print unofficial degree/certificate 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 or qualified instructors are unavailable.

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 Catalogs & Schedules 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 term 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 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. The form is available at the Counseling Center and at the Admissions & Records Office, or online.
- A completed Audit Course Form with required signatures must be submitted to Admissions & Records Office within 5 business 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. Payment is required prior to enrolling for audit.
- 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.
- The California College Promise Grant (formerly known as BOG Fee Waiver) may not be applied to fees for courses being audited. The California College Promise Grant 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.
- Some labs may not be available to students who audit.

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

## Withdrawals & Grade Responsibility

Students are expected to plan their schedule carefully with the aid and approval of an advisor and endeavor to maintain that schedule through 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, sections 55024 and 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 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 Fall 2009, only students who have received a "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 or her behalf. College of the Desert defines extenuating circumstances as serious and compelling reasons, which are limited to the following:

## Limitations on Enrollment

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, & Advisories

Complete course prerequisites, corequisites, and advisories are listed in this catalog and on WebAdvisor. These requirements are intended to ensure students a reasonable chance of success. Questions regarding course eligibility should be discussed with the 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, section 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 (SEP) 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 the Counseling Center to receive guidance on how to complete the process and on the validity of a challenge prior to it being submitted.

## 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, section 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 Financial Aid Office webpage for further details on courses excluded from remediation.

## Courses Related in Content

Many Art, Kinesiology, and Performing Arts courses have enrollment limitations. Active participatory courses that share a similar educational objective are grouped together as a "family" of courses related in content. Students are allowed four enrollments within each "family", but each course in the "family" is limited to one enrollment unless it has been designated as repeatable, per Title 5, Section 55040 (c), California Code of Regulations:

"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 Title 5, section 55045.

## 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 in 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. During the winter

term, an average class load is one class; 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 Dean of Counseling or designee to discuss their prior academic performance and their reasons for requesting a unit overload. The Dean 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, section 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, section 55007.b).

## Students with Minimum Unit Requirements

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

<sup>1</sup> 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 units** during the Fall and Spring semesters. A student enrolled for 6 or more units during the Summer and Winter terms.

**Part Time:** A student enrolled for **fewer than 12 units** during the Fall and Spring semesters. A student enrolled for fewer than 6 units during the Summer and Winter terms.

# Residency Requirements

## Residency Rules

This section of the catalog provides a general summary of the principal rules on residency and their exceptions. For the detailed rules used by the Admissions & Records Office 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 or 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) and by the deadline published in the Schedule of Classes to be considered for a residency adjustment. Residency Questionnaires submitted after the start of the term will be considered for the next term.

The Residency Questionnaire 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 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, and under the WebAdvisor button, click on A&R forms. Questions regarding residency should be directed to the Admissions & 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 U.S. citizens must provide proof of immigration status.

Applicants who are U.S. 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 of 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 non-immigrant alien, who meets all of the following requirements, shall be exempt from paying non-resident tuition.

- The student must have attended a high school (public or private) in California for three or more years. Students that graduate early from high school may use years in middle school to meet the three years of attendance requirement.
- 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 Non-resident Tuition Exemption Request along with the appropriate evidence of high school completion. Please visit the Admissions & Records Office webpage 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 non-resident tuition they have paid. The burden of residency proof rests with the applicant.

## Fees

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, section 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 & 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 spouses, and their 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 & Records Office for specific information*
3. **Tuition Fee for Foreign Students:** Foreign students will be charged the same fee as 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. **Capital Outlay Fee:** In addition to the non-resident fee computed as specified above, foreign and non-resident students will be charged an amount not to exceed the amount that was expended by the District for capital outlay in the preceding year, divided by the total full-time equivalent students. See the *Schedule of Classes* for the current fee.
  5. **Credit by Examination Fee:** A non-refundable application fee, equal to the State mandated enrollment fee, is charged for Credit by Examination. Please check the Admissions & Records Office webpage for current fees.
  6. **Duplicate Diploma/Certificate Fee:** A fee is charged for a duplicate diploma/certificate. Please check the Admissions & Records Office webpage for current fees.
  7. **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 & Records Office webpage.
  8. **Health Fee:** Assembly Bill No. 2236, passed by the California State Legislature, and under authority of Education Code, section 76355 authorizes College of the Desert to charge a Health Fee for the operation of a Student Health Center. Exempted students include:
    - a. All active duty military personnel attending classes on a military base and their dependents.
    - b. Apprentice students.
    - c. All students who depend exclusively on prayer for healing in accordance with a bonafide religious sect.
  9. **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.
  10. **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.
  11. **International Student Insurance:** All international students enrolled at COD or in the Intensive English Academy must either purchase the COD international student health insurance plan or provide proof that they have purchased another health insurance plan that is accepted at medical facilities in the United States and is valid for the entire duration of their stay in the country. Information regarding benefits and costs of the COD international student health insurance plan are available in the International Education Program Office.
  12. **International Student Processing Fee:** The College 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.
  13. **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. Citations are assessed for violation of parking regulations.
  14. **Refund Processing Fee:** A fee is charged for the processing of a refund. Please check the Bursar's Office webpage for additional information.
  15. **Student Center Fee:** Approved by student vote in accordance with Education Code, section 79121, for the purpose of refinancing, constructing, enlarging, remodeling, refurbishing, and operating a student center.
  16. **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 & Records Office at the time of initial payment of fees.
  17. **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 & Records Office (allow minimum of 21 working days). Additionally, a student may receive an official transcript same day by paying a \$25.00 fee at the Bursar's Office and then taking the receipt to the Admissions & Records Office.

### 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.

## Financial Aid Recipients

Students in need of financial assistance to help afford college should apply for financial aid.

- Complete the Free Application for Federal Student Aid (FAFSA) or a California Dream Act Application (CADA) (for students who do not qualify for FAFSA and have AB540 status).
- See the Financial Aid section on "What Programs & Services are available for students?" (p. 36) for more information about available financial aid resources and visit the Financial Aid Office webpage.

## Payment Plan

College of the Desert offers a payment plan option to pay enrollment fees. The optional payment plan is offered for a \$20 processing fee. For more information on the payment plan, please go to the Bursar's Office.

To establish a repayment plan for prior semesters' account balances, the following fees apply:

- \$25 for 3 to 6 payments
- \$45 for 9 to 12 payments
- \$2 fee for single payment to pay off account balance

Students' repayment plans must be paid in full in order to register for classes or access official transcripts.

## Refund Policy

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 are issued beginning the sixth week of the semester and are either mailed to the student's address on file with Admissions & Records Office or returned as a credit to the credit card from which fees were originally paid. There will be a \$10 processing fee deducted from the refund when the student initiates a reduction of program. Students may request a refund prior to that time by completing a refund request form available in the Bursar's Office. Refunds of less than \$10 will not be processed automatically and must be requested in person from the Bursar's Office.

### Limitations on 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 & 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.

Non-resident 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.

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 & 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.

Non-resident 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.

### 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.

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.

# CAN I EARN COLLEGE CREDIT WITHOUT TAKING CLASSES AT COD?

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## Credit by Examination

In accordance with Title 5, section 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 Course 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

- is currently enrolled in at least one course in the College,
- is not on academic probation,
- has submitted transcripts of all previous course work,
- has not earned college credit in more advanced subject matter, and
- 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 & 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 the Admissions & Records Office. Payment of a nonrefundable fee is required upon submission of the Credit by Examination form (please check the Admissions & Records Office 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

## Credit from High Schools & Regional Occupational Programs

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 the **CTE Transitions Office** at (760) 773-2577.

## Credit for Military Service Schools

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.

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.

## Credit for CEEB Advanced Placement Examinations (AP)

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 & Records Office** at (760) 773-2516.

College Board Advanced Placement Tests (AP)	Minimum Semester Credits Earned <sup>1</sup>	Semester Credits Toward GE Breadth	IGETC	American Institutions and/or GE Breadth Area <sup>2</sup>	CCC GE Areas <sup>3</sup>
Art History	6	3	3A or 3B	C1 or C2	Humanities
Biology	6	4	5B + 5C	B2+B3	Natural Sciences
Calculus AB <sup>4</sup>	3	3	2A	B4	Language and Rationality
Calculus BC <sup>4</sup>	6	3	2A	B4	Language and Rationality
Calculus BC/ AB Subscore <sup>4</sup>	3	3	2A	B4	Language and Rationality
Chemistry	6	4	5A + 5C	B1+B3	Natural Sciences
Chinese Language and Culture	6	3	3B + 6A	C2	Humanities
Comparative Government & Politics	3	3	4H	D8	Social Science/Behavior
Computer Science A <sup>4</sup>	3	0	n/a	n/a	n/a
Computer Science AB <sup>4</sup>	6	0	n/a	n/a	n/a
English Language and Composition	6	3	1A	A2	Language and Rationality
English Literature and Composition	6	6	1A or 3B	A2+C2	Language and Rationality or Humanities
Environmental Science <sup>5</sup>	4	4	5A + 5C	B1+B3	Natural Sciences
European History	6	3	3B or 4F	C2 or D6	Social/Behavioral Sciences or Humanities
French Language and Culture	6	3	3B + 6A	C2	Humanities
German Language and Culture	6	3	3B + 6A	C2	Humanities
Human Geography	3	3	4E	D5	Social/Behavioral Sciences
Italian Language and Culture	6	3	3B + 6A	C2	Humanities
Japanese Language and Culture	6	3	3B + 6A	C2	Humanities
Latin	6	3	3B + 6A	C2	Humanities
Macroeconomics	3	3	4B	D2	Social/Behavioral Sciences
Microeconomics	3	3	4B	D2	Social/Behavioral Sciences
Physics 1 <sup>6</sup>	4	4	5A + 5C	B1+B3	Natural Sciences
Physics 2 <sup>6</sup>	4	4	5A + 5C	B1+B3	Natural Sciences
Physics C (electricity/magnetism) <sup>5</sup>	4	4	5A + 5C	B1+B3	Natural Sciences
Physics C (mechanics) <sup>5</sup>	4	4	5A + 5C	B1+B3	Natural Sciences
Psychology	3	3	4I	D9	Social/Behavioral Sciences
Seminar	3	0	n/a	n/a	n/a
Spanish Language and Culture	6	3	3B + 6A	C2	Humanities

Spanish Literature and Culture	6	3	3B + 6A	C2	Humanities
Statistics	3	3	2A	B4	Language and Rationality
Studio Art - 2D Design	3	0	n/a	n/a	n/a
Studio Art - 3D Design	3	0	n/a	n/a	n/a
Studio Art - Drawing	3	0	n/a	n/a	n/a
U.S. Government & Politics	3	3	4H	D8+US-2	Social/Behavioral Sciences
U.S. History	6	3	3B or 4F	(C2 or D6)+US-1	Social/Behavioral Sciences or Humanities
World History	6	3	3B or 4F	C2 or D6	Social/Behavioral Sciences or Humanities

<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 1100. Areas of American Institutions (US-1 through US-3) are set forth in Sections IA and IB of EO 1061, and at assist.org.

<sup>3</sup>Advanced Placement score of 3, 4, or 5 is required for general education certification.

<sup>4</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>5</sup>Students who pass AP Environmental Science earn 4 units of credit. Tests prior to Fall 2009 may apply to either B1+B3 or B2+B3 of GE Breadth. Fall of 2009 or later, those credits may only apply to B1+B3.

<sup>6</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

## Credit for College Level Examination Program (CLEP)

A maximum of 30 semester units of credit is given for CLEP (College Level Examination Program) with scores at the 50th percentile or higher. Credit is not awarded for English composition. Official CLEP examination results must be submitted to the Admissions & 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. Below is the list of exams for which College of the Desert awards credit.

### Credit for College Level Examination Program (CLEP)

College-Level Examination Program (CLEP)	Passing Score	Minimum Semester Credits Earned <sup>1</sup>	Semester Credits Toward GE Breadth	American Institutions and/or GE Breadth Area <sup>2</sup>
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
College Composition	50	0	0	n/a
College Composition - Modular	50	0	0	n/a
Financial Accounting	50	3	0	n/a
French Level I <sup>7</sup>	59	9	3	C2
French Level II <sup>7</sup>	59	9	3	C2

German Level I <sup>7</sup>	50	6	0	n/a
German Level II <sup>7</sup>	60	9	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
Information Systems & Computer Applications	50	3	0	n/a
Introduction to Educational Psychology	50	3	0	n/a
Introductory Business Law	50	3	0	n/a
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 Accounting	50	3	0	n/a
Principles of Macroeconomics	50	3	3	D2
Principles of Management	50	3	0	n/a
Principles of Marketing	50	3	0	n/a
Principles of Microeconomics	50	3	3	D2
Spanish Level I <sup>7</sup>	50	6	0	n/a
Spanish Level II <sup>7</sup>	63	9	3	C2
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. See Executive Orders 1033 and 1036 for details.

<sup>2</sup> Areas of GE Breadth (A1 through E) are defined in Executive Order 1100. Areas of American Institutions (US-1 through US-3) are set forth in Sections IA and IB of EO 1061, and at assist.org.

<sup>7</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 a language other than English, a passing score of 50 is considered "Level I" and earns six units of baccalaureate credit; the higher the 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.

## International Baccalaureate (IB) Credit

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.

College of the Desert cannot certify the IB English A: Literature for CSU GE Area A2 or IGETC Area 1A. You have the option to submit the official IB score report directly to the CSU/UC campus, at the time of admission, for evaluation of credit towards a GE area not included in the system wide GE approved list.

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.

International Baccalaureate Examination (IB)	Passing Score	Minimum Semester Credits Earned <sup>1</sup>	Semester Credits Toward GE Breadth	IGETC	American Institutions and/or GE Breadth Area <sup>2</sup>
Biology HL	5	6	3	5B	B2
Chemistry HL	5	6	3	5A	B1
Economics HL	5	6	3	4B	D2
Geography HL	5	6	3	4E	D5
History (any region) HL	5	6	3	3B or 4F	C2 or D6
Language A Literature HL	4	6	3	3B + 6A	C2
Language A1 (any language) HL	4	6	3	3B + 6A	C2
Language A2 (any language) HL	4	6	3	3B + 6A	C2
Language B (any language) HL	4	6	3	3B + 6A	C2
Mathematics HL	4	6	3	2A	B4
Physics HL	5	6	3	5A	B1
Psychology HL	5	3	3	4I	D9
Theater HL	4	6	3	3A	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 1036 and 1100 for details.

<sup>2</sup> Areas of GE Breadth (A1 through E) are defined in Executive Order 1100. Areas of American Institutions (US-1 through US-3) are set forth in Sections IA and IB of EO 1061, and at assist.org.

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

## Transfer of Credit from Other Colleges

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 coursework 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, Admissions & Records 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 the Admissions & Records Office 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.

Students are encouraged to visit the Counseling webpage 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 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 Counseling webpage. 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 (SEP).

### **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 meet with a COD Counselor to start the process of having the credits evaluated. Before meeting with a COD Counselor make sure the foreign coursework has been evaluated by an evaluation service and the official results are on file with Admissions and Records.





# HOW DO I GET INVOLVED WITH CAMPUS LIFE?

## Associated Students of COD (ASCOD) & Office of Student Life

The **Associated Students of COD** serves as the recognized voice of students on campus, and operates under the direction of officers who are elected by the College of the Desert student body. The organization is the vehicle through which students may actively participate in shared governance. Students who serve on college and district wide committees are appointed by ASCOD. ASCOD is dedicated to serving the student body by specifically helping to promote the interests and rights of the students it represents.

The **Interclub Council (ICC)** serves to promote student club & organization involvement and activities. As the promoter of student clubs & organizations to the campus community, representatives exchange ideas, review club charters, and host events that promote a sense of unity between clubs and the intellectual, artistic, and social life of students.

The **Office of Student Life** provides College of the Desert students a variety of opportunities to become involved in extra- and co-curricular activities. The Office of Student Life connects students to clubs & organizations, the Associated Students of COD, and the Student Ambassador Program. The Office of Student Life provides an inclusive, experiential learning environment and creates dynamic opportunities for the intellectual growth of students through leadership and learning. In addition, the Office of Student Life offers leadership development, student clubs of varying interests, meeting rooms, and facilities for socializing and student recognition ceremonies. For more information, please call (760) 862-1317.

The **Student Ambassador Program** is a comprehensive student advancement program of prestige that encourages connective leadership as it supports the mission and vision of the College of the Desert. The student ambassador program is a dynamic team of student leaders dedicated to supporting student success, serving, and promoting College of the Desert to current and prospective students, guests, and Alumni. SAP offers leadership training and professional development opportunities for its members. The heart of what an ambassador does is "Student Engagement" using public relations skills to build community and serve students in two main areas: campus and community services and student support services.

## Athletics

College of the Desert is a California Community College Athletics Association (CCCAA) institution competing state-wide in fifteen sports. We are a member of the Pacific Coast Athletic Conference, whose membership includes the following colleges: College of the Desert, Cuyamaca, Grossman, Imperial Valley, Mira Costa, Mt. San Jacinto, Palomar, San Bernardino Valley, San Diego City, San Diego Mesa, San Diego Miramar, and Southwestern. Football competes in the Southern California Football Alliance (SCFA) in the American Mountain Division.

At this time, COD participates in the following sports: for **men** - baseball, basketball, cross country, football, golf, soccer, and tennis; for **women** - basketball, cross country, golf, sand volleyball, soccer, softball, tennis, and volleyball. Students interested in participating in Athletics should

complete the online questionnaire found on the Athletics webpage or contact the **Athletic Department** at (760) 773-2591.

## Bookstore

The **College of the Desert Bookstore** has two permanent locations, one located on the Palm Desert Campus and the other on the Indio Campus. The Palm Desert Campus Bookstore is located on the first floor of the Cravens Student Services Center. This bookstore contains all needed course materials, whether required or optional. Both new and used textbooks are available for purchase, and most textbooks are available for rent and in digital format. The bookstore also carries a wide variety of school supplies (imprinted and non-imprinted), in addition to software, electronics, and Tablets. BarCharts and other student reference materials are also available to help students succeed academically. In addition, College of the Desert clothing and gift items are available, as well as a variety of snacks, drinks, and sundries. For more information, including hours of operation, call (760) 773-2564, or visit online at College of the Desert Shop. The Bookstore website can also be accessed from the COD main page, by clicking on "Student Services" and then on "Bookstore."

The Indio Campus Bookstore is located on the east side of the main Indio Campus building. It contains all needed course materials for any classes offered at Indio or at Mecca/Thermal. Both new and used textbooks are available for purchase, and many are available for rent and in digital format. The Indio Campus Bookstore also carries supplies (imprinted and non-imprinted), and some electronic supplies. BarCharts and other reference materials are also available. The Indio Bookstore also has a wide array of COD clothing and gift items. In addition, there is a large convenience store assortment: sandwiches, Pepsi products, snacks, candy, and other food items. For hours of operation and other information, contact the Indio Campus Bookstore directly at (402) 400-5319.

## Enrichment Activities

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

**Celebrating Diversity** - The 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

College of the Desert's Palm Desert campus offers fresh-serve dining during normal operating hours at Beep's Cafe, which offers a wide variety of menu choices. Additionally, snacks and beverages are available in the bookstore in the Cravens Student Services Center, the Solutions kiosk, and vending machines located throughout the campus. Vending is also available at the Indio, Mecca/Thermal, and Desert Hot Springs locations.

## 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 are required to have a parking permit. Visitors to campus may purchase a daily permit from one of the machines on campus.

Students parking on the Palm Desert campus must purchase and properly display a College of the Desert parking permit. Permits may be purchased online or over the counter at the Bursar's office located on the first floor of Cravens Student Services Center. Vehicles not properly displaying a parking permit will be cited. Motorcycles and motorbikes are required to park in designated areas. Parking regulations may be found online or obtained from the Bursar's Office. For more information, please call (760) 341-2111.

Citations are issued by the Public Safety Department and may be paid at the Bursar's office. To dispute a citation, Citation Contest Forms are available at the Bursar's Office, the Public Safety Department office located in South Annex, or online. Completed forms should be returned to the Bursar's Office or submitted online.

Parking lots are conveniently located throughout the campus. Red, yellow, and blue curb markings, all no-parking signs, and emergency parking zones are to be observed at all times. Parking on or in front of ramps is forbidden. Restricted parking is in effect from 7:30 a.m. to 10:30 p.m. Monday through Friday when classes are in session.

Parking for individuals with disabilities must be observed at all times. Disabled Parking Placards may be obtained from the Department of Motor Vehicles and must be displayed when parking in designated areas.

The College assumes no liability for vehicles parked on campus.

## Security & Safety

In case of any emergency, please call 911. For non-emergencies, please call the Public Safety Department at (760) 341-2111.

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. **Nighttime Escorts** are also available by calling (760) 341-2111.

If you suspect a crime is being committed against persons or property, call 911 or (760) 341-2111 for non-emergencies.

Safety and Security information published in accordance with the Crime Awareness and Campus Security Act is available upon request from the **Public Safety Department**.

## 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.

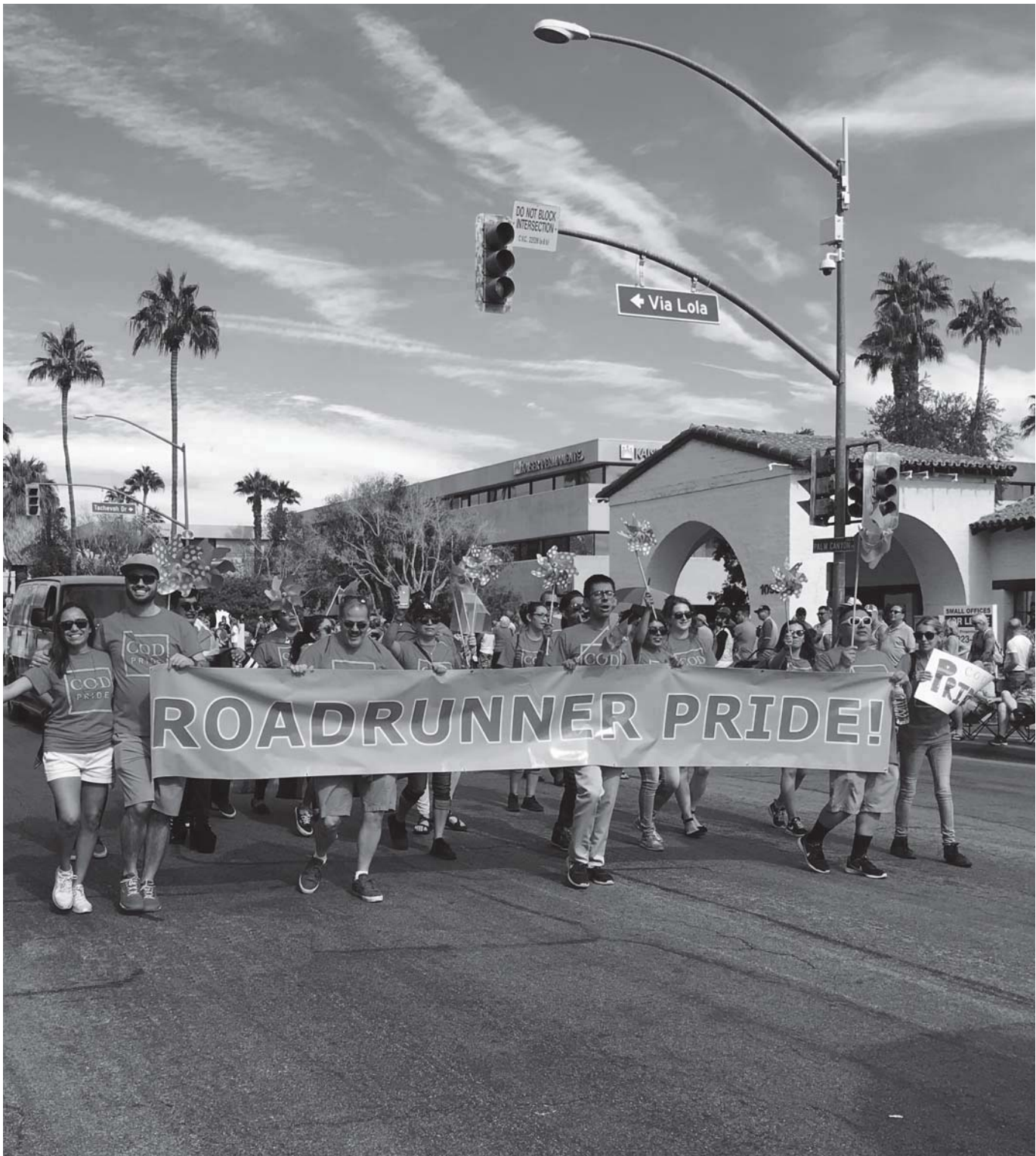
## Student Health & Wellness Center

The **Student Health and Wellness Center (SHWC)** is located on the first floor of the Cravens Student Services Center. All students pay a fee each academic session/semester 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, vaccinations, limited laboratory services, and referrals. Vision screening, blood pressure screening, tuberculosis screening (TB testing), blood glucose, urinalysis for specific illnesses are also available at the SHWC Office. HIV/STD screening is provided by an outside agency, generally once a month. The staff at the Student Health and Wellness Center also process all COD student accident insurance claims. Information regarding additional student insurance for sickness and accidents is available through the Student Health and Wellness Center. Limited services are also extended to the Indio Campus and Mecca-Thermal Campus students. For more information, please call (760) 776-7211.

## Student Mental Health Services

Student Mental Health Services is located on the first floor of the Cravens Student Services Center, within the Student Health and Wellness Center. All students pay a fee each academic session/semester to support the provision of both physical and mental health services for students. Mental Health 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 and Wellness Center 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. 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.



# WHAT PROGRAMS AND SERVICES ARE AVAILABLE FOR STUDENTS?

## 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

Any student attending College of the Desert who is receiving financial assistance through the county and state programs of CalWORKs/GAIN or DPSS may receive services designed to assist them in obtaining their educational goals through this program. 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 & Workforce Solutions Center

The mission of the **Career and Workforce Solutions Center (CWSC)** is to enhance student success by empowering students with the tools and skills necessary to be active participants in their career development. The CWSC supports the economic vitality of the Coachella Valley and beyond by serving as a bridge between individuals seeking gainful employment and diverse industries needing to attract and retain a skilled and educated workforce.

The CWSC provides comprehensive career services that guide, engage, and inspire students to reach their full potential by maximizing campus, community, and technology resources. Services offered through the CWSC include career assessments, career counseling, work experience classes, workshops, in-class presentations, and assistance with COD JobHub, our electronic job board, which includes detailed information on career and job opportunities. The CWSC is located at the west end of the Administration Building. For more information, please call (760) 674-7799.

## 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, the 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 Campus. Appointments can be made by calling (760) 776-7200 for Indio or (760) 396-2010 for Mecca-Thermal.

## Disabled Students Programs & Service (DSPS)

Students with disabilities at the College participate in the same activities and courses as any other student. Specialized services and mandated accommodations are offered to provide a more equitable classroom experience and to help successfully integrate the student into college life. Services and accommodations are determined by an interactive process with a DSPS counselor regarding disability related limitations to accessing the educational environment. Interested students must meet with a DSPS counselor to apply for these services.

Disabled Students Programs and Services (DSPS) is located on the first floor of the Cravens Student Services Center and provides specialized instructional opportunities to qualified students. Specialized instructional programs include the DSPS High Tech Center, Learning Disability Assessment, 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, email DSPS (dspsinfo@collegeofthedesert.edu), or visit the DSPS website for additional information.

## EDGE - Engage. Develop. Grow. Empower.

EDGE is a 3-week program that offers a fast-paced review of basic skills in Math and/or English along with student development workshops. EDGE provides college students with a full range of experiences to "Engage, Develop, Grow, and [be] Empowered." Students who participate and successfully complete the EDGE program are able to take advantage of many opportunities, including:

- Math and/or Writing/Reading Review
- Priority Registration

- Access to Textbooks and Computers during participation in EDGE
- Convenient, Fast-Paced Curriculum
- Dedicated Faculty, Counselors, and Staff
- College Student Success Strategies
- Assistance with Financial Aid Applications and Financial Literacy Exposure
- A chance to place into higher level classes, saving time and money to pursue a college degree!

For additional information about EDGE, please email (edge@collegeofthedesert.edu) or call (760) 636-7970.

## pLEDGE

College of the Desert is pleased to offer students the opportunity to take the pLEDGE! The pLEDGE Program provides 2017 & 2018 high school graduates (or equivalent) from the Coachella Valley\* with two full years of free tuition and fees at College of the Desert!

Participating students must commit to:

- Full-time enrollment during the Fall & Spring semesters
- Maintain good academic standing
- Participate in 10 hours of community service
- Take part in mentoring or internships
- Attend a career pathway workshop at the COD Career and Workforce Solutions Center
- Submit a FAFSA or Dream Act application that is received by the COD Financial Aid Office

## EOPS & CARE

The Extended Opportunity Programs & Services (EOPS) program is a State-funded program designed to provide "Over and Above" support services to students who are from educationally and financially disadvantaged backgrounds. EOPS promotes student success with priority one registration, educational planning, progress monitoring, and assistance with the cost of required textbooks. Participation in this program is limited to California residents or California Dream Act students who are eligible to receive the California College Promise Grant (formerly the Board of Governors Enrollment Fee Waiver A or B), are in good academic standing, are enrolled full-time, and have an educational disadvantage.

EOPS students who are single, head of household, CalWORKs/TANF recipients may also be eligible to participate in the Cooperative Agencies Resources for Education (CARE) program. CARE provides specialized counseling and workshops, as well as transportation services 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

Students in need of financial assistance to help afford college should apply for financial aid.

- Complete the Free Application for Federal Student Aid (FAFSA) or a California Dream Act Application (CADA) (for students who do not qualify for FAFSA and have AB540 status).
- See the Financial Aid section on "What Programs & Services are available for students?" (p. 36) for more information about available financial aid resources and visit the Financial Aid Office webpage.

College of the Desert provides a variety of financial assistance for eligible students. Federal grants, state grants, fee waivers, scholarships (need based and non-need based), and part-time employment opportunities are available through the Financial Aid Office. All students are encouraged to apply. For more information, please visit the Financial Aid Office webpage.

### Apply for Financial Aid

Complete the Free Application for Federal Student Aid (FAFSA) online beginning October of each year. Be sure to list COD's school code (**001182**). Students must have a current COD admissions application on file with the Admissions & Records Office.

Students who qualify for AB540 and who do not meet FAFSA citizenship requirements can apply for and receive State financial aid including the California Promise Grant (formerly known as the BOG Fee Waiver), Cal Grant, Full Time Student Success Grant, and Completion Grant by completing the California Dream Act Application online beginning October of each year. Be sure to list COD's school code (**001182**).

Workshops are available to assist students with completing their FAFSA or Dream Act Application. Please refer to the Financial Aid Office webpage for workshop dates, times, and locations.

After the Financial Aid Office receives FAFSA or Dream Act Application, students may be required to submit additional documents directly to the Financial Aid Office. Financial aid status can be viewed by logging on to the Student Self Service Portal via WebAdvisor or MyCOD Portal. A student's financial aid file will be reviewed to determine eligibility and the student will be notified via MyCOD email. If eligible, the California Promise Grant (formerly known as the BOG Fee Waiver) will be awarded automatically once FAFSA or Dream Act Applications are reviewed.

### Financial Aid Programs

- Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Cal Grant B
- Cal Grant C
- Chafee Grant
- California Promise Grant (formerly known as the BOG Fee Waiver)
- Full Time Student Success Grant
- Completion Grant
- Federal Work Study
- Scholarships
- Book Authorizations

### Financial Aid Satisfactory Academic Progress

In order to maintain eligibility for most forms of financial aid, a student must be meeting the Satisfactory Academic Progress (SAP) standard. College of the Desert is required to determine whether a student is making Satisfactory Academic Progress toward his or her educational goal (AA, AS, certificate or transfer). This policy applies to all students whether or not they were previous recipients of financial aid.

All students receiving financial aid 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 the maximum time frame (150%) of the published unit requirement.

For more information on College of the Desert's SAP policy, please visit the Financial Aid Office webpage.

## Minimum Requirements for the California Promise Grant (formerly known as the BOG Waiver)

Once a student is qualified for the California Promise Grant, it is important to ensure that academic and progress standards are met in order to avoid losing it. Any combination of two consecutive terms of cumulative GPA below 2.0 and/or cumulative unit completion of not more than 50% may result in the loss of the California Promise Grant eligibility. For more information, please visit academic and progress standards. (p. 45)

## Scholarships

COD's scholarship program provides scholarship opportunities to new, current, and transferring students. The COD Foundation Scholarship application is available online at the Financial Aid Office webpage during the fall semester of each academic year. External scholarships are posted on the Financial Aid website under scholarships.

The College is fortunate to assist in the coordination and delivery of a number of external or private scholarship awards from various civic groups, clubs, and agencies. Potential donors or scholarship committee chairpersons are encouraged to contact the Financial Aid Office or the COD Foundation Office if assistance is needed in establishing or implementing a private scholarship program. For more information, please call (760) 776-7435.

## Repayment of Funds

In accordance with federal regulations, students who receive federal financial aid and withdraw from or receive FW grades in their classes for the semester may be required to repay any unearned grant funds they have received. Students who drop or withdraw from a portion of their classes may have an adjustment made to their subsequent disbursement(s) or may be required to repay a portion or the entire grant. All money received in the form of Pell Grants and/or Supplemental Educational Opportunity Grants (SEOG) will be subject to repayment requirements. Funds are returned to the appropriate federal program based on the percentage of unearned aid using the Federal formula. For additional information, please visit Financial Aid webpage and click on Award Information, and click on Drops, Withdrawals, and Repayment of Funds.

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

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

## Foster Youth (FY) Services

Foster Youth (FY) Services is designed for current or former foster youth. To be eligible for FY Services, a student must be a current or former foster care youth and provide official documentation from the Department of Public Social Services (DPSS). FY Services promotes student success with priority one registration, enrollment assistance, educational planning, and assistance with completing the Chafee Grant application process as well as the Burton Book Fund Application. FY Services also provides community resources and referrals.

For additional information about Foster Youth (FY) Services, please visit the **EOPS/CARE Office Suite** located on the second floor of the Cravens Student Services Center or call (760) 776-7498.

## International Education Program

College of the Desert believes that international students add to the multiculturalism and diversity of our campus. International Education is an active program with nearly 150 international students from 30 different countries studying at COD. The International Education Program office is committed offering extensive services to support international students throughout their studies at COD and the Intensive English Academy. Services include orientation, counseling, university transfer assistance, activities, immigration advising, and housing assistance. Although there are no dormitories on campus, the International Education Program office works closely with the International Student Placements organization to arrange homestays for our students. We also offer information regarding off-campus apartments. In addition to serving international students, the International Education Program facilitates study abroad participation for any interested COD students.

Obtain the International Student Application online, or contact the office at:

International Student Office  
43500 Monterey Avenue  
Palm Desert, CA 92260  
by email (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 seeking degrees in the Science, Technology, Engineering, and Mathematics (STEM) fields. The program provides academic support to students from educationally disadvantaged backgrounds throughout the education pathway so they will excel in math and science and ultimately attain four-year degrees in science, technology, engineering or math (STEM) fields.

MESA offers curricular and extracurricular services that 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

- Internships 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 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 Mathematics and Sciences** and is located in the **Math Science Technology Center, Room 146**. For additional information, call (760) 776-7455 or email Carl Farmer, Director (cfarmer@collegeofthedesert.edu).

## McCarthy Family Child Development & Training Center

The **McCarthy Family Child Development & Training Center (MFCBTC)** is nationally accredited by the National Association for the Education of Young Children (NAEYC). MFCBTC 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 students 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 students with majors in Career and Technical Education books for eligible courses. The book loan program is funded through the Carl D. Perkins Career and Technical Act of 2006, a federal funded grant to improve the career and technical education programs. To be eligible to participate in the book loan program, students must be recipients of the California College Promise Grant (formerly known as the BOG Fee Waiver) 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, and 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 spring and 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-ETS

**TRiO Educational Talent Search (ETS)** is a postsecondary outreach program designed to motivate middle school and high school students to excel in school while encouraging their pursuit of a college degree. The ETS program provides academic, career, and college guidance to 500 low-income and first generation students at three target schools in Desert Hot Springs. In addition, ETS staff provide bilingual services to families that include workshops about college selection and the admissions process, information about financial aid, and referrals to academic services. TRiO Educational Talent Search is funded by the U.S. Department of Education. For more information about how to apply to TRiO ETS please call (760) 674-7831.

## TRiO-SSS

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

All SSS programs are 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-ACES serves the general student population while SSS-DSPS has a similar eligibility criteria; however, it has a special focus on assisting students who have verified disabilities. The SSS-Veterans program aims to help veteran students succeed academically. The eligibility requirements are the same as the other two SSS programs; however, participants have to be military veterans or reservists.

Students interested in participating in the programs should visit the following TRiO offices in South Annex rooms 10 & 12 or call the following numbers:

- SSS-ACES: (760) 776-7347
- SSS-DSPS: (760) 636-7940
- SSS-Veterans: (760) 674-7805

## 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, SAT and ACT preparation, and financial support. For more information, please visit the TRIO Programs office located South Annex room 10, or call (760) 773-2541 to request an application.

## Veterans Resource Center (VRC) Veteran Services

The Mission of the **BIGHORN Golf Club Charities Veterans Resource Center (VRC)** provides critical service and support for our veterans; active-duty, National Guard and Reserve military personnel; their spouses and dependents; and faculty and staff. We assist our veterans' transition back into civilian life as they learn to navigate the California Community College system and support the success, retention, and educational need of our students.

The VRC provides the following services: Veterans Academic Counselor; VA School Certifying Official who processes certification of VA education benefits for all chapters; study space with access to computers, internet, and printer; opportunities to meet and socialize with other student veterans at the college; and home for the College of the Desert's Student Veterans Organization (COD SVO).

For additional information or assistance, stop by the VRC located in the Cravens Student Services Center Room 125, visit their webpage, call (760) 773-2536, or email Veterans ([veterans@collegeofthedesert.edu](mailto:veterans@collegeofthedesert.edu)).

*In accordance with the Harry W. Colmery Educational Assistance Act of 2017 (PL 115-48 Sec 107) calculation of monthly housing allowance under Post-9/11 GI Bill will be based on the location of the campus where classes are attended.*

## College of the Desert Campus Location (Zip Code)

- Palm Desert - Main Campus (92260)
- Amistad High School (92201)
- Cathedral City High School (92234)
- Coachella Valley High School (92236)
- Desert Hot Springs – Western Valley Campus (92240)
- Desert Hot Springs High School (92240)
- Desert Regional Medical Center, Palm Springs (92262)
- Eisenhower Medical Center, Rancho Mirage (92270)
- Hemet Adult School (92543)
- Indio - Eastern Valley Campus (92201)
- Indio Rehabilitation Center (92201)
- Indio Performing Arts Center (92201)
- John F. Kennedy Hospital, Indio (92201)
- ManorCare, Palm Desert (92260)
- Mecca/Thermal - Eastern Valley Campus (92274)
- Palm Desert Aquatic Center (92260)
- Palm Springs – Western Valley Campus (92262)
- Palm Springs High School (92262)
- Rancho Mirage High School (92270)
- Rancho Mirage Health & Rehab Center (92270)
- Regional Learning Center, Indio (92201)
- Roy Wilson Training Center, 1000 Palms (92276)
- Telecare Health Services, Indio (92201)





# WHAT LEARNING OPPORTUNITIES ARE AVAILABLE FOR STUDENTS?

## Labs & Activities

### College Libraries

The mission of the **College of the Desert Libraries** is to provide informational support to students, faculty, staff, and community associates of the College of the Desert and to promote student success by providing instructional support to all students.

The COD Libraries recognize and appreciate the diverse community that we serve, and we strive to assist our users in achieving all of their academic, career-oriented, and personal goals.

The Palm Desert & Indio Libraries provide access to:

- Computer workstations in labs and/or open areas, 56 hours per week
- Professional, experienced librarians providing instruction on how to find and use information
- Online Chat/Reference, 24/7
- Course textbooks on reserve for all COD courses
- 5,000+ full-text magazines, journals, and newspapers online
- 26,000+ full-text electronic books online
- A large print collection
- Access to more than 2 million items through shared resources held by the Palm Desert Public Library, the Riverside Country Library System, and all Inland Library Network libraries

### Library and Research Instruction

The Libraries are very active in providing students with the tools they need to succeed in their college courses. The staff 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 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 Libraries** invite all students, faculty, and others in the community to drop by the library to check out all the services, equipment, and other resources available online and in person.

For more information, please call (760) 776-2563.

### Library Fines

Contact the Circulation Desk at (760) 346-6552.

Overdue Course Reserve Textbooks will be assessed with fines. Inquire at the Library Reference/Information Desk.

Unpaid Library fines will result in a hold on student records and transcripts. Overdue circulating items will be fined \$0.25 per day per item. The fee for a lost or severely damaged book is the current market value for the book as determined by the Technical Services Department, plus a \$25.00 processing fee.

To avoid late fees, most items can be renewed by phone or online. Call the Circulation Desk or the Reference/Information Desk if you have questions.

### 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, please visit the International Education Program webpage, or contact the IEA Office at:

International Student Office  
43500 Monterey Avenue  
Palm Desert, CA 92260  
by email (iep@collegeofthedesert.edu)  
by telephone: 001-760-776-7205  
or by fax: 001-760-862-1361

### Math/Science Study Center

This **Math and Science Study Center** is located in the **Math Building** (Room 4) and provides math and science students with a quiet place to study. There are areas available for students to study individually or in small groups. There are 16 computers with internet access, as well as software and videos, available for students to use in support of college-level mathematics and science classes. Limited tutoring is also available. Office spaces are available for math and science adjunct faculty to conduct their office hours. For more information, please call (760) 674-3769.

### Online Classes

College of the Desert offers over 100 sections of online classes each semester covering a wide variety of academic disciplines. Some of these include Accounting, Administration of Justice, Automotive Technology, Business, Computer Information Systems, Digital Design & Production, Early Childhood Education, English, Fire Science, Health Sciences, History, Kinesiology, Music, Natural Resources, Political Science, Psychology, Sociology, and Theatre Arts. 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 via COD's learning management system CANVAS. This can be a tremendous advantage for those students who have trouble getting to one of COD's campuses or who have schedules that do not allow them to take classes scheduled at specific times. Online students must have their own computers and high-speed internet access, and must be proficient in using the internet, a word processing program, and

email. For further information, please go to the college's **Online Classes** information page.

## Tutoring & Academic Skills Center

**Tutoring and Academic Skills Center (TASC) Labs** provide currently enrolled **College of the Desert** students with live and virtual tools for completing coursework and conducting research. Print for free, up to 10 pages, double sided. Tap the skills of live peer tutors for a wide variety of subjects, including but not limited to: writing, math, statistics, biology, chemistry, and multiple languages. Possess the keys to free 24/7 online tutoring via Smarthinking. Get a grip on study skills. Park in a space where serious studying taking place! Visit the TASC web page or see the regular term schedule for more information on all TASC sites below.

### ***TASC Site Contact Numbers and Hours of Operation***

#### **PDC Palm Desert Campus**

##### **Computer & Language Labs–760-773-2557**

Monday - Thursday 8:00 am - 8:00 pm

Friday 8:00 am - 4:30 pm

##### **PDC Tutoring Center Hours–760-776-7241**

Monday - Thursday 10:00 am - 6:00 pm

Friday 9:00 am - 2:00 pm

##### **PDC TASC All Labs**

Saturday & Sunday Closed

#### **EVC Indio–760-346-8041 x5382**

Monday - Thursday 8:00 am - 8:00 pm

Friday 8:00 am - 4:30 pm

Saturday 9:00 am - 2:00 pm

Saturday 9:00 am - 2:00 pm

Sunday Closed

#### **MTC Mecca-Thermal–760-396-3410**

Monday - Thursday 8:00 am - 5:00 pm

Friday - Sunday Closed

#### **DHS Wenzlaff Student Services–760-674-7812**

Monday - Thursday 9:30 am - 8:00 pm

Friday - Sunday Closed

#### **PSTC Palm Springs Temporary Campus**

##### **Learning Resource Center/TASC–760-674-7800**

Monday - Thursday 8:00 am - 8:00 pm

Friday - Sunday Closed

## Learning Opportunities

### 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 & Career?

### Career Pathways

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

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

### Career and Technical Education (CTE)

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 skills and Career Preparation in Office, Accounting, Health, Early Childhood and applied STEM (Science, Technology, Engineering and Math) technologies. 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.

### Career and Workforce Solutions Center (CWSC)

Students seeking Career information or Career Planning assistance should visit the CWSC.

Career Counselors and Work Experience/Internship staff are available to provide information and offer a wide variety of interest assessment opportunities. The Center also provides resume and job preparation services and sponsors Job Fairs.

The CWSC is also the home for the College of the Desert Job Hub which allows students seeking employment to match to industry openings.

### 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 and technical education to maintain California's competitive edge in the global marketplace. For more information on advisory committee membership, please call the CTE Transitions Office at (760) 674-7627.

### 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.

## 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 the 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) 776-7348 to ascertain next steps in preparation of enrolling.
3. Register
4. Pay fees.

**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) 776-7348.

### 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) 776-7348.

### 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 throughout the school year up until the 10th week of primary term. 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 the 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 Placement Test.
3. Register
4. Pay fees

ESLN offers the following noncredit certificates of completion:

- English Proficiency Certificate: Life & Work Skills
- Academic English Certificate
- Vocational ESLN Certificate of Completion

Please refer to the sequence of noncredit ESL courses required for these certificates (English as a Second Language Programs). For more information or assistance, please reference the Admissions/Adult Basic Education webpage, or call (760) 776-7348.

### Other Noncredit Certificates

**Certificate of Completion and Certificate of Competency programs are noncredit career development programs. These programs provide vocational training in focused areas and do not appear on the transcript.**

The following are other noncredit certificates offered at College of the Desert. Please refer to the programs pages (p. 80) of the catalog for detailed information on a particular program.

1. Automotive Technology
  - a. Automotive Quick Service
  - b. Automotive Terminology
2. Building Energy Systems Professional

- a. Air Properties and Economizer Performance
  - b. Proper HVAC System Preparation and System Charging
  - c. Refrigerant Management and EPA-608 Preparation
  - d. Residential Solar Installation
  - e. Residential Solar Surveying & Planning
  - f. Solar Battery Storage Installation & Maintenance
  - g. Solar Site Planning Project
3. Computer Information Systems
    - a. A+ Preparatory
    - b. Network+ Preparatory
    - c. Security+ Preparatory
  4. English
    - a. Language and Thought
    - b. Organization
    - c. Research & Argument
    - d. Sentence
  5. English as a Second Language
    - a. Advanced Academic ESLN
  6. Kinesiology
    - a. Advanced First Aid and Safety, CPR/AED
    - b. Lifeguard Training
    - c. Water Safety Instructor
  7. Mathematics
    - a. Integers
    - b. Rational Numbers
    - c. Whole Numbers

## Workforce Partnership Training & Development

### Advanced Transportation Technology & 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), 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. This program provides 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.

### Partnership & Community Education (PaCE)

**Community Education** – PaCE offers fee-based programs for professional development, workforce training, and personal enrichment opportunities with career certificate programs such as Computer Applications, Videography, Writing and Publishing, Professional Security Officer, and Healthcare including Pharmacy Technician, Clinical Medical Assistant, Dermagraphic Technician, and Veterinary Assistant, to name a few. Some of the lifelong learning and personal enrichment specialty workshops offered are Computer Skills, QuickBooks, CA Notary Public, and Filmmaking. The accelerated, not-for-credit in classroom or online

training format is designed for adult learners and is compatible with busy schedules.

**Contract Education** - PaCE offers custom designed training programs for every level of employee from entry level communication/basic skills to executive level specialized training. All programs are developed in consultation with the employer and delivered at a time and location suitable to the employer on a fee basis.

For more information about Community or Contract Education, please contact PaCE at (760) 776-7420 or (760) 862-1367.



# WHAT ARE THE ACADEMIC STANDARDS OF COD?

## 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 or online by viewing section detail information on WebAdvisor). 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 coursework 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, section 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
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Less than Satisfactory	1
F	Failing	0
FW	<sup>1</sup> Failing for unofficial withdrawal	0
P	<b>Passing</b>  (At least satisfactory - A, B, C grades; units awarded but not counted in GPA)	
NP	<b>No Pass</b>  (Less than Satisfactory, or failing - D or F grades; units not counted in GPA)	

<sup>1</sup> 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 grade point average and 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 & 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 & 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 and Grade Point Average

### Grade Points

College of the Desert follows the same system of **grade points** used by most colleges and universities in the State to give an overall appraisal of the student's level of achievement. Semester grades are assigned grade points as follows:

A	4 grade points per unit earned
B	3 grade points per unit earned
C	2 grade points per unit earned
D	1 grade point per unit earned
F	0 grade points per unit earned

Semester marks with no assigned grade points are as follows: I, 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	Grade Points per 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
Totals	15			47
Total Grade Points				47
divided by				15
Total Units Attempted				
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, section 55758): Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term may result in an "I" symbol being entered in the student's record. The condition for removal of the "I" shall be stated by the instructor in a written record. This record shall contain the conditions for removal of the "I" and the grade assigned in lieu of its removal. This record must be given to the student with a copy on file with the Admissions & Records Office 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 coursework 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 & 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 & 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, section 55024(a)(10)

Effective Summer 2012, in accordance with Title 5, sections 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, section 55023) recorded on his or her academic record.

**"MW" (Military Withdrawal)** is issued when unexpected military duty requires a student to withdraw from their course. A military withdrawal can be granted as a result of an appeal supported by a specific military documentation. The "MW" notation shall not be used in calculating grade point average.

## Grade Change Policy and Grade Appeals

### Grade Change Policy

Per Title 5, section 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 incompetence.
- 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.

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 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 Vice President of Student Learning or designee, and the Office of Admissions & Records.

If the problem cannot be resolved at this level, the student may, after informing the instructor and dean that he or she plans to file a written grievance, progress to Level 3.

**LEVEL 3: The student submits a written request for a meeting with the Vice President of Student Learning 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 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 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 Vice President of Student Learning 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 Admissions & Records Office. **The Vice President of Student Learning or designee's decision completes and exhausts the Desert Community College District's Grade Grievance Procedure.**

The Superintendent/President or his or 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.

Students interested in exploring membership in Phi Theta Kappa should contact faculty advisors Laura Graff (lgraff@collegeofthedesert.edu) and/or Veronica Daut (vdaut@collegeofthedesert.edu).

### 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 will 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:

Honor	Cumulative GPA
Highest Honors	3.90 - 4.00
High Honors	3.75 - 3.89
Academic Distinction	3.50 - 3.74

## Probation, Disqualification, & 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.

Students on two consecutive terms of probation may lead to the loss of the Board of Governors Fee Waiver. See page 34, under the Financial Aid section.

### 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 each of three consecutive semesters of enrollment the student's cumulative and semester grade point averages are below 2.00 in all units attempted which were graded according to the established District grading scale, 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. Students subject to disqualification may also lead to the loss of the Board of Governors Fee Waiver. See page 34, under the Financial Aid sections.

### 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 or their designee 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, 55030, and 58161(d)] for a course may repeat the course 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 for Exception to Policy and submitting it electronically via WebAdvisor for consideration.

(Title 5, sections 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 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 attempt 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 Schedule of Classes. 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.

## Academic Renewal Regulations

Per Title 5, section 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 coursework 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 coursework 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.
9. Academic renewal will not be used to qualify for graduation honors.

The Academic Renewal Form may be downloaded from the Admissions & Records Office webpage 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

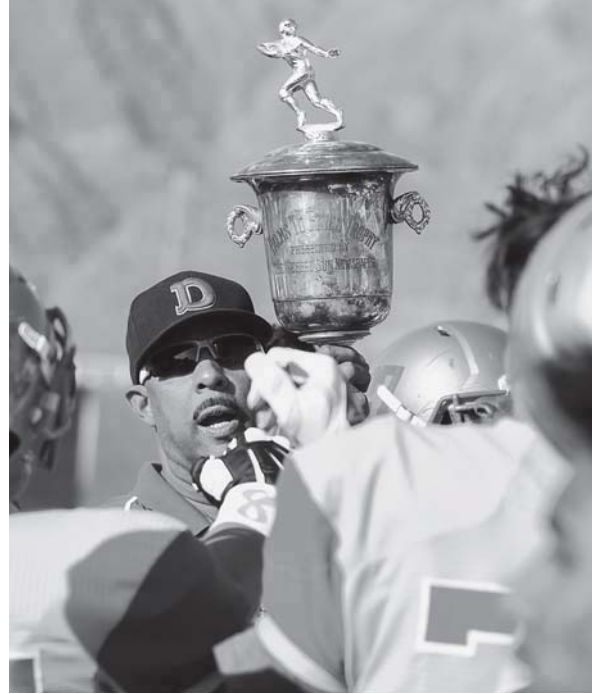
to all users of the record that the units are to be disregarded and may not apply to certificate, degree, or general education requirements.

## **Petitions for Exception to Policy**

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/A&R Forms.



# WHAT ARE THE RIGHTS AND RESPONSIBILITIES OF STUDENTS?

## Student Conduct Standards

When a student enters College of the Desert, it is taken for granted by the College authorities that an earnest purpose exists and that the student's conduct will demonstrate that assumption. If, however, the student's conduct is not appropriate, and the student should be guilty of one or more of the violations listed in the **Student Conduct Standards and Procedures** policy, then appropriate disciplinary action will be taken as listed in the policy.

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension, or expulsion of a student.

1. Causing, attempting to cause, or threatening to cause physical injury 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 regrading or reconsideration without the knowledge and consent of the instructor.
    - 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 regrading 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.

## Student Disciplinary Sanctions

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

1. **Verbal Reprimand/Warning** – An oral admonition or warning to cease and desist from conduct that has been determined to violate the standards of student conduct. A record of the fact that a verbal reprimand has been issued may be retained as part of a student's record for a period up to one year and is considered in the event of future violations of the standards of student conduct during the period of retention.
2. **Written Reprimand/Warning** – Written admonition or warning to cease and desist from conduct that has been determined to violate the standards of student conduct. This formal reprimand may become part of a student's permanent record and is considered in the event of future violations of the standards of student conduct.
3. **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 College Superintendent/President or designee 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 or designee for good cause from one or more classes for the remainder of the college term, or from all classes and activities of the college for one or more terms.
9. **Immediate Interim Suspension** – The College Superintendent/President or designee 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 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).

## Student Grievance Policy & Procedures

### Purpose

The purpose of this procedure is to provide a prompt and equitable means of resolving student grievances. These procedures shall be available to any student who reasonably believes a college decision or action has adversely affected their status, 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 Vice President or designee.

**Please note:** If your complaint is related to a grade that has been issued, please refer to the Grade Grievance Procedure (p. 47).

### 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.**

1. 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 or she may proceed with the informal grievance process.
2. 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.
3. 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.
4. 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

1. 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.
2. A summary of the outcomes of the informal process will be prepared by the faculty or the immediate supervisor and forwarded to the Grievance Officer.
3. 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.
4. The Grievance Officer, after conferring with the 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 purpose 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.

## Students with Disabilities

### 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 35.102-35104), California Assembly Bill 803 (Government Code, section 7405 et seq.) and Title 5 (section 56008) of the California Education Code:

- Right to voluntary participation in the Disabled Students Programs & Services (DSPS).
- Right to confidentiality and protected disclosure of student records.

- Right to access college classes, programs, activities, services, and facilities to facilitate learning. The college will make a reasonable effort to provide equal and timely access.
- Right to request an appropriate accommodation to facilitate participation in class and campus activities.
- Right to participate in campus activities, class demonstrations and laboratory experiments to the extent that the disability does not pose a risk to the student or to others.
- Right to protection against discrimination and harassment. Students have the right to participate in classes and campus activities without being harassed or discriminated against.

If a student with a disability feels that he or she is the target of discriminatory treatment, the student can file a complaint.

Phone: (760) 773-2529

Location: Office of Human Resources

### Student Responsibilities

- To provide DSPTS with documentation of disability;
- To request accommodations in a timely manner and according to established procedures;
- To utilize accommodations according to established policies and procedures;
- To notify DSPTS 24 hours in advance for planned absences from classes where services are being provided (i.e., interpreters, readers). Failure to notify DSPTS may result in a suspension of services; and
- To abide by the College Student Conduct Standards.

### Determining Need

Students who need reasonable accommodations must meet with a DSPTS counselor/specialist to complete an application form, determine educational limitations and services needed, and complete an academic accommodation plan.

### Contact the DSPTS Office

The faculty and staff of the DSPTS Office are available for consultation on any questions students may have related to accommodations for a disability. The highest standard of confidentiality is maintained. For more information, please call (760) 773-2534, email DSPTS (dpsinfo@collegeofthedesert.edu), or visit the DSPTS website

Students with disabilities at the College participate in the same activities and courses as any other student. Specialized services and mandated accommodations are offered to provide a more equitable classroom experience and to help successfully integrate the student into college life. Services and accommodations are determined by an interactive process with a DSPTS counselor regarding disability related limitations to accessing the educational environment. Interested students must meet with a DSPTS counselor to apply for these services.

Disabled Students Programs and Services (DSPTS) is located on the first floor of the Cravens Student Services Center and provides specialized instructional opportunities to qualified students. Specialized instructional programs include the DSPTS High Tech Center, Learning Disability Assessment, 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, email DSPS ([dpsinfo@collegeofthedesert.edu](mailto:dpsinfo@collegeofthedesert.edu)), or visit the DSPS website for additional information.



## WHAT OTHER COLLEGE POLICIES SHOULD I KNOW?

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### Computer & Technology Literacy

One of the institutional outcomes for all COD students is technological literacy. As such, any class may be web enhanced and might require access to online sites such as Canvas, MyMathLab, MyLab, or the textbook publisher's website for assignments, testing, homework, etc. Internet-ready computers are available in a variety of locations, including the Tutoring and Academic Skills Center (TASC) and Library.

### Distribution of Non-College Publications

Students must receive permission from the Office of Student Life before posting or distributing any non-college materials. Such materials must have an official stamp of approval or will otherwise be promptly removed from circulation or bulletin boards.

### Drug-Free Workplace & Campus

The Desert Community College District intends to maintain a safe, healthful, and productive work and learning environment for all employees and students. To accomplish this, the District will act to eliminate any drug abuse, which increases the potential for accidents, absenteeism, low academic and work performance, poor employee and student morale, and damage to the District's reputation. The 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 the **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.

### Non-Discrimination Policy

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, gender, race, color, medical condition, ancestry,

sexual orientation, gender identity or expression, marital status, genetic information, physical or mental disability, veteran status, 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 Vice President, Human Resources and Employee 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.

### Política Sobre La Discriminación Ilegal

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 Vicepresidente 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.

### Pets and Animals on Campus

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.

### Prohibition of Harrassment

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 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 Vice President, Human Resources and Employee 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.

## Prohibición del Acoso

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: 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 Vicepresidente 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.

## Sexual & Other Assaults on Campus

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 Vice President, Human Resources and Employee 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 Vice President, Human Resources and Employee Relations at (760) 773-2529. The Office of Human Resources is located in the South Annex Building.

## 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 Records & Privacy Act (FERPA)

### Family Educational Rights & 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 here **Family Educational Rights and Privacy Act (FERPA)**.

### Annual Notification

Students will be notified of their FERPA rights annually by publication in the College Catalog and by email to their COD email address. Questions regarding annual notification can be directed to the Admissions & Records Office.

### 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 & 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 & 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 District 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 District 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 Vice President or designee, that such release is appropriate and not likely to put students at risk. The District directory information shall include:

- Name, address, phone number, internet address, dates of attendance, major field of study, awards, certificates and degrees received, previous institutions, current enrollment status, photographs, date, and place of birth.
- 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 & Records Office. (Education Code, section 76200, et seq.; Title 5, section 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 & Records Office webpage under "COD 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.

## Student Right-to-Know Disclosure

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

Beginning in Fall 2013, 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: 26.65%

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 2012 to Spring 2016. Students who have completed 60 transferable units with a GPA of 2.0 or better are considered 'transfer-prepared'.

Transfer Rate: 8.48%

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 2014 to Spring 2016, 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" website.



# HOW DO I EARN A CERTIFICATE, COMPLETE A PROGRAM, GRADUATE, AND/OR TRANSFER FROM COD?

## 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 & Records Office web page for current fees.

## Grade Requirements for an Associate's 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 MyCOD Student Portal under the A&R Forms link. All transcripts from all colleges and universities attended must be on file in the Admissions & 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 MyCOD Student Portal under the A&R Forms link. 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. Students must file a degree application electronically via the College MyCOD Student Portal by the posted deadlines.

## Earning an Additional Associate Degree

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

## Career & Technical Education

College of the Desert offers **Career & Technical Education (CTE)** in over 30 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.

## Certificates of Achievement

A **Certificate of Achievement** may be awarded to a student who has completed a required sequence of courses in an occupational field. Students must file a Certificate Application electronically via MyCOD Student Portal under the WebAdvisor link/A&R 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 & Records Office webpage for current fees.

## Associate Degrees

College of the Desert offers Associate Degrees to assist students in transferring to four-year institutions and Associate Degrees for Career & Technical Education to prepare students locally for the workforce.

## Types of Associate Degrees

### I. Associate Degrees for Transfer: AA-T and AS-T

California Community Colleges offer associate degrees for transfer to the CSU system. 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 Academic Programs. 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, section 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.

### II. Career Technical Education Degrees: AA and AS

#### ASSOCIATE DEGREE with emphasis on CAREER & 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 (employment preparation)**.

### III. Local Degrees: AA and AS

#### 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) or the CSU systems 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 (transfer preparation)**.

## Associates 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), recreation (RE) or varsity sports (VSM, VSO, VSW). Note: If KINE-010 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.



# COLLEGE OF THE DESERT GENERAL EDUCATION REQUIREMENTS (COD GE)

## 2018-2019

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.

### C1. Natural Sciences: 3 units

A 001	Descriptive Astronomy	3
A 001L	Descriptive Astronomy Lab	1
A 002	Descriptive Astronomy	4
A 003	Planetary Astronomy	4
AGEH 001	Horticulture	3
AGEH 001L	Horticulture Laboratory	1
AGPS 002	Entomology - General & Applied	4
AGPS 005	Plant Science	3
AGPS 005L	Plant Science Lab	1
ANTH 001	Introduction to Physical Anthropology	3
BI 004	Elements of Biology	4
BI 005	Molecular and Cell Biology	5
BI 006	Biology of Organisms	5
BI 007	Biology of Mammals	3
BI 007L	Biology of Mammals Lab	1
BI 011	Biology of Viruses	3
BI 013	Human Anatomy and Physiology I	4
BI 014	Human Anatomy and Physiology II	5
BI 015	General Microbiology	5
CH 001A	General Chemistry I	5
CH 001B	General Chemistry II	5
CH 003	Introductory General Chemistry	4
CH 004	Fundamentals of Chemistry	4
CH 005	Bio-organic Chemistry	4
CH 010A	Organic Chemistry I	5
CH 010B	Organic Chemistry II	5
ENGR 006A	Electric Circuits for Engineering & Science	4
G 001	Physical Geology	4
G 002	Historical Geology with Laboratory	4
G 005	Environmental Geology	4
G 010	The Earth Sciences	4
G 017	Introduction to Oceanography	3
G 017L	Introduction to Oceanography Lab	1
G 022	Introduction to Environmental Sciences	3
GEOG 001	Physical Geography	3
GEOG 001L	Physical Geography Lab	1
NR 001	Conservation of Natural Resources	3
NR 001L	Conservation of Natural Resources Lab	1
PH 001	Introductory Physics	4
PH 002A	College Physics I	4
PH 002B	College Physics II	4

PH 003A	Engineering Physics	4
PH 003B	Engineering Physics	4
PH 003C	Engineering Physics	4
PH 006A	Electric Circuits for Engineering & Science	4
PH 017	Introduction to Meteorology	3

### C2. Social and Behavioral Sciences: 3 units

AJ 001	Introduction to Criminal Justice	3
ANTH 002	Cultural Anthropology	3
ANTH 003	Archaeology, Introduction to Prehistory	3
COUN 012	Career/Life Planning & Personal Exploration	3
ECE 017	Child Guidance	3
ECON 001	Principles of Macroeconomics	3
ECON 002	Principles of Microeconomics	3
ECON 011	International Economic Relations	3
ECON 012	Understanding Econ Principles & Applications	3
GEOG 002	Cultural Geography	3
GEOG 007	Regional Geography	3
GS 010	Global Studies	3
GS 011	Global Issues	3
HIST 003	History of World Civilization I	3
HIST 004	History of World Civilization II	3
HIST 005	History of Western Civilization I	3
HIST 006	History of Western Civilization II	3
HIST 017	US History through Reconstruction	3
HIST 018	US History from Reconstruction to Present	3
HIST 021	California History	3
HIST 023	Latin American History	3
HS 013	General Nutrition	3
KINE 010	Personal & Community Health	3
MC 001	Introduction to Mass Media	3
PHIL 003	Introduction to Political Theory	3
PHIL 013	Perspectives on Death & Dying	3
PS 001	Introduction to Government	3
PS 002	Introduction to Comparative Governments	3
PS 003	Introduction to Political Theory	3
PS 004	Introduction to International Relations	3
PS 005	The American Presidency	3
PSY 001	General Psychology	3
PSY 003	Developmental Psychology	3
PSY 007	Positive Psychology	3
PSY 010	Psychological Aspects/Marriage & Family	3
PSY 012	Human Sexuality	3
PSY 020	Adolescent Psychology	3
PSY 023	Psychology of Women	3
PSY 025	Intro to Research Methods for Soc Sciences	3
PSY 027	Biological Psychology	3
PSY 029	Abnormal Psychology	3
PSY 030	Social Psychology	3

PSY 033	Personal & Social Adjustment	3
SOC 001	Introductory Sociology	3
SOC 002	Social Problems	3
SOC 014	Introduction to Race & Ethnicity	3
SOC 015	Mexican American Culture & Society	3

### C3. Arts, Humanities, and Culture: 3 units

AJ 005A	Community and the Justice System	3
ASL 001	Elementary American Sign Language I	5
ASL 002	Elementary American Sign Language II	5
ASL 003	Intermediate American Sign Language I	4
ASL 004	Intermediate American Sign Language II	4
ARCH 014	History of Architecture I	3
ART 002A	History of Western Art I: Prehistoric to Medieval	3
ART 002B	History of Western Art II: Renaissance to Contemporary	3
ART 002C	History of Modern Art	3
ART 003A	Basic Design & Color	3
ART 010	Introduction to Art	3
ART 012A	Survey of Asian Art	3
ART 012B	Art of Africa, Oceania, & Indigenous North America	3
ART 012C	Art of the Ancient Americas	3
ART 033	History of Photography	3
DANC 015	History of Dance	3
ENG 001B	Composition & Literature	3
ENG 002	Argumentative Writing & Critical Thinking thru Literature	4
ENG 010A	American Literature I	3
ENG 010B	American Literature II	3
ENG 011A	Survey of English Literature	3
ENG 011B	Survey of English Literature	3
ENG 012A	World Literature I	3
ENG 012B	World Literature II	3
ENG 014	Shakespeare	3
ENG 015	The Short Story	3
ENG 017	Women in Literature	3
ENG 018	Poetry CSI	3
ENG 021	Intro Latin American/Chicano Literature	3
ENG 022	Intro to African American Literature	3
ENG 024	Native American Literature	3
ENG 025	Introduction to the Novel	3
ENG 026	Lesbian/Gay/Bisexual/Transgender/Queer Literature	3
ENG 031	The Bible as Literature: Old Testament	3
ENG 032	The Bible as Literature: New Testament	3
ENG 035	Myth and Legend	3
ENG 036	Children's Literature	3
ENG 037	Methods of Tutoring Writing	3
FR 001	Elementary French I	5
FR 002	Elementary French II	5
FR 003	Intermediate French I	4
FR 004	Intermediate French II	4

GER 001	Elementary German I	5
GER 002	Elementary German II	5
HIST 003	History of World Civilization I	3
HIST 004	History of World Civilization II	3
HIST 005	History of Western Civilization I	3
HIST 006	History of Western Civilization II	3
HIST 017	US History through Reconstruction	3
HIST 018	US History from Reconstruction to Present	3
HIST 021	California History	3
HIST 023	Latin American History	3
JPN 001	Elementary Japanese I	5
JPN 002	Elementary Japanese II	5
MUS 001	Music Theory I	4
MUS 002	Music Theory II	4
MUS 005	History of Rock 'n' Roll	3
MUS 006	History of Film Music	3
MUS 007	History of Musical Theatre	3
MUS 010	Introduction to Music	3
MUS 011	The History of Jazz	3
MUS 012	Fundamentals of Music	3
PHIL 006	Introduction to Philosophy	3
PHIL 007	Ideas of the Great Philosophers	3
PHIL 012	Religions of the World	3
PHIL 013	Perspectives on Death & Dying	3
PHIL 014	Introduction to Ethics	3
PHIL 017	Philosophy of Religion	3
RTV 006	Introduction to Film	3
RTV 008	Contemporary World Film	3
SPAN 001	Elementary Spanish I	5
SPAN 002	Elementary Spanish II	5
SPAN 003	Intermediate Spanish I	4
SPAN 004	Intermediate Spanish II	4
SPAN 020	Hispanic/Latino Culture & Civilization	3
SPAN 021	Spanish for Heritage Speakers I	5
SPAN 022	Spanish for Heritage Speakers II	5
TA 001	Introduction to Theatre	3
TA 002	Acting I	3
TA 032	Technical Theatre Production	3

### C4. Language and Rationality: 6 units

#### C4.a English Composition - 3 units

ENG 001A	Composition	4
ENG 002	Argumentative Writing & Critical Thinking thru Literature	4

#### C4.b Communication & Analytical Thinking - 3 units

COMM 001	Introduction to Public Speaking (formerly Speech 004)	3
COMM 005	Survey of Human Communication	3
COMM 009	Intro to Interpersonal Communication (formerly Speech 001)	3
COMM 013	Small Group Communication (formerly Speech 005)	3

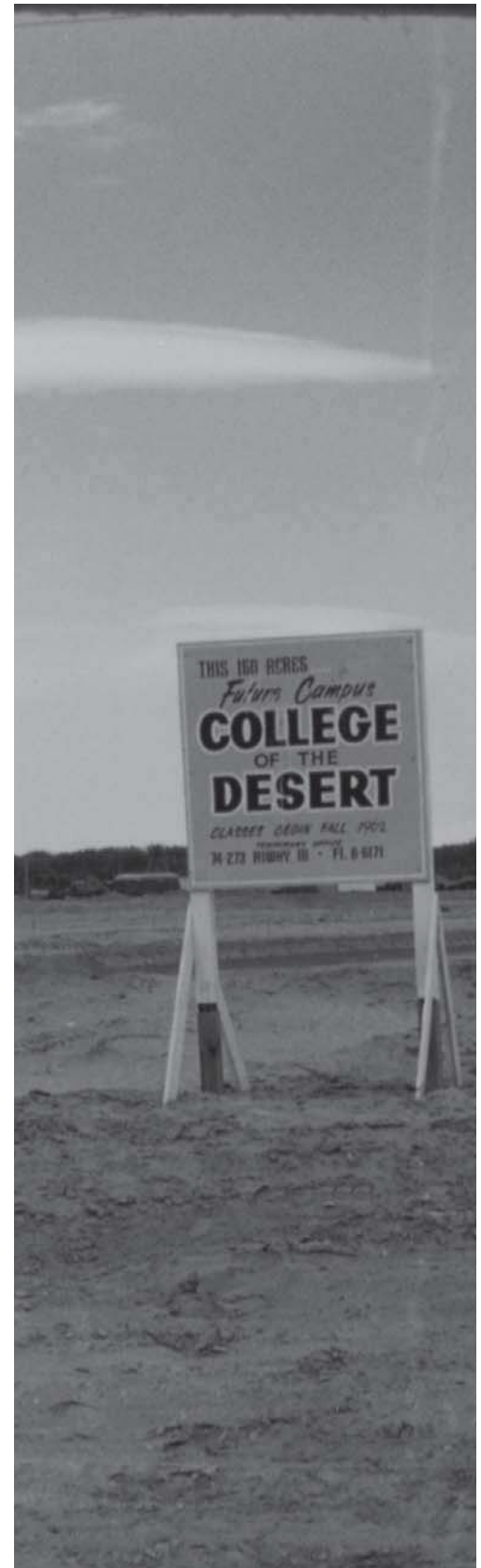


COMM 017	Intercultural Communication (formerly Speech 015)	3
COMM 021	Introduction to Persuasion	3
COMM 025	Argumentation and Debate (formerly Speech 007)	3
LIS 001	An Introduction to Basic Research Skills	2
MATH 001A	Calculus	4
MATH 001B	Calculus	4
MATH 002A	Multivariate Calculus	4
MATH 002B	Linear Algebra	4
MATH 002C	Ordinary Differential Equations	4
MATH 005	Trigonometry	5
MATH 009	Business Calculus	4
MATH 010	College Algebra	4
MATH 011	Math Concepts for Elementary School Teachers - Number Systems	4
MATH 012	Pre-calculus	5
MATH 013	Liberal Arts Math	4
MATH 014	Statistical Methods	4
MATH 015	Discrete Mathematics for Computers	4
MATH 040	Intermediate Algebra	4
PHIL 010	General Logic	3
SOC 003	Fundamentals of Statistics	3
SOC 004	Sociological Analysis& Critical Thinking	3

## C5. Personal Growth and Development: 3 units

CIS 010	Computer Literacy	4
COLL 001	First Year Seminar	3
COUN 012	Career/Life Planning & Personal Exploration	3
ECE 010	Child Growth & Development	3
ECE 012	Child, Family & Community	3
ECE 017	Child Guidance	3
HS 013	General Nutrition	3
HSAD 001	Introduction to Alcohol & Drug Studies	3
KINE 006	Women's Self Defense, Health & Fitness	3
KINE 010	Personal & Community Health	3
KINE 011	Men's Self Defense, Health & Fitness	3
PSY 003	Developmental Psychology	3
PSY 010	Psychological Aspects/Marriage & Family	3
PSY 012	Human Sexuality	3
PSY 020	Adolescent Psychology	3
PSY 023	Psychology of Women	3
PSY 030	Social Psychology	3
PSY 033	Personal & Social Adjustment	3

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



# TRANSFER TO FOUR-YEAR COLLEGES & UNIVERSITIES

## Preparation for Transfer

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 students plan to transfer as early as possible in their college career. The College Transfer Center offers a research library to help students 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.
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, consult a 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 & 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 visit the ASSIST website 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.

## Admission to the University of California

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.

## Admission to California State University

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 visit the ASSIST website 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 students know they want to transfer, but do not know if they will go to a CSU or a UC, or if they do not know which major to 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 students know they want to transfer to a CSU but do not know which campus they will attend, or if they know which campus they will attend but do not know which major to 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.

## Course Identification Numbering System (C-ID)

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 visit the ASSIST website 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 for specific information on C-ID course designations. Counselors can always help students interpret or explain this information.



# CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION REQUIREMENTS

## 2018-2019

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-4: 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.**

## A. English Language Communication & Critical Thinking

Nine (9) units minimum; select 1 course from each of the 3 groups. (C or better required in all courses.)

### A-1. Oral Communication

COMM 001	Introduction to Public Speaking (formerly Speech 004)	3
COMM 009	Intro to Interpersonal Communication (formerly Speech 001)	3
COMM 013	Small Group Communication (formerly Speech 005)	3
COMM 017	Intercultural Communication (formerly Speech 015)	3

### A-2. Written Communication

ENG 001A	Composition	4
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### A-3. Critical Thinking

COMM 025	Argumentation and Debate (formerly Speech 007)	3
ENG 002	Argumentative Writing & Critical Thinking thru Literature	4
PHIL 010	General Logic	3
SOC 004	Sociological Analysis & Critical Thinking	3

## B. Scientific Inquiry & Quantitative Reasoning

Nine (9) units minimum; select one course from each group. One course must include laboratory.

### B-1. Physical Science

A 001	Descriptive Astronomy	3
CH 001A	General Chemistry I	5
CH 001B	General Chemistry II	5
CH 003	Introductory General Chemistry	4
CH 004	Fundamentals of Chemistry	4
CH 005	Bio-organic Chemistry	4
CH 010A	Organic Chemistry I	5
CH 010B	Organic Chemistry II	5
G 001	Physical Geology	4
G 002	Historical Geology with Laboratory	4
G 005	Environmental Geology	4
G 010	The Earth Sciences	4
G 017	Introduction to Oceanography	3
G 022	Introduction to Environmental Sciences	3
GEOG 001	Physical Geography	3
PH 001	Introductory Physics	4
PH 002A	College Physics I	4
PH 002B	College Physics II	4
PH 003A	Engineering Physics	4
PH 003B	Engineering Physics	4
PH 003C	Engineering Physics	4
PH 017	Introduction to Meteorology	3

### B-2. Life Science

AGEH 001	Horticulture	3
AGPS 002	Entomology - General & Applied	4
AGPS 005	Plant Science	3
ANTH 001	Introduction to Physical Anthropology	3
BI 004	Elements of Biology	4
BI 005	Molecular and Cell Biology	5
BI 006	Biology of Organisms	5
BI 007	Biology of Mammals	3
BI 011	Biology of Viruses	3
BI 013	Human Anatomy and Physiology I	4
BI 014	Human Anatomy and Physiology II	5
BI 015	General Microbiology	5
NR 001	Conservation of Natural Resources	3

**B-3. Laboratory Activity (One course in either B-1 or B-2 must include a laboratory.)**

### B-4. Mathematics/Quantitative Reasoning

MATH 001A	Calculus	4
MATH 001B	Calculus	4
MATH 002A	Multivariate Calculus	4
MATH 002B	Linear Algebra	4
MATH 002C	Ordinary Differential Equations	4
MATH 005	Trigonometry	5
MATH 009	Business Calculus	4
MATH 010	College Algebra	4
MATH 011	Math Concepts for Elementary School Teachers - Number Systems	4
MATH 012	Pre-calculus	5

MATH 013	Liberal Arts Math	4
MATH 014	Statistical Methods	4
MATH 015	Discrete Mathematics for Computers	4
SOC 003	Fundamentals of Statistics	3

## C. Arts & Humanities

Nine (9) units minimum; one course must be in the ARTS and one in the HUMANITIES

### C-1. Arts (Arts, Cinema, Dance, Music, Theatre)

ARCH 014	History of Architecture I	3
ART 002A	History of Western Art I: Prehistoric to Medieval	3
ART 002B	History of Western Art II: Renaissance to Contemporary	3
ART 002C	History of Modern Art	3
ART 003A	Basic Design & Color	3
ART 010	Introduction to Art	3
ART 012A	Survey of Asian Art	3
ART 012B	Art of Africa, Oceania, & Indigenous North America	3
ART 012C	Art of the Ancient Americas	3
ART 033	History of Photography	3
DANC 010	Introduction to Choreography	2
DANC 015	History of Dance	3
MUS 005	History of Rock 'n' Roll	3
MUS 006	History of Film Music	3
MUS 007	History of Musical Theatre	3
MUS 010	Introduction to Music	3
MUS 011	The History of Jazz	3
MUS 012	Fundamentals of Music	3
RTV 006	Introduction to Film	3
RTV 008	Contemporary World Film	3
TA 001	Introduction to Theatre	3
TA 002	Acting I	3

### C-2. Humanities (Literature, Philosophy, Languages Other than English)

ASL 001	Elementary American Sign Language I	5
ASL 002	Elementary American Sign Language II	5
ASL 003	Intermediate American Sign Language I	4
ASL 004	Intermediate American Sign Language II	4
ENG 001B	Composition & Literature	3
ENG 002	Argumentative Writing & Critical Thinking thru Literature	4
ENG 010A	American Literature I	3
ENG 010B	American Literature II	3
ENG 011A	Survey of English Literature	3
ENG 001B	Composition & Literature	3
ENG 012A	World Literature I	3
ENG 012B	World Literature II	3
ENG 014	Shakespeare	3
ENG 015	The Short Story	3
ENG 017	Women in Literature	3

ENG 021	Intro Latin American/Chicano Literature	3
ENG 022	Intro to African American Literature	3
ENG 024	Native American Literature	3
ENG 025	Introduction to the Novel	3
ENG 031	The Bible as Literature: Old Testament	3
ENG 032	The Bible as Literature: New Testament	3
ENG 035	Myth and Legend	3
ENG 036	Children's Literature	3
FR 001	Elementary French I	5
FR 002	Elementary French II	5
FR 003	Intermediate French I	4
FR 004	Intermediate French II	4
GER 001	Elementary German I	5
GER 002	Elementary German II	5
HIST 003	History of World Civilization I (Fall 2012)	3
HIST 004	History of World Civilization II (Fall 2012)	3
HIST 017	US History through Reconstruction (Fall 2012)	3
HIST 018	US History from Reconstruction to Present (Fall 2012)	3
HIST 021	California History	3
JPN 001	Elementary Japanese I	5
JPN 002	Elementary Japanese II	5
PHIL 006	Introduction to Philosophy	3
PHIL 007	Ideas of the Great Philosophers	3
PHIL 012	Religions of the World	3
PHIL 013	Perspectives on Death & Dying	3
PHIL 014	Introduction to Ethics	3
PHIL 017	Philosophy of Religion	3
PHIL 018	Philosophy of Science	3
SPAN 001	Elementary Spanish I	5
SPAN 002	Elementary Spanish II	5
SPAN 003	Intermediate Spanish I	4
SPAN 004	Intermediate Spanish II	4
SPAN 020	Hispanic/Latino Culture & Civilization	3

## D. Social Sciences

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.

### D-0. Sociology & Criminology

AJ 001	Introduction to Criminal Justice	3
SOC 001	Introductory Sociology	3
SOC 002	Social Problems	3
SOC 014	Introduction to Race & Ethnicity	3
SOC 015	Mexican American Culture & Society	3

### D-1. Anthropology & Archaeology

ANTH 002	Cultural Anthropology	3
ANTH 003	Archaeology, Introduction to Prehistory	3

## D-2. Economics

ECON 001	Principles of Macroeconomics	3
ECON 002	Principles of Microeconomics	3
ECON 011	International Economic Relations	3
ECON 012	Understanding Econ Principles & Applications	3

## D-3. Ethnic Studies

SOC 014	Introduction to Race & Ethnicity	3
SOC 015	Mexican American Culture & Society	3
SPAN 020	Hispanic/Latino Culture & Civilization	3

## D-4. Gender Studies

PSY 010	Psychological Aspects/Marriage & Family	3
PSY 023	Psychology of Women	3

## D-5. Geography

GEOG 002	Cultural Geography	3
GEOG 007	Regional Geography	3
GEOG 010	Geography of California	3

## D-6. History

HIST 003	History of World Civilization I	3
HIST 004	History of World Civilization II	3
HIST 017	US History through Reconstruction	3
HIST 018	US History from Reconstruction to Present	3
HIST 021	California History	3
HIST 023	Latin American History	3

## D-7. Interdisciplinary Social or Behavioral Science

COMM 017	Intercultural Communication (formerly Speech 015)	3
ECE 010	Child Growth & Development (Fall 2011)	3
ECE 012	Child, Family & Community (Fall 2011)	3
GS 010	Global Studies	3
GS 011	Global Issues	3
MC 001	Introduction to Mass Media	3
PSY 012	Human Sexuality	3

## D-8. Political Science, Government, & Legal Institutions

PHIL 003	Introduction to Political Theory	3
PS 001	Introduction to Government	3
PS 002	Introduction to Comparative Governments	3
PS 003	Introduction to Political Theory	3
PS 004	Introduction to International Relations	3

## D-9. Psychology

PSY 001	General Psychology	3
PSY 003	Developmental Psychology	3
PSY 020	Adolescent Psychology	3
PSY 023	Psychology of Women	3
PSY 027	Biological Psychology	3
PSY 029	Abnormal Psychology	3
PSY 033	Personal & Social Adjustment	3

## E. Lifelong Understanding & Self-Development

Three (3) units minimum

ART 028	Portfolio Preparation	2
COUN 012	Career/Life Planning & Personal Exploration	3
ECE 010	Child Growth & Development (Fall 2011)	3
ECE 012	Child, Family & Community (Fall 2011)	3
EDUC 001	Introduction to Elementary Classroom Teaching	3
HS 013	General Nutrition	3
HS 073	Introduction to Public Health	3
HSAD 001	Introduction to Alcohol & Drug Studies (Fall 2015)	3
KINE 006	Women's Self Defense, Health & Fitness	3
KINE 010	Personal & Community Health	3
KINE 011	Men's Self Defense, Health & Fitness	3
PHIL 013	Perspectives on Death & Dying	3
PSY 003	Developmental Psychology	3
PSY 007	Positive Psychology (Fall 2014)	3
PSY 010	Psychological Aspects/Marriage & Family	3
PSY 012	Human Sexuality	3
PSY 020	Adolescent Psychology	3
PSY 023	Psychology of Women	3
PSY 033	Personal & Social Adjustment	3

# INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

## 2018-2019

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 & 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.

## 1. English Communication

One course course from each group:

### 1-A. English Composition

ENG 001A	Composition	4
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### 1-B. Critical Thinking/English Composition

ENG 002	Argumentative Writing & Critical Thinking thru Literature <sup>2</sup>	4
SOC 004	Sociological Analysis& Critical Thinking	3

### 1-C. Oral Communication (required by CSU only)

COMM 001	Introduction to Public Speaking (formerly Speech 004)	3
COMM 017	Intercultural Communication (formerly Speech 015)	3

## 2. Mathematical Concepts & Quantitative Reasoning

One course:

MATH 001A	Calculus	4
MATH 001B	Calculus	4
MATH 002A	Multivariate Calculus	4
MATH 002B	Linear Algebra	4
MATH 002C	Ordinary Differential Equations	4
MATH 009	Business Calculus	4
MATH 010	College Algebra <sup>1</sup>	4
MATH 012	Pre-calculus <sup>1</sup>	5
MATH 013	Liberal Arts Math	4
MATH 014	Statistical Methods <sup>1</sup>	4

MATH 015	Discrete Mathematics for Computers	4
SOC 003	Fundamentals of Statistics <sup>1</sup>	3

## 3. Arts & Humanities

At least three courses; minimum of one from the Arts and one from the Humanities (See "Language Other Than English")

### 3-A. Arts

ART 002A	History of Western Art I: Prehistoric to Medieval	3
ART 002B	History of Western Art II: Renaissance to Contemporary	3
ART 002C	History of Modern Art	3
ART 010	Introduction to Art	3
ART 012A	Survey of Asian Art	3
ART 012B	Art of Africa, Oceania, & Indigenous North America	3
ART 012C	Art of the Ancient Americas	3
ART 033	History of Photography	3
DANC 015	History of Dance	3
MUS 005	History of Rock 'n' Roll	3
MUS 006	History of Film Music	3
MUS 007	History of Musical Theatre	3
MUS 010	Introduction to Music	3
MUS 011	The History of Jazz	3
MUS 012	Fundamentals of Music	3
RTV 006	Introduction to Film	3
RTV 008	Contemporary World Film	3

### 3-B. Humanities

ASL 002	Elementary American Sign Language II <sup>2</sup>	5
ASL 003	Intermediate American Sign Language I <sup>2</sup>	4
ASL 004	Intermediate American Sign Language II <sup>2</sup>	4
ENG 001B	Composition & Literature	3
ENG 002	Argumentative Writing & Critical Thinking thru Literature <sup>2</sup>	4
ENG 010A	American Literature I	3
ENG 010B	American Literature II	3
ENG 011A	Survey of English Literature	3
ENG 011B	Survey of English Literature	3
ENG 012A	World Literature I	3
ENG 012B	World Literature II	3
ENG 014	Shakespeare	3
ENG 015	The Short Story	3
ENG 017	Women in Literature	3
ENG 021	Intro Latin American/Chicano Literature	3
ENG 022	Intro to African American Literature	3
ENG 024	Native American Literature	3
ENG 025	Introduction to the Novel	3
ENG 031	The Bible as Literature: Old Testament	3
ENG 032	The Bible as Literature: New Testament	3
ENG 035	Myth and Legend	3
ENG 036	Children's Literature	3
FR 002	Elementary French II <sup>2</sup>	5

FR 003	Intermediate French I <sup>2</sup>	4
FR 004	Intermediate French II <sup>2</sup>	4
GER 002	Elementary German II <sup>2</sup>	5
HIST 003	History of World Civilization I <sup>2</sup>	3
HIST 004	History of World Civilization II <sup>2</sup>	3
HIST 017	US History through Reconstruction <sup>2,3</sup>	3
HIST 018	US History from Reconstruction to Present <sup>2,3</sup>	3
HIST 021	California History <sup>2</sup>	3
JPN 002	Elementary Japanese II <sup>2</sup>	5
PHIL 006	Introduction to Philosophy	3
PHIL 007	Ideas of the Great Philosophers	3
PHIL 012	Religions of the World <sup>2</sup>	3
PHIL 013	Perspectives on Death & Dying	3
PHIL 014	Introduction to Ethics	3
PHIL 017	Philosophy of Religion	3
PHIL 018	Philosophy of Science	3
SPAN 002	Elementary Spanish II <sup>2</sup>	5
SPAN 003	Intermediate Spanish I <sup>2</sup>	4
SPAN 004	Intermediate Spanish II <sup>2</sup>	4
SPAN 020	Hispanic/Latino Culture & Civilization <sup>2</sup>	3
TA 001	Introduction to Theatre	3

## 4. Social & Behavioral Sciences

At least 3 courses, from at least two disciplines, or an interdisciplinary sequence:

### 4-A. Anthropology & Archaeology

ANTH 002	Cultural Anthropology	3
ANTH 003	Archaeology, Introduction to Prehistory	3

### 4-B. Economics

ECON 001	Principles of Macroeconomics	3
ECON 002	Principles of Microeconomics	3
ECON 011	International Economic Relations	3
ECON 012	Understanding Econ Principles & Applications (Fall 2014)	3

### 4-C. Ethnic Studies

SOC 014	Introduction to Race & Ethnicity (Fall 2014)	3
SOC 015	Mexican American Culture & Society	3
SPAN 020	Hispanic/Latino Culture & Civilization <sup>2</sup>	3

### 4-E. Geography

GEOG 002	Cultural Geography	3
GEOG 007	Regional Geography	3
GEOG 010	Geography of California	3

### 4-F. History

HIST 003	History of World Civilization I <sup>2</sup>	3
HIST 004	History of World Civilization II <sup>2</sup>	3
HIST 017	US History through Reconstruction <sup>2,3</sup>	3
HIST 018	US History from Reconstruction to Present <sup>2,3</sup>	3

HIST 021	California History <sup>2</sup>	3
HIST 023	Latin American History	3

## 4-G. Interdisciplinary, Social/Behavioral Sciences

GS 010	Global Studies	3
GS 011	Global Issues	3
MC 001	Introduction to Mass Media	3
PHIL 012	Religions of the World <sup>2</sup>	3
PSY 012	Human Sexuality	3

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

PS 001	Introduction to Government <sup>3</sup>	3
PS 002	Introduction to Comparative Governments	3
PS 003	Introduction to Political Theory	3
PS 004	Introduction to International Relations	3
PHIL 003	Introduction to Political Theory	3

## 4-I. Psychology

PSY 001	General Psychology	3
PSY 003	Developmental Psychology	3
PSY 020	Adolescent Psychology	3
PSY 023	Psychology of Women	3
PSY 027	Biological Psychology	3
PSY 029	Abnormal Psychology	3

## 4-J. Sociology & Criminology

AJ 001	Introduction to Criminal Justice (Fall 2014)	3
SOC 001	Introductory Sociology	3
SOC 002	Social Problems	3
SOC 014	Introduction to Race & Ethnicity	3
SOC 015	Mexican American Culture & Society	3

## 5. Physical & Biological Science

At least 2 courses; one physical science and one biological science; at least one must include a laboratory.

### 5-A. Physical Science

A 001	Descriptive Astronomy	3
CH 001A	General Chemistry I	5
CH 001B	General Chemistry II	5
CH 003	Introductory General Chemistry <sup>1</sup>	4
CH 005	Bio-organic Chemistry	4
CH 010A	Organic Chemistry I	5
CH 010B	Organic Chemistry II	5
G 001	Physical Geology	4
G 002	Historical Geology with Laboratory	4
G 005	Environmental Geology	4
G 010	The Earth Sciences	4
G 017	Introduction to Oceanography	3
G 022	Introduction to Environmental Sciences	3
GEOG 001	Physical Geography	3
PH 001	Introductory Physics <sup>1</sup>	4
PH 002A	College Physics I <sup>1</sup>	4
PH 002B	College Physics II <sup>1</sup>	4



PH 003A	Engineering Physics <sup>1</sup>	4
PH 003B	Engineering Physics <sup>1</sup>	4
PH 003C	Engineering Physics <sup>1</sup>	4
PH 017	Introduction to Meteorology	3

## 5-B. Biological Science

AGPS 002	Entomology - General & Applied	4
AGPS 005	Plant Science	3
ANTH 001	Introduction to Physical Anthropology	3
BI 004	Elements of Biology <sup>1</sup>	4
BI 005	Molecular and Cell Biology	5
BI 006	Biology of Organisms	5
BI 007	Biology of Mammals	3
BI 011	Biology of Viruses	3
BI 013	Human Anatomy and Physiology I	4
BI 014	Human Anatomy and Physiology II	5
BI 015	General Microbiology	5
NR 001	Conservation of Natural Resources	3

## 5-C. Science Laboratory

A 001L	Descriptive Astronomy Lab	1
AGPS 002	Entomology - General & Applied	4
AGPS 005L	Plant Science Lab	1
BI 004	Elements of Biology <sup>1</sup>	4
BI 005	Molecular and Cell Biology	5
BI 006	Biology of Organisms	5
BI 013	Human Anatomy and Physiology I	4
BI 014	Human Anatomy and Physiology II	5
BI 015	General Microbiology	5
CH 001A	General Chemistry I	5
CH 001B	General Chemistry II	5
CH 003	Introductory General Chemistry <sup>1</sup>	4
CH 005	Bio-organic Chemistry	4
CH 010A	Organic Chemistry I	5
CH 010B	Organic Chemistry II	5
GEOG 001L	Physical Geography Lab	1
G 001	Physical Geology	4
G 002	Historical Geology with Laboratory	4
G 005	Environmental Geology	4
G 010	The Earth Sciences	4
G 017L	Introduction to Oceanography Lab	1
NR 001L	Conservation of Natural Resources Lab	1
PH 001	Introductory Physics <sup>1</sup>	4
PH 002A	College Physics I <sup>1</sup>	4
PH 002B	College Physics II <sup>1</sup>	4
PH 003A	Engineering Physics <sup>1</sup>	4
PH 003B	Engineering Physics <sup>1</sup>	4
PH 003C	Engineering Physics <sup>1</sup>	4

## 6. Language Other Than English

(UC Requirement Only)

Students must complete two years of the same foreign language of high school work with a grade of "C" or better; or, earn a score of 3 or higher on

the Foreign Language Advanced Placement test, or 550 on the College Board Achievement Test in Foreign Language; or, complete coursework from the following which meets the Level One proficiency requirement, e.g. SPAN 1 or higher.

ASL 001	Elementary American Sign Language I	5
ASL 002	Elementary American Sign Language II <sup>2</sup>	5
ASL 003	Intermediate American Sign Language I <sup>2</sup>	4
ASL 004	Intermediate American Sign Language II <sup>2</sup>	4
FR 001	Elementary French I	5
FR 002	Elementary French II <sup>2</sup>	5
FR 003	Intermediate French I <sup>2</sup>	4
FR 004	Intermediate French II <sup>2</sup>	4
GER 001	Elementary German I	5
GER 002	Elementary German II <sup>2</sup>	5
JPN 001	Elementary Japanese I	5
JPN 002	Elementary Japanese II <sup>2</sup>	5
SPAN 001	Elementary Spanish I	5
SPAN 002	Elementary Spanish II <sup>2</sup>	5
SPAN 003	Intermediate Spanish I <sup>2</sup>	4
SPAN 004	Intermediate Spanish II <sup>2</sup>	4
SPAN 020	Hispanic/Latino Culture & Civilization <sup>2</sup>	3

### Footnotes

- <sup>1</sup> 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.
- <sup>2</sup> Indicates that a single course, even though listed in more than one area, can only be used to satisfy one requirement.
- <sup>3</sup> 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.

### Supplementary notes - See a 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 requirements 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.

# Intersegmental General Education Transfer Curriculum (IGETC) for STEM 2018-2019

Students preparing for a major in science, technology, engineering, or mathematics (STEM) are eligible to complete IGETC (Intersegmental General Education Transfer Curriculum) for STEM Majors, a separate IGETC track designed specifically for these disciplines, or the GE Breadth for STEM.

This general education plan will allow STEM students to concentrate on the required lower-division math and science courses needed for success in the major. Visit [ADegreeWithaGuarantee.com](http://ADegreeWithaGuarantee.com) for details on which Associate in Science for Transfer (AS-T) degrees will allow IGETC for STEM Majors and which ones require the traditional IGETC certification.

## 1. English Communication

One course from each group.

### 1-A. English Composition

ENG 001A	Composition	4
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### 1-B. Critical Thinking/English Composition

ENG 002	Argumentative Writing & Critical Thinking thru Literature	4
SOC 004	Sociological Analysis & Critical Thinking	3

### 1-C. Oral Communication (required by CSU only)

COMM 001	Introduction to Public Speaking	3
COMM 017	Intercultural Communication	3

## 2. Mathematical Concepts & Quantitative Reasoning

One course

### Math Concepts and Quantitative Reasoning

MATH 001A	Calculus	4
MATH 001B	Calculus	4
MATH 002A	Multivariate Calculus	4
MATH 002B	Linear Algebra	4
MATH 002C	Ordinary Differential Equations	4
MATH 009	Business Calculus	4
MATH 010	College Algebra	4
MATH 012	Pre-calculus	5
MATH 013	Liberal Arts Math	4
MATH 014	Statistical Methods	4
MATH 015	Discrete Mathematics for Computers	4
SOC 003	Fundamentals of Statistics	3

## 3. Arts & Humanities

At least one course from each group. Minimum 6 semester units.

### 3-A. Arts

ART 002A	History of Western Art I: Prehistoric to Medieval	3
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ART 002B	History of Western Art II: Renaissance to Contemporary	3
ART 002C	History of Modern Art	3
ART 010	Introduction to Art	3
ART 012A	Survey of Asian Art	3
ART 012B	Art of Africa, Oceania, & Indigenous North America	3
ART 012C	Art of the Ancient Americas	3
ART 033	History of Photography	3
DANC 015	History of Dance	3
MUS 005	History of Rock 'n' Roll	3
MUS 006	History of Film Music	3
MUS 007	History of Musical Theatre	3
MUS 010	Introduction to Music	3
MUS 011	The History of Jazz	3
MUS 012	Fundamentals of Music	3
RTV 006	Introduction to Film	3
RTV 008	Contemporary World Film	3

### 3-B. Humanities

ASL 002	Elementary American Sign Language II <sup>2</sup>	5
ASL 003	Intermediate American Sign Language I <sup>2</sup>	4
ASL 004	Intermediate American Sign Language II <sup>2</sup>	4
ENG 001B	Composition & Literature	3
ENG 002	Argumentative Writing & Critical Thinking thru Literature	4
ENG 010A	American Literature I	3
ENG 011A	Survey of English Literature	3
ENG 011B	Survey of English Literature	3
ENG 012A	World Literature I	3
ENG 012B	World Literature II	3
ENG 014	Shakespeare	3
ENG 015	The Short Story	3
ENG 017	Women in Literature	3
ENG 021	Intro Latin American/Chicano Literature	3
ENG 022	Intro to African American Literature	3
ENG 024	Native American Literature	3
ENG 025	Introduction to the Novel	3
ENG 031	The Bible as Literature: Old Testament	3
ENG 032	The Bible as Literature: New Testament	3
ENG 035	Myth and Legend	3
ENG 036	Children's Literature	3
FR 002	Elementary French II <sup>2</sup>	5
FR 003	Intermediate French I <sup>2</sup>	4
FR 004	Intermediate French II <sup>2</sup>	4
GER 002	Elementary German II <sup>2</sup>	5
HIST 003	History of World Civilization I	3
HIST 004	History of World Civilization II	3
HIST 017	US History through Reconstruction	3
HIST 018	US History from Reconstruction to Present	3
HIST 021	California History	3
JPN 002	Elementary Japanese II <sup>2</sup>	5
PHIL 006	Introduction to Philosophy	3
PHIL 007	Ideas of the Great Philosophers	3

PHIL 012	Religions of the World <sup>2</sup>	3
PHIL 013	Perspectives on Death & Dying	3
PHIL 014	Introduction to Ethics	3
PHIL 017	Philosophy of Religion	3
PHIL 018	Philosophy of Science	3
SPAN 002	Elementary Spanish II <sup>2</sup>	5
SPAN 003	Intermediate Spanish I <sup>2</sup>	4
SPAN 004	Intermediate Spanish II <sup>2</sup>	4
SPAN 020	Hispanic/Latino Culture & Civilization <sup>2</sup>	3
TA 001	Introduction to Theatre	3

## 4. Social & Behavioral Sciences

At least 2 courses, from at least two disciplines, or an interdisciplinary sequence. Minimum 6 semester units.

### 4-A. Anthropology & Archaeology

ANTH 002	Cultural Anthropology	3
ANTH 003	Archaeology, Introduction to Prehistory	3

### 4-B. Economics

ECON 001	Principles of Macroeconomics	3
ECON 002	Principles of Microeconomics	3
ECON 011	International Economic Relations	3
ECON 012	Understanding Econ Principles & Applications	3

### 4-C. Ethnic Studies

SOC 014	Introduction to Race & Ethnicity	3
SOC 015	Mexican American Culture & Society	3
SPAN 020	Hispanic/Latino Culture & Civilization <sup>2</sup>	3

### 4-E. Geography

GEOG 002	Cultural Geography	3
GEOG 007	Regional Geography	3
GEOG 010	Geography of California	3

### 4-F. History

HIST 003	History of World Civilization I <sup>2</sup>	3
HIST 004	History of World Civilization II <sup>2</sup>	3
HIST 017	US History through Reconstruction <sup>2,3</sup>	3
HIST 018	US History from Reconstruction to Present <sup>2,3</sup>	3
HIST 021	California History <sup>2</sup>	3
HIST 023	Latin American History	3

### 4-G. Interdisciplinary, Social/Behavioral Sciences

GS 010	Global Studies	3
GS 011	Global Issues	3
MC 001	Introduction to Mass Media	3
PHIL 012	Religions of the World <sup>2</sup>	3
PSY 012	Human Sexuality	3

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

PS 001	Introduction to Government <sup>3</sup>	3
PS 002	Introduction to Comparative Governments	3

PS 003	Introduction to Political Theory	3
PS 004	Introduction to International Relations	3
PHIL 003	Introduction to Political Theory	3

### 4-I. Psychology

PSY 001	General Psychology	3
PSY 003	Developmental Psychology	3
PSY 020	Adolescent Psychology	3
PSY 023	Psychology of Women	3
PSY 027	Biological Psychology	3
PSY 029	Abnormal Psychology	3

### 4-J. Sociology & Criminology

AJ 001	Introduction to Criminal Justice	3
SOC 001	Introductory Sociology	3
SOC 002	Social Problems	3
SOC 014	Introduction to Race & Ethnicity	3
SOC 015	Mexican American Culture & Society	3

## 5. Physical & Biological Science

One physical science and one biological science; at least one must include a laboratory. Minimum 7 semester units.

### 5-A. Physical Science

A 001	Descriptive Astronomy	3
CH 001A	General Chemistry I	5
CH 001B	General Chemistry II	5
CH 003	Introductory General Chemistry	4
CH 005	Bio-organic Chemistry	4
CH 010A	Organic Chemistry I	5
CH 010B	Organic Chemistry II	5
GEOG 001	Physical Geography	3
G 001	Physical Geology	4
G 002	Historical Geology with Laboratory	4
G 005	Environmental Geology	4
G 010	The Earth Sciences	4
G 017	Introduction to Oceanography	3
G 022	Introduction to Environmental Sciences	3
PH 001	Introductory Physics <sup>1</sup>	4
PH 002A	College Physics I <sup>1</sup>	4
PH 002B	College Physics II <sup>1</sup>	4
PH 003A	Engineering Physics <sup>1</sup>	4
PH 003B	Engineering Physics <sup>1</sup>	4
PH 003C	Engineering Physics <sup>1</sup>	4
PH 017	Introduction to Meteorology	3

### 5-B. Biological Science

AGPS 002	Entomology - General & Applied	4
AGPS 005	Plant Science	3
ANTH 001	Introduction to Physical Anthropology	3
BI 004	Elements of Biology	4
BI 005	Molecular and Cell Biology	5
BI 006	Biology of Organisms	5
BI 007	Biology of Mammals	3

BI 011	Biology of Viruses	3
BI 013	Human Anatomy and Physiology I	4
BI 014	Human Anatomy and Physiology II	5
BI 015	General Microbiology	5
NR 001	Conservation of Natural Resources	3

### 5-C. Science Laboratory

A 001L	Descriptive Astronomy Lab	1
AGPS 002	Entomology - General & Applied	4
AGPS 005L	Plant Science Lab	1
BI 004	Elements of Biology <sup>1</sup>	4
BI 005	Molecular and Cell Biology	5
BI 006	Biology of Organisms	5
BI 013	Human Anatomy and Physiology I	4
BI 014	Human Anatomy and Physiology II	5
BI 015	General Microbiology	5
CH 001A	General Chemistry I	5
CH 001B	General Chemistry II	5
CH 003	Introductory General Chemistry <sup>1</sup>	4
CH 005	Bio-organic Chemistry	4
CH 010A	Organic Chemistry I	5
GEOG 001L	Physical Geography Lab	1
G 001	Physical Geology	4
G 002	Historical Geology with Laboratory	4
G 005	Environmental Geology	4
G 010	The Earth Sciences	4
G 017L	Introduction to Oceanography Lab	1
NR 001L	Conservation of Natural Resources Lab	1
PH 001	Introductory Physics <sup>1</sup>	4
PH 002A	College Physics I <sup>1</sup>	4
PH 002B	College Physics II <sup>1</sup>	4
PH 003A	Engineering Physics <sup>1</sup>	4
PH 003B	Engineering Physics <sup>1</sup>	4
PH 003C	Engineering Physics <sup>1</sup>	4

## 6. Language Other Than English (UC Requirement Only)

Students must complete two years of the same foreign language of high school work with a grade of "C" or better; or, earn a score of 3 or higher on the Foreign Language Advanced Placement test, or 550 on the College Board Achievement Test in Foreign Language; or, complete coursework from the following which meets the Level One proficiency requirement, e.g. SPAN 1 or higher.

ASL 001	Elementary American Sign Language I	5
ASL 002	Elementary American Sign Language II <sup>2</sup>	5
ASL 003	Intermediate American Sign Language I <sup>2</sup>	4
ASL 004	Intermediate American Sign Language II <sup>2</sup>	4
FR 001	Elementary French I	5
FR 002	Elementary French II <sup>2</sup>	5
FR 003	Intermediate French I <sup>2</sup>	4
FR 004	Intermediate French II <sup>2</sup>	4
GER 001	Elementary German I	5
GER 002	Elementary German II <sup>2</sup>	5

JPN 001	Elementary Japanese I	5
JPN 002	Elementary Japanese II <sup>2</sup>	5
SPAN 001	Elementary Spanish I	5
SPAN 002	Elementary Spanish II <sup>2</sup>	5
SPAN 003	Intermediate Spanish I <sup>2</sup>	4
SPAN 004	Intermediate Spanish II <sup>2</sup>	4
SPAN 020	Hispanic/Latino Culture & Civilization <sup>2</sup>	3

<sup>1</sup> Indicates that transfer credit is limited by either UC or CSU or both. Consult the University of Transfer Course Agreement, available in the Transfer Center, or your faculty advisor/counselor, for specific information.

<sup>2</sup> Indicates that a single course, even though listed in more than one area, can only be used to satisfy one requirement.

<sup>3</sup> 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.

## 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. Eleanor Roosevelt and Revelle Colleges at UC San Diego do not accept the IGETC.
3. IGETC may not be appropriate for students who have completed courses at a CSU or UC campus.
4. "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 requirements are not changed by the IGETC.
5. 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.
6. **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.**

# PROGRAM OUTCOMES

## 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 21st 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, & 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:
  - i Self knowledge.
  - ii Define their own needs.
  - iii 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:
  - a. Study/Learning Labs
  - b. Supplemental Instruction
  - c. Computer-aided tutorials/instruction
  - d. Learning Communities
  - e. Counseling Courses
  - f. Tutorial Assistance
  - g. Counseling Services
  - h. Special Programs for Student Success
  - i. Admissions & Records
  - j. Business Services
  - k. Financial Aid
  - l. Scholarship information
  - m. Career/Transfer Center Resources



# PROGRAMS OF STUDY

Major	Certificate	Associate Degree (AA/AS)	Associate Degree for Transfer (AD-T)
Accounting (p. 111)	C	AS	
Administration of Justice (p. 84)	C	AS	AS-T
Administrative Office Assistant (p. 118)	C		
Administrative Office Professional (p. 119)	C		
Adult High School Diploma (p. 86)	NC		
Advanced Academic English as a Second Language Credit (p. 133)	L*		
Advanced Academic English as a Second Language Noncredit (p. 133)	NC		
Advanced Transportation Technologies (p. 87)		AS	
Agriculture Business (p. 88)		AS	
Agriculture Food Safety (p. 88)	C		
Agriculture, General (p. 93)		AS	
Agriculture Irrigation Technician (p. 89)	C		
Agriculture Office Assistant (p. 89)	C		
Agriculture Office Professional (p. 89)	C		
Agriculture Pest Management (p. 90)	C		
Agriculture Plant Science (p. 91)		AS	AS-T
Agriculture Technician (p. 91)	C		
Air Conditioning & Refrigeration (p. 95)	C	AS	
Air Properties & Economizer Performance (p. 96)	NC		
Alcohol and Drug Studies (p. 139)	C	AS	
Anthropology (p. 169)			AA-T
Arborist Technician (p. 92)	C		
Architectural Technology (p. 96)	C	AS	
Art History (p. 100)			AA-T
Associate Teacher (p. 125)	C		
Automotive Air Conditioning (p. 102)	C		
Automotive Alternative Fuels (p. 86)	C		
Automotive Brakes (p. 104)	C		
Automotive Electrical (p. 103)	C		
Automotive Emissions (p. 103)	C		
Automotive Engine Management (p. 103)	C		
Automotive Light and Medium Duty Diesel (p. 105)	C		
Automotive, General Service (p. 104)	C		
Automotive Quick Service (p. 105)	NC		
Automotive Technology (p. 102)		AS	
Automotive Terminology (p. 105)	NC		
Automotive Transmission & Axle (p. 104)	C		
Automotive Steering, Suspension, & Alignment (p. 105)	C		
Basic Fire Fighter (p. 106)	C		
Bilingual Elementary Teacher Assistant Special Education (p. 128)	C		
Biology (p. 165)			AS-T
Building Automation Control (p. 106)	C		
Building Commissioning Technician (p. 107)	C		
Building Energy Consultant (p. 107)	C		
Building Inspection Technology (p. 97)	C		
Business Administration (p. 112)			AS-T
Business, General (p. 112)	C	AS	



	<u>Certificate</u>	<u>AA/AS</u>	<u>AD-T</u>
Business, Small Business (p. 116)	C		
Chemistry (p. 166)		AS	AS-T
Child and Adolescent Development (p. 116)			AA-T
Commercial Gas Heating (p. 107)	C		
Communication Studies (p. 117)			AA-T
Computer Information Systems (p. 119)	C	AS	
Computer Information Systems - A+ Preparatory (p. 121)	NC		
Computer Information Systems - Network+ Preparatory (p. 121)	NC		
Computer Information Systems - Security+ Preparatory (p. 121)	NC		
Computer Science (p. 121)			AS-T
Construction Management (p. 97)	C	AS	
Culinary Arts, Basic (p. 123)	C		
Culinary Arts, Intermediate (p. 123)	C		
Culinary Management (p. 123)	C	AS	
Desert Ecologist (p. 153)	C		
Desert Naturalist (p. 154)	L*		
Digital Design and Production (p. 123)	C	AS	
Drafting, General (p. 98)	C	AS	
Early Childhood Education (ECE) (p. 127)		AS	AS-T
Early Childhood Education - Master Teacher (p. 126)	C		
Early Childhood Education - Site Supervisor (p. 126)	C		
Early Childhood Education - Teacher (p. 125)	C		
Economics (p. 127)			AA-T
Elementary Teacher Assistant Special Education (p. 128)	C		
Elementary Teacher Education (p. 128)			AA-T
Emergency Medical Care (p. 129)	C		
Emergency Medical Technician (p. 130)	L*		
Energy Systems Technology (p. 107)	C		
Engineering (p. 131)		AS	
English (p. 131)			AA-T
English, Academic (p. 134)	NC		
English, Advanced (p. 85)	NC		
English, Basic (p. 85)	NC		
English: Language and Thought (p. 132)	NC		
English: Organization (p. 132)	NC		
English: Research & Argument (p. 132)	NC		
English: Sentence (p. 132)	NC		
English Proficiency: Life and Work Skills (p. 134)	NC		
Environmental Horticulture (p. 92)	C	AS	
Environmental Sciences (p. 166)		AS	
Environmental Studies, Interdepartmental (p. 167)		AS	
Facilities Operations Technician (p. 108)	C		
Family Child Care (p. 125)	C		
Field Ranger (p. 154)	C		
Film Production (p. 153)		AS	
Film Production, Basic (p. 152)	C		
Film, Television, and Electronic Media (p. 151)			AS-T
Fire Technology (p. 134)	C	AS	
First Aid & Safety, Advanced (p. 143)	C		
Fitness Specialist (p. 142)	C		
French (p. 136)		AA	
Geography (p. 169)			AA-T
Geology (p. 167)			AS-T

Programs of Study

	<u>Certificate</u>	<u>AA/AS</u>	<u>AD-T</u>
Global Studies (p. 170)			AA-T
Golf Management (p. 113)	C	AA	
Green HVAC Commercial (p. 108)	C		
Green HVAC Residential (p. 108)	C		
Health Science (p. 138)		AS	
Heat Pumps (p. 109)	C		
History (p. 171)			AA-T
Home Health Aide (p. 156)	L*		
Hospitality Management (p. 114)	C	AS	
Human Resource Generalist (p. 115)	C		
Journalism (p. 152)			AA-T
Kinesiology (p. 141)			AA-T
Landscape & Irrigation Technician (p. 93)	C		
Liberal Arts Emphasis in Arts, Humanities and Communications (p. 144)		AA	
Liberal Arts Emphasis in Business and Technology (p. 146)		AA	
Liberal Arts Emphasis in Health, Education and Nutrition (p. 146)		AA	
Liberal Arts Emphasis in Math and Science (p. 147)		AA	
Liberal Arts Emphasis in Recreation and Leisure and Sports Management (p. 148)		AA	
Liberal Arts Emphasis in Social and Behavioral Sciences (p. 148)		AA	
Lifeguard Training (p. 143)	NC		
Mathematics (p. 150)		AS	AS-T
Mathematics: Integers (p. 150)	NC		
Mathematics: Rational Numbers (p. 150)	NC		
Mathematics: Whole Numbers (p. 151)	NC		
Math, Advanced (p. 86)	NC		
Math, Basic (p. 85)	NC		
Music (p. 162)			AA-T
Music Technology (p. 161)	C		
Musical Theatre (p. 161)	C		
Natural Resources (p. 154)		AS	
Nurse Assistant (p. 156)	L*		
Nursing, Registered (RN/ADN) (p. 157)		AS	
Nursing, Vocational (VN/LVN) (p. 159)	C	AS	
Nutrition and Dietetics (p. 137)			AS-T
Personal Trainer (p. 143)	C		
Pest Management Technician (p. 94)	C		
Philosophy (p. 171)			AA-T
Physics (p. 167)			AS-T
Police Officer, Reserve (p. 163)	C		
Police Science (p. 163)		AS	
Political Science (p. 172)			AA-T
Proper HVAC System Preparation & System Charging (p. 96)	NC		
Psychology (p. 172)		AA	AA-T
Public Health Science (p. 138)			AS-T
Reading (Noncredit) (p. 86)	NC		
Real Estate Development (p. 98)	C		
Refrigerant Management & EPA-608 Preparation (p. 96)	NC		
Residential Gas Heating (p. 109)	C		
Residential Solar Installation (p. 110)	NC		
Residential Solar Surveying and Planning (p. 110)	NC		
Retail Management (p. 116)	C		
Secondary Education/GED (p. 86)	NC		
Social Science (p. 173)		AA	

	<u>Certificate</u>	<u>AA/AS</u>	<u>AD-T</u>
Solar Battery Storage Installation and Maintenance (p. 110)	NC		
Solar Site Planning Project (p. 110)	NC		
Sociology (p. 173)			AA-T
Spanish (p. 137)			AA-T
Sports Medicine (p. 142)		AS	
Studio Arts (p. 101)			AA-T
Theatre Arts (p. 162)			AA-T
Turfgrass Management (p. 94)	C	AS	
Turfgrass Management Technician (p. 94)	C		
Vocational ESLN (p. 134)	NC		
Water Safety Instructor (p. 143)	NC		
Yoga Teacher Training (p. 143)	C		
Zero Net Energy (ZNE) (p. 109)	C		
Zero Net Energy (ZNE) Technology (p. 109)	C		

- \* Locally approved certificates are not notated on the student's transcript in accordance with State regulations.
- † Certificates have three designations: C (credit) certificates, L (local) certificates, and NC (noncredit) certificates.



## 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.

### Advisor:

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## 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.

Required Courses		Units
AJ 001	Introduction to Criminal Justice	3
AJ 002	Concepts of Criminal Law	3
AJ 004	Criminal Court Process	3
AJ 006	Criminal Investigation	3
AJ 024	Report Writing	3
Electives		12
Select 12 units from the following:		
AJ 003	Legal Aspects of Evidence	
AJ 005A	Community and the Justice System	
AJ 008	Patrol Operations	
AJ 009	Traffic Enforcement	
AJ 010	Juvenile Procedures	
AJ 016	Narcotics Control	
AJ 017	Natural Resources Law Enforcement	
AJ 021	Introduction to Forensics	
AJ 030	Introduction to Corrections	
AJ 095A	Administration Justice Work Experience (Maximum of 3 units may be used for work experience)	
BPOT 001	Basic Peace Officer Training-Module III	

BPOT 002	Basic Peace Officer Training-Module II	
<b>Required Subtotal</b>		15
<b>Elective Subtotal</b>		12
<b>CERTIFICATE TOTAL</b>		27

## Administration of Justice AS Degree

The **Associate of Science in Administration of Justice** degree is intended to prepare students 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.

Required Courses		Units
AJ 001	Introduction to Criminal Justice	3
AJ 002	Concepts of Criminal Law	3
AJ 004	Criminal Court Process	3
AJ 006	Criminal Investigation	3
AJ 024	Report Writing	3
Electives (with Advisor Approval)		12
Select 12 units from the following:		
AJ 003	Legal Aspects of Evidence	
AJ 005A	Community and the Justice System	
AJ 008	Patrol Operations	
AJ 009	Traffic Enforcement	
AJ 010	Juvenile Procedures	
AJ 016	Narcotics Control	
AJ 017	Natural Resources Law Enforcement	
AJ 021	Introduction to Forensics	
AJ 030	Introduction to Corrections	
AJ 095A	Administration Justice Work Experience (Maximum of 3 units may be used for work experience)	
BPOT 001	Basic Peace Officer Training-Module III	
BPOT 002	Basic Peace Officer Training-Module II	
<b>Required Subtotal</b>		15
<b>AJ Electives Subtotal</b>		12
<b>Other Electives (with Advisor approval)</b>		13
COD General Education Pattern (p. 63)		18
Kinesiology Activities		2
<b>DEGREE TOTAL</b>		60

## Administration of Justice AS-T Degree

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 18-19 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.

Required Core Courses		Units
AJ 001	Introduction to Criminal Justice	3
AJ 002	Concepts of Criminal Law	3
AJ 004	Criminal Court Process	3
AJ 006	Criminal Investigation	3
Electives		
Select two courses from the following:		6-7
AJ 003	Legal Aspects of Evidence	
AJ 005A	Community and the Justice System	
AJ 010	Juvenile Procedures	
AJ 021	Introduction to Forensics	
AJ 030	Introduction to Corrections	
PSY 001	General Psychology	
SOC 001	Introductory Sociology	
SOC 003	Fundamentals of Statistics	
or MATH 014	Statistical Methods	
<b>Required Subtotal</b>		18-19
Select one of the following: <sup>1</sup>		37-39
CSU General Education (p. 68)		
IGETC Pattern (p. 71)		
Transferable Electives (as needed to reach 60 transferable units) <sup>2</sup>		
<b>DEGREE TOTAL</b>		60

<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.

Please refer to Associate Degree for Transfer (SB 1440), p. 61.

## 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.

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## Basic English Certificate of Completion

This certificate will help the student be successful in college level English courses. It also meets the requirements for the General Education Development (GED) certificate as well as the high school diploma.

Required Courses		Units
ABE 320A	Fundamentals of English	0
ABE 320B	Fundamentals of English	0

## Advanced English Certificate of Completion

This certificate will help prepare the student to be successful in college level English courses and prepare them to pass the General Education Development (GED) test. The certificate also fulfills the English requirements for the high school diploma.

Required Courses		Units
ABE 320A	Fundamentals of English	0
ABE 320B	Fundamentals of English	0
ABE 320C	Fundamentals of English	0
ABE 320D	Fundamentals of English	0

## Basic Math Certificate of Completion

This certificate will help the student be successful in college level math courses. It also meets the requirements for the General Education Development (GED) certificate as well as high school diploma.

Required Courses		Units
ABE 342A	Practical Basic Math I	0
ABE 342B	Practical Basic Math II	0
ABE 344A	Math for Living I	0
ABE 344B	Math for Living II	0

## Advanced Math Certificate of Completion

This certificate will help the student be successful in college level math courses as well as prepare them to pass the General Education Development (GED) test. The certificate also fulfills the math requirements for the high school diploma.

Required Courses		Units
ABE 342A	Practical Basic Math I	0
ABE 342B	Practical Basic Math II	0
ABE 344A	Math for Living I	0
ABE 344B	Math for Living II	0
ABE 346A	Algebra I	0
ABE 346B	Algebra II	0

## Reading Certificate of Completion

This certificate will help prepare the student to be successful in college level reading and English courses as preparation for the General Education Development (GED) test. The certificate also fulfills the reading requirements for the high school diploma.

Required Courses		Units
ABE 324A	Reading Control Lab I	0
ABE 324B	Reading Control Lab II	0

## Secondary Education (GED) Certificate of Completion

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.

The completion of this certificate will help the student be successful in a variety of college courses as well as improve their employability and/or job opportunities.

Required Courses		Units
ABE 320B	Fundamentals of English	0
ABE 324B	Reading Control Lab II	0
ABE 342B	Practical Basic Math II	0
ABE 344B	Math for Living II	0
ABE 346B	Algebra II	0
ABE 364	GED Test Preparation	0

## Adult High School Diploma

The completion of this diploma program will help students be successful in a wide variety of college courses. It also improves their employability and job opportunities.

Required Courses		Units
ABE 320A	Fundamentals of English	0
ABE 320B	Fundamentals of English	0
ABE 320C	Fundamentals of English	0
ABE 320D	Fundamentals of English	0

ABE 323A	American Literature	0
ABE 323B	World Literature	0
ABE 324A	Reading Control Lab I	0
ABE 324B	Reading Control Lab II	0
ABE 326A	U.S. History I	0
ABE 326B	U.S. History II	0
ABE 328A	Practical American Government: U.S. Gov	0
ABE 328B	Practical American Government: Economics	0
ABE 332A	World History I	0
ABE 332B	World History II	0
ABE 342A	Practical Basic Math I	0
ABE 342B	Practical Basic Math II	0
ABE 344A	Math for Living I	0
ABE 344B	Math for Living II	0
ABE 346A	Algebra I	0
ABE 346B	Algebra II	0
ABE 348A	Life Science	0
ABE 348B	Physical Science	0
ABE 348C	Earth Science	0
ABE 351A	Science: Land & Water Life	0
ABE 361A	Fine Arts: Art	0
ABE 361B	Fine Arts: Music	0
ABE 361C	Fine Arts: Theater	0
<b>Electives</b>		
ABE 335A	World Geography I	0
ABE 335B	World Geography II	0
ABE 368A	Beginning Typing - Keyboarding I	0
ABE 391A	Health Issues I	0
ABE 391B	Health Issues II	0

## Advanced Transportation Technologies

The Advanced Transportation Technologies 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.

**Advisors:**

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## Automotive Alternative Fuels Certificate of Achievement

The emphasis of the **Automotive Alternative Fuels Certificate** is on key alternative vehicle systems including their basic operation, function, and service. The systems include engine management, emission controls, electronic/electronic controls, and on-board diagnostics related to alternate fueled vehicles.

This certificate is designed to prepare students and incumbent employees for entry-level positions at local automotive dealerships, independent repair facilities, national repair chains, and parts suppliers, as well as fleet services specializing in alternative fuels. The applicable courses are National Automotive Technicians Education Foundation (NATEF) compliant, meet the standards of National Coalition of Certification Centers (NC3), and integrate Mopar College Automotive Program (CAP) Local levels 0 and 1 online coursework.

Required Courses		Units
AUTO 010	Introduction to Automotive Technology	4
AUTO 011B	Auto Electronics & Electrical Systems	4
AUTO 040E	CNG Diagnosis & Repair	4
AUTO 043A	Intro to Hybrid, Electric & Fuel-Cell Vehicle Technology	3
AUTO 045A	Intro to Alternative Fuel Vehicles	2
AUTO 092A	Biodiesel: Charctrstc, Use & Production	2
AUTO 095A	Automotive Technology Work Experience (Maximum of 2 units may be used for work experience) <sup>1</sup>	2
<b>CERTIFICATE TOTAL</b>		<b>21</b>

<sup>1</sup> For extenuating circumstances, as deemed by the automotive advisor, work experience may be fulfilled through a special shop project or an appropriate elective.

## Advanced Transportation Technologies AS Degree

The **Associate of Science in Advanced Transportation Technologies** degree program offers students the opportunity to learn the academic and occupational skills needed by entry-level technicians in the advanced transportation industry.

The curriculum was developed with industry guidance and prepares students with foundation courses. A key focus is on electronic technologies used in light-, medium-, and heavy-duty vehicles. The program has special emphasis on the CNG, hybrid, electric, 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 program is 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.

Required Courses		Units
AUTO 010	Introduction to Automotive Technology	4
AUTO 011B	Auto Electronics & Electrical Systems	4
AUTO 011C	Advanced Automotive Electrical Systems	5
AUTO 014A	Automotive Engine Management	4
AUTO 021A	Automotive Diagnosis & Troubleshooting	2
AUTO 040E	CNG Diagnosis & Repair	4
AUTO 043A	Intro to Hybrid, Electric & Fuel-Cell Vehicle Technology	3
AUTO 043B	Hybrid, Fuel-Cell & Electric Vehicle Diagnosis & Repair	3
AUTO 045A	Intro to Alternative Fuel Vehicles	2
AUTO 092A	Biodiesel: Charctrstc, Use & Production	2
AUTO 095A	Automotive Technology Work Experience <sup>1</sup>	2
AUTO 099	Auto/Advanced Transportation Summation	1
<b>Electives</b>		
Select 8 units from the following:		8
AUTO 014B	Advanced Engine Management	
AUTO 015	Automotive Engine Diagnosis & Repair	
AUTO 016	Automotive Manual Transmissions & Drive Train Systems	
AUTO 017	Automatic Transmissions & Transaxles	
AUTO 018	Automotive Heating, Ventilation & Air Conditioning	
AUTO 020A	Automotive Quick Service	
AUTO 041B	CNG Installation & Repair	
AUTO 054D	Smog Check Inspector Training Level 1&2	
AUTO 054E	Smog Check Diagnostic & Repair Technician	
AUTO 095A	Automotive Technology Work Experience (1-2 units in addition to required) <sup>1</sup>	
ACR 060	Air Conditioning & Refrigeration I	
ACR 064	Air Conditioning & Refrigeration Electricity I	
BUMA 094	Business Communications	
WELD 011	Shielded Metal Arc Welding	
WELD 012	Basic Gas Metal Arc Welding (MIG)	
Required Subtotal		36
Elective Subtotal		8
COD General Education Pattern (p. 63)		18
Kinesiology Activities		2
<b>DEGREE TOTAL</b>		<b>64</b>

<sup>1</sup> 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.

### Advisors:

#### Jeff Place

jplace@collegeofthedesert.edu  
(760) 862-1335

#### Eddie Vaca

evaca@collegeofthedesert.edu  
(760) 776-7384

## Agri-Business AS Degree

This degree prepares students for entry-level employment and/or potential further study in the field of Agriculture Business through the study of professional and computer skills, soil and plant nutrition, and bookkeeping. Upon successful completion of this degree, students will be prepared for careers or employment as bookkeepers, farm managers, and in retail sales in agriculture.

Required Courses		Units
AGBU 059A	Leadership	1
AGBU 059B	Careers	1
AGPS 001	Soils & Plant Nutrition	4
AGPS 005	Plant Science	3
AGPS 005L	Plant Science Lab	1
BUAC 051	Accounting for Entrepreneurs & Business Managers	3
ECON 002	Principles of Microeconomics	3
Electives		
Select 24 units from the following:		24
AGEH 001	Horticulture	
AGEH 005	Ornamental Plant Identification	
AGEH 008	Landscape Management	
AGEH 027	Turfgrass & Landscape Pest Management	
AGEH 030	Landscape Equipment	
AGEH 046	Landscape Irrigation Systems	
AGEH 046L	Landscape Irrigation Systems Lab	
AGPS 002	Entomology - General & Applied	
AGPS 032	Pesticide Laws & Regulations	
BI 004	Elements of Biology	
CART 001	Sanitation & Safety	
CH 003	Introductory General Chemistry	

CIS 002	Microsoft Outlook	
CIS 003	Introduction to Microsoft Word	
CIS 004	PowerPoint	
CIS 006	Business Research	
CIS 010	Computer Literacy	
CIS 072D	Excel	
MATH 014	Statistical Methods	
NR 001	Conservation of Natural Resources	
NR 020	GPS and Map Use	
NR 021	Introduction to GIS	
AGEH 095A	Environmental Horticulture Turfgrass Work Experience (Maximum of 4 units may be used for work experience)	
COD General Education Pattern (p. 63)		18
Kinesiology Activities		2
<b>DEGREE TOTAL</b>		<b>60</b>

## Agriculture Food Safety Certificate of Achievement

This certificate prepares students for entry-level employment in a variety of office and field agriculture related fields in which food safety is of primary importance. Students completing this certificate will acquire skills in Biology, Entomology, Soils, and knowledge of Pesticide and Food safety Laws and Regulations.

Required Courses		Units
AGPS 001	Soils & Plant Nutrition	4
AGPS 002	Entomology - General & Applied	4
AGPS 005	Plant Science	3
AGPS 005L	Plant Science Lab	1
AGPS 032	Pesticide Laws & Regulations	2
BI 004	Elements of Biology	4
CART 001	Sanitation & Safety	3
Electives		
Select 6 units from the following:		6
AGEH 001	Horticulture	
AGEH 005	Ornamental Plant Identification	
AGEH 008	Landscape Management	
AGEH 027	Turfgrass & Landscape Pest Management	
AGEH 030	Landscape Equipment	
AGEH 046	Landscape Irrigation Systems	
AGEH 046L	Landscape Irrigation Systems Lab	
AGBU 059A	Leadership	
AGBU 059B	Careers	
CH 003	Introductory General Chemistry	
CIS 003	Introduction to Microsoft Word	
CIS 004	PowerPoint	
CIS 005	Computer Survival Skills	
CIS 006	Business Research	
CIS 010	Computer Literacy	
CIS 072D	Excel	
NR 020	GPS and Map Use	
NR 021	Introduction to GIS	



AGEH 095A	Environmental Horticulture Turfgrass Work Experience (Maximum of 4 units may be used for work experience)
or BUAC 095A	Accounting Work Experience
or CIS 095A	Computer Information Systems Work Experience

**CERTIFICATE TOTAL** 27

## Agriculture Irrigation Technician Certificate of Achievement

This certificate introduces students to the design, installation and management of landscape and agricultural irrigation systems. Students completing this certificate will acquire familiarity with plant science and nutrition, irrigation equipment, and the techniques and design of irrigation systems. Upon successful completion of this certificate, students will be prepared for employment as irrigation consultants and landscape architects.

### Required Courses

AGPS 001	Soils & Plant Nutrition	4
AGPS 005	Plant Science	3
AGPS 032	Pesticide Laws & Regulations	2
AGEH 027	Turfgrass & Landscape Pest Management	3
AGEH 030	Landscape Equipment	2
AGEH 046	Landscape Irrigation Systems	2
AGEH 046L	Landscape Irrigation Systems Lab	1

### Electives

Select 6 units from the following: 6

AGEH 001	Horticulture
AGEH 005	Ornamental Plant Identification
AGEH 008	Landscape Management
AGPS 002	Entomology - General & Applied
AGPS 005L	Plant Science Lab
AGBU 059A	Leadership
AGBU 059B	Careers
BI 004	Elements of Biology
CART 001	Sanitation & Safety
CH 003	Introductory General Chemistry
NR 001	Conservation of Natural Resources
NR 020	GPS and Map Use
NR 021	Introduction to GIS
AGEH 095A	Environmental Horticulture Turfgrass Work Experience (Maximum of 4 units may be used for work experience)
or BUAC 095A	Accounting Work Experience
or CIS 095A	Computer Information Systems Work Experience

**CERTIFICATE TOTAL** 23

## Agriculture Office Assistant Certificate of Achievement

This certificate prepares students for entry-level employment as an agriculture office assistant. Students completing this certificate will acquire familiarity with the principles of plant science and food safety be

adept at using Microsoft Office for agriculture business purposes, and acquire professional skills. Upon successful completion of this certificate, students will be prepared for employment in agriculture and retail sales, agriculture bookkeeper, marketing assistant, and farm and ranch manager assistant.

### Required Courses

AGEH 008	Landscape Management	3
AGPS 002	Entomology - General & Applied	4
AGPS 005	Plant Science	3
CART 001	Sanitation & Safety	3
CIS 002	Microsoft Outlook	2
CIS 003	Introduction to Microsoft Word	1
CIS 006	Business Research	1

### Electives

Select 6 units from the following: 6

AGEH 001	Horticulture
AGEH 005	Ornamental Plant Identification
AGEH 027	Turfgrass & Landscape Pest Management
AGEH 030	Landscape Equipment
AGEH 046	Landscape Irrigation Systems
AGEH 046L	Landscape Irrigation Systems Lab
AGBU 059A	Leadership
AGBU 059B	Careers
AGPS 001	Soils & Plant Nutrition
AGPS 005L	Plant Science Lab
AGPS 032	Pesticide Laws & Regulations
BI 004	Elements of Biology
BUAC 010	Accounting with QuickBooks
BUAC 050	Accounting in the Business Environment
BUAC 051	Accounting for Entrepreneurs & Business Managers
CH 003	Introductory General Chemistry
CIS 004	PowerPoint
CIS 005	Computer Survival Skills
CIS 010	Computer Literacy
CIS 012	Professional Office Procedures
CIS 072D	Excel
ECON 002	Principles of Microeconomics
MATH 014	Statistical Methods
NR 020	GPS and Map Use
NR 021	Introduction to GIS
AGEH 095A	Environmental Horticulture Turfgrass Work Experience (Maximum of 4 units may be used for work experience)
or BUAC 095A	Accounting Work Experience
or CIS 095A	Computer Information Systems Work Experience

**CERTIFICATE TOTAL** 23

## Agriculture Office Professional Certificate of Achievement

This certificate prepares students for entry-level employment as an agriculture office professional. Students completing this certificate will:

acquire familiarity with the principles of plant science and food safety; be adept at using Microsoft Office for agriculture business purposes; and acquire professional skills. Upon successful completion of this certificate, students will be prepared for employment in agriculture and retail sales, agriculture bookkeeper, marketing assistant, and farm and ranch manager assistant.

Required Courses		Units
AGPS 001	Soils & Plant Nutrition	4
AGPS 005	Plant Science	3
BUMA 010	Introduction to Business	3
BUMA 094	Business Communications	3
CIS 002	Microsoft Outlook	2
CIS 003	Introduction to Microsoft Word	1
CIS 004	PowerPoint	1
CIS 006	Business Research	1
CIS 012	Professional Office Procedures	3
CART 001	Sanitation & Safety	3
Electives		
Select 6 units from the following:		6
AGEH 001	Horticulture	
AGEH 005	Ornamental Plant Identification	
AGEH 027	Turfgrass & Landscape Pest Management	
AGEH 030	Landscape Equipment	
AGEH 046	Landscape Irrigation Systems	
AGEH 046L	Landscape Irrigation Systems Lab	
AGPS 005L	Plant Science Lab	
AGPS 032	Pesticide Laws & Regulations	
AGBU 059A	Leadership	
AGBU 059B	Careers	
BI 004	Elements of Biology	
BUAC 010	Accounting with QuickBooks	
BUAC 050	Accounting in the Business Environment	
BUAC 051	Accounting for Entrepreneurs & Business Managers	
BUMA 001	Principles of Management	
BUMA 027	Marketing	
BUMA 028	Small Business/Entrepreneurship	
BUMA 029	Retail Merchandise Management	
BUMA 031	Business Calculations	
BUMA 032	Human Relations in the Workplace	
BUMA 064	Human Resource Management	
CH 003	Introductory General Chemistry	
CIS 005	Computer Survival Skills	
CIS 010	Computer Literacy	
CIS 072D	Excel	
ECON 002	Principles of Microeconomics	
MATH 014	Statistical Methods	
NR 001	Conservation of Natural Resources	
NR 020	GPS and Map Use	
NR 021	Introduction to GIS	
AGEH 095A	Environmental Horticulture Turfgrass Work Experience (Maximum of 4 units may be used for work experience)	

or BUAC 095A Accounting Work Experience  
 or CIS 095A Computer Information Systems Work Experience

**CERTIFICATE TOTAL** 30

## Agriculture Pest Management Certificate of Achievement

This certificate prepares students for entry-level employment in the field of plant protection. Students completing this certificate will acquire skills in fertilizer and chemical application, laws, and regulations, as well as integrated pest management. Upon successful completion of this certificate, students will be prepared for employment as pest control operators, pesticide applicators, or crop advisors. In order to seek further pesticide licensing requirements, log on to [www.cdpr.ca.gov](http://www.cdpr.ca.gov).

Required Courses		Units
AGPS 001	Soils & Plant Nutrition	4
AGPS 005	Plant Science	3
AGPS 005L	Plant Science Lab	1
AGEH 027	Turfgrass & Landscape Pest Management	3
AGEH 008	Landscape Management	3
AGPS 032	Pesticide Laws & Regulations	2
BI 004	Elements of Biology	4
Electives		
Select 6 units from the following:		6
AGEH 001	Horticulture	
AGEH 005	Ornamental Plant Identification	
AGEH 030	Landscape Equipment	
AGEH 046	Landscape Irrigation Systems	
AGEH 046L	Landscape Irrigation Systems Lab	
AGPS 002	Entomology - General & Applied	
AGBU 059A	Leadership	
AGBU 059B	Careers	
CH 003	Introductory General Chemistry	
CIS 003	Introduction to Microsoft Word	
CIS 004	PowerPoint	
CIS 005	Computer Survival Skills	
CIS 006	Business Research	
CIS 010	Computer Literacy	
CIS 072D	Excel	
NR 020	GPS and Map Use	
NR 021	Introduction to GIS	
AGEH 095A	Environmental Horticulture Turfgrass Work Experience (Maximum of 4 units may be used for work experience)	
or BUAC 095A Accounting Work Experience		
or CIS 095A Computer Information Systems Work Experience		
<b>CERTIFICATE TOTAL</b>		26

## Agriculture Technician Certificate of Achievement

This certificate prepares students for entry-level employment in positions related to agriculture technology. Agriculture Technicians develop and improve ideas to make crops grow more efficiently in their environments. Agriculture Technicians run series of tests and experiments with different variables to determine which soil, bacteria, etc. is most suitable for a crop. Students completing this certificate will acquire skills in biology, entomology, soils, and knowledge of pesticide and food safety laws and regulations.

### Required Courses

AGPS 001	Soils & Plant Nutrition	4
AGPS 002	Entomology - General & Applied	4
AGPS 005	Plant Science	3
AGPS 005L	Plant Science Lab	1
AGEH 027	Turfgrass & Landscape Pest Management	3
CIS 010	Computer Literacy	4
NR 020	GPS and Map Use	1
NR 021	Introduction to GIS	3

### Electives

Select 6 units from the following:		6
AGEH 001	Horticulture	
AGEH 005	Ornamental Plant Identification	
AGEH 008	Landscape Management	
AGEH 030	Landscape Equipment	
AGEH 046	Landscape Irrigation Systems	
AGEH 046L	Landscape Irrigation Systems Lab	
AGPS 032	Pesticide Laws & Regulations	
AGBU 059A	Leadership	
AGBU 059B	Careers	
BI 004	Elements of Biology	
CH 003	Introductory General Chemistry	
CIS 003	Introduction to Microsoft Word	
CIS 004	PowerPoint	
CIS 005	Computer Survival Skills	
CIS 006	Business Research	
CIS 072D	Excel	
NR 001	Conservation of Natural Resources	
AGEH 095A	Environmental Horticulture Turfgrass Work Experience (Maximum of 4 units may be used for work experience)	
or BUAC 095A	Accounting Work Experience	
or CIS 095A	Computer Information Systems Work Experience	

**CERTIFICATE TOTAL** 29

## Agriculture Plant Science AS-T Degree

The **Associate in Science in Agriculture Plant Science for Transfer**, also called Agriculture Plant Science AS-T, is intended for students who plan to complete a bachelor's degree in Plant Science, Horticulture or related major at a CSU campus. Students who complete this degree will receive "priority admission with junior status to the California State University

system." Completing this degree guarantees admission to the CSU system but not a particular campus or major.

Agriculture Plant Science AS-T prepares students for a career as a plant scientist, agriculture teacher, biotechnologist, agronomist or crop scientist, turf manager, farm manager, weed scientist, entomologist, nursery manager, garden specialist, researcher, or landscape manager.

This degree require students to meet both of the following requirements:

1. Completion of 60 semester units that are eligible for transfer to the California State University, including both of the following:
  - The Intersegmental GE Transfer Curriculum (IGETC) or the California State University GE-Breadth Requirements (CSU GE-B).
  - A minimum of 18 semester units in a major or area of emphasis. All courses in the major or area of emphasis must be completed with a grade of "C" or better.
2. Obtainment of a minimum grade point average of 2.0.

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.

### Required Core Courses

	Units	
AGPS 001	Soils & Plant Nutrition	4
AGPS 005	Plant Science	3
AGPS 005L	Plant Science Lab	1
AGEH 005	Ornamental Plant Identification	3
CH 003	Introductory General Chemistry	4
ECON 002	Principles of Microeconomics	3
MATH 014	Statistical Methods	4

### Required Subtotal

Select one of the following: <sup>1</sup>	37-39
CSU General Education (p. 68)	
IGETC Pattern (p. 71)	

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

**DEGREE TOTAL** 60

<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.

Please refer to **Associate Degree for Transfer (SB 1440)**, p. 61.

## Plant Science AS Degree (employment preparation)

This program provides instruction in a wide array of career opportunities in horticulture, agronomic and other related fields. These careers also include many areas that support these industries such as landscape irrigation, water management, soil science and conservation, agricultural biology, entomology, environmental protection of water, farmlands, open spaces, and landscaped areas.

### Required Courses

	Units	
AGPS 001	Soils & Plant Nutrition	4
AGPS 002	Entomology - General & Applied	4
AGPS 005	Plant Science	3

AGPS 005L	Plant Science Lab	1
AGPS 032	Pesticide Laws & Regulations	2
AGBU 059A	Leadership	1
AGBU 059B	Careers	1
BUAC 066	Fundamentals of Bookkeeping	3
CIS 010	Computer Literacy	4
<b>Required Subtotal</b>		<b>23</b>
<b>Elective Subtotal (with Advisor approval)</b>		<b>18</b>
COD General Education Pattern (p. 63) <sup>1</sup>		18
Kinesiology Activities		2
<b>DEGREE TOTAL</b>		<b>61</b>

<sup>1</sup> To include NR 001, Conservation of Natural Resources

## Arborist Technician Certificate of Achievement

This program provides entry level instruction in the proper identification, cultural practices, disease identification, planting and management of landscape trees. Career opportunities include landscape and irrigation management of trees, pest management and pesticide application, tree management safety skills, and nursery sales and management of trees.

Required Courses		Units
AGEH 001	Horticulture	3
AGEH 005	Ornamental Plant Identification	3
AGEH 008	Landscape Management	3
AGEH 016	Arboriculture	2
AGEH 027	Turfgrass & Landscape Pest Management	3
AGEH 046	Landscape Irrigation Systems	2
AGPS 032	Pesticide Laws & Regulations	2
<b>CERTIFICATE TOTAL</b>		<b>18</b>

## Environmental Horticulture Certificate of Achievement

This program provides instruction in the designing, construction, and maintenance of landscapes, nursery practices, and management of large turf areas. Career opportunities in Environmental Horticulture include landscape management and construction, pest control, sales of fertilizer and horticultural supplies, irrigation equipment supply and sales, and plant material sales.

Required Courses		Units
AGEH 001	Horticulture	3
AGEH 001L	Horticulture Laboratory	1
AGEH 004	Turfgrass Management	2
AGEH 004L	Turfgrass Management Laboratory	1
AGEH 005	Ornamental Plant Identification	3
AGEH 008	Landscape Management	3
AGEH 009	Landscape Planning & Design	3
or AGEH 027	Turfgrass & Landscape Pest Management	
AGEH 016	Arboriculture	2
AGEH 020	Landscape Construction	2
AGEH 030	Landscape Equipment	2
AGEH 046	Landscape Irrigation Systems	2

AGEH 046L	Landscape Irrigation Systems Lab	1
AGBU 059A	Leadership	1
AGBU 059B	Careers	1
AGPS 001	Soils & Plant Nutrition	4
<b>Electives (with Advisor approval)</b>		
Select 7 units from the following:		7
AGEH 024	Advanced Turfgrass Management	
AGEH 034	Golf Course Management	
AGEH 095A	Environmental Horticulture Turfgrass Work Experience (Maximum of 2 units may be used for work experience)	
AGPS 002	Entomology - General & Applied	
AGPS 005	Plant Science	
AGPS 005L	Plant Science Lab	
BUAC 066	Fundamentals of Bookkeeping	
BUMA 031	Business Calculations	
CIS 010	Computer Literacy	
NR 001	Conservation of Natural Resources	
NR 001L	Conservation of Natural Resources Lab	
NR 041A	Native Plants - Mountain	
NR 041B	Native Plants - Desert	
<b>Required Subtotal</b>		<b>31</b>
<b>Elective Subtotal</b>		<b>7</b>
<b>CERTIFICATE TOTAL</b>		<b>38</b>

## Environmental Horticulture AS Degree (employment preparation)

The **Associate of Science in Environmental Horticulture** program provides instruction in the design, construction, and maintenance of landscapes, nursery practices, and management of large turf areas. Career opportunities in Environmental Horticulture include landscape management and construction, pest control, sales of fertilizer and horticultural supplies, irrigation equipment supply and sales, and plant material sales.

Required Courses		Units
AGEH 001	Horticulture	3
AGEH 001L	Horticulture Laboratory	1
AGEH 004	Turfgrass Management	2
AGEH 004L	Turfgrass Management Laboratory	1
AGEH 005	Ornamental Plant Identification	3
AGEH 008	Landscape Management	3
or AGEH 027	Turfgrass & Landscape Pest Management	
AGEH 009	Landscape Planning & Design	3
AGEH 016	Arboriculture	2
AGEH 020	Landscape Construction	2
AGEH 030	Landscape Equipment	2
AGEH 046	Landscape Irrigation Systems	2
AGEH 046L	Landscape Irrigation Systems Lab	1
AGEH 095A	Environmental Horticulture Turfgrass Work Experience	2
AGBU 059A	Leadership	1
AGBU 059B	Careers	1
AGPS 001	Soils & Plant Nutrition	4

<b>Electives (with Advisor approval)</b>	
Select 8 units from the following:	8
AGEH 024 Advanced Turfgrass Management	
AGEH 034 Golf Course Management	
AGEH 095A Environmental Horticulture Turfgrass Work Experience (1-2 units in addition to required)	
AGPS 002 Entomology - General & Applied	
AGPS 032 Pesticide Laws & Regulations	
BUMA 031 Business Calculations	
CIS 010 Computer Literacy	
NR 001 Conservation of Natural Resources	
NR 001L Conservation of Natural Resources Lab	
<b>Required Subtotal</b>	<b>33</b>
<b>Elective Subtotal</b>	<b>8</b>
COD General Education Pattern (p. 63)	18
Kinesiology Activities	2
<b>DEGREE TOTAL</b>	<b>61</b>

## Environmental Horticulture AS Degree (transfer preparation)

The Associate of Science in Environmental Horticulture program provides instruction in the design, construction, and maintenance of landscapes, nursery practices, and management of large turf areas. Career opportunities in Environmental Horticulture include landscape management and construction, pest control, sales of fertilizer and horticultural supplies, irrigation equipment supply and sales, and plant material sales.

<b>Required Courses</b>	<b>Units</b>
AGEH 001 Horticulture	3
AGEH 001L Horticulture Laboratory	1
AGEH 005 Ornamental Plant Identification	3
AGEH 009 Landscape Planning & Design	3
AGEH 016 Arboriculture	2
AGEH 020 Landscape Construction	2
AGEH 046 Landscape Irrigation Systems	2
AGEH 046L Landscape Irrigation Systems Lab	1
AGPS 001 Soils & Plant Nutrition	4
AGPS 002 Entomology - General & Applied	4
AGBU 059A Leadership	1
AGBU 059B Careers	1
<b>Required Subtotal</b>	<b>27</b>
<b>Transferable Electives (with Advisor approval)</b>	<b>13</b>
<b>General Education Requirements (confer with Counselor)</b>	<b>18</b>
Kinesiology Activities	2
<b>DEGREE TOTAL</b>	<b>60</b>

Consult catalog of transfer institution for specific requirements.

## General Agriculture AS Degree

The Associate of Science in General Agriculture prepares students for entry-level employment in the field of agriculture through the study of soil and plant nutrition, plant science, pesticides, and more. Students

will also learn basic computer and business skills needed to succeed in agriculture and farming. Upon successful completion of this degree, students will be prepared for careers or employment as farm managers and in retail sales in agriculture.

<b>Required Courses</b>	<b>Units</b>
AGBU 059A Leadership	1
AGBU 059B Careers	1
AGPS 001 Soils & Plant Nutrition	4
AGPS 002 Entomology - General & Applied	4
AGPS 005 Plant Science	3
AGPS 005L Plant Science Lab	1
AGPS 032 Pesticide Laws & Regulations	2
BUAC 051 Accounting for Entrepreneurs & Business Managers	3
CIS 010 Computer Literacy	4
CART 001 Sanitation & Safety	3

<b>Electives</b>	
Select 14 units from the following:	14
AGEH 001 Horticulture	
AGEH 005 Ornamental Plant Identification	
AGEH 008 Landscape Management	
AGEH 027 Turfgrass & Landscape Pest Management	
AGEH 030 Landscape Equipment	
AGEH 046 Landscape Irrigation Systems	
AGEH 046L Landscape Irrigation Systems Lab	
BI 004 Elements of Biology	
CH 003 Introductory General Chemistry	
CIS 003 Introduction to Microsoft Word	
CIS 004 PowerPoint	
CIS 006 Business Research	
CIS 072D Excel	
ECON 001 Principles of Macroeconomics	
ECON 002 Principles of Microeconomics	
MATH 014 Statistical Methods	
NR 001 Conservation of Natural Resources	
NR 020 GPS and Map Use	
NR 021 Introduction to GIS	
AGEH 095A Environmental Horticulture Turfgrass Work Experience (Maximum of 4 units may be used for work experience)	
COD General Education Pattern (p. 63)	18
Kinesiology Activity	2
<b>DEGREE TOTAL</b>	<b>60</b>

## Landscape & Irrigation Technician Certificate of Achievement

This program provides instruction in the designing, construction, and maintenance of landscapes, and in the design and construction of irrigation systems. Entry-level career opportunities in environmental horticulture include landscape and irrigation management and construction, irrigation equipment supply and sales, and plant material supply and sales.

Required Courses		Units
AGEH 001	Horticulture	3
AGEH 008	Landscape Management	3
AGEH 016	Arboriculture	2
AGEH 027	Turfgrass & Landscape Pest Management	3
AGEH 030	Landscape Equipment	2
AGEH 046	Landscape Irrigation Systems	2
AGEH 046L	Landscape Irrigation Systems Lab	1
AGPS 032	Pesticide Laws & Regulations	2
<b>CERTIFICATE TOTAL</b>		<b>18</b>

## Pest Management Technician Certificate of Achievement

This program provides entry level instruction in the identification and control of pests found in landscape areas, large turfgrass areas, and turfgrass areas on a golf course. This includes the safe handling of pesticides and protection to the environment. Also included is preparation for the State Certificate for Pesticide Application.

Required Courses		Units
AGEH 001	Horticulture	3
AGEH 004	Turfgrass Management	2
AGEH 004L	Turfgrass Management Laboratory	1
AGEH 008	Landscape Management	3
AGEH 027	Turfgrass & Landscape Pest Management	3
AGPS 001	Soils & Plant Nutrition	4
AGPS 032	Pesticide Laws & Regulations	2
<b>CERTIFICATE TOTAL</b>		<b>18</b>

## Turfgrass Management Technician Certificate of Achievement

This program provides entry level instruction in the proper identification, cultural practices, disease identification, planting, and management of turfgrass. Career opportunities include landscape and irrigation management of turfgrass, pest management and pesticide application on turfgrass, equipment operation on turfgrass, and turfgrass management safety skills.

Required Courses		Units
AGEH 001	Horticulture	3
AGEH 004	Turfgrass Management	2
AGEH 008	Landscape Management	3
AGEH 024	Advanced Turfgrass Management	3
AGEH 027	Turfgrass & Landscape Pest Management	3
AGEH 030	Landscape Equipment	2
AGPS 032	Pesticide Laws & Regulations	2
<b>CERTIFICATE TOTAL</b>		<b>18</b>

## Turfgrass Management Certificate of Achievement

This program provides instruction in the designing, construction, and maintenance of landscapes, management of large turf areas, with an emphasis on the management of golf course turf. Career opportunities

in turfgrass management include golf course management, landscape management and construction, pest control, sales of fertilizer and horticultural supplies, and irrigation equipment supply and sales. Also included is preparation for the State Certificate for Pesticide Application.

Required Courses		Units
AGEH 001	Horticulture	3
AGEH 001L	Horticulture Laboratory	1
AGEH 004	Turfgrass Management	2
AGEH 004L	Turfgrass Management Laboratory	1
AGEH 008	Landscape Management	3
or AGEH 027	Turfgrass & Landscape Pest Management	
AGEH 016	Arboriculture	2
AGEH 024	Advanced Turfgrass Management	3
AGEH 030	Landscape Equipment	2
AGEH 046	Landscape Irrigation Systems	2
AGEH 046L	Landscape Irrigation Systems Lab	1
AGEH 095A	Environmental Horticulture Turfgrass Work Experience	2
AGBU 059A	Leadership	1
AGBU 059B	Careers	1
AGPS 001	Soils & Plant Nutrition	4
AGPS 032	Pesticide Laws & Regulations	2

### Electives (with Advisor approval)

Select 8 units from the following:		8
AGPS 002	Entomology - General & Applied	
AGPS 005	Plant Science	
AGPS 005L	Plant Science Lab	
AGEH 005	Ornamental Plant Identification	
AGEH 009	Landscape Planning & Design	
AGEH 034	Golf Course Management	
AGEH 095A	Environmental Horticulture Turfgrass Work Experience (1-2 units in addition to required)	
NR 001	Conservation of Natural Resources	
NR 001L	Conservation of Natural Resources Lab	
NR 041A	Native Plants - Mountain	
NR 041B	Native Plants - Desert	
NR 059	Careers in Natural Res & Agri Sciences	
BUAC 066	Fundamentals of Bookkeeping	
BUMA 031	Business Calculations	
CIS 010	Computer Literacy	

<b>Required Subtotal</b>	<b>30</b>
<b>Elective Subtotal</b>	<b>8</b>
<b>CERTIFICATE TOTAL</b>	<b>38</b>

## Turfgrass Management AS Degree

The **Associate of Science in Turfgrass Management** provides instruction in the designing, construction, and maintenance of landscapes, management of large turf areas, with an emphasis on the management of golf course turf. Career opportunities in turfgrass management include golf course management, landscape management and construction, pest control, sales of fertilizer and horticultural supplies, irrigation equipment supply and sales. Also included is preparation for the State Certificate for Pesticide Application.

Required Courses	Units	
AGEH 001	Horticulture	3
AGEH 001L	Horticulture Laboratory	1
AGEH 004	Turfgrass Management	2
AGEH 004L	Turfgrass Management Laboratory	1
AGEH 008	Landscape Management	3
AGEH 016	Arboriculture	2
AGEH 024	Advanced Turfgrass Management	3
AGEH 027	Turfgrass & Landscape Pest Management	3
AGEH 030	Landscape Equipment	2
AGEH 046	Landscape Irrigation Systems	2
AGEH 046L	Landscape Irrigation Systems Lab	1
AGEH 095A	Environmental Horticulture Turfgrass Work Experience	2
AGPS 001	Soils & Plant Nutrition	4
AGPS 032	Pesticide Laws & Regulations	2
AGBU 059A	Leadership	1
AGBU 059B	Careers	1
<b>Electives (with Advisor approval)</b>		
Select 8 units from the following:		8
AGPS 002	Entomology - General & Applied	
AGEH 005	Ornamental Plant Identification	
AGEH 009	Landscape Planning & Design	
AGEH 020	Landscape Construction	
AGEH 034	Golf Course Management	
AGEH 095A	Environmental Horticulture Turfgrass Work Experience (1-2 units in addition to required)	
NR 001	Conservation of Natural Resources	
NR 001L	Conservation of Natural Resources Lab	
NR 041A	Native Plants - Mountain	
NR 041B	Native Plants - Desert	
NR 059	Careers in Natural Res & Agri Sciences	
BUAC 066	Fundamentals of Bookkeeping	
BUMA 031	Business Calculations	
CIS 010	Computer Literacy	
<b>Required Subtotal</b>		<b>33</b>
<b>Elective Subtotal</b>		<b>8</b>
COD General Education Pattern (p. 63)		18
Kinesiology Activities		2
<b>DEGREE TOTAL</b>		<b>61</b>

## 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.

### Advisors:

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## Air Conditioning & Refrigeration Certificate of Achievement

The Air Conditioning & Refrigeration Certificate offers students the opportunity to learn the academic, occupational, communication, and technical training skills needed by entry-level technicians in the Heating, Ventilating, and Air Conditioning (HVAC) industry.

Required Courses	Units	
ACR 060	Air Conditioning & Refrigeration I	3
ACR 061	Air Conditioning & Refrigeration II	3
ACR 064	Air Conditioning & Refrigeration Electricity I	3
ACR 065	Air Conditioning & Refrigeration Electricity II	3
ACR 075	HVACR Systems Design	3
ACR 076	Facilities Maintenance - Chillers	3
ACR 078	Safe Refrigerant Handling & Management	3
ACR 080	Gas Heating	3
ACR 083	All Weather Heating & Cooling Systems	3
<b>CERTIFICATE TOTAL</b>		<b>27</b>

## Air Conditioning & Refrigeration AS Degree

The **Associate of Science Degree in Air Conditioning & Refrigeration** offers the students the opportunity to learn the academic, occupational, communication, and technical training skills needed by a lead technician or project management personnel in the Heating, Ventilating, and Air Conditioning (HVAC) industry.

Required Courses	Units	
ACR 060	Air Conditioning & Refrigeration I	3
ACR 061	Air Conditioning & Refrigeration II	3
ACR 064	Air Conditioning & Refrigeration Electricity I	3
ACR 065	Air Conditioning & Refrigeration Electricity II	3
ACR 075	HVACR Systems Design	3
ACR 076	Facilities Maintenance - Chillers	3
ACR 078	Safe Refrigerant Handling & Management	3
ACR 080	Gas Heating	3
ACR 083	All Weather Heating & Cooling Systems	3
<b>Electives</b>		
Select 13 units from the following:		13
ACR 077	Energy Conservation Methods for HVACR	
ACR 095A	Air Conditioning Refrigeration Work Experience (Maximum of 4 units may be used for work experience)	
ARCH 011	Architectural Blueprint Reading	

AUTO 018	Automotive Heating, Ventilation & Air Conditioning	
BIT 010	California Building Codes	
BIT 020	California Mechanical Codes	
BUAC 020A	Financial Accounting	
BUAC 066	Fundamentals of Bookkeeping	
BUMA 020A	Business Law I	
BUMA 028	Small Business/Entrepreneurship	
BUMA 031	Business Calculations	
BUMA 094	Business Communications	
CIS 010	Computer Literacy	
ESYS 001	Energy Generation & Distribution Industry	
ESYS 002	Electricity & Electrical Theory	
ESYS 003	Energy Systems Technology	
ESYS 004	Industrial Calculations	
WELD 011	Shielded Metal Arc Welding	
WELD 012	Basic Gas Metal Arc Welding (MIG)	
Required Subtotal		27
Electives Subtotal		13
COD General Education Pattern (p. 63)		18
Kinesiology Activities		2
<b>DEGREE TOTAL</b>		<b>60</b>

## Air Properties & Economizer Performance Certificate of Completion

This program is designed to train HVAC technicians to understand Air properties and how it effects system performance. It is also designed to train technicians to properly install and set up economizers.

### Required courses

ACR 378A	Introduction to Refrigerants Management	0
ACR 378D	System Performance and Charging Procedures	0
ACR 378E	Study of Air Properties & Human Comfort	0
ACR 378F	Indoor Air Quality & Economizers	0

## Proper HVAC Systems Prep and Systems Charging Certificate of Completion

This program is designed to train HVAC Technicians the proper methods of system recovery, system evacuation, and proper system charging.

### Required Courses

ACR 378A	Introduction to Refrigerants Management	0
ACR 378D	System Performance and Charging Procedures	0

## Refrigerant Management & EPA-608 Preparation Certificate of Completion

This program is for the HVAC industry to learn the best methods for handling refrigerants, recovery, reclamation and evacuation. This program also prepares students for the EPA-608 Refrigerant Handling License.

### Required Courses:

ACR 378A	Introduction to Refrigerants Management	0
ACR 378B	Recovery and Evacuation Practices in Refrigerant Management	0
ACR 378C	EPA-608 Preparation for Refrigerant Management	0

## 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:

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## Architectural Technology Certificate of Achievement

The **Architectural Technology Certificate of Achievement** provides education and training for students seeking employment in Architecture or any of the related fields in the building industry where they may be involved in the production of working drawings for the construction and renovation of homes, offices, retail stores, and many other building typologies. Students earning the certificate may also choose to continue their education toward an associate, baccalaureate, or advanced degree in Architecture or related major.

Required Courses		Units
ARCH 001	Intro to Architectural Professions	3
ARCH 002	Materials of Construction	4
ARCH 003A	Architectural Practice I	3
ARCH 003B	Architectural Practice II	3
ARCH 005A	Introduction to Drawing & Perspective	3
ARCH 005B	Architectural Delineation	3
ARCH 011	Architectural Blueprint Reading	3
BIT 010	California Building Codes	4
DRA 001	Technical Drafting I	3
DRA 002	AutoCAD	4
DRA 010	CAD Drafting/Design Project	2
DRA 011	Intro to Sketchup & Revit	3
<b>CERTIFICATE TOTAL</b>		<b>38</b>



## Architectural Technology AS Degree (employment preparation)

The **Architectural Technology Associate of Science** degree is intended to prepare students with a broad perspective of Architecture, design and local general education requirements to utilize in gaining employment in Architecture or any of the related fields in the building industry where they will be involved to produce plans, but may also contribute in the design and construction administration of various building typologies. Individuals completing this degree may also choose to continue their education toward a baccalaureate, or advanced degree in Architecture or related majors.

Required Courses		Units
ARCH 001	Intro to Architectural Professions	3
ARCH 002	Materials of Construction	4
ARCH 003A	Architectural Practice I	3
ARCH 003B	Architectural Practice II	3
ARCH 005A	Introduction to Drawing & Perspective	3
ARCH 005B	Architectural Delineation	3
ARCH 008	Architectural Design Fundamentals I	3
ARCH 009	Architectural Design Fundamentals II	3
ARCH 010	Environmental Control Systems	3
ARCH 011	Architectural Blueprint Reading	3
DRA 001	Technical Drafting I	3
DRA 002	AutoCAD	4
DRA 011	Intro to Sketchup & Revit	3
<b>Required Subtotal</b>		41
COD General Education Pattern (p. 63)		18
Kinesiology Activities		2
<b>DEGREE TOTAL</b>		61

## Architectural Technology AS Degree (transfer preparation)

The **Architectural Technology Associate of Science** degree is intended to prepare students with a broad perspective of Architecture, design and local general education requirements to utilize in gaining employment in Architecture or any of the related fields in the building industry where they will be involved to produce plans, but may also contribute in the design and construction administration of various building typologies. Individuals completing this degree may also choose to continue their education toward a baccalaureate, or advanced degree in Architecture or related majors.

Required Courses		Units
ARCH 002	Materials of Construction	4
ARCH 003A	Architectural Practice I	3
ARCH 003B	Architectural Practice II	3
ARCH 005A	Introduction to Drawing & Perspective	3
ARCH 005B	Architectural Delineation	3
ARCH 008	Architectural Design Fundamentals I	3
ARCH 009	Architectural Design Fundamentals II	3
ARCH 010	Environmental Control Systems	3
ARCH 017	Architectural Design Fundamentals III	3
<b>Required Subtotal</b>		28

Select one of the following: <sup>1</sup>	37-39
CSU General Education (p. 68)	
IGETC Pattern (p. 71)	
Kinesiology Activities	2
<b>DEGREE TOTAL</b>	67-69

<sup>1</sup> 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

The **Building Inspection Technology Certificate of Achievement** provides courses that prepare individuals for careers in the public and private sectors of construction and the real estate industry. The courses offered ensure that individuals who complete the program are prepared to meet local and national building codes and ordinances, zoning regulations, and contract specifications.

Required Courses		Units
BIT 010	California Building Codes	4
BIT 020	California Mechanical Codes	2
BIT 024	California Energy Codes	3
BIT 025	California Residential Codes	3
BIT 026	Building II & Fire Codes	3
BIT 030	California Plumbing Codes	2
BIT 040	California Electrical Codes	2
ARCH 002	Materials of Construction	4
ARCH 003A	Architectural Practice I	3
<b>CERTIFICATE TOTAL</b>		26

## Construction Management Certificate of Achievement

The Construction Management Certificate of Achievement provides education and training for students seeking employment in Construction or any of the related fields in the building industry where they may be involved in the procurement of documents and construction or renovation of homes, offices, retail stores, and many other building typologies. Students earning the certificate may also choose to continue their education toward an associate, baccalaureate, or advanced degree in Construction Management or related major.

Required Courses		Units
ARCH 001	Intro to Architectural Professions	3
ARCH 002	Materials of Construction	4
ARCH 003A	Architectural Practice I	3
ARCH 011	Architectural Blueprint Reading	3
BIT 010	California Building Codes	4
BIT 026	Building II & Fire Codes	3
CM 001	Introduction to Construction Management	2
CM 002	Intro to Urban Planning	3
DRA 002	AutoCAD	4
<b>CERTIFICATE TOTAL</b>		29

## Construction Management AS Degree (employment preparation)

The **Associate of Science in Construction Management** degree is intended to prepare students with a broad overview of construction, various related courses and local general education requirements to utilize in gaining employment in construction or any of the related fields in the building industry where they may be involved with the scheduling, estimating and construction of various projects. Individuals completing this degree may also choose to continue their education toward a baccalaureate, or advanced degree in Construction Management or related majors.

Required Courses		Units
ARCH 001	Intro to Architectural Professions	3
ARCH 002	Materials of Construction	4
ARCH 003A	Architectural Practice I	3
ARCH 011	Architectural Blueprint Reading	3
BIT 010	California Building Codes	4
BIT 026	Building II & Fire Codes	3
CM 001	Introduction to Construction Management	2
CM 002	Intro to Urban Planning	3
DRA 002	AutoCAD	4
<b>Electives</b>		
Select 11 units from the following:		11
ARCH 003B	Architectural Practice II	
BIT 020	California Mechanical Codes	
BIT 030	California Plumbing Codes	
BIT 040	California Electrical Codes	
CM 003	Site & Terrain Analysis	
CM 004	Construction Law Survey	
CM 005	Construction Planning	
<b>Required Subtotal</b>		29
<b>Elective Subtotal</b>		11
COD General Education Pattern (p. 63)		18
Kinesiology Activities		2
<b>DEGREE TOTAL</b>		60

## Construction Management AS Degree (transfer preparation)

The **Associate of Science in Construction Management** degree is intended for students to gain a broad overview of construction and various related courses including a breadth of general education requirements in preparation toward transferring to CSU, UC, or private institutions that offer baccalaureate, or advanced degree in Construction Management or related majors.

Required Courses		Units
ARCH 001	Intro to Architectural Professions	3
ARCH 002	Materials of Construction	4
ARCH 003A	Architectural Practice I	3
ARCH 005A	Introduction to Drawing & Perspective	3
BIT 010	California Building Codes	4
BIT 026	Building II & Fire Codes	3
CM 001	Introduction to Construction Management	2

CM 002	Intro to Urban Planning	3
DRA 002	AutoCAD	4
<b>Required Subtotal</b>		29
Select one of the following: <sup>1</sup>		37-39
CSU General Education (p. 68)		
IGETC Pattern (p. 71)		
Kinesiology Activities		2
<b>DEGREE TOTAL</b>		68-70

<sup>1</sup> 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

The **General Drafting Certificate of Achievement** provides education and training for students seeking employment in various related fields in the architectural, engineering or building industry where they may be involved in the production of working drawings for the construction and renovation of homes, offices, retail stores, and many other building typologies. Students earning the certificate may also choose to continue their education toward an associate degree in General Drafting.

Required Courses		Units
DRA 001	Technical Drafting I	3
DRA 002	AutoCAD	4
DRA 010	CAD Drafting/Design Project	2
DRA 011	Intro to Sketchup & Revit	3
ARCH 001	Intro to Architectural Professions	3
ARCH 002	Materials of Construction	4
ARCH 003A	Architectural Practice I	3
ARCH 003B	Architectural Practice II	3
ARCH 005A	Introduction to Drawing & Perspective	3
ARCH 005B	Architectural Delineation	3
ARCH 011	Architectural Blueprint Reading	3
<b>CERTIFICATE TOTAL</b>		34

## General Drafting AS Degree

The **Associate of Science in General Drafting** degree is intended to prepare students with a broad perspective of drafting, design and local general education requirements to utilize in gaining employment in any of the related fields of the building industry where they will be involved to produce plans of various building typologies. Individuals completing this degree may also choose to continue their education toward a baccalaureate, or advanced degree in Architecture or related majors.

Required Courses		Units
DRA 001	Technical Drafting I	3
DRA 002	AutoCAD	4
DRA 010	CAD Drafting/Design Project	2
DRA 011	Intro to Sketchup & Revit	3
ARCH 001	Intro to Architectural Professions	3
ARCH 002	Materials of Construction	4
ARCH 003A	Architectural Practice I	3
ARCH 003B	Architectural Practice II	3

ARCH 005A	Introduction to Drawing & Perspective	3
ARCH 005B	Architectural Delineation	3
ARCH 011	Architectural Blueprint Reading	3
BIT 010	California Building Codes	4
DDP 001A	Computer Graphics 1A	3
<b>Required Subtotal</b>		<b>41</b>
COD General Education Pattern (p. 63)		18
Kinesiology Activities		2
<b>DEGREE TOTAL</b>		<b>61</b>

## Real Estate Development Certificate of Achievement

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.

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

Required Courses	Units	
RED 010	Introduction to Real Estate Professions	3
RED 020	Introduction to Real Estate Development	3
RED 030	Real Estate Development Fundamentals	3
ARCH 002	Materials of Construction	4
ARCH 011	Architectural Blueprint Reading	3
BUMA 027	Marketing	3
CIS 005	Computer Survival Skills	2
ECON 001	Principles of Macroeconomics	3
<b>CERTIFICATE TOTAL</b>		<b>24</b>

## Art

Art is the study of communicating concepts and ideas visually. The Art program offers a wide range of courses in studio art and art history in order to provide an overview of the discipline, including art appreciation, two and three-dimensional foundation courses, studio courses in drawing, painting, photography, printmaking, sculpture, ceramics, along with courses in portfolio presentation and gallery management. The Art program offers an Associate in Arts for Transfer (AA-T) degree in both Studio Art and Art History. It is the goal of the Art program to:

- Help students develop their artistic and intellectual potential to the highest possible level, so that majors and non-majors alike develop skill in creative problem-solving, critical thinking, and interpersonal communication through visual and verbal forms.
- Provide a broad foundation of knowledge in the appreciation, history, and practice of art for students wishing to pursue degree, certificate, transfer, and vocational agendas, leading to possible careers as a studio artist, art educator, art historian, art consultant, art therapist, art conservator, or curator.

- Promote community awareness of the relationship between art 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 advance studies or professional employment, and those who will use their artistic training in community settings and other cultural service areas.

Careers in art include but are not limited to studio artist, art educator, art consultant, art therapist, conservator, art historian, photographer, designer, illustrator, animator, museum and gallery employment in curatorial, administrative, educational, registration, installation, and conservation departments. Transfer requirements at four-year colleges and universities vary, so students should consult with a counselor and faculty advisor for specific information regarding the transfer process and lower division requirements.

### Advisors:

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## Courses Related in Content

### Limitation on Enrollment by Courses Related in Content

Many Art courses have enrollment limitations. Active participatory courses that share a similar educational objective in Art are grouped together as a "family" of courses related in content. Students are allowed four enrollments within each "family", but each course in the "family" is limited to one enrollment unless it has been designated as repeatable, per Title 5, Section 55040 (c), California Code of Regulations:

"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:

Related in Content	Art Courses
<b>CERAMICS</b>	
ART 007A	Beginning Ceramics
ART 007B	Intermediate Ceramics
<b>DESIGN &amp; COLOR</b>	
ART 003A	Basic Design & Color

ART 004	Three-Dimensional Design
ART 006A	Intermediate Design & Color
<b>DRAWING</b>	
ART 001A	Beginning Drawing & Composition
ART 001B	Intermediate Drawing & Composition
ART 005A	Beginning Figure Drawing
ART 005B	Intermediate Figure Drawing
<b>PAINTING</b>	
ART 019	Introduction to Painting
ART 021A	Beginning Watercolor Painting
ART 021B	Intermediate Watercolor 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
DDP 030	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 020A	Beginning Ceramic Sculpture
ART 020B	Intermediate Ceramic Sculpture

## Art History AA-T Degree

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 Degree, 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.

Required Core Courses	Units
ART 001A Beginning Drawing & Composition	3
ART 002A History of Western Art I: Prehistoric to Medieval	3
ART 002B History of Western Art II: Renaissance to Contemporary	3

<b>List A</b>	
Select one course from the following:	3

ART 012A	Survey of Asian Art
ART 012B	Art of Africa, Oceania, & Indigenous North America
ART 012C	Art of the Ancient Americas
<b>List B</b>	
Select one course from the following:	3
ART 003A	Basic Design & Color
ART 004	Three-Dimensional Design
ART 005A	Beginning Figure Drawing
ART 007A	Beginning Ceramics
ART 011A	Beginning Sculpture
ART 030A	Beginning Black & White Photography
<b>List C</b>	
Select one course from the following:	3-5
Any course from List A or B not already used	
ART 002C	History of Modern Art
ART 010	Introduction to Art
ART 033	History of Photography
ARCH 014	History of Architecture I
ANTH 002	Cultural Anthropology
ANTH 003	Archaeology, Introduction to Prehistory
ENG 001B	Composition & Literature
ENG 010A	American Literature I
ENG 010B	American Literature II
ENG 011A	Survey of English Literature
ENG 011B	Survey of English Literature
ENG 012A	World Literature I
ENG 012B	World Literature II
HIST 003	History of World Civilization I
HIST 004	History of World Civilization II
HIST 017	US History through Reconstruction
HIST 018	US History from Reconstruction to Present
MUS 010	Introduction to Music
PHIL 006	Introduction to Philosophy
PHIL 007	Ideas of the Great Philosophers
PHIL 012	Religions of the World
PHIL 013	Perspectives on Death & Dying
RTV 006	Introduction to Film
SOC 014	Introduction to Race & Ethnicity
SOC 015	Mexican American Culture & Society
TA 001	Introduction to Theatre
FR 001	Elementary French I
FR 002	Elementary French II
FR 003	Intermediate French I
FR 004	Intermediate French II
GER 001	Elementary German I
GER 002	Elementary German II
SPAN 001	Elementary Spanish I
SPAN 002	Elementary Spanish II
SPAN 003	Intermediate Spanish I
SPAN 004	Intermediate Spanish II
<b>Required Subtotal</b>	18-20
Select one of the following: <sup>1</sup>	37-39

CSU General Education (p. 68)	
IGETC Pattern (p. 71)	
Transferable Electives (as needed to reach 60 transferable units) <sup>2</sup>	
<b>DEGREE TOTAL</b>	<b>60</b>

- <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.

Please refer to Associate Degree for Transfer (SB 1440), see page 61.

## Studio Arts AA-T Degree

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.

Required Core Courses		Units
ART 001A	Beginning Drawing & Composition	3
ART 002B	History of Western Art II: Renaissance to Contemporary	3
ART 003A	Basic Design & Color	3
ART 004	Three-Dimensional Design	3
<b>List A</b>		
Select one course from the following:		3
ART 002A	History of Western Art I: Prehistoric to Medieval	
ART 002C	History of Modern Art	
<b>List B</b>		
Select three Curricular Areas:		9
<b>Drawing</b>		
ART 005A	Beginning Figure Drawing	
or ART 001B	Intermediate Drawing & Composition	
<b>Painting</b>		
ART 019	Introduction to Painting	
<b>Printmaking</b>		
ART 009A	Beginning Printmaking	
<b>Ceramics</b>		
ART 007A	Beginning Ceramics	
<b>Sculpture</b>		

ART 011A	Beginning Sculpture	
<b>Photography</b>		
ART 030A	Beginning Black & White Photography	
<b>Color</b>		
ART 006A	Intermediate Design & Color	
<b>Required Subtotal</b>		<b>24</b>
Select one of the following: <sup>1</sup>		37-39
CSU General Education (p. 68)		
IGETC Pattern (p. 71)		
Transferable Electives (as needed to reach 60 transferable units) <sup>2</sup>		
<b>DEGREE TOTAL</b>		<b>60</b>

- <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.

Please refer to Associate Degree for Transfer (SB 1440), see page 61.

## Automotive Technology

The Automotive Technology curriculum at College of the Desert is aligned with the standards of the National Automotive Technicians Education Foundation (NATEF). The program is NATEF certified, a member of the National Coalition of Certification Centers (NC3), and a Local Mopar Career Automotive Program (Mopar CAP Local).

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

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 students to specialize in these 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.

This program is designed to prepare students and incumbent employees for entry-level positions at local automotive dealerships, independent repair facilities, national repair chains, and parts suppliers.

### Advisors:

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## Automotive Technology AS Degree

The **Associate of Science in Automotive Technology** degree program offers students the opportunity to learn the academic and occupational skills needed by entry-level technicians in the automotive industry. The degree is aligned with the standards of the National Automotive Technicians Education Foundation (NATEF). The program is NATEF certified, a member of the National Coalition of Certification Centers (NC3), and a Local Mopar College Automotive Program (Mopar CAP Local).

The curriculum was developed with industry guidance and prepares students with foundation courses. A key focus is on electronic technologies and other advanced diagnostic technologies used in light-duty vehicles currently produced and serviced by the major manufacturers.

The degree program's emphasis is on key vehicle systems including electrical, engine performance, emissions, braking, steering & suspension, engine, transmission, and heating and air conditioning. Within each system, the student is taught to understand its operation, function, maintenance, repair, and diagnosis. In addition to the degree option, the automotive 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.

Required Courses		Units
AUTO 010	Introduction to Automotive Technology	4
AUTO 011B	Auto Electronics & Electrical Systems	4
AUTO 011C	Advanced Automotive Electrical Systems	5
AUTO 012A	Automotive Suspension & Steering Systems	4
AUTO 013A	Automotive Braking Systems	4
AUTO 014A	Automotive Engine Management	4
AUTO 015	Automotive Engine Diagnosis & Repair	4
AUTO 020A	Automotive Quick Service	3
AUTO 021A	Automotive Diagnosis & Troubleshooting	2
AUTO 095A	Automotive Technology Work Experience <sup>1</sup>	2
AUTO 099	Auto/Advanced Transportation Summation	1
<b>Electives</b>		
Select 6 units from the following:		6
AUTO 014B	Advanced Engine Management	
AUTO 016	Automotive Manual Transmissions & Drive Train Systems	
AUTO 017	Automatic Transmissions & Transaxles	
AUTO 018	Automotive Heating, Ventilation & Air Conditioning	
AUTO 043A	Intro to Hybrid, Electric & Fuel-Cell Vehicle Technology	
AUTO 043B	Hybrid, Fuel-Cell & Electric Vehicle Diagnosis & Repair	

AUTO 045A	Intro to Alternative Fuel Vehicles	
AUTO 054D	Smog Check Inspector Training Level 1&2	
AUTO 054E	Smog Check Diagnostic & Repair Technician	
AUTO 093A	Intro to Light & Medium Duty Diesel Systems	
AUTO 093B	Light/Medium Duty Diesel Systems	
AUTO 093C	Advanced Light/Medium Duty Systems	
AUTO 093D	Diesel Diagnostics & Troubleshooting	
AUTO 095A	Automotive Technology Work Experience (1-2 units in addition to required) <sup>1</sup>	
ACR 060	Air Conditioning & Refrigeration I	
ACR 064	Air Conditioning & Refrigeration Electricity I	
WELD 011	Shielded Metal Arc Welding	
WELD 012	Basic Gas Metal Arc Welding (MIG)	
<b>Required Courses</b>		43
COD General Education Pattern (p. 63)		18
Kinesiology Activities		2
<b>DEGREE TOTAL</b>		63

<sup>1</sup> For extenuating circumstances, as deemed by the automotive advisor, work experience may be fulfilled through a special shop project or an appropriate elective.

## Automotive Air Conditioning Certificate of Achievement

The emphasis of the Automotive Air Conditioning Certificate is on vehicle heating, ventilation, and air conditioning (HVAC) systems, including their basic operation, function, service and maintenance. The systems include heaters, air conditioners, manual controls, and computer controls.

This certificate is designed to prepare students and incumbent employees for entry-level positions at local automotive dealerships, independent repair facilities, national repair chains, fleets, and parts suppliers. The applicable courses are National Automotive Technicians Education Foundation (NATEF) complaint, meet the standards of National Coalition of Certification Centers (NC3), and integrate Mopar College Automotive Program (CAP) Local levels 0 and 1 online coursework.

Required Courses		Units
AUTO 010	Introduction to Automotive Technology	4
AUTO 011B	Auto Electronics & Electrical Systems	4
AUTO 018	Automotive Heating, Ventilation & Air Conditioning	4
AUTO 095A	Automotive Technology Work Experience (Maximum of 2 units may be used for work experience) <sup>1</sup>	2
<b>Electives</b>		
Select 4 units from the following:		4
AUTO 011C	Advanced Automotive Electrical Systems	
AUTO 012A	Automotive Suspension & Steering Systems	
AUTO 013A	Automotive Braking Systems	
AUTO 014A	Automotive Engine Management	
AUTO 014B	Advanced Engine Management	
AUTO 015	Automotive Engine Diagnosis & Repair	

AUTO 016	Automotive Manual Transmissions & Drive Train Systems	
AUTO 017	Automatic Transmissions & Transaxles	
AUTO 021A	Automotive Diagnosis & Troubleshooting	
AUTO 043A	Intro to Hybrid, Electric & Fuel-Cell Vehicle Technology	
AUTO 043B	Hybrid, Fuel-Cell & Electric Vehicle Diagnosis & Repair	
AUTO 054D	Smog Check Inspector Training Level 1&2	
AUTO 054E	Smog Check Diagnostic & Repair Technician	
AUTO 093A	Intro to Light & Medium Duty Diesel Systems	
AUTO 093B	Light/Medium Duty Diesel Systems	
AUTO 093C	Advanced Light/Medium Duty Systems	
AUTO 093D	Diesel Diagnostics & Troubleshooting	
AUTO 095A	Automotive Technology Work Experience (1-2 units in addition to required) <sup>1</sup>	
ACR 060	Air Conditioning & Refrigeration I	
ACR 064	Air Conditioning & Refrigeration Electricity I	
WELD 011	Shielded Metal Arc Welding	
WELD 012	Basic Gas Metal Arc Welding (MIG)	
<b>CERTIFICATE TOTAL</b>		<b>18</b>

<sup>1</sup> For extenuating circumstances, as deemed by the automotive advisor, work experience may be fulfilled through a special shop project or an appropriate elective.

## Automotive Electrical Certificate of Achievement

The emphasis of the Automotive Electrical Certificate is on vehicle electrical/electronic systems including their basic operation, function, and service. The systems include battery, starting, charging, body control, lighting, restraint systems, and on-board diagnostics.

This certificate is designed to prepare students and incumbent employees for entry-level positions at local automotive dealerships, independent repair facilities, national repair chains, fleets, and parts suppliers. The applicable courses are National Automotive Technicians Education Foundation (NATEF) compliant, meet the standards of National Coalition of Certification Centers (NC3), and integrate Mopar College Automotive Program (CAP) Local levels 0 and 1 online coursework.

Required Courses	Units	
AUTO 010	Introduction to Automotive Technology	4
AUTO 011B	Auto Electronics & Electrical Systems	4
AUTO 011C	Advanced Automotive Electrical Systems	5
AUTO 021A	Automotive Diagnosis & Troubleshooting	2
AUTO 043A	Intro to Hybrid, Electric & Fuel-Cell Vehicle Technology	3
AUTO 095A	Automotive Technology Work Experience (Maximum of 2 units may be used for work experience) <sup>1</sup>	2
<b>CERTIFICATE TOTAL</b>		<b>20</b>

<sup>1</sup> 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

The emphasis of the Automotive Emissions Certificate is on vehicle emission systems, including their basic operation, function, service, and maintenance. The systems include on-board diagnostics (OBD), engine, exhaust, and fuel emission systems.

This certificate is designed to prepare students and incumbent employees for entry-level positions at local automotive dealerships, independent repair facilities, national repair chains, fleets, and parts suppliers. The applicable courses are National Automotive Technicians Education Foundation (NATEF) compliant, meet the standards of National Coalition of Certification Centers (NC3), and integrate Mopar College Automotive Program (CAP) Local levels 0 and 1 online coursework. College of the Desert is a Bureau of Automotive Repair Certified Training Institution for the SMOG courses.

Required Courses	Units	
AUTO 010	Introduction to Automotive Technology	4
AUTO 011B	Auto Electronics & Electrical Systems	4
AUTO 021A	Automotive Diagnosis & Troubleshooting	2
AUTO 054D	Smog Check Inspector Training Level 1&2	4
AUTO 054E	Smog Check Diagnostic & Repair Technician	3
AUTO 095A	Automotive Technology Work Experience (Maximum of 2 units may be used for work experience) <sup>1</sup>	2
<b>CERTIFICATE TOTAL</b>		<b>19</b>

<sup>1</sup> For extenuating circumstances, as deemed by the automotive advisor, work experience may be fulfilled through a special shop project or an appropriate elective.

## Automotive Engine Management Certificate of Achievement

The emphasis of the **Automotive Engine Management Certificate** is on vehicle engine management systems, including their basic operation, function, service, and maintenance. The systems include ignition, fuel, light mechanical, and emissions.

This certificate is designed to prepare students and incumbent employees for entry-level positions at local automotive dealerships, independent repair facilities, national repair chains, fleets, and parts suppliers. The applicable courses are National Automotive Technicians Education Foundation (NATEF) compliant, meet the standards of National Coalition of Certification Centers (NC3), and integrate Mopar College Automotive Program (CAP) Local levels 0 and 1 online coursework.

Required Courses	Units	
AUTO 010	Introduction to Automotive Technology	4
AUTO 011B	Auto Electronics & Electrical Systems	4
AUTO 014A	Automotive Engine Management	4
AUTO 014B	Advanced Engine Management	5
AUTO 021A	Automotive Diagnosis & Troubleshooting	2

AUTO 095A	Automotive Technology Work Experience (Maximum of 2 units may be used for work experience) <sup>1</sup>	2
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<b>CERTIFICATE TOTAL</b>		<b>21</b>
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<sup>1</sup> For extenuating circumstances, as deemed by the automotive advisor, work experience may be fulfilled through a special shop project or an appropriate elective.

## Automotive Transmission & Axle Certificate of Achievement

The emphasis of the **Automotive Transmission & Axle Certificate** is on vehicle manual transmissions, automatic transmissions/transaxles, and axle systems. This includes their basic operation, function, service, and maintenance. The systems include automatic and manual transmissions, transfer cases, final drives, CV joints, and shafts, as well as associated hardware.

This certificate is designed to prepare students and incumbent employees for entry-level positions at local automotive dealerships, independent repair facilities, national repair chains, fleets, and parts suppliers. The applicable courses are National Automotive Technicians Education Foundation (NATEF) compliant, meet the standards of National Coalition of Certification Centers (NC3), and integrate Mopar College Automotive Program (CAP) Local levels 0 and 1 online coursework.

Required Courses		Units
AUTO 010	Introduction to Automotive Technology	4
AUTO 011B	Auto Electronics & Electrical Systems	4
AUTO 016	Automotive Manual Transmissions & Drive Train Systems	4
AUTO 017	Automatic Transmissions & Transaxles	4
AUTO 095A	Automotive Technology Work Experience (Maximum of 2 units may be used for work experience) <sup>1</sup>	2
<b>CERTIFICATE TOTAL</b>		<b>18</b>

<sup>1</sup> For extenuating circumstances, as deemed by the automotive advisor, work experience may be fulfilled through a special shop project or an appropriate elective.

## Brakes Certificate of Achievement

This certificate 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.

Required Courses		Units
AUTO 010	Introduction to Automotive Technology	4
AUTO 011B	Auto Electronics & Electrical Systems	4
AUTO 013A	Automotive Braking Systems	4
AUTO 095A	Automotive Technology Work Experience (Maximum of 2 units may be used for work experience)	2
<b>Elective Courses</b>		
Select four units from the following:		4
AUTO 011C	Advanced Automotive Electrical Systems	

AUTO 012A	Automotive Suspension & Steering Systems	
AUTO 014A	Automotive Engine Management	
AUTO 014B	Advanced Engine Management	
AUTO 015	Automotive Engine Diagnosis & Repair	
AUTO 016	Automotive Manual Transmissions & Drive Train Systems	
AUTO 017	Automatic Transmissions & Transaxles	
AUTO 018	Automotive Heating, Ventilation & Air Conditioning	
AUTO 021A	Automotive Diagnosis & Troubleshooting	
AUTO 043A	Intro to Hybrid, Electric & Fuel-Cell Vehicle Technology	
AUTO 043B	Hybrid, Fuel-Cell & Electric Vehicle Diagnosis & Repair	
AUTO 054D	Smog Check Inspector Training Level 1&2	
AUTO 054E	Smog Check Diagnostic & Repair Technician	
AUTO 093A	Intro to Light & Medium Duty Diesel Systems	
AUTO 093B	Light/Medium Duty Diesel Systems	
AUTO 093C	Advanced Light/Medium Duty Systems	
AUTO 093D	Diesel Diagnostics & Troubleshooting	
AUTO 095A	Automotive Technology Work Experience (1-2 units in addition to required)	
ACR 060	Air Conditioning & Refrigeration I	
ACR 061	Air Conditioning & Refrigeration II	
WELD 011	Shielded Metal Arc Welding	
WELD 012	Basic Gas Metal Arc Welding (MIG)	
<b>CERTIFICATE TOTAL</b>		<b>18</b>

## General Automotive Service Certificate of Achievement

The emphasis of the General Automotive Service Certificate is on vehicle general systems including their basic operation, function, service, and maintenance. The systems include electrical, braking, steering & suspension, engine management, and heating & air conditioning systems.

This certificate is designed to prepare students and incumbent employees for entry-level positions at local automotive dealerships, independent repair facilities, national repair chains, fleets, and parts suppliers. The applicable courses are National Automotive Technicians Education Foundation (NATEF) compliant, meet the standards of National Coalition of Certification Centers (NC3), and integrate Mopar College Automotive Program (CAP) Local levels 0 and 1 online coursework.

Required Courses		Units
AUTO 010	Introduction to Automotive Technology	4
AUTO 011B	Auto Electronics & Electrical Systems	4
AUTO 012A	Automotive Suspension & Steering Systems	4
AUTO 013A	Automotive Braking Systems	4
AUTO 014A	Automotive Engine Management	4
AUTO 018	Automotive Heating, Ventilation & Air Conditioning	4



AUTO 095A	Automotive Technology Work Experience (Maximum of 2 units may be used for work experience) <sup>1</sup>	2
<b>CERTIFICATE TOTAL</b>		<b>26</b>

<sup>1</sup> For extenuating circumstances, as deemed by the automotive advisor, work experience may be fulfilled through a special shop project or an appropriate elective.

## Light and Medium Duty Diesel Certificate of Achievement

This certificate provides theory and hands-on experience in automotive light and medium duty diesel systems including theory of operation, service, diagnosis, and repair. Light and medium duty diesel systems is an employment concentration area currently recognized nationwide. A Certificate of Achievement promotes employment advancement opportunities in the automotive field.

Required Courses		Units
AUTO 093A	Intro to Light & Medium Duty Diesel Systems	2
AUTO 093B	Light/Medium Duty Diesel Systems	4
AUTO 093C	Advanced Light/Medium Duty Systems	4
AUTO 093D	Diesel Diagnostics & Troubleshooting	2
AUTO 095A	Automotive Technology Work Experience (Maximum of 2 units may be used for work experience)	2

Elective Courses		Units
Select 4-7 units from the following:		4-7
AUTO 010	Introduction to Automotive Technology	
AUTO 011B	Auto Electronics & Electrical Systems	
AUTO 011C	Advanced Automotive Electrical Systems	
AUTO 012A	Automotive Suspension & Steering Systems	
AUTO 013A	Automotive Braking Systems	
AUTO 016	Automotive Manual Transmissions & Drive Train Systems	
AUTO 017	Automatic Transmissions & Transaxles	
AUTO 018	Automotive Heating, Ventilation & Air Conditioning	
AUTO 020A	Automotive Quick Service	
AUTO 021A	Automotive Diagnosis & Troubleshooting	
<b>CERTIFICATE TOTAL</b>		<b>18-21</b>

## Steering, Suspension, & Alignment Certificate of Achievement

The emphasis of the Steering, Suspension, & Alignment Certificate is on vehicle steering & suspension systems including their basic operation, function, service, and maintenance. The systems include base brakes, anti-lock brakes, and various types of front and rear suspension systems, as well as four-wheel alignment.

This certificate is designed to prepare students and incumbent employees for entry-level positions at local automotive dealerships, independent repair facilities, national repair chains, fleets, and parts suppliers. The applicable courses are National Automotive Technicians

Education Foundation (NATEF) compliant, meet the standards of National Coalition of Certification Centers (NC3), and integrate Mopar College Automotive Program (CAP) Local levels 0 and 1 online coursework.

Required Courses		Units
AUTO 010	Introduction to Automotive Technology	4
AUTO 011B	Auto Electronics & Electrical Systems	4
AUTO 012A	Automotive Suspension & Steering Systems	4
AUTO 095A	Automotive Technology Work Experience (Maximum of 2 units may be used for work experience) <sup>1</sup>	2

Electives		Units
Select 4 units from the following:		4
AUTO 011C	Advanced Automotive Electrical Systems	
AUTO 013A	Automotive Braking Systems	
AUTO 014A	Automotive Engine Management	
AUTO 014B	Advanced Engine Management	
AUTO 015	Automotive Engine Diagnosis & Repair	
AUTO 016	Automotive Manual Transmissions & Drive Train Systems	
AUTO 017	Automatic Transmissions & Transaxles	
AUTO 018	Automotive Heating, Ventilation & Air Conditioning	
AUTO 021A	Automotive Diagnosis & Troubleshooting	
AUTO 043A	Intro to Hybrid, Electric & Fuel-Cell Vehicle Technology	
AUTO 043B	Hybrid, Fuel-Cell & Electric Vehicle Diagnosis & Repair	
AUTO 054D	Smog Check Inspector Training Level 1&2	
AUTO 054E	Smog Check Diagnostic & Repair Technician	
AUTO 093A	Intro to Light & Medium Duty Diesel Systems	
AUTO 093B	Light/Medium Duty Diesel Systems	
AUTO 093C	Advanced Light/Medium Duty Systems	
AUTO 093D	Diesel Diagnostics & Troubleshooting	
AUTO 095A	Automotive Technology Work Experience (1-2 units in addition to required) <sup>1</sup>	
ACR 060	Air Conditioning & Refrigeration I	
ACR 064	Air Conditioning & Refrigeration Electricity I	
WELD 011	Shielded Metal Arc Welding	
WELD 012	Basic Gas Metal Arc Welding (MIG)	
<b>CERTIFICATE TOTAL</b>		<b>18</b>

<sup>1</sup> For extenuating circumstances, as deemed by the automotive advisor, work experience may be fulfilled through a special shop project or an appropriate elective.

## Automotive Quick Service Certificate of Completion

This certificate is geared for the quick service technician and provides training regarding services performed in most quick service facilities.

**Required courses**

AUTO 304	Automotive Calculation	0
AUTO 310	Automotive Components	0

## Automotive Terminology Certificate of Completion

This program prepares the student for an entry-level position in the area of parts distribution, and will also prepare students for further automotive courses. Completion of this program provides students with a detailed understanding of key components within each automotive system.

**Required courses**

AUTO 310	Automotive Components	0
AUTO 301	Automotive Terminology	0

## Basic Fire Fighter Academy

The College of the Desert **Basic Fire Fighter Academy** program 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.

BFFA 063A (Basic Firefighter I Academy-Part 1) is the first required course of a sequential two semester accredited State Fire Marshal (SFM) Basic Firefighter Academy designed to provide cadets with a basic knowledge of fire service operations and the entry level skills required by the vast majority fire departments nationwide.

Successful completion of both BFFA 063A and BFFA 063B (Basic Firefighter I Academy-Part 2) are required to be eligible to apply for the State Firefighter I Certificate after completing the required experience requirement. The Fire Academy course units are part of required electives for Fire Technology Associates Degree for employment preparation. Students completing the Fire Academy will receive certificates of achievement through the California State Fire Marshal's Office and IFSAC / Pro Board, California State Training Institute, the National Wildland Coordinating Group, and FEMA. This certificate is also nationally recognized by the IFSAC / Pro Board standard of certification for the Fire Fighter I. Completion of this certificate satisfies the manipulative and academic training requirements as established by the SFM to become certified as a Fire Fighter 1.

The COD Basic Fire Academy is accredited through the California State Fire Marshal's Office and adheres to the SFM's 2013 Certified Firefighter I requirements.

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## Basic Fire Fighter 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.

**Required Courses**

BFFA 063A	Basic Fire Fighter I Academy (Part 1)	9.75
BFFA 063B	Basic Fire Fighter I Academy (Part 2)	8.75
CERTIFICATE TOTAL		18.5

## Building & Energy Systems Professional

The Building & Energy Systems Professional program offers students various coursework that give a broad overview of the energy conservation industry maintains a strong emphasis in employment preparation. A variety of cross-disciplinary courses are available in Energy Systems, Heating Ventilation and Air Conditioning, Architecture, Computer Information Systems, and Building Inspection Technology. Core and elective courses are offered to support a concentration on industry specialties that allow students to earn stackable certificates and build on their career skill-set. Student have the option to focus on particular energy sectors by choosing from various depths of study including: Solar Systems, Building Control Systems, Building Operator, Advanced Lighting Systems, and/or Zero Net Energy (ZNE) Technician. Completed coursework in this program provides students with a technical background that can lead to multiple industry-recognized credentials and careers as an Energy Auditor, Energy Consultant, ZNE Technician, Green HVAC Technician, Facility Management, Construction Management, and Solar Residential Technician.

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## Building Automation Control Certificate of Achievement

The **Building Automation Control Certificate of Achievement** offers the students the opportunity to learn the academic, occupational, communication, and technical training skills needed by entry level technicians in the commercial Heating, Ventilating, and Air Conditioning (HVAC) industry. Students completing this certificate will develop multiple skills that include real-world knowledge of: Fundamentals of electricity, physics for building science, building commissioning, schematic and blueprint reading, mechanical and electrical devices, hardware and software for building technicians, digital controls, control networks and programming, BAS system installation, service, operation, maintenance, and troubleshooting, automated HVAC system controls, energy management system controls, and lighting and security system controls. This curriculum was developed in collaboration with several community colleges and industry partners to provide a path to various

commercial Heating, Ventilation, and Air Conditioning (HVAC) career areas.

Required Courses		Units
ACR 060	Air Conditioning & Refrigeration I	3
ACR 064	Air Conditioning & Refrigeration Electricity I	3
ACR 065	Air Conditioning & Refrigeration Electricity II	3
ACR 076	Facilities Maintenance - Chillers	3
ACR 090	Building Automation Fundamentals	3
ACR 091	Advanced Building Control Networks	3
ACR 092	Advanced Building Automation Networks and Programming	3
<b>CERTIFICATE TOTAL</b>		<b>21</b>

## Building Commissioning Technician Certificate of Achievement

The **Building Commissioning Technician Certificate of Achievement** offers students the opportunity to learn the occupational skills needed by future entry-level commissioning technicians in the energy efficient building industry. Building Commissioning (Cx) is the process of verifying that a building's systems operate as intended. Commissioning Technicians (CxT) and Commissioning Agents (CxA) work in a team environment, coordinating directly with architects, engineers, subcontractors, and the building owner to oversee, examine, and verify that the building systems are designed, installed, and tested according to the project's design specifications. This certificate focuses on how the building commissioning process is applied to new and existing buildings. Students will learn the fundamentals of the commissioning process through each step of a construction project – from predesign to occupancy and operations. Courses in Heating Ventilation and Air Conditioning, Building Controls Automaton and California energy codes will provide the student an opportunity to discover all the stakeholders involved in the commissioning process.

Required Courses		Units
ESYS 002	Electricity & Electrical Theory	3
ESYS 006	Fundamentals of Building Commissioning	3
ESYS 035	Advanced Lighting Controls	3
ACR 090	Building Automation Fundamentals	3
ACR 091	Advanced Building Control Networks	3
BIT 020	California Mechanical Codes	2
BIT 040	California Electrical Codes	2
<b>CERTIFICATE TOTAL</b>		<b>25</b>

## Building Energy Consultant Certificate of Achievement

This certificate of achievement is for students interested in a career in the building energy consulting industry. Energy consultants select the energy systems, documents, and verify energy code is being met. Energy consultants work in a team environment, coordinating directly with architects, engineers, subcontractors, and the building owner to oversee and examine multiple pathways to achieve the energy goals set by the owner and city ordinances. The student will model the building with alternative wall systems, roofs, window, and energy systems to meet the owner's energy goals. The student will receive comprehensive training in energy analysis software programs that may be used to document

compliance with CA Building Energy Efficiency Standards (Title 24, Part 6), ASHRAE 90.1 Standards, HERS energy rating systems as well as residential and nonresidential Green Building rating systems, such as GreenPoint Rated and LEED.

Required Courses		Units
ESYS 004	Industrial Calculations	3
ESYS 005	Zero Net Energy Building Science	4
ESYS 021	Residential Energy Modeling	3
ESYS 022	Residential Energy Modeling Design Project	2
ACR 075	HVACR Systems Design	3
ACR 077	Energy Conservation Methods for HVACR	3
BIT 020	California Mechanical Codes	2
BIT 024	California Energy Codes	3
ARCH 011	Architectural Blueprint Reading	3
<b>CERTIFICATE TOTAL</b>		<b>26</b>

## Commercial Gas Heating Certificate of Achievement

The **Commercial Gas Heating Certificate of Achievement** offers the students the opportunity to learn the academic, occupational, communication, and technical training skills needed by entry level technicians in the commercial Heating, Air Conditioning, and Refrigeration industry. Students completing this certificate will develop multiple skills that include real-world knowledge of combustion theory and application, combustion analysis, equipment tools, heating systems and components, electrical troubleshooting, heating safety, fuel properties, carbon monoxide measurements, safety, and health effects, building pressure measurements, static pressure, pressure imbalances, combustion appliance zone testing, and furnace installation and service. This curriculum was developed in collaboration with several community colleges and industry partners to provide a path to various commercial Heating, Air Conditioning, and Refrigeration career areas including, but not limited to facilities maintenance, building engineer, manufacturing, design, installation, service, sales, and entrepreneurship.

Required Courses		Units
ACR 060	Air Conditioning & Refrigeration I	3
ACR 064	Air Conditioning & Refrigeration Electricity I	3
ACR 065	Air Conditioning & Refrigeration Electricity II	3
ACR 076	Facilities Maintenance - Chillers	3
ACR 080	Gas Heating	3
ACR 084	Boiler & Hydronic Heating	3
<b>CERTIFICATE TOTAL</b>		<b>18</b>

## Energy Systems Technology Certificate of Achievement

The **Energy Systems Technology Certificate of Achievement** will provide students with the knowledge and skills necessary for an entry-level position in the power generation industry ranging from small stand-alone systems designed for minimal single electrical load devices to centralized utility scale operations designed to provide power to large regions supporting residential, commercial and/or industrial customers. Students will gain foundational skills in both the conceptual and practical side of power generation as well as an overview of the current

electrical infrastructure including: Centralized Power Generation Stations, Distributed Power Generation, Transmission Systems, Distribution Systems, Switchyards and Sub-stations. Upon completion of the core courses, the students are given several elective course options to provide a measure of flexibility in determination of the student's occupational path. Elective courses cover fundamental skills in natural resources, business, alternative transportation, construction technology, HVAC, design and earth sciences.

Required Courses		Units
ESYS 001	Energy Generation & Distribution Industry	3
ESYS 002	Electricity & Electrical Theory	3
ESYS 003	Energy Systems Technology	3
ESYS 004	Industrial Calculations	3
BUMA 032	Human Relations in the Workplace	3
NR 001	Conservation of Natural Resources	3
ACR 077	Energy Conservation Methods for HVACR	3
Electives		
Select 3 units from the following:		3
NR 001L	Conservation of Natural Resources Lab	
BUMA 010	Introduction to Business	
AUTO 045A	Intro to Alternative Fuel Vehicles	
ACT 020	Introduction to Construction Technology	
DRA 001	Technical Drafting I	
G 010	The Earth Sciences	
PH 001	Introductory Physics	
ESYS 095A	Energy Systems Technology Work Experience (Maximum of 2 units may be used for work experience)	
<b>CERTIFICATE TOTAL</b>		<b>24-25</b>

## Facilities Operations Technician Certificate of Achievement

The Facilities Operations Technician Certificate offers the students the opportunity to learn the academic, occupational, communication, and technical training skills needed by entry level technicians in the commercial Heating, Ventilating, and Air Conditioning (HVAC) industry. Students completing this certificate will develop multiple skills that include real-world knowledge of: Air conditioning and refrigeration theory and application, equipment tools, systems and components, interpreting electrical diagrams, physics for building science, building commissioning, building automation controls, control networks, carbon monoxide analysis, building pressure measurements, general combustion theory, plumbing fundamentals, boilers, chillers, air supply and delivery, system evacuation and charging, equipment service and installation, energy conservation, design, troubleshooting, and safety. This curriculum was developed in collaboration with several community colleges and industry partners to provide a path to various commercial Heating, Ventilating, and Air Conditioning (HVAC) career areas.

Required Courses		Units
ACR 060	Air Conditioning & Refrigeration I	3
ACR 064	Air Conditioning & Refrigeration Electricity I	3
ACR 065	Air Conditioning & Refrigeration Electricity II	3
ACR 076	Facilities Maintenance - Chillers	3
ACR 078	Safe Refrigerant Handling & Management	3

ACR 083	All Weather Heating & Cooling Systems	3
ACR 084	Boiler & Hydronic Heating	3
ACR 090	Building Automation Fundamentals	3
ACT 030	Plumbing Fundamentals	3
ARCH 011	Architectural Blueprint Reading	3
<b>CERTIFICATE TOTAL</b>		<b>30</b>

## Green HVAC Commercial Certificate of Achievement

Green HVAC Commercial offers the students the opportunity to learn the academic, occupational, communication, and technical training skills needed by entry level technicians in the commercial Heating, Ventilating, and Air Conditioning (HVAC) industry. Students completing this certificate will develop multiple skills that include real-world knowledge of air conditioning and refrigeration theory and application, equipment tools, systems and components, fundamentals of motors and capacitors, interpreting electrical diagrams, building automation controls, control networks, principles of hydronic heat, boilers, chillers, duct and envelope testing, air supply and delivery, system evacuation and charging, troubleshooting, equipment service and installation, energy conservation, design, and safety. This curriculum was developed in collaboration with several community colleges and industry partners to provide a path to various commercial Heating, Ventilating, and Air Conditioning (HVAC) career areas.

Required Courses		Units
ACR 060	Air Conditioning & Refrigeration I	3
ACR 061	Air Conditioning & Refrigeration II	3
ACR 064	Air Conditioning & Refrigeration Electricity I	3
ACR 065	Air Conditioning & Refrigeration Electricity II	3
ACR 075	HVACR Systems Design	3
ACR 076	Facilities Maintenance - Chillers	3
ACR 077	Energy Conservation Methods for HVACR	3
ACR 078	Safe Refrigerant Handling & Management	3
ACR 083	All Weather Heating & Cooling Systems	3
ACR 084	Boiler & Hydronic Heating	3
ACR 090	Building Automation Fundamentals	3
BIT 020	California Mechanical Codes	2
<b>CERTIFICATE TOTAL</b>		<b>35</b>

## Green HVAC Residential Certificate of Achievement

Green HVAC Residential Certificate offers the students the opportunity to learn the academic, occupational, communication, and technical training skills needed by entry level technicians in the residential Heating, Ventilating, and Air Conditioning (HVAC) industry. Students completing this certificate will develop multiple skills that include real-world knowledge of: Air conditioning and refrigeration theory and application, equipment tools, systems and components, duct and envelope testing, fundamentals of motors and capacitors, interpreting electrical diagrams, air supply and delivery, system evacuation and charging, troubleshooting, equipment service and installation, energy conservation, design, and safety. This curriculum was developed in collaboration with several

community colleges and industry partners to provide a path to various residential Heating, Ventilating, and Air Conditioning (HVAC) career areas.

Required Courses		Units
ACR 060	Air Conditioning & Refrigeration I	3
ACR 061	Air Conditioning & Refrigeration II	3
ACR 064	Air Conditioning & Refrigeration Electricity I	3
ACR 065	Air Conditioning & Refrigeration Electricity II	3
ACR 075	HVACR Systems Design	3
ACR 077	Energy Conservation Methods for HVACR	3
ACR 078	Safe Refrigerant Handling & Management	3
ACR 080	Gas Heating	3
ACR 083	All Weather Heating & Cooling Systems	3
<b>CERTIFICATE TOTAL</b>		<b>27</b>

## Heat Pumps Certificate of Achievement

The Heat Pumps Certificate offers students the opportunity to learn the academic, occupational, communication, and technical training skills needed by entry level technicians in the Heating, Ventilating, and Air Conditioning (HVAC) industry. All weather heating and cooling systems, better known as heat pumps, are a specialized cost saving device typically found in commercial buildings that are now becoming more commonplace in residential buildings. Students completing this certificate will develop advanced theory, troubleshooting, and service skills, as well as an advanced understanding of heat pump schematics, components, and controls. This curriculum was developed in collaboration with several community colleges and industry partners to provide a path to careers that require heat pump technical servicing skills.

Required Courses		Units
ACR 060	Air Conditioning & Refrigeration I	3
ACR 061	Air Conditioning & Refrigeration II	3
ACR 064	Air Conditioning & Refrigeration Electricity I	3
ACR 065	Air Conditioning & Refrigeration Electricity II	3
ACR 078	Safe Refrigerant Handling & Management	3
ACR 083	All Weather Heating & Cooling Systems	3
<b>CERTIFICATE TOTAL</b>		<b>18</b>

## Residential Gas Heating Certificate of Achievement

The Residential Gas Heating Certificate offers the students the opportunity to learn the academic, occupational, communication, and technical training skills needed by entry level technicians in the residential Heating, Air Conditioning, and Refrigeration industry. Students completing this certificate will develop multiple skills that include real-world knowledge of: combustion theory and application, combustion analysis, equipment tools, heating systems and components, electrical troubleshooting, heating safety, fuel properties, carbon monoxide safety, building pressure measurements, furnace installation and service. This curriculum was developed in collaboration with several community colleges and industry partners to provide a path to various residential Heating, Air Conditioning, and Refrigeration career areas.

Required Courses		Units
ACR 060	Air Conditioning & Refrigeration I	3
ACR 064	Air Conditioning & Refrigeration Electricity I	3
ACR 065	Air Conditioning & Refrigeration Electricity II	3
ACR 080	Gas Heating	3
<b>CERTIFICATE TOTAL</b>		<b>12</b>

## Zero Net Energy Certificate of Achievement

The Zero Net Energy (ZNE) Certificate offers the students a broad overview into the energy conservation industry and includes cross-disciplinary courses in Energy Systems, Heating Ventilation and Air Conditioning, Architecture, Computer Information Systems, and Building Inspection Technology. Completion of the ZNE Certificate is especially beneficial for support staff currently working in the energy sector and when combined with other defined certificates within the ZNE industry, students will have the technical background that can lead to industry recognized credentials and careers as an Energy Auditor, Energy Consultant, ZNE Technician, Green HVAC Technician, Facility Management, Construction Management and Solar Residential Technician.

### Required Courses:

ESYS 004	Industrial Calculations	3
ESYS 005	Zero Net Energy Building Science	4
ARCH 011	Architectural Blueprint Reading	3
BIT 024	California Energy Codes	3
CIS 010	Computer Literacy	4
CIS 012	Professional Office Procedures	3
<b>CERTIFICATE TOTAL</b>		<b>20</b>

## Zero Net Energy Technology Certificate of Achievement

The Zero Net Energy (ZNE) Technology Certificate provides the general knowledge of many variations of renewable energies. The technician can serve as a liaison between building stakeholders and a specialized technician or can continue to pursue a specialized credential. Zero Net Energy Technicians (ZNET) and building stakeholders work in a team environment, coordinating maintenance schedules, mechanical and electrical breakdowns. Together they verify that the building systems are working within the design conditions. This introductory certificate focuses on key factors involving design of Zero Net Energy (ZNE) buildings and maintenance. Students will learn the fundamentals of the ZNE building design through each step of design and construction process - from predesign to occupancy and operations. Operation and proper maintenance of the energy systems including HVAC, solar, lighting and envelope are analyzed in depth.

### Required Courses:

ESYS 001	Energy Generation & Distribution Industry	3
ESYS 002	Electricity & Electrical Theory	3
ARCH 002	Materials of Construction	4
ACR 075	HVACR Systems Design	3

ACR 077	Energy Conservation Methods for HVACR	3
<b>CERTIFICATE TOTAL</b>		<b>16</b>

## Residential Solar Installation Certificate of Completion

This Certificate is for students interested in installing and maintaining photovoltaics, and earning the North American Board of Certified Energy Practitioners (NABCEP) industry recognized credential and furthering their career in the solar industry. The fundamental principles and functions of the photovoltaic industry in solar fundamentals will be introduced along with the planning, installation, and maintenance of all necessary components for a photovoltaic system. Students will have an understanding of NEC guidelines.

### Required courses

ESYS 312A	Module 1 Residential Solar Installation	0
ESYS 312B	Module 2 Residential Solar Installation Management	0
ESYS 312C	Module 3 Residential Solar Installation Management	0

## Residential Solar Surveying and Planning Certificate of Completion

This Certificate is for students engaged in a solar related field that have a need for a fundamental knowledge and skills of solar function and design of solar photovoltaic. The coordination between trades, design limitations, and workflow processes will be explained. The fundamental principles and functions of the photovoltaic industry will be introduced. Students will be prepared to work as site planning technicians or solar sales advisors.

### Required courses

ESYS 311A	Module 1 Residential Solar Surveying & Planning	0
ESYS 311B	Module 2 Residential Solar Surveying & Planning	0
ESYS 311C	Module 3 Residential Solar Surveying & Planning	0

## Solar Battery Storage Installation and Maintenance Certificate of Completion

This certificate provides a broad overview of electric energy storage technologies, benefits, economics, California policies and a discussion of energy storage in microgrid systems. This course addresses students considering a career in the advanced energy industry or want to know how energy storage fits into energy and solar industry. Students will be prepared to work as site planning technicians or solar sales advisors.

### Required courses

ESYS 311A	Module 1 Residential Solar Surveying & Planning	0
ESYS 311B	Module 2 Residential Solar Surveying & Planning	0

ESYS 311C	Module 3 Residential Solar Surveying & Planning	0
ESYS 311E	Introduction to Energy Storage	0

## Solar Site Planning Project Certificate of Completion

This certificate provides training in applying the principles and techniques of solar surveying and planning to residential building projects. Projects take a hands-on approach and will be aligned to meet California Energy Commission solar guidelines. California state approved software will be applied.

### Required courses

ESYS 311A	Module 1 Residential Solar Surveying & Planning	0
ESYS 311B	Module 2 Residential Solar Surveying & Planning	0
ESYS 311C	Module 3 Residential Solar Surveying & Planning	0
ESYS 311D	Solar Site Planning Project	0

## Business

Programs and courses in the Business Department have been developed for general business-oriented students who wish to:

- Transfer to a four-year college or university to obtain a bachelor's degree and/or advanced degree.
- Meet occupational qualifications for in a variety of businesses and industries for immediate career entry or promotional opportunities.
- Many programs are offered in either Associate Degree [two-year] or 1 year certificate formats.
- Options are available for the student to earn multiple certificates while earning an associate degree.

Students should consult their advisors/counselors to determine additional courses within and outside the School of Applied Sciences and Business which are most appropriate for individual objectives. Assistance for helping the student make career choices is available at the College's Career Center as well with advisors and counselors.

### Advisors:

#### David George

Business Administration, General Business, Small Business, Hospitality Management, Retail Management  
 dgeorge@collegeofthedesert.edu  
 (760) 776-7360

#### John Gerardi

Accounting  
 jgerardi@collegeofthedesert.edu  
 (760) 776-7316

#### Pamela Stegeman

Business Administration, General Business, Small Business, Hospitality Management, Retail Management, Human Resource Management  
 pstegeman@collegeofthedesert.edu  
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## 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.

College of the Desert's accounting curriculum includes course offerings that provide a general overview of the discipline, as well as a specialized focus on bookkeeping, financial accounting, managerial accounting, tax accounting, cost accounting, and computer accounting. The college offers an Associates of Science Degree for employment preparation and a Certificate of Achievement in Accounting, as well as courses leading to transfer to a four-year institution. Both the AS degree and the certificate are designed to provide students with skills necessary for employment or advancement in the accounting profession. Students earning the certificate may also choose to continue their study toward an associate, baccalaureate, or advanced degree in the field. Past recipients of the COD Certificate of Achievement in Accounting have obtained positions as accounting clerks, bookkeepers, accountants, controllers and tax preparers.

For more information please contact the School of Applied Sciences and Business Office, the Counseling Center or call (760) 776-7316.

Required Courses		Units
BUAC 003	Accounting for Government & Non-Profit	3
BUAC 004	Tax Accounting I - Individuals	3
or BUAC 005	Tax Accounting II	
BUAC 010	Accounting with QuickBooks	3
or BUAC 013	Payroll Accounting	
BUAC 020A	Financial Accounting	4
BUAC 020B	Managerial Accounting	4
CIS 010	Computer Literacy	4
CIS 072D	Excel	3
Recommended Electives		
Select any two courses:		6
BUAC 004	Tax Accounting I - Individuals	
BUAC 005	Tax Accounting II	
BUAC 010	Accounting with QuickBooks	
BUAC 013	Payroll Accounting	
BUAC 050	Accounting in the Business Environment	
BUAC 051	Accounting for Entrepreneurs & Business Managers	
BUFI 012	Money Management & Planning for the Future	
BUFI 013	Investment Opportunities	
BUMA 001	Principles of Management	
BUMA 010	Introduction to Business	

BUMA 020A	Business Law I	
BUMA 031	Business Calculations	
BUMA 032	Human Relations in the Workplace	
BUMA 094	Business Communications	
Required Subtotal		24
Elective Subtotal		6
<b>CERTIFICATE TOTAL</b>		<b>30</b>

## Accounting AS Degree

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 and/or Associate of Science degree in Accounting.
- 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 020A, Financial Accounting and BUAC 020B, 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 Sciences and Business Office, the Counseling Center or call (760) 776-7316.

Required Courses		Units
BUAC 003	Accounting for Government & Non-Profit	3
BUAC 004	Tax Accounting I - Individuals	3
or BUAC 005	Tax Accounting II	
BUAC 010	Accounting with QuickBooks	3
BUAC 013	Payroll Accounting	3
BUAC 020A	Financial Accounting	4
BUAC 020B	Managerial Accounting	4
CIS 010	Computer Literacy	4

CIS 072D	Excel	3
<b>Electives</b>		
Select 15 units from the following:		15
BUAC 004	Tax Accounting I - Individuals	
BUAC 005	Tax Accounting II	
BUAC 050	Accounting in the Business Environment	
BUAC 051	Accounting for Entrepreneurs & Business Managers	
BUFI 012	Money Management & Planning for the Future	
BUFI 013	Investment Opportunities	
BUMA 001	Principles of Management	
BUMA 010	Introduction to Business	
BUMA 020A	Business Law I	
BUMA 031	Business Calculations	
BUMA 032	Human Relations in the Workplace	
BUMA 094	Business Communications	
<b>Required Subtotal</b>		27
<b>Elective Subtotal</b>		15
COD General Education Pattern (p. 63)		18
Kinesiology Activities		2
<b>DEGREE TOTAL</b>		62

## Business Administration AS-T Degree

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.

Required Courses	Units
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 020A	Financial Accounting 4
BUAC 020B	Managerial Accounting 4

BUMA 020A	Business Law I	3
BUMA 010	Introduction to Business	3
CIS 010	Computer Literacy	4
ECON 001	Principles of Macroeconomics	3
ECON 002	Principles of Microeconomics	3
MATH 014	Statistical Methods	4
or MATH 009	Business Calculus	
<b>Required Subtotal</b>		28
Select one of the following: <sup>1</sup>		37-39
CSU General Education (p. 68)		
IGETC Pattern (p. 71)		
Transferable Electives (as needed to reach 60 transferable units) <sup>2</sup>		
<b>DEGREE TOTAL</b>		60

<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.

Please refer to Associate Degree for Transfer (SB 1440), page 61.

## General Business Certificate of Achievement

General business is the study of basic principles, concepts and the language of organizations. The General Business certificate focuses on employment preparation. Career paths chosen by students pursuing the General Business Certificate include entry level general business positions. Even students who choose not to major in general business find that coursework in the field can improve their ability to think critically, problem-solve, manage their lives, and understand the business issues that engage our world, our country, and our communities.

### Required Courses

BUMA 001	Principles of Management	3
BUMA 010	Introduction to Business	3
BUMA 032	Human Relations in the Workplace	3
CIS 010	Computer Literacy	4
<b>Electives</b>		
Select 6-7 units from the following:		6-7
BUAC 050	Accounting in the Business Environment	
BUAC 051	Accounting for Entrepreneurs & Business Managers	
BUMA 020A	Business Law I	
BUMA 027	Marketing	
BUMA 031	Business Calculations	
BUMA 064	Human Resource Management	
BUMA 094	Business Communications	
CIS 006	Business Research	
CIS 072D	Excel	
BUMA 095A	Business Management Work Experience (Maximum of 3 units may be used for work experience)	
<b>CERTIFICATE TOTAL</b>		19-20



## General Business AS Degree

General Business is the study of basic principles, concepts and the language of organizations. The **Associate of Science in General Business 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 Associate of Science in General Business 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.

Required Courses		Units
BUMA 001	Principles of Management	3
BUMA 010	Introduction to Business	3
BUMA 032	Human Relations in the Workplace	3
CIS 010	Computer Literacy	4

### Electives

Select 27 units from the following:

AGBU 059A	Leadership	
AGBU 059B	Careers	
BUAC 003	Accounting for Government & Non-Profit	
BUAC 004	Tax Accounting I - Individuals	
BUAC 010	Accounting with QuickBooks	
BUAC 013	Payroll Accounting	
BUAC 020A	Financial Accounting	
BUAC 020B	Managerial Accounting	
BUAC 050	Accounting in the Business Environment	
BUAC 051	Accounting for Entrepreneurs & Business Managers	
BUFI 012	Money Management & Planning for the Future	
BUHM 063	Hotel & Restaurant Operations	
BUMA 020A	Business Law I	
BUMA 027	Marketing	
BUMA 028	Small Business/Entrepreneurship	
BUMA 029	Retail Merchandise Management	
BUMA 031	Business Calculations	
BUMA 064	Human Resource Management	
BUMA 094	Business Communications	
CIS 006	Business Research	
CIS 012	Professional Office Procedures	
CIS 072D	Excel	
CIS 082C	Website Design	
DDP 010	Graphic Design I	
DDP 020	New Media I	
ECON 001	Principles of Macroeconomics	
ECON 002	Principles of Microeconomics	

BUMA 095A Business Management Work Experience  
(Maximum of 3 units may be used for work experience)

<b>Required Subtotal</b>	13
<b>Elective Subtotal</b>	27
COD General Education Pattern (p. 63)	18
Kinesiology Activities	2
<b>DEGREE TOTAL</b>	60

## Golf Management Certificate of Achievement

Golf management is the study of all aspects pertaining to the operation and the responsibilities of the golf professional in managing a public or private golf facility. Career paths chosen by students pursuing undergraduate studies in golf management commonly include marketing and management as part of their work load. Even students who choose not to major in golf management find that coursework in the field can improve their ability to clearly articulate relating to problem solving.

**Golf Management Certificate of Achievement** is designed to provide students with skills necessary for employment or advancement as entry level golf course employees. Past recipients of the COD Certificate of Achievement in Golf Management have obtained positions as directors of golf at golf facilities nationwide. Students earning the certificate may also choose to continue their study toward an associate, baccalaureate or advance degree in the field.

Required Courses		Units
GOLF 025	Golf Shop Operations	2
GOLF 029	Methods of Teaching Golf	2
GOLF 030	Teaching the Short Game	2
GOLF 032	Golf Teaching Laboratory	2
GOLF 036	Fundamentals & Rules of Golf	2
AGEH 004	Turfgrass Management	2
AGEH 004L	Turfgrass Management Laboratory	1
AGEH 030	Landscape Equipment	2
AGEH 034	Golf Course Management	3
BUMA 029	Retail Merchandise Management	3
BUMA 094	Business Communications	3

### Electives

Select 3 units from the following:		3
AGEH 024	Advanced Turfgrass Management	
BUMA 001	Principles of Management	
BUMA 027	Marketing	
BUMA 028	Small Business/Entrepreneurship	
BUMA 031	Business Calculations	
BUMA 032	Human Relations in the Workplace	
BUMA 064	Human Resource Management	
RE 001	Intro to Recreation & Sport Management	
GOLF 095A	Golf Work Experience (Maximum of 3 units may be used for work experience)	

<b>CERTIFICATE TOTAL</b>	27
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## Golf Management AA Degree

Golf management is the study of all aspects pertaining to the operation and the responsibilities of the golf professional in managing a public or private golf facility. Career paths chosen by students pursuing undergraduate studies in golf management commonly include marketing and management as part of their work load. Even students who choose not to major in golf management find that coursework in the field can improve their ability to clearly articulate relating to problem solving.

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

Students pursuing an **Associate of Arts Degree in Golf Management** may opt for entry level positions as apprentice PGA professionals or may choose to continue their studies in the discipline toward a bachelors or graduate degree. Generally starting into middle management in this industry is the outcome from the continuing education.

Required Courses		Units
GOLF 025	Golf Shop Operations	2
GOLF 029	Methods of Teaching Golf	2
GOLF 030	Teaching the Short Game	2
GOLF 032	Golf Teaching Laboratory	2
GOLF 036	Fundamentals & Rules of Golf	2
AGEH 004	Turfgrass Management	2
AGEH 004L	Turfgrass Management Laboratory	1
AGEH 030	Landscape Equipment	2
AGEH 034	Golf Course Management	3
BUMA 029	Retail Merchandise Management	3
BUMA 094	Business Communications	3
<b>Recommended Electives</b>		
Select 18 units from the following:		18
AGEH 024	Advanced Turfgrass Management	
BUAC 050	Accounting in the Business Environment	
BUAC 066	Fundamentals of Bookkeeping	
BUMA 001	Principles of Management	
BUMA 020A	Business Law I	
BUMA 027	Marketing	
BUMA 028	Small Business/Entrepreneurship	
BUMA 031	Business Calculations	
BUMA 032	Human Relations in the Workplace	
BUMA 064	Human Resource Management	
CIS 005	Computer Survival Skills	
ECON 001	Principles of Macroeconomics	
RE 001	Intro to Recreation & Sport Management	
GOLF 095A	Golf Work Experience (Maximum of 3 units may be used for work experience)	
<b>Required Subtotal</b>		24
<b>Elective Subtotal</b>		18
COD General Education Pattern (p. 63)		18
Kinesiology Activities		2
<b>DEGREE TOTAL</b>		62

## Hospitality Management Certificate of Achievement

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, restaurants, travel services, gaming and entertainment, recreation, managed services, and special events. The Certificate of Achievement in Hospitality Management will allow graduates of the program to compete for entry level positions, such as Housekeeper, Front Desk Clerk, and Reservations Clerk. Students who wish to pursue education beyond the Certificate should consider the Hospitality AS Degree for Employment Preparation or the Hospitality AA Degree and Transfer Preparation.

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 the personal abilities/skills and simply manage more effectively.

Required Courses:		Units
<b>Hospitality Specific Courses</b>		
BUHM 050	Introduction to the Hospitality Industry	3
BUHM 063	Hotel & Restaurant Operations	3
BUHM 095A	Hotel & Restaurant Management Work Experience (Maximum of 2 units may be used for work experience)	1-2
<b>General Business Management Courses</b>		
BUMA 001	Principles of Management	3
BUMA 094	Business Communications	3
<b>Accounting/Financial Course</b>		
BUAC 066	Fundamentals of Bookkeeping	3
Office Technology Courses - choose one from among 3 courses		2-4
CIS 005	Computer Survival Skills	
CIS 010	Computer Literacy	
CIS 012	Professional Office Procedures	
<b>CERTIFICATE TOTAL</b>		18-21

## Hospitality Management AS Degree (employment 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, restaurants, travel services, gaming and entertainment, recreation, managed services, and special events. The **Associate of Science in Hospitality Management** for Employment Preparation will allow graduates of the program to compete for entry level and sometimes mid-level management positions, such as Reservations Manager, Executive Housekeeper, Catering Sales Manager, and Sous Chef. Students who wish to pursue education beyond the AS Degree for Employment Preparation should consider the Hospitality AA Degree and Transfer Preparation.

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 the personal abilities/skills and simply manage more effectively.

<b>Required Courses:</b>		Units
BUHM 050	Introduction to the Hospitality Industry	3
BUHM 063	Hotel & Restaurant Operations	3
CART 003	Principles of Cooking	5
BUHM 095A	Hotel & Restaurant Management Work Experience (Maximum of 3 units may be used for work experience)	1-3
<b>General Business Management Courses:</b>		15-16
BUMA 001	Principles of Management	3
BUMA 020A	Business Law I	3
BUMA 027	Marketing	3
BUMA 032	Human Relations in the Workplace	3
BUMA 094	Business Communications	3
or COMM 001	Introduction to Public Speaking	
or ENG 001A	Composition	
<b>Accounting/Financial Courses:</b>		3
BUAC 066	Fundamentals of Bookkeeping	3
<b>Office Technology Courses - choose 1 from among 3 courses:</b>		2-4
CIS 005	Computer Survival Skills	2
CIS 010	Computer Literacy	4
CIS 012	Professional Office Procedures	3
<b>Required Subtotal</b>		32-37
<b>Electives (with Advisor approval)</b>		8
COD General Education Pattern (p. 63)		18
Kinesiology		2
<b>DEGREE TOTAL</b>		60-65

## Hospitality Management AS Degree (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 **Associate of Science in Hospitality Management** (transfer preparation) 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.*

<b>Required Courses</b>		Units
BUAC 020A	Financial Accounting	4
BUAC 020B	Managerial Accounting	4
BUHM 050	Introduction to the Hospitality Industry	3
BUHM 063	Hotel & Restaurant Operations	3
BUMA 020A	Business Law I	3
CART 001	Sanitation & Safety	3
CART 003	Principles of Cooking	5
<b>Required Subtotal</b>		25
Select one of the following:		37-39
CSU General Education (p. 68)		
IGETC Pattern (p. 71)		
Kinesiology Activities		2
<b>DEGREE TOTAL</b>		64-66

## 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

<b>Required Courses</b>		Units
BUMA 001	Principles of Management	3
BUMA 020A	Business Law I	3
BUMA 031	Business Calculations	3
or MATH 040	Intermediate Algebra	
BUMA 032	Human Relations in the Workplace	3
BUMA 064	Human Resource Management	3
BUMA 094	Business Communications	3
CIS 006	Business Research	1
CIS 010	Computer Literacy	4
CIS 072D	Excel	3
<b>Electives</b>		

Select one course from the following:	3-4
BUAC 013 Payroll Accounting	
BUAC 020A Financial Accounting	
BUAC 050 Accounting in the Business Environment	
BUAC 066 Fundamentals of Bookkeeping	
CIS 012 Professional Office Procedures	
<b>CERTIFICATE TOTAL</b>	<b>29-31</b>

## Retail Management Certificate of Achievement

The Retail is a growing, fast-paced, and diverse industry with many opportunities for advancement. With over 42 million people employed, retail is responsible for 1 in 4 jobs in the United States, Retail is a great place to be.

The Retail Management Certificate is an accredited business program recognized by leading retailers across the nation and provides you with the skills these retailers are actively looking for in their employees.

The Certificate is available to anyone. Classes may be taken in any sequence. Full time students can achieve the Certificate in as little as one year.

Required Courses	Units
BUMA 001 Principles of Management	3
BUMA 027 Marketing	3
BUMA 029 Retail Merchandise Management	3
BUMA 031 Business Calculations	3
BUMA 032 Human Relations in the Workplace	3
BUMA 064 Human Resource Management	3
BUMA 094 Business Communications	3
CIS 010 Computer Literacy	4
<b>CERTIFICATE TOTAL</b>	<b>25</b>

## Small Business Certificate of Achievement

This program is designed for prospective and current small business owners/managers, including Gig workers and free lancers, and those seeking to become significant contributors to small business as well as those interested in entrepreneurship within larger organizations. The curriculum is centered on an array of structural, relationship and process elements such as: financial and physical assets, leadership/management/customer issues, human relations, planning, and marketing. Elective courses allow the student to customize the program to their particular needs and interests while still ensuring the certificate recipient understands and demonstrates the knowledge required for small business/entrepreneur success.

Required core	Units
BUMA 027 Marketing	3
BUMA 028 Small Business/Entrepreneurship	3
BUAC 051 Accounting for Entrepreneurs & Business Managers	3
<b>Electives</b>	
Select 9 units from the following:	9
BUAC 010 Accounting with QuickBooks	

BUAC 013 Payroll Accounting	
BUAC 020B Managerial Accounting	
BUMA 001 Principles of Management	
BUMA 010 Introduction to Business	
BUMA 020A Business Law I	
BUMA 029 Retail Merchandise Management	
BUMA 031 Business Calculations	
BUMA 032 Human Relations in the Workplace	
BUMA 064 Human Resource Management	
BUMA 094 Business Communications	
CIS 010 Computer Literacy	
BUMA 095A Business Management Work Experience (Maximum of 3 units may be used for work experience)	
<b>CERTIFICATE TOTAL</b>	<b>18</b>

## Child and Adolescent Development

Social and Behavioral Sciences heighten students' awareness of social, political, and economic institutions and human behaviors in contemporary, historical, and geographical contexts. The AA-T Degree in Child and Adolescent Development is designed to allow students to transfer seamlessly as a junior to a CSU campus offering a similar major. Students completing this degree are guaranteed admission to the CSU system, but not to a particular campus or major.

### Advisor:

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## Child and Adolescent Development AA-T Degree

College of the Desert offers a **Child and Adolescent Development Associate in Arts for Transfer** degree, also called Child and Adolescent Development AA-T. Students completing this interdisciplinary degree are prepared to understand the processes of change and growth that characterize human development from conception to age 18. Course offerings are drawn from psychology, sociology, human development, anthropology, and biology, with electives from other departments. Students completing an associate's degree in Child and Adolescent Development are qualified to work in school districts as classroom paraprofessionals and for social services programs as entry level social workers. Students completing a Bachelor of Arts degree in this major typically choose careers in education, social services, counseling, and guidance, or in the field of health.

The Child and Adolescent 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 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. Student

should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

Required Core Courses		Units
BI 004 or BI 007	Elements of Biology Biology of Mammals	4
ECE 010	Child Growth & Development	3
ECE 017	Child Guidance	3
PSY 001	General Psychology	3
PSY 003	Developmental Psychology	3
MATH 014 or SOC 003	Statistical Methods Fundamentals of Statistics	4
<b>LIST A</b>		
Select one course from the following:		3
ANTH 002	Cultural Anthropology	
ECE 012	Child, Family & Community	
SOC 001	Introductory Sociology	
SOC 014	Introduction to Race & Ethnicity	
<b>Required Subtotal</b>		21-23
Select one of the following: <sup>1</sup>		37-39
CSU General Education (p. 68)		
IGETC Pattern (p. 71)		
Transferable Electives (as needed to reach 60 transferable units) <sup>2</sup>		
<b>DEGREE TOTAL</b>		60

<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.

Please refer to Associate Degree for Transfer (SB 1440), page 61.

## Communication Studies

The Communication Studies program's mission is to improve our students' communication skills. Every course gives students the knowledge and experience they need to communicate effectively in a variety of contexts, whether at work, at school, or at home. Our students learn how to critically analyze arguments, eloquently deliver information in both written and oral forms, and better relate to those around them. There are eight different communication studies courses offered: COMM 001, COMM 005, COMM 009, COMM 013, COMM 017, COMM 021, COMM 025, and COMM 030.

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## Communication Studies AA-T Degree

The **Associate in Arts in Communication Studies for Transfer**, also called the Communication Studies AA-T Degree, is specially designed for students who plan to complete a bachelor's degree in Communication Studies at a CSU campus. The intent of this degree is to assist students for a seamless transfer to a CSU campus in a program or major in Communication Studies. This degree requires students to complete 60 CSU transferable units including completion of CSU GE or IGETC and a minimum of 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.

Required Core Courses		Units
COMM 001	Introduction to Public Speaking	3
<b>List A</b>		
Select two courses from the following:		6
COMM 009	Intro to Interpersonal Communication	
COMM 013	Small Group Communication	
COMM 025	Argumentation and Debate	
<b>List B</b>		
Select two courses from the following:		6
Any course from List A not already used		
COMM 017	Intercultural Communication	
COMM 021	Introduction to Persuasion	
COMM 030	Forensics (3 units maximum)	
MC 001	Introduction to Mass Media	
<b>List C</b>		
Select one course from the following:		3
Any course from List A or List B not already used		
COMM 005	Survey of Human Communication	
ENG 002	Argumentative Writing & Critical Thinking thru Literature	
J 003A	News Reporting & Writing	
PSY 001	General Psychology	
SOC 001	Introductory Sociology	
<b>Required Subtotal</b>		18-19
Select one of the following: <sup>1</sup>		37-39
CSU General Education (p. 68)		
IGETC Pattern (p. 71)		
Transferable Electives (as needed to reach 60 transferable units) <sup>2</sup>		
<b>DEGREE TOTAL</b>		60

<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.

Please refer to Associate Degree for Transfer (SB 1440), page 61.

## Computer Information Systems

The CIS program at College of the Desert offers certificates and degrees in Computer Information Systems, Office Administration Professional, and Office Administrative Assistant. The program also includes courses that are included in many other programs including accounting, business administration, hospitality, digital design and production, retail management, HR specialist, and Auto. The curriculum includes transferable courses that provide the computer literacy required for transfer to the California State University, courses that provide a general overview of the discipline, and courses that deal with more advanced software concepts and tools used in the business environment.

Students who choose not to major in Computer Information Systems or Office Assistant find that coursework in the field can improve their abilities in several ways: to think analytically, solve problems, organize thoughts and information, and utilize new technology more efficiently and effectively. CIS classes also provide the combination of technical skills and business skills required for success in an entry level office/administrative assistant position. The coursework also lays the foundation for careers in medical, insurance, and law office positions.

Students pursuing undergraduate studies in CIS commonly enter careers paths that include office administration, general business, web design, software installation and maintenance, software quality control, database management, electronic bookkeeping, network administration, customer support, and cyber security. Careers in the discipline that may require higher level degrees include programming, system analysis, database design, network design and administration, and security management.

## Recent Developments

CIS has developed a robust online program. CIS at College of the Desert is preparing to work with the Online Education Initiative to offer our CIS online classes to students at other participating California Community Colleges. The program has also created a new Information Technology Technician Pathway (ITTP) and are currently offering one of such courses.

This new pathway addition will provide our students with the necessary skills to obtain certifications which lead to real careers in today's booming IT industry. The ITTP will be implemented over a three-year period. The pathway is a series of identified courses that are tied to specific skills that business and industry have identified as critical for entry level employees. This pathway provides a roadmap for the creation of skills which lead to certificates of achievement and industry certifications that have recognition from potential employers.

Beginning in the Spring 2017 semester, the CIS program at College of the Desert also sponsors the CODE Club. CODE's goal is to provide students with enriching experiences that will enhance their technical knowledge and skill and to inspire students throughout the Coachella Valley toward careers in computer coding, cybersecurity, and/or STEM disciplines. Students have the opportunity to participate in activities led by faculty in different areas of interest relating to technology. In turn, these students assist with summer immersion programs that are aimed at the local high school and middle school student populations.

### Advisors:

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## 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.

Required Courses		Units
CIS 005	Computer Survival Skills	2
CIS 006	Business Research	1
CIS 010	Computer Literacy	4
CIS 012	Professional Office Procedures	3
Accounting Electives		
Select one course from the following:		3
BUAC 010	Accounting with QuickBooks	
BUAC 050	Accounting in the Business Environment	
BUAC 066	Fundamentals of Bookkeeping	
Computer Applications		
Select at least three units from the following:		3-4
CIS 002	Microsoft Outlook	
CIS 003	Introduction to Microsoft Word	
CIS 004	PowerPoint	
CIS 011	Current Topics in Technology	
CIS 017	Business Data Management with Microsoft Access	
CIS 040	Information & Communication Technology Essentials	
CIS 053	Computer Network Fundamentals	
CIS 054	Routing and Switching Essentials	
CIS 055	Systems and Network Administration	
CIS 060	Information Systems Security	
CIS 064	Intro to Cybersecurity: Ethical Hacking	
CIS 072D	Excel	
CIS 082C	Website Design	
Business Electives		
Select at least two units from the following:		2-3
BUMA 001	Principles of Management	
BUMA 028	Small Business/Entrepreneurship	
BUMA 031	Business Calculations	
BUMA 032	Human Relations in the Workplace	
BUMA 094	Business Communications	
CIS 095A	Computer Information Systems Work Experience (Maximum of 3 units may be used for work experience)	
or BUAC 095A Accounting Work Experience		
or BUMA 095A Business Management Work Experience		

<b>Required Courses</b>	10
<b>Accounting Electives</b>	3
<b>Computer Applications Electives</b>	3-4
<b>Business Electives</b>	2-3
<b>CERTIFICATE TOTAL</b>	18-20

## 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.

<b>Required Courses</b>		Units
CIS 005	Computer Survival Skills	2
CIS 006	Business Research	1
CIS 010	Computer Literacy	4
CIS 012	Professional Office Procedures	3
CIS 017	Business Data Management with Microsoft Access	4
BUMA 094	Business Communications	3
<b>Accounting Electives</b>		
Select one course from the following:		3
BUAC 010	Accounting with QuickBooks	
BUAC 050	Accounting in the Business Environment	
BUAC 066	Fundamentals of Bookkeeping	
<b>Computer Applications</b>		
Select at least six units from the following:		6-7
CIS 002	Microsoft Outlook	
CIS 003	Introduction to Microsoft Word	
CIS 004	PowerPoint	
CIS 011	Current Topics in Technology	
CIS 040	Information & Communication Technology Essentials	
CIS 053	Computer Network Fundamentals	
CIS 054	Routing and Switching Essentials	
CIS 055	Systems and Network Administration	
CIS 060	Information Systems Security	
CIS 064	Intro to Cybersecurity: Ethical Hacking	
CIS 072D	Excel	
CIS 082C	Website Design	
<b>Business Electives</b>		
Select three units from the following:		3
BUMA 001	Principles of Management	
BUMA 028	Small Business/Entrepreneurship	
BUMA 031	Business Calculations	
BUMA 032	Human Relations in the Workplace	
CIS 095A	Computer Information Systems Work Experience (Maximum of 3 units may be used for work experience)	

or BUAC 095A Accounting Work Experience

or BUMA 095A Business Management Work Experience

<b>Required Courses</b>	17
<b>Accounting Electives</b>	3
<b>Computer Applications Electives</b>	6-7
<b>Business Electives</b>	3
<b>CERTIFICATE TOTAL</b>	29-30

## Computer Information Systems Certificate of Achievement

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.

<b>Required Courses</b>		Units
CIS 006	Business Research	1
or LIS 001	An Introduction to Basic Research Skills	
CIS 010	Computer Literacy	4
<b>Computer Applications</b>		
Select 14 units from the following:		14
CIS 003	Introduction to Microsoft Word	
CIS 004	PowerPoint	
CIS 005	Computer Survival Skills	
CIS 011	Current Topics in Technology	
CIS 012	Professional Office Procedures	
CIS 017	Business Data Management with Microsoft Access	

CIS 040	Information & Communication Technology Essentials
CIS 053	Computer Network Fundamentals
CIS 054	Routing and Switching Essentials
CIS 055	Systems and Network Administration
CIS 060	Information Systems Security
CIS 064	Intro to Cybersecurity: Ethical Hacking
CIS 072D	Excel
CIS 082C	Website Design
CIS 085C	Dynamic Website Design
CIS 086	Visual Basic Programming

**Required Electives**

Select 12 units from the following: 12

BUAC 020A	Financial Accounting
BUAC 066	Fundamentals of Bookkeeping
BUMA 001	Principles of Management
BUMA 010	Introduction to Business
BUMA 028	Small Business/Entrepreneurship
BUMA 031	Business Calculations
BUMA 032	Human Relations in the Workplace
BUMA 094	Business Communications
DDP 001A	Computer Graphics 1A
DDP 001B	Computer Graphics 1B
DDP 002	Computer Graphics 2
CIS 095A	Computer Information Systems Work Experience (Maximum of 4 units may be used for work experience)
or BUAC 095A	Accounting Work Experience
or BUMA 095A	Business Management Work Experience

<b>Required Subtotal</b>	5-6
<b>Computer Applications</b>	14
<b>Elective Subtotal</b>	12
<b>CERTIFICATE TOTAL</b>	31-32

## Computer Information Systems AS Degree

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 the **Associate of Science in Computer Information Systems** 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.

**Required Courses**

		Units
CIS 006	Business Research	1
or LIS 001	An Introduction to Basic Research Skills	
CIS 010	Computer Literacy	4

**Computer Applications**

Select 18 units from the following:

CIS 003	Introduction to Microsoft Word
CIS 004	PowerPoint
CIS 005	Computer Survival Skills
CIS 011	Current Topics in Technology
CIS 012	Professional Office Procedures
CIS 017	Business Data Management with Microsoft Access
CIS 040	Information & Communication Technology Essentials
CIS 053	Computer Network Fundamentals
CIS 054	Routing and Switching Essentials
CIS 055	Systems and Network Administration
CIS 060	Information Systems Security
CIS 064	Intro to Cybersecurity: Ethical Hacking
CIS 072D	Excel
CIS 082C	Website Design
CIS 085C	Dynamic Website Design
CIS 086	Visual Basic Programming

**Required Electives**

BUAC 020A	Financial Accounting
BUAC 066	Fundamentals of Bookkeeping
BUMA 001	Principles of Management
BUMA 010	Introduction to Business
BUMA 020A	Business Law I
BUMA 027	Marketing
BUMA 028	Small Business/Entrepreneurship
BUMA 031	Business Calculations
BUMA 032	Human Relations in the Workplace
BUMA 094	Business Communications
CIS 095A	Computer Information Systems Work Experience (Maximum of 4 units may be used for work experience)
or BUAC 095A	Accounting Work Experience
or BUMA 095A	Business Management Work Experience



DDP 001A	Computer Graphics 1A	
DDP 001B	Computer Graphics 1B	
DDP 002	Computer Graphics 2	
<b>Required Subtotal</b>		5-6
<b>Computer Applications</b>		18
<b>Elective Subtotal</b>		19
COD General Education Pattern (p. 63)		18
Kinesiology Activities		2
<b>DEGREE TOTAL</b>		62-63

**Note:** To ensure an individualized student education plan, we strongly urge students to meet with a Counselor or Faculty Advisor before selecting courses from these categories. Some course substitutions may be approved.

## A+ Preparatory Certificate of Completion

CompTIA certifications help students build a solid foundation of essential knowledge and skills that will help them earn employment in technology-related careers. The CompTIA A+ certification assures employers that their applicant is prepared to enter the workforce as an entry-level computer support technician. Computer support technicians provide technical assistance to computer users. They may answer questions or resolve computer problems for clients in person, or via telephone or electronically. They may provide assistance concerning the use of computer hardware and software, including printing, installation, word processing, electronic mail, and operating systems.

Completion of the A+ Preparatory Certificate prepares students for the CompTIA A+ 220-901 and 220-902 industry certification exams.

### Required Courses

CIS 340A	Information & Communication Technology Essentials I	0
CIS 340B	Information & Communication Technology Essentials II	0

## Network+ Preparatory Certificate of Completion

CompTIA certifications help students build a solid foundation of essential knowledge and skills that will help students earn employment in technology-related careers. The CompTIA Network+ certification assures employers that their applicant is prepared to enter the workforce as a network support technician. Computer network technicians analyze, test, troubleshoot, and evaluate existing network systems, such as local area network (LAN), wide area network (WAN), and Internet systems or a segment of a network system. Perform network maintenance to ensure networks operate correctly with minimal interruption.

Completion of the Network+ Preparatory Certificate prepares students for the CompTIA Network+ industry certification exam.

### Required Courses

CIS 353A	Computer Network Fundamentals I	0
CIS 353B	Computer Network Fundamentals II	0

## Security+ Preparatory Certificate of Completion

CompTIA certifications help students build a solid foundation of essential knowledge and skills that will help students earn employment in technology-related careers. The CompTIA Security+ certification validates foundational IT security knowledge and skills, essential principles for network security, and risk management.

Completion of the Security+ Preparatory Certificate prepares students for the CompTIA Security+ industry certification exam.

### Required Courses

CIS 360A	Information Systems Security I	0
CIS 360B	Information Systems Security II	0

## Computer Science

The Computer Science program at College of the Desert is designed to assist students for a more seamless transition into the CSU system to complete a baccalaureate degree in Computer Science or similar major.

Computer programming, algorithms, data structures, networks play an increasingly important role in academic, science and a wide variety of related careers. Our curriculum is current and valuable for advancing into a wide variety of careers including software development, project management, systems analysis, and maintenance among other areas.

### Advisor:

**Geoff Hagopian**  
ghagopian@collegeofthedesert.edu  
(760) 776-7223

## Computer Science AS-T Degree

The **Associate in Science in Computer Science for Transfer**, also called Computer Science AS-T Degree, is designed to prepare students for a seamless transfer with junior status to a CSU campus in a program or major in Computer Science for completion of a baccalaureate degree. Students completing this Computer Science AS-T degree are guaranteed admission to the CSU system, but not to a particular campus or major.

Major Graduates of the Computer Science AS-T will have the skills in computer programming required for transfer to a four-year college. This degree program prepares students for transfer to four-year colleges for further study in Computer Science, as well as related areas such as Computer Engineering. The curriculum includes instruction in the fundamentals of problem solving and analysis, programming, data structures, and architecture. Additional requirements include Calculus, Physics and Discrete Mathematics. Students who complete the two-year Associate in Science degree program are encouraged to continue their education and earn a Bachelor's degree. College of the Desert has transfer agreements with many of the California State Universities and University of California campuses. Students who are interested in transferring after completion of the two-year degree program should consult the "Transfer Information" section of the catalog and discuss their plans with their program advisor or counselor. Four-year universities may have additional or different course requirements for completion of lower division. Students need to check the particular institution for their requirements.

Upon completion of this program, students will be able to:

- Solve problems and conduct experiments in basic computer science and physics.
- Solve mathematical problems using discrete math and calculus.
- Create and program algorithmic solutions to solve problems.

Enrollment is recommended only to students who have a solid understanding of Geometry and Algebra (at the level of Math 5, Trigonometry, or higher). Assuming students start this AS-T with transfer#level math and English eligibility, the minimum time for completion is 4 semesters. Completion time will vary based on student preparation and number of units completed per semester.

This degree requires students to meet the following requirements:

- Completion of 60 semester units of degree-applicable courses,
- Minimum overall grade point average of 2.0,
- Minimum grade of "C" (or "P") for each course in the major, and
- Completion of IGETC and/or CSU GE-Breadth.

The Computer Science AS-T degree requires students to complete 60 CSU transferable units including completion of IGETC and 30 units in the major with a cumulative GPA of 2.0 or better. Units for the major may be double counted for **IGETC only** (*not CSU GE*). Title 5 requires that students earn a grade of "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.

#### Required Core Courses

CS 007A	Computer Science I	4
CS 007B	Computer Science II	3
CS 008	Computer Architecture and Organization	3
MATH 015	Discrete Mathematics for Computers	4
MATH 001A	Calculus	4
MATH 001B	Calculus	4
PH 003A	Engineering Physics	4
PH 003B	Engineering Physics	4
<b>Required Subtotal</b>		<b>30</b>
IGETC Pattern (p. 71) <sup>1</sup>		37
Total units that may be double-counted		(7)
<b>DEGREE TOTAL</b>		<b>60</b>

<sup>1</sup> Units for the major may be double counted for **IGETC only** (*not CSU GE*), confer with Counselor.

Please refer to Associate Degree for Transfer (SB 1440), page 61.

## 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

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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:

#### Jeffrey Azer

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(760) 776-7302

#### Kurt Struwe

kstruwe@collegeofthedesert.edu  
(760) 776-7224

## Basic Culinary Arts Certificate of Achievement

The **Basic Culinary Arts Certificate of Achievement** program at College of the Desert provides training for entry level careers in the food service industry. Emphasis is on back of the house basic cooking and baking skills, as well as safety and sanitation.

Required Courses		Units
CART 001	Sanitation & Safety	3
CART 003	Principles of Cooking	5
CART 004	Pantry	5
CART 033	Introduction to Baking	4
BUHM 050	Introduction to the Hospitality Industry	3
<b>CERTIFICATE TOTAL</b>		<b>20</b>

## Intermediate Culinary Arts Certificate of Achievement

The **Intermediate Culinary Arts Certificate of Achievement** program at College of the Desert provides training for careers as first line supervisors in the food service and lodging industries, one of the fastest growing sectors in today's job market. This program emphasizes intermediate level skills in cooking and baking, Garde Manger banquet preparation, and hotel and restaurant operations including food procurement and menu planning.

Required Courses		Units
CART 001	Sanitation & Safety	3
CART 003	Principles of Cooking	5
CART 004	Pantry	5
CART 006	Garde Manger	5
CART 033	Introduction to Baking	4
CART 034	Intermediate Baking	4
BUHM 050	Introduction to the Hospitality Industry	3
BUMA 001	Principles of Management	3

### Business Electives

Select 3 units from the following:		3
BUHM 063	Hotel & Restaurant Operations	
BUMA 010	Introduction to Business	
BUMA 027	Marketing	
BUMA 028	Small Business/Entrepreneurship	
BUMA 029	Retail Merchandise Management	
<b>CERTIFICATE TOTAL</b>		<b>35</b>

## Culinary Management AS Degree (Includes Certificate Program)

The **Associate of Science in Culinary Arts Management** program at College of the Desert provides training for management careers in the food service and lodging industries, one of the fastest growing sectors in today's job market. The program emphasizes management and computer skills required for hotel and restaurant management, as well as solid training in intermediate level cooking and baking, safety and sanitation, food procurement and menu planning.

Required Courses		Units
CART 001	Sanitation & Safety	3
CART 003	Principles of Cooking	5
CART 004	Pantry	5
CART 006	Garde Manger	5
CART 010	Food Procurement & Cost Control	3
CART 011	Menu Planning	3
CART 033	Introduction to Baking	4
CART 034	Intermediate Baking	4
BUHM 050	Introduction to the Hospitality Industry	3
BUHM 063	Hotel & Restaurant Operations	3
BUMA 001	Principles of Management	3
CIS 010	Computer Literacy	4
<b>CERTIFICATE TOTAL</b>		<b>45</b>
COD General Education Pattern (p. 63)		18
Kinesiology Activities		2
<b>DEGREE TOTAL</b>		<b>65</b>

## Digital Design & Production

Digital Design & 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.

For more information, please call (760) 773-2571.

## Digital Design & Production Certificate of Achievement

The Digital Design & Production 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 Digital Design & Production Certificate of Achievement have obtained positions as graphic designers, art directors, and creative directors.

Required Courses		Units
DDP 001A	Computer Graphics 1A	3
DDP 001B	Computer Graphics 1B	3
DDP 002	Computer Graphics 2	3
DDP 010	Graphic Design I	3
DDP 011	Graphic Design II	3
DDP 020	New Media I	3
Electives		
Select 6 units from the following with advisor approval:		6
DDP 021	New Media II	
DDP 030	Digital Photography	
or ART 031	Digital Photography	
DDP 032	Applied Digital Photography	
ART 001A	Beginning Drawing & Composition	
ART 003A	Basic Design & Color	
ART 030A	Beginning Black & White Photography	
CIS 010	Computer Literacy	
CIS 082C	Website Design	
MUS 078A	Digital Audio I	
<b>Required Subtotal</b>		18
<b>Elective Subtotal</b>		6
<b>CERTIFICATE TOTAL</b>		24

## Digital Design & Production AS Degree

The College offers an **Associate of Science Degree in Digital Design & Production**, as well as courses leading to transfer. 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.

Required Courses		Units
DDP 001A	Computer Graphics 1A	3
DDP 001B	Computer Graphics 1B	3
DDP 002	Computer Graphics 2	3
DDP 010	Graphic Design I	3
DDP 011	Graphic Design II	3
DDP 020	New Media I	3

### Electives

Select 24-25 units from the following with advisor approval:		24-25
DDP 021	New Media II	
DDP 030	Digital Photography	
or ART 031	Digital Photography	
DDP 032	Applied Digital Photography	
ART 001A	Beginning Drawing & Composition	
ART 003A	Basic Design & Color	
ART 010	Introduction to Art	
ART 030A	Beginning Black & White Photography	
CIS 010	Computer Literacy	
CIS 082C	Website Design	
MUS 078A	Digital Audio I	
<b>Required Subtotal</b>		18
<b>Elective Subtotal</b>		24-25
COD General Education Pattern (confer with Advisor) (p. 63)		18
Kinesiology Activities		2
<b>DEGREE TOTAL</b>		62-63

## Disabled Students Programs and Services

Students with disabilities at College of the Desert participate in the same activities and courses as any other student. Mandated accommodations and specialized services are offered to provide a more equitable educational experience and to help successfully integrate the student into college life. Interested students must meet with a DSPS counselor to apply for and discuss these services and accommodations.

Disabled Students Programs and Services (DSPS) provides specialized instructional opportunities to qualified students. Specialized instructional programs include the DSPS High Tech Center, Learning Disability Assessment, 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.

Cravens Student Services Center, First Floor  
(760) 773-2534  
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### Counseling Faculty/Advisors:

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ECE 040	Introduction to Curriculum	3
<b>CERTIFICATE TOTAL</b>		<b>12</b>

## 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:

#### Maria Avalos

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#### Wendy Sanders

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## Associate Teacher Certificate of Achievement

### and preparation for State Permit

The following courses fulfill the California State requirement of 12 semester units for fully qualified teachers in private preschool programs and child care centers (Community Care Licensed, Title 22). The State of California also requires 50 days of experience working in a child care program to apply for an Associate Teacher Permit through the California Commission on Teacher Credentialing.

#### Required courses

ECE 001	Principles & Practices of Teaching	3
ECE 010	Child Growth & Development	3
ECE 012	Child, Family & Community	3

## Family Child Care Certificate of Achievement

Early Childhood Education (ECE) is the study of child development and developmentally appropriate practices for young children. The **Family Child Care Certificate of Achievement** has been designed to provide Licensed Family Child Care Providers, students, and potential providers with a comprehensive overview of principles and theories of child development in the areas of physical, psychosocial, and cognitive/ language milestones. Special emphasis will be provided in the areas of health, safety, nutrition, child guidance practices, and the application of Community Care Licensing Title 22 regulations, and Family Child Care Rating Scale (FCCRS) in an early learning setting.

### Required Courses

ECE 001	Principles & Practices of Teaching	3
ECE 010	Child Growth & Development	3
ECE 012	Child, Family & Community	3
ECE 044	Health, Safety & Nutrition	3
ECE 045A	Licensed Family Child Care	2
<b>CERTIFICATE TOTAL</b>		<b>14</b>

## ECE: Teacher Certificate of Achievement

### and preparation for State Permit

Early Childhood Education (ECE) is the study of child development and developmentally appropriate practices for young children. Students completing the **Teacher Certificate** will be prepared for positions such as teachers in private preschool programs, instructional assistants in public schools, and associate teachers in a Head Start or teacher in a State Preschool Program.

### Required Courses

Required Courses	Units	
ECE 001	Principles & Practices of Teaching	3
ECE 010	Child Growth & Development	3
ECE 012	Child, Family & Community	3
ECE 031	Child Maltreatment, Intervention, & Prevention	3
ECE 040	Introduction to Curriculum	3
ECE 044	Health, Safety & Nutrition	3
ECE 045	Teaching in a Diverse Society	3
ECE 046B	Observation and Assessment	3
ECE 047A	Practicum in Early Childhood Education	3
ENG 001A	Composition	4
<b>Required Subtotal</b>		<b>31</b>
COD General Education Subtotal (12 units from the following areas: Social Sciences, Humanities, Math or Science) (p. 63)		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.

## ECE: Master Teacher Certificate of Achievement and preparation for State Permit

Early Childhood Education (ECE) is the study of child development and developmentally appropriate practices for young children. Students completing the **Early Childhood Education Master Teacher Certificate** will be prepared for positions such as mentor teachers, curriculum specialists, and leaders in early care and education programs.

A Master Teacher certificate enables the holder to serve as a lead teacher in a Head Start or State Preschool Program. Master Teachers can supervise teachers, student teachers and interns.

Required Courses		Units
ECE 001	Principles & Practices of Teaching	3
ECE 010	Child Growth & Development	3
ECE 012	Child, Family & Community	3
ECE 023	The Mentor Teacher/Adult Supervision	2
ECE 031	Child Maltreatment, Intervention, & Prevention	3
ECE 040	Introduction to Curriculum	3
ECE 044	Health, Safety & Nutrition	3
ECE 045	Teaching in a Diverse Society	3
ECE 046B	Observation and Assessment	3
ECE 047A	Practicum in Early Childhood Education	3
ENG 001A	Composition	4
<b>ECE Emphasis Courses</b>		
Select one group from the following:		6
Infant/Toddler Education:		
ECE 020 & ECE 021	Infant/Toddler Growth & Development and Infant/Toddler Curriculum	
Early Childhood Special Education:		
ECE 033 & ECE 035	Inclusion of Children w/ Special Needs in ECE Settings and Curriculum & Strategies - Children with Special Needs	
Early Childhood Curriculum:		
ECE 030 & ECE 036	Creativity in Young Children and Music for Young Children	
Language Acquisition & Development:		
ECE 019 & ECE 027	Children's Language & Literature and English Language Learners in ECE	
Social Development:		
ECE 034 & ECE 039	Social Cognition & the Developing Brain and ECE Global Diplomacy Practicum	
Required Subtotal		39
COD General Education Subtotal (12 units from the following areas: Social Sciences, Humanities, Math or Science) (p. 63)		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.

## Early Childhood Education 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.

Required Courses		Units
ECE 001	Principles & Practices of Teaching	3
ECE 010	Child Growth & Development	3
ECE 012	Child, Family & Community	3
ECE 023	The Mentor Teacher/Adult Supervision	2
ECE 024	Admin. of Programs for Young Children	3
ECE 025	Adv. Administration/Programs Young Children	3
ECE 040	Introduction to Curriculum	3
ECE 044	Health, Safety & Nutrition	3
ECE 045	Teaching in a Diverse Society	3
ECE 046B	Observation and Assessment	3
ECE 047A	Practicum in Early Childhood Education	3
<b>Recommended COD General Education Courses</b>		
ENG 001A	Composition	4
MATH 040	Intermediate Algebra	4
NR 001	Conservation of Natural Resources (or C1-Natural Sciences selected courses)	3
PSY 001	General Psychology (or C2-Social/Behavioral Sciences selected course)	3
Any course (C3-Arts, Humanities, & Culture selected courses)		3
Any courses (C5-Personal Growth & Development selected courses)		3
<b>Required Subtotal</b>		<b>32</b>
Recommended COD General Education (p. 63)		20
<b>CERTIFICATE TOTAL</b>		<b>52</b>

## Early Childhood Education AS Degree

The **Associate of Science in Early Childhood Education** for employment preparation provides a clearly articulated curricular track for students who wish to pursue employment in early childhood education 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 pursuit in a variety of careers in Early Childhood Education such as Assistant Teacher, Teacher, Child Development Specialist. This degree requires students to complete 60 units of course work including completion of 24 units in the major with a cumulative GPA of 2.0 or better. Students should consult with a counselor for educational planning or an advisor for more information on the degree and permit opportunities. Graduates with this degree will meet the requirements for a Teacher permit in child development issued by the California Teacher Credentialing Commission.

Required Courses		Units
ECE 001	Principles & Practices of Teaching	3
ECE 010	Child Growth & Development	3
ECE 012	Child, Family & Community	3
ECE 040	Introduction to Curriculum	3
ECE 044	Health, Safety & Nutrition	3
ECE 045	Teaching in a Diverse Society	3
ECE 046B	Observation and Assessment	3
ECE 047A	Practicum in Early Childhood Education	3
<b>Required Subtotal</b>		<b>24</b>
Electives (with Advisor approval)		14
COD General Education Pattern (p. 63)		20
Kinesiology Activities		2
<b>DEGREE TOTAL</b>		<b>60</b>

## Early Childhood Education AS-T Degree

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.

Required Core Courses		Units
ECE 001	Principles & Practices of Teaching	3
ECE 010	Child Growth & Development	3
ECE 012	Child, Family & Community	3
ECE 040	Introduction to Curriculum	3
ECE 044	Health, Safety & Nutrition	3
ECE 045	Teaching in a Diverse Society	3
ECE 046B	Observation and Assessment	3
ECE 047A	Practicum in Early Childhood Education	3
<b>Required Subtotal</b>		<b>24</b>
CSU General Education Pattern (p. 68) <sup>1</sup>		39
Transferable Electives (as needed to reach 60 transferable units) <sup>2</sup>		
<b>DEGREE TOTAL</b>		<b>60</b>

<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.

Please refer to **Associate Degree for Transfer (SB 1440)**, p 61.

## Economics

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

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

### Advisor:

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## Economics AA-T Degree

The **Associate in Arts in Economics for Transfer**, also called the Economics AA-T Degree, is designed to prepare students for a seamless transfer with junior status to a CSU campus in a program or major in Economics for completion of a baccalaureate degree.

This Economics AA-T degree requires students to meet both of the following requirements:

1. Completion of 60 semester units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental GE Transfer Curriculum (IGETC) or the California State University GE-Breadth Requirements (CSU GE-B).
  - b. A minimum of 18 semester units in a major or area of emphasis. All courses in the major or area of emphasis must be completed with a grade of "C" or better.
2. Obtainment of a minimum grade point average of 2.0.

There are no additional graduation requirements. Students are advised to consult with a counselor to verify transfer requirements.

Required Core Courses		Units
ECON 001	Principles of Macroeconomics	3
ECON 002	Principles of Microeconomics	3
MATH 001A	Calculus	4
MATH 014	Statistical Methods	4
<b>List A</b>		
Select one course from the following:		3-4
BUAC 020A	Financial Accounting	
BUAC 020B	Managerial Accounting	
ENG 001B	Composition & Literature	
SOC 004	Sociological Analysis & Critical Thinking	
<b>List B</b>		
Select any one course from the following:		3-4
Any List A course not already used		
ECON 011	International Economic Relations	
ECON 012	Understanding Econ Principles & Applications	
<b>Required Subtotal</b>		<b>20-21</b>

Select one of the following: <sup>1</sup>	37-39
CSU General Education (p. 68)	
IGETC Pattern (p. 71)	
Transferable Electives (as needed to reach 60 transferable units) <sup>2</sup>	
<b>DEGREE TOTAL</b>	<b>60</b>

<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.

Please refer to Associate Degree for Transfer (SB 1440), p. 61.

## Elementary Education

College of the Desert offers three paths for students wishing to work in elementary school. Elementary school teachers are required to have a bachelor's degree and a fifth year of teacher education. Our Elementary Teacher Education transfer degree will prepare students to transfer to CSU to work towards that goal. We also offer two certificates that prepare students to work as teacher assistants/Paraeducators. Students completing these certificates will be prepared to take the Paraeducator exam and continue on towards an AA degree and/or transfer to a four year college.

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## Elementary Teacher Assistant Special Education Certificate of Achievement

This course of study prepares the student with basic competencies to serve as an assistant in an elementary school classroom under the supervision of a credentialed teacher. Teacher assistants are also called: teacher aides, instructional aides, paraprofessionals, education assistants and paraeducators. This certificate of achievement is designed to provide a foundation of introductory but essential skills for students preparing for a career in education. Students completing this certificate may work as assistant teachers and can also continue on towards more advanced degrees to become credentialed teachers.

Required Courses	Units
ECE 010 Child Growth & Development	3
ECE 012 Child, Family & Community	3
ECE 017 Child Guidance	3
ECE 027 English Language Learners in ECE	3
ECE 033 Inclusion of Children w/ Special Needs in ECE Settings	3

ECE 035 Curriculum & Strategies - Children with Special Needs	3
ECE 037 Inclusion Practices in Early Childhood	3
EDUC 001 Introduction to Elementary Classroom Teaching	3
BI 004 Elements of Biology	4
CIS 010 Computer Literacy	4
ENG 001A Composition	4
ENG 002 Argumentative Writing & Critical Thinking thru Literature	4
MATH 040 Intermediate Algebra	4
PS 001 Introduction to Government	3
SOC 004 Sociological Analysis& Critical Thinking	3
<b>CERTIFICATE TOTAL</b>	<b>50</b>

## Bilingual Elementary Teacher Assistant Special Education Certificate of Achievement

This course of study prepares the student with basic competencies to serve as a bilingual assistant in an elementary school classroom under the supervision of a credentialed teacher. Teacher assistants are also called: teacher aides, instructional aides, paraprofessionals, education assistants and paraeducators. This certificate of achievement is designed to provide a foundation of introductory but essential skills for students preparing for a career in education. Students completing this certificate can work as assistant teachers and can also continue on towards more advanced degrees to become credentialed teacher.

Required Courses	Units
ECE 010 Child Growth & Development	3
ECE 012 Child, Family & Community	3
ECE 017 Child Guidance	3
ECE 027 English Language Learners in ECE	3
ECE 033 Inclusion of Children w/ Special Needs in ECE Settings	3
ECE 035 Curriculum & Strategies - Children with Special Needs	3
ECE 037 Inclusion Practices in Early Childhood	3
EDUC 001 Introduction to Elementary Classroom Teaching	3
BI 004 Elements of Biology	4
ENG 001A Composition	4
ENG 002 Argumentative Writing & Critical Thinking thru Literature	4
MATH 040 Intermediate Algebra	4
PS 001 Introduction to Government	3
SOC 004 Sociological Analysis& Critical Thinking	3
SPAN 021 Spanish for Heritage Speakers I	5
<b>CERTIFICATE TOTAL</b>	<b>51</b>

## Elementary Teacher Education AA-T Degree

The Associate in Arts in Elementary Teacher Education for Transfer, also called the Elementary Teacher Education AA-T Degree, is designed to



prepare students for a seamless transfer with junior status to a CSU campus in a program or major in Liberal Studies, Integrated Teacher Education Programs for completion of a baccalaureate degree. Upon successful completion of courses leading to the *Elementary Teacher Education AA-T Degree* the student will be able to know and understand the established as well as recent theories of child development and apply human development theory to observation and practice. The successful student will be able to analyze and think critically about the teacher's role in early learning and development settings.

This degree requires students to meet both of the following requirements:

1. Completion of 60 semester units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental GE Transfer Curriculum (IGETC) or the California State University GE-Breadth Requirements (CSU GE-B).
  - b. A minimum of 18 semester units in a major or area of emphasis. All courses in the major or area of emphasis must be completed with a grade of "C" or better.
2. Obtainment of a minimum grade point average of 2.0.

The *Elementary Teacher Education AA-T Degree* requires students to complete 60 CSU transferable units, including completion of CSU GE-B and 55 units in the major with a cumulative GPA of 2.0 or better. Units for the major may be double-counted for CSU GE-B only (**not IGETC**). *Elementary Teacher Education AA-T degree* works only with the CSU General Education pattern. There are no additional graduation requirements. Students planning to complete the degree should consult with a counselor for more information on university admission and transfer requirements.

Required Courses	Units
EDUC 001 Introduction to Elementary Classroom Teaching	3
BI 004 Elements of Biology	4
CH 003 Introductory General Chemistry	4
COMM 001 Introduction to Public Speaking	3
ECE 010 Child Growth & Development	3
ENG 001A Composition	4
ENG 002 Argumentative Writing & Critical Thinking thru Literature	4
G 010 The Earth Sciences	4
GEOG 007 Regional Geography	3
HIST 003 History of World Civilization I	3
HIST 017 US History through Reconstruction	3
MATH 011 Math Concepts for Elementary School Teachers - Number Systems	4
PH 001 Introductory Physics	4
PS 001 Introduction to Government	3
SOC 004 Sociological Analysis& Critical Thinking	3
Select one course from the following:	
ART 010 Introduction to Art	
MUS 010 Introduction to Music	
TA 001 Introduction to Theatre	
<b>Required Subtotal</b>	<b>55</b>
CSU General Education Pattern (p. 68) <sup>1</sup>	39

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

**DEGREE TOTAL** 60

- <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, confer with Counselor.

Please refer to Associate Degree for Transfer (SB 1440), p. 61.

## Emergency Medical Services

The Emergency Medical Services 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.

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."

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## Emergency Medical Care Certificate of Achievement

The **Emergency Medical Care (EMC) Certificate of Achievement** is designed to offer a full range of both required and elective courses that prepare students for immediate entry into the emergency medical care field. The certificate is structured to ensure gradual, systematic and comprehensive attainment of the practical knowledge, skills and abilities desired by both private and public organizations. It also provides an excellent foundation from which to pursue both paramedic and related degree programs.

Although job ready EMT certification is the overriding goal of the program, the courses offered take into account that many students experience significant difficulty in satisfactorily completing the core 6 unit EMT course without additional preparation. Therefore, a more fundamental 3 unit Emergency Medical Responder (EMR) course is provided as a prerequisite to the 6 unit EMT course, as well as a required Medical Terminology course. A basic anatomy and physiology course (Your Living Body) is also offered as an advisory to EMR in the list of electives. The certificate also assists both students and emergency medical care providers by offering an ambulance operations course that provides both operator information and driving skills training. Additionally, the certificate addresses today's communication/information and interpersonal relations work place needs by offering a variety of other highly relevant elective courses.

Required Courses		Units
EMT 080	Emergency Medical Responder <sup>1</sup>	3
EMT 081	Ambulance Operations	1
EMT 084	Emergency Medical Technician I	6
HS 061	Medical Terminology	2
Electives		
Select 4 courses from the following:		11-13
BUMA 094 or ENG 001A	Business Communications Composition	
CIS 005	Computer Survival Skills	
COMM 009	Intro to Interpersonal Communication	
HS 013	General Nutrition	
HS 062	Your Living Body <sup>2</sup>	
KINE 010	Personal & Community Health	
PSY 001 or PSY 029	General Psychology Abnormal Psychology	
<b>Required Subtotal</b>		<b>12</b>
<b>Elective Subtotal</b>		<b>11-13</b>
<b>CERTIFICATE TOTAL</b>		<b>23-25</b>

<sup>1</sup> EMT-080 is a prerequisite for EMT 84.

<sup>2</sup> HS-62 is an advisory for EMT 80.

## Emergency Medical Technician

EMT 084 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 EMT 084 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.

EMT 085 refresher course is offered each Fall and Spring semester. The course meets the requirements for EMT-I recertification.

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

*This certificate is locally approved and is NOT notated on the student's academic transcript in accordance with State regulations.*

## Engineering

The Engineering program at College of the Desert:

- Provide students with the fundamental knowledge and skills in mathematics, science, and engineering to prepare them for successful transfer to four-year engineering programs and complete their degree in a timely manner.

- Produce engineering transfer students that recognize the importance of and engage in life-long learning, as they pursue their four-year degrees and perhaps a graduate level education while at the same time encourage others to have this same motivation.
- Produce students that have an understanding of ethical responsibility and service toward their peers, employers, and society and follow these precepts in their daily lives.

*Upon completion of this program students will be able to:*

- Analyze real world engineering problems and apply appropriate theory to solve them.
- Acquire the skills necessary to interact and communicate in an effective manner in a technical environment such as Engineering.
- Demonstrates the skills relevant to the engineering field.
- Apply and transfer to an engineering program at a four-year school.

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## Engineering AS Degree

The **Associate of Science Degree in Engineering** prepares students for transfer to the four year college or university to complete a bachelor's degree program in one of the following engineering disciplines: aerospace, biomedical, chemical, civil, computer, electrical, environmental, manufacturing, mechanical, and nuclear. The program covers courses typically offered in freshman and sophomore years of an accredited engineering 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 educational plan specific to their academic goal.

Required Core Courses		Units
ENGR 009	Introduction to Engineering	3
ENGR 006A or PH 006A	Electric Circuits for Engineering & Science Electric Circuits for Engineering & Science	4
MATH 001A	Calculus	4
MATH 001B	Calculus	4
MATH 002A	Multivariate Calculus	4
MATH 002C	Ordinary Differential Equations	4
PH 003A	Engineering Physics	4
PH 003B	Engineering Physics	4
<b>Required Courses for Civil, Mechanical, Aerospace, and Manufacturing (18-19 units)</b>		<b>18-19</b>
CH 001A	General Chemistry I	5
CS 007A	Computer Science I	4
DRA 002 or DRA 011	AutoCAD Intro to Sketchup & Revit	4
ENGR 011 or PH 011	Statics Statics	3
ENGR 013	Materials Science	3
<b>Required Courses for Electrical (9 units)</b>		<b>9</b>
CH 001A	General Chemistry I	5

CS 007A	Computer Science I	4
<b>Required Courses for Computer/Software (12 units)</b>		12
CS 007A	Computer Science I	4
CS 007B	Computer Science II	3
MATH 015	Discrete Mathematics for Computers or MATH 002B Linear Algebra	4
<b>Required Subtotal</b>		40-50
Select one of the following: <sup>1</sup>		37-39
CSU General Education (p. 68)		
IGETC Pattern (p. 71)		
Kinesiology Activities		2
<b>DEGREE TOTAL</b>		67-82

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

## English

College of the Desert's English program offers a wide range of courses meant to help students develop writing, research, problem-solving, and critical-thinking skills that are applicable across disciplines and the varied career paths that our diverse student body pursues. Currently, there are between 100 and 120 sections of English offered each semester.

The English program's basic skills English composition courses prepare incoming students with the fundamentals of sentence structure, fundamentals of academic expository essay structures, critical thinking skills, and basic research techniques to assure competency in their freshman-level writing requirements, other college-level writing assignments, and vocational and professional needs. These skills translate into use across the disciplines and career paths.

The English program also offers an AA-T degree in English in compliance with SB 1440, as well as courses leading to transfer to a four-year college. Students earning an AA-T degree in English are well prepared for a wide variety of career fields in the liberal arts and publishing fields. Students may also choose to continue their study in the discipline toward a bachelor's degree. Transfer requirements at four-year colleges and universities tend to vary from institution to institution - students should consult with a counselor for specific information regarding the transfer requirements of their preferred college or university. For more information, please call (760) 773-2572.

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## English AA-T Degree

College of the Desert's **Associate in Arts in English for Transfer**, also called the English AA-T Degree, 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 of 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.

### Required Core Courses

		Units
ENG 002	Argumentative Writing & Critical Thinking thru Literature	4

### List A Select 2 courses from the following:

		6
ENG 010A	American Literature I	
ENG 010B	American Literature II	
ENG 011A	Survey of English Literature	
ENG 011B	Survey of English Literature	
ENG 012A	World Literature I	
ENG 012B	World Literature II	

<b>List B:</b> Select 2 courses from the following:	6
Any courses from List A not already used	
ENG 005A	Creative Writing
ENG 005B	Advanced Creative Writing
ENG 014	Shakespeare
ENG 015	The Short Story
ENG 017	Women in Literature
ENG 021	Intro Latin American/Chicano Literature
ENG 022	Intro to African American Literature
ENG 024	Native American Literature
ENG 025	Introduction to the Novel
ENG 031	The Bible as Literature: Old Testament
ENG 032	The Bible as Literature: New Testament
ENG 035	Myth and Legend
ENG 036	Children's Literature
J 003A	News Reporting & Writing
TA 001	Introduction to Theatre

<b>List C:</b> Select one course from the following:	3-5
Any course from List A or B not already used	
ASL 001	Elementary American Sign Language I
ASL 002	Elementary American Sign Language II
ASL 003	Intermediate American Sign Language I
ASL 004	Intermediate American Sign Language II
FR 001	Elementary French I
FR 002	Elementary French II
FR 003	Intermediate French I
FR 004	Intermediate French II
GER 001	Elementary German I
GER 002	Elementary German II
JPN 001	Elementary Japanese I
JPN 002	Elementary Japanese II
SPAN 001	Elementary Spanish I
SPAN 002	Elementary Spanish II
SPAN 003	Intermediate Spanish I
SPAN 004	Intermediate Spanish II

<b>Required Subtotal</b>	19-21
Select one of the following: <sup>1</sup>	37-39
CSU General Education Pattern (p. 68)	
IGETC Pattern (p. 71)	
Transferable Electives (as needed to reach 60 transferable units) <sup>2</sup>	
<b>DEGREE TOTAL</b>	60

<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

Please refer to Associate Degree for Transfer (SB 1440), p. 61.

## Language and Thought Certificate of Competency

The Language and Thought Certificate of Competency critical thinking skills about language use and personal experience conveyed through writing. The certificate examines language in context as well as how personal experience can be used to support arguments. This certificate asks students to examine the political, social, and cultural meaning behind language and narratives. It explores word choice and how the meaning of language changes depending on setting, and how the way in which a story is told reveals knowledge and insight. Attention begins at the individual word level then moves narratives.

### Required Courses

ENG 305	Critical Thinking and Language Conscious	0
ENG 306	Narrative Writing and Writing from Personal Experience	0

## Organization Certificate of Competency

The Organization Certificate of Competency develops writing skills that help students communicate ideas, opinions, arguments, facts, and evidence in a coherent structure intended for a reading audience. These organizational principles will benefit students in academic classes at the community college level as well as in the workplace.

### Required Courses

ENG 303	Developing Paragraphs	0
ENG 304	Basic Essay Principles	0

## Research and Argument Certificate of Competency

The Research and Argument Certificate explores the basic elements of academic research and argumentative writing. The courses in this certificate prepare students for the rigors of academic research and argumentative writing that are expected in courses across the curriculum.

### Required Courses

ENG 307	Intro to Research & Documentation	0
ENG 308	Intro to Rhetoric and Argument	0

## Sentence Certificate of Competency

The Sentence Certificate of Competency delves into the basic elements of Standard Written English (SWE), namely the rules of grammar and syntax, and the conventions of SWE usage. The courses that make up this certificate begin with the basic grammatical units of SWE, followed by an overview of common grammar errors that impede communication and an overview of syntactic and usage problems.

### Required Courses

ENG 301	Basic Grammar and Punctuation	0
ENG 302	Sentences and Syntax	0

## English as a Second Language

College of the Desert's English as a Second Language program offers credit and noncredit courses preparing students for entry to academic programs at COD.

The English as a Second Language (ESL) program offers two levels: high intermediate and advanced. The purpose of these classes is to provide students with college preparation and academic language instruction. The focus is to prepare students for the GED, vocational certificate, and degree programs, and transfer to a University. Tuition fees apply for credit classes, and Financial Aid is available for those who qualify.

Interested students may also consider coursework in ESLN (p. 133). Further resources are available via the International Student Office and the TASC Language Lab.

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## Advanced Academic English as a Second Language Credit Certificate of Proficiency

The Certificate of Proficiency in Advanced Academic ESL provides students, prospective employers, and others with documented evidence of persistence and academic accomplishment in English as a Second Language. The certificate demonstrates satisfactory completion in a sequence of six credit courses in the ESL program designed to enable non-native English language students to develop college-level oral, aural, reading, and written fluency. *This certificate is locally approved and is NOT notated on the student's academic transcript in accordance with State regulations.*

Required Courses	Units
ESL 052 Pronunciation	3
ESL 053 Speech Pronunciation & Listening	3
ESL 070 ESL/Academic English I	4
ESL 070A Grammar & Editing	2
ESL 071 ESL/Academic English II	4
ESL 071A Advanced Grammar & Editing	2
<b>CERTIFICATE TOTAL</b>	<b>18</b>

## Advanced Academic English as a Second Language Noncredit Certificate of Competency

The noncredit Certificate of Competency in Advanced Academic ESL provides students, prospective employers, and others with documented evidence of persistence and academic accomplishment in English as a Second Language. The certificate demonstrates satisfactory completion in a sequence of six courses in the ESL program designed to enable non-native English language students to develop college-level oral, aural, reading, and written fluency.

### Required Courses

ESL 352	Pronunciation	0
ESL 353	Speech Pronunciation & Listening	0
ESL 370	ESL/Academic English I	0
ESL 370A	Grammar & Editing	0
ESL 371	ESL/Academic English II	0
ESL 371A	Advanced Grammar & Editing	0

## English as a Second Language Noncredit

The English as a Second Language Noncredit (ESLN) program consists of a series of courses which meet the needs of students not fluent in English. The program offers six levels of English, ranging from a Foundations level for true beginners to a low-advanced Level 5. Students acquire the skills required for their daily lives and prepare themselves to enter high school completion, vocational, or academic programs. Students can enroll in comprehensive courses, which are 3-hour multi-skills classes (M-R) or in conversation and pronunciation courses, which help students enhance speaking, listening, and pronunciation proficiency. In addition, students can enroll in vocational ESL courses, as well as a computer literacy class to prepare them for employment.

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 ESLN program also offers three 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. The Certificate of Completion in Vocational ESL Noncredit is a sequence of courses designed to prepare students for employment in a variety of fields. Please refer to the sequence of noncredit ESL courses required for these certificates. For more information, please call (760) 773-2559.

Interested students may also consider coursework in ESL (p. 132).

## El Ingles Como Segundo Idioma

Ingles como Segundo Idioma ofrece programas de instruccion para todos los niveles de habilidad. Personas que estan interesadas en matricularse en las clases de ESL noncredit pueden ir a la oficina de "Admissions & Records" que esta localizada en segundo piso del edificio de "Cravens Student Center" en el campus de "College of the Desert" en Palm Desert o pueden llamar a (760) 773-2559 para mas informacion. Las clases que se ofrecen en este departamento reciben nuevos estudiantes todos los dias. Cada persona de 18 años o más, sin tener en cuenta su educación previa, es bienvenida a este programa.

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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.

### Required Courses

ESLN 309A	ESL - Foundations	0
ESLN 310A	ESL - Comprehensive I	0
ESLN 310B	ESL - Comprehensive II	0
ESLN 310C	ESL - Comprehensive III	0

### Electives (Optional)

ESLN 388A	ESL Conversation I - Low Beginning	0
ESLN 388B	ESL Conversation II/High Beginning	0
ESLN 388C	ESL Conversation III/Low Intermediate	0
ESLN 390A	ESL - Pronunciation & Vocabulary 1	0

## 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.

### Required Courses

ESLN 310D	ESL - Comprehensive IV	0
ESLN 310E	ESL - Comprehensive V	0

### Electives (Optional)

ESLN 388D	ESL Conversation IV/High Intermediate	0
ESLN 388E	ESL Conversation V/Low Advanced	0
ESLN 390B	ESL - Pronunciation & Vocabulary 2	0

## Vocational ESLN Certificate of Completion

The Certificate of Completion in Vocational ESL Noncredit is a sequence of courses designed to prepare students for employment in a variety of fields. The core courses focus on work-related vocabulary and strategies to help students find and retain a job, whereas the elective course focuses on more specialized skills.

### Required Courses

ESLN 360A	Vocational ESL for the Workplace I	0
ESLN 360B	Vocational ESL for the Workplace II	0

### Elective (Optional) Course

ESLN 389A	ESL - Introductory Computer Skills	0
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## 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.

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.

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## Fire Technology Certificate of Achievement

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).

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.

This program follows the Fire and Emergency Services Higher Education (FESHE) model from the National Fire Academy in Emmitsburg, Maryland

and is a component of accreditation from the California State Fire Marshal.

Required Courses		Units
FIRE 001	Principles of Emergency Services	3
OR		
FIRE 001A & FIRE 001B	Principles of Emergency Services 1A and Principles of Emergency Services 1B	
FIRE 002	Fire Prevention	3
FIRE 003	Fire Protection Systems	3
FIRE 004	Building Construction for Fire Protection	3
FIRE 005	Fire Behavior & Combustion	3
FIRE 007	Principles of Fire & Emergency Services Safety & Survival	3
Electives		
Select 4 units from the following (with Advisor approval):		4
FIRE 006	Hazardous Materials/ICS	
FIRE 008	Firefighting Strategies & Tactics	
FIRE 010	Wildland Fire Technology	
CSFM 070	Confined Space - Awareness	
CSFM 075	Hazardous Materials First Responder Awareness Level	
CSFM 076	Low Angle Rescue Operational	
CSFM 077A	Fire Investigation 1A: Fire Origin & Cause Determination	
CSFM 077B	Fire Investigation 1B: Techniques of Fire Investigation	
CSFM 079B	I-200: Basic ICS	
CSFM 079C	I-300: Intermediate ICS	
CSFM 079D	I-400: Advanced ICS	
CSFM 083A	Company Officer 2A: Human Resource Management	
CSFM 083B	Company Officer 2B: General Administration Functions	
CSFM 083C	Company Officer 2C: Fire Inspections and Investigations	
CSFM 083D	Company Officer 2D: All Risk Command Operations	
CSFM 083E	Company Officer 2E: Wildland Incident Operations	
CSFM 085A	Fire Inspector 1A: Duties and Administration	
CSFM 085B	Fire Inspector 1B: Fire and Life Safety	
CSFM 085C	Fire Inspector 1C: Field Inspection	
CSFM 085D	Fire Inspector 1D: Field Inspection-California Specific	
BIT 026	Building II & Fire Codes	
EMT 080	Emergency Medical Responder	
EMT 084	Emergency Medical Technician I	
<b>CERTIFICATE TOTAL</b>		<b>22</b>

## Fire Technology AS Degree (employment preparation)

Fire technology is the study of the organization and function of fire prevention and suppression techniques; fire behavior and combustion,

fire chemistry, extinguishing agents, hazardous and toxic material; fire protection systems; fire command and fire management (supervision).

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

College of the Desert's Fire Technology curriculum includes course offerings that provide a general overview of fire service disciplines, as well as specific courses in fire suppression, fire tactics and strategy, fire prevention, design and operation of fire detection and alarm systems, hazardous materials, fire protection building design and construction. In addition, Fire Service Training & Education Program (FSTEP) and California Fire Service Training & Education System (CFSTES) courses through the California State Fire Marshal's office are offered in this program.

College of the Desert is recognized by the California State Fire Marshal as an Accredited Regional Training Program offering a Firefighter 1 Basic Training Academy. The objective for this program is to develop teamwork, skills, attitudes and public service commitment necessary for employment in the fire service. Completion of this certificate satisfies the manipulative and academic training requirements as established by the California State Fire Marshal. Additional information on this program is available on the Public Safety Academy's website.

Students earning an **Associate of Science in Fire Technology (employment preparation)** 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.

Required Courses		Units
FIRE 001	Principles of Emergency Services	3
OR		
FIRE 001A & FIRE 001B	Principles of Emergency Services 1A and Principles of Emergency Services 1B	
FIRE 002	Fire Prevention	3
FIRE 003	Fire Protection Systems	3
FIRE 004	Building Construction for Fire Protection	3
FIRE 005	Fire Behavior & Combustion	3
FIRE 007	Principles of Fire & Emergency Services Safety & Survival	3
Electives		
Select 22 units from the following (with Advisor approval):		22
FIRE 006	Hazardous Materials/ICS	
FIRE 008	Firefighting Strategies & Tactics	
FIRE 010	Wildland Fire Technology	
FIRE 095A	Fire Technology Work Experience (Maximum of 3 units may be used for work experience)	
BFFA 063A	Basic Fire Fighter I Academy (Part 1)	
BFFA 063B	Basic Fire Fighter I Academy (Part 2)	
CSFM 070	Confined Space - Awareness	
CSFM 075	Hazardous Materials First Responder Awareness Level	
CSFM 076	Low Angle Rescue Operational	
CSFM 077A	Fire Investigation 1A: Fire Origin & Cause Determination	

CSFM 077B	Fire Investigation 1B: Techniques of Fire Investigation	
CSFM 079B	I-200: Basic ICS	
CSFM 079C	I-300: Intermediate ICS	
CSFM 079D	I-400: Advanced ICS	
CSFM 082A	Fire Apparatus Driver/Operator 1A: Emergency Vehicle Ops	
CSFM 082B	Fire Apparatus Driver/Operator 1B: Pumping Apparatus Ops	
CSFM 083A	Company Officer 2A: Human Resource Management	
CSFM 083B	Company Officer 2B: General Administration Functions	
CSFM 083C	Company Officer 2C: Fire Inspections and Investigations	
CSFM 083D	Company Officer 2D: All Risk Command Operations	
CSFM 083E	Company Officer 2E: Wildland Incident Operations	
CSFM 084A	Instructor 1: Instructor Methodology	
CSFM 085A	Fire Inspector 1A: Duties and Administration	
CSFM 085B	Fire Inspector 1B: Fire and Life Safety	
CSFM 085C	Fire Inspector 1C: Field Inspection	
CSFM 085D	Fire Inspector 1D: Field Inspection-California Specific	
BIT 026	Building II & Fire Codes	
EMT 080	Emergency Medical Responder	
EMT 084	Emergency Medical Technician I	
<b>Required Subtotal</b>		18
<b>Elective Subtotal</b>		22
COD General Education Pattern (p. 63)		18
Kinesiology Activities		2
<b>DEGREE TOTAL</b>		60

## Fire Technology AS Degree (transfer preparation)

Fire technology is the study of the organization and function of fire prevention and suppression techniques; fire behavior and combustion, fire chemistry, extinguishing agents, hazardous and toxic material; fire protection systems; fire command and fire management (supervision). Career paths chosen by students pursuing an undergraduate and/or baccalaureate degree in fire technology commonly include firefighter, fire engineer, paramedic, forest service worker, health and safety officer, fire prevention specialist, fire inspector, fire investigator, fire protection engineer and hazardous materials specialist. Students enrolled in this **Associate of Science in Fire Technology** (transfer preparation) program will be able to transfer to California State University Los Angeles to pursue a Baccalaureate of Science degree in Fire Protection Administration and Technology.

Required Courses		Units
FIRE 001	Principles of Emergency Services	3
FIRE 002	Fire Prevention	3
FIRE 003	Fire Protection Systems	3
FIRE 004	Building Construction for Fire Protection	3

FIRE 005	Fire Behavior & Combustion	3
FIRE 007	Principles of Fire & Emergency Services Safety & Survival	3

Electives		
Select 6 units from the following:		6
BIT 026	Building II & Fire Codes	3
FIRE 006	Hazardous Materials/ICS	3
FIRE 010	Wildland Fire Technology	3
<b>Required Subtotal</b>		24
Select one of the following:		37-39
CSU General Education (p. 68)		
IGETC Pattern (p. 71)		

CSULA Lower Division Requirement		
POLS 2810, Quantitative Methods in Political Science - 4 units		
Kinesiology Activities		2
<b>DEGREE TOTAL</b>		63-65

## Foreign Languages

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

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

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

### Advisors:

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## French AA Degree

Required Courses		Units
Elementary Level		
FR 001	Elementary French I	5
FR 002	Elementary French II	5
Intermediate Level		
FR 003	Intermediate French I	4
FR 004	Intermediate French II	4
Another Language		4-5
<b>Required Subtotal</b>		22-23
Select one of the following:		37-39
CSU General Education (p. 68)		
IGETC Pattern (p. 71)		



Kinesiology Activities	2
<b>DEGREE TOTAL</b>	<b>61-64</b>

## Spanish AA-T Degree

The **Associate in Arts in Spanish for Transfer**, also called the Spanish AA-T Degree, will provide students with a strong foundation to develop their skills at high-Intermediate and advanced levels in Spanish. The emphasis is on acquiring language proficiency through the three modes of communication: presentational (speaking, writing), interpretative (listening/watching and reading), and interpersonal (speaking and writing). Students will produce the language, exchange information, and negotiate meaning in the target language by critically analyzing and discussing daily life situations and academic topics related to the history and culture of the diverse Spanish-speaking world. Students will develop global competence as they investigate the world, recognize different perspectives, communicate ideas, and take action.

The Spanish AA-T degree prepares students to transfer to CSU campuses that offer bachelor's degrees in Spanish. It also complements majors in international relations, political science, business, education, sociology, and other areas of study. Students earning the Spanish AA-T degree will be granted priority for admission as Spanish major to a local CSU, as determined by the CSU campus to which the student applies. This Spanish AA-T degree requires students to meet both of the following requirements:

(1) Completion of 60 semester units that are eligible for transfer to the California State University, including both of the following:

- The Intersegmental GE Transfer Curriculum (IGETC) or the California State University GE-Breadth Requirements (CSU GE-B).
- A minimum of 18 semester units in a major or area of emphasis. All courses in the major or area of emphasis must be completed with a grade of "C" or better.

(2) Obtainment of a minimum grade point average of 2.0.

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.

<b>Required Core:</b>	Units
SPAN 001 Elementary Spanish I	5
SPAN 002 Elementary Spanish II	5
SPAN 003 Intermediate Spanish I	4
SPAN 004 Intermediate Spanish II	4
<b>List A</b>	
Select one course from the following:	3
SPAN 020 Hispanic/Latino Culture & Civilization	
COMM 009 Intro to Interpersonal Communication	
<b>Select one of the following:</b> <sup>1</sup>	37-39
CSU General Education (p. 68) <sup>1</sup>	
IGETC Pattern (p. 71)	
Transfer Electives - as needed to reach 60 transferable units <sup>2</sup>	
<b>DEGREE TOTAL</b>	<b>60</b>

<sup>1</sup> Units for the major may be double counted for CSU GE or IGETC. Confer with a counselor.

<sup>2</sup> Elective units to reach 60 unit total must be CSU transferable. Confer with a counselor.

Please refer to Associate Degree for Transfer (SB 1440), p. 61.

## Health Sciences

The Department of Health Sciences offers associate degrees (transferrable) in Nutrition and Dietetics, Public Health Sciences, and Health Sciences. The U.S. Department of Labor has estimated that one in every four new jobs will be in the field of health care and health care support between now and 2024. These degrees allows students to enter the field in a variety of roles and/or transfer to a four-year institution. Students interested in transferring should consult with a counselor to discuss the transfer process and the appropriate sequence of course.

## Nutrition and Dietetics AS-T Degree

The **Associate in Science in Nutrition and Dietetics for Transfer**, also called the Nutrition and Dietetics AS-T Degree, introduces students to the principles and methodologies used in the study of nutrition and dietetics. Students will acquire the foundational knowledge necessary to pursue post-secondary degrees in nutrition and dietetics. To earn an AS-T in Nutrition and Dietetics degree, a student must complete 60 semester units that are eligible for transfer to the CSU system that consist of the IGETC pattern or CSU GE breadth and a major of 18 units more. Students must have a minimum GPA of 2.0 in all CSU-transferable coursework to receive an associate degree for transfer and all courses in the major must be completed with a C or better. Students earning this AS-T degree will not be required to complete any other local graduation requirements. 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).

### Required Courses

HS 013	General Nutrition	3
HS 014	Principles of Food	3
BI 015	General Microbiology	5
CH 001A	General Chemistry I	5
CH 001B	General Chemistry II	5
PSY 001	General Psychology	3
SOC 003	Fundamentals of Statistics	3
	or MATH 014 Statistical Methods	
Select one of the following: <sup>1</sup>		37-39
<b>Required Subtotal</b>		<b>27-28</b>
CSU General Education (p. 68)		
IGETC Pattern		
Transferable Electives (as needed to reach 60 transferable units) <sup>2</sup>		
<b>DEGREE TOTAL</b>		<b>60</b>

<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.

Please refer to Associate Degree for Transfer (SB 1440), p. 61.

## Public Health Science AS-T Degree

The **Associate in Science in Public Health Science for Transfer**, also called the Public Health Science AS-T Degree, prepares students to transfer to the California State University campuses that offer bachelor's degrees in Health, Health Science and Public Health Science. The Public Health Science AS-T degree focuses on an understanding of the health of populations. This degree is designed to prepare students in the study of public health science and provide comprehensive preparation for upper-division work. Students choosing this degree program will study a range of topics related to human health and disease including: core functions and disciplines of public health; human anatomy and physiology; diseases and their causes, including risk factor; distributions of diseases; primary prevention strategies; and behavior-change theory and application. Students will gain understanding of the biopsychosocial basis for health and healthy populations. Further, they will be able to understand and assess the burden of disease on the health of populations, including the impact of environmental exposures; use of data to support evidence based practices; develop and deliver health programs and interventions that are based on behavior frameworks; and evaluate health programs and initiatives for effectiveness. Public Health Science bridges the gap between scientific discoveries and the application of this knowledge to improve the quality of life.

To earn an AS-T in Public Health Science degree, a student must complete 60 semester units that are eligible for transfer to the CSU system that consist of the IGETC pattern or CSU GE breadth and a major of 18 units more. Students must have a minimum GPA of 2.0 in all CSU-transferable coursework to receive an associate degree for transfer and all courses in the major must be completed with a C or better. Students earning this AS-T degree will not be required to complete any other local graduation requirements. 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).

### Required Courses

HS 013	General Nutrition	3
HS 073	Introduction to Public Health	3
BI 004	Elements of Biology	4
BI 013	Human Anatomy and Physiology I	4
BI 014	Human Anatomy and Physiology II	5
CH 003	Introductory General Chemistry	4
KINE 010	Personal & Community Health	3
MATH 014	Statistical Methods	4
PSY 001	General Psychology	3
Select one of the following: <sup>1</sup>		37-39
<b>Required Subtotal</b>		<b>33</b>
CSU General Education (p. 68)		
IGETC Pattern (p. 71)		
Transferable electives (as needed to reach 60 transferable units) <sup>2</sup>		
<b>DEGREE TOTAL</b>		<b>60</b>

<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.

Please refer to Associate Degree for Transfer (SB 1440) p. 61.

## Health Science AS Degree

The **Associate of Science in Health Science** provides courses which are the foundation to professional career opportunities in the health science, public health and environmental fields. The degree emphasizes an ecological approach to health issues in the community and to provide students with the tools and knowledge necessary to understand factors contributing to the promotion of optimal health and well-being.

Required Courses		Units
BI 013	Human Anatomy and Physiology I	4
BI 014	Human Anatomy and Physiology II	5
BI 015	General Microbiology	5
KINE 010	Personal & Community Health	3
HS 073	Introduction to Public Health	3
or HS 013	General Nutrition	
HS 074	Informatics for Health Science	3
Recommended Courses for Transfer		
ENG 001A	Composition	4
Select one of the following three courses:		3
PSY 001	General Psychology	
PSY 003	Developmental Psychology	
SOC 001	Introductory Sociology	
SPAN 001	Elementary Spanish I	5
or ASL 001	Elementary American Sign Language I	
SOC 003	Fundamentals of Statistics	3
<b>Required Subtotal</b>		<b>23</b>
Select one of the following:		37-39
CSU General Education (p. 68)		
IGETC Pattern (p. 71)		
Kinesiology (PE) Activities		2
<b>DEGREE TOTAL</b>		<b>62-64</b>

## Human Services/Alcohol & Drug Studies

The Alcohol and Drug Studies program is the study of chemical addiction and treatment. Career paths chosen by students pursuing undergraduate studies in alcohol and drug studies commonly include supervised alcohol and drug counseling. Even students who choose not to major in alcohol and drug studies find that coursework in the field can improve their ability to understand the issues surrounding chemical dependency and treatment. Student learning outcomes include the ability to: recognize the philosophy, values, terminology, and practice of the field of addiction studies; describe and interpret theory and research in areas relating to addictive behavior in individuals, families; groups, and communities; identify and describe addiction-related social policy; and identify knowledge, skill, and attitudes as they apply to the roles and responsibilities of the helping profession.

The College offers a Certificate of Achievement in Alcohol and Drug Studies and a non-transferable Associate of Science 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 Consortium of Addiction Programs and Professionals (CCAPP) and California Association of Alcohol and Drug Educators (CAADE) certification. Students earning the certificate may also choose

to continue their study toward an Associate of Science 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.

Upon completion of the HSAD program students will be able to: transfer to a higher level learning institution; 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; demonstrate the skills and aptitude necessary to pass certification exams in their field; and exhibit effective written, oral communication and interpersonal skills.

Furthermore, students completing the entire HSAD program at College of the Desert will demonstrate competency in the following areas as related to the treatment of substance use disorders: individual, group and family counseling; case management; pharmacology; law and ethics; dual diagnosis; personal and professional development; and cultural competence.

Students earning an associate's degree in Alcohol and Drug Studies may pursue entry level positions as supervised chemical dependency counselors or may choose 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.

## Requirements for Internship

1. Completion of the COD application.
2. Completion of the eight core courses - HSAD 001, HSAD 002, HSAD 004, HSAD 020, HSAD 022, HSAD 024, HSAD 030, and HSAD 034 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.
7. Many facilities require interns to have evidence of student registration with a certification organization: ex: CCAPP-Registered Alcohol Drug Trainee (RADT -1) at the students' expense.
8. LiveScan – background checks are also required by the majority of the facilities (at the students' expense).

Please contact program advisors with questions and concerns. For more information please call (760) 773-2574. **Returning HSAD students who have been out of the HSAD program for over 4 years must schedule an appointment with the COD program co-advisors to discuss coursework recency requirements.**

### Advisors:

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## Alcohol and Drug Studies Certificate of Achievement

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 Consortium of Addiction Programs and Professionals (CCAPP and CAADE 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.

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 order to apply the courses toward CCAPP certification.

Required Courses		Units
<b>FALL SEMESTER</b>		
HSAD 001	Introduction to Alcohol & Drug Studies (Prerequisite for other HSAD courses, offered Fall & Spring)	3
HSAD 002	Intro to Human Services Counseling	3
HSAD 004	Personal & Professional Growth	2
HSAD 024	Law/Ethics: Community Resources	3
HSAD 036	Counseling Diverse Populations (See item #3 under Requirements for Internship)	3
<b>SPRING SEMESTER</b>		
HSAD 020	Biomedical Pharmacology	3
HSAD 022	Case Management	3
HSAD 030	Individual, Group & Family Counseling	3
HSAD 034	Dual Diagnosis	3
<b>Internship/Practicum (Fall &amp; Spring)</b>		
HSAD 032A	Alcohol & Drug: Supervised Practicum I	2
HSAD 032B	Alcohol & Drug: Supervised Practicum II	2
HSAD 033A	Alcohol & Drug Supervised Internship I	1
HSAD 033B	Alcohol & Drug Supervised Internship II	1
HSAD 095B	Alcohol and Drug Work Experience (Maximum of 4 units may be used for work experience.)	2, 2
<b>CERTIFICATE TOTAL</b>		<b>36</b>

*These courses prepare students for the certification options. Below are agencies that provide state accepted certification. **Please contact the agencies directly with specific questions.***

**California Consortium of Addiction Programs and Professionals (CCAPP)**  
<https://www.ccapp.us>  
**California Association of Alcohol and Drug Educators (CAADE)** <https://dev.caade.org>

## Alcohol and Drug Studies AS Degree

The College offers a non-transferable degree in **Alcohol and Drug Studies**. Students earning an associate's degree in Alcohol and Drug Studies may pursue entry level positions as supervised chemical dependency counselors or may choose 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.

All courses must be completed with a grade of "C" or better. In addition, students will be required to have **75%** attendance in these courses.

Required Courses		Units
<b>FALL SEMESTER</b>		
HSAD 001	Introduction to Alcohol & Drug Studies (Prerequisite for other HSAD courses, offered Fall & Spring)	3
HSAD 002	Intro to Human Services Counseling	3
HSAD 004	Personal & Professional Growth	2
HSAD 024	Law/Ethics: Community Resources	3
HSAD 036	Counseling Diverse Populations (See item #3 under Requirements for Internship)	3
<b>SPRING SEMESTER</b>		
HSAD 020	Biomedical Pharmacology	3
HSAD 022	Case Management	3
HSAD 030	Individual, Group & Family Counseling	3
HSAD 034	Dual Diagnosis	3
<b>Internship/Practicum (Fall &amp; Spring)</b>		
HSAD 032A	Alcohol & Drug: Supervised Practicum I	2
HSAD 032B	Alcohol & Drug: Supervised Practicum II	2
HSAD 033A	Alcohol & Drug Supervised Internship I	1
HSAD 033B	Alcohol & Drug Supervised Internship II	1
HSAD 095B	Alcohol and Drug Work Experience (Maximum of 4 units may be used for work experience.)	2, 2
<b>Electives</b>		
Select 6 units from the following:		6
PSY 003	Developmental Psychology	
PSY 007	Positive Psychology	
PSY 010	Psychological Aspects/Marriage & Family	
COMM 009	Intro to Interpersonal Communication	
<b>Required Subtotal</b>		36
<b>Elective Subtotal</b>		6
COD General Education Pattern (p. 63) <sup>1</sup>		18
Kinesiology Activities		2
<b>DEGREE TOTAL</b>		62

<sup>1</sup> Recommended: PSY 001, PSY 003 and PSY 010

Please contact program advisors L. Emerson or C. Jones with questions and concerns. For more information please call (760) 773-2574. **Returning HSAD students who have been out of the HSAD program for over 4 years must schedule an appointment with the COD program co-advisors to discuss coursework recency requirements.**

## Kinesiology

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.

## 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.

### Advisors:

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## Courses Related in Content

### Limitation on Enrollment by Courses Related in Content

Many Kinesiology courses have enrollment limitations. Active participatory courses that share a similar educational objective in Kinesiology are grouped together as a "family" of courses related in content. Students are allowed four enrollments within each "family", but each course in the "family" is limited to one enrollment unless it has been designated as repeatable, per Title 5, Section 55040 (c), California Code of Regulations:

"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:

Related in Content	Kinesiology Courses
<b>AEROBICS</b>	
KINE 051	Dance, Aerobic
KINE 071	Kickboxing Aerobics
<b>AQUATICS</b>	
KINE 046	Endurance Training (Running/Swimming/Cardio-Respiratory)
KINE 066	Adapted Fitness Aquatics
KINE 082	Swimming
KINE 083	Swimming & Running for Triathletes
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
<b>GOLF</b>	
KINE 062	Golf
KINE 063	Golf: The Short Game
KINE 067	Adapted Golf
<b>RESISTANCE TRAINING</b>	
KINE 047	Body Sculpt & 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 (Running/Swimming/Cardio-Respiratory)
KINE 083	Swimming & Running for Triathletes
<b>TEAM SPORTS</b>	
KINE 045	Basketball
KINE 079	Soccer

KINE 091	Volleyball
<b>TENNIS</b>	
KINE 064	Adapted Tennis
KINE 086	Tennis
KINE 087	Pickleball
KINE 088	Strokes & Strategies for Tennis Play
<b>TRAINING &amp; CONDITIONING</b>	
KINE 039	TRX & Kettlebell Training
KINE 041	Core Conditioning
KINE 094	Personal Fitness
<b>YOGA</b>	
KINE 085	Adapted Yoga
KINE 099	Power Yoga
KINE 098A	Yoga I-Fundamentals of Yoga
KINE 098B	Yoga II-Beginning Yoga
KINE 098C	Yoga III-Intermediate Yoga
KINE 098D	Yoga IV-Advanced Yoga

## Kinesiology AA-T Degree

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 the 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."

The Kinesiology AA-T Degree requires students to complete 60 CSU transferable units including completion of CSU GE or IGETC and 21-25 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.

Required Core Courses	Units	
KINE 008	Introduction to Kinesiology	3
BI 013	Human Anatomy and Physiology I	4
BI 014	Human Anatomy and Physiology II	5

Movement Based Courses	Units
Select a maximum of one (1) course from any three (3) of the following areas for a maximum of three units:	3

<b>Aquatics (1 unit)</b>	
KINE 046	Endurance Training (Running/Swimming/Cardio-Respiratory)
KINE 082	Swimming
KINE 083	Swimming & Running for Triathletes
KINE 084	Aquatic Crosstraining
KINE 093	Water Fitness
<b>Combatives (1 unit)</b>	
KINE 077	Self-Defense/Fitness
KINE 078	Self-Defense, Martial Arts

## Dance (1 unit)

KINE 051	Dance, Aerobic
KINE 053	Dance, Jazz

## Fitness (1 unit)

KINE 041	Core Conditioning
KINE 046	Endurance Training (Running/Swimming/ Cardio-Respiratory)
KINE 047	Body Sculpt & Tone
KINE 068	Jogging, Powerwalking & Running
KINE 071	Kickboxing Aerobics
KINE 072	Pilates Mat Work
KINE 073	Pilates for Dance
KINE 083	Swimming & Running for Triathletes
KINE 094	Personal Fitness
KINE 096	Weight Training
KINE 099	Power Yoga

## Individual Sports (1 unit)

KINE 043	Badminton
KINE 057	Fencing
KINE 062	Golf
KINE 063	Golf: The Short Game
KINE 086	Tennis

## Team Sports (1 unit)

KINE 045	Basketball
KINE 079	Soccer
KINE 091	Volleyball

## List A

Select 2 courses from the following: 6-8

KINE 001	First Aid and Safety
PH 002A	College Physics I
SOC 003	Fundamentals of Statistics
or MATH 014	Statistical Methods

**Required Subtotal** 21-23Select one of the following:<sup>1</sup> 37-39

CSU General Education (p. 68)
IGETC Pattern (p. 71)

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

Please refer to Associate Degree for Transfer (SB 1440) p. 61.

## Sports Medicine AS Degree

The **Associate in Science degree in Sports Medicine** is a two year course of study designed for students interested in becoming various allied health care professionals such as athletic trainers, physical therapists, physical therapists assistants, chiropractic care, occupational therapy, physician assistant etc. It provides academic and clinical experience to prepare students for further study or to obtain employment in an entry

level rehabilitation and/or allied health setting. Earning this degree may facilitate the student's transfer to a four-year college and/or professional program.

Required Courses		Units
BI 013	Human Anatomy and Physiology I	4
BI 014	Human Anatomy and Physiology II	5
KINE 001	First Aid and Safety	3
KINE 003	Care and Prevention of Athletic Injuries	3
KINE 004	Advanced Care and Prevention of Athletic Injuries	3
KINE 008	Introduction to Kinesiology	3
KINE 012	Clinical Experiences in Sports Med & Athletic Training I	2
KINE 013	Clinical Experiences in Sports Med & Athletic Training II	2
KINE 014	Clinical Experiences in Sports Med & Athletic Training III	2
KINE 015	Clinical Experiences in Sports Med & Athletic Training IV	2

**Select one course from the following:** 1

KINE 094	Personal Fitness
KINE 096	Weight Training
KINE 096A	Biomechanics of Strength Training

**Required Courses** 30

Select one of the following: 37-39

CSU General Education (p. 68)
IGETC Pattern (p. 71)

**DEGREE TOTAL** 63-65

*KINE courses may be double counted for the kinesiology/activity degree requirement.*

## Fitness Specialist Certificate of Achievement

The Fitness Specialist Certificate of Achievement 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.

Required Courses		Units
KINE 001	First Aid and Safety	3
KINE 003	Care and Prevention of Athletic Injuries	3
KINE 007	Techniques of Exercise Leadership	3
KINE 008	Introduction to Kinesiology	3
KINE 009	Essentials for Fitness Professionals	2
KINE 095	Exercise Science	2
KINE 095A	Kinesiology Work Experience (maximum of 1 unit may be used for work experience)	1
HS 013	General Nutrition	3
Fitness Courses		
Select 2 units from the following:		2
KINE 039	TRX & Kettlebell Training	

KINE 041	Core Conditioning
KINE 046	Endurance Training (Running/Swimming/ Cardio-Respiratory)
KINE 047	Body Sculpt & Tone
KINE 068	Jogging, Powerwalking & Running
KINE 069	Biomechanics Of Running
KINE 071	Kickboxing Aerobics
KINE 072	Pilates Mat Work
KINE 073	Pilates for Dance
KINE 077	Self-Defense/Fitness
KINE 083	Swimming & Running for Triathletes
KINE 084	Aquatic Crosstraining
KINE 093	Water Fitness
KINE 099	Power Yoga
<b>CERTIFICATE TOTAL</b>	<b>22</b>

## Personal Trainer Certificate of Achievement

The goal of the Personal Trainer Certificate of Achievement is to prepare students to enter the workforce as qualified providers of high quality personal training. Students earning this certificate will be eligible for personal and fitness trainer positions in private and public programs including fitness centers, resorts, country clubs, recreation districts, and wellness centers. Students will have met the education requirement to register for and take the Certified Personal Trainer exam from National Academy of Sports Medicine (NASM) or related exam. The certificate is also designed to prepare students in the areas identified by the NASM Competencies. The Competencies encompass: Concepts and Structures of Anatomy, Functions of Exercise, Physiology, Human Movement Science Assessment, Exercise Technique Training, Instruction Program Design Fundamentals, Special Populations, Basic Nutritional Concepts, Weight Management Concepts, Client Relations, Behavioral Coaching, Professional Development & Practice.

Required Courses		Units
KINE 007	Techniques of Exercise Leadership	3
KINE 095	Exercise Science	2
KINE 095A	Kinesiology Work Experience (maximum of 4 units may be used for work experience)	4

Fitness Courses		Units
Select three from the following courses		3-4
KINE 039	TRX & Kettlebell Training	
KINE 041	Core Conditioning	
KINE 046	Endurance Training (Running/Swimming/ Cardio-Respiratory)	
KINE 047	Body Sculpt & Tone	
KINE 072	Pilates Mat Work	
KINE 094	Personal Fitness	
KINE 096	Weight Training	
KINE 098A	Yoga I-Fundamentals of Yoga	
KINE 098B	Yoga II-Beginning Yoga	
KINE 098C	Yoga III-Intermediate Yoga	
KINE 098D	Yoga IV-Advanced Yoga	
KINE 099	Power Yoga	
<b>CERTIFICATE TOTAL</b>		<b>12-13</b>

## Advanced First Aid & Safety, CPR/ AED Certificate of Completion

This two-course certificate will prepare individuals with skills and knowledge in the application of advanced first aid and emergency care for infants, children, and adults. It will also prepare individuals with skills, knowledge, and application in Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED). The certificate is in alignment with the Emergency Care and Safety Institute.

Required Courses		
KINE 301	Advanced First Aid and Safety	0
KINE 302	Advanced CPR and AED	0

## Lifeguard Training Certificate of Completion

This two course certificate will provide important knowledge and job related skills for future lifeguards. At completion of the certificate, the students will have knowledge, skills and application of lifeguard training, cardiopulmonary resuscitation for the professional rescuer, automated external defibrillator, and knowledge and skills of advanced first aid for lifeguards and title 22 of California Code of Regulations. The course content is in alignment with the American Red Cross.

Required Courses		
KINE 303	Lifeguard Training I, CPR, AED, and First Aid	0
KINE 304	Lifeguard Training II	0

## Water Safety Instructor Certificate of Completion

The two course certificate in Water Safety Instructor will provide the knowledge and skills necessary to implement water safety and teaching methods to infants, children, and adults of diverse ability levels. The course content will be in alignment with the American Red Cross.

Required Courses		
KINE 306	Water Safety Instructor I	0
KINE 307	Water Safety Instructor II	0

## Yoga Teacher Training Certificate of Proficiency

Yoga teachers design and instruct yoga classes for participants of various ability levels. They ensure through diligent planning, intelligent sequencing, and the inclusion of appropriate progressions and regressions of poses that each class experience is safe, effective and enjoyable for all participants. This program fulfills the requirement for the 200-hour Registered Yoga Teacher (RYT) credential with Yoga Alliance and covers a wide range of topics from the history and philosophy of yoga, to basic alignment principles and teaching methodologies.

*This certificate is locally approved and is NOT noted on the student's academic transcript in accordance with State regulations.*

Required Courses		Units
KINE 018	Yoga Teacher Training Essentials	3

KINE 019	Yoga Teacher Training Progressive Methodologies	3
Choose one course from the following:		1
KINE 092	Yoga for Dancers	
KINE 098A	Yoga I-Fundamentals of Yoga	
KINE 098B	Yoga II-Beginning Yoga	
KINE 098C	Yoga III-Intermediate Yoga	
KINE 098D	Yoga IV-Advanced Yoga	
KINE 099	Power Yoga	
<b>CERTIFICATE TOTAL</b>		<b>7</b>

## 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. Refer to [www.assist.org](http://www.assist.org) for transfer details or see a counselor or faculty advisor for additional details.

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## Liberal Arts AA Degree with Emphasis in Arts, Humanities, and 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
Select one of the following:	37-39
CSU General Education (p. 68)	
IGETC Pattern (p. 71)	



**Area of Emphasis**

(18 units required from courses listed below with at least 2 or more courses from 1 discipline)

ARCH 014	History of Architecture I <sup>1</sup>
ART 002A	History of Western Art I: Prehistoric to Medieval <sup>1</sup>
ART 002B	History of Western Art II: Renaissance to Contemporary <sup>1</sup>
ART 002C	History of Modern Art <sup>1</sup>
ART 003A	Basic Design & Color <sup>1</sup>
ART 010	Introduction to Art <sup>1</sup>
ART 012A	Survey of Asian Art <sup>1</sup>
ART 012B	Art of Africa, Oceania, & Indigenous North America <sup>1</sup>
ART 012C	Art of the Ancient Americas <sup>1</sup>
ART 033	History of Photography <sup>1</sup>
ASL 001	Elementary American Sign Language I <sup>1</sup>
ASL 002	Elementary American Sign Language II <sup>1</sup>
ASL 003	Intermediate American Sign Language I <sup>1</sup>
ASL 004	Intermediate American Sign Language II <sup>1</sup>
DANC 010	Introduction to Choreography <sup>1</sup>
DANC 015	History of Dance <sup>1</sup>
ENG 001A	Composition <sup>1</sup>
ENG 001B	Composition & Literature <sup>1</sup>
ENG 002	Argumentative Writing & Critical Thinking thru Literature <sup>1</sup>
ENG 005A	Creative Writing <sup>1</sup>
ENG 005B	Advanced Creative Writing <sup>1</sup>
ENG 010A	American Literature I <sup>1</sup>
ENG 010B	American Literature II <sup>1</sup>
ENG 011A	Survey of English Literature <sup>1</sup>
ENG 011B	Survey of English Literature <sup>1</sup>
ENG 012A	World Literature I <sup>1</sup>
ENG 012B	World Literature II <sup>1</sup>
ENG 014	Shakespeare <sup>1</sup>
ENG 015	The Short Story <sup>1</sup>
ENG 017	Women in Literature <sup>1</sup>
ENG 021	Intro Latin American/Chicano Literature <sup>1</sup>
ENG 022	Intro to African American Literature <sup>1</sup>
ENG 024	Native American Literature <sup>1</sup>
ENG 025	Introduction to the Novel <sup>1</sup>
ENG 026	Lesbian/Gay/Bisexual/Transgender/Queer Literature <sup>1</sup>
ENG 031	The Bible as Literature: Old Testament <sup>1</sup>
ENG 032	The Bible as Literature: New Testament <sup>1</sup>
ENG 035	Myth and Legend <sup>1</sup>
ENG 036	Children's Literature <sup>1</sup>
FR 001	Elementary French I <sup>1</sup>
FR 002	Elementary French II <sup>1</sup>
FR 003	Intermediate French I <sup>1</sup>
FR 004	Intermediate French II <sup>1</sup>
GER 001	Elementary German I <sup>1</sup>
GER 002	Elementary German II <sup>1</sup>
HIST 003	History of World Civilization I <sup>1</sup>
HIST 004	History of World Civilization II <sup>1</sup>

HIST 017	US History through Reconstruction <sup>1</sup>
HIST 018	US History from Reconstruction to Present <sup>1</sup>
HIST 021	California History <sup>1</sup>
HIST 023	Latin American History <sup>1</sup>
JPN 001	Elementary Japanese I <sup>1</sup>
JPN 002	Elementary Japanese II <sup>1</sup>
MC 001	Introduction to Mass Media <sup>1</sup>
MC 005	Introduction to Public Relations
MUS 005	History of Rock 'n' Roll <sup>1</sup>
MUS 006	History of Film Music <sup>1</sup>
MUS 007	History of Musical Theatre <sup>1</sup>
MUS 010	Introduction to Music <sup>1</sup>
MUS 011	The History of Jazz <sup>1</sup>
MUS 012	Fundamentals of Music <sup>1</sup>
PHIL 006	Introduction to Philosophy <sup>1</sup>
PHIL 007	Ideas of the Great Philosophers <sup>1</sup>
PHIL 010	General Logic <sup>1</sup>
PHIL 012	Religions of the World <sup>1</sup>
PHIL 013	Perspectives on Death & Dying <sup>1</sup>
PHIL 014	Introduction to Ethics <sup>1</sup>
PHIL 017	Philosophy of Religion <sup>1</sup>
PHIL 018	Philosophy of Science <sup>1</sup>
RTV 006	Introduction to Film <sup>1</sup>
RTV 008	Contemporary World Film <sup>1</sup>
SOC 004	Sociological Analysis & Critical Thinking <sup>1</sup>
SPAN 001	Elementary Spanish I <sup>1</sup>
SPAN 002	Elementary Spanish II <sup>1</sup>
SPAN 003	Intermediate Spanish I <sup>1</sup>
SPAN 004	Intermediate Spanish II <sup>1</sup>
SPAN 020	Hispanic/Latino Culture & Civilization <sup>1</sup>
COMM 001	Introduction to Public Speaking <sup>1</sup>
COMM 009	Intro to Interpersonal Communication <sup>1</sup>
COMM 013	Small Group Communication <sup>1</sup>
COMM 017	Intercultural Communication <sup>1</sup>
COMM 025	Argumentation and Debate <sup>1</sup>
TA 001	Introduction to Theatre <sup>1</sup>
TA 002	Acting I <sup>1</sup>
TA 003	Acting II <sup>1</sup>
TA 004	Script Analysis <sup>1</sup>
(Courses selected can be used to also fulfill GE area, see a counselor for appropriate course selection; all courses transfer to CSU)	
Transferable Electives (as needed to reach 60 transferable units)	
Kinesiology Activities	2
<b>DEGREE TOTAL</b>	<b>60</b>

<sup>1</sup> courses also transfer to UC

## Liberal Arts AA 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
Select one of the following:	37-39
CSU General Education (p. 68)	
IGETC Pattern (p. 71)	
<b>Area of Emphasis</b>	<b>18</b>
(18 units required from courses listed below with at least 2 or more courses from 1 discipline)	
BUAC 003	Accounting for Government & Non-Profit
BUAC 004	Tax Accounting I - Individuals
BUAC 004A	Individual Income Tax
BUAC 010	Accounting with QuickBooks
BUAC 020A	Financial Accounting <sup>1</sup>
BUAC 020B	Managerial Accounting <sup>1</sup>
BUFI 012	Money Management & Planning for the Future
BUFI 013	Investment Opportunities
BUHM 050	Introduction to the Hospitality Industry
BUHM 063	Hotel & Restaurant Operations
BUMA 001	Principles of Management
BUMA 010	Introduction to Business <sup>1</sup>
BUMA 020A	Business Law I <sup>1</sup>
BUMA 027	Marketing
BUMA 028	Small Business/Entrepreneurship
BUMA 032	Human Relations in the Workplace
BUMA 064	Human Resource Management
CIS 010	Computer Literacy <sup>1</sup>
CIS 072D	Excel
CIS 082C	Website Design
CIS 085C	Dynamic Website Design
CIS 086	Visual Basic Programming <sup>1</sup>
CS 007A	Computer Science I <sup>1</sup>
CS 007B	Computer Science II <sup>1</sup>
CS 008	Computer Architecture and Organization <sup>1</sup>
CS 009	Data Structures and Algorithms <sup>1</sup>
ECON 001	Principles of Macroeconomics <sup>1</sup>
ECON 002	Principles of Microeconomics <sup>1</sup>
ECON 011	International Economic Relations <sup>1</sup>
MATH 010	College Algebra <sup>2</sup>
MATH 014	Statistical Methods <sup>2</sup>
MATH 015	Discrete Mathematics for Computers <sup>1</sup>
PHIL 014	Introduction to Ethics <sup>1</sup>
PS 004	Introduction to International Relations <sup>1</sup>
SOC 003	Fundamentals of Statistics <sup>2</sup>

(Courses selected can be used to also fulfill GE area, see a counselor for appropriate course selection; all courses transfer to CSU)

Transferable Electives (as needed to reach 60 transferable units)

Kinesiology Activities	2
<b>DEGREE TOTAL</b>	<b>60</b>

<sup>1</sup> courses also transfer to UC

<sup>2</sup> indicates that transfer credit is limited depending on UC

## Liberal Arts AA 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
Select one of the following:	37-39
CSU General Education (p. 68)	
IGETC Pattern (p. 71)	
<b>Area of Emphasis</b>	<b>18</b>
18 units required: 2 courses each from area I and II (must include HS 013), 1 course each from area III and IV	
<b>AREA I - Nutrition &amp; Health (6 units)</b>	
ECE 044	Health, Safety & Nutrition
HS 013	General Nutrition <sup>1</sup>
KINE 008	Introduction to Kinesiology <sup>1</sup>
KINE 010	Personal & Community Health <sup>1</sup>
<b>AREA II - Child Development &amp; Community Health (6 units)</b>	
ECE 010	Child Growth & Development
ECE 012	Child, Family & Community
HSAD 001	Introduction to Alcohol & Drug Studies <sup>1</sup>
HSAD 024	Law/Ethics: Community Resources
KINE 010	Personal & Community Health <sup>1</sup>
RE 001	Intro to Recreation & Sport Management
SOC 014	Introduction to Race & Ethnicity <sup>1</sup>
<b>AREA III - Business/Human Relations &amp; Communication (3 units)</b>	
BUMA 001	Principles of Management
BUMA 010	Introduction to Business <sup>1</sup>
BUMA 020A	Business Law I <sup>1</sup>
BUMA 027	Marketing
BUMA 032	Human Relations in the Workplace
SOC 014	Introduction to Race & Ethnicity <sup>1</sup>
COMM 001	Introduction to Public Speaking <sup>1</sup>

COMM 017	Intercultural Communication <sup>1</sup>	
AREA IV - Biology and Anatomy (3 units)		
BI 004	Elements of Biology <sup>2</sup>	
BI 013	Human Anatomy and Physiology I <sup>1</sup>	
BI 014	Human Anatomy and Physiology II <sup>1</sup>	
(Courses selected can be used to also fulfill GE area, see a counselor for appropriate course selection; all courses transfer to CSU)		
Transferable Electives (as needed to reach 60 transferable units)		
Kinesiology Activities		2
<b>DEGREE TOTAL</b>		<b>60</b>

<sup>1</sup> courses also transfer to UC

<sup>2</sup> indicates that transfer credit is limited depending on UC

## Liberal Arts AA 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
Select one of the following:	37-39
CSU General Education (p. 68)	
IGETC Pattern (p. 71)	
<b>Area of Emphasis</b>	<b>18</b>
(18 units required from courses listed below with 2 or more courses in science and 2 or more courses in math)	
A 001L	Descriptive Astronomy Lab <sup>1</sup>
A 002	Descriptive Astronomy <sup>1</sup>
AGEH 001	Horticulture <sup>1</sup>
AGEH 001L	Horticulture Laboratory <sup>1</sup>
AGPS 002	Entomology - General & Applied <sup>1</sup>
AGPS 005	Plant Science <sup>1</sup>
AGPS 005L	Plant Science Lab <sup>1</sup>
ANTH 001	Introduction to Physical Anthropology <sup>1</sup>
BI 004	Elements of Biology <sup>2</sup>
BI 005	Molecular and Cell Biology <sup>1</sup>
BI 006	Biology of Organisms <sup>1</sup>
BI 007	Biology of Mammals <sup>1</sup>
BI 011	Biology of Viruses <sup>1</sup>
BI 013	Human Anatomy and Physiology I <sup>1</sup>
BI 014	Human Anatomy and Physiology II <sup>1</sup>
BI 015	General Microbiology <sup>1</sup>
CH 001A	General Chemistry I <sup>1</sup>
CH 001B	General Chemistry II <sup>1</sup>
CH 003	Introductory General Chemistry <sup>2</sup>
CH 004	Fundamentals of Chemistry <sup>1</sup>
CH 005	Bio-organic Chemistry <sup>1</sup>

CH 010A	Organic Chemistry I <sup>1</sup>
CH 010B	Organic Chemistry II <sup>1</sup>
CS 007A	Computer Science I <sup>1</sup>
CS 007B	Computer Science II <sup>1</sup>
CS 008	Computer Architecture and Organization <sup>1</sup>
CS 009	Data Structures and Algorithms <sup>1</sup>
ENGR 006A	Electric Circuits for Engineering & Science <sup>1</sup>
ENGR 009	Introduction to Engineering <sup>1</sup>
ENGR 011	Statics <sup>1</sup>
ENGR 012	Dynamics <sup>1</sup>
ENGR 013	Materials Science <sup>1</sup>
G 001	Physical Geology <sup>1</sup>
G 005	Environmental Geology <sup>1</sup>
G 010	The Earth Sciences <sup>1</sup>
G 017	Introduction to Oceanography <sup>1</sup>
G 017L	Introduction to Oceanography Lab <sup>1</sup>
G 022	Introduction to Environmental Sciences <sup>1</sup>
GEOG 001	Physical Geography <sup>1</sup>
GEOG 001L	Physical Geography Lab <sup>1</sup>
MATH 001A	Calculus <sup>1</sup>
MATH 001B	Calculus <sup>1</sup>
MATH 002A	Multivariate Calculus <sup>1</sup>
MATH 002B	Linear Algebra <sup>1</sup>
MATH 002C	Ordinary Differential Equations <sup>1</sup>
MATH 005	Trigonometry <sup>1</sup>
MATH 010	College Algebra <sup>2</sup>
MATH 011	Math Concepts for Elementary School Teachers - Number Systems <sup>1</sup>
MATH 012	Pre-calculus <sup>2</sup>
MATH 013	Liberal Arts Math <sup>1</sup>
MATH 014	Statistical Methods <sup>2</sup>
MATH 015	Discrete Mathematics for Computers <sup>1</sup>
NR 001	Conservation of Natural Resources <sup>1</sup>
NR 001L	Conservation of Natural Resources Lab <sup>1</sup>
PH 001	Introductory Physics <sup>2</sup>
PH 002A	College Physics I <sup>2</sup>
PH 002B	College Physics II <sup>2</sup>
PH 003A	Engineering Physics <sup>2</sup>
PH 003B	Engineering Physics <sup>2</sup>
PH 003C	Engineering Physics <sup>2</sup>
PH 006A	Electric Circuits for Engineering & Science <sup>1</sup>
PH 011	Statics <sup>1</sup>
PH 012	Dynamics <sup>1</sup>
PH 017	Introduction to Meteorology <sup>1</sup>
SOC 003	Fundamentals of Statistics <sup>2</sup>
Courses selected can be used to also fulfill GE area, see a counselor for appropriate course selection; all courses transfer to CSU	
Transferable Electives (as needed to reach 60 transferable units)	
Kinesiology Activities	2
<b>DEGREE TOTAL</b>	<b>60</b>

- <sup>1</sup> courses also transfer to UC
- <sup>2</sup> indicates that transfer credit is limited depending on UC

## Liberal Arts AA 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
Select one of the following:	37-39
CSU General Education (p. 68)	
IGETC Pattern (p. 71)	
<b>Area of Emphasis</b>	<b>18</b>
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)	
<b>AREA I - Business &amp; Business Management (6 units)</b>	
AGEH 034 Golf Course Management	
BUMA 001 Principles of Management	
BUMA 010 Introduction to Business <sup>1</sup>	
BUMA 020A Business Law I <sup>1</sup>	
BUMA 027 Marketing	
BUMA 032 Human Relations in the Workplace	
<b>AREA II - Community Health &amp; Recreation (6 units)</b>	
HS 013 General Nutrition <sup>1</sup>	
KINE 008 Introduction to Kinesiology <sup>1</sup>	
KINE 010 Personal & Community Health <sup>1</sup>	
RE 001 Intro to Recreation & Sport Management	
<b>AREA III - Health Safety &amp; Field Work (3 units)</b>	
AGEH 034 Golf Course Management	
GOLF 036 Fundamentals & Rules of Golf <sup>2</sup>	
KINE 001 First Aid and Safety <sup>1</sup>	
KINE 008 Introduction to Kinesiology <sup>1</sup>	
RE 001 Intro to Recreation & Sport Management	
<b>AREA IV - Child Development/Human Relations &amp; Communication (3 units)</b>	
COMM 001 Introduction to Public Speaking <sup>1</sup>	
COMM 017 Intercultural Communication <sup>1</sup>	
ECE 010 Child Growth & Development <sup>1</sup>	
ECE 012 Child, Family & Community	
HSAD 001 Introduction to Alcohol & Drug Studies <sup>1</sup>	

HSAD 024 Law/Ethics: Community Resources	
SOC 014 Introduction to Race & Ethnicity <sup>1</sup>	
(Courses selected can be used to also fulfill GE area, see a counselor for appropriate course selection; all courses transfer to CSU)	
Transferable Electives (as needed to reach 60 transferable units)	
Kinesiology Activities	2
<b>DEGREE TOTAL</b>	<b>60</b>

- <sup>1</sup> courses also transfer to UC
- <sup>2</sup> indicates that transfer credit is limited depending on UC

## Liberal Arts AA Degree with Emphasis in Social and 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
Select one of the following:	37-39
CSU General Education (p. 68)	
IGETC Pattern (p. 71)	
<b>Area of Emphasis</b>	<b>18</b>
(18 units required from courses listed below with at least 2 or more courses from 1 discipline)	
AJ 001 Introduction to Criminal Justice <sup>1</sup>	
AJ 005A Community and the Justice System <sup>1</sup>	
ANTH 002 Cultural Anthropology <sup>1</sup>	
ANTH 003 Archaeology, Introduction to Prehistory <sup>1</sup>	
COMM 017 Intercultural Communication <sup>1</sup>	
ECON 001 Principles of Macroeconomics <sup>1</sup>	
ECON 002 Principles of Microeconomics <sup>1</sup>	
ECON 011 International Economic Relations <sup>1</sup>	
ECON 012 Understanding Econ Principles & Applications <sup>1</sup>	
ECE 010 Child Growth & Development <sup>1</sup>	
ECE 012 Child, Family & Community	
ECE 031 Child Maltreatment, Intervention, & Prevention	
GEOG 002 Cultural Geography <sup>1</sup>	
GEOG 007 Regional Geography <sup>1</sup>	
GEOG 010 Geography of California <sup>1</sup>	
HIST 003 History of World Civilization I <sup>1</sup>	
HIST 004 History of World Civilization II <sup>1</sup>	
HIST 017 US History through Reconstruction <sup>1</sup>	
HIST 018 US History from Reconstruction to Present <sup>1</sup>	
HIST 021 California History <sup>1</sup>	
HIST 023 Latin American History <sup>1</sup>	
MC 001 Introduction to Mass Media <sup>1</sup>	

MATH 014	Statistical Methods <sup>2</sup>	
PHIL 012	Religions of the World <sup>1</sup>	
PHIL 013	Perspectives on Death & Dying <sup>1</sup>	
PS 001	Introduction to Government <sup>1</sup>	
PS 002	Introduction to Comparative Governments <sup>1</sup>	
PS 003	Introduction to Political Theory <sup>1</sup>	
PS 004	Introduction to International Relations <sup>1</sup>	
PSY 001	General Psychology <sup>1</sup>	
PSY 003	Developmental Psychology <sup>1</sup>	
PSY 007	Positive Psychology <sup>1</sup>	
PSY 010	Psychological Aspects/Marriage & Family	
PSY 012	Human Sexuality <sup>1</sup>	
PSY 020	Adolescent Psychology <sup>1</sup>	
PSY 023	Psychology of Women <sup>1</sup>	
PSY 025	Intro to Research Methods for Soc Sciences <sup>1</sup>	
PSY 027	Biological Psychology <sup>1</sup>	
PSY 029	Abnormal Psychology <sup>1</sup>	
PSY 033	Personal & Social Adjustment	
SOC 001	Introductory Sociology <sup>1</sup>	
SOC 002	Social Problems <sup>1</sup>	
SOC 003	Fundamentals of Statistics <sup>2</sup>	
SOC 014	Introduction to Race & Ethnicity <sup>1</sup>	
SOC 015	Mexican American Culture & Society <sup>1</sup>	
SPAN 020	Hispanic/Latino Culture & Civilization <sup>1</sup>	
(Courses selected can be used to also fulfill GE area, see a counselor for appropriate course selection; all courses transfer to CSU)		
Transferable Electives (as needed to reach 60 transferable units)		
Kinesiology Activities		2
<b>DEGREE TOTAL</b>		<b>60</b>

<sup>1</sup> courses also transfer to UC

<sup>2</sup> indicates that transfer credit is limited depending on UC

## 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.

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## Mathematics AS-T Degree

The **Associate in Science in Mathematics for Transfer**, also called the Mathematics AS-T Degree, provides student with sufficient understanding of mathematical concepts, skills and application to attain upper division status in mathematics within the CSU system. This degree is intended for students who are interested in the theory of mathematics and are planning on transferring to a CSU 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 Mathematics AS-T degree requires students to meet both of the following requirements:

- (1) Completion of 60 semester units that are eligible for transfer to the California State University, including both of the following:
  - The Intersegmental GE Transfer Curriculum (IGETC) or the California State University GE-Breadth Requirements (CSU GE-B).
  - A minimum of 18 semester units in a major or area of emphasis. All courses in the major or area of emphasis must be completed with a grade of "C" or better.
- (2) Obtainment of a minimum grade point average of 2.0.

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.

Required Core Courses		Units
MATH 001A	Calculus	4
MATH 001B	Calculus	4
MATH 002A	Multivariate Calculus	4
MATH 002B	Linear Algebra	4
or MATH 002C Ordinary Differential Equations		
PH 003A	Engineering Physics	4
<b>Required Subtotal</b>		20
Select one of the following: <sup>1</sup>		37-39
CSU General Education (p. 68)		
IGETC Pattern (p. 71)		
Transferable Electives (as needed to reach 60 transferable units) <sup>2</sup>		
<b>DEGREE TOTAL</b>		60

<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.

**Please refer to Associate Degree for Transfer, (SB 1440), p. 61.**

## Mathematics AS Degree

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.

Required Courses		Units
MATH 001A	Calculus	4
MATH 001B	Calculus	4
MATH 002A	Multivariate Calculus	4
MATH 002B	Linear Algebra	4
or MATH 002C Ordinary Differential Equations		
PH 003A	Engineering Physics	4
PH 003B	Engineering Physics	4
CS 007A	Computer Science I	4
<b>Required Subtotal</b>		28
<b>General Education Requirements (confer with Counselor)</b>		18
Transferable Electives (with Advisor approval)		12
Kinesiology Activities		2
<b>DEGREE TOTAL</b>		60

## Integers Certificate of Competency

This is a program in the basic operations of arithmetic of Integers. The program consists of two courses, Math 370C and Math 370D. This program is noncredit, lab based, self-paced and open entry. Students can repeat the program as often as needed to develop foundational numeracy skills in Integers. Students can enroll in the program at any time during the semester and concurrently with other Math courses. Students can devote as much time and effort as needed in order to successfully complete the program. In order to receive the Certificate of Competency in Integers, the students need to successfully complete these two courses. Furthermore, students need to have Certificate of Competency in Whole Numbers prior to start working in this program. After receiving the Certificate, students should be able to demonstrate number sense, which is characterized by the ability to judge relative sizes of numbers, perform computations with numbers in different representations, and assess the reasonableness of results; and to use the information contained in application problems to identify and execute methods of solution that involve arithmetic skills, and evaluate the reasonableness of the results obtained.

**Required Courses**

MATH 370C	Arithmetic of Integers-Module 1	0
MATH 370D	Arithmetic of Integers-Module 2	0

## Rational Numbers Certificate of Competency

This is a program in the basic operations of arithmetic of Rational Numbers. This program consists of two courses, Math 370E and Math 370F. This program is noncredit, lab based, self-paced, and open entry. Students can repeat the program as often as needed to develop foundational numeracy skills in Rational Numbers. Students can enroll in the program at any time during the semester and concurrently with other Math courses. Students can devote as much time and effort as needed in order to successfully complete the program. In order to receive the Certificate of Competency in Rational Numbers, the students need to

successfully complete these two courses. Furthermore, students need to have Certificate of Competency in Integers prior to start working in this program. After receiving the Certificate, students should be able to demonstrate number sense, which is characterized by the ability to judge relative sizes of numbers, perform computations with numbers in different representations, and assess the reasonableness of results; and to use the information contained in application problems to identify and execute methods of solution that involve arithmetic skills, and evaluate the reasonableness of the results obtained.

#### Required Courses

MATH 370E	Arithmetic of Rational Numbers-Module 1	0
MATH 370F	Arithmetic of Rational Numbers-Module 2	0

## Whole Numbers Certificate of Competency

This is a program in the basic operations of arithmetic of Whole Numbers. The program consists of two courses, Math 370A and Math 370B. This program is noncredit, lab based, self-paced and open entry. Students can repeat the program as often as needed to develop foundational numeracy skills in whole numbers. Students can enroll in the program at any time during the semester and concurrently with other Math courses. Students can devote as much time and effort as needed in order to successfully complete the program. In order to receive the Certificate of Competency in Whole Numbers, the students need to successfully complete these two courses. After receiving the Certificate, students should be able to demonstrate number sense, which is characterized by the ability to judge relative sizes of numbers, perform computations with numbers in different representations, and assess the reasonableness of results; and to use the information contained in application problems to identify and execute methods of solution that involve arithmetic skills, and evaluate the reasonableness of the results obtained.

#### Required Courses

MATH 370A	Arithmetic of Whole Numbers-Module 1	0
MATH 370B	Arithmetic of Whole Numbers-Module 2	0

## Media, Film, and Journalism

The Media, Film and Journalism program prepares students for careers in mass media including: radio; television; film and video production; sound, video and effects editing; screen, radio and television writing; print, broadcast, and video journalism; and public relations. Students will be ready to work in entry-level jobs in the media industry and will also be able to transfer into a four-year program of study in film, television, electronic media and journalism. Students in this program will gain a critical understanding of the mass media and how they function, as well as practical skills in writing, producing, directing and editing films, videos, radio programs, news stories, and other multimedia content.

Careers in Media, Film and Journalism include, but are not limited to, multimedia artists and animators; producers and directors; writers and authors; sound engineering technicians; camera operators for television, video and motion pictures; film and video editors, broadcast, print, and online news reporters and editors; broadcast announcers; and public relations practitioners.

Transfer requirements at four-year colleges and universities vary, so students should consult with a counselor and faculty advisor for

specific information regarding the transfer process and lower division requirements.

#### Advisor: Laurilie Jackson

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## Film, Television, and Electronic Media AS-T Degree

The **Associate in Science in Film, Television and Electronic Media for Transfer**, also called the Film, Television & Electronic Media AS-T Degree, offers students a comprehensive lower division program that prepares them for entry-level jobs in film production companies, radio and television stations or multimedia businesses, and also enables them to transfer into a four-year program of study in film, television and electronic media. Students in this program will gain a critical understanding of the mass media and how they function, as well as practical skills in writing, producing, directing and editing films, videos, radio programs and other multimedia content. Students earning this degree are well prepared for career fields in motion picture production, radio and television broadcast and the electronic media.

The Film, Television & Electronic Media AS-T degree is intended particularly 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 AS-T degree requires students to meet both of the following requirements:

1. Completion of 60 semester units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental GE Transfer Curriculum (IGETC) or the California State University GE-Breadth Requirements (CSU GE-B).
  - b. A minimum of 18 semester units in a major or area of emphasis. All courses in the major or area of emphasis must be completed with a grade of "C" or better.
2. Obtainment of a minimum grade point average of 2.0.

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.

Required Core Courses		Units
MC 001	Introduction to Mass Media	3
RTV 006	Introduction to Film	3
RTV 007	Introduction to Radio Production	3
RTV 010A	Film Production I: Basic Film Production	3
<b>List A</b>		
Select one course from the following:		3-4
ART 010	Introduction to Art	
ENG 002	Argumentative Writing & Critical Thinking thru Literature	
J 003A	News Reporting & Writing	
<b>List B</b>		
Select one course from the following:		3
RTV 005	Broadcast Writing	
RTV 008	Contemporary World Film	

RTV 011A	Film Production II: Advanced Film Production	
<b>Required Subtotal</b>		18-19
Select one of the following: <sup>1</sup>		
CSU General Education Pattern (p. 68)		
IGETC Pattern (p. 71)		
Transferable Electives (as needed to reach 60 transferable units) <sup>2</sup>		
<b>DEGREE TOTAL</b>		60

<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.

Please refer to Associate Degree for Transfer (SB 1440), p. 61.

## Journalism AA-T Degree

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 degree 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 AA-T 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.

Required Core Courses		Units
MC 001	Introduction to Mass Media	3
J 003A	News Reporting & Writing	3
J 004A	Basic Newspaper & Internet Production	3
<b>List A</b>		
Select one course from the following:		3
MC 005	Introduction to Public Relations	
J 004B	Intro to Newspaper & Internet Editing and Design	
or RTV 007	Introduction to Radio Production	
or RTV 010A	Film Production I: Basic Film Production	
<b>List B</b>		
Any two courses from the following:		6-7
ART 030A	Beginning Black & White Photography	

DDP 010	Graphic Design I	
ECON 001	Principles of Macroeconomics	
or ECON 002	Principles of Microeconomics	
PHIL 010	General Logic	
PS 001	Introduction to Government	
PS 002	Introduction to Comparative Governments	
SOC 003	Fundamentals of Statistics	
or MATH 014	Statistical Methods	
SOC 004	Sociological Analysis & Critical Thinking	
COMM 025	Argumentation and Debate	
<b>Required Subtotal</b>		18-19
Select one of the following: <sup>1</sup>		37-39
CSU General Education Pattern (p. 68)		
IGETC Pattern (p. 71)		
Transferable Electives (as needed to reach 60 transferable units) <sup>2</sup>		
<b>DEGREE TOTAL</b>		60

Please refer to Associate Degree for Transfer (SB 1440), p. 61.

## Basic Film Production Certificate of Achievement

Digital film and video technology has transformed filmmaking, making it possible to produce independent movies and video projects without huge budgets, expensive cameras or large crews. This development allows many different organizations today use film and video as part of their work. Whether the goal is to fulfill a personal artistic vision, market a product or advance a cause, the fundamental need to tell a story remains paramount and film is a powerful means to do it.

The **Basic Film Production Certificate of Achievement** provides a platform from which to launch further study of film production as well as a basic entry level industry skills, processes and practices. It gives students crucial communication and storytelling tools they may apply in almost any area of study. Students emerge with short films for their personal or professional portfolio.

In this six course certificate program, students receive direct, hands-on experience creating visual stories that are intelligent, emotional, compelling, succinct and informative. The program covers the primary aspects of film production including scripting, camera, sound, directing, editing and broadcasting. The basic certificate provides a platform from which to launch further study of film production as well as basic entry level industry skills, processes and practices. It gives students crucial communication and storytelling tools they may apply in almost any area of study. Students emerge with short films for their personal or professional portfolio.

Required Courses		Units
RTV 006	Introduction to Film (Required core)	3
RTV 009	Screenwriting	3
RTV 010A	Film Production I: Basic Film Production	3
RTV 011A	Film Production II: Advanced Film Production	3
<b>Electives</b>		
Select 6 units from the following:		6



J 003A	News Reporting & Writing	
MC 001	Introduction to Mass Media	
ART 031	Digital Photography or DDP 030 Digital Photography	
BUMA 027	Marketing	
<b>CERTIFICATE TOTAL</b>		<b>18</b>

## Film Production AS Degree

Digital film and video technology has transformed film making, making it possible to produce independent movies and video projects without huge budgets, expensive cameras or large crews. This development allows many different organizations today use film and video as part of their work. Whether the goal is to fulfill a personal artistic vision, market a product or advance a cause, the fundamental need to tell a story remains paramount, and film is a powerful means to do it.

The **Associate of Science in Film Production Degree** provides a platform from which to launch further study of film production as well as necessary industry skills, processes and practices to work on a film crew, produce an independent film, create and run a small film/video business and monetize video in the many social media outlets available today. This degree also gives students crucial communication and storytelling tools they may apply in almost any area of study where film and video are utilized today. Students emerge with short films and other film project materials for their personal or professional portfolio.

In this 2-year/60-unit program, students receive direct, hands-on experience creating visual stories that are intelligent, emotional, compelling, succinct and informative. The program covers the primary aspects of film production, including screenwriting, production, cinematography, editing, sound, film acting and directing, as well as more advanced and specialized areas such as post production sound, animation and motion, video journalism and documentary, mass and social media, marketing and the business of film.

### Required Courses

RTV 006	Introduction to Film	3
RTV 009	Screenwriting	3
RTV 010A	Film Production I: Basic Film Production	3
RTV 011A	Film Production II: Advanced Film Production	3
RTV 012	Film Production III: Capstone	3
RTV 013	Cinematography	3
DDP 020	New Media I	3
TA 010	Introduction to Design & Production	3

### Electives

Select 16 units from the following:		16
J 003A	News Reporting & Writing	
MC 001	Introduction to Mass Media	
ART 031	Digital Photography or DDP 030 Digital Photography	
BUMA 027	Marketing	
BUMA 028	Small Business/Entrepreneurship	
DDP 021	New Media II	
MUS 078A	Digital Audio I	
RTV 095A	Radio & TV Work Experience (Maximum of 4 units may be used for work experience)	
<b>COD General Education</b>		<b>18</b>

Physical Education Activities	2
<b>DEGREE TOTAL</b>	<b>60</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 Ecologist, and 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. These certificates may be completed in one or two semesters and will provide students with the academic training and skills necessary for job advancement or employment at any of the natural resource-related agencies in and around the Coachella Valley. Only the Desert Naturalist certificate (12 units) is locally approved and is NOT currently notated on the student's academic transcript in accordance with State regulations.

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## Desert Ecologist Certificate of Achievement

The Desert Ecologist Certificate prepares students for jobs as docents, volunteers, or paid employees working with a variety of local, state, federal and tribal agencies. Students successfully completing this certificate may find entry-level positions in various natural resources specializations, such as:

- Zookeeper or Museum worker
- Ecological Consultant
- State or National Park Ranger
- Lab Technician
- Ecosystem Manager
- Environmental Educator
- Ecotourism Industry

The Desert Ecologist Certificate is intended to prepare students to directly enter the conservation field in various capacities. Students who achieve this certificate will become familiar with a broad range of ecological topics that are applicable anywhere but are also pertinent to the local desert environment. There are no prerequisite skills or limitations on enrollment required for this certificate.

Required Courses		Units
NR 001	Conservation of Natural Resources	3
NR 001L	Conservation of Natural Resources Lab	1
NR 003	Introduction to Wildlife Management	3
or NR 004	Introduction to Ecosystem Management	
NR 020	GPS and Map Use	1
NR 021	Introduction to GIS	3
NR 041A	Native Plants - Mountain	1
NR 041B	Native Plants - Desert	1
NR 050	Winter Birds	1
NR 051A	Migrant Birds - Fall	1
NR 051B	Migrant Birds - Spring	1
NR 058	Reptiles of the Coachella Valley	1
NR 095A	Natural Resources Work Experience	1
<b>Group A</b>		
Choose 3 units (cannot repeat from above)		3
AGPS 002	Entomology - General & Applied	
NR 003	Introduction to Wildlife Management	
NR 004	Introduction to Ecosystem Management	
NR 017	Natural Resources Law Enforcement	
NR 059	Careers in Natural Res & Agri Sciences	
NR 095A	Natural Resources Work Experience	
<b>CERTIFICATE TOTAL</b>		<b>21</b>

## Field Ranger Certificate of Achievement

The Field Ranger Certificate prepares students for jobs as docents, volunteers, or paid employees working with a variety of local, state, federal and tribal agencies. Students successfully completing this certificate may find entry-level positions in various natural resources specializations, such as:

- State, Tribal, B.L.M. or National Park Ranger
- U.S. Forest Service or Calif. Dept. of Forestry Firefighter
- Fish and Wildlife Game Warden
- Ecological Consultant
- Zookeeper of Museum Worker
- Lab Technician
- Ecosystem Manager
- Environmental Educator
- Ecotourism Industry

The Field Ranger Certificate is intended to prepare students to directly enter the conservation field in various capacities. Students who achieve this certificate will become familiar with a broad range of ranger skills and techniques as well as ecological topics that are applicable anywhere but are also pertinent to the Southwest and the local desert environment. There are no prerequisite skills or limitations on enrollment required for this certificate.

### Required Courses

NR 001	Conservation of Natural Resources	3
NR 001L	Conservation of Natural Resources Lab	1
NR 003	Introduction to Wildlife Management	3
or NR 004	Introduction to Ecosystem Management	

NR 017	Natural Resources Law Enforcement	3
or AJ 017	Natural Resources Law Enforcement	
NR 020	GPS and Map Use	1
NR 021	Introduction to GIS	3
NR 095A	Natural Resources Work Experience	1-8
NR 041A	Native Plants - Mountain	1
or NR 041B	Native Plants - Desert	
NR 058	Reptiles of the Coachella Valley	1
NR 050	Winter Birds	1
or NR 051A	Migrant Birds - Fall	
or NR 051B	Migrant Birds - Spring	
or NR 051C	Backyard Birds	
NR 010	Wildland Fire Technology	3
or FIRE 010	Wildland Fire Technology	
KINE 001	First Aid and Safety	3
<b>CERTIFICATE TOTAL</b>		<b>24</b>

## Desert Naturalist Certificate for employment preparation

*This certificate is locally approved and is NOT noted on the student's academic transcript in accordance with State regulations.*

### Required Courses

NR 001	Conservation of Natural Resources	3
NR 001L	Conservation of Natural Resources Lab	1
<b>Group A</b>		
Select 4 units from the following		
AGPS 002	Entomology - General & Applied	4
NR 003	Introduction to Wildlife Management	3
NR 004	Introduction to Ecosystem Management	3
NR 020	GPS and Map Use	1
NR 095A	Natural Resources Work Experience	1-8
<b>Group B</b>		
Select 4 units from the following		
NR 041A	Native Plants - Mountain	1
NR 041B	Native Plants - Desert	1
NR 050	Winter Birds	1
NR 051A	Migrant Birds - Fall	1
NR 051B	Migrant Birds - Spring	1
NR 058	Reptiles of the Coachella Valley	1
<b>CERTIFICATE TOTAL</b>		<b>12</b>

## Natural Resources AS Degree (employment preparation)

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. 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.

Required Courses	Units
With Advisor approval, choose 30 units from the following:	30
NR 001 Conservation of Natural Resources	
NR 001L Conservation of Natural Resources Lab	
NR 003 Introduction to Wildlife Management	
NR 004 Introduction to Ecosystem Management	
NR 010 Wildland Fire Technology	
NR 020 GPS and Map Use	
NR 021 Introduction to GIS	
NR 041A Native Plants - Mountain	
NR 041B Native Plants - Desert	
NR 050 Winter Birds	
NR 051A Migrant Birds - Fall	
NR 051B Migrant Birds - Spring	
NR 095A Natural Resources Work Experience (Maximum of 3 units may be used for work experience)	
AGBU 059A Leadership	
AGBU 059B Careers	
AGPS 001 Soils & Plant Nutrition	
AGPS 002 Entomology - General & Applied	
AGPS 032 Pesticide Laws & Regulations	
BUAC 066 Fundamentals of Bookkeeping	
CIS 010 Computer Literacy	
<b>Required Subtotal</b>	<b>30</b>
<b>Elective Subtotal (with Advisor approval)</b>	<b>10</b>
COD General Education Pattern (p. 63) <sup>1</sup>	18
Kinesiology Activities	2
<b>DEGREE TOTAL</b>	<b>60</b>

<sup>1</sup> To include AGPS 005, Plant Science

## Natural Resources AS Degree (transfer preparation)

The **Associate of Science in 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.

Required Courses	Units
NR 001 Conservation of Natural Resources	3
NR 001L Conservation of Natural Resources Lab	1
BI 005 Molecular and Cell Biology	5
BI 006 Biology of Organisms	5
CH 001A General Chemistry I	5
G 001 Physical Geology	4
or G 005 Environmental Geology	

or G 010	The Earth Sciences	Units
<b>Electives (with Advisor approval)</b>		
Select 17 units from the following:		17
NR 003	Introduction to Wildlife Management	
NR 004	Introduction to Ecosystem Management	
NR 010	Wildland Fire Technology	
NR 017	Natural Resources Law Enforcement	
NR 020	GPS and Map Use	
NR 021	Introduction to GIS	
NR 041A	Native Plants - Mountain	
NR 041B	Native Plants - Desert	
NR 050	Winter Birds	
NR 051A	Migrant Birds - Fall	
NR 051B	Migrant Birds - Spring	
NR 058	Reptiles of the Coachella Valley	
NR 095A	Natural Resources Work Experience (Maximum of 2 units may be used for work experience)	
AGBU 059A	Leadership	
AGBU 059B	Careers	
AGPS 001	Soils & Plant Nutrition	
AGPS 002	Entomology - General & Applied	
AGPS 032	Pesticide Laws & Regulations	
G 017	Introduction to Oceanography	
<b>Required Subtotal</b>		<b>23</b>
<b>Elective Subtotal</b>		<b>17</b>
<b>General Education Requirements (confer with Counselor)</b>		<b>18</b>
Kinesiology Activities		2
<b>DEGREE TOTAL</b>		<b>60</b>

Consult catalog of transfer institution for specific requirements.

## Nursing

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. **Nurse Assistant and Home Health Aide certificates are locally approved and are NOT notated on the student's academic transcript in accordance with the State regulations.** For policies and procedures for each of the programs consult the Health Sciences & Education webpage under Academic Programs on the College of the Desert website. 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 webpage 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 (JC) 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 Health Sciences & Education webpage. 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 JC 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

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.

## Nursing Assistant

### Certified Nurse Assistant/CNA

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.

## Registered Nursing AS Degree

### REGISTERED NURSING (ADN/RN)

Acceptance criteria, program eligibility and selection processes are subject to change. Prospective students are encouraged to check the school webpage 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 School of Health Sciences & Education webpage 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 School webpage.

#### 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 seven (7) 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 seven (7) 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 School of Health Sciences & Education webpage for specific selection processes and application dates:

1. Applications are accepted twice a year. Please see the School webpage for dates.
2. A diagnostic readiness test will be required of all accepted students. Details are on the School webpage.
3. 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 seven (7) 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 seven (7) 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 21st 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 School of Health Sciences & Education webpage.

### 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 School of Health Sciences & Education webpage

**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.

## Registered Nursing AS Degree

**(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 of "C" or better.**

Required Courses		Units
BI 013	Human Anatomy and Physiology I	4
BI 014	Human Anatomy and Physiology II	5
BI 015	General Microbiology	5
PSY 001	General Psychology	3
or PSY 003	Developmental Psychology	
Select one course from the following:		3
SOC 001	Introductory Sociology	
SOC 014	Introduction to Race & Ethnicity	
SOC 015	Mexican American Culture & Society	
ANTH 002	Cultural Anthropology	
ENG 001A	Composition	4
Select one course from the following:		3
COMM 001	Introduction to Public Speaking	
COMM 009	Intro to Interpersonal Communication	
COMM 013	Small Group Communication	
COMM 017	Intercultural Communication	

Humanities - Area C3 requirements for Associate Degree Occupational/Vocational	3
MATH 040 Intermediate Algebra	4
Select any 2 units in Kinesiology or 1 unit of KINE & HS 070	2
N 001 Basic Concepts in Nursing Practice	8
N 002 Nursing Practice for Commonly Occurring Alterations in Health	9
N 003A Concepts of Nursing Practice for Complex Alterations in Health	9
N 003B Issues in Nursing	0.5
N 004 Concepts of Nursing Practice for Acute Complex Alterations in Health	9.5
<b>DEGREE TOTAL</b>	<b>72</b>

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 School of Health Sciences & Education webpage.

### 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 61, Accelerated English, 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 School of Health Sciences & Education webpage for specific selection processes and application dates:

1. Applications are accepted once a year. Please see the School webpage 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 School of Health Sciences & Education webpage for detailed information.
2. Attend an informational session. Call (760) 773-2579 or (760) 568-3093 or visit the School webpage for dates and times of sessions.

## Vocational Nursing AS Degree

*(Graduates eligible for Vocational Nurse Licensure Examination in California)*

**Program Acceptance Requirements:** See School of Health Sciences & Education webpage.

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

Required Courses		Units
HS 013	General Nutrition	3
HS 062	Your Living Body	3
HS 067	Introduction to Med/Dosage Calculations	1

## Vocational Nursing AS Degree

### Licensed Vocational Nursing (VN/LVN)

Acceptance criteria, program eligibility and selection processes are subject to change. Prospective students are encouraged to check the College webpage 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 BVNPT website.

#### 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 School of Health Sciences & Education webpage or from the Office of Health

PSY 001	General Psychology	3
VN 010	Vocational Nursing I	9
VN 010L	Vocational Nursing I Lab	7
VN 020	Vocational Nursing II	9
VN 020L	Vocational Nursing II Lab	7
VN 030	Vocational Nursing III	5
VN 030L	Vocational Nursing III Lab	4
<b>Required Subtotal</b>		<b>51</b>
COD General Education Pattern (p. 63)		18
Kinesiology Activities		2
<b>DEGREE TOTAL</b>		<b>71</b>

- promote community awareness of the relationship between the performing arts 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.

## Vocational Nursing Certificate of Achievement

*(Graduates eligible for Vocational Nurse Licensing Examination in California)*

**Program Acceptance Requirements:** See School of Health Sciences & Education webpage.

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

Required Courses	Units
HS 013 General Nutrition	3
HS 062 Your Living Body	3
HS 067 Introduction to Med/Dosage Calculations Calculations	1
PSY 001 General Psychology	3
VN 010 Vocational Nursing I	9
VN 010L Vocational Nursing I Lab	7
VN 020 Vocational Nursing II	9
VN 020L Vocational Nursing II Lab	7
VN 030 Vocational Nursing III	5
VN 030L Vocational Nursing III Lab	4
<b>CERTIFICATE TOTAL</b>	<b>51</b>

Careers in Performing Arts include, but are not limited to, performer, educator, designer, director, choreographer, stage manager, conductor, composer, arranger, accompanist, audio engineer, dramaturg, critic, special effects artist and music/drama therapist. Professional union affiliations include SAG-AFTRA, Actors' Equity Association (AEA), the Society of Directors & Choreographers (SDC), the American Federation of Musicians (AFM) and the American Guild of Musical Artists (AGMA). Transfer requirements at four-year colleges and universities vary, so students should consult with a counselor and faculty advisor for specific information regarding the transfer process and lower division requirements.

### Advisors:

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## Courses Related in Content

### Limitation on Enrollment by Courses Related in Content

Many Performing Arts courses have enrollment limitations. Active participatory courses that share a similar educational objective in Performing Arts are grouped together as a "family" of courses related in content. Students are allowed four enrollments within each "family", but each course in the "family" is limited to one enrollment unless it has been designated as repeatable, per Title 5, Section 55040 (c), California Code of Regulations:

"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:

Related in Content	Music Courses
<b>PIANO</b>	
MUS 021A	Piano I
MUS 021B	Piano II

## Performing Arts

Performing Arts programs offer a wide range of courses in music, theater and dance, including fundamentals, appreciation, theory, history, technique and performance practice.

Instrumental and vocal ensembles along with theatrical productions provide public performance opportunities to majors and non-majors alike. Performing Arts at College of the Desert is rooted in the passionate belief that the arts are an essential part of life and education, integral in the social development of every person, and vital to the understanding of diverse cultures. Students learn to express themselves artistically, both as individuals and in collaboration with others. Our community sees, supports, and sustains performing arts education not only for the immediate values of performance, but for ways of understanding the world, for the development of the mind and body, and for many underlying skills and understandings that are necessary for success in life. It is the goal of the performing arts program to:

- help students develop their artistic 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.



MUS 021C Piano III

**VOICE**

MUS 022A	Voice I
MUS 022B	Voice II
MUS 022C	Voice III

**GUITAR**

MUS 039A	Beginning Class Guitar
MUS 039B	Intermediate Class Guitar
MUS 039C	Advanced Class Guitar
MUS 050A	Beginning Jazz/Rock Guitar
MUS 050B	Intermediate Jazz/Rock Guitar
MUS 050C	Advanced Jazz/Rock Guitar

**DIGITAL AUDIO**

MUS 078A	Digital Audio I
MUS 078B	Digital Audio II
MUS 078C	Digital Audio III

**MUSICAL THEATRE PERFORMANCE**

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)
TA 094	Musical Theatre Performance (1 unit, Repeatable 3 times)
TA 095	Musical Theatre Performance (2 units, Repeatable 3 times)
TA 096	Musical Theatre Performance (3 units, Repeatable 3 times)

**MUSICAL THEATRE WORKSHOP**

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** Theatre Art Courses

**ACTING**

TA 002	Acting I
TA 003	Acting II

**PLAY PRODUCTION, ACTING**

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)

**TECHNICAL THEATRE PRODUCTION**

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** Dance Courses

**DANCE PERFORMANCE**

DANC 024	Dance Performance
DANC 025	Dance Performance
DANC 026	Dance Performance

**DANCE**

DANC 070	Dance, Modern
DANC 073	Dance, Jazz
DANC 075	Dance, Tap
DANC 076	Dance, Ballet
KINE 053	Dance, Jazz

## Music Technology Certificate of Achievement

The music technology curriculum is based on a philosophy of training students to work with the most up-to-date tools commonly available - affordable hardware and software that they can use in all aspects of real-world music production. Upon completion of the Music Technology Certificate students will be prepared for entry-level opportunities in the recording and music industries.

**Required Courses** Units

MUS 012	Fundamentals of Music	3
MUS 021A	Piano I	2
MUS 021B	Piano II	2
MUS 021C	Piano III	2
MUS 078A	Digital Audio I	3
MUS 078B	Digital Audio II	3
MUS 078C	Digital Audio III	3

**CERTIFICATE TOTAL** 18

## Musical Theatre Certificate of Achievement

Musical theatre actors must be able to effectively interpret scripts and songs while also being well versed in a variety of dance styles. This certificate allows students to explore interdisciplinary skills required for success in the field, to understand professional ethics and to prepare themselves for the rigorous physical and emotional demands of a musical theatre career.

**Required Courses** Units

MUS 007	History of Musical Theatre	3
or TA 007	History of Musical Theatre	
TA 002	Acting I	3
TA 003	Acting II	3

**Select 2 courses from the following:** 4

MUS 022A	Voice I
MUS 022B	Voice II
MUS 022C	Voice III
MUS 023	Commercial Vocal Styles

**Select 2 units from the following courses:** 2

DANC 076	Dance, Ballet
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OR		
DANC 073 & DANC 075	Dance, Jazz and Dance, Tap	
<b>Select 3 units from the following courses:</b>		<b>3</b>
MUS 086 or TA 096	Musical Theatre Performance Musical Theatre Performance	
OR		
MUS 084 & MUS 085	Musical Theatre Performance and Musical Theatre Performance	
OR		
TA 094 & TA 095	Musical Theatre Performance and Musical Theatre Performance	
<b>CERTIFICATE TOTAL</b>		<b>18</b>

## Music AA-T Degree

The Music program at College of the Desert is rooted in the passionate belief that the arts are integral to the social development of every individual and an essential part of life that is vital to the understanding of diverse cultures. Students learn to express themselves artistically, both as individuals and in collaboration with others. Our community sees, supports, and sustains music education not only for the immediate values of performance, but for ways of understanding the world, for the development of the mind and body, and for many underlying skills and understandings that are necessary for success in life.

The **Associate in Arts in Music for Transfer**, also called the Music AA-T Degree, is designed to prepare students to transfer to a CSU or UC campus to complete a bachelor's degree in Music. Course offerings include music theory and musicianship, ensembles, and applied lessons on an instrument or voice. Students earning the *Music AA-T Degree* will receive "priority admission with junior status to the CSU system."

Students completing a bachelor's degree typically choose careers in music that include performer, educator, conductor, composer, arranger, accompanist, recording engineer, radio/television audio engineer, music minister, music therapist, or private instructor.

This Music AA-T degree requires students to meet both of the following requirements:

1. Completion of 60 semester units that are eligible for transfer to the California State University, including both of the following:
  - The Intersegmental GE Transfer Curriculum (IGETC) or the California State University GE-Breadth Requirements (CSU GE-B).
  - A minimum of 18 semester units in a major or area of emphasis. All courses in the major or area of emphasis must be completed with a grade of "C" or better.
2. Obtainment of a minimum grade point average of 2.0.

The Music AA-T Degree requires students to complete 60 CSU transferable units including completion of IGETC **and** 22 units in the major with a cumulative GPA of 2.0 or better. Music AA-T degree works with the **IGETC only**, (*not with the CSU GE*). 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.

Required Core Courses		Units
MUS 001	Music Theory I	4
MUS 002	Music Theory II	4
MUS 003	Music Theory III	4

MUS 004	Music Theory IV	4
Take four semesters total of the following (0.5 units each):		2
MUS 099A	Applied Music, Instrumental	
MUS 099B	Applied Music, Vocal	
<b>Large Ensemble (4 semesters total)</b>		
Select from the following courses:		
MUS 027	Jazz Band	1
MUS 028	Jazz Ensembles	1
MUS 029	Jazz Singers	1
MUS 031	Chamber Singers	1
MUS 033	Symphonic Band	1
<b>Required Subtotal</b>		<b>22</b>
IGETC Pattern (p. 71) <sup>1</sup>		37
Transferable Electives		1
<b>DEGREE TOTAL</b>		<b>60</b>

<sup>1</sup> Units for the major may be double counted for **IGETC only**, (*not CSU GE*), confer with Counselor.

Please refer to **Associate Degree for Transfer (SB 1440)**, p. 61.

## Theatre Arts AA-T Degree

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.

Required Core Courses		Units
TA 001	Introduction to Theatre	3
TA 002	Acting I	3
Select maximum of 3 units from either Rehearsal and Performance or Technical Theatre Practicum:		3
Rehearsal and Performance (maximum 3 units)		
TA 020	Play Production - Acting	
TA 021	Play Production - Acting	

TA 022	Play Production - Acting	
or Technical Theater Practicum (maximum 3 units)		
TA 030	Technical Theatre Production	
TA 031	Technical Theatre Production	
TA 032	Technical Theatre Production	
<b>List A</b>		
Select 3 courses from the following:		9
TA 003	Acting II	
TA 004	Script Analysis	
TA 009	Stagecraft	
TA 010	Introduction to Design & Production	
TA 080	Theatre Makeup	
3 units maximum from the following if not used in core		
TA 020	Play Production - Acting	
TA 021	Play Production - Acting	
TA 022	Play Production - Acting	
Or 3 units maximum from the following if not used in core		
TA 030	Technical Theatre Production	
TA 031	Technical Theatre Production	
TA 032	Technical Theatre Production	
Required Subtotal		18
Select one of the following: <sup>1</sup>		37-39
CSU General Education (p. 68)		
IGETC Pattern (p. 71)		
Transferable Electives (as needed to reach 60 transferable units) <sup>2</sup>		
<b>DEGREE TOTAL</b>		<b>60</b>

<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.

Please refer to **Associate Degree for Transfer (SB 1440)**, p. 61.

## Police Science

The College of the Desert's Police Science program:

- Will help prepare current and future law enforcement professionals for the dynamic challenges of succeeding in the field of law enforcement and the Criminal Justice System.
- Will help students develop a sense of the basic requirements for success in the future.
- Allows students to complete the Degree program while working part or full-time, with courses offered during weekend days, and lab and lecture courses of instruction and manipulative skills training and evaluations weekday evenings.

Please refer to the Public Safety Academy under Academic Programs on the College of the Desert website for more detailed program information or call (760) 346-8041 Ext. 3765 or 3083.

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## 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.

Required Courses		Units
All courses must be completed with a grade of "C" or better.		
BPOT 001	Basic Peace Officer Training-Module III	7
BPOT 002	Basic Peace Officer Training-Module II	12
<b>CERTIFICATE TOTAL</b>		<b>19</b>

## Police Science AS Degree

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.

Required Courses		Units
BPOT 001	Basic Peace Officer Training-Module III	7
BPOT 002	Basic Peace Officer Training-Module II	12
AJ 001	Introduction to Criminal Justice	3
AJ 002	Concepts of Criminal Law	3
AJ 004	Criminal Court Process	3
AJ 006	Criminal Investigation	3
AJ 010	Juvenile Procedures	3
AJ 030	Introduction to Corrections	3
<b>Electives</b>		
Select 5 units chosen from the following:		5
AJ 003	Legal Aspects of Evidence	
AJ 005A	Community and the Justice System	
AJ 095A	Administration Justice Work Experience (Maximum of 3 units may be used for work experience)	

PSY 001	General Psychology	
PSY 003	Developmental Psychology	
PSY 029	Abnormal Psychology	
SOC 001	Introductory Sociology	
SOC 002	Social Problems	
SOC 003	Fundamentals of Statistics	
SOC 014	Introduction to Race & Ethnicity	
SPAN 001	Elementary Spanish I	
ASL 001	Elementary American Sign Language I	
COMM 009	Intro to Interpersonal Communication	
COMM 013	Small Group Communication	
COMM 017	Intercultural Communication	
COMM 025	Argumentation and Debate	
<b>Required Subtotal</b>		<b>37</b>
<b>Elective Subtotal</b>		<b>5</b>
COD General Education Pattern (p. 63)		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.

## Reading

The Reading program at College of the Desert exists to provide for the training and advancement of students' general reading ability. The goal of this training is to prepare the student to successfully read, comprehend, and respond to college level expository writing. There are two levels in the program; Reading 051 and Reading 061.

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## Sciences

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.

## 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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## Biology AS-T Degree

The **Associate in Science in Biology for Transfer**, also called the Biology AS-T Degree, is designed to prepare students for a seamless transfer with junior status to a CSU campus in a program or major in Biology for completion of a baccalaureate degree. Upon successful completion of courses leading to the Biology AS-T Degree the student will be able to know and understand Biology concepts, skills and applications to attain upper division status in Biology at any CSU institutions.

This Biology AS-T degree requires students to meet both of the following requirements:

1. Completion of 60 semester units that are eligible for transfer to the California State University, including both of the following:
  - The Intersegmental GE Transfer Curriculum (IGETC) or the California State University GE-Breadth Requirements (CSU GE-B).
  - A minimum of 18 semester units in a major or area of emphasis. All courses in the major or area of emphasis must be completed with a grade of "C" or better.
2. Obtainment of a minimum grade point average of 2.0. There are no additional graduation requirements. Students are advised to consult with a counselor to verify transfer requirements.

Required Core Courses		Units
BI 005	Molecular and Cell Biology	5
BI 006	Biology of Organisms	5
CH 001A	General Chemistry I	5
CH 001B	General Chemistry II	5
MATH 001A	Calculus	4
MATH 001B	Calculus	4
PH 002A	College Physics I	4
	and	
PH 002B	College Physics II	4
	or	
PH 003A	Engineering Physics	4
	and	
PH 003B	Engineering Physics	4
<b>Required Subtotal</b>		36
Select one of the following: <sup>1</sup>		31-33
CSU General Education (p. 68)		
IGETC for STEM (p. 74)		
Transferable Electives (as needed to reach 60 transferable units) <sup>2</sup>		
<b>DEGREE TOTAL</b>		60

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

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

Please refer to Associate Degree for Transfer (SB 1440), p. 61.

## Chemistry AS-T Degree

The **Associate in Science in Chemistry for Transfer**, also called the Chemistry AS-T Degree, is designed to prepare students for a seamless transfer with junior status to a CSU campus in a program or major in Chemistry for completion of a baccalaureate degree. Upon successful completion of courses leading to the Chemistry AS-T Degree the student will be able to know and understand Chemistry concepts, skills and applications to attain upper division status in Chemistry at any CSU institutions.

This degree requires students to meet both of the following requirements:

1. Completion of 60 semester units that are eligible for transfer to the California State University, including both of the following:
  - The Intersegmental GE Transfer Curriculum (IGETC) or the California State University GE-Breadth Requirements (CSU GE-B).
  - A minimum of 18 semester units in a major or area of emphasis. All courses in the major or area of emphasis must be completed with a grade of "C" or better.
2. Obtainment of a minimum grade point average of 2.0.

The Chemistry AS-T degree requires students to complete 60 CSU transferable units including completion of IGETC for STEM and 36 units in the major with a cumulative GPA of 2.0 or better. Units for the major may be double counted for **IGETC for STEM only** (*not CSU GE*). The IGETC for STEM requires a student to complete their general education pattern by taking an additional 6 units after transfer. There are no additional graduation requirements. Students are advised to consult with a counselor to verify transfer requirements.

Required Core Courses		Units
CH 001A	General Chemistry I	5
CH 001B	General Chemistry II	5
CH 010A	Organic Chemistry I	5
CH 010B	Organic Chemistry II	5
MATH 001A	Calculus	4
MATH 001B	Calculus	4
PH 003A	Engineering Physics	4
PH 003B	Engineering Physics	4
<b>Required Subtotal</b>		<b>36</b>
IGETC for STEM (p. 74) <sup>1</sup>		31
<b>DEGREE TOTAL</b>		<b>60</b>

<sup>1</sup> Units for the major may be double counted for **IGETC for STEM only** (*not CSU GE*), confer with Counselor.

Please refer to Associate Degree for Transfer (SB 1440), p. 61.

## Chemistry AS Degree (Includes Bio-Chemistry)

The Chemistry major prepares students to transfer to four-year institutions for continued study in the field of chemistry. An A.S. degree may be sufficient for an individual to secure employment as an environmental technician, laboratory technician, safety manager, sanitarian, nurse, educator, or water-quality analyst. In the chemistry classes students learn how to apply the scientific method, how to read, analyze and interpret the data collected in the laboratory, how to communicate the conclusions effectively, both orally and in writing. They also learn proper lab procedure and safe handling of chemicals. Chemists

are also employed with federal, state and local governments, such as the departments of Defense, Health, and Agriculture. Analytical chemist, biochemist, biotechnologist, dentist, educator, pharmacist, physician, forensic specialist, environmental/industrial health engineer, research chemist, occupational safety officer, and veterinarian are some of the careers for which and **Associate of Science in Chemistry** prepares a student who subsequently obtains a university degree in the field.

Required Courses		Units
CH 001A	General Chemistry I	5
CH 001B	General Chemistry II	5
CH 010A	Organic Chemistry I	5
CH 010B	Organic Chemistry II	5
BI 005	Molecular and Cell Biology	5
BI 006	Biology of Organisms	5
MATH 001A	Calculus	4
MATH 001B	Calculus	4
PH 003A	Engineering Physics	4
PH 003B	Engineering Physics	4
<b>Required Subtotal</b>		<b>46</b>
<b>General Education Requirements (confer with Counselor)</b>		<b>18</b>
Kinesiology Activities		2
<b>DEGREE TOTAL</b>		<b>66</b>

Consult catalog of transfer institution for specific requirements.

## Environmental Sciences AS Degree

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.

Required Courses		Units
BI 006	Biology of Organisms	5
CH 001A	General Chemistry I	5
G 001	Physical Geology	4
MATH 001A	Calculus	4
MATH 001B	Calculus	4
PH 003A	Engineering Physics	4
ECON 001	Principles of Macroeconomics	3
<b>Electives (with Advisor approval)</b>		
Select 11- 14 units from the following:		11-14
BI 005	Molecular and Cell Biology	
CH 001B	General Chemistry II	
CS 007A	Computer Science I	
G 005	Environmental Geology	
G 010	The Earth Sciences	
G 017	Introduction to Oceanography	
MATH 014	Statistical Methods	
PH 003B	Engineering Physics	
PH 017	Introduction to Meteorology	
For other course selections confer with Advisor.		

<b>Required Subtotal</b>	29
<b>Elective Subtotal</b>	11-14
<b>General Education Requirements (confer with Counselor)</b>	18
Kinesiology Activities	2
<b>DEGREE TOTAL</b>	60-63

Consult catalog of transfer institution for specific requirements.

## Interdepartmental Environmental Studies AS Degree

Required Courses	Units
G 001 Physical Geology	4
or G 005 Environmental Geology	
or G 010 The Earth Sciences	
BI 005 Molecular and Cell Biology	5
or BI 004 Elements of Biology	
CH 003 Introductory General Chemistry	4
or CH 004 Fundamentals of Chemistry	
NR 001 Conservation of Natural Resources	3
NR 001L Conservation of Natural Resources Lab	1
GEOG 001 Physical Geography	3
MATH 010 College Algebra	4
<b>Electives (with Advisor approval)</b>	
Select a minimum of 17 additional units to be chosen from the following:	17
AGPS 001 Soils & Plant Nutrition	
AGPS 002 Entomology - General & Applied	
AGEH 001 Horticulture	
AGEH 001L Horticulture Laboratory	
ECON 001 Principles of Macroeconomics	
GEOG 002 Cultural Geography	
MATH 014 Statistical Methods	
NR 003 Introduction to Wildlife Management	
PS 001 Introduction to Government	
Architecture Elective(s)	2-6 units
Biology Elective(s)	3-8 units
Communication Studies Electives	3 units
Computer Courses	3-6 units
Geology Elective(s)	3-8 units
<b>Required Subtotal</b>	23-24
<b>Elective Subtotal</b>	17
<b>General Education Requirements (confer with Counselor)</b>	18
Kinesiology Activities	2
<b>DEGREE TOTAL</b>	60-61

Consult catalog of transfer institution for specific requirements.

## Geology AS-T Degree

The **Associate in Science in Geology for Transfer**, also called the Geology AS-T Degree, is designed to prepare students for a seamless transfer with junior status to a CSU campus in a program or major in Geology for completion of a baccalaureate degree. Upon successful completion of courses leading to the Geology AS-T Degree the student will be able to know and understand Geology concepts, skills and applications to attain upper division status in Geology at any CSU institution.

This Geology AS-T degree requires students to meet both of the following requirements:

1. Completion of 60 semester units that are eligible for transfer to the California State University, including both of the following:
  - The Intersegmental GE Transfer Curriculum (IGETC) or the California State University GE-Breadth Requirements (CSU GE-B).
  - A minimum of 18 semester units in a major or area of emphasis. All courses in the major or area of emphasis must be completed with a grade of "C" or better.
2. Obtainment of a minimum grade point average of 2.0.

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.

Required Core Courses	Units
G 001 Physical Geology	4
G 002 Historical Geology with Laboratory	4
CH 001A General Chemistry I	5
CH 001B General Chemistry II	5
MATH 001A Calculus	4
MATH 001B Calculus	4
<b>Required Subtotal</b>	26
Select one of the following: <sup>1</sup>	37-39
CSU General Education (p. 68)	
IGETC Pattern (p. 71)	
Transferable Electives (as needed to reach 60 transferable units) <sup>2</sup>	
<b>DEGREE TOTAL</b>	60

<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.

Please refer to Associate Degree for Transfer (SB 1440), p. 61.

## Physics AS-T Degree

The **Associate in Science in Physics for Transfer**, also called the Physics AS-T Degree, is designed to prepare students for a seamless transfer with junior status to a CSU campus in a program or major in Physics for completion of a baccalaureate degree. Upon successful completion of courses leading to the Physics AS-T Degree the student will be able to know and understand Physics concepts, skills and application to attain upper division status in Physics at most 4-year institutions.

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 earn

a grade of “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.

Required Core Courses		Units
PH 003A	Engineering Physics	4
PH 003B	Engineering Physics	4
PH 003C	Engineering Physics	4
MATH 001A	Calculus	4
MATH 001B	Calculus	4
MATH 002A	Multivariate Calculus	4
<b>Required Subtotal</b>		<b>24</b>
Select one of the following: <sup>1</sup>		37-39
CSU General Education (p. 68)		
IGETC Pattern (p. 71)		
Transferable Electives (as needed to reach 60 transferable units) <sup>2</sup>		
<b>DEGREE TOTAL</b>		<b>60</b>

<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.

Please refer to Associate Degree for Transfer (SB 1440), p. 61.

## Social Sciences

The Social Sciences program at College of the Desert consists of the seven disciplines of anthropology, geography, history, philosophy, political science, psychology, and sociology. The courses offered in these disciplines generally serve as surveys of each field and/or as general education and transfer requirements. There is also a degree and certificate program in Alcohol & Drug Studies.

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

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.

College of the Desert offers associate degrees for transfer to the CSU in many social science disciplines. 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 Academic Programs.

COD has various 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. Current and prospective community college students are encouraged to meet with faculty advisors and a counselor to review their options for transfer and to develop an educational plan that best meets their goals and needs. For more information please call (760) 773-2574 or contact the program faculty advisor(s).

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## Anthropology AA-T Degree

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 the 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.

Required Core Courses		Units
ANTH 001	Introduction to Physical Anthropology	3
ANTH 002	Cultural Anthropology	3
ANTH 003	Archaeology, Introduction to Prehistory	3
<b>List A</b>		
Select one course from the following:		
MATH 014	Statistical Methods	3-4
SOC 003	Fundamentals of Statistics	

**List B**

Select one course from the following:		3-4
BI 013	Human Anatomy and Physiology I	
G 001	Physical Geology	
G 005	Environmental Geology	
G 010	The Earth Sciences	
NR 021	Introduction to GIS	
PHIL 018	Philosophy of Science	
PSY 025	Intro to Research Methods for Soc Sciences	

**List C**

Select one course from the following:		3
GEOG 002	Cultural Geography	
PHIL 012	Religions of the World	
SOC 001	Introductory Sociology	
SOC 014	Introduction to Race & Ethnicity	
SOC 015	Mexican American Culture & Society	
<b>Required Subtotal</b>		18-20
Select one of the following: <sup>1</sup>		37-39
CSU General Education (p. 68)		
IGETC Pattern (p. 71)		
Transferable Electives (as needed to reach 60 transferable units) <sup>2</sup>		
<b>DEGREE TOTAL</b>		60

- <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.

Please refer to Associate Degree for Transfer (SB 1440), p. 61.

## Geography AA-T Degree

Geography is concerned with the spatial variations and interrelationships between the natural and cultural features of the earth. The Geography major is designed to develop and deepen a student's ability to interpret and explain the occurrence, distribution, and interrelationships of the earth's physical and social elements. Geographers examine where are things located; why are they located in that manner; and how their location affects them? The geographer's challenge is to provide continuing interpretation of the constantly changing physical and human landscapes of the world.

Geography is often paired with an environmental component intended to develop and deepen an understanding of environmental issues. It emphasizes a systems approach to understanding the major environmental problems facing our society and the world at large. Students gain an understanding of geographical perspectives of human impacts on natural systems, and on the implications of environmental change on local, regional and global human systems. This is an especially attractive major for liberal arts students as well as those who want to specialize in areas such as international issues, development, the environment and remote-sensing GIS. Geography's body of theory and its methodologies provide ideas and techniques applicable to a wide range of questions about our environment; it also provides both the regional and world perspectives required of responsible citizens.

The **Associate in Arts in Geography for Transfer**, also called the Geography AA-T Degree, requires students to complete 60 CSU transferable units including completion of CSU GE or IGETC and 19-23 units in the major with a cumulative GPA of 2.0 or better. Title 5 requires that students earn a grade of "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.

Required Core Courses		Units
GEOG 001	Physical Geography	3
GEOG 001L	Physical Geography Lab	1
GEOG 002	Cultural Geography	3

**List A**

Select 2 to 3 courses from the following:		6-9
GEOG 007	Regional Geography	
GEOG 010	Geography of California	
NR 021	Introduction to GIS	
PH 017	Introduction to Meteorology	

**List B**

Select 2 courses from the following:		6-7
Any course from List A not already used		
ANTH 002	Cultural Anthropology	
G 001	Physical Geology	
PS 004	Introduction to International Relations	

**Required Subtotal** 19-23

Select one of the following: <sup>1</sup>	37-39
CSU General Education (p. 68)	
IGETC Pattern (p. 71)	

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

**DEGREE TOTAL** 60

<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.

Please refer to Associate Degree for Transfer (SB 1440), p. 61.

## Global Studies AA-T Degree

Students pursuing a degree in Global Studies will acquire a broad, knowledge of the interdisciplinary field of global studies. Students will understand the impact of globalization on politics, culture, and economics. They will also assess key global issues, including but not limited to, the environment, human needs, human rights, population growth and migration, economic development, and global governance. Students will develop skills and knowledge that will allow them to work in an increasingly globalized world. They will be able to understand how various disciplines approach the topic of globalization and its consequences. They will also be able to hone skills, such as critical thinking and problem solving, that encourage them to become more effective global citizens.

Career paths chosen by students pursuing undergraduate studies in Global Studies commonly include government service, activism, consulting, lobbying, and journalism. Careers in the discipline that

generally require graduate-level degrees include college teaching, law, policy analysis, diplomacy, etc.

The **Associate in Arts in Global Studies for Transfer**, also called the Global Studies AA-T Degree, prepares students to transfer to CSU campuses that offer bachelor's degrees in Global Studies or related major. Students earning the Global Studies AA-T Degree will be granted priority for admission as a Global Studies or related major to a local CSU, as determined by the CSU campus to which the student applies. This Global Studies AA-T degree requires students to meet both of the following requirements:

- Completion of 60 semester units that are eligible for transfer to the California State University, including both of the following:
  - The Intersegmental GE Transfer Curriculum (IGETC) or the California State University GE-Breadth Requirements (CSU GE-B).
  - A minimum of 18 semester units in a major or area of emphasis. All courses in the major or area of emphasis must be completed with a grade of "C" or better.
- Obtainment of a minimum grade point average of 2.0.

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.

Required Core Courses		Units
GS 010	Global Studies	3
GS 011	Global Issues	3

**List A**

Select five courses from at least four of the following areas: 15

Culture and Society:	
HIST 003	History of World Civilization I
HIST 004	History of World Civilization II
Geography:	
GEOG 001	Physical Geography
GEOG 002	Cultural Geography
GEOG 007	Regional Geography
Economics:	
ECON 001	Principles of Macroeconomics
ECON 002	Principles of Microeconomics
Politics:	
PS 002	Introduction to Comparative Governments
PS 004	Introduction to International Relations
Humanities:	
ENG 012A	World Literature I
ENG 012B	World Literature II

**Required Subtotal** 21

Select one of the following:<sup>1</sup>

CSU General Education (p. 68)	
IGETC Pattern (p. 71)	

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

**DEGREE TOTAL** 60

<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.

Please refer to Associate Degree for Transfer (SB 1440), p. 61.

## History AA-T Degree

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.

Required Core Courses		Units
HIST 017	US History through Reconstruction	3
HIST 018	US History from Reconstruction to Present	3
HIST 003	History of World Civilization I	3
or HIST 005	History of Western Civilization I	
HIST 004	History of World Civilization II	3
or HIST 006	History of Western Civilization II	
<b>Select 2 courses, one course from each area:</b>		<b>6-8</b>
<b>Area 1 - Diversity Course (3-5 units)</b>		
ENG 021	Intro Latin American/Chicano Literature	
PS 002	Introduction to Comparative Governments	
PS 004	Introduction to International Relations	
SOC 014	Introduction to Race & Ethnicity	
SOC 015	Mexican American Culture & Society	
FR 001	Elementary French I	
FR 002	Elementary French II	
FR 003	Intermediate French I	
FR 004	Intermediate French II	
GER 001	Elementary German I	
GER 002	Elementary German II	
JPN 001	Elementary Japanese I	
JPN 002	Elementary Japanese II	
SPAN 001	Elementary Spanish I	
SPAN 002	Elementary Spanish II	
SPAN 003	Intermediate Spanish I	
SPAN 004	Intermediate Spanish II	
<b>Area 2 - History Course (3 units)</b>		
ANTH 002	Cultural Anthropology	
HIST 021	California History	

HIST 023	Latin American History	
GS 010	Global Studies	
<b>Required Subtotal</b>		<b>18-20</b>
Select one of the following: <sup>1</sup>		37-39
CSU General Education (p. 68)		
IGETC Pattern (p. 71)		
Transferable Electives (as needed to reach 60 transferable units) <sup>2</sup>		
<b>DEGREE TOTAL</b>		<b>60</b>

<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.

Please refer to **Associate Degree for Transfer (SB 1440)**, p. 61.

## Philosophy AA-T Degree

Philosophy, which can be called "the science of the Big Picture", is the systematic study of concepts such as knowledge, truth, reality, logic and rationality, ethics and morality, justice, beauty, mind, and God. Philosophy is concerned with posing and answering questions as difficult and varied as, What is truth?, Could each person have her own truth?, What is the relation of formal logic to ordinary reasoning?, How should human beings live their lives?, How does our familiar human world of thoughts, sensations, and feelings fit into the larger world that is described by the natural sciences? Can there be human actions that are morally right (or wrong) independently of a society's judgment?, Does beauty exist only in the eye of the beholder?, and finally, Does God exist?

Career paths chosen by students pursuing undergraduate studies in philosophy commonly include the foreign service, computer science, and creative writing. Careers in the discipline that generally require graduate-level degrees include college teaching, law, medicine, psychiatry, and social work.

The **Associate in Arts in Philosophy for Transfer**, also called the Philosophy AA-T Degree, prepares students to transfer to CSU campuses that offer bachelor's degrees in Philosophy. Students earning the Philosophy AA-T Degree will be granted priority for admission as a Philosophy major to a local CSU, as determined by the CSU campus to which the student applies. This Philosophy AA-T degree requires students to meet both of the following requirements:

- Completion of 60 semester units that are eligible for transfer to the California State University, including both of the following:
  - The Intersegmental GE Transfer Curriculum (IGETC) or the California State University GE-Breadth Requirements (CSU GE-B).
  - A minimum of 18 semester units in a major or area of emphasis. All courses in the major or area of emphasis must be completed with a grade of "C" or better.
- Obtainment of a minimum grade point average of 2.0.

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.

Required Core Courses		Units
PHIL 006	Introduction to Philosophy	3
PHIL 007	Ideas of the Great Philosophers	3
PHIL 010	General Logic	3

PHIL 014	Introduction to Ethics	3
PHIL 017	Philosophy of Religion	3
<b>List A</b>		
Select one course from the following:		3
PHIL 012	Religions of the World	
PHIL 013	Perspectives on Death & Dying	
PHIL 018	Philosophy of Science	
<b>Required Subtotal</b>		18
Select one of the following: <sup>1</sup>		
CSU General Education (p. 68)		
IGETC Pattern (p. 71)		
Transferable Electives (as needed to reach 60 transferable units) <sup>2</sup>		
<b>DEGREE TOTAL</b>		60

- <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.

Please refer to Associate Degree for Transfer (SB 1440), p. 61.

## Political Science AA-T Degree

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 CSU, but not to a particular campus. 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 earn a grade of "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.

<b>Required Core Courses: (6 - 7 units)</b>		Units
PS 001	Introduction to Government	3
SOC 003	Fundamentals of Statistics	3
	or MATH 014 Statistical Methods	
<b>List A</b>		
Select 2 courses from the following:		6
PS 002	Introduction to Comparative Governments	
PS 003	Introduction to Political Theory	

	or PHIL 003 Introduction to Political Theory	
PS 004	Introduction to International Relations	
<b>List B (6 units)</b>		
Select 2 courses from the following:		6
ANTH 002	Cultural Anthropology	
ECON 001	Principles of Macroeconomics	
HIST 017	US History through Reconstruction	
PS 005	The American Presidency	
<b>Required Subtotal</b>		18-19
CSU General Education Pattern (p. 68) <sup>1</sup>		37-39
Transferable Electives (as needed to reach 60 transferable units) <sup>2</sup>		
<b>DEGREE TOTAL</b>		60

- <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.

Please refer to Associate Degree for Transfer (SB 1440), p. 61.

## Psychology AA-T Degree

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.

<b>Required Core Courses</b>		Units
PSY 001	General Psychology	3
PSY 025	Intro to Research Methods for Soc Sciences	3
SOC 003	Fundamentals of Statistics	3
	or MATH 014 Statistical Methods	
BI 004	Elements of Biology	4
PSY 003	Developmental Psychology	3
Select one course from the following:		3
PSY 007	Positive Psychology	
PSY 010	Psychological Aspects/Marriage & Family	
PSY 012	Human Sexuality	
PSY 020	Adolescent Psychology	
PSY 023	Psychology of Women	
PSY 027	Biological Psychology	
PSY 029	Abnormal Psychology	
PSY 033	Personal & Social Adjustment	
SOC 001	Introductory Sociology	
<b>Required Subtotal</b>		19-20
Select one of the following: <sup>1</sup>		37-39

CSU General Education (p. 68)	
IGETC Pattern (p. 71)	
Transferable Electives (as needed to reach 60 transferable units) <sup>2</sup>	
<b>DEGREE TOTAL</b>	<b>60</b>

<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.

Please refer to Associate Degree for Transfer (SB 1440). p. 61.

## Psychology AA Degree

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.

The **Associate of Arts in 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."

Required Courses		Units
PSY 001	General Psychology	3
PSY 003	Developmental Psychology	3
SOC 001	Introductory Sociology	3
SOC 003	Fundamentals of Statistics	3
	or MATH 014 Statistical Methods	
Electives		
Select 12 units to be chosen with advisor approval:		12
BI 005	Molecular and Cell Biology	

CIS 010	Computer Literacy	
PSY 007	Positive Psychology	
PSY 010	Psychological Aspects/Marriage & Family	
PSY 012	Human Sexuality	
PSY 020	Adolescent Psychology	
PSY 023	Psychology of Women	
PSY 025	Intro to Research Methods for Soc Sciences	
PSY 027	Biological Psychology	
PSY 029	Abnormal Psychology	
PSY 033	Personal & Social Adjustment	
<b>Required Subtotal</b>		12-13
<b>Elective Subtotal</b>		12
Select one of the following:		37-39
CSU General Education (p. 68)		
IGETC Pattern (p. 71)		
Kinesiology Activities		2
<b>DEGREE TOTAL</b>		<b>63-66</b>

## Social Science AA Degree

Required Courses		Units
ECON 001	Principles of Macroeconomics	3
HIST 003	History of World Civilization I	3
HIST 018	US History from Reconstruction to Present	3
PHIL 006	Introduction to Philosophy	3
PS 001	Introduction to Government	3
PS 002	Introduction to Comparative Governments	3
PSY 001	General Psychology	3
<b>Required Subtotal</b>		21
Select one of the following:		37-39
CSU General Education (p. 68)		
IGETC Pattern (p. 71)		
Kinesiology Activities		2
<b>DEGREE TOTAL</b>		<b>60-62</b>

## Sociology AA-T Degree

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.

Required Core Courses		Units
SOC 001	Introductory Sociology	3
<b>List A</b>		
Select 2 courses from the following:		6
SOC 002	Social Problems	
SOC 003	Fundamentals of Statistics	
PSY 025	Intro to Research Methods for Soc Sciences	
<b>List B</b>		
Select 2 courses from the following:		6
Any List A course not used above		
SOC 004	Sociological Analysis& Critical Thinking	
SOC 014	Introduction to Race & Ethnicity	
PSY 010	Psychological Aspects/Marriage & Family	
<b>List C</b>		
Select one course from the following:		3
Any List A or List B course not used above		
SOC 015	Mexican American Culture & Society	
ANTH 002	Cultural Anthropology	
PSY 001	General Psychology	
<b>Required Subtotal</b>		18
Select one of the following: <sup>1</sup>		37-39
CSU General Education (p. 68)		
IGETC Pattern (p. 71)		
Transferable Electives (as needed to reach 60 units) <sup>2</sup>		
<b>DEGREE TOTAL</b>		60

<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.

Please refer to Associate Degree for Transfer (SB 1440), p. 61.

## Work Experience Education

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.

### Work Experience can offer you:

- An opportunity to link classroom learning to the real world of work
- 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 stronger/enhanced resume
- Networking opportunities
- Practical hands on experience
- Develop employability 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 or occupational goals. Students may register for 1-6 units per semester of General Work Experience with a maximum of 16 units total combined 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. This type of Work Experience is available to students whose job is 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 total combined Work Experience units during their college career.

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 enrolled, 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 educational or occupational goals. All others must register for a General Work Experience section.
- **Pick-up and complete the required application packet** in the Administration Building, Room 5/6 (Admin-5/6)-inside the Career and Workforce Solutions Center, or the online [Work Experience Education](#) page.
- **Review the Class introduction assignment and submit application paperwork** (in person or online via Canvas). Once Students complete the class introduction, they will need to return their application to the Administration Building Room 5/6 (Admin-5/6) during the first two days of the class 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
- Early Childhood Education
- Energy Systems Technology
- English
- Fire Technology
- General Work Experience
- Golf Management
- Health Sciences
- History
- Human Services/Alcohol & Drug Studies
- Hotel & Restaurant Management
- Journalism
- Kinesiology
- Mass Communication
- Mathematics
- Natural Resources
- Physics
- Political Science
- Psychology
- Radio & Television
- Recreation
- Sociology

### Advisor: Michelle Richards

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# COURSES OF INSTRUCTION

## Classification of Courses

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), English as a Second Language Noncredit (ESLN), Disabled Students Programs and Services (DSPS), and Health Sciences (HS). 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.

## Abbreviations and Symbols

### 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 a counselor.

### Degree Applicability

AA/AS = applies to the Associate of Arts or Associate of Science and/or Associate in Arts for Transfer or Associate in Science for Transfer 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

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

ARCH - Architecture

ART - Art

ASL - American Sign Language

AUTO - Advanced Transportation Technology

AUTO - Automotive Technology

BFFA - Basic Fire Fighter Academy

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

COLL - College

COMM - Communication Studies

COUN - Counseling

CS - Computer Science

CSFM - California State Fire Marshal

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

ESL - English as a Second Language

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

GS - Global Studies

HIST - History

HS - Health Sciences

HSAD - Human Services/Alcohol & Drug Studies

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  
 SPAN - Spanish  
 TA - Theater Arts  
 VN - Vocational Nursing  
 VSM - Varsity Sports, Men  
 VSO - Varsity Sports, Off-Season  
 VSW - Varsity Sports, Women  
 WEG - Work Experience, General  
 WELD - Welding

## Key to Course Codes

Administration of Justice - AJ  
 Adult Basic Education - ABE  
 Advanced Transportation Technology - 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 Fire Fighter Academy - BFFA  
 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  
 California State Fire Marshal - CSFM  
 Chemistry - CH  
 College - COLL  
 Communication Studies - COMM  
 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  
 Drafting - DRA

Early Childhood Education - ECE  
 Economics - ECON  
 Education - EDUC  
 Emergency Medical Technology - EMT  
 Energy Systems Technology - ESYS  
 Engineering, General - ENGR  
 English as a Second Language - ESL  
 English as a Second Language Noncredit - ESLN  
 English - ENG  
 Film - see RTV  
 Fire Technology - FIRE  
 French - FR  
 General Drafting/CAD - DRA  
 Geography - GEOG  
 Geology - G  
 German - GER  
 Global Studies - GS  
 Golf Management - GOLF  
 Health Sciences - HS  
 History - HIST  
 Human Services/Alcohol & Drug Studies - HSAD  
 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  
 Speech - see COMM  
 Spanish - SPAN  
 Theater Arts - TA  
 Varsity Sports, Men - VSM  
 Varsity Sports, Off-Season - VSO  
 Varsity Sports, Women - VSW  
 Vocational Nursing - VN  
 Welding - WELD  
 Work Experience, General - WEG

# COURSE DESCRIPTIONS

## Administration of Justice (AJ)

### AJ 001 Introduction to Criminal Justice

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. (C-ID AJ 110)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ENG 061

Limitation on enrollment: None

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

COD GE:C2 CSU GE:DO IGEC:4J

### AJ 002 Concepts of Criminal Law

Units: 3

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. (C-ID AJ 120)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** AJ 001 or concurrent enrollment

Advisory: None

Limitation on enrollment: None

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

COD GE:None CSU GE:None IGEC:None

### AJ 003 Legal Aspects of Evidence

Units: 3

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. (C-ID AJ 124)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** AJ 001 or concurrent enrollment

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGEC:None

### AJ 004 Criminal Court Process

Units: 3

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. (C-ID AJ 122)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** AJ 001 or concurrent enrollment

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGEC:None

### AJ 005A Community and the Justice System

Units: 3

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. (C-ID AJ 160)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** AJ 001 or concurrent enrollment

Advisory: None

Limitation on enrollment: None

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

COD GE:C3 CSU GE:None IGEC:None

### AJ 006 Criminal Investigation

Units: 3

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. (C-ID AJ 140)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** AJ 001 or concurrent enrollment

Advisory: ENG 061

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGEC: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: None Repeatable: No

Grading: Letter

**Prerequisite:** AJ 001 or concurrent enrollment

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGEC:None

**AJ 009 Traffic Enforcement****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: None Repeatable: No

Grading: Letter

**Prerequisite:** AJ 001 or concurrent enrollment

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**AJ 010 Juvenile Procedures****Units: 3**

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. (C-ID AJ 220)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** AJ 001 or concurrent enrollment

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**AJ 016 Narcotics Control****Units: 3**

This is a study of the laws relating to narcotics and dangerous drugs as well as the procedures and problems in investigations and the control of violations of narcotic laws. Students learn how to identify narcotics and dangerous drugs, how to assess their effect on users, and how to prepare a case for court presentation.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** AJ 001 or concurrent enrollment

Advisory: ENG 061

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**AJ 017 Natural Resources Law Enforcement****Units: 3**

This course provides information about enforcement of natural resources and wildlife laws in the United States and California. Topics include the relationships between Federal and State wildlife laws and regulations, laws as management tools, conservation 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, public responsibilities, and preservation of the environment. (Equivalent to NR 017.)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ENG 061

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**AJ 021 Introduction to Forensics****Units: 3**

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. (C-ID AJ 150)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** AJ 001 or concurrent enrollment

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**AJ 024 Report Writing****Units: 3**

This course emphasizes the procedures and practices commonly used to gather data and information and prepare a variety of written reports and records. Students learn to write criminal justice reports that meet statistical, legal, and prosecution requirements of the Criminal Justice System. The course provides students with abundant practice in writing effective reports, bulletins, memos, letters, and other short papers.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** AJ 001 or concurrent enrollment

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**AJ 030 Introduction to Corrections****Units: 3**

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. (C-ID AJ 200)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** AJ 001 or concurrent enrollment

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**AJ 095A Administration Justice Work Experience****Units: 1-8**

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. Credit may be accrued at the rate of one to eight units per semester for a maximum of sixteen units (combined total of all Work Experience units). Additionally, students must work 75 paid hours or 60 non-paid hours per unit earned. This type of work experience is available to students whose job or occupational goals are directly related to Administration of Justice.

Lecture Hours: None Lab Hours: 60-600 Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

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.

Lecture Hours: None Lab Hours: 80 Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

## ABE 320A Fundamentals of English

Units: 0

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

Lecture Hours: None Lab Hours: 80 Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

## ABE 320B Fundamentals of English

Units: 0

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

Lecture Hours: None Lab Hours: 80 Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** None

Advisory: ABE-320A and/or transcript evaluation

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

## ABE 320C Fundamentals of English

Units: 0

This course provides students the opportunity to refine their skills in writing the narrative and persuasive argumentative writing. Students learn to write coherent expository, narrative, persuasive and current event essays. They also type a job application letter and resume.

Lecture Hours: None Lab Hours: 80 Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** None

Advisory: ABE-320B and/or transcript evaluation

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

## ABE 320D Fundamentals of English

Units: 0

This course prepares students to use critical thinking and dictionary skills.

Lecture Hours: None Lab Hours: 80 Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** None

Advisory: ABE-32C and/or transcript evaluation

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

## ABE 323A American Literature

Units: 0

This course provides a study of representative American writers.

Students evaluate 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.

Lecture Hours: None Lab Hours: 80 Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

## ABE 323B World Literature

Units: 0

This course provides an opportunity to explore the works of a few of the world's greatest authors. Students research the life of 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.

Lecture Hours: None Lab Hours: 80 Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

## ABE 324A Reading Control Lab I

Units: 0

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

Lecture Hours: None Lab Hours: 80 Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

## ABE 324B Reading Control Lab II

Units: 0

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

Lecture Hours: None Lab Hours: 80 Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

## ABE 326A U.S. History I

Units: 0

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

Lecture Hours: None Lab Hours: 80 Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

**ABE 326B U.S. History II****Units: 0**

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

Lecture Hours: None Lab Hours: 80 Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

**ABE 328A Practical American Government: U.S. Gov****Units: 0**

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

Lecture Hours: None Lab Hours: 80 Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

**ABE 328B Practical American Government: Economics****Units: 0**

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

Lecture Hours: None Lab Hours: 80 Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

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 18th century cultures.

Lecture Hours: None Lab Hours: 80 Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

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 18th century to today's world.

Lecture Hours: None Lab Hours: 80 Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

**ABE 335A World Geography I****Units: 0**

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

Lecture Hours: None Lab Hours: 80 Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

**ABE 335B World Geography II****Units: 0**

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

Lecture Hours: None Lab Hours: 80 Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

**ABE 342A Practical Basic Math I****Units: 0**

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

Lecture Hours: None Lab Hours: 80 Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

**ABE 342B Practical Basic Math II****Units: 0**

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

Lecture Hours: None Lab Hours: 80 Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

**ABE 344A Math for Living I****Units: 0**

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

Lecture Hours: None Lab Hours: 80 Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

**ABE 344B Math for Living II** **Units: 0**

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

Lecture Hours: None Lab Hours: 80 Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

**ABE 346A Algebra I** **Units: 0**

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

Lecture Hours: None Lab Hours: 80 Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

**ABE 346B Algebra 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.

Lecture Hours: None Lab Hours: 80 Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

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.

Lecture Hours: None Lab Hours: 80 Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

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.

Lecture Hours: None Lab Hours: 80 Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

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.

Lecture Hours: None Lab Hours: 80 Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

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.

Lecture Hours: None Lab Hours: 80 Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

**ABE 361A Fine Arts: Art** **Units: 0**

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

Lecture Hours: None Lab Hours: 80 Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

**ABE 361B Fine Arts: Music** **Units: 0**

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

Lecture Hours: None Lab Hours: 80 Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

**ABE 361C Fine Arts: Theater** **Units: 0**

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

Lecture Hours: None Lab Hours: 80 Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

**ABE 364 GED Test Preparation****Units: 0**

This course is designed to prepare students for the GED examination.

This course may be repeatable up to 3 times in order for the students to successfully get through the five GED tested disciplines.

Lecture Hours: None    Lab Hours: 80    Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: None    Degree Applicable: NONC

COD GE:None    CSU GE:None    IGETC:None

**ABE 368A Beginning Typing - Keyboarding I****Units: 0**

This course focuses on basic keyboarding skills using a computer.

Students learn all keys on the keyboard by using a computerized exercise program and start assignments in the text.

Lecture Hours: None    Lab Hours: 80    Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** ESLN Level 3

Advisory: None

Limitation on enrollment: None

Transfer Status: None    Degree Applicable: NONC

COD GE:None    CSU GE:None    IGETC:None

**ABE 391A Health Issues I****Units: 0**

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

Lecture Hours: None    Lab Hours: 80    Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: None    Degree Applicable: NONC

COD GE:None    CSU GE:None    IGETC:None

**ABE 391B Health Issues II****Units: 0**

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

Lecture Hours: None    Lab Hours: 80    Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: None    Degree Applicable: NONC

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: None    Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU    Degree Applicable: AA/AS

COD GE:None    CSU GE:None    IGETC:None

**AGBU 059B Careers****Units: 1**

This course emphasizes basic methods for enhancing one's success when seeking employment. Students study strategies for locating potential employers, completing applications, preparing resumes and interviewing techniques. Opportunities are provided for students to experience the interview process.

Lecture Hours: 18    Lab Hours: None    Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU    Degree Applicable: AA/AS

COD GE:None    CSU GE:None    IGETC:None

**AGBU 095A Agriculture-Business Work Experience****Units: 1-8**

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. Credit may be accrued at the rate of one to eight units per semester for a maximum of sixteen units (combined total Work Experience units). Additionally, students must work 75 paid hours or 60 non-paid hours per unit. This type of work experience is available to students whose job and educational or occupational goals are directly related to Agriculture/Business.

Lecture Hours: None    Lab Hours: 60-600    Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

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: None    Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

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

COD GE:C1    CSU GE:B2    IGETC:None

## AGEH 001L Horticulture Laboratory Units: 1

This laboratory is the companion of AGEH 001. It is intended to provide an introduction to 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: None    Lab Hours: 54    Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: Concurrent enrollment or prior completion of AGEH 001

Limitation on enrollment: None

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

COD GE:C1    CSU GE:B3    IGETC:None

## AGEH 004 Turfgrass Management Units: 2

This course introduces the basic turfgrass principles used in the maintenance of turfgrass areas. It covers the major factors in turfgrass management which control the quality of grass. Emphasis is placed on management practices used to produce a good turfgrass area in a desert environment.

Lecture Hours: 36    Lab Hours: None    Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU    Degree Applicable: AA/AS

COD GE:None    CSU GE:None    IGETC:None

## AGEH 004L Turfgrass Management Laboratory Units: 1

This laboratory is intended to supplement AGEH 004 by providing laboratory and field experiences in turfgrass management subject areas.

Lecture Hours: None    Lab Hours: 54    Repeatable: No

Grading: Letter

**Prerequisite:** AGEH 004 or concurrent enrollment

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU    Degree Applicable: AA/AS

COD GE:None    CSU GE:None    IGETC:None

## AGEH 005 Ornamental Plant Identification Units: 3

This course first acquaints the student with the principles of plant taxonomy and the descriptive language necessary to discuss plants accurately. It then goes on to introduce 240 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. (C-ID AG-EH 108L)

Lecture Hours: 36    Lab Hours: 54    Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

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

COD GE:None    CSU GE:None    IGETC:None

## AGEH 008 Landscape Management Units: 3

This course prepares students to enhance the function and aesthetic value of public and private landscapes by applying appropriate management skills and techniques. Topics include planting, pruning, irrigation, soil fertility, turf, pest management, weed control, and landscape management business practices.

Lecture Hours: 36    Lab Hours: 54    Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: AGEH 001

Limitation on enrollment: None

Transfer Status: CSU    Degree Applicable: AA/AS

COD GE:None    CSU GE:None    IGETC:None

## AGEH 009 Landscape Planning & 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: Letter

**Prerequisite:** None

Advisory: AGEH 001 or AGPS 005

Limitation on enrollment: None

Transfer Status: CSU    Degree Applicable: AA/AS

COD GE:None    CSU GE:None    IGETC:None

## AGEH 016 Arboriculture Units: 2

This course addresses all aspects of tree care. Students learn the morphology, anatomy and physiology of trees. Topics include plant interactions with soil, air, water, and micro and macroorganisms; 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: Letter

**Prerequisite:** None

Advisory: AGEH 001 or AGPS 005

Limitation on enrollment: None

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: Letter

**Prerequisite:** None

Advisory: AGEH 001 or AGPS 005

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**AGEH 024 Advanced Turfgrass Management****Units: 3**

This course uses the basic principles of turfgrass science learned in the introductory turfgrass management courses; those principles are applied to golf course maintenance procedures. Golf course operational procedures for the desert environment are emphasized.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**AGEH 027 Turfgrass & Landscape Pest Management****Units: 3**

This course provides current state of the art and science of turfgrass 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: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**AGEH 030 Landscape Equipment****Units: 2**

This course covers principles and practices in the maintenance, operation and selection of equipment and power units used in the horticultural field.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

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: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

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: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: MATH 060

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**AGEH 046L Landscape Irrigation Systems Lab****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: None Lab Hours: 54 Repeatable: No

Grading: Letter

**Prerequisite:** AGEH 046 or concurrent enrollment

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**AGEH 095A Environmental Horticulture Turfgrass Work Experience****Units: 1-8**

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. Credit may be accrued at the rate of one to eight units per semester for a maximum of sixteen units (combined total of all Work Experience units). Additionally, students must work 75 paid hours or 60 non-paid hours per unit. This type of work experience is available to students whose job and educational or occupational goals are directly related to Agriculture/Environmental Horticulture.

Lecture Hours: None Lab Hours: 60-600 Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

## Agriculture/Plant Science (AGPS)

**AGPS 001 Soils & 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. (C-ID AG- PS 128L)

Lecture Hours: 54 Lab Hours: 54 Repeatable: No Grading: Letter

**Prerequisite:** None

Advisory: MATH 060

Limitation on enrollment: None

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

COD GE:None CSU GE:None IGETC:None

**AGPS 002 Entomology - General & 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: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

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

COD GE:C1    CSU GE:B2, B3    IGETC:5B, 5C

**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. (C-ID AG-PS 106L)

Lecture Hours: 54    Lab Hours: None    Repeatable: No

Grading: Letter

**Prerequisite:** ENG 061

Advisory: None

Limitation on enrollment: None

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

COD GE:C1    CSU GE:B2    IGETC:5B

**AGPS 005L Plant Science Lab****Units: 1**

This laboratory is the companion of AGPS 005. It is intended to provide an introduction to some biological science procedures as well as direct experience with horticultural operations. Included are: plant propagation, pruning, anatomy, morphology, taxonomic keys, transplanting and plant use and pesticides. (C-ID AG-PS 106 L)

Lecture Hours: None    Lab Hours: 54    Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: Concurrent enrollment or prior completion of AGPS 005

Limitation on enrollment: None

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

COD GE:C1    CSU GE:B3    IGETC:5C

**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: None    Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU    Degree Applicable: AA/AS

COD GE:None    CSU GE:None    IGETC:None

**Air Conditioning/HVAC (ACR)****ACR 060 Air Conditioning & Refrigeration I****Units: 3**

This course is a basic study of the theory of thermodynamics and heat transfer as applied to mechanical vapor compression refrigeration cycle and system components. Classes include lectures with practical demonstrations and hands-on experience including laboratory projects demonstrate heat transfer theories and vapor compression mechanical system cycle components and accessories. A lab uniform is required for this course.

Lecture Hours: 36    Lab Hours: 54    Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: RDG 061 &amp; ESYS 004

Limitation on enrollment: None

Transfer Status: None    Degree Applicable: AA/AS

COD GE:None    CSU GE:None    IGETC:None

**ACR 061 Air Conditioning & Refrigeration II****Units: 3**

Basic types of compressors are introduced. This course covers operation of condensers within the refrigeration system. Basic evaporation process is studied. Metering devices are included with an emphasis on the specifics of modulating and fixed orifice controls. Laboratory experience provides the student an opportunity to practice the methods and techniques presented in the classroom.

Lecture Hours: 36    Lab Hours: 54    Repeatable: No

Grading: Letter

**Prerequisite:** ACR 060

Advisory: RDG 061 &amp; ESYS 004

Limitation on enrollment: None

Transfer Status: None    Degree Applicable: AA/AS

COD GE:None    CSU GE:None    IGETC:None

**ACR 064 Air Conditioning & Refrigeration Electricity I****Units: 3**

This course introduces basic theory of electricity and electronics, skills needed to install and service electrical circuits of air conditioning and refrigeration systems. Also, components and symbols, wiring diagrams and wiring diagram exercises are included. A lab uniform is required for this course.

Lecture Hours: 36    Lab Hours: 54    Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: RDG 061 &amp; ESYS 004

Limitation on enrollment: None

Transfer Status: None    Degree Applicable: AA/AS

COD GE:None    CSU GE:None    IGETC:None

**ACR 065 Air Conditioning & Refrigeration Electricity II****Units: 3**

This course introduces 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: Letter

**Prerequisite:** ACR 064

Advisory: RDG 061 &amp; ESYS 004

Limitation on enrollment: None

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 design of residential air distribution systems as well as calculating heating and cooling loads to properly select air conditioning and heating systems.

Lecture Hours: 45    Lab Hours: 27    Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ACR 060

Limitation on enrollment: None

Transfer Status: None                    Degree Applicable: AA/AS

COD GE:None                    CSU GE:None                    IGETC:None

**ACR 076 Facilities Maintenance - Chillers****Units: 3**

Presents current industry practices in maintaining chilled water, hot water, steam, cooling towers, pumps and energy management for central station systems. A lab uniform is required for this course.

Lecture Hours: 45    Lab Hours: 27    Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ACR 060 or concurrent enrollment

Limitation on enrollment: None

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. A lab uniform is required for this course.

Lecture Hours: 45    Lab Hours: 27    Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ACR 060

Limitation on enrollment: None

Transfer Status: None                    Degree Applicable: AA/AS

COD GE:None                    CSU GE:None                    IGETC:None

**ACR 078 Safe Refrigerant Handling & 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: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

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: Letter

**Prerequisite:** None

Advisory: ACR-064 or concurrent enrollment

Limitation on enrollment: None

Transfer Status: None                    Degree Applicable: AA/AS

COD GE:None                    CSU GE:None                    IGETC:None

**ACR 083 All Weather Heating & 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: Letter

**Prerequisite:** None

Advisory: ACR-060 and/or ACR-064

Limitation on enrollment: None

Transfer Status: None                    Degree Applicable: AA/AS

COD GE:None                    CSU GE:None                    IGETC:None

**ACR 084 Boiler & Hydronic Heating****Units: 3**

This course includes lectures and laboratory projects involving the design, assembly, and operation of hot water boilers, hot water piping distribution (hydronic), and associated controls and control valves.

Included in the course content is the proper use of the related tools and safety. A lab uniform is required for this course.

Lecture Hours: 36    Lab Hours: 54    Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ESYS 004

Limitation on enrollment: None

Transfer Status: None                    Degree Applicable: AA/AS

COD GE:None                    CSU GE:None                    IGETC:None

**ACR 090 Building Automation Fundamentals****Units: 3**

Basics of commercial HVAC control theory as it applies to electric, pneumatic, and digital control systems. Principles of chiller plant operation, air distribution, variable air volume(VAV), constant air systems, and multizone systems are discussed. A lab uniform is required for this course.

Lecture Hours: 36    Lab Hours: 54    Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: RDG 061 & ESYS 004

Limitation on enrollment: None

Transfer Status: None                    Degree Applicable: AA/AS

COD GE:None                    CSU GE:None                    IGETC:None

**ACR 091 Advanced Building Control Networks****Units: 3**

Building Control Network implementations and protocol standards including web based applications, Building Automation and Control Networks (BACnet), local operating network(LonTalk), and proprietary Zero Net Energy (ZNE) monitoring systems will be introduced. BACnet is a communications protocol for building automation and control networks. It is an ASHRAE, ANSI, and ISO 16484-5 standard [1] protocol. LonTalk is a networking platform specifically created to address the needs of control applications. Routers, installation, and troubleshooting will also be studied.

Lecture Hours: 36    Lab Hours: 54    Repeatable: No

Grading: Letter

**Prerequisite:** ACR 090 or concurrent enrollment

Advisory: RDG 061 & ESYS 004

Limitation on enrollment: None

Transfer Status: None                    Degree Applicable: AA/AS

COD GE:None                    CSU GE:None                    IGETC:None

**ACR 092 Advanced Building Automation Networks and Programming****Units: 3**

Programming HVAC direct digital controllers using line (text) programming, icon based programming, and template programming. Stresses good programming practices including complete program documentation.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No

Grading: Letter

**Prerequisite:** ACR 090 & CIS 010

Advisory: RDG 061 &amp; ESYS 004

Limitation on enrollment: None

Transfer Status: None Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**ACR 095A Air Conditioning Refrigeration Work Experience** **Units: 1-8**

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. Credit may be accrued at the rate of one to eight units per semester for a maximum of sixteen units (combined total of all WE units). Additionally, students must work 75 paid hours or 60 non-paid hours per unit. This type of work experience is available to students whose job and educational or occupational goals are directly related to Air Conditioning/HVAC.

Lecture Hours: None Lab Hours: 60-600 Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**ACR 378A Introduction to Refrigerants Management** **Units: 0**

This course is module 1 of 3. This course is designed for both the novice and existing workforce to understand the basic terms as they apply to Environmental Protection Agency (EPA) laws. This course also covers the basic refrigeration process and how to apply these principles to a refrigeration system.

Lecture Hours: 18 Lab Hours: None Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

**ACR 378B Recovery and Evacuation Practices in Refrigerant Management** **Units: 0**

This course is module 2 of 3. This course is designed for both the novice and existing workforce to understand the proper recovery and evacuation processes necessary to meet EPA 608 standards.

Lecture Hours: 6 Lab Hours: 12 Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

**ACR 378C EPA-608 Preparation for Refrigerant Management** **Units: 0**

This course is the final module (3 of 3) Completion and for the proper system preparation and system charging Certificate of Completion. The course is designed for both the novice and existing workforce to prepare for the EPA-608 refrigerant handling license, which is a proctored exam. EPA-608 exam and materials fees are required of each student that successfully completes this course for the EPA-608 industry certification.

Lecture Hours: 9 Lab Hours: 9 Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** ACR 378A & ACR 378B

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

**ACR 378D System Performance and Charging Procedures** **Units: 0**

This course is designed for to teach students how to properly prepare and charge an air conditioning system to meet or exceed industry standards and Environmental Protection Agency (EPA) laws.

Lecture Hours: 6 Lab Hours: 12 Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** ACR 378B & ACR-378C or EPA-608 Universal License

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

**ACR 378E Study of Air Properties & Human Comfort** **Units: 0**

The course is designed to teach students how to understand air properties and how they affect human comfort. Students will learn how to work with and understand the process of plotting a psychrometric diagram and use it in system charging and economizer setup.

Lecture Hours: 9 Lab Hours: 9 Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** ACR 378A

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

**ACR 378F Indoor Air Quality & Economizers** **Units: 0**

The course is designed to teach students how to properly diagnose and repair economizers. This course will also cover replacement, installation, and setup of economizers.

Lecture Hours: 9 Lab Hours: 9 Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** ACR 378A & ACR 378E

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

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: None    Repeatable: No  
Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

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 I. 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: None    Repeatable: No  
Grading: Letter

**Prerequisite:** ASL 001 or two years high school American Sign Language

Advisory: None

Limitation on enrollment: None

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: None    Repeatable: No  
Grading: Letter

**Prerequisite:** ASL 002

Advisory: None

Limitation on enrollment: None

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: None    Repeatable: No  
Grading: Letter

**Prerequisite:** ASL 003

Advisory: None

Limitation on enrollment: None

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 introduces the concepts, methods of inquiry, and scientific explanations for biological evolution and their application to the human species. It examines the origins of humans and their place in nature.

Topics presented include: basic biological and genetic background for understanding human evolution; evolutionary theory; human variation and biocultural adaptations; modes of evolutionary change and how these evolutionary mechanisms operate on contemporary human populations; an understanding of geological history; principles of classification; physical form and behavior of non-human primates; and the archaeological evidence for hominine development and worldwide diffusion.

Lecture Hours: 54    Lab Hours: None    Repeatable: No  
Grading: Letter

**Prerequisite:** ENG 061

Advisory: None

Limitation on enrollment: None

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

COD GE:C1    CSU GE:B2    IGETC:5B

**ANTH 002 Cultural Anthropology**

**Units: 3**

This course explores how anthropologists study and compare human culture. Cultural anthropologists seek to understand the broad arc of human experience focusing on a set of central issues: how people around the world make their living (subsistence patterns); how they organize themselves socially, politically and economically; how they communicate; how they relate to each other through family and kinship ties; what they believe about the world (belief systems); how they express themselves creatively (expressive culture); how they make distinctions among themselves such as through applying gender, racial and ethnic identity labels; how they have shaped and been shaped by social inequalities such as colonialism; and how they navigate culture change and processes of globalization that affect us all. Ethnographic case studies highlight these similarities and differences, and introduce students to how anthropologists do their work, employ professional anthropological research ethics and apply their perspectives and skills to understand humans around the globe. (C-ID ANTH 120)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

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

COD GE:C2 CSU GE:D1 IGETC:4A

**ANTH 003 Archaeology, Introduction to Prehistory**

**Units: 3**

This course is an introduction to the study of concepts, theories, data and models of anthropological archaeology that contribute to our knowledge of the human past. The course includes a discussion of the nature of scientific inquiry; the history and interdisciplinary nature of archaeological research; dating techniques; methods of survey, excavation, analysis, and interpretation; cultural resource management; professional ethics; and selected cultural sequences.(C-ID ANTH 150)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

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

COD GE:C2 CSU GE:D1 IGETC:4A

**ANTH 095A Anthropology Work Experience**

**Units: 1-8**

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. Credit may be accrued at the rate of one to eight units per semester for a maximum of sixteen units (combined total of all work experience units). Additionally, students must work 75 paid hours or 60 non-paid hours per unit earned. This type of work experience is available to students whose job and educational or occupational goals are directly related to Anthropology.

Lecture Hours: None Lab Hours: 60-600 Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

# 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: Letter

**Prerequisite:** None

Advisory: RDG 061 & MATH 060

Limitation on enrollment: None

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: Letter

**Prerequisite:** ACT 020 or CM 020

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**ACT 022 Concrete & 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: Letter

**Prerequisite:** ACT 020 or CM 020

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**ACT 023 Framing Carpentry**

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: Letter

**Prerequisite:** ACT020 or CM 020

Advisory: None

Limitation on enrollment: None

Transfer Status: None    Degree Applicable: AA/AS

COD GE:None    CSU GE:None    IGETC:None

**ACT 024 Roofing Applications**

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: Letter

**Prerequisite:** ACT020 or CM 020

Advisory: None

Limitation on enrollment: None

Transfer Status: None    Degree Applicable: AA/AS

COD GE:None    CSU GE:None    IGETC:None

**ACT 025 Thermal & Moisture Protection**

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: Letter

**Prerequisite:** ACT020 or CM 020

Advisory: None

Limitation on enrollment: None

Transfer Status: None    Degree Applicable: AA/AS

COD GE:None    CSU GE:None    IGETC:None

**ACT 026 Drywall Installation & Finish**

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: Letter

**Prerequisite:** ACT020 or CM 020

Advisory: None

Limitation on enrollment: None

Transfer Status: None    Degree Applicable: AA/AS

COD GE:None    CSU GE:None    IGETC:None

**Units: 4****ACT 027 Exterior Finish**

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: Letter

**Prerequisite:** ACT020 or CM 020

Advisory: None

Limitation on enrollment: None

Transfer Status: None    Degree Applicable: AA/AS

COD GE:None    CSU GE:None    IGETC:None

**ACT 028 Finish Carpentry**

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: Letter

**Prerequisite:** ACT020 or CM 020

Advisory: None

Limitation on enrollment: None

Transfer Status: None    Degree Applicable: AA/AS

COD GE:None    CSU GE:None    IGETC:None

**ACT 029 Masonry Fundamentals**

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: Letter

**Prerequisite:** ACT020 or CM 020

Advisory: None

Limitation on enrollment: None

Transfer Status: None    Degree Applicable: AA/AS

COD GE:None    CSU GE:None    IGETC:None

**ACT 030 Plumbing Fundamentals**

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: Letter

**Prerequisite:** ACT020 or CM 020

Advisory: None

Limitation on enrollment: None

Transfer Status: None    Degree Applicable: AA/AS

COD GE:None    CSU GE:None    IGETC:None

**Units: 1****Units: 2****Units: 4****Units: 2****Units: 1****Units: 1****Units: 3**

**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: Letter

**Prerequisite:** ACT 020 or CM 020

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

## Architecture (ARCH)

**ARCH 001 Intro 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: None Repeatable: No  
Grading: Letter

**Prerequisite:** None

Advisory: RDG 061

Limitation on enrollment: None

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

COD GE:None CSU GE:None IGETC:None

**ARCH 002 Materials of Construction**

**Units: 4**

This course is an introduction to construction materials and processes. Lab demonstrations in construction techniques and field trips to construction sites will be utilized to assist students' understanding of construction principles and practices. Emphasis on the selection of materials in a design context will help develop students' spatial and three dimensional skills.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No  
Grading: Letter

**Prerequisite:** None

Advisory: ENG 061

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**ARCH 003A Architectural Practice I**

**Units: 3**

This is an introductory course in wood construction methods and processes. It focuses on the use of drafting tools, office equipment and references to assist in selection and drawing of architectural details, including foundation, floors, walls and roofs.

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

**Prerequisite:** DRA 001

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**ARCH 003B Architectural Practice II**

**Units: 3**

This is an advanced drafting course 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: Letter

**Prerequisite:** ARCH 003A

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**ARCH 005A Introduction to Drawing & 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: Letter

**Prerequisite:** DRA 001

Advisory: None

Limitation on enrollment: None

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: Letter

**Prerequisite:** ARCH 005A

Advisory: None

Limitation on enrollment: None

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

COD GE:None CSU GE:None IGETC:None

**ARCH 008 Architectural Design Fundamentals I**

**Units: 3**

This course is an introductory study of design problems in three 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: Letter

**Prerequisite:** None

Advisory: DRA 001

Limitation on enrollment: None

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

COD GE:None CSU GE:None IGETC:None



**ARCH 009 Architectural Design Fundamentals II****Units: 3**

This is the second in a three-semester sequence of design courses. This course is a case-study application of design theories of the 20th Century and their impact on contemporary spatial and conceptual ideas permeating architecture, art and the environment.

Lecture Hours: 18 Lab Hours: 108 Repeatable: No

Grading: Letter

**Prerequisite:** ARCH 008

Advisory: None

Limitation on enrollment: None

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

COD GE:None CSU GE:None IGETC:None

**ARCH 010 Environmental Control Systems****Units: 3**

This course is an introduction to the physical relationships between people and their environment. It includes a study of the physical phenomena of heat, light, and sound. This course also examines the climatological relationship between vernacular building solutions and the natural conditioning systems of architecture.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No

Grading: Letter

**Prerequisite:** ARCH 002

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**ARCH 011 Architectural Blueprint Reading****Units: 3**

This course is a study of basic information for reading blueprints and construction drawings. It is designed for those who must assimilate information found in working drawings and specifications.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: DRA 001 &amp; RDG 061

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**ARCH 014 History of Architecture I****Units: 3**

This is an introductory course in the history of architecture. It examines Western ideals from the beginning of time to Classical Greece and Rome. The course covers architecture from the birth of Christianity and the Age of Reason, through the discovery of the New Worlds and periods of transition to Modernism and Post-Modernism, to the present.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: RDG 061

Limitation on enrollment: None

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: Letter

**Prerequisite:** ARCH 009 & ARCH 010

Advisory: None

Limitation on enrollment: None

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

COD GE:None CSU GE:None IGETC:None

**ARCH 095A Architecture Work Experience****Units: 1-8**

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. Credit may be accrued at the rate of one to eight units per semester for a maximum of sixteen units (combined total of all Work Experience units). Additionally, students must work 75 paid hours or 60 non-paid hours per unit earned. This type of work experience is available to students whose job and educational or occupational goals are directly related to Architecture.

Lecture Hours: None Lab Hours: 60-600 Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

## Art (ART)

**ART 001A Beginning Drawing & 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. (C-ID ARTS 110)

Lecture Hours: 36 Lab Hours: 54 Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Courses Related in Content

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

COD GE:None CSU GE:None IGETC:None

**ART 001B Intermediate Drawing & 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. (C-ID ARTS 205)

Lecture Hours: 36 Lab Hours: 54 Repeatable: No

Grading: Letter

**Prerequisite:** ART 001A

Advisory: None

Limitation on enrollment: Courses Related in Content

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

COD GE:None CSU GE:None IGETC:None

**ART 002A History of Western Art I: Prehistoric to Medieval** Units: 3

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. (C-ID ARTH 110)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ENG 001A

Limitation on enrollment: None

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

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

**ART 002B History of Western Art II: Renaissance to Contemporary** Units: 3

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. (C-ID ARTH 120)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ENG 001A

Limitation on enrollment: None

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. (C-ID ARTH 150)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ENG 001A

Limitation on enrollment: None

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

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

**ART 003A Basic Design & 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. (C-ID ARTS 100)

Lecture Hours: 36 Lab Hours: 54 Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Courses Related in Content

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

COD GE:C3 CSU GE:C1 IGETC:None

**ART 004 Three-Dimensional Design** Units: 3

Introduction to the concepts, applications, and historical references related to three-dimensional design and spatial composition, including the study of the elements and organizing principles of design as they apply to three-dimensional space and form. Development of a visual vocabulary for creative expression through lecture presentations and use of appropriate materials for non-representational three-dimensional studio projects. (C-ID ARTS 101)

Lecture Hours: 36 Lab Hours: 54 Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Courses Related in Content

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. (C-ID ARTS 200)

Lecture Hours: 36 Lab Hours: 54 Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ART 001A and/or ART 003A

Limitation on enrollment: Courses Related in Content

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: Letter

**Prerequisite:** ART 005A

Advisory: None

Limitation on enrollment: Courses Related in Content

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 two dimensional design course with an emphasis on the methods and applications of color theory. Students develop images that are created through the use of progressive applications of color within compositional structure. Topics include major historical and contemporary color systems, production of projects in applied color, and the elements of design as they apply to color. Multiple types of water based media, the use of collage and mixed media applications are investigated. (C-ID ARTS 270)

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

**Prerequisite:** ART 003A

Advisory: None

Limitation on enrollment: Courses Related in Content

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

COD GE:None CSU GE:None IGETC:None

**ART 007A Beginning Ceramics****Units: 3**

Introduction to ceramics materials, concepts, and processes including basic design principles, creative development, hand-building, throwing, glaze techniques, firing and ceramic terminology. The course covers aesthetics and creative development of clay objects examining historical, contemporary, and personal modes of expression across cultures.

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

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Courses Related in Content

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: Letter

**Prerequisite:** ART 007A

Advisory: None

Limitation on enrollment: Courses Related in Content

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). (C-ID ARTS 220)

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

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Courses Related in Content

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: Letter

**Prerequisite:** ART 009A

Advisory: None

Limitation on enrollment: Courses Related in Content

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

COD GE:None CSU GE:None IGETC:None

**ART 010 Introduction to Art****Units: 3**

This course provides a general introduction to art that offers a look at works of art through the study of theory, terminology, themes, visual elements and design principles, media and techniques, with an introduction to the visual arts across time and diverse cultures. (C-ID ARTH 100)

Lecture Hours: 54 Lab Hours: None Repeatable: No  
Grading: Letter

**Prerequisite:** None

Advisory: ENG 001A

Limitation on enrollment: None

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: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Courses Related in Content

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: Letter

**Prerequisite:** ART 011A

Advisory: None

Limitation on enrollment: Courses Related in Content

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 prehistory to modern times. (C-ID ARTH 130)

Lecture Hours: 54 Lab Hours: None Repeatable: No  
Grading: Letter

**Prerequisite:** None

Advisory: ENG 001A

Limitation on enrollment: None

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

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

**ART 012B Art of Africa, Oceania, & Indigenous North America Units: 3**

Survey of visual culture within select regions in Africa, Oceania, and indigenous North America. (C-ID ARTH 140)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ENG 001A

Limitation on enrollment: None

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. (C-ID ARTH 145)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ENG 001A

Limitation on enrollment: None

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: Letter

**Prerequisite:** None

Advisory: ART 001A

Limitation on enrollment: Courses Related in Content

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: Letter

**Prerequisite:** ART 014A

Advisory: None

Limitation on enrollment: Courses Related in Content

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. (C-ID ARTS 210)

Lecture Hours: 36 Lab Hours: 54 Repeatable: No

Grading: Letter

**Prerequisite:** ART 001A or ART 003A

Advisory: None

Limitation on enrollment: Courses Related in Content

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: Letter

**Prerequisite:** None

Advisory: ART 007A

Limitation on enrollment: Courses Related in Content

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: Letter

**Prerequisite:** ART 020A

Advisory: None

Limitation on enrollment: Courses Related in Content

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: Letter

**Prerequisite:** None

Advisory: ART 001A or ART 003A, & ART 019

Limitation on enrollment: Courses Related in Content

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: Letter

**Prerequisite:** ART 021A

Advisory: None

Limitation on enrollment: Courses Related in Content

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: Letter

**Prerequisite:** None

Advisory: ART 001A or ART 003A, &amp; ART 019

Limitation on enrollment: Courses Related in Content

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: Letter

**Prerequisite:** ART 025A

Advisory: None

Limitation on enrollment: Courses Related in Content

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

COD GE:None CSU GE:None IGETC:None

**ART 026 Museum Studies****Units: 3**

This course is an introduction to the history of museums, and to professional practices in museums and art galleries. Course provides overview of exhibition development, design, installation, and evaluation, along with study of exhibition interpretation and education practices, event management and marketing, visitor relations, collections management, conservation and archival practices, copyright and artists' rights, cultural diversity and repatriation of cultural artifacts, accreditation and professional standards, non-profit management, and fundraising and development.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ART 010

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**ART 028 Portfolio Preparation****Units: 2**

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: 18 Lab Hours: 54 Repeatable: No

Grading: Letter

**Prerequisite:** Completed a minimum of two courses in Art (ART) Digital Design & Production (DDP) Architecture (ARCH) or Theater Arts (TA)

Advisory: None

Limitation on enrollment: None

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

COD GE:None CSU GE:E IGETC:None

**ART 030A Beginning Black & White Photography****Units: 3**

Introduction to the processes, principles, and tools of photography. Topics include the development of technical and aesthetic skills, elements of design and composition, camera technology, materials and equipment, and contemporary trends in photography. A 35mm film camera with manually adjustable f-stops and shutter speeds is required.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Courses Related in Content

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 expands upon traditional film processing, printing and introduces medium format camera and film. Students strengthen technical applications and further explore photography as a means of creative expression and communication. Intermediate archival printing techniques, alternative print processes, medium format film camera use, and studio lighting are covered. Print quality, concept, and composition are emphasized throughout the course in "wet" lab environments.

Lecture Hours: 36    Lab Hours: 54    Repeatable: No

Grading: Letter

**Prerequisite:** ART 030A or permission of instructor based on a portfolio presentation of student's previous work

Advisory: None

Limitation on enrollment: Courses Related in Content

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 manually adjustable f-stops and shutter speeds and a corresponding camera manual is required. (Equivalent to DDP-030.)

Lecture Hours: 36    Lab Hours: 54    Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Courses Related in Content

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: None    Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

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

COD GE:C3    CSU GE:C1    IGETC:3A

**ART 034 Introduction to Digital Art****Units: 3**

Introduction to fundamental concepts, practices and theories of digital art. Topics include: integration of traditional design, color, and compositional principles with contemporary digital tools.

Lecture Hours: 36    Lab Hours: 54    Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU    Degree Applicable: AA/AS

COD GE:None    CSU GE:None    IGETC:None

**ART 095A Art Work Experience****Units: 1-8**

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. Credit may be accrued at the rate of one to eight units per semester for a maximum of sixteen units (combined total of all Work Experience units). Additionally, students must work 75 paid hours or 60 non-paid hours per unit earned. This type of work experience is available to students whose job and educational or occupational goals are directly related Art.

Lecture Hours: None    Lab Hours: 60-600    Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU    Degree Applicable: AA/AS

COD GE:None    CSU GE:None    IGETC:None

**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: None    Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ENG 061 &amp; MATH 040

Limitation on enrollment: None

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

COD GE:C1    CSU GE:B1    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: None    Lab Hours: 54    Repeatable: No

Grading: Letter

**Prerequisite:** A 001 or concurrent enrollment

Advisory: ENG 061 &amp; MATH 040

Limitation on enrollment: None

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

COD GE:C1    CSU GE:B3    IGETC:5C

**A 002 Descriptive Astronomy****Units: 4**

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: 54    Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ENG 061 &amp; MATH 040

Limitation on enrollment: None

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

COD GE:C1    CSU GE:None    IGETC:None

**A 003 Planetary Astronomy**

This course is an introduction to the current solar system. A comparative study will be made of the planets and their satellites, dwarf planets, asteroids and comets. An overview of the formation, evolution and structure of the solar nebula will be presented. Highlights from previous, current and future interplanetary missions will be incorporated and interpretation of mission results and analysis will be discussed.

Lecture Hours: 54    Lab Hours: 54    Repeatable: No  
Grading: Letter

**Prerequisite:** None

Advisory: ENG 061 & MATH 040

Limitation on enrollment: None

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

**Units: 4**

## 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. (C-ID AUTO 110X)

Lecture Hours: 54    Lab Hours: 54    Repeatable: No  
Grading: Letter

**Prerequisite:** None

Advisory: RDG 061

Limitation on enrollment: None

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

**AUTO 011B Auto Electronics & 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. A test fee for the appropriate Automotive Service Excellent (ASE) Student Exam is required.

Lecture Hours: 54    Lab Hours: 54    Repeatable: No  
Grading: Letter

**Prerequisite:** AUTO 010 or concurrent enrollment

Advisory: RDG 061

Limitation on enrollment: None

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: Letter

**Prerequisite:** AUTO 011B

Advisory: RDG 061

Limitation on enrollment: None

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

**AUTO 012A Automotive Suspension & Steering Systems****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. A test fee for the appropriate Automotive Service Excellent (ASE) Student Exam is required.

Lecture Hours: 54    Lab Hours: 54    Repeatable: No  
Grading: Letter

**Prerequisite:** AUTO 010 or concurrent enrollment

Advisory: RDG 061

Limitation on enrollment: None

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. A test fee for the appropriate Automotive Service Excellent (ASE) Student Exam is required.

Lecture Hours: 54    Lab Hours: 54    Repeatable: No  
Grading: Letter

**Prerequisite:** None

Advisory: RDG 061

Limitation on enrollment: None

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. A test fee for the appropriate Automotive Service Excellent (ASE) Student Exam is required.

Lecture Hours: 54    Lab Hours: 54    Repeatable: No  
Grading: Letter

**Prerequisite:** AUTO 010 or concurrent enrollment

Advisory: RDG 061

Limitation on enrollment: None

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: Letter

**Prerequisite:** AUTO 014A

Advisory: RDG 061

Limitation on enrollment: None

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. A test fee for the appropriate Automotive Service Excellent (ASE) Student Exam is required.

Lecture Hours: 45 Lab Hours: 81 Repeatable: No

Grading: Letter

**Prerequisite:** AUTO 010 or concurrent enrollment

Advisory: RDG 061

Limitation on enrollment: None

Transfer Status: None Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**AUTO 016 Automotive Manual Transmissions & Drive Train Systems 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. A test fee for the appropriate Automotive Service Excellent (ASE) Student Exam is required.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No

Grading: Letter

**Prerequisite:** AUTO 010 or concurrent enrollment

Advisory: RDG 061

Limitation on enrollment: None

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. A test fee for the appropriate Automotive Service Excellent (ASE) Student Exam is required.

Lecture Hours: 45 Lab Hours: 81 Repeatable: No

Grading: Letter

**Prerequisite:** AUTO 010 or concurrent enrollment

Advisory: RDG 061

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**AUTO 018 Automotive Heating, Ventilation & 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. A test fee for the appropriate Automotive Service Excellent (ASE) Student Exam is required. (C-ID AUTO 170X)

Lecture Hours: 54 Lab Hours: 54 Repeatable: No Grading: Letter

**Prerequisite:** None

Advisory: RDG 061

Limitation on enrollment: None

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: Letter

**Prerequisite:** AUTO 011B & AUTO 013A

Advisory: RDG 061

Limitation on enrollment: None

Transfer Status: None Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**AUTO 021A Automotive Diagnosis & 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: None Repeatable: No

Grading: Letter

**Prerequisite:** AUTO 011B

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**AUTO 040E CNG Diagnosis & Repair Units: 4**

This course provides classroom lecture/discussion and hands-on training on CNG 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 including: ignition, fuel delivery and emissions systems design, operation, diagnosis and service.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None



**AUTO 041B CNG Installation & Repair****Units: 3**

This course is designed to introduce students to CNG installation and basic service and repair. The following topics are covered in this course: gaseous fuel safety, CNG conversion advantages and disadvantages, and service of CNG conversions.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: RDG 061

Limitation on enrollment: None

Transfer Status: None Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**AUTO 043A Intro to Hybrid, Electric & Fuel-Cell Vehicle****Technology****Units: 3**

This course explores the use of Hybrid and Electric battery power for vehicle transportation. Topics will include safety when using high voltage, maintenance, drivability, inverter, DC/DC power transfer, and battery technology. Physics of battery storage, Hybrid generation systems, Electric vehicle applications and their integrated systems from many manufacturers will be discussed. Hybrid and high voltage service and maintenance procedures. This course could be a preparation for the student to successfully complete the L-3 ASE exam.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No

Grading: Letter

**Prerequisite:** AUTO 010 or concurrent enrollment

Advisory: RDG 061

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**AUTO 043B Hybrid, Fuel-Cell & Electric Vehicle Diagnosis & Repair****Units: 3**

This course provides the student with the skills to diagnose and repair basic to intermediate level malfunctions with hybrid, fuel-cell and electric vehicles.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No

Grading: Letter

**Prerequisite:** AUTO 043A and AUTO 011B or concurrent enrollment

Advisory: None

Limitation on enrollment: None

Transfer Status: None 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: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**AUTO 054D Smog Check Inspector Training Level 1&2****Units: 4**

This course is designed to provide students with fundamental knowledge of engine and emission control theory, design and operation. Students who successfully complete this training at a BAR-certified school will have met the BAR's training requirements to qualify to take the Smog Check Inspector state licensing examination.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: AUTO 014A

Limitation on enrollment: None

Transfer Status: None Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**AUTO 054E Smog Check Diagnostic & Repair Technician****Units: 3**

This course is designed to provide students with fundamental knowledge of engine and emission control theory, design and operation. Students who successfully complete this training at a BAR-certified school will have met the BAR's training requirements to qualify to take the Smog Check Inspector state licensing examination.

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

**Prerequisite:** AUTO 054D or concurrent enrollment

Advisory: AUTO 014A

Limitation on enrollment: None

Transfer Status: None Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**AUTO 092A Biodiesel: Characteristics, Use & Production****Units: 2**

This course introduces biodiesel, its characteristics, its use and effects on engines operation and vehicles emissions. The course also covers basic production considerations and specifications of biodiesel.

Lecture Hours: 36 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**AUTO 093A Intro to Light & Medium Duty Diesel Systems****Units: 2**

This course is designed as an introduction to light duty diesel systems. Students will explore the operation and function of the key systems related to compression ignition engines. Students will learn safety of a repair shop, vehicles, and of environmental impact. Students will gain knowledge of diesel engine design, engine oil types, correct application, diesel emission systems, and fuel delivery systems.

Lecture Hours: 36 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: RDG 061

Limitation on enrollment: None

Transfer Status: None Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**AUTO 093B Light/Medium Duty Diesel Systems Units: 4**

This course provides theory and hands-on experience in the fundamentals of light and medium duty diesel systems including: engine construction, lubrication, cooling, fuel delivery, and emission systems. In addition, this course covers maintenance and light repair.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No  
Grading: Letter

**Prerequisite:** None

Advisory: AUTO 010 & RDG 061

Limitation on enrollment: None

Transfer Status: None Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**AUTO 093C Advanced Light/Medium Duty Systems Units: 4**

This course provides theory and hands-on experience in intermediate to advanced light/medium duty diesel system management including: fuel injection, electronic systems, emission controls, OBDII, as well as service and maintenance, diagnosis and repair of diesel system 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 diesel system management malfunctions.

Lecture Hours: 36 Lab Hours: 108 Repeatable: No  
Grading: Letter

**Prerequisite:** AUTO 093B

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**AUTO 093D Diesel Diagnostics & Troubleshooting Units: 2**

This course provides an overview of root cause analysis and its application as relevant to light and medium duty diesel systems diagnosis and troubleshooting. The focus is on fuel delivery, air induction, emissions, electrical and drivability diagnosis. The coursework will include scenario based diagnosis and cold circuit analysis. This course will help anyone interested in developing an effective, logical approach to diesel systems diagnosis and troubleshooting.

Lecture Hours: 36 Lab Hours: None Repeatable: No  
Grading: Letter

**Prerequisite:** None

Advisory: AUTO 093C

Limitation on enrollment: None

Transfer Status: None Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**AUTO 095A Automotive Technology Work Experience Units: 1-8**

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. Credit may be accrued at the rate of one to eight units per semester for a maximum of sixteen units (combined total of all Work Experience units). Additionally, students must work 75 paid hours or 60 non-paid hours per unit. This type of work experience is available to students whose job and educational or occupational goals are directly related to Automotive Technology.

Lecture Hours: None Lab Hours: 60-600 Repeatable: Yes  
Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**AUTO 099 Auto/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: None Repeatable: No

Grading: Letter

**Prerequisite:** AUTO 011B and AUTO 013A

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**AUTO 301 Automotive Terminology Units: 0**

This course provides an introductory level explanation of the major automotive system components, and a brief description of component function. This course includes engine, transmission, suspension, steering, braking, heating and air conditioning, emissions, computer control systems, and exhaust systems, and is designed to prepare students for entry-level employment in the automotive field of parts.

Lecture Hours: 16 Lab Hours: None Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** None

Advisory: ESLN 310D

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

**AUTO 304 Automotive Calculation Units: 0**

This contextualized automotive math course provides Career and Technical Education specific applications of basic math skills. Topics include adding, subtracting, multiplying, and dividing, percentages, ratios and proportions measurement, and career applications. This course will also provide students with hands on activities with automotive measurement tools and equipment used in the automotive diagnosis and repair fields.

Lecture Hours: 14 Lab Hours: 2 Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** None

Advisory: ESLN 310D

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

**AUTO 310 Automotive Components Units: 0**

This course provides lecture activities pertaining to eight major system components of the automobile including components of the engine, transmission, suspension, steering, braking, heating and air conditioning, emissions, computer control systems, and exhaust systems.

Lecture Hours: 12 Lab Hours: 4 Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** None

Advisory: AUTO 301 & ESLN 310A

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

**AUTO 325 Automotive Express Service**

Units: 0

This course provides lecture/laboratory activities performing common services on today's automobile generally performed at a "quick service station". These activities include proper fluid inspection, fluid services on serviceable systems, tire inspection and rotations, minor brake inspections, courtesy services, and customer service.

Lecture Hours: 10 Lab Hours: 14 Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** None

Advisory: AUTO 304 &amp; ESLN 310A

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

**Basic Fire Fighter Academy (BFFA)****BFFA 063A Basic Fire Fighter I Academy (Part 1)**

Units: 9.75

This course is Part 1 of the Basic Firefighter 1 Academy. Students must successfully complete this course to be eligible to enroll in BFFA 063B (Part 2). Successful completion of both BFFA 063A and BFFA 063B are required to meet the minimum requirements as mandated by the California State Fire Marshal. This course provides students with the skills and knowledge needed for the entry level professional fire fighter position to perform his/her duties safely, effectively, and competently. The curriculum is based on the 2013 edition of the National Fire Protection Association (NFPA 1001 Standard for Fire Fighter Professional Qualifications, the 2012 edition of NFPA 1051 Standard for Wildland Fire Fighter Professional Qualifications, and the 2008 edition of NFPA 72 Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents. Completion of this course satisfies the requirements as established by the State Fire Marshal for the (2013) Fire Fighter I curriculum. Completion of this course requires students to complete all summative tests with a minimum of 80%, complete all activities and formative tests, and complete all mandatory skills testing as established by the State Fire Marshal Fire Fighter I course plan. Students will be issued CSFM certificates upon successful completion of the scheduled training modules during the fire academy. 1. Students will be required to rent or purchase NFPA compliant structural protective equipment to enroll in this class. 2. Students will be required to purchase black leather boots that include a vibrant rubber sole, steel shank and steel toe. 3. Students will be required to purchase two complete fire academy uniforms. Uniform specifications and vendors are identified in the fire academy Standard Operating Procedures. 4. Students will be required to pay for the California State Fire Marshal Fire Service Training & Education System (FSTEP) certificates at time of specific course completion. 5. Students will be required to pay for the California State Fire Marshal Fire Fighter 1 IFSAC and Pro Board written examination fees. null The BFFA 063A Firefighter 1 Academy has specific California State Fire Training courses built into the program. Upon completion of a specific California State Fire Training modules a fee of \$140.00 is required for this course to cover the California State Fire Training Certificate of Completion.

Lecture Hours: 113 Lab Hours: 189 Repeatable: No

Grading: Letter

**Prerequisite:** EMT 084, FIRE 001 and CSFM 070 or concurrent enrollment  
Advisory: ENG 061

Limitation on enrollment: Successful completion of a Certified Physical Ability Test (CPAT) or BIDDLE test within one year prior to the start of the fire academy. Students must complete a mandatory respiratory examination (FIT) test before using the SCBA equipment. Safety gear and SCBA will be required of all students. Complete IS-100: Introduction to the Incident Command System (<http://training.fema.gov/EMIweb/IS/is100lst.asp>) and IS-700: National Incident Management, An Introduction (<http://training.fema.gov/EMIweb/IS/is700alst.asp>) during BFFA-063A or BFFA-063B academy.

Transfer Status: None Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**BFFA 063B Basic Fire Fighter I Academy (Part 2)**

**Units: 8.75**

This course is Part 2 of the Basic Firefighter 1 Academy. Students must have successfully completed BFFA 063A (Part 1) to be eligible to enroll in BFFA 063B (Part 2). Successful completion of both BFFA 063A and BFFA 063B are required to meet the minimum requirements as mandated by the California State Fire Marshal. This course provides students with the skills and knowledge needed for the entry level professional fire fighter position to perform his/her duties safely, effectively, and competently. The curriculum is based on the 2013 edition of the National Fire Protection Association (NFPA 1001 Standard for Fire Fighter Professional Qualifications, the 2012 edition of NFPA 1051 Standard for Wildland Fire Fighter Professional Qualifications, and the 2008 edition of NFPA 72 Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents. null Completion of this course satisfies the requirements as established by the State Fire Marshal for the (2013) Fire Fighter I curriculum. Completion of this course requires students to complete all summative tests with a minimum of 80%, complete all activities and formative tests, and complete all mandatory skills testing as established by the State Fire Marshal Fire Fighter I course plan. Students will be issued CSFM certificates upon successful completion of the scheduled training modules during the fire academy. 1. Students will be required to rent or purchase NFPA compliant structural protective equipment to enroll in this class. 2. Students will be required to purchase black leather boots that include a vibrant rubber sole, steel shank and steel toe. 3. Students will be required to purchase two complete fire academy uniforms. Uniform specifications and vendors are identified in the fire academy Standard Operating Procedures. 4. Students will be required to pay for the California State Fire Marshal Fire Service Training & Education System (FSTEP) certificates at time of specific course completion. 5. Students will be required to pay for the California State Fire Marshal Fire Fighter 1 IFSAC and Pro Board written examination fees. null The BFFA 063B Firefighter 1 Academy has specific California State Fire Training courses built into the program. Upon completion of a specific California State Fire Training modules a fee of \$60.00 is required for this course to cover the California State Fire Training Certificate of Completion.

Lecture Hours: 81    Lab Hours: 230    Repeatable: No  
Grading: Letter

**Prerequisite:** BFFA 063A with a minimum grade of "B" Students must complete all activities and formative tests. Students must complete all summative tests with a minimum score of 80%. Students must complete all mandatory skills testing.

**Advisory:** None

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

# 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: Letter

**Prerequisite:** None

**Advisory:** ENG 061

Limitation on enrollment: None

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: Letter

**Prerequisite:** BPOT 001

**Advisory:** None

Limitation on enrollment: None

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-science 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.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ENG 061

Limitation on enrollment: None

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

COD GE:C1 CSU GE:B2, B3 IGETC:5B, 5C

### BI 005 Molecular and 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, gene expression, 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. (C-ID BIOL 190; BIOL 135S)

Lecture Hours: 72 Lab Hours: 54 Repeatable: No Grading: Letter

**Prerequisite:** BI 004 or high school biology; ENG 001A or concurrent enrollment; and CH 001A or concurrent enrollment

Advisory: None

Limitation on enrollment: None

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

COD GE:C1 CSU GE:B2, B3 IGETC:5B, 5C

### 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. (C-ID BIOL 140; BIOL 135S)

Lecture Hours: 72 Lab Hours: 54 Repeatable: No Grading: Letter

**Prerequisite:** BI004 or high school biology; MATH 012 or concurrent enrollment; ENG 001A or concurrent enrollment

Advisory: None

Limitation on enrollment: None

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

COD GE:C1 CSU GE:B2, B3 IGETC:5B, 5C

### BI 007 Biology of Mammals

Units: 3

This course covers classification, development, physiology, and regulation of mammals. Additional topics covered include zoogeography, echolocation, domestication, conservation ethics, and diseases and zoonoses. This course is primarily designed for students pursuing careers in science, veterinary medicine, and other fields requiring a strong foundation in biology.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: BI 004 and ENG 001A

Limitation on enrollment: None

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

COD GE:C1 CSU GE:B2 IGETC:5B

### BI 007L Biology of Mammals Lab

Units: 1

This course covers classification, development, physiology, and regulation of mammals. Additional topics covered include: zoogeography, evolution, identification of mammals based on skulls and teeth, and anatomy. This course is designed for students obtaining a general elective in natural science, as well as students pursuing careers in science, veterinary medicine, and other fields requiring a strong foundation in biology.

Lecture Hours: None Lab Hours: 54 Repeatable: No

Grading: Letter

**Prerequisite:** BI 007 or concurrent enrollment

Advisory: BI 004 and ENG 001A

Limitation on enrollment: None

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

COD GE:C1 CSU GE:None IGETC:None

### BI 011 Biology of Viruses

Units: 3

This course is designed for science and non-science major students. The course emphasizes molecular and cellular biology, epidemiology, and development of diseases caused by human viruses. This includes the study of viral structure, classification, natural viral habitats, viral replication methods, host immune responses to viral infections, human viral diseases, viral isolation techniques, immunization and treatments. The scientific method is introduced and specific examples of its application to the study of viruses are included.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ENG 061

Limitation on enrollment: None

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

COD GE:C1 CSU GE:B2 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. (C-ID BIOL 115BS)

Lecture Hours: 54    Lab Hours: 54    Repeatable: No

Grading: Letter

**Prerequisite:** MATH 054

Advisory: ENG 061

Limitation on enrollment: None

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

COD GE:C1    CSU GE:B2, B3    IGETC:5B, 5C

**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. (C-ID BIOL 115BS)

Lecture Hours: 72    Lab Hours: 54    Repeatable: No

Grading: Letter

**Prerequisite:** BI 013 and CH 004 or BI 013 and CH 005

Advisory: None

Limitation on enrollment: None

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

COD GE:C1    CSU GE:B2, B3    IGETC:5B, 5C

**BI 015 General Microbiology**

**Units: 5**

This course is a comprehensive study of the microbial world. It is designed to develop an appreciation and understanding of microorganisms and their relationship to humans and their environment. A knowledge of the principles of microbiology and their practical applications is stressed. Subject matter includes medical microbiology, microbial physiology, microbial genetics, and industrial microbiology. The laboratory experience explores the development of current methods, techniques, and skills necessary to culture, propagate and identify microorganisms.

Lecture Hours: 72    Lab Hours: 54    Repeatable: No

Grading: Letter

**Prerequisite:** BI 013 and CH 004 or BI 013 and CH 005

Advisory: None

Limitation on enrollment: None

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

COD GE:C1    CSU GE:B2, B3    IGETC:5B, 5C

**BI 031 Undergraduate Research Experience**

**Units: 2**

Under the supervision of STEM faculty, students will select a project to be completed during the semester. Topics will include information retrieval, computer skills applied to laboratory research, time management and organizational skills, application of modern research methods, experimental design, data collection and analysis, presentation skills (written and oral), and applying for summer internship opportunities. This course is intended for students pursuing a STEM degree and who have completed a minimum of 35 college level units.

Lecture Hours: 18    Lab Hours: 54    Repeatable: No

Grading: Letter

**Prerequisite:** BI 005 or BI 006

Advisory: LIS-001

Limitation on enrollment: None

Transfer Status: CSU    Degree Applicable: AA/AS

COD GE:None    CSU GE:None    IGETC:None

**BI 095A Biology Work Experience**

**Units: 1-8**

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. Credit may be accrued at the rate of one to eight units per semester for a maximum of sixteen units (combined total of all Work Experience units). Additionally, students must work 75 paid hours or 60 non-paid hours per unit. This type of work experience is available to students whose job and educational or occupational goals are directly related to Biology.

Lecture Hours: None    Lab Hours: 60-600    Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU    Degree Applicable: AA/AS

COD GE:None    CSU GE:None    IGETC:None

## Building Inspection Technology (BIT)

**BIT 010 California Building Codes**

**Units: 4**

This course covers California Building, Housing, 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: 72    Lab Hours: None    Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: RDG 061 & MATH 060

Limitation on enrollment: None

Transfer Status: CSU    Degree Applicable: AA/AS

COD GE:None    CSU GE:None    IGETC:None

**BIT 020 California Mechanical Codes**

**Units: 2**

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: 36    Lab Hours: None    Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: RDG 061 & MATH 060

Limitation on enrollment: None

Transfer Status: CSU    Degree Applicable: AA/AS

COD GE:None    CSU GE:None    IGETC:None

**BIT 024 California Energy Codes****Units: 3**

This course covers California's Building Energy Efficiency Standards for Residential and Nonresidential Buildings (Title 24, Part 6). null

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: MATH 060 & ENG 061

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**BIT 025 California Residential Codes****Units: 3**

This course covers information from the most updated version of the California Residential Code and compiles all building, plumbing, mechanical, fuel gas, and electrical requirements for one- and two-family dwellings up to three stories as mandated by the California Building Standards Commission. Topics under Title 24, Part 2.5 include Scope and Application, Administration, Definitions, Building Planning, Foundations, Floors, Wall Construction, Wall Covering, Roof-Ceiling Construction, Roof Assemblies, and Chimneys and Fireplaces. null

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: RDG 061 & MATH 060

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**BIT 026 Building II & Fire Codes****Units: 3**

This course involves building and fire codes used for construction, maintenance, and use of buildings and grounds in the State of California.

It places an emphasis on understanding and application of code sections and provisions, and the relation between Fire and Building Codes. It addresses elements of codes in areas of special occupancies, grading, fire and building material standards, and building codes appendices as they apply to both building and fire applications.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: RDG 061 & MATH 060

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**BIT 030 California Plumbing Codes****Units: 2**

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: 36 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: RDG 061 & MATH 060

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**BIT 040 California Electrical Codes****Units: 2**

This course covers California 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: 36 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: RDG 061 & MATH 060

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

## Business/Accounting (BUAC)

**BUAC 003 Accounting for Government & 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: None Repeatable: No

Grading: Letter

**Prerequisite:** BUAC 020A

Advisory: None

Limitation on enrollment: None

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: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: MATH 060

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**BUAC 004A Individual Income Tax****Units: 4**

This course covers federal and California individual income tax planning and preparation. Topics include filing status, exemptions, income and exclusions, business expenses, itemized deductions, credits, capital gains, depreciation, tax payments, California tax, IRS and FTB, and audits. This Course fulfills the 60-hour "qualifying education" requirement by the California Tax Education Council (CTEC) for California tax preparers and prepares students to meet the federal guidelines for paid tax preparers.

Lecture Hours: 72 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: BUMA 031 or MATH 060

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**BUAC 005 Tax Accounting II****Units: 3**

This course provides students with tax information for both corporations and partnerships. Students learn tax information with the current laws and regulation 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: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: MATH 060

Limitation on enrollment: None

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: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: CIS 010 and BUAC 020A or BUAC 051 or BUAC 066

Limitation on enrollment: None

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: None Repeatable: No

Grading: Letter

**Prerequisite:** BUAC-020A or BUAC-066

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**BUAC 020A Financial Accounting****Units: 4**

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. (C-ID ACCT 110)

Lecture Hours: 72 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: BUAC 066 &amp; MATH 060

Limitation on enrollment: None

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

COD GE:None CSU GE:None IGETC:None

**BUAC 020B Managerial Accounting****Units: 4**

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. (C-ID ACCT 120)

Lecture Hours: 72 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** BUAC-020A

Advisory: None

Limitation on enrollment: None

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

COD GE:None CSU GE:None IGETC:None

**BUAC 050 Accounting in the Business Environment****Units: 3**

This course is a comprehensive study of the accountant's role in providing management with information to assist in the decision making process. Approximately one half of the course emphasizes how the accountant organizes, analyzes, and presents financial information, but excludes actual preparation of financial statements. The course incorporates the use of spread sheets in meeting those objectives. The balance of the course introduces students to the integrative nature of business and the cross-functional relationships within the professional environment. Included are the accountants' role in Human Resources, Entrepreneurship, and small business management.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: MATH 060

Limitation on enrollment: None

Transfer Status: None Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**BUAC 051 Accounting for Entrepreneurs & Business Managers****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: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: MATH 060 &amp; RDG 061

Limitation on enrollment: None

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: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: MATH 060

Limitation on enrollment: None

Transfer Status: None Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None



**BUAC 095A Accounting Work Experience****Units: 1-8**

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. Credit may be accrued at the rate of one to eight units per semester for a maximum of sixteen units (combined total of all Work Experience units). Additionally, students must work 75 paid hours or 60 non-paid hours per unit. This type of work experience is available to students whose job and educational or occupational goals are directly related to Business/Accounting.

Lecture Hours: None    Lab Hours: 60-600    Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU    Degree Applicable: AA/AS

COD GE:None    CSU GE:None    IGETC:None

**Business/Finance (BUFI)****BUFI 012 Money Management & Planning for the Future****Units: 3**

This course provides students with an introductory understanding of economic and financial principles and the environment within which consumer and business decisions are made. It helps those interested in pursuing a career in financial services develop an appreciation for financial concerns of their clients. It also helps students make more informed decisions about setting their own career and financial goals, as well as managing their budget, taxes and investments, protecting their assets against risk, and preparing for retirement.

Lecture Hours: 54    Lab Hours: None    Repeatable: No

Grading: Student Option

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU    Degree Applicable: AA/AS

COD GE:None    CSU GE:None    IGETC:None

**BUFI 013 Investment Opportunities****Units: 3**

The course provides students with an understanding of the importance of investment in their personal finances as well as various investment opportunities available to them. It presents the features of different types of stocks, corporate bonds, government securities, mutual funds, options, futures, and real estate investments. It also offers students a set of tools and criteria for evaluating these investment instruments in light of their own financial conditions and objectives.

Lecture Hours: 54    Lab Hours: None    Repeatable: No

Grading: Student Option

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

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: None    Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU    Degree Applicable: AA/AS

COD GE:None    CSU GE:None    IGETC:None

**BUHM 063 Hotel & 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: None    Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU    Degree Applicable: AA/AS

COD GE:None    CSU GE:None    IGETC:None

**BUHM 095A Hotel & Restaurant Management Work Experience****Units: 1-8**

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. Credit may be accrued at the rate of one to eight units per semester for a maximum of sixteen units (combined total of all units). Additionally, students must work 75 paid hours or 60 non-paid hours per unit. This type of work experience is available to students whose job and educational or occupational goals are directly related to Business/Hotel & Restaurant Management.

Lecture Hours: None    Lab Hours: 60-600    Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

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: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

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. (C-ID BUS 110)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: RDG 061

Limitation on enrollment: None

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

COD GE:None CSU GE:None IGETC:None

### BUMA 020A Business Law I

Units: 3

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. (C-ID BUS 120)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: RDG 061

Limitation on enrollment: None

Transfer Status: CSU/UC 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: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

### BUMA 028 Small Business/Entrepreneurship

Units: 3

This course is designed for those interested in starting and managing small businesses, including individual contributor businesses such as freelancers, contractors, consultants, and others in the gig economy. The curriculum is centered on an array of structural, relationship and process elements such as financial and physical assets, leadership/management issues, personal and competitive advantages, short and long term 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: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: BUMA 031 or MATH 060

Limitation on enrollment: None

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: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

### BUMA 031 Business Calculations

Units: 3

This course focuses on the math skills that business professionals need to be able to solve real-world problems. Content includes financial calculations such as business-related conversions between fractions, decimals, percentages and ratios, the impact of financial transactions on accounting statements and decision making, budgeting, and goal setting.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

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: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

## California State Fire Marshal (CSFM)

### 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: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

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: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: RDG 061

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

### BUMA 095A Business Management Work Experience

Units: 1-8

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. Credit may be accrued at the rate of one to eight units per semester for a maximum of sixteen units (combined total of all Work Experience units). Additionally, students must work 75 paid hours or 60 non-paid hours per unit earned. This type of work experience is available to students whose job and educational or occupational goals are directly related to Business Management.

Lecture Hours: None Lab Hours: 60-600 Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

### CSFM 070 Confined Space - Awareness

Units: 0.5

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). null The CSFM 070 course is a California State Fire Marshal (CSFM) course. Upon successful completion of the course, a CSFM certificate fee of \$20 is required for this course to cover the California State Fire Training Certificate of Completion.

Lecture Hours: 9 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

### CSFM 075 Hazardous Materials First Responder Awareness Level

Units: 0.5

This courses provides students information on Hazardous Materials notification and reporting requirements for Fire Department personnel who may witness or discover a Hazardous Materials leak, spill, or discharge. This course meets and exceeds the requirements of CFR 29 1910.120 & CCR Title 8.

Lecture Hours: 9 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

### CSFM 076 Low Angle Rescue Operational

Units: 0.5

This course is designed to equip the student with the techniques and methods for using rope, webbing, hardware friction devices, 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: 27 Lab Hours: None Repeatable: No

Grading: Pass/No Pass

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

### CSFM 077A Fire Investigation 1A: Fire Origin & Cause Determination

Units: 2.5

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. null The CSFM 077A course is a California State Fire Marshal (CSFM) course. Upon successful completion of the course, a CSFM certificate fee of \$80 is required for this course to cover the California State Fire Training Certificate of Completion.

Lecture Hours: 45 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**CSFM 077B Fire Investigation 1B: Techniques of Fire Investigation**

**Units: 2.5**

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. null The CSFM 077B course is a California State Fire Marshal (CSFM) course. Upon successful completion of the course, a CSFM certificate fee of \$80 is required for this course to cover the California State Fire Training Certificate of Completion.

Lecture Hours: 45    Lab Hours: None    Repeatable: No  
Grading: Letter

**Prerequisite:** CSFM 077A

Advisory: None

Limitation on enrollment: None

Transfer Status: None    Degree Applicable: AA/AS

COD GE:None    CSU GE:None    IGETC:None

**CSFM 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. null The CSFM 079B course is a California State Fire Marshal (CSFM) course. Upon successful completion of the course, a CSFM certificate fee of \$20 is required for this course to cover the California State Fire Training Certificate of Completion.

Lecture Hours: 18    Lab Hours: None    Repeatable: No  
Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: None    Degree Applicable: AA/AS

COD GE:None    CSU GE:None    IGETC:None

**CSFM 079C I-300: Intermediate ICS**

**Units: 1.5**

This course provides a description and detail of the Incident Command System (ICS) organization and operations in supervisory roles on expanding or Type 3 incidents. Topics include: ICS fundamentals review, incident/event assessment and agency guidance is establishing incident objectives, Unified Command, incident resource management, planning process, demobilization, transfer of command and close out procedures.

Lecture Hours: 27    Lab Hours: None    Repeatable: No  
Grading: Letter

**Prerequisite:** CSFM 079B

Advisory: None

Limitation on enrollment: None

Transfer Status: None    Degree Applicable: AA/AS

COD GE:None    CSU GE:None    IGETC:None

**CSFM 079D I-400: Advanced ICS**

**Units: 1**

This course directs students towards an operational understanding of large single-agency and complex multi-agency-jurisdictional incident responses. Topics include: review of command and general staff, major and or complex incident/event management, area command and multi-agency coordination. null The CSFM 079D course is a California State Fire Marshal (CSFM) course. Upon successful completion of the course, a CSFM certificate fee of \$20 is required for this course to cover the California State Fire Training Certificate of Completion.

Lecture Hours: 18    Lab Hours: None    Repeatable: No  
Grading: Letter

**Prerequisite:** CSFM 079C

Advisory: None

Limitation on enrollment: None

Transfer Status: None    Degree Applicable: AA/AS

COD GE:None    CSU GE:None    IGETC:None

**CSFM 082A Fire Apparatus Driver/Operator 1A: Emergency Vehicle Ops**

**Units: 1.5**

This course provides information on fire apparatus preventive maintenance and driving/operating. Topics include: routine tests, inspections, and servicing functions, operate, back, maneuver, and turn a fire apparatus in a variety of conditions and operate all fixed systems and equipment on a fire apparatus. This course is based on the 2014 edition of NFPA 1002 Standard for Fire Apparatus Driver/Operator Professional Qualifications . This course fulfills the requirements for a Class C Firefighter Endorsement. A minimum of 40 hours is required. The CSFM-082A course is a California State Fire Marshal (CSFM) course. Upon successful completion of the course, a CSFM certificate fee of \$80 is required for this course to cover the California State Fire Training Certificate of Completion.

Lecture Hours: 18    Lab Hours: 27    Repeatable: No  
Grading: Letter

**Prerequisite:** None

Advisory: ENG 061

Limitation on enrollment: Fire apparatus driving experience on a public highway. Option 1: Signed verification from the Fire Chief (form is on the SFT website); or Option 2: California Class B driver's license, fire fighter restricted; or Option 3: California Class A, B, or C driver's license, fire fighter endorsed.

Transfer Status: None    Degree Applicable: AA/AS

COD GE:None    CSU GE:None    IGETC:None

**CSFM 082B Fire Apparatus Driver/Operator 1B: Pumping Apparatus Ops** **Units: 1.5**

This course provides information on pumping apparatus preventive maintenance and operations. Topics include: routine tests, inspections, and servicing functions; producing hand, master, and foam fire streams, relay pump operations; and supplying water to fire sprinkler and standpipe systems. This course is based on the 2014 edition of NFPA 1002 Standard for Fire Apparatus Driver/Operator Professional Qualifications. A minimum of 40 hours is required. null The CSFM-082B course is a California State Fire Marshal (CSFM) course. Upon successful completion of the course, a CSFM certificate fee of \$80 is required for this course to cover the California State Fire Training Certificate of Completion.

Lecture Hours: 18      Lab Hours: 27      Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ENG 061 & ESYS 004

Limitation on enrollment: Fire apparatus driving experience on a public highway. Option 1: Signed verification from the Fire Chief (form is on the SFT website); Option 2: California Class B driver's license, fire fighter restricted; or Option 3: California Class A, B, or C driver's license, fire fighter endorsed.

Transfer Status: None      Degree Applicable: AA/AS

COD GE:None      CSU GE:None      IGETC:None

**CSFM 083A Company Officer 2A: Human Resource Management** **Units: 2**

This course provides information on the use of human resources to accomplish assignments, evaluating member performance, supervising personnel, and integrating health and safety plans, policies, and procedures into daily activities as well as the emergency scene.

Lecture Hours: 40      Lab Hours: None      Repeatable: No

Grading: Pass/No Pass

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Must meet the educational requirements for Fire Fighter II as stated in the California State Fire Training certification track.

Transfer Status: None      Degree Applicable: AA/AS

COD GE:None      CSU GE:None      IGETC:None

**CSFM 083B Company Officer 2B: General Administration Functions** **Units: 1**

This course provides information on general administrative functions, the implementation of department policies and procedures, and addresses conveying the fire department's role, image, and mission to the public.

Lecture Hours: 20      Lab Hours: None      Repeatable: No

Grading: Pass/No Pass

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Must meet the educational requirements for Fire Fighter II as stated in the California State Fire Training certification track.

Transfer Status: None      Degree Applicable: AA/AS

COD GE:None      CSU GE:None      IGETC:None

**CSFM 083C Company Officer 2C: Fire Inspections and Investigations** **Units: 2**

This course provides information on conducting inspections, identifying hazards and addressing violations, performing a fire investigation to determine preliminary cause and securing the incident scene and preserving evidence.

Lecture Hours: 40      Lab Hours: None      Repeatable: No

Grading: Pass/No Pass

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Must meet the educational requirements for Fire Fighter II as stated in the California State Fire Training certification track.

Transfer Status: None      Degree Applicable: AA/AS

COD GE:None      CSU GE:None      IGETC:None

**CSFM 083D Company Officer 2D: All Risk Command Operations** **Units: 2**

This course provides information on conducting incident size-up, developing and implementing an initial plan of action involving single and multi-unit operations for various types of emergency incidents to mitigate the situation following agency safety procedures, conducting preincident planning, and develop a post-incident analysis.

Lecture Hours: 40      Lab Hours: None      Repeatable: No

Grading: Pass/No Pass

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Must meet the educational requirements for Fire, Fighter II as stated in the California State Fire, Training certification track. ICS-200.B: ICS for single resources and initial, action incidents.

Hazardous Material Incident Commander (as offered, by the California Specialized Training Institute)

Transfer Status: None      Degree Applicable: AA/AS

COD GE:None      CSU GE:None      IGETC:None

**CSFM 083E Company Officer 2E: Wildland Incident Operations** **Units: 2**

This course provides information on evaluating and reporting incident conditions, analyzing incident needs, developing and implementing a plan of action to deploy incident resources, completing all operations to suppress a wildland fire, establishing an incident command post, creating an incident action plan, and completing incident records and reports.

Lecture Hours: 40      Lab Hours: None      Repeatable: No

Grading: Pass/No Pass

**Prerequisite:** CSFM-083D

Advisory: None

Limitation on enrollment: Completion of S-290 Intermediate Fire Behavior, (classroom delivery only) Must meet the educational requirements for Fire, Fighter II as stated in the California State Fire, Training certification track.

Transfer Status: None      Degree Applicable: AA/AS

COD GE:None      CSU GE:None      IGETC:None

**CSFM 084A Instructor 1: Instructor Methodology** **Units: 2**

This course provides the skills and knowledge needed for the entry level professional instructor to perform his or her duties safely, effectively, and competently. The curriculum is based on the 2012 edition of NFPA 1041 (Standard for Fire Service Instructor Professional Qualifications). At the end of this course, candidates for Instructor I certification will be able to teach and deliver instruction from a prepared lesson plan utilizing instructional aids and evaluation instruments. The Instructor I will also be able to adapt a lesson plan and complete the reporting requirements to the local jurisdiction.

Lecture Hours: 40 Lab Hours: None Repeatable: No

Grading: Pass/No Pass

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**CSFM 085A Fire Inspector 1A: Duties and Administration** **Units: 1**

This course provides students with a basic knowledge of the roles and responsibilities of a Fire Inspector I including legal responsibilities and authority, codes and standards, the inspection process, confidentiality and privacy requirements, and ethical conduct, and administrative tasks including preparing inspection reports, recognizing the need for a permit or plan review, investigating common complaints, and participating in legal proceedings.

Lecture Hours: 24 Lab Hours: None Repeatable: No

Grading: Pass/No Pass

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**CSFM 085B Fire Inspector 1B: Fire and Life Safety** **Units: 1**

This course provides students with a basic knowledge of fire and life safety aspects related to the roles and responsibilities of a Fire Inspector I including building construction, occupancy classifications, occupancy load, means of egress, hazardous conditions, fire growth potential, fire flow, and emergency planning and preparedness measures.

Lecture Hours: 24 Lab Hours: None Repeatable: No

Grading: Pass/No Pass

**Prerequisite:** CSFM-085A

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**CSFM 085C Fire Inspector 1C: Field Inspection** **Units: 1**

This course provides students with a basic knowledge of field inspection roles and responsibilities of a Fire Inspector I including basic plan review, emergency access for an existing system, hazardous materials, and the operational readiness of fixed fire suppression systems, existing fire detection and alarm systems, and portable fire extinguishers.

Lecture Hours: 24 Lab Hours: None Repeatable: No

Grading: Pass/No Pass

**Prerequisite:** CSFM 085B

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**CSFM 085D Fire Inspector 1D: Field Inspection- California****Specific****Units: 1**

This course provides students with a basic knowledge of a Fire Fighter I's field inspection roles and responsibilities specific to California including tents, canopies, and temporary membrane structures; fireworks and explosives; and wildland urban interface environments.

Lecture Hours: 18 Lab Hours: None Repeatable: No

Grading: Pass/No Pass

**Prerequisite:** CSFM 085C

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

## Chemistry (CH)

**CH 001A General Chemistry I****Units: 5**

This is the first course of a two-semester sequence covering the basic principles and concepts of chemistry with emphasis on chemical calculations. Inorganic chemistry is stressed, and the material includes a discussion of atomic structure, chemical bonding, molecules, reaction types, states of matter, and the properties of solutions. The laboratory part of the course complements the lectures and includes qualitative analysis. (C-ID CHEM 120S)

Lecture Hours: 72 Lab Hours: 54 Repeatable: No

Grading: Letter

**Prerequisite:** CH 003 or one year high school chemistry and MATH-040

Advisory: None

Limitation on enrollment: None

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

COD GE:C1 CSU GE:B1, B3 IGETC:5A, 5C

**CH 001B General Chemistry II****Units: 5**

This is the second course of a two-semester sequence covering the basic principles and concepts of chemistry with emphasis on chemical calculations. Inorganic chemistry is stressed, and the material includes a discussion of thermodynamics, reaction kinetics, equilibria, electrochemistry and a detailed study of the chemistry of selected elements. There is a brief introduction to organic, biological and nuclear chemistry. The laboratory part of the course complements the lectures and includes half a semester of ion properties and qualitative analysis. (C-ID CHEM 120S)

Lecture Hours: 72 Lab Hours: 54 Repeatable: No

Grading: Letter

**Prerequisite:** CH 001A

Advisory: None

Limitation on enrollment: None

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

COD GE:C1 CSU GE:B1, B3 IGETC:5A, 5C

**CH 003 Introductory General Chemistry Units: 4**

This course is the study of the principles of inorganic chemistry. Instruction is given in calculations, atomic theory, Periodic Law, bonding and compounds, nomenclature, states of matter, reaction types, composition, stoichiometry, and acids, bases & pH. Laboratory is a hands-on experience stressing manipulation, procedure, data and outcome calculations. Note: This course should be taken by Liberal Studies majors on the Education track to satisfy the chemistry requirement. It should also be taken as a prerequisite for CH-001A for students who have not had high school chemistry within the past 5 years. (C-ID CHEM 101)

Lecture Hours: 54 Lab Hours: 54 Repeatable: No Grading: Letter

**Prerequisite:** MATH 054

Advisory: ENG 061

Limitation on enrollment: None

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

COD GE:C1 CSU GE:B1, B3 IGETC:5A, 5C

**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's degrees in nursing, dental hygiene and allied health programs. Lecture Hours: 54 Lab Hours: 54 Repeatable: No

Grading: Letter

**Prerequisite:** MATH 054

Advisory: ENG 061

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:C1 CSU GE:B1, B3 IGETC:None

**CH 005 Bio-organic Chemistry****Units: 4**

This course is a survey of organic chemistry and biochemistry with an emphasis on the health sciences. It covers the major functional groups of organic compounds. The biologically active macromolecules and their components are discussed. Bioenergetics and metabolism are a substantial part of this course. The course is intended for health sciences students in dental hygiene, physician assistant, and related programs. Note: This course, in conjunction with CH 003 or CH 004, satisfies the requirements for those Health Sciences programs that require one year of chemistry other than general chemistry. (C-ID CHEM 102)

Lecture Hours: 54 Lab Hours: 54 Repeatable: No

Grading: Letter

**Prerequisite:** CH 003 or CH 004

Advisory: None

Limitation on enrollment: None

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

COD GE:C1 CSU GE:B1, B3 IGETC:5A, 5C

**CH 010A Organic Chemistry I****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. (C-ID CHEM 160S)

Lecture Hours: 72 Lab Hours: 54 Repeatable: No

Grading: Letter

**Prerequisite:** CH 001B

Advisory: None

Limitation on enrollment: None

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

COD GE:C1 CSU GE:B1, B3 IGETC:5A, 5C

**CH 010B Organic Chemistry II****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. (C-ID CHEM 160S)

Lecture Hours: 72 Lab Hours: 54 Repeatable: No

Grading: Letter

**Prerequisite:** CH 010A

Advisory: None

Limitation on enrollment: None

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

COD GE:C1 CSU GE:B1, B3 IGETC:5A, 5C

**CH 031 Undergraduate Research Experience****Units: 2**

Under the supervision of STEM faculty, students will select a project to be completed during the semester. Topics will include information retrieval, computer skills applied to laboratory research, time management and organizational skills, application of modern research methods, experimental design, data collection and analysis, presentation skills (written and oral), and applying for summer internship opportunities. This course is intended for students pursuing a STEM degree and who have completed a minimum of 35 college level units.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No

Grading: Letter

**Prerequisite:** CH 001B

Advisory: LIS-001

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

## College (COLL)

### COLL 001 First Year Seminar

Units: 3

Development of thinking strategies that can be used for lifelong problem solving in academic, social, and personal life. Introduces critical thinking, information literacy, college resources, motivating factors and study skills for student success. Special emphasis is placed on using materials related to the content area in which the course resides.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:C5 CSU GE:None IGETC:None

## Communication Studies (COMM)

### COMM 001 Introduction to 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. (C-ID COMM 110)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ENG 001A

Limitation on enrollment: None

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

COD GE:C4b CSU GE:A1 IGETC:1C

### COMM 005 Survey of Human Communication

Units: 3

This introductory communication course focuses on the basic foundations of public speaking, interpersonal communication, and small group communication. Students will be introduced to the breadth of the communication discipline. Additionally, students will examine and practice human communication principles and theories to develop critical thinking and communication competencies in a variety of contexts. (C-ID COMM 115)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ENG 001A

Limitation on enrollment: None

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

COD GE:C4b CSU GE:None IGETC:None

### COMM 009 Intro to Interpersonal Communication

Units: 3

The course enables students to understand and demonstrate interpersonal communication skills. Students focus on knowledge of communication theories, self-concept, methods of resolving conflict, issues of human perception, nonverbal communication, rhetorical principles, and improvement of listening skills. Significant speaking assignments are an integral part of the course. (C-ID COMM 130)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ENG 001A

Limitation on enrollment: None

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

COD GE:C4b CSU GE:A1 IGETC:None

### COMM 013 Small Group Communication

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. Significant speaking assignments are an integral part of the course. (C-ID COMM 140)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ENG 001A

Limitation on enrollment: None

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

COD GE:C4b CSU GE:A1 IGETC:None

### COMM 017 Intercultural Communication

Units: 3

This course focuses on the communication behaviors and values common to all cultures and on the differences that insulate and divide people of one culture from others. The study leads to a better understanding of domestic traditions, an increased appreciation of the behaviors of others, and an awareness of more effective methods of communication. Significant writing, research, and speaking assignments are an integral part of the course. (C-ID COMM 150)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ENG 001A

Limitation on enrollment: None

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

COD GE:C4b CSU GE:A1, D7 IGETC:1C

### COMM 021 Introduction to Persuasion

Units: 3

This course examines historical and contemporary approaches to persuasive messages throughout time. The primary goal of this course is to provide students with a solid grounding in theories, principles, and strategies of social influence as they relate to everyday life. It will also focus on the oral presentation of persuasive appeals, and learning to construct, deliver, and critique persuasive messages. Significant speaking assignments are an integral part of the course. (C-ID COMM 190)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ENG 001A

Limitation on enrollment: None

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

COD GE:C4b CSU GE:None IGETC:None

### COMM 025 Argumentation and Debate

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. (C-ID COMM 120)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ENG 001A

Limitation on enrollment: None

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

COD GE:C4b CSU GE:A3 IGETC:None



**COMM 030 Forensics**

This course prepares students for intercollegiate speech and debate tournaments. Studies include argumentation, public address, and oral interpretation of literature. Involves research, writing, and one-on-one direction. Requires participation at interscholastic competitions.

(C-ID COMM 160B)

Lecture Hours: 18    Lab Hours: 54    Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ENG 001A & COMM 001

Limitation on enrollment: None

Transfer Status: CSU    Degree Applicable: AA/AS

COD GE:None    CSU GE:None    IGETC:None

**Units: 2**

## Computer Information Systems (CIS)

**CIS 002 Microsoft Outlook****Units: 2**

This course utilizes Microsoft Outlook to organize and plan personal and business information. Emphasis is placed on the use of Outlook for communication and sharing information with persons within a company or small business.

Lecture Hours: 27    Lab Hours: 27    Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: None    Degree Applicable: AA/AS

COD GE:None    CSU GE:None    IGETC:None

**CIS 003 Introduction to Microsoft Word****Units: 1**

Students will learn the basics of Windows and Microsoft Word. Specific topics covered include: creating and formatting a document; creating a business letter with graphics and tables; creating a research paper with references and sources; mail merge.

Lecture Hours: 9    Lab Hours: 27    Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU    Degree Applicable: AA/AS

COD GE:None    CSU GE:None    IGETC:None

**CIS 004 PowerPoint****Units: 1**

This course provides basic concepts and practical applications using PowerPoint for Windows. Students receive instruction and practice in creating presentations with pictures, shapes, transitions, and animations; evaluation of presentation effectiveness; technology of packaging presentations and portability across multiple mediums.

Lecture Hours: 9    Lab Hours: 27    Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU    Degree Applicable: AA/AS

COD GE:None    CSU GE:None    IGETC:None

**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.

Lecture Hours: 18    Lab Hours: 54    Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

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: None    Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: CIS-005

Limitation on enrollment: None

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. (C-ID ITIS 120; BUS 140)

Lecture Hours: 54    Lab Hours: 54    Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: CIS-005

Limitation on enrollment: None

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: None    Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

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: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: CIS-005

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**CIS 017 Business Data Management with Microsoft Access Units: 4**

Students are introduced to the complex field of records management including physical paper and electronic data management. They learn to design, create, customize, organize, extract, and present information using Microsoft Access and Microsoft Sharepoint in preparation for careers in insurance, medical, or legal offices.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No

Grading: Letter

**Prerequisite:** CIS 010

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**CIS 040 Information & Communication Technology Essentials Units: 4**

CompTIA certifications help students build a solid foundation of essential knowledge and skills that will help them earn employment in technology-related careers. The CompTIA A+ certification assures employers that their applicant is prepared to enter the workforce as an entry-level computer support technician. Computer support technicians provide technical assistance to computer users. They may answer questions or resolve computer problems for clients in person, or via telephone or electronically. They may provide assistance concerning the use of computer hardware and software, including printing, installation, word processing, electronic mail, and operating systems. Completion of this course prepares students for the CompTIA A+ 220-901 and 902 industry certification exams.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**CIS 053 Computer Network Fundamentals Units: 3**

CompTIA certifications help students build a solid foundation of essential knowledge and skills that will help students earn employment in technology-related careers. The CompTIA Network+ certification assures employers that their applicant is prepared to enter the workforce as a network support technician. Computer network technicians analyze, test, troubleshoot, and evaluate existing network systems, such as local area network (LAN), wide area network (WAN), and Internet systems or a segment of a network system. Perform network maintenance to ensure networks operate correctly with minimal interruption.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**CIS 054 Routing and Switching Essentials Units: 3**

This course describes the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. By the end of this course students will be able to configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPv2, single-area and multi-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks. This course, along with CIS 053 - Computer Network Fundamentals, should prepare students for the current version of the Cisco Certified Entry-level Network Technician (CCENT) certification exam.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** CIS 053 or equivalent

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**CIS 055 Systems and Network Administration Units: 3**

This course will provide a student with the knowledge and skills required to build, maintain, troubleshoot and support server hardware and software technologies. The student will be able to identify environmental issues; understand and comply with disaster recovery and physical / software security procedures; become familiar with industry terminology and concepts; understand server roles / specializations and interaction within the overall computing environment. This course will prepare students for the current version of CompTIA's Server+ certification exam.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** CIS 054

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**CIS 060 Information Systems Security****Units: 3**

An introduction to the fundamental principles and topics of Information Technology Security and Risk Management at the organizational level. It addresses hardware, software, processes, communications, applications, and policies and procedures with respect to organizational Cybersecurity and Risk Management. CompTIA certifications help students build a solid foundation of essential knowledge and skills that will help students earn employment in technology-related careers. The CompTIA Security+ certification provides a global benchmark for best practices in IT network and operational security, one of the fastest-growing fields in IT. Completion of this course prepares students for the CompTIA Security+ certification exam.

Lecture Hours: 54    Lab Hours: None    Repeatable: No  
Grading: Letter

**Prerequisite:** CIS 053 or equivalent

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU    Degree Applicable: AA/AS

COD GE:None    CSU GE:None    IGETC:None

**CIS 064 Intro to Cybersecurity: Ethical Hacking****Units: 3**

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

Lecture Hours: 54    Lab Hours: None    Repeatable: No  
Grading: Letter

**Prerequisite:** CIS 060 or equivalent

Advisory: None

Limitation on enrollment: None

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: Letter

**Prerequisite:** CIS 010 or BUAC 050

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU    Degree Applicable: AA/AS

COD GE:None    CSU GE:None    IGETC:None

**CIS 082C Website Design****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: Letter

**Prerequisite:** CIS 005 or CIS 010

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU    Degree Applicable: AA/AS

COD GE:None    CSU GE:None    IGETC:None

**CIS 085C Dynamic Website Design****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: Letter

**Prerequisite:** CIS 082C

Advisory: None

Limitation on enrollment: None

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: Letter

**Prerequisite:** CIS 010

Advisory: None

Limitation on enrollment: None

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

COD GE:None    CSU GE:None    IGETC:None

**CIS 095A Computer Information Systems Work Experience****Units: 1-8**

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. Credit may be accrued at the rate of one to eight units per semester for a maximum of sixteen units (combined total of all Work Experience units). Additionally, students must work 75 paid hours or 60 non-paid hours per unit earned. This type of work experience is available to students whose job and educational or occupational goals are directly related to Computer Information Systems.

Lecture Hours: None    Lab Hours: 60-600    Repeatable: Yes  
Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU    Degree Applicable: AA/AS

COD GE:None    CSU GE:None    IGETC:None

**CIS 340A Information & Communication Technology Essentials I Units: 0**

CompTIA certifications help students build a solid foundation of essential knowledge and skills that will help students earn employment in technology-related careers. The CompTIA A+ certification assures employers that their applicant is prepared to enter the workforce as an entry-level computer support technician. Computer support technicians provide technical assistance to computer users. They may answer questions or resolve computer problems for clients in person, or via telephone or electronically. They may provide assistance concerning the use of computer hardware and software, including printing, installation, word processing, electronic mail, and operating systems. null Completion of this course prepares students for the CompTIA A+ 220-901 industry certification exam.

Lecture Hours: 27 Lab Hours: None Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

**CIS 340B Information & Communication Technology Essentials****II Units: 0**

CompTIA certifications helps students build a solid foundation of essential knowledge and skills that will help them earn employment in technology-related careers. The CompTIA A+ certification assures employers that their applicant is prepared to enter the workforce as an entry-level computer support technician. Computer support technicians provide technical assistance to computer users. They may answer questions or resolve computer problems for clients in person, or via telephone or electronically. They may provide assistance concerning the use of computer hardware and software, including printing, installation, word processing, electronic mail, and operating systems. null Completion of this course prepares students for the CompTIA A+ 220-902 industry certification exam.

Lecture Hours: 27 Lab Hours: None Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** CIS 340A

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

**CIS 353A Computer Network Fundamentals I****Units: 0**

CompTIA certifications help students build a solid foundation of essential knowledge and skills that will help students earn employment in technology-related careers. The CompTIA Network+ certification assures employers that their applicant is prepared to enter the workforce as a network support technician. Computer network technicians analyze, test, troubleshoot, and evaluate existing network systems, such as local area network (LAN), wide area network (WAN), and Internet systems or a segment of a network system. Perform network maintenance to ensure networks operate correctly with minimal interruption. null Completion of the this course, in conjunction with CIS 353B, prepares students for the CompTIA Network+ N10-006 industry certification exam.

Lecture Hours: 27 Lab Hours: None Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

**CIS 353B Computer Network Fundamentals II****Units: 0**

CompTIA certifications help students build a solid foundation of essential knowledge and skills that will help students earn employment in technology-related careers. The CompTIA Network+ certification assures employers that their applicant is prepared to enter the workforce as a network support technician. Computer network technicians analyze, test, troubleshoot, and evaluate existing network systems, such as local area network (LAN), wide area network (WAN), and Internet systems or a segment of a network system. Perform network maintenance to ensure networks operate correctly with minimal interruption. null Completion of this course, together with CIS 353A, prepares students for the CompTIA Network+ N10-006 industry certification exam.

Lecture Hours: 27 Lab Hours: None Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** CIS 353A

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

**CIS 360A Information Systems Security I****Units: 0**

An introduction to the fundamental principles and topics of Information Technology Security and Risk Management at the organizational level. It addresses hardware, software, processes, communications, applications, and policies and procedures with respect to organizational Cybersecurity and Risk Management. null CompTIA certifications help students build a solid foundation of essential knowledge and skills that will help students earn employment in technology-related careers. The CompTIA Security + certification provides a global benchmark for best practices in IT network and operational security, one of the fastest-growing fields in IT. Completion of this course prepares students for part of the CompTIA Security+ certification exam.

Lecture Hours: 27 Lab Hours: None Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** CIS 353B or CIS 053

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

**CIS 360B Information Systems Security II****Units: 0**

An introduction to the fundamental principles and topics of Information Technology Security and Risk Management at the organizational level. It addresses hardware, software, processes, communications, applications, and policies and procedures with respect to organizational Cybersecurity and Risk Management. null CompTIA certifications help students build a solid foundation of essential knowledge and skills that will help students earn employment in technology-related careers. The CompTIA Security + certification provides a global benchmark for best practices in IT network and operational security, one of the fastest-growing fields in IT. Completion of this course prepares students for part of the CompTIA Security+ certification exam.

Lecture Hours: 27 Lab Hours: None Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** CIS 360A

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

## 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. (C-ID COMP 122)

Lecture Hours: 54    Lab Hours: 54    Repeatable: No  
Grading: Letter

**Prerequisite:** MATH 005 or any other math course with MATH 040 as a prerequisite.

Advisory: None

Limitation on enrollment: None

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

### CS 007B Computer Science II

Units: 3

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, file processing, and object-oriented programming are implemented. This course will be taught using the C++ programming language. (C-ID COMP 132)

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

**Prerequisite:** CS 007A and MATH 012

Advisory: None

Limitation on enrollment: None

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

### CS 008 Computer Architecture and Organization

Units: 3

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. (C-ID COMP 142)

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

**Prerequisite:** CS 007A

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU/UC    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: Letter

**Prerequisite:** CS 007B and MATH 015

Advisory: None

Limitation on enrollment: None

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

### CS 095A Computer Science Work Experience

Units: 1-8

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. Credit may be accrued at the rate of one to eight units per semester for a maximum of sixteen units (combined total of all Work Experience units). Additionally, students must work 75 paid hours or 60 non-paid hours per unit earned. This type of work experience is available to students whose job and educational or occupational goals are directly related to Computer Science.

Lecture Hours: None    Lab Hours: 60-600    Repeatable: Yes  
Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU    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: None    Repeatable: No  
Grading: Letter

**Prerequisite:** None

Advisory: MATH 060 and RDG 061

Limitation on enrollment: None

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

### CM 002 Intro to Urban Planning

Units: 3

This course provides a critical analysis of the theory and practice of land use planning with an emphasis on the urban context. 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: None    Repeatable: No  
Grading: Letter

**Prerequisite:** None

Advisory: RDG 061

Limitation on enrollment: None

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

**CM 003 Site & Terrain Analysis**

**Units: 3**

This course is an introduction to various methods and techniques used to inventory and analyze landscape features. Students also study mapping, overlay techniques, environmental ethics, case study review and an overall assessment of the function and structure of the natural landscape.

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

**Prerequisite:** None

Advisory: MATH 060 and RDG 061

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**CM 004 Construction Law Survey**

**Units: 3**

This course is a summary of the legal implications of contractor license laws; mechanics lien laws, CAL-OSHA, and Construction Contracts.

Laws of liability, worker's compensation, state and federal laws affecting construction and compliance problems are covered.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: RDG 061

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**CM 005 Construction Planning**

**Units: 3**

This course covers the concepts used in planning, scheduling and control of construction projects. Use of graphic charts and the Critical Path Method (CPM) are featured. Also covered are program evaluation and review techniques (PERT), time assignment and computation, diagramming practices, monitoring and updating, and computer utilization.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: MATH 060 and RDG 061

Limitation on enrollment: None

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: Letter

**Prerequisite:** None

Advisory: RDG 061 & MATH 060

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**CM 095A Construction Management Work Experience**

**Units: 1-8**

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. Credit may be accrued at the rate of one to eight units per semester for a maximum of sixteen units (combined total of all Work Experience units). Additionally, students must work 75 paid hours or 60 non-paid hours per unit earned. This type of work experience is available to students whose job and educational or occupational goals are directly related to Construction Management Technology.

Lecture Hours: None Lab Hours: 60-600 Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

## Counseling (COUN)

**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, resumes, organization and time management skills are also covered.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: Basic knowledge of the Internet; basic word processing

Limitation on enrollment: 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: None Repeatable: No

Grading: Student Option

**Prerequisite:** None

Advisory: ENG 061 and RDG 061

Limitation on enrollment: None

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: None    Repeatable: No

Grading: Student Option

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

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 educational plans consistent with their educational goals.

Lecture Hours: 18    Lab Hours: None    Repeatable: No

Grading: Student Option

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU    Degree Applicable: AA/AS

COD GE:None    CSU GE:None    IGETC:None

**COUN 061 College Success/International Students****Units: 0.5**

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: None    Repeatable: No

Grading: Pass/No Pass

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: None    Degree Applicable: NAA

COD GE:None    CSU GE:None    IGETC:None

**Culinary Arts (CART)****CART 001 Sanitation & 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: None    Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: MATH 060

Limitation on enrollment: None

Transfer Status: CSU    Degree Applicable: AA/AS

COD GE:None    CSU GE:None    IGETC:None

**CART 003 Principles of Cooking****Units: 5**

This course is a comprehensive study of the physical changes which take place when preparing foods and the safe and sanitary use of hand tools, knives and kitchen equipment. It focuses on "hands-on" experience in the production of stocks, broths, glazes, leading and small sauces, gravies, emulsified sauces, and soups. Cooking methods using moist heat, dry heat, and fat, and the art of seasoning and flavoring are also covered. A Classic Chef uniform is required for this course.

Lecture Hours: 50.4    Lab Hours: 118.8    Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: MATH 060

Limitation on enrollment: None

Transfer Status: CSU    Degree Applicable: AA/AS

COD GE:None    CSU GE:None    IGETC:None

**CART 004 Pantry****Units: 5**

This course covers the principles and practices used in producing pantry items in a commercial environment. A variety of menu items are prepared including salads, salad dressings, grill and breakfast items, and sandwiches. A Classic Chef uniform is required for this course.

Lecture Hours: 54    Lab Hours: 108    Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: MATH 060

Limitation on enrollment: None

Transfer Status: None    Degree Applicable: AA/AS

COD GE:None    CSU GE:None    IGETC:None

**CART 006 Garde Manger****Units: 5**

This course is a comprehensive study of the skills necessary in the preparation and presentation of cold buffets. It focuses on hands-on experience in the production of aspic jellies, chaud froid sauces, forcemeats, pates, gelatins, sausages, mousses, brines, dry cures, marinades, smoked meats, poultry and fish, salt dough display pieces, vegetable flowers, and buffet table and tray centerpieces using fruits, vegetables and ice sculptures. A Classic Chef uniform is required for this course.

Lecture Hours: 50.4    Lab Hours: 118.8    Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: MATH 060

Limitation on enrollment: None

Transfer Status: None    Degree Applicable: AA/AS

COD GE:None    CSU GE:None    IGETC:None

**CART 010 Food Procurement & 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: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ENG 061 and MATH 060

Limitation on enrollment: None

Transfer Status: None Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**CART 011 Menu Planning**

**Units: 3**

This course studies the basic principles of menu making for a variety of types of food service operations, considering the factors of clientele, types of operations, economic requirements, nutritional adequacy, skill of personnel, and equipment limitations.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ENG 061 and MATH 060

Limitation on enrollment: None

Transfer Status: None Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**CART 033 Introduction to Baking**

**Units: 4**

This course 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. A Classic Chef uniform is required for this course.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: MATH 060

Limitation on enrollment: None

Transfer Status: None Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**CART 034 Intermediate Baking**

**Units: 4**

This course provides the student with the knowledge and skills necessary for the production of cakes, tortes, meringues, Bavarian cremes, mousses, pastry cream and ice cream. A Classic Chef uniform is required for this course.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No

Grading: Letter

**Prerequisite:** CART 033

Advisory: MATH 060

Limitation on enrollment: None

Transfer Status: None Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**CART 095A Culinary Arts Work Experience**

**Units: 1-8**

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. Credit may be accrued at the rate of one to eight units per semester for a maximum of sixteen units (combined total of all Work Experience units). Additionally, students must work 75 paid hours or 60 non-paid hours per unit earned. This type of work experience is available to students whose job and educational or occupational goals are directly related to Culinary Arts.

Lecture Hours: None Lab Hours: 60-600 Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU 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: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

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

COD GE:None CSU GE:C1 IGETC:None

**DANC 015 History of Dance**

**Units: 3**

This survey course examines the chronological development of dance and includes the study of pre-classic through contemporary forms. It emphasizes the interconnections between aesthetic practice and people, events, and ideas.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

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. Dance Performance course (DANC 024, DANC 025, and DANC 026) may be taken for a maximum of 4 times up to a total of 12 units.

Lecture Hours: None Lab Hours: 54 Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Audition or consent of instructor

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.

Dance Performance courses (DANC 024, DANC 025, and DANC 026) may be taken for a maximum of 4 times up to a total of 12 units.

Lecture Hours: None Lab Hours: 108 Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Audition or consent of instructor

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.

Dance Performance courses (DANC 024, DANC 025 and DANC 026) may be taken for a maximum of 4 times up to a total of 12 units.

Lecture Hours: None Lab Hours: 162 Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Audition or consent of instructor

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.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Courses Related in Content

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: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Courses Related in Content

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.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Courses Related in Content

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

COD GE:None CSU GE:None IGETC:None

**DANC 076 Dance, Ballet****Units: 2**

This course provides instruction in ballet technique and terminology.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Courses Related in Content

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.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

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.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

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.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**DDP 010 Graphic Design I**

**Units: 3**

Students in this course utilize computers to solve visual communication and design problems using graphic components. Topics covered include typography, logos/marks/symbols/pictographs, corporate identity, graphic techniques (both digital and traditional), introduction to advertising design, digital prepress and press. Adobe Photoshop and Adobe Illustrator software are used to create final images.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

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

COD GE:None CSU GE:None IGETC:None

**DDP 011 Graphic Design II**

**Units: 3**

Students in this course utilize computers to solve communication and design problems for traditional and new media using graphic, audio, and animation components. Topics covered include traditional and digital typography, animation, motion graphics, sound, new media as communication, non-linear interactive design, and electronic page design.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No

Grading: Letter

**Prerequisite:** DDP 010

Advisory: None

Limitation on enrollment: None

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

COD GE:None CSU GE:None IGETC:None

**DDP 020 New Media I**

**Units: 3**

Students use the computer to create multimedia presentations that synthesize photography, graphics, video, sound, and animation as well as making traditional and web-based interactive presentations.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No

Grading: Letter

**Prerequisite:** DDP 010

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**DDP 021 New Media II**

**Units: 3**

Students use a computer to create advanced multimedia presentations that synthesize photography, graphics, video, sound, and animation as well as making traditional and webbased interactive presentations.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No

Grading: Letter

**Prerequisite:** DDP 020

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**DDP 030 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 manually adjustable f-stops and shutter speeds and a corresponding camera manual is required. (Equivalent to ART 031.)

Lecture Hours: 36 Lab Hours: 54 Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

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

COD GE:None CSU GE:None IGETC:None

**DDP 032 Applied Digital Photography**

**Units: 3**

This course provides intermediate and advanced instruction in applied digital photography. Students expand their basic digital photography skills to produce digital photographs for the web, prints or slide presentations. Emphasis is placed on taking high quality digital photographs, utilizing advanced image editing software and producing images suitable for prints, publication or the web. A digital camera of at least 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: Letter

**Prerequisite:** DDP 030

Advisory: None

Limitation on enrollment: None

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

COD GE:None CSU GE:None IGETC:None

**DDP 095A Digital Design & Production Work Experience**

**Units: 1-8**

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. Credit may be accrued at the rate of one to eight units per semester for a maximum of sixteen units (combined total of all Work Experience units). Additionally, students must work 75 paid hours or 60 non-paid hours per unit earned. This type of work experience is available to students whose job and educational or occupational goals are directly related to Digital Design & Production.

Lecture Hours: None Lab Hours: 60-600 Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU 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: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: 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: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: 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. Multi-media instruction is utilized. The lecture section includes specific software programs and hardware designed to assist students in the management of academic coursework. The lab section provides repetition of the topics using various software applications, specialized hardware, and individualized computer instruction.

Lecture Hours: 27 Lab Hours: 27 Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: 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**

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: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Intended for students with disabilities

Transfer Status: None Degree Applicable: NAA

COD GE:None CSU GE:None IGETC:None

### DSPS 045A Job Skills Dev/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: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Intended for Workability III students

Transfer Status: None Degree Applicable: NAA

COD GE:None CSU GE:None IGETC:None

### DSPS 045B Job Skills Dev/Job Applications/Resume **Units: 0.5**

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: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Intended for Workability III students

Transfer Status: None Degree Applicable: NAA

COD GE:None CSU GE:None IGETC:None

### DSPS 045C Job Skills Dev/Job Interview Skills **Units: 0.5**

This course is designed to assist students with disabilities to develop competitive job interview skills.

Lecture Hours: 9 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: 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: None Lab Hours: 27 Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: 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.

Lecture Hours: None Lab Hours: 90 Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Students must be referred by the Learning Disability Specialist.

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.

Lecture Hours: None Lab Hours: 90 Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Intended for students with disabilities

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

## Drafting, General & CAD (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: Letter

**Prerequisite:** None

Advisory: MATH 060

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**DRA 002 AutoCAD**

**Units: 4**

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: 45 Lab Hours: 81 Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: DRA 001 & CIS 010

Limitation on enrollment: None

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

COD GE:None CSU GE:None IGETC:None

**DRA 010 CAD Drafting/Design Project**

**Units: 2**

This course provides training in applying the principle techniques of Computer-Aided Drafting (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: Letter

**Prerequisite:** DRA 002

Advisory: None

Limitation on enrollment: None

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

COD GE:None CSU GE:None IGETC:None

**DRA 011 Intro to Sketchup & 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: Letter

**Prerequisite:** None

Advisory: DRA 001 & CIS 010

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

## Early Childhood Education (ECE)

**ECE 001 Principles & Practices of Teaching**

**Units: 3**

This course is an examination of the underlying theoretical principles of developmentally appropriate practices applied to programs and 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. (C-ID ECE 120)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ENG 061

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**ECE 010 Child Growth & Development**

**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. (C-ID CDEV 100)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ENG 061

Limitation on enrollment: None

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

COD GE:C5 CSU GE:D7, E IGETC:None

**ECE 012 Child, Family & Community**

**Units: 3**

An examination of the developing child in a societal context focusing on the interrelationship of family, school, and community. 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. (C-ID CDEV 110)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ECE 010

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:C5 CSU GE:D7, E IGETC:None

**ECE 016A Parenting Infants & 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: None    Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: None    Degree Applicable: AA/AS

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: None    Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: None    Degree Applicable: AA/AS

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: None    Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: None    Degree Applicable: AA/AS

COD GE:None    CSU GE:None    IGETC:None

**ECE 017 Child Guidance****Units: 3**

This course presents a developmentally appropriate approach to the guidance of children, including children with special needs. Effective guidance techniques, effective communication and working with children in groups will be covered. The role of and collaboration with family as a means to effective guidance will be covered. This course is intended for teachers and professionals who work with children in a variety of settings.

Lecture Hours: 54    Lab Hours: None    Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ECE 010 &amp; ENG 061

Limitation on enrollment: None

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

COD GE:C2, C5    CSU GE:None    IGETC:None

**ECE 019 Children's Language & 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: None    Repeatable: No

Grading: Letter

**Prerequisite:** ECE 010

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU    Degree Applicable: AA/AS

COD GE:None    CSU GE:None    IGETC:None

**ECE 020 Infant/Toddler Growth & 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 implications for child guidance. Prenatal development and the birth process are emphasized. Theoretical frameworks are applied to interpret behavior and interactions between heredity and environment. Multiple influences on development are analyzed including cultural, linguistic, and ability differences are emphasized. The role of family and relationships in development are emphasized.

Lecture Hours: 54    Lab Hours: None    Repeatable: No

Grading: Letter

**Prerequisite:** ECE 010

Advisory: None

Limitation on enrollment: None

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 apply current theory and research to the care and education of children from birth to 36 months including design of a developmentally appropriate learning environment. Licensing requirements and teacher competency necessary for working with children from birth to 36 months are explored. Essential policies and practices that contribute to high quality care for children from birth to 36 months are examined.

Lecture Hours: 54    Lab Hours: None    Repeatable: No

Grading: Letter

**Prerequisite:** ECE 010 or ECE 020

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU    Degree Applicable: AA/AS

COD GE:None    CSU GE:None    IGETC:None

**ECE 023 The Mentor Teacher/Adult Supervision****Units: 2**

Methods and principles of supervising adults who are student teachers, assistants or volunteers in early childhood classrooms. Emphasis is on the role of experienced classroom teachers who function as mentors to new teachers while simultaneously addressing the needs of children, parents and other staff.

Lecture Hours: 36    Lab Hours: None    Repeatable: No

Grading: Letter

**Prerequisite:** ECE 046B

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU    Degree Applicable: AA/AS

COD GE:None    CSU GE:None    IGETC:None

**ECE 024 Admin. of Programs for Young Children Units: 3**

This course is an introduction to the administration of programs for young children including private and publicly funded preschool programs. The business and management skills of administration including budget, management skills, regulations, laws, development and implementation of policies and procedures are covered. Examines administrative tools, philosophies, and techniques for opening and operating an early care and education program. It is required by the State Department of Social Services for directors of private preschools and child care programs.

Lecture Hours: 54 Lab Hours: None Repeatable: No  
Grading: Letter

**Prerequisite:** ECE 010 and completion of 9 units in ECE

Advisory: ENG 001A

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**ECE 025 Adv. Administration/Programs Young Children Units: 3**

This course provides an advanced level of administrative and managerial knowledge needed to operate a child care center as a successful business. Emphasis is on leadership, legal and ethical responsibilities, effective supervision techniques, professional development, and reflective practices with a focus on creating an inclusive and diverse program.

Lecture Hours: 54 Lab Hours: None Repeatable: No  
Grading: Letter

**Prerequisite:** ECE-024 and completion of 12 units in ECE

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: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: None Repeatable: No  
Grading: Letter

**Prerequisite:** ECE 010

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**ECE 030 Creativity in Young Children Units: 3**

This course examines materials and techniques for teaching creative activities to young children. Developing creativity and cognitive flexibility are emphasized. Various sensory modalities are explored. Alignment of curriculum with California State Standards while providing a play-based creative environment is highlighted.

Lecture Hours: 54 Lab Hours: None Repeatable: No  
Grading: Letter

**Prerequisite:** ECE 010

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**ECE 031 Child Maltreatment, Intervention, & Prevention Units: 3**

This course examines physical, emotional and sexual abuse, neglect, and exploitation of minors (children and youth), as well as issues which contribute to child maltreatment. The developmental consequences of stress and trauma on children are explored. Emphasis is placed on appropriate ways to support family strengths, foster positive mental health and prevent, detect and intervene in cases of suspected child maltreatment. California Mandated Reporter Training will be completed as a part of this course.

Lecture Hours: 54 Lab Hours: None Repeatable: No  
Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**ECE 033 Inclusion of Children w/ Special Needs in ECE Settings Units: 3**

This course provides an introduction to special education 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 are emphasized.

Lecture Hours: 54 Lab Hours: None Repeatable: No  
Grading: Letter

**Prerequisite:** ECE 010

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**ECE 034 Social Cognition & 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: None Repeatable: No  
Grading: Letter

**Prerequisite:** ECE 010

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**ECE 035 Curriculum & Strategies - 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 are emphasized.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** ECE 033

Advisory: None

Limitation on enrollment: None

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 creation of developmentally appropriate curriculum ideas for using music and movement to develop listening skills, basic music concepts, and identification of instruments in a whole child approach. Emphasis is placed on using music and movement to enhance curriculum in all domains of development. The use of music and movement concepts to explore child guidance and emergent curriculum will be covered.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** ECE 010

Advisory: None

Limitation on enrollment: None

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: Letter

**Prerequisite:** ECE 035 or concurrent enrollment

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**ECE 038 Science, Technology, Engineering & Math in ECE Units: 3**

This course explores the development of curriculum ideas for teaching about scientific, mathematical, engineering, and technology (STEM) concepts to young children.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** ECE 010

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**ECE 039 ECE Global Diplomacy Practicum Units: 3**

This course is designed to develop the practical skills needed to work in a global education environment by placing students in an integrated, service learning study abroad experience. Critical thinking skills and application will be developed by examining communication, culture, history, values and lifestyles in the context of childhood.

Lecture Hours: 18 Lab Hours: 108 Repeatable: No

Grading: Letter

**Prerequisite:** ECE 047A

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**ECE 040 Introduction to Curriculum Units: 3**

This course presents an overview of knowledge and skills related to providing appropriate curriculum and environments for young children. 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. (C-ID ECE 130)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** ECE 010 or concurrent enrollment

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**ECE 044 Health, Safety & Nutrition Units: 3**

Introduction to the laws, regulations, standards, policies, procedures, best practices and early childhood curriculum related to child health, safety, and nutrition. Includes prevention strategies, nutrition, and meal planning for various ages and planning education experiences integrated into daily routines designed to teach children positive health, safety, and nutrition habits. 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. (C-ID ECE 220)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ENG 061

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**ECE 045 Teaching in a Diverse Society****Units: 3**

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. (C-ID ECE 230)

Lecture Hours: 54    Lab Hours: None    Repeatable: No

Grading: Letter

**Prerequisite:** ECE 010

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU    Degree Applicable: AA/AS

COD GE:None    CSU GE:None    IGETC:None

**ECE 045A Licensed Family Child Care****Units: 2**

This course prepares students to integrate basic principles of child development in establishing a quality child care program within a family home environment. The following are emphasized: Community Care Licensing Title 22 Regulations, Family Child Care Rating Scale (FCCRS), health, safety, nutrition and child guidance policies and practices that support all children and the principles of developmentally appropriate curriculum in working with children of various ages.

Lecture Hours: 36    Lab Hours: None    Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: None    Degree Applicable: AA/AS

COD GE:None    CSU GE:None    IGETC:None

**ECE 046B Observation and Assessment****Units: 3**

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. (C-ID ECE 200)

Lecture Hours: 54    Lab Hours: None    Repeatable: No

Grading: Letter

**Prerequisite:** ECE 010

Advisory: ENG 001A

Limitation on enrollment: None

Transfer Status: CSU    Degree Applicable: AA/AS

COD GE:None    CSU GE:None    IGETC:None

**ECE 047A Practicum in Early Childhood Education****Units: 3**

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. (C-ID ECE 210)

Lecture Hours: None    Lab Hours: 162    Repeatable: No

Grading: Letter

**Prerequisite:** ECE 001 & ECE 010 & ECE 012 & ECE 040 & ECE 046B

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU    Degree Applicable: AA/AS

COD GE:None    CSU GE:None    IGETC:None

**ECE 095A Early Childhood Education Work Experience****Units: 1-8**

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. Credit may be accrued at the rate of one to eight units per semester for a maximum of sixteen units (combined total of all Work Experience units). Additionally, students must work 75 paid hours or 60 non-paid hours per unit earned. This type of work experience is available to students whose job and educational or occupational goals are directly related to Early Childhood Education.

Lecture Hours: None    Lab Hours: 60-600    Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU    Degree Applicable: AA/AS

COD GE:None    CSU GE:None    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. (C-ID ECON 202)

Lecture Hours: 54    Lab Hours: None    Repeatable: No

Grading: Letter

**Prerequisite:** ENG 061 & MATH 054

Advisory: MATH 040

Limitation on enrollment: None

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

COD GE:C2    CSU GE:D2    IGETC:4B



**ECON 002 Principles of Microeconomics****Units: 3**

This course is an introduction to economic theory and analysis with an emphasis on the features of a market economy, role and behavior of consumers, businesses, owners of resources, government and the international sector. Efficiencies and deficiencies of a market system are explored and the role of government intervention is discussed. (C-ID ECON 201)

Lecture Hours: 54    Lab Hours: None    Repeatable: No  
Grading: Letter

**Prerequisite:** ENG 061 & MATH 054

Advisory: MATH 040

Limitation on enrollment: None

Transfer Status: CSU/UC    Degree Applicable: AA/AS  
COD GE:C2    CSU GE:D2    IGETC:4B

**ECON 011 International Economic Relations****Units: 3**

The course is the study of international trade, 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: None    Repeatable: No  
Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU/UC    Degree Applicable: AA/AS  
COD GE:C2    CSU GE:D2    IGETC:4B

**ECON 012 Understanding Econ 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: None    Repeatable: No  
Grading: Student Option

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU/UC    Degree Applicable: AA/AS  
COD GE:C2    CSU GE:D2    IGETC:4B

## 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. 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 homework 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. (C-ID EDUC 200)

Lecture Hours: 54    Lab Hours: None    Repeatable: No  
Grading: Letter

**Prerequisite:** ECE 010

Advisory: ENG 001A

Limitation on enrollment: None

Transfer Status: CSU/UC\*    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: Letter

**Prerequisite:** None

Advisory: ENG 061 &amp; HS 062

Limitation on enrollment: None

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: Letter

**Prerequisite:** None

Advisory: ENG 061

Limitation on enrollment: Valid driver's license, DMV H6 printout, current EMT Certification.

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 National Registry Emergency Medical Technician certification. Students study and practice the fundamental principles and skills required to provide care to patients experiencing traumatic and medical conditions in an emergent setting. This course is approved by Riverside Emergency Medical Services Agency. This course meets Title 22 regulations and National EMS Educational Standards. This course includes theory instruction, skills practice, and supervised clinical time at selected prehospital sites. This course must be taken together with EMT 094, Emergency Medical Technician Enhanced Skills, in order to achieve program certificate and clearance for NREMT written exam.

Lecture Hours: 72    Lab Hours: 108    Repeatable: No

Grading: Letter

**Prerequisite:** EMT 080    **Corequisite:** EMT 094

Advisory: ENG 061

Limitation on enrollment: Successful completion of IS-100: Introduction to the Incident Command System, IS-700: National Incident Management: An Introduction, IS-800: National Response Framework: An Introduction, IS-907: Active Shooter. What Can You Do IS-5.a: An Introduction to Hazardous Materials. All courses must be completed before registration. The courses are free through the FEMA website and can be accessed at <https://training.fema.gov>.

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: None    Repeatable: No

Grading: Letter

**Prerequisite:** EMT 084 or must have successfully completed a State of California EMSA recognized EMT course.

Advisory: None

Limitation on enrollment: None

Transfer Status: None    Degree Applicable: NAA

COD GE:None    CSU GE:None    IGETC:None

**EMT 094 Emergency Medical Technician Enhanced Skills****Units: 1**

This course is a corequisite to EMT 084 and covers pharmacology, Epinephrine use and administration, Naloxone use and administration, biohazards and medications associated with bioterrorism and Tactical Casualty Care.

Lecture Hours: None    Lab Hours: 54    Repeatable: No

Grading: Letter

**Prerequisite:** EMT 080    **Corequisite:** EMT-084

Advisory: ENG 061

Limitation on enrollment: None

Transfer Status: CSU    Degree Applicable: AA/AS

COD GE:None    CSU GE:None    IGETC:None

# Energy Systems Technology (ESYS)

**ESYS 001 Energy Generation & Distribution 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 electrical and construction calculation will be applied to electricity. Hand tools, power tools, construction drawings, material handling and basic rigging will form the basis of knowledge for entering into the power industry.

Lecture Hours: 54    Lab Hours: None    Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ESYS 004 or MATH 060 and RDG 061

Limitation on enrollment: None

Transfer Status: None    Degree Applicable: AA/AS

COD GE:None    CSU GE:None    IGETC:None

**ESYS 002 Electricity & 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. A lab uniform is required for this course.

Lecture Hours: 36    Lab Hours: 54    Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: RDG 061 and MATH 060

Limitation on enrollment: None

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, geexchange 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. A lab uniform is required for this course.

Lecture Hours: 36    Lab Hours: 54    Repeatable: No

Grading: Letter

**Prerequisite:** ESYS 004 or concurrent enrollment

Advisory: RDG 061

Limitation on enrollment: None

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: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: None    Degree Applicable: AA/AS

COD GE:None    CSU GE:None    IGETC:None

**ESYS 005 Zero Net Energy Building Science****Units: 4**

Zero Net Energy (ZNE) Building Science includes an overview of many progressive measures that improve the energy performance of buildings. Studies focus on architectural design of building, construction methodology, green HVAC systems, renewable energy systems and the terminology used in the ZNE Industry. A survey of projects, policies and programs driving ZNE performance in residential and non-residential buildings will be studied.

Lecture Hours: 72    Lab Hours: None    Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ESYS 004 and RDG 061

Limitation on enrollment: None

Transfer Status: None    Degree Applicable: AA/AS

COD GE:None    CSU GE:None    IGETC:None

**ESYS 006 Fundamentals of Building Commissioning****Units: 3**

Building Commissioning (Cx) is the process of verifying that a building's systems operate as intended. Commissioning Technicians (CxT) and Commissioning Agents (CxA) work in a team environment, coordinating directly with architects, engineers, subcontractors, and the building owner to oversee, examine, and verify that the building systems are designed, installed, and tested according to the project's design specifications. This introductory course focuses on how the building commissioning process is applied to new and existing buildings. Students will learn the fundamentals of the commissioning process through each step of a construction project - from predesign to occupancy and operations.

Lecture Hours: 45    Lab Hours: 27    Repeatable: No

Grading: Letter

**Prerequisite:** ACR-090 or concurrent enrollment

Advisory: ESYS 004, ACR 075, &amp; ARCH 011

Limitation on enrollment: None

Transfer Status: None    Degree Applicable: AA/AS

COD GE:None    CSU GE:None    IGETC:None

**ESYS 021 Residential Energy Modeling****Units: 3**

This course is for students interested in a career in the building energy consulting industry. Energy consultants select the energy systems, documents, and verify energy code is being met. Energy consultants work in a team environment, coordinating directly with architects, engineers, subcontractors, and the building owners to oversee, and examine multiple pathways to achieve the energy goals set by the owners. The student will model the building with alternative wall systems, roofs, window, and energy systems to meet the owner's energy goals. The student will receive comprehensive training in energy analysis software programs that may be used to document compliance with CA Building Energy Efficiency Standards (Title 24, Part 6), ASHRAE 90.1 Standards, HERS energy rating systems as well as residential and nonresidential Green Building rating systems, such as GreenPoint Rated and LEED.

Lecture Hours: 36    Lab Hours: 54    Repeatable: No

Grading: Letter

**Prerequisite:** BIT 024

Advisory: ACR 075, ARCH 011, ESYS 004, and ESYS 005

Limitation on enrollment: None

Transfer Status: None    Degree Applicable: AA/AS

COD GE:None    CSU GE:None    IGETC:None

**ESYS 022 Residential Energy Modeling Design Project****Units: 2**

This course provides training in applying the principle techniques of energy modeling software to residential buildings. Students with a major or interest in architecture, drafting, landscape design, energy engineering, mechanical engineering, electrical engineering, or environmental engineering will select specialized projects, with the approval of their professor, to model energy usage using Californian Energy Commission approved software.

Lecture Hours: 18    Lab Hours: 54    Repeatable: No

Grading: Letter

**Prerequisite:** ESYS 021

Advisory: None

Limitation on enrollment: None

Transfer Status: None    Degree Applicable: AA/AS

COD GE:None    CSU GE:None    IGETC:None

**ESYS 033 Residential House Electrical Wiring****Units: 3**

This course will focus on safely wiring a single-family dwelling as per the National Electrical Code using laboratory mock-up walls: Lighting and appliance branch circuits, special purpose outlets, service-entrance calculations, and grounding; project estimating and pricing.

Lecture Hours: 36    Lab Hours: 54    Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ESYS 002 &amp; ESYS 004

Limitation on enrollment: None

Transfer Status: None    Degree Applicable: AA/AS

COD GE:None    CSU GE:None    IGETC:None

**ESYS 035 Advanced Lighting Controls****Units: 3**

This course will focus on advanced lighting controls with a specific application in the lighting industry and efficiency of: automatic controls, switches and dimmers, sensors and LED lighting sources, outdoor lighting, daylighting and energy efficiency for residential and commercial buildings, and use of data to apply the Title 24 requirements, for Acceptance Test Technician qualification. The certificates will provide a comprehension knowledge base for students pursuing the Acceptance Lighting Controls credential.

Lecture Hours: 36    Lab Hours: 54    Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ESYS 002 &amp; ESYS 005

Limitation on enrollment: None

Transfer Status: None    Degree Applicable: AA/AS

COD GE:None    CSU GE:None    IGETC:None

**ESYS 095A Energy Systems Technology Work Experience****Units: 1-8**

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. Credit may be accrued at the rate of one to eight units per semester for a maximum of sixteen units (combined total of all work experience units). Additionally, students must work 75 paid hours or 60 non-paid hours per unit earned. This type of work experience is available to students whose jobs are directly related to energy systems technology.

Lecture Hours: None    Lab Hours: 60-600    Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU    Degree Applicable: AA/AS

COD GE:None    CSU GE:None    IGETC:None

**ESYS 311A Module 1 Residential Solar Surveying & Planning Units: 0**

This course is Module 1 of 3 for students engaged in a solar related field that have a need for knowledge and skills of solar function and design of solar photovoltaics. The coordination between trades, design limitations, and workflow processes will be explained. The fundamental principles and functions of the photovoltaic industry will be introduced. Students will be prepared to work as site planning technicians or solar sales advisors.

Lecture Hours: 18 Lab Hours: None Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

**ESYS 311B Module 2 Residential Solar Surveying & Planning Units: 0**

This course is Module 2 of 3 for students engaged in a solar related field that have a need for knowledge and skills of solar function and design of solar photovoltaics. The coordination between trades, design limitations, and workflow processes will be explained. The fundamental principles and functions of the photovoltaic industry will be introduced. Students will be prepared to work as site planning technicians or solar sales advisors.

Lecture Hours: 18 Lab Hours: None Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** ESYS 311A

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

**ESYS 311C Module 3 Residential Solar Surveying & Planning Units: 0**

This course is Module 3 of 3 for students engaged in a solar related field that have a need for knowledge and skills of solar function and design of solar photovoltaics. The coordination between trades, design limitations, and workflow processes will be explained. The fundamental principles and functions of the photovoltaic industry will be introduced. Students will be prepared to work as site planning technicians or solar sales advisors.

Lecture Hours: 18 Lab Hours: None Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** ESYS 311B

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

**ESYS 311D Solar Site Planning Project Units: 0**

This course provides training in applying the principles and techniques of solar surveying and planning to residential building projects. This project-based workshop supports lectures from ESYS 311 A, B, C by providing students a hands-on approach surveying multiple buildings and making energy recommendations based on current California's energy code.

Lecture Hours: 18 Lab Hours: None Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** None

Advisory: ESYS 311C & ESYS 311E

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

**ESYS 311E Introduction to Energy Storage Units: 0**

This course provides a broad overview of electric energy storage technologies, benefits, economics, California policies and a discussion of energy storage in microgrid systems. This course addresses students considering a career in the advanced energy industry or want to know how energy storage fits into energy and solar industry. Students will be prepared to work as site planning technicians or solar sales advisors.

Lecture Hours: 18 Lab Hours: None Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** None

Advisory: ESYS 311C

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

**ESYS 312A Module 1 Residential Solar Installation Units: 0**

This entry level course is Module 1 of 3 for students interested in installing and maintaining photovoltaics systems and obtain a career in the solar industry. The installation principles, technics and functions of the photovoltaic will be presented along with installation and maintenance of all necessary components for a photovoltaic system. Discussion and instructions will also serve current solar installers wanting to earn industry recognized credential. Installation practices are aligned to help students prepare for the North American Board of Certified Energy Practitioners (NABCEP). null The NABCEP PV Installation Professional certification is a voluntary certification that provides a set of national standards by which PV Installation Professionals with skills and experience can distinguish themselves from their competition. Certification provides a measure of protection to the public by giving them a credential for judging the competency of practitioners.

Lecture Hours: 36 Lab Hours: None Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** None

Advisory: ESYS 311C

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

**ESYS 312B Module 2 Residential Solar Installation Management Units: 0**

This entry level course is Module 2 of 3 for students interested in installing and maintaining photovoltaics systems and obtain a career in the solar industry. The installation principles, technics and functions of the photovoltaic will be presented along with installation and maintenance of all necessary components for a photovoltaic system. Discussion and instructions will also serve current solar installers wanting to earn industry recognized credential. Installation practices are aligned to help students prepare for the North American Board of Certified Energy Practitioners (NABCEP). null The NABCEP PV Installation Professional certification is a voluntary certification that provides a set of national standards by which PV Installation Professionals with skills and experience can distinguish themselves from their competition. Certification provides a measure of protection to the public by giving them a credential for judging the competency of practitioners.

Lecture Hours: 36 Lab Hours: None Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** ESYS 312A

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

**ESYS 312C Module 3 Residential Solar Installation Management Units: 0**

This entry level course is Module 3 of 3 for students interested in installing and maintaining photovoltaics systems and obtain a career in the solar industry. The installation principles, technics and functions of the photovoltaic will be presented along with installation and maintenance of all necessary components for a photovoltaic system. Discussion and instructions will also serve current solar installers wanting to earn industry recognized credential. Installation practices are aligned to help students prepare for the North American Board of Certified Energy Practitioners (NABCEP). null The NABCEP PV Installation Professional certification is a voluntary certification that provides a set of national standards by which PV Installation Professionals with skills and experience can distinguish themselves from their competition. Certification provides a measure of protection to the public by giving them a credential for judging the competency of practitioners.

Lecture Hours: 36 Lab Hours: None Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** ESYS 312B

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

## Engineering, General (ENGR)

**ENGR 006A Electric Circuits for Engineering & 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: Letter

**Prerequisite:** MATH 001A

Advisory: None

Limitation on enrollment: None

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

COD GE:C1 CSU GE:None IGETC:None

**ENGR 009 Introduction to Engineering Units: 3**

This course is a basic introduction to Engineering and its different fields. Covers procedures and pathways to reach full academic potential in each student's field of choice. Discusses ethics and communication skills while applying design and analysis techniques to projects from various areas of engineering. This course is intended for students pursuing a degree in engineering.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: MATH 054

Limitation on enrollment: None

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

COD GE:None 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: None Repeatable: No

Grading: Letter

**Prerequisite:** MATH 001B & PH 003A

Advisory: None

Limitation on enrollment: None

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: None Repeatable: No

Grading: Letter

**Prerequisite:** ENGR 011 or PH 011

Advisory: None

Limitation on enrollment: None

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: None Repeatable: No

Grading: Letter

**Prerequisite:** CH 001A & MATH 001A

Advisory: PH 003A

Limitation on enrollment: None

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

COD GE:None CSU GE:None IGETC:None

## English (ENG)

**ENG 001A Composition****Units: 4**

This course introduces students to the demands of writing in the academic setting. Students learn the basics of critical thinking and research techniques as they apply to the writing process. Students then learn to apply the writing process in composing essays in response to their analysis of prose and poetry. (C-ID ENGL 100)

Lecture Hours: 72 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** ENG 061 or Assessment Score indicating placement into ENG 001A

Advisory: None

Limitation on enrollment: None

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

COD GE:C4a CSU GE:A2 IGETC:1A

**ENG 001B Composition & Literature****Units: 3**

This course introduces the student to the genres of imaginative literature - prose fiction, poetry, and drama - with special emphasis on the interrelationships between form and theme. Students write critical essays about the literature. (C-ID ENGL 120)

Lecture Hours: 54    Lab Hours: None    Repeatable: No  
Grading: Letter

**Prerequisite:** ENG 001A

Advisory: None

Limitation on enrollment: None

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

COD GE:C3    CSU GE:C2    IGETC:3B

**ENG 002 Argumentative Writing & Critical Thinking thru****Literature****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. (C-ID ENGL 110; ENGL 120)

Lecture Hours: 72    Lab Hours: None    Repeatable: No  
Grading: Letter

**Prerequisite:** ENG 001A

Advisory: None

Limitation on enrollment: None

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

COD GE:C3, C4a    CSU GE:A3, C2    IGETC:1B, 3B

**ENG 005A Creative Writing****Units: 3**

This course introduces students to the perceptions, skills and techniques of all forms of creative writing, with primary emphasis on fiction and poetry. (C-ID ENGL 200)

Lecture Hours: 54    Lab Hours: None    Repeatable: No  
Grading: Letter

**Prerequisite:** ENG 001A

Advisory: None

Limitation on enrollment: None

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: None    Repeatable: No  
Grading: Letter

**Prerequisite:** ENG 005A

Advisory: None

Limitation on enrollment: None

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

COD GE:None    CSU GE:None    IGETC:None

**ENG 010A American Literature I****Units: 3**

This course presents a survey of American literature, both formal and informal, extending from the period preceding Columbus' voyages through the time of the Civil War. Selections include writings that reflect the rich and diverse cultural backgrounds that make up America's unique and complex heritage. (C-ID ENGL 130)

Lecture Hours: 54    Lab Hours: None    Repeatable: No  
Grading: Letter

**Prerequisite:** ENG 001A

Advisory: ENG 001B

Limitation on enrollment: None

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

COD GE:C3    CSU GE:C2    IGETC:3B

**ENG 010B American Literature II****Units: 3**

This course presents a survey of late 19th and 20th Century American literature. Selections include writings of traditional and non-traditional American authors that reflect the rich and diverse cultural backgrounds that make up America's unique and complex heritage. (C-ID ENGL 135)

Lecture Hours: 54    Lab Hours: None    Repeatable: No  
Grading: Letter

**Prerequisite:** ENG 001A

Advisory: ENG 001B

Limitation on enrollment: None

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

COD GE:C3    CSU GE:C2    IGETC:3B

**ENG 011A Survey of English Literature****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. (C-ID ENGL 160)

Lecture Hours: 54    Lab Hours: None    Repeatable: No  
Grading: Letter

**Prerequisite:** ENG 001A

Advisory: None

Limitation on enrollment: None

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

COD GE:C3    CSU GE:C2    IGETC:3B

**ENG 011B Survey of English Literature****Units: 3**

This course surveys the major writers and works of English literature of the Romantic, Victorian, Edwardian, and Modern Periods. (C-ID ENGL 165)

Lecture Hours: 54    Lab Hours: None    Repeatable: No  
Grading: Letter

**Prerequisite:** ENG 001A

Advisory: None

Limitation on enrollment: None

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

COD GE:C3    CSU GE:C2    IGETC:3B

**ENG 012A World Literature I****Units: 3**

This course presents a survey of the literary works that have influenced world thought from Homer through the Renaissance to 1660. Classics in all genres are studied for their artistic merit and their contributions to modern life. (C-ID ENGL 140)

Lecture Hours: 54    Lab Hours: None    Repeatable: No  
Grading: Letter

**Prerequisite:** ENG 001A

Advisory: None

Limitation on enrollment: None

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

COD GE:C3    CSU GE:C2    IGETC:3B

**ENG 012B World Literature II****Units: 3**

This course surveys works which have influenced world thought from 1660 to the present. Selections reflect the rich and diverse cultural backgrounds of world literature. This course may be taken independently from World Literature I, ENG 012A. (C-ID ENGL 145)

Lecture Hours: 54    Lab Hours: None    Repeatable: No  
Grading: Letter

**Prerequisite:** ENG 001A

Advisory: None

Limitation on enrollment: None

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: None    Repeatable: No  
Grading: Letter

**Prerequisite:** ENG 001A

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU/UC    Degree Applicable: AA/AS  
COD GE:C3    CSU GE:C2    IGETC:3B

**ENG 015 The Short Story****Units: 3**

This course introduces 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: None    Repeatable: No  
Grading: Letter

**Prerequisite:** ENG-001A

Advisory: ENG-001B

Limitation on enrollment: None

Transfer Status: CSU/UC    Degree Applicable: AA/AS  
COD GE:C3    CSU GE:C2    IGETC:3B

**ENG 017 Women in Literature****Units: 3**

This course presents a survey of literature written by and about women in the American, European, Asian, and Latin American traditions. Students examine archetypes and stereotypes of women as they are challenged in the literature.

Lecture Hours: 54    Lab Hours: None    Repeatable: No  
Grading: Letter

**Prerequisite:** ENG 001A

Advisory: ENG 001B

Limitation on enrollment: None

Transfer Status: CSU/UC    Degree Applicable: AA/AS  
COD GE:C3    CSU GE:C2    IGETC:3B

**ENG 018 Poetry CSI****Units: 3**

This course offers an investigation of the techniques and development of poetry through the exploration, discussion and criticism of poetry in its historical context. Students are encouraged to compose their own poems based on forms studied in the course.

Lecture Hours: 54    Lab Hours: None    Repeatable: No  
Grading: Letter

**Prerequisite:** ENG 001A

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU    Degree Applicable: AA/AS  
COD GE:C3    CSU GE:None    IGETC:None

**ENG 021 Intro Latin American/Chicano Literature****Units: 3**

This course is a survey of literary analysis of folk, traditional, and contemporary Latin American/Chicano literature with critical analysis of representative works in all the literary genres: the essay, short stories, the novel, poetry, and drama.

Lecture Hours: 54    Lab Hours: None    Repeatable: No  
Grading: Letter

**Prerequisite:** ENG 001A

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU/UC    Degree Applicable: AA/AS  
COD GE:C3    CSU GE:C2    IGETC:3B

**ENG 022 Intro to African American Literature****Units: 3**

This course provides an introduction to folk, traditional and contemporary African American literature with critical analysis of representative works in the essay, the short story, the novel, poetry and drama. It includes a historical overview from the seventeenth century through the present. Through varied reading selections and learning about the history and culture of African Americans in the United States, the students better understand and appreciate the richness and diversity of African American literature.

Lecture Hours: 54    Lab Hours: None    Repeatable: No  
Grading: Letter

**Prerequisite:** ENG 001A

Advisory: None

Limitation on enrollment: None

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: None    Repeatable: No  
Grading: Letter

**Prerequisite:** ENG 001A

Advisory: None

Limitation on enrollment: None

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: None    Repeatable: No  
Grading: Letter

**Prerequisite:** ENG 001A

Advisory: ENG 001B

Limitation on enrollment: None

Transfer Status: CSU/UC    Degree Applicable: AA/AS  
COD GE:C3    CSU GE:C2    IGETC:3B

**ENG 026 Lesbian/Gay/Bisexual/Transgender/Queer Literature Units: 3**

A survey of literature written by and about lesbians, gays, bisexuals, transgender people, and queer-identified people. The course explores representations of LGBTQ people in fiction, poetry, and drama. Appropriate literary criticism is introduced. The class invites students to explore the diversity of human life.

Lecture Hours: 54 Lab Hours: None Repeatable: No  
Grading: Letter

**Prerequisite:** ENG 001A

Advisory: ENG 002

Limitation on enrollment: None

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

COD GE:C3 CSU GE:None IGETC:None

**ENG 031 The Bible as Literature: 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: None Repeatable: No

Grading: Letter

**Prerequisite:** ENG 001A

Advisory: None

Limitation on enrollment: None

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

COD GE:C3 CSU GE:C2 IGETC:3B

**ENG 032 The Bible as Literature: New Testament Units: 3**

This course provides a survey of the New Testament of the Bible, from a literary and philosophical point of view, with attention also paid to the Dead Sea Scrolls material and 1st and 2nd century writings related to the New Testament. It introduces the great characters and events in the context of the developmental nature of this literature.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** ENG 001A

Advisory: None

Limitation on enrollment: None

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: None Repeatable: No

Grading: Letter

**Prerequisite:** ENG 001A

Advisory: None

Limitation on enrollment: None

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

COD GE:C3 CSU GE:C2 IGETC:3B

**ENG 036 Children's Literature Units: 3**

This course introduces students to a formal study of literature for children from 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. (C-ID ENGL 180)

Lecture Hours: 54 Lab Hours: None Repeatable: No  
Grading: Letter

**Prerequisite:** ENG 001A

Advisory: None

Limitation on enrollment: None

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: Letter

**Prerequisite:** ENG 001A

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:C3 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: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NAA

COD GE:None CSU GE:None IGETC:None

**ENG 095A English Work Experience 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. Credit may be accrued at the rate of one to six units per semester for a maximum of sixteen units (combined total of all Work Experience units). Additionally, students must work 75 paid hours or 60 non-paid hours per unit. This type of work experience is available to students whose job and educational or occupational goals are directly related to English.

Lecture Hours: None Lab Hours: 60-450 Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None



**ENG 301 Basic Grammar and Punctuation****Units: 0**

This course provides an overview of grammar and punctuation concepts for Standard Written English. Emphasis is on concepts that directly impact college-level reading and writing.

Lecture Hours: 8 Lab Hours: None Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

**ENG 302 Sentences and Syntax****Units: 0**

This course provides an overview of English syntax and usage. Emphasis is on concepts that directly impact college-level reading and writing.

Lecture Hours: 8 Lab Hours: None Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

**ENG 303 Developing Paragraphs****Units: 0**

This course strengthens a student's ability to compose focused and developed paragraphs. Students learn basic paragraph elements, including topic sentences, supporting details, and analytical commentary. Students will then practice composing paragraphs using these foundational components.

Lecture Hours: 8 Lab Hours: None Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

**ENG 304 Basic Essay Principles****Units: 0**

This course develops a student's ability to learn basic essay components, including introductory paragraphs, thesis statements, body paragraphs, and conclusions. Attention is given to developing a clear and focused idea throughout a single essay while providing supporting evidence.

Lecture Hours: 8 Lab Hours: None Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

**ENG 305 Critical Thinking and Language Conscious****Units: 0**

In this course students examine the use of language in context. The course requires students to explore the cultural, social, and political meaning behind language and how the setting in which language is used can alter word meaning. Students explore appropriate word choice in varying settings. Attention begins at the individual word level then moves to the examination of phrases and sentences.

Lecture Hours: 8 Lab Hours: None Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

**ENG 306 Narrative Writing and Writing from Personal Experience****Units: 0**

In this course students practice the skills required for composing narratives and stories. Students examine how narrative accounts can support and explain ideas, opinions, and research. This course examines how composing narratives and personal anecdotes can be used in academic and professional contexts.

Lecture Hours: 8 Lab Hours: None Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

**ENG 307 Intro to Research & Documentation****Units: 0**

This course provides an overview of academic research and source documentation, as they apply to writing tasks across the curriculum. Students learn what comprises the academic research process, how to use library-based databases to locate research sources, and how to document these sources using a standard academic documentation system, such as MLA.

Lecture Hours: 8 Lab Hours: None Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

**ENG 308 Intro to Rhetoric and Argument****Units: 0**

This course provides an overview of academic research and source documentation, as they apply to writing tasks across the curriculum. Students learn what comprises the academic research process, how to use library-based databases to locate research sources, and how to document these sources using a standard academic documentation system, such as MLA.

Lecture Hours: 8 Lab Hours: None Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

## English as a Second Language (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: None Repeatable: No

Grading: Student Option

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NAA

COD GE:None CSU GE:None IGETC:None

**ESL 053 Speech Pronunciation & 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: None Repeatable: No

Grading: Student Option

**Prerequisite:** None

Advisory: ESL 052

Limitation on enrollment: None

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 first in a series of two 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. ESL 070A Introductory Grammar & Editing corequisite strongly advised.

Lecture Hours: 72 Lab Hours: None Repeatable: No

Grading: Student Option

**Prerequisite:** None

Advisory: ESL 070A as corequisite

Limitation on enrollment: None

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 grammar and language structures applicable to academic writing as well as strategies for editing their own writing. Strongly recommended corequisite for students enrolled in ESL 070 Academic English I.

Lecture Hours: 36 Lab Hours: None Repeatable: No

Grading: Student Option

**Prerequisite:** None

Advisory: ESL 070 as corequisite

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NAA

COD GE:None CSU GE:None IGETC:None

**ESL 071 ESL/Academic English II**

**Units: 4**

An advanced course to help non-native English students develop and improve academic reading and writing skills. Emphasis is on college-level reading and writing: expanding vocabulary, reading comprehension, critical thinking, researching, and expository essay writing. ESL 071A Advanced Grammar & Editing corequisite strongly advised.

Lecture Hours: 72 Lab Hours: None Repeatable: No

Grading: Student Option

**Prerequisite:** ESL 070

Advisory: ESL 071A as corequisite

Limitation on enrollment: None

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: None Repeatable: No

Grading: Student Option

**Prerequisite:** ESL 070A Advisory: ESL

071 is strongly advised as a corequisite Limitation on enrollment: None

Transfer Status: None Degree Applicable: NAA

COD GE:None CSU GE:None IGETC:None

**ESL 352 Pronunciation**

**Units: 0**

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: None Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

**ESL 353 Speech Pronunciation & Listening**

**Units: 0**

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: None Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

**ESL 370 ESL/Academic English I**

**Units: 0**

This is the first of two 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.

Lecture Hours: 72 Lab Hours: None Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** None

Advisory: ESL 370A as corequisite

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

**ESL 370A Grammar & Editing**

**Units: 0**

Non-native English speaking students will learn grammar and language structures applicable to academic writing as well as strategies for editing their own writing. Strongly recommended corequisite for students enrolled in ESL 070 Academic English I.

Lecture Hours: 36 Lab Hours: None Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** None

Advisory: ESL 370 as corequisite

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

**ESL 371 ESL/Academic English II****Units: 0**

An advanced course to help non-native English students develop and improve academic reading and writing skills. Emphasis is on college-level reading and writing: expanding vocabulary, reading comprehension, critical thinking, researching, and expository essay writing. ESL 371A Advanced Grammar & Editing corequisite strongly advised.

Lecture Hours: 72 Lab Hours: None Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** ESL 370

Advisory: ESL 371A as corequisite

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

**ESL 371A Advanced Grammar & Editing****Units: 0**

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. Strongly recommended corequisite for students enrolled in ESL 371 Academic English II.

Lecture Hours: 36 Lab Hours: None Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** ESL 370A

Advisory: ESL 371 is strongly advised as a corequisite

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

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.

Lecture Hours: 192 Lab Hours: None Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

**ESLN 310A ESL - Comprehensive I****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.

Lecture Hours: 192 Lab Hours: None Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** ESLN 309 or appropriate ESLN Placement Test or Instructor recommendation

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

**ESLN 310B ESL - Comprehensive II****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.

Lecture Hours: 192 Lab Hours: None Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** ESLN-310A or appropriate ESLN Placement Test or Instructor recommendation

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

**ESLN 310C ESL - Comprehensive III****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.

Lecture Hours: 192 Lab Hours: None Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** ESLN-310B or appropriate ESLN Placement Test or Instructor recommendation

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

**ESLN 310D ESL - Comprehensive IV****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.

Lecture Hours: 192 Lab Hours: None Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** ESLN 310C or appropriate ESLN Placement Test or Instructor recommendation

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

**ESLN 310E ESL - Comprehensive V****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.

Lecture Hours: 192 Lab Hours: None Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** ESLN 310D or appropriate ESLN Placement Test or Instructor recommendation

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

**ESLN 360A Vocational ESL for the Workplace I****Units: 0**

Vocational English as a Second Language for the Workplace I focuses on language skills and cultural competency necessary for the workplace. Students learn employment-related language and understand the culture and expectations of their new environment and workplace.

Lecture Hours: 64 Lab Hours: None Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** ESLN 310C or appropriate ESLN Placement Test or Instructor recommendation.

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

**ESLN 360B Vocational ESL for the Workplace II****Units: 0**

Vocational English as a Second Language for the Workplace II reinforces the skills taught in the first course of the series. Students continue to acquire employment-related vocabulary and get more in-depth information about strategies to obtain employment and be successful at work.

Lecture Hours: 64 Lab Hours: None Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** ESLN 360A or ESLN 310D or appropriate ESLN Placement Test or Instructor recommendation.

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

**ESLN 388A ESL Conversation I - Low Beginning****Units: 0**

This first level course in English as a Second Language Conversation focuses on simple communication skills relevant to the students' daily lives.

Lecture Hours: 64 Lab Hours: None Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

**ESLN 388B ESL Conversation II/High Beginning****Units: 0**

This second level course in English as a Second Language Conversation reinforces skills taught in Level I and emphasizes vocabulary and phrases used in real-life situations.

Lecture Hours: 64 Lab Hours: None Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** ESLN 388A or appropriate ESLN Placement Test or Instructor recommendation

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

**ESLN 388C ESL Conversation III/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.

Lecture Hours: 64 Lab Hours: None Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** ESLN 388B or appropriate ESLN Placement Test or Instructor recommendation

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

**ESLN 388D ESL Conversation IV/High Intermediate****Units: 0**

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.

Lecture Hours: 64 Lab Hours: None Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** ESLN 388C or appropriate ESLN Placement Test or Instructor recommendation

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

**ESLN 388E ESL Conversation V/Low Advanced****Units: 0**

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.

Lecture Hours: 64 Lab Hours: None Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** ESLN 388D or appropriate ESLN Placement Test or Instructor recommendation

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

**ESLN 389A ESL - Introductory Computer Skills****Units: 0**

The Introductory Computer Skills course for ESL noncredit students focuses on the acquisition of computer terminology and a basic understanding of computer technology. Students will continue to develop their English language skills using a computer.

Lecture Hours: 64 Lab Hours: None Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** ESLN 310C or appropriate ESLN Placement Test or Instructor recommendation.

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

**ESLN 390A ESL - Pronunciation & Vocabulary 1****Units: 0**

This noncredit course is designed to help high-beginning to low-intermediate level students to better communicate orally through practice in recognition and production of the sounds, syllables, stress, 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.

Lecture Hours: None Lab Hours: 48 Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** ESLN 310A or appropriate ESLN Placement Test or Instructor recommendation.

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

**ESLN 390B ESL - Pronunciation & Vocabulary 2 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.

Lecture Hours: None Lab Hours: 48 Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** ESLN 310C or ESLN 390A or appropriate ESLN Placement Test or Instructor recommendation.

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

## Fire Technology (FIRE)

**FIRE 001 Principles of Emergency Services Units: 3**

This course provides: an overview to fire protection and emergency services; career opportunities in fire protection and related fields; culture and history of emergency services; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics; life safety initiatives.

(C-ID FIRE 100X)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ENG 061

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**FIRE 001A Principles of Emergency Services 1A Units: 1.5**

FIRE 001A is part 1 of 2 courses that meet the requirements of FIRE 001 (Principles of Emergency Services). FIRE 001A provides: an overview to fire protection and emergency services; career opportunities in fire protection and related fields; culture and history of emergency services; fire loss analysis; basic fire chemistry and physics; and fire service nomenclature. Completion of both FIRE 001A and FIRE 001B will meet the Fire and Emergency Service Higher Education (FESHE) model curriculum for Principles of Emergency Services.

Lecture Hours: 27 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ENG 061

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**FIRE 001B Principles of Emergency Services 1B Units: 1.5**

FIRE 001B is part 2 of 2 courses that meet the requirements of FIRE 001 (Principles of Emergency Services). This course provides students with: an understanding of organizations and functions of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; specific fire protection functions; introduction to fire protection systems; introduction to fire strategy and tactics; and life safety initiatives. Completion of both FIRE 001A and FIRE 001B will meet the Fire and Emergency Service Higher Education (FESHE)

model curriculum for Principles of Emergency Services.

Lecture Hours: 27 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** FIRE 001A

Advisory: ENG 061

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**FIRE 002 Fire Prevention Units: 3**

This course provides fundamental knowledge relating to the field of fire prevention. Topics include: history and philosophy of fire prevention; organization and operation of a fire prevention bureau; use and application of codes and standards; plans review; fire inspections; fire and life safety education; and fire investigation. 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. This course meets the Fire and Emergency Service Higher Education (FESHE) model curriculum for an Associate Degree as recognized by the National Fire Academy. (C-ID FIRE 110X)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ENG 061

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**FIRE 003 Fire Protection 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 extinguishers. This course is designated as Fire 3 by the California State Board of Fire Services and the State Fire Marshal as part of the core curriculum. This course meets the Fire and Emergency Service Higher Education (FESHE) model curriculum for an Associate Degree as recognized by the National Fire Academy.

(C-ID FIRE 120X)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ENG 061

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**FIRE 004 Building Construction for Fire Protection Units: 3**

This course provides the components of building construction related to firefighter and life safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations, and operating at emergencies. This course is designated as Fire 4 by the California State Board of Fire Services and the State Fire Marshal as part of the core curriculum. This course meets the Fire and Emergency Service Higher Education (FESHE) model curriculum for an Associate Degree as recognized by the National Fire Academy.

(C-ID FIRE 130X)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ENG 061

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**FIRE 005 Fire Behavior & Combustion****Units: 3**

This course explores the theories and fundamentals of how and why fires start, spread, and are controlled. 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. This course meets the Fire and Emergency Service Higher Education (FESHE) model curriculum for an Associate Degree as recognized by the National Fire Academy.

(C-ID FIRE 140X)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ENG 061

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**FIRE 006 Hazardous Materials/ICS****Units: 3**

This course introduces the student to the world of hazardous chemicals, including their physical properties, uses in industry, and characteristics when involved in spills, fires and accidents. Basic information is covered regarding emergency procedures, legal requirements, compliance to regulations, health effects and treatment, and fire department protocols and responsibilities. This course is designed to meet the core competencies for hazardous materials first responders as outlined in OSHA 1910.120, NFPA 472, Professional Competencies of Responders to Hazardous Materials Incidents. This course is designated Fire 6 by the State Board of Fire Services and California State Fire Marshall.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ENG 061

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**FIRE 007 Principles of Fire & Emergency Services Safety & Survival****Units: 3**

This course introduces the basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavior change throughout the emergency services.

(C-ID FIRE 150X)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ENG 061

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**FIRE 008 Firefighting Strategies & Tactics****Units: 3**

Principles of fire control, through utilization of manpower, equipment, extinguishing agents, and fire command and control procedures. Use of information on building construction types in fire control. Pre-fire planning and the organized approach to decision making on the fire ground.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** FIRE 001

Advisory: ENG 061

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**FIRE 010 Wildland Fire Technology****Units: 3**

This course is designed to provide students with a fundamental knowledge of the factors affecting wildland fire behavior, fire prevention, and the wildland fire suppression techniques. Wildland fire behavior safety is presented throughout the course. (Equivalent to NR 010.)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ENG 061

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**FIRE 095A Fire Technology Work Experience****Units: 1-8**

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. Credit may be accrued at the rate of one to eight units per semester for a maximum of sixteen units (combined total of all Work Experience units). Additionally, students must work 75 paid hours or 60 non-paid hours per unit earned. This type of work experience is available to students whose job and educational or occupational goals are directly related to Fire Technology.

Lecture Hours: None Lab Hours: 60-600 Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

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: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

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: None Repeatable: No

Grading: Letter

**Prerequisite:** FR 001 or 2 years high school French

Advisory: None

Limitation on enrollment: None

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: None    Repeatable: No

Grading: Letter

**Prerequisite:** FR 002

Advisory: None

Limitation on enrollment: None

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: None    Repeatable: No

Grading: Letter

**Prerequisite:** FR-003

Advisory: None

Limitation on enrollment: None

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

COD GE:C3    CSU GE:C2    IGETC:3B, 6A

## Geography (GEOG)

**GEOG 001 Physical Geography****Units: 3**

This course examines the major features of the natural environment including land, water, air and life forms. The relationship between humans and their natural environment is emphasized, and map-reading skills are developed. (C-ID GEOG 110)

Lecture Hours: 54    Lab Hours: None    Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

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

COD GE:C1    CSU GE:B1    IGETC:5A

**GEOG 001L Physical Geography Lab****Units: 1**

Laboratory exercises and experiments designed to explore and understand the primary areas of physical geography. Exercises and applications related to map scales and projections, stereoscopic, topographic and aerial photo interpretation, meteorological tools and models and weather prognostication, geomorphologic models and processes, and landform interpretation. (C-ID GEOG 111)

Lecture Hours: None    Lab Hours: 54    Repeatable: No

Grading: Letter

**Prerequisite:** GEOG 001 or concurrent enrollment

Advisory: None

Limitation on enrollment: None

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

COD GE:C1    CSU GE:B3    IGETC:5C

**GEOG 002 Cultural Geography****Units: 3**

This course focuses on the distribution of and interrelationships between features of humankind's modern cultural environment. Among the topics discussed are world population, forms of livelihood, territoriality, urbanization, and material culture. Emphasis is also placed on the development of map-reading skills. (C-ID GEOG 120)

Lecture Hours: 54    Lab Hours: None    Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

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

COD GE:C2    CSU GE:D5    IGETC:4E

**GEOG 007 Regional Geography****Units: 3**

This course describes and explains the major cultural characteristics of the earth's diverse geographic regions. Emphasis is placed on the development of regional patterns through time and the processes responsible for the existing patterns. The development of map-reading skills is an essential aspect of this investigation. (C-ID GEOG 125)

Lecture Hours: 54    Lab Hours: None    Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

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

COD GE:C2    CSU GE:D5    IGETC:4E

**GEOG 010 Geography of California****Units: 3**

This is a study of the natural and cultural environments of California including its climate, topography, biogeography, economy, urbanization and population diversity. Emphasis is placed on people and the environment, map interpretation and their changes over time. Both topical and regional formats are introduced. (C-ID GEOG 140)

Lecture Hours: 54    Lab Hours: None    Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

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

COD GE:None    CSU GE:D5    IGETC:4E

## Geology (G)

**G 001 Physical Geology****Units: 4**

This course serves as an introduction to the study of the origin and composition of Earth. Subject matter for this course includes Earth materials and processes such as minerals, rocks, plate tectonics, earthquakes, and volcanoes. Physical Geology provides a broad understanding and appreciation of Earth and its evolution over time. The laboratory component studies aspects of geology on a practical and applied basis with possible field trips that emphasize the study of local geological systems. (C-ID GEOL 101)

Lecture Hours: 54    Lab Hours: 54    Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ENG 001A & MATH 054

Limitation on enrollment: None

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

COD GE:C1    CSU GE:B1, B3    IGETC:5A, 5C

**G 002 Historical Geology with Laboratory****Units: 4**

An introduction to Earth's history and the life it supports with a laboratory. Subjects include geologic dating, plate tectonics, stratigraphy, fossils, biological evolution, the planet's origin and the processes that have influenced paleogeography during the past 4.6 billion years.

(C-ID GEOL 111)

Lecture Hours: 54    Lab Hours: 54    Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: BI 004 &amp; G 001

Limitation on enrollment: None

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

COD GE:C1    CSU GE:B1, B3    IGETC:5A, 5C

**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. 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. (C-ID GEOL 131)

Lecture Hours: 54    Lab Hours: 54    Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ENG 001A &amp; MATH 054

Limitation on enrollment: None

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

COD GE:C1    CSU GE:B1, B3    IGETC:5A, 5C

**G 010 The Earth Sciences****Units: 4**

This course is intended for students with a strong science background. This rigorous, fast-paced course is a survey of astronomy, meteorology, climatology, oceanography, and geology. The Earth Sciences provides a general understanding and appreciation of the physical, chemical, and historical evolution of our planet and the universe. Explore the interrelationship of the Earth Sciences and the influences of humanity upon the Earth's systems. The laboratory portion studies aspects of each area on a practical and applied basis. Potential field trips emphasize the study and interaction of local Earth systems. (C-ID GEOL 121)

Lecture Hours: 54    Lab Hours: 54    Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ENG 001A &amp; MATH 040

Limitation on enrollment: None

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

COD GE:C1    CSU GE:B1, B3    IGETC:5A, 5C

**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: None    Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: MATH 054 &amp; ENG 061

Limitation on enrollment: None

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: None    Lab Hours: 54    Repeatable: No

Grading: Letter

**Prerequisite:** G 017 or concurrent enrollment

Advisory: MATH 054 &amp; ENG 061

Limitation on enrollment: None

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

COD GE:C1    CSU GE:B3    IGETC:5C

**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: None    Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: MATH 054 &amp; ENG 061

Limitation on enrollment: None

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

COD GE:C1    CSU GE:B1    IGETC:5A

## 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: None    Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

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: None    Repeatable: No  
Grading: Letter

**Prerequisite:** GER 001 or two years high school German

Advisory: None

Limitation on enrollment: None

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

COD GE:C3    CSU GE:C2    IGETC:3B, 6A

## Global Studies (GS)

**GS 010 Global Studies****Units: 3**

This course is an introduction to the interdisciplinary field of Global Studies, including the history of globalization, and economic, political, social, cultural and ecological developments related to the process of globalization. (C-ID GLST 101)

Lecture Hours: 54    Lab Hours: None    Repeatable: No  
Grading: Letter

**Prerequisite:** None

Advisory: ENG 001A & PS 001

Limitation on enrollment: None

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

COD GE:C2    CSU GE:D7    IGETC:4G

**GS 011 Global Issues****Units: 3**

This course introduces students to the origins, current status, and future trends of major transnational issues confronting the global community.

Topics can include population trends, economic development and inequality, basic human needs (for food, water health care), human rights, international conflict and security concerns, and environmental problems. The course also focuses on global governance, including the study of collective global responsibilities. (C-ID GLST 102)

Lecture Hours: 54    Lab Hours: None    Repeatable: No  
Grading: Letter

**Prerequisite:** None

Advisory: GS 010, ENG 001A, & PS 001

Limitation on enrollment: None

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

COD GE:C2    CSU GE:D7    IGETC:4G

## Golf Management (GOLF)

**GOLF 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, merchandise displays, and an understanding that all golf activity emanates from this area. The knowledge of golf equipment and the production of golf instructional programs is an important part of this learning process. The course 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: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU    Degree Applicable: AA/AS

COD GE:None    CSU GE:None    IGETC:None

**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: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

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: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

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

COD GE:None    CSU GE:None    IGETC:None

**GOLF 032 Golf Teaching Laboratory****Units: 2**

This course is the study and practice of the methods used in teaching the game of golf. It includes learning the techniques and instructional skills necessary to teach golf to individuals and groups. It emphasizes how to adapt golf swing fundamentals to the physical attributes and prior experience of the client (student). It also includes practical application of these methods in a golf practice range environment. This course is intended for students pursuing a career in golf.

Lecture Hours: 18    Lab Hours: 54    Repeatable: No  
Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

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: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

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

COD GE:None    CSU GE:None    IGETC:None

**GOLF 095A Golf Work Experience**

**Units: 1-8**

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. Credit may be accrued at the rate of one to eight units per semester for a maximum of sixteen units (combined total of all Work Experience units). Additionally, students must work 75 paid hours or 60 non-paid hours per unit. This type of work experience is available to students whose job and educational or occupational goals are directly related to Golf Management.

Lecture Hours: None Lab Hours: 60-600 Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None 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. Students study the roles, functions, and interactions of proteins, fats, carbohydrates, vitamins, minerals, and water. Practical problems of nutrition and relationship of adequate diet to physical and mental health are covered. (C-ID NUTR 110)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ENG 061

Limitation on enrollment: None

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

COD GE:C2, C5 CSU GE:E IGETC:None

**HS 014 Principles of Food**

**Units: 3**

Application of food science principles with emphasis on ingredient function and interaction, food preparation techniques, sensory evaluation standards, food safety and sanitation, and nutrient composition of food. (C-ID NUTR 120)

Lecture Hours: 36 Lab Hours: 54 Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ENG 061

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**HS 061 Medical Terminology**

**Units: 2**

This course introduces medical terminology as used by all health service personnel, including medical doctors, dentists, nurses, respiratory therapists, physical therapists, EMTs, medical secretaries and doctors' office assistants.

Lecture Hours: 36 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ENG 061

Limitation on enrollment: None

Transfer Status: None Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**HS 062 Your Living Body**

**Units: 3**

This course provides a basic overview of body structures and functions, correlated with discussion of the major diseases affecting each of the major systems. This course is required for Vocational Nursing Program.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: HS 061 & ENG 061

Limitation on enrollment: None

Transfer Status: None Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**HS 064 Nurse Assistant**

**Units: 6**

This course includes basic nursing principles used in the care of clients in long-term care facilities. The content addresses the basic needs of clients; concepts of ethics and confidentiality; techniques of communication; reporting and recording of observations and basic assessments; performance of special treatments, procedures and skills required for client care. Successful completion of the course results in eligibility to take the state-approved test that leads to certification as a nursing assistant.

Lecture Hours: 63 Lab Hours: 135 Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ENG 061

Limitation on enrollment: None

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 major categories and classes of pharmacological agents. The actions, untoward actions, and desired and undesired effects of commonly used drugs in the major classifications are presented.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: BI 004

Limitation on enrollment: None

Transfer Status: None Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**HS 066 Home Health Aide**

**Units: 2**

This course expands on the content taught in the nursing assistant course to provide preparation for care of residents in home care settings. Content emphasizes personal care, basic communications, safety, meal planning, and maintaining a healthful environment.

Lecture Hours: 27 Lab Hours: 27 Repeatable: No

Grading: Letter

**Prerequisite:** HS 064 or CNA

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NAA

COD GE:None CSU GE:None IGETC:None

**HS 067 Introduction to Med/Dosage Calculations****Units: 1**

This course provides a basic foundation for the study of pharmacology and covers the general principles of drug administration with a review of arithmetic and the calculation of math dosages. It utilizes a nursing process approach which focuses on the understanding of pharmacological principles, medication administration, and the evaluation of the client's responses in the health care setting. This course is designed for the beginning vocational nursing student and other allied health care disciplines.

Lecture Hours: 18    Lab Hours: None    Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: MATH 060 &amp; ENG 061

Limitation on enrollment: None

Transfer Status: None    Degree Applicable: AA/AS

COD GE:None    CSU GE:None    IGETC:None

**HS 070 Introduction 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: None    Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ENG 061

Limitation on enrollment: None

Transfer Status: None    Degree Applicable: AA/AS

COD GE:None    CSU GE:None    IGETC:None

**HS 071 Strategies for Success/Nursing Program****Units: 2**

This course is 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: None    Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: None    Degree Applicable: NAA

COD GE:None    CSU GE:None    IGETC:None

**HS 073 Introduction to Public Health****Units: 3**

This course provides an introduction to public health. Students will gain an understanding of the basic concepts and terminologies of public health, and the history and accomplishments of public health officials and agencies. Topics include the epidemiology of infectious and chronic disease; prevention and control of diseases in the community including the analysis of the social determinants of health and strategies for eliminating disease, illness and health disparities among diverse populations; community organizing and health promotion programming; environmental health and safety; global health; and, healthcare policy and management. (C-ID PHS 101)

Lecture Hours: 54    Lab Hours: None    Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ENG 001A

Limitation on enrollment: None

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

COD GE:None    CSU GE:E    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: None    Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU    Degree Applicable: AA/AS

COD GE:None    CSU GE:None    IGETC:None

**HS 080 Electrocardiogram (ECG) Interpretation****Units: 3**

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: None    Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: None    Degree Applicable: AA/AS

COD GE:None    CSU GE:None    IGETC:None

**HS 083A Basic Phlebotomy****Units: 1.5**

The course will prepare students to perform basic blood collection methods using appropriate techniques. Through lecture and lab experiences, students will receive training in basic infection prevention, proper patient identification, proper labeling of specimens, and quality assurance. Students will be taught specimen handling, and processing.

Lecture Hours: 18    Lab Hours: 27    Repeatable: No

Grading: Letter

**Prerequisite:** HS 064

Advisory: None

Limitation on enrollment: None

Transfer Status: None    Degree Applicable: AA/AS

COD GE:None    CSU GE:None    IGETC:None

**HS 083B Advanced Phlebotomy****Units: 1.5**

The course will prepare students to perform advanced blood collection methods using appropriate techniques. Through lecture and lab experiences, students will receive training in infection prevention, proper labeling of specimens, and quality assurance. Students will be taught advanced specimen handling, arterial puncture blood cultures and special processing. The course will be educated in the agencies that regulate phlebotomy.

Lecture Hours: 18    Lab Hours: 27    Repeatable: No

Grading: Letter

**Prerequisite:** HS 083A

Advisory: None

Limitation on enrollment: None

Transfer Status: None    Degree Applicable: AA/AS

COD GE:None    CSU GE:None    IGETC:None

**HS 084 Phlebotomy Practicum****Units: 1**

The phlebotomy practicum supplies practical experience drawing blood on clients in the clinical setting. It reinforces the theory taught in HS 083A and HS 083B. Students have the opportunity to observe Arterial punctures, and obtain the 50 venous and 10 capillary draws required for the CPT1 certification.

Lecture Hours: None Lab Hours: 54 Repeatable: No

Grading: Letter

**Prerequisite:** HS 083B

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**HS 095A Health Sciences Work Experience****Units: 1-8**

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. Credit may be accrued at the rate of one to eight units per semester for a maximum of sixteen units (combined total of all Work Experience units). Additionally, students must work 75 paid hours or 60 non-paid hours per unit. This type of work experience is available to students whose job and educational or occupational goals are directly related to Health Science.

Lecture Hours: None Lab Hours: 60-600 Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**HS 300 Nursing Skills Lab****Units: 0**

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: None Lab Hours: 54 Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

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. (C-ID HIST 150)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ENG 001A

Limitation on enrollment: None

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

COD GE:C2, C3 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. (C-ID HIST 160)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ENG 001A

Limitation on enrollment: None

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

COD GE:C2, C3 CSU GE:C2, D6 IGETC:3B, 4F

**HIST 005 History of Western Civilization I****Units: 3**

This course surveys the emergence of Western Civilization from its roots in the valleys of the Tigris-Euphrates and Nile Rivers to 16th century Europe. In addition to covering the major cultures and civilizations of the ancient world, it also addresses the development of the classical civilizations of Greece, the Hellenistic world and Rome; the transition through the medieval period, including the development of the Byzantine Empire, the rise and expansion of Islam, and the emergence of a new civilization, "Christendom," in Western Europe; to the transformations of the Age of Exploration, the Renaissance, and the Reformation. In particular, the course introduces the major social, economic, political, intellectual and cultural developments that shaped what came to be known as "the West." (C-ID HIST 170)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ENG 001A

Limitation on enrollment: None

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

COD GE:C2, C3 CSU GE:None IGETC:None

**HIST 006 History of Western Civilization II****Units: 3**

This course surveys the development of Western Civilization from the 16th century into the 21st century. It addresses social, economic, political, intellectual, and artistic transformations that relate to the development of nation-states, industrialization, imperialism, and international conflicts and migration. (C-ID HIST 180)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ENG 001A

Limitation on enrollment: None

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

COD GE:C2, C3 CSU GE:None IGETC:None

**HIST 017 US 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. (C-ID HIST 130)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ENG 001A

Limitation on enrollment: None

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

COD GE:C2, C3 CSU GE:C2, D6 IGETC:3B, 4F

**HIST 018 US 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. (C-ID HIST 140)

Lecture Hours: 54      Lab Hours: None      Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ENG 001A

Limitation on enrollment: None

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

COD GE:C2, C3      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: None      Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ENG 001A

Limitation on enrollment: None

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

COD GE:C2, C3      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: None      Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ENG 001A

Limitation on enrollment: None

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

COD GE:C2, C3      CSU GE:D6      IGETC:4F

**HIST 050 American Popular Culture** **Units: 3**

This course is an interdisciplinary examination of popular culture's changing nature in American society. Using the lens of popular culture, this course will examine social and political institutions, such as the federal and California state governments, and various values that shape American popular culture. The course considers the contributions of Latina/o, African-American, Asian-American, Native-American, and Jewish communities in shaping contemporary popular culture. The course also examines the role women have played as both producers and consumers of popular culture.

Lecture Hours: 54      Lab Hours: None      Repeatable: No

Grading: Letter

**Prerequisite:** HIST 018

Advisory: None

Limitation on enrollment: None

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

COD GE:None      CSU GE:None      IGETC:None

**HIST 095A History Work Experience** **Units: 1-8**

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. Credit may be accrued at the rate of one to eight units per semester for a maximum of sixteen units (combined total of all work experience units). Additionally, students must work 75 paid hours or 60 non-paid hours per unit. This type of work experience is available to students whose jobs and educational or occupational goals are directly related to History.

Lecture Hours: None      Lab Hours: 60-600      Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU      Degree Applicable: AA/AS

COD GE:None      CSU GE:None      IGETC:None

## Human Services/Alcohol Drug (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: None      Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ENG 061

Limitation on enrollment: None

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

COD GE:C5      CSU GE:E      IGETC:None

**HSAD 002 Intro 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: None      Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ENG 061

Limitation on enrollment: None

Transfer Status: CSU      Degree Applicable: AA/AS

COD GE:None      CSU GE:None      IGETC:None

**HSAD 004 Personal & 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 course can be taken concurrently with HSAD 001, if HSAD 001 not previously completed. This is a required course for the Alcohol and Drug Studies Certificate.

Lecture Hours: 36 Lab Hours: None Repeatable: No  
Grading: Letter

**Prerequisite:** HSAD 001 or concurrent enrollment

Advisory: ENG 061

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**HSAD 020 Biomedical Pharmacology** **Units: 3**

This course investigates the effects of alcohol and drugs on human behavior. Models and biomedical principles of the disease process and treatment are presented. Interpretations and evaluations of the strategies utilized in recovery by various treatment modalities are studied. This course can be taken concurrently with HSAD 001, if HSAD 001 not previously completed. This is a required course for the Alcohol and Drug Studies Certificate.

Lecture Hours: 54 Lab Hours: None Repeatable: No  
Grading: Letter

**Prerequisite:** HSAD 001 or concurrent enrollment

Advisory: ENG 061

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**HSAD 022 Case Management** **Units: 3**

This course presents case management from the initial intake and assessment of an individual, to recovery planning, record keeping, aftercare, follow-up and referral. This is a required course for the Alcohol/Drug Studies Certificate.

Lecture Hours: 54 Lab Hours: None Repeatable: No  
Grading: Letter

**Prerequisite:** HSAD-002

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**HSAD 024 Law/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 course can be taken concurrently with HSAD-001, if HSAD-001 not previously completed. This is a required course for the Alcohol and Drug Studies Certificate.

Lecture Hours: 54 Lab Hours: None Repeatable: No  
Grading: Letter

**Prerequisite:** HSAD-001 or concurrent enrollment

Advisory: ENG 061

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**HSAD 030 Individual, Group & 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 course can be taken concurrently with HSAD-001, if HSAD-001 not previously completed. This is a required course for the Alcohol and Drug Studies Certificate.

Lecture Hours: 54 Lab Hours: None Repeatable: No  
Grading: Letter

**Prerequisite:** HSAD 001 or concurrent enrollment

Advisory: ENG 061

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**HSAD 032A Alcohol & Drug: 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: None Repeatable: No  
Grading: Letter

**Prerequisite:** Eight (8) HSAD core courses with a grade of C or better within the past five (5) years and acceptance to the HSAD internship program with application on file.

**Corequisite:** HSAD 033A **Advisory:** None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**HSAD 032B Alcohol & Drug: 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: None Repeatable: No  
Grading: Letter

**Prerequisite:** HSAD 032A

**Corequisite:** HSAD 033B **Advisory:** None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**HSAD 033A Alcohol & Drug Supervised Internship I** **Units: 1**

Supervised Internship (HSAD 033A) is an introduction to HSAD Internship experience (HSAD 033A/HSAD 095B). Students will develop and apply counseling and communication skills in a supervised internship in the field of drug and alcohol studies. Students will master the 12 core functions of substance abuse counseling and apply these skills. The Internship experience consists of lecture (HSAD 033A) and clinical experience (HSAD 095B). HSAD 033A is the lecture component. During lecture, students will expand on their counseling and communication skills and ability to apply the 12 Core Functions. They will also prepare for state certification and employment. Supervised Internship (HSAD 033A) is a required component of the HSAD Certificate and Degree Program. In the Corequisite HSAD 095B, students will apply and refine knowledge and skills developed in the classroom in diverse drug and alcohol treatment programs.

Lecture Hours: 18    Lab Hours: None    Repeatable: No  
Grading: Letter

**Prerequisite:** Eight (8) HSAD core courses with a grade of C or better within the past 5 years.

**Corequisite:** HSAD 032A & HSAD 095B    Advisory: None  
Limitation on enrollment: None

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

**HSAD 033B Alcohol & Drug Supervised Internship II** **Units: 1**

This course concludes the HSAD Internship experience begun in Supervised Internship I - HSAD 033A/HSAD 095B). The student will continue to develop and apply counseling and communication skills in a supervised internship in the field of drug and alcohol studies. Students will continue to master the 12 core functions of substance abuse counseling and apply these skills. The Internship experience consists of lecture (HSAD 033B) and clinical experience (HSAD 095B). HSAD 033B is the lecture component. During lecture, students will expand on their counseling and communication skills and ability to apply the 12 Core Functions. They will also prepare for state certification and employment. Supervised Internship (HSAD 033B) is a required component of the HSAD Certificate and Degree Program. In the Corequisite HSAD 095B, students will apply and refine knowledge and skills developed in the classroom in diverse drug and alcohol treatment programs.

Lecture Hours: 18    Lab Hours: None    Repeatable: No  
Grading: Letter

**Prerequisite:** HSAD 032A, HSAD 033A and HSAD 095B

**Corequisite:** HSAD 032B and HSAD 095B

Advisory: None

Limitation on enrollment: None

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

**HSAD 034 Dual Diagnosis** **Units: 3**

This course prepares the student to meet the challenge to mental health workers and substance abuse counselors in dealing with clients who have psychiatric disorders coexisting with drug dependency. The focus is on the diagnosis, assessment, treatment, and aftercare of such clients. This course can be taken concurrently with HSAD 001, if HSAD 001 not previously completed. This is a required course for the Alcohol and Drug Studies Certificate.

Lecture Hours: 54    Lab Hours: None    Repeatable: No  
Grading: Letter

**Prerequisite:** HSAD 001 or concurrent enrollment

Advisory: ENG 061

Limitation on enrollment: None

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. This course can be taken concurrently with HSAD-001, if HSAD-001 not previously completed.

Lecture Hours: 54    Lab Hours: None    Repeatable: No  
Grading: Letter

**Prerequisite:** HSAD 001 or concurrent enrollment

Advisory: None

Limitation on enrollment: None

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

**HSAD 095A Alcohol and Drug Work Experience** **Units: 1-8**

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. Credit may be accrued at the rate of one to eight units per semester for a maximum of sixteen units (combined total of all Work Experience units). Additionally, students must work 75 paid hours or 60 non-paid hours per unit. This type of work experience is available to students whose job and educational or occupational goals are directly related to Alcohol and Drug.

Lecture Hours: None    Lab Hours: 60-600    Repeatable: Yes  
Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

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

**HSAD 095B Alcohol and Drug Work Experience** **Units: 2**

This course is the field work co-requisite for Supervised Internship I (HSAD 033A) and Supervised Internship II (HSAD 033B). The student builds on skills in an internship experience in the field of drug and alcohol studies. Students will develop counseling and communication skills and apply these skills in diverse drug and alcohol treatment programs. Students will master the 12 core functions of substance abuse counseling and apply these skills. The course consists of Internships/clinical fieldwork experience at drug and alcohol treatment programs. Internships are a required component of the HSAD Certificate and Degree Program.

Lecture Hours: None    Lab Hours: 150    Repeatable: Yes  
Grading: Letter

**Prerequisite:** HSAD 001 and HSAD 002 and HSAD 004 and HSAD 020 and HSAD 022 and HSAD 024 and HSAD 030 and HSAD 034.

**Corequisite:** HSAD 032A and HSAD 033B.

Advisory: None

Limitation on enrollment: None

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

## 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: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

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: None Repeatable: No

Grading: Letter

Prerequisite: JPN 001 or two years high school Japanese Advisory: None

Limitation on enrollment: None

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

COD GE:C3 CSU GE:C2 IGETC:3B, 6A

## Journalism (J)

### J 003A News Reporting & Writing

Units: 3

This course provides a solid foundation in practical journalism skills. Through in-class discussion, writing assignments, field trips to local newsrooms and completing several published news stories, students learn news judgment, fairness, the language and style of journalism, how to construct news leads, how to organize and structure news stories, the process of information gathering, interviewing and a basic overview of the laws and ethics of journalism. These basics are relevant for multimedia reporting including print, broadcast, internet and social media journalists. (C-ID JOUR 110)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: ENG 001A

Advisory: None

Limitation on enrollment: None

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

COD GE:None CSU GE:None IGETC:None

### J 004A Basic Newspaper & Internet Production

Units: 3

Student media practicum that includes a lab that regularly produces a news or feature non-fiction product with a journalism emphasis by and for students and distributed to a campus or community audience. Must include weekly news assignments. May include a variety of student media across multiple platforms, including print, broadcast, and online. (C-ID JOUR 130)

Lecture Hours: 18 Lab Hours: 108 Repeatable: No

Grading: Letter

Prerequisite: J 003A

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

### J 004B Intro to Newspaper & Internet Editing and Design

Units: 3

Intermediate student media practicum that includes a lab that regularly produces a news or feature non-fiction product with a journalism emphasis by and for students and distributed to a campus or community audience. May include a variety of student media across multiple platforms including print, broadcast, and online. (C-ID JOUR 131)

Lecture Hours: 18 Lab Hours: 108 Repeatable: No

Grading: Letter

Prerequisite: J 004A

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

### J 004C Intro to Newspaper & Internet 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 printed and online 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 professional newspaper both online and in print.

Lecture Hours: 18 Lab Hours: 108 Repeatable: No

Grading: Letter

Prerequisite: J 004B

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

### J 010 Magazine Writing & 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: Letter

Prerequisite: J 003A

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None



**J 095A Journalism Work Experience****Units: 1-8**

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. Credit may be accrued at the rate of one to eight units per semester for a maximum of sixteen units (combined total of all Work Experience units). Additionally, students must work 75 paid hours or 60 non-paid hours per unit. This type of work experience is available to students whose job and educational or occupational goals are directly related to Journalism.

Lecture Hours: None Lab Hours: 60-600 Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

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. (C-ID KIN 101)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ENG 061

Limitation on enrollment: None

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

COD GE:None CSU GE:None IGETC:None

**KINE 003 Care and Prevention of Athletic Injuries****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: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

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

COD GE:None CSU GE:None IGETC:None

**KINE 004 Advanced Care and Prevention of Athletic Injuries****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: Letter

**Prerequisite:** KINE 003

Advisory: None

Limitation on enrollment: None

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: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

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.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**KINE 008 Introduction to Kinesiology****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. (C-ID KIN 100)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

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

COD GE:None CSU GE:None IGETC:None

**KINE 009 Essentials for Fitness Professionals****Units: 2**

This course provides students with guidance in professional development and client interaction in the fitness industry. There is emphasis on individual and group fitness assessment as related to gender, age and special health circumstances. The class will cover principles of adherence and motivation, and the role of positive psychology to increase drive and determination in exercise and fitness. Current, future and past fitness trends will be explained to compliment exercise program design and progression of vast individual ability levels. The course will include the important roles of growing a personal business both small and large, self-marketing, and ethical and legal responsibilities of the fitness industry. The students will learn to evaluate successful businesses both in the fitness industry and analyze what facilitates their success.

Lecture Hours: 36 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** KINE 007

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**KINE 010 Personal & Community Health****Units: 3**

This course focuses on the exploration of major health issues and behaviors in the various dimensions of health with implications for individuals and societies. Topics include nutrition, exercise, weight control, mental health, stress management, violence, substance abuse, reproductive health, disease prevention, aging, healthcare, and environmental hazards and safety. (C-ID PHS 100)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ENG 061

Limitation on enrollment: None

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

COD GE:C2, C5 CSU GE:E IGETC:None

**KINE 011 Men's Self Defense, Health & Fitness****Units: 3**

This course provides knowledge of the basics of self defense principles for men. The course will cover risk reduction strategies to prevent violence to include the following; risk awareness, risk recognition, risk reduction and risk avoidance as well as aspects of the law and self defense. Students will learn how to use their body as a weapon and identification of vulnerable areas on your attacker. Psychological health parameters as related to men's health, such as anger management and stress reduction techniques will be addressed. The significance of responsible behavior and negative health consequences regarding alcohol, tobacco, illicit drug abuse and addiction will be discussed. The value of healthy relationships, birth control and sexually transmitted diseases will be instructed. Significant topics such as the importance of physical activity and the components of fitness, along with nutritional strategies for optimal health will also be imparted.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

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

COD GE:C5 CSU GE:E IGETC:None

**KINE 012 Clinical Experiences in Sports Med & Athletic Training I****Units: 2**

This course will expose students to basic injury prevention and care. The student will observe and assist athletic trainers in administering health care to the COD athletes. Skills to be learned and performed include prophylactic taping and wrapping, immediate injury management, basic rehabilitation exercises and modality application.

Lecture Hours: None Lab Hours: 108 Repeatable: No

Grading: Letter

**Prerequisite:** KINE 003 or concurrent enrollment

Advisory: None

Limitation on enrollment: None

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

COD GE:None CSU GE:None IGETC:None

**KINE 013 Clinical Experiences in Sports Med & Athletic Training II****Units: 2**

This course will expose students to injury evaluation and career exploration in the area of sports medicine. Students will observe and assist athletic trainers in evaluating and treating COD athletes. This may be augmented by off-campus physicians and/or health care providers.

Lecture Hours: None Lab Hours: 108 Repeatable: No

Grading: Letter

**Prerequisite:** KINE 003 or concurrent enrollment

Advisory: None

Limitation on enrollment: None

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

COD GE:None CSU GE:None IGETC:None

**KINE 014 Clinical Experiences in Sports Med & Athletic Training III****Units: 2**

This course will expose the student to advanced injury evaluation and anatomy. The emphasis in this course will be problem solving and professional development. The student will observe and assist athletic trainers in evaluating and rehabilitating COD student athletes. This may be augmented by off-campus observations of surgery.

Lecture Hours: None Lab Hours: 108 Repeatable: No

Grading: Letter

**Prerequisite:** KINE 004 or concurrent enrollment

Advisory: None

Limitation on enrollment: None

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

COD GE:None CSU GE:None IGETC:None

**KINE 015 Clinical Experiences in Sports Med & Athletic Training IV****Units: 2**

This course will expose the student to advanced injury rehabilitation principles and clinical intervention techniques. The emphasis in this course will be professional care, treatment and evaluation of athletic injuries. Students will observe and assist athletic trainers in evaluating and advanced rehabilitating COD student athletes. This may be augmented by off-campus observations of surgery and evaluation of stages of healing and individualized treatment and rehabilitation protocol.

Lecture Hours: None Lab Hours: 108 Repeatable: No

Grading: Letter

**Prerequisite:** KINE 004 or concurrent enrollment

Advisory: None

Limitation on enrollment: None

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

COD GE:None CSU GE:None IGETC:None

**KINE 018 Yoga Teacher Training Essentials****Units: 3**

This course serves as an introduction to the fundamental concepts of yoga necessary to further one's personal practice and to instruct beginner level yoga classes. Students will investigate and develop an in-depth understanding of the eight limbs of yoga, with a specific focus on the yamas, niyamas, asanas and pranayama as a foundation for teaching yoga. Additional topics in this course include, but are not limited to: history and philosophy of yoga, introduction to Sanskrit, anatomy and biomechanics of yoga, asana classification, types of yoga, introduction to the yoga sutras and basic alignment principles. This course is intended for students completing the Yoga Teacher Training Certificate Program.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: KINE 098A

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**KINE 019 Yoga Teacher Training Progressive Methodologies****Units: 3**

This course provides students with the class blueprint and teaching tools from which to develop and implement all-levels yoga classes. There will be a focus on instructional methods and students will explore and practically apply the concept of intelligent sequencing, for leading purposeful vinyasa-based yoga class experiences. Additional topics include, but are not limited to: verbal and non-verbal communication strategies, understanding student learning styles, meditation, asana progressions and regressions, introduction to physical adjustments, energetic anatomy, lifestyle and ethics for yoga teachers, restorative yoga and the business of yoga. This course is intended for students completing the Yoga Teacher Training Certificate Program.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No

Grading: Letter

**Prerequisite:** KINE 018

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**KINE 037 Physical Training for the Public Safety Academy****Units: 1**

This course prepares students for the rigorous physical demands of career paths in the public safety academies. The students will have specialized individual and group training to improve cardiorespiratory endurance, stamina, muscular strength, endurance, core strength, agility, and flexibility to improve pre and post fitness assessments that are common in public safety academies.

Lecture Hours: None Lab Hours: 54 Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

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

COD GE:None CSU GE:None IGETC:None

**KINE 038 Advanced Physical Training for Public Safety Academy****Units: 1**

This advanced physical training course provides students with opportunities to advance their fitness and physical skills specific to career paths in public safety academies. Students will have an advanced fitness exercise prescription design to improve the components of fitness, and promote success in fitness testing specific to the various public safety academies. The course will consist of advanced exercises in core training, TRX, kettlebell and cardiorespiratory endurance training.

Lecture Hours: None Lab Hours: 54 Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

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

COD GE:None CSU GE:None IGETC:None

**KINE 039 TRX & 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, multiplanar 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: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Courses Related in Content

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: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Courses Related in Content

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: Letter

**Prerequisite:** None

Advisory: Designed for students with disabilities

Limitation on enrollment: Courses Related in Content

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: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Courses Related in Content

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: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Courses Related in Content

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

COD GE:None      CSU GE:None      IGETC:None

**KINE 046 Endurance Training (Running/Swimming/Cardio-Respiratory)**

**Units: 2**

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: 18      Lab Hours: 54      Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Courses Related in Content

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

COD GE:None      CSU GE:None      IGETC:None

**KINE 047 Body Sculpt & 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: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Courses Related in Content

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: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Courses Related in Content

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: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Courses Related in Content

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: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Courses Related in Content

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: Letter

**Prerequisite:** KINE 057

Advisory: None

Limitation on enrollment: Courses Related in Content

Transfer Status: CSU/UC\*      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: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Courses Related in Content

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: Letter

**Prerequisite:** None

Advisory: Some previous golf experience

Limitation on enrollment: Courses Related in Content

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: Letter

**Prerequisite:** None

Advisory: Designed for students with disabilities

Limitation on enrollment: Courses Related in Content

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: Letter

**Prerequisite:** None

Advisory: Designed for students with disabilities

Limitation on enrollment: Courses Related in Content

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: Letter

**Prerequisite:** None

Advisory: Designed for students with disabilities

Limitation on enrollment: Courses Related in Content

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: Letter

**Prerequisite:** None

Advisory: Designed for students with disabilities

Limitation on enrollment: Courses Related in Content

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

COD GE:None    CSU GE:None    IGETC:None

**KINE 068 Jogging, Powerwalking & 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: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Courses Related in Content

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: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Courses Related in Content

Transfer Status: CSU/UC\*    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: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Courses Related in Content

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: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Courses Related in Content

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: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Courses Related in Content

Transfer Status: CSU/UC\* 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 selfdefense,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: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Courses Related in Content

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: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Courses Related in Content

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: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Courses Related in Content

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: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Courses Related in Content

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

COD GE:None CSU GE:None IGETC:None

**KINE 083 Swimming & 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: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Courses Related in Content

Transfer Status: CSU/UC\* 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: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Courses Related in Content

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

COD GE:None CSU GE:None IGETC:None

**KINE 085 Adapted Yoga****Units: 1**

This course is designed for individuals with disabilities 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: Letter

**Prerequisite:** None

Advisory: Designed for students with disabilities

Limitation on enrollment: Courses Related in Content

Transfer Status: CSU/UC\*    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: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Courses Related in Content

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: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Courses Related in Content

Transfer Status: CSU    Degree Applicable: AA/AS

COD GE:None    CSU GE:None    IGETC:None

**KINE 088 Strokes & 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: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Courses Related in Content

Transfer Status: CSU/UC\*    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: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Courses Related in Content

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

COD GE:None    CSU GE:None    IGETC:None

**KINE 092 Yoga for Dancers****Units: 1**

This course is designed for the dancer to build and maintain balance, flexibility and strength through yoga postures. The yoga sequences will provide a methodical way for the dancer to condition, restore the body, and improve execution of dance movements. The yoga postures, creative sequences, proper breathing and relaxation techniques can play a role in calming the mind, reducing stress, improving confidence for audition and performance.

Lecture Hours: 9    Lab Hours: 27    Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Courses Related in Content

Transfer Status: CSU    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: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Courses Related in Content

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

COD GE:None    CSU GE:None    IGETC:None

**KINE 094 Personal Fitness****Units: 1**

This course is designed to provide instruction on basic strength training exercises to increase muscular strength, endurance and enhance one's personal fitness levels. There will also be a cardiorespiratory component designed to improve stamina and overall conditioning. Other exercises to progress individual flexibility, core strength, and overall body composition will be integrated. An additional portion focused on various nutritional theories and weight management principles will be addressed.

Lecture Hours: 9    Lab Hours: 27    Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Courses Related in Content

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: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

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

COD GE:None    CSU GE:None    IGETC:None

**KINE 095A Kinesiology Work Experience****Units: 1-8**

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. Credit may be accrued at the rate of one to eight units per semester for a maximum of sixteen units (combined total of all Work Experience units). Additionally, students must work 75 paid hours or 60 non-paid hours per unit earned. This type of work experience is available to students whose job and educational or occupational goals are directly related to Kinesiology.

Lecture Hours: None Lab Hours: 60-600 Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU 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: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Courses Related in Content

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: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Courses Related in Content

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

COD GE:None CSU GE:None IGETC:None

**KINE 098A Yoga I-Fundamentals of Yoga****Units: 1**

This is the first of four levels of classes relating to Yoga. This course is an introduction to fundamental yoga practices and principles. Instruction includes learning the fundamentals of yoga postures and proper form and alignment. The students will also gain an understanding of the practices of relaxation techniques and breathing practices. This course is designed for students who want to utilize fundamental yoga practices to increase their health and longevity.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Courses Related in Content

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**KINE 098B Yoga II-Beginning Yoga****Units: 1**

This is the second of four levels of classes relating to yoga. This course includes beginning yoga practices and principles. Instruction includes beginning yoga postures, guided relaxations, breathing practices, and basic stress reduction techniques. This course is designed for students interested in utilizing beginning yoga postures, practices, and stress reduction techniques to help increase their health and longevity.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: KINE 098A or equivalent of Fundamentals of Yoga

Limitation on enrollment: Courses Related in Content

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**KINE 098C Yoga III-Intermediate Yoga****Units: 1**

This is the third of four levels of classes relating to yoga. This course will introduce intermediate yoga practices and principles including some intermediate inversions. Instruction includes intermediate yoga postures, guided relaxations, basic and intermediate inversions, breathing practices, basic partner yoga, stress reduction techniques, and nutritional analysis. The students will learn the benefits of practicing intermediate yoga postures to help increase their health, longevity, flexibility, balance, and strength.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: KINE 098B or equivalent of Beginning Yoga

Limitation on enrollment: Courses Related in Content

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**KINE 098D Yoga IV-Advanced Yoga****Units: 1**

This is the fourth level of classes relating to yoga. This course will introduce advanced yoga practices and principles. Instruction includes advanced yoga postures, guided relaxations, breathing practices, partner yoga, advanced arm and standing balancing postures, and advanced inversions. The students will learn the benefits of practicing advanced yoga postures to help increase their health, flexibility, balance, and strength.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: KINE 098C or equivalent of Intermediate Yoga

Limitation on enrollment: Courses Related in Content

Transfer Status: CSU 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: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Courses Related in Content

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

COD GE:None CSU GE:None IGETC:None



**KINE 301 Advanced First Aid and Safety****Units: 0**

This advanced course involves the theory and detailed demonstration of the first aid care of the injured or suddenly ill. Students will learn to assess a victim's condition and develop the skills and knowledge in Advanced First Aid and Emergency care for infants, children and adults. The course content is in alignment with the Emergency Care and Safety Institute. This course is the first part of a two course certificate to provide valuable retraining for employment opportunities.

Lecture Hours: 4 Lab Hours: None Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** None

Advisory: None

Limitation on enrollment: The student should come into the class with past knowledge, skills, certification in first aid.

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

**KINE 302 Advanced CPR and AED****Units: 0**

This course is designed to prepare students with retraining opportunities in advanced skills and knowledge necessary to apply Cardiopulmonary Resuscitation (CPR) in emergency settings for infants, children and adults as well as being skilled in the application and procedure of an Automatic External Defibrillator (AED). The course content is in alignment with the Emergency Care and Safety Institute. This course is the second course of a two course certificate providing valuable retraining for job opportunities. The Emergency Care and Safety Institute certificate fees are required of each student that successfully completes this two course certificate for Advanced First Aid and Safety, CPR/AED.

Lecture Hours: 4 Lab Hours: None Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** KINE 301

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

**KINE 303 Lifeguard Training I, CPR, AED, and First Aid****Units: 0**

The course will instruct and provide the necessary skills and knowledge to prevent, recognize and respond to aquatic emergencies and to provide care for breathing and cardiac emergencies, injuries, and sudden illnesses until emergency medical services (EMS) personnel take over. The course content will be in alignment with the American Red Cross and will include the following: lifeguarding and shallow water, waterfront skills, written exams and physical and skill testing. This course is the first part of a two course certificate preparing the students at completion of the certificate to take an exam applicable to lifeguard certification with the American Red Cross. The American Red Cross certificate fees are required of each student that successfully completes this course for certification.

Lecture Hours: 36 Lab Hours: None Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Must be at least 15 years old, able to swim 300 yards (12 lengths of a 25 yard pool) without stopping using front crawl and breaststroke, tread water for 2 minutes using legs only, and retrieve a 10-lb brick from 7 feet deep and swim 20 yards with the weight, using legs only and exit the water without using a ladder or steps within 1 minute and 40 seconds.

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

**KINE 304 Lifeguard Training II****Units: 0**

This course teaches the skills and knowledge of Advanced First Aid for Lifeguard, while meeting the first aid requirements of Title 22 of the California Code of Regulations. Upon successful completion of this course students will be eligible to take an exam applicable to a Title 22 Certification valid for 3 years. The course content is in alignment with the American Red Cross. This is the second course of a two course certificate to provide valuable lifeguard training and skills for job opportunities. The American Red Cross certificate fees are required of each student that successfully completes this course for certification.

Lecture Hours: 10 Lab Hours: None Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** KINE 303

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

**KINE 306 Water Safety Instructor I****Units: 0**

The Water Safety Instructor I course will be focused on implementing water safety and developing teaching methods of swimming for parent and child aquatics, preschool aquatics and infants. The course content is in alignment with the American Red Cross. This is the first course of a two course certificate to provide valuable skills and training for students to be eligible for water safety instructor certification with the American Red Cross.

Lecture Hours: 20 Lab Hours: None Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

**KINE 307 Water Safety Instructor II****Units: 0**

The course will provide instruction in how to teach the basic strokes of swimming such as front crawl (freestyle), back crawl (backstroke), elementary backstroke, sidestroke, breaststroke, butterfly, flip turns and diving to children and adults. The course content is in alignment with the American Red Cross and will include skill proficiency and written assessments. The course is the second course of a two course certificate. Upon successful completion of the two course certificate, the students will be eligible to take an exam applicable to Water Safety Instructor certification with the American Red Cross. The American Red Cross certificate fees are required of each student that successfully completes this two course certificate for Water Safety Instructor

Lecture Hours: 20 Lab Hours: None Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** KINE 306

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

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, use and cite relevant information. Students learn to develop strategies for finding relevant research information in print (such as reference books, indexes and monographs) and electronic resources including catalogs, databases and the web.

Lecture Hours: 36 Lab Hours: None Repeatable: No

Grading: Student Option

**Prerequisite:** None

Advisory: CIS 005 &amp; RDG 051

Limitation on enrollment: None

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

COD GE:C4b CSU GE:None IGETC:None

## Mass Communication (MC)

### MC 001 Introduction to Mass Media

Units: 3

This course introduces students to the influences and contributions of mass media in popular culture. It traces the historical development of the mass media, from earliest inventions to today's state-of-the-art digital technologies. This course surveys the impact of mass media on each of us as individuals and on American and world culture: where we might be going and what we can do about it. The course also examines how mass culture continually influences and shapes the media. (C-ID JOUR 100)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ENG 061

Limitation on enrollment: None

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

COD GE:C2 CSU GE:D7 IGETC:4G

### MC 005 Introduction to Public Relations

Units: 3

This course offers students an overview of the public relations field with a practical approach to the handling and planning, of public relations campaigns. This course is offered in the Spring semester. (C-ID JOUR 150)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ENG 001A

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

### MC 095A Mass Communication Work Experience

Units: 1-8

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. Credit may be accrued at the rate of one to eight units per semester for a maximum of sixteen units (combined total of all Work Experience units). Additionally, students must work 75 paid hours or 60 non-paid hours per unit. This type of work experience is available to students whose job and educational or occupational goals are directly related to Mass Communications.

Lecture Hours: None Lab Hours: 60-600 Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

## Mathematics (MATH)

### MATH 001A Calculus

Units: 4

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. (C-ID MATH 210)

Lecture Hours: 54 Lab Hours: 54 Repeatable: No

Grading: Letter

**Prerequisite:** MATH 012

Advisory: ENG 001A

Limitation on enrollment: None

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

COD GE:C4b CSU GE:B4 IGETC:2A

### MATH 001B Calculus

Units: 4

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. (C-ID MATH 220)

Lecture Hours: 54 Lab Hours: 54 Repeatable: No

Grading: Letter

**Prerequisite:** MATH 001A

Advisory: None

Limitation on enrollment: None

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

COD GE:C4b CSU GE:B4 IGETC:2A

**MATH 002A Multivariate Calculus****Units: 4**

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. (C-ID MATH 230)

Lecture Hours: 54 Lab Hours: 54 Repeatable: No

Grading: Letter

**Prerequisite:** MATH-001B

Advisory: None

Limitation on enrollment: None

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. (C-ID MATH 250)

Lecture Hours: 54 Lab Hours: 54 Repeatable: No

Grading: Letter

**Prerequisite:** MATH-001B

Advisory: None

Limitation on enrollment: None

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 differential equations and their applications in modeling 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. (C-ID MATH 240)

Lecture Hours: 54 Lab Hours: 54 Repeatable: No

Grading: Letter

**Prerequisite:** MATH-001B

Advisory: None

Limitation on enrollment: None

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: None Repeatable: No

Grading: Letter

**Prerequisite:** MATH 040

Advisory: ENG 061 &amp; MATH 030

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:C4b CSU GE:B4 IGETC:None

**MATH 009 Business Calculus****Units: 4**

Presents a study of the techniques of calculus with emphasis placed on the application of these concepts to business and management related problems. The applications of derivatives and integrals of functions including polynomials, rational, exponential and logarithmic functions are studied. Students in STEM majors are advised to take MATH 001A and MATH 001B instead. (C-ID MATH 140)

Lecture Hours: 54 Lab Hours: 54 Repeatable: No

Grading: Letter

**Prerequisite:** MATH 010 or MATH 012

Advisory: ENG 001A

Limitation on enrollment: None

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

COD GE:C4b CSU GE:B4 IGETC:2A

**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. (C-ID MATH 150)

Lecture Hours: 54 Lab Hours: 54 Repeatable: No

Grading: Letter

**Prerequisite:** MATH 040

Advisory: ENG 061

Limitation on enrollment: None

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 Systems****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. (C-ID MATH 120)

Lecture Hours: 54 Lab Hours: 54 Repeatable: No

Grading: Letter

**Prerequisite:** MATH 040 or completion of two years of High School Algebra and appropriate placement score.

Advisory: MATH 030 or one year High School Geometry, ENG 061, &amp; RDG 061

Limitation on enrollment: None

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

COD GE:C4b CSU GE:B4 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: None Repeatable: No

Grading: Letter

**Prerequisite:** MATH 005

Advisory: None

Limitation on enrollment: None

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

COD GE:C4b CSU GE:B4 IGETC:2A

**MATH 013 Liberal Arts Math**

**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: 54 Lab Hours: 54 Repeatable: No  
Grading: Letter

**Prerequisite:** MATH 040

Advisory: ENG 061 & RDG 061

Limitation on enrollment: None

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 hypothesis testing, including ANOVA, and use of calculator and software applications. (C-ID MATH 110)

Lecture Hours: 54 Lab Hours: 54 Repeatable: No  
Grading: Letter

**Prerequisite:** MATH 040

Advisory: ENG 061 & RDG 061

Limitation on enrollment: None

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 for computer science students. Topics to be covered include logic and sets, methods of proof, relations and functions, combinatorics, probabilities, graph and tree theory, recurrence relations, Boolean algebra, algorithms, and finite-state machines. (C-ID COMP 152)

Lecture Hours: 54 Lab Hours: 54 Repeatable: No  
Grading: Letter

**Prerequisite:** MATH 012 & CS 007A

Advisory: ENG 001A

Limitation on enrollment: None

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: None Repeatable: No  
Grading: Letter

**Prerequisite:** MATH-054

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NAA  
COD GE:None CSU GE:None IGETC:None

**MATH 031 Undergraduate Research Experience**

**Units: 2**

Under the supervision of STEM faculty, students will select a project to be completed during the semester. Topics will include information retrieval, computer skills applied to laboratory research, time management and organizational skills, application of modern research methods, experimental design, data collection and analysis, presentation skills (written and oral), and applying for summer internship opportunities. This course is intended for students pursuing a STEM degree and who have completed a minimum of 35 college level units.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No  
Grading: Letter

**Prerequisite:** MATH 001B

Advisory: LIS-001

Limitation on enrollment: None

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

**MATH 040 Intermediate Algebra**

**Units: 4**

This course focuses on solving problems using linear, quadratic and exponential models with an introduction to the concept of a function. Topics include solving and graphing linear, quadratic and exponential equations, systems of linear equations, rational exponents, root equations, quadratic inequalities, circles and applications.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No  
Grading: Letter

**Prerequisite:** MATH 054

Advisory: ENG 061 & RDG 061

Limitation on enrollment: None

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: Letter

**Prerequisite:** MATH 054

Advisory: None

Limitation on enrollment: None

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: Letter

**Prerequisite:** MATH 060

Advisory: ENG 061

Limitation on enrollment: None

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.

Lecture Hours: 45 Lab Hours: 27 Repeatable: No

Grading: Letter

**Prerequisite:** MATH 070

Advisory: ENG 061 &amp; RDG 061

Limitation on enrollment: None

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: Letter

**Prerequisite:** None

Advisory: ENG 061

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NAA

COD GE:None CSU GE:None IGETC:None

**MATH 071 MESA CCCP Orientation****Units: 1**

This course assists students in acquiring the knowledge and skills necessary to reach their educational objectives in engineering, mathematics, and science-related fields. Topics include career decisions and strategies, educational and personal enrichment, study skills and habits, time management, academic preparation, and success in college. Field trips may be required.

Lecture Hours: 18 Lab Hours: None Repeatable: No

Grading: Pass/No Pass

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NAA

COD GE:None CSU GE:None IGETC:None

**MATH 095A Math Work Experience****Units: 1-8**

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. Credit may be accrued at the rate of one to eight units per semester for a maximum of sixteen units (combined total of all Work Experience units). Additionally, students must work 75 paid hours or 60 non-paid hours per unit earned. This type of work experience is available to students whose job and educational or occupational goals are directly related to Math.

Lecture Hours: None Lab Hours: 60-600 Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**MATH 370A Arithmetic of Whole Numbers-Module 1****Units: 0**

This is a course in the basic operations of arithmetic of whole numbers. Topics include definition of whole numbers; adding and subtracting of whole numbers; writing of whole numbers in standard and expanded notation; and applying whole numbers to real life situations.

Lecture Hours: None Lab Hours: 18 Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

**MATH 370B Arithmetic of Whole Numbers-Module 2****Units: 0**

This is a course in the basic operations of arithmetic of whole numbers. Topics include definition of prime and composite numbers; multiplying and dividing of whole numbers; factoring whole numbers into product of prime numbers; finding quotient and remainder in a division problem; and applying whole numbers to real life situations. Additional emphasis includes memorization of the basic whole number facts, such as multiplication table, divisibility criteria, and order of operations on whole numbers.

Lecture Hours: None Lab Hours: 18 Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** None

Advisory: MATH 370A

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

**MATH 370C Arithmetic of Integers-Module 1****Units: 0**

This is a course in the basic operations of arithmetic of integers. Topics include definition of integers; adding and subtracting of integers; graphing integers on the real number line; using absolute value to calculate distance between two integers; and applying integers to real life situations.

Lecture Hours: None Lab Hours: 18 Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** None

Advisory: MATH 370A &amp; MATH 370B

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

**MATH 370D Arithmetic of Integers-Module 2****Units: 0**

This is a course in the basic operations of arithmetic of integers. Topics include definition of integers; adding and subtracting of integers; graphing integers on the real number line; using absolute value to calculate distance between two integers; and applying integers to real life situations.

Lecture Hours: None Lab Hours: 18 Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** None

Advisory: MATH 370A, MATH 370B, &amp; MATH 370C

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

**MATH 370E Arithmetic of Rational Numbers-Module 1 Units: 0**

This is a course in basic arithmetic of rational numbers. Topics include definition of rational numbers, and definition of proper and improper fractions; multiplying and dividing of rational numbers; simplifying rational numbers using prime factorization; writing equivalent fractions with different denominators; and applying rational numbers to real life situations. Additional emphasis includes natural number exponents with rational number bases.

Lecture Hours: None Lab Hours: 18 Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** None

Advisory: MATH 370C & MATH 370D

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

**MATH 370F Arithmetic of Rational Numbers-Module 2 Units: 0**

This is a course in basic arithmetic of rational numbers. Topics include definition of mixed numbers; adding and subtracting of rational numbers with common denominators; converting between mixed numbers and improper fractions; graphing rational numbers on the real number line; finding the least common multiple of integers using prime factorization; and applying rational numbers to real life situations. Additional emphasis includes order of operations on rational numbers and natural number exponents with mixed number bases.

Lecture Hours: None Lab Hours: 18 Repeatable: Yes

Grading: Pass/No Pass

**Prerequisite:** None

Advisory: MATH 370C, MATH 370D, & MATH 370E

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE:None CSU GE:None IGETC:None

## Music (MUS)

**MUS 001 Music Theory I Units: 4**

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. (C-ID MUS 120, C-ID MUS 125)

Lecture Hours: 54 Lab Hours: 54 Repeatable: No

Grading: Letter

**Prerequisite:** MUS 012

Advisory: Concurrent enrollment in MUS 021A or MUS 021B or another music performance class

Limitation on enrollment: None

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

COD GE:C3 CSU GE:None IGETC:None

**MUS 002 Music Theory II Units: 4**

This course continues concepts introduced in Music Theory I; the study of basic materials of music and how those materials combine to create musical structures. Activities include analysis of representative compositions combined with creative work in counterpoint, orchestration and harmony (including modulation, secondary dominants, 9th, 11th, 13th chords and non-dominant harmony.) Lab activities include sight singing, ear training, dictation and the playing of scales and chord progressions at the keyboard.(C-ID MUS 130; MUS 135)

Lecture Hours: 54 Lab Hours: 54 Repeatable: No

Grading: Letter

**Prerequisite:** MUS 001

Advisory: Concurrent enrollment in MUS 021A or MUS 021B or another music performance class

Limitation on enrollment: None

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

COD GE:C3 CSU GE:None IGETC:None

**MUS 003 Music Theory III Units: 4**

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.(C-ID MUS 140; MUS 145)

Lecture Hours: 54 Lab Hours: 54 Repeatable: No

Grading: Letter

**Prerequisite:** MUS 002

Advisory: Concurrent enrollment in MUS 021A or MUS 021B

Limitation on enrollment: None

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

COD GE:None CSU GE:None IGETC:None

**MUS 004 Music Theory IV 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 20th 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.(C-ID MUS 150; MUS 155)

Lecture Hours: 54 Lab Hours: 54 Repeatable: No

Grading: Letter

**Prerequisite:** MUS 003

Advisory: Concurrent enrollment in MUS 021B

Limitation on enrollment: None

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: None    Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

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: None    Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

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. (Equivalent to TA 007.)

Lecture Hours: 54    Lab Hours: None    Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

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

COD GE:C3    CSU GE:C1    IGETC:3A

**MUS 010 Introduction to Music****Units: 3**

A survey of art music in western civilization. Topics studied include but are not limited to elements of music, basic musical forms, music periods, styles, and the role of music and musicians in the western world. (C-ID MUS 100)

Lecture Hours: 54    Lab Hours: None    Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

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: None    Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

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

COD GE:C3    CSU GE:C1    IGETC:3A

**MUS 012 Fundamentals of Music****Units: 3**

This is a basic course in music theory designed to develop an understanding of notation, rhythm, pitch, keys, scales, intervals, triads, and music terminology 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. (C-ID MUS 110)

Lecture Hours: 54    Lab Hours: None    Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

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: None    Repeatable: No

Grading: Letter

**Prerequisite:** MUS 012

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU    Degree Applicable: AA/AS

COD GE:None    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: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Courses Related in Content

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: Letter

**Prerequisite:** MUS 021A

Advisory: None

Limitation on enrollment: Courses Related in Content

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: Letter

**Prerequisite:** MUS 021B

Advisory: None

Limitation on enrollment: Courses Related in Content

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: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Courses Related in Content

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: Letter

**Prerequisite:** MUS 022A

Advisory: None

Limitation on enrollment: Courses Related in Content

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

COD GE:None CSU GE:None IGETC:None

**MUS 022C Voice III**

**Units: 2**

This course involves group study of interpretation and presentation of solo vocal literature in a variety of singing styles and languages. It is designed for the non-music major and for those considering majoring in vocal arts and musical theatre.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No

Grading: Letter

**Prerequisite:** MUS 022B

Advisory: None

Limitation on enrollment: Courses Related in Content

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

COD GE:None CSU GE:None IGETC:None

**MUS 023 Commercial Vocal Styles**

**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: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

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

COD GE:None CSU GE:None IGETC:None

**MUS 027 Jazz Band**

**Units: 1**

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. (C-ID MUS 180)

Lecture Hours: None Lab Hours: 54 Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: 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**

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. (C-ID MUS 180)

Lecture Hours: None Lab Hours: 54 Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: 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**

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. (C-ID MUS 180)

Lecture Hours: None Lab Hours: 54 Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: 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**

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. (C-ID MUS 180)

Lecture Hours: None Lab Hours: 54 Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: MUS 012

Limitation on enrollment: Audition required to confirm eligibility for enrollment

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

COD GE:None CSU GE:None IGETC:None



**MUS 033 Symphonic Band**

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. (C-ID MUS 180)

Lecture Hours: None Lab Hours: 54 Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: 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**

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: Letter

**Prerequisite:** None

Advisory: MUS 012

Limitation on enrollment: Courses Related in Content

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

COD GE:None CSU GE:None IGETC:None

**MUS 039B Intermediate Class Guitar**

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: Letter

**Prerequisite:** MUS 039A

Advisory: MUS 012

Limitation on enrollment: Courses Related in Content

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

COD GE:None CSU GE:None IGETC:None

**MUS 039C Advanced Class Guitar**

This is an advanced course designed for the non-music major that continues the development of guitar technique introduced in MUS 039A and B. 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: Letter

**Prerequisite:** MUS 039B

Advisory: MUS 012

Limitation on enrollment: Courses Related in Content

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

COD GE:None CSU GE:None IGETC:None

**Units: 1****MUS 050A Beginning Jazz/Rock Guitar**

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: Letter

**Prerequisite:** None

Advisory: MUS 012

Limitation on enrollment: Courses Related in Content

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

COD GE:None CSU GE:None IGETC:None

**MUS 050B Intermediate Jazz/Rock Guitar**

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: Letter

**Prerequisite:** MUS 050A

Advisory: MUS 012

Limitation on enrollment: Courses Related in Content

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

COD GE:None CSU GE:None IGETC:None

**MUS 050C Advanced Jazz/Rock Guitar**

This is an Advanced course designed for the non-music major that continues the development of concepts introduced in MUS-050A and B. Music from jazz, rock, country, and other contemporary styles will be covered.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No

Grading: Letter

**Prerequisite:** MUS 050B

Advisory: MUS 012

Limitation on enrollment: Courses Related in Content

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

COD GE:None CSU GE:None IGETC:None

**MUS 078A Digital Audio I**

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: Letter

**Prerequisite:** None

Advisory: MUS 021A

Limitation on enrollment: Courses Related in Content

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**MUS 078B Digital Audio II**

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: Letter

**Prerequisite:** MUS 078A

Advisory: MUS 021A

Limitation on enrollment: Courses Related in Content

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**Units: 2****Units: 2****Units: 2****Units: 3****Units: 3**

**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: Letter

**Prerequisite:** MUS 078B

Advisory: MUS 021A

Limitation on enrollment: Courses Related in Content

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. Musical Theatre Performance courses (MUS 084, MUS 085, MUS 086, TA 094, TA 095, and TA 096) may be taken for a maximum of 4 times up to a total of 12 units. (Equivalent to TA 094.)

Lecture Hours: None    Lab Hours: 54    Repeatable: Yes  
Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Audition required to confirm eligibility for enrollment

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. Musical Theatre Performance courses (MUS 084, MUS 085, MUS 086, TA 094, TA 095, and TA 096) may be taken a total of four times up to a total of 12 units. (Equivalent to TA 095.)

Lecture Hours: None    Lab Hours: 108    Repeatable: Yes  
Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Audition required to confirm eligibility for enrollment

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. Musical Theatre Performance courses (MUS 084, MUS 085, MUS 086, TA 094, TA 095, and TA 096) may be taken a total of four times up to a total of 12 units. (Equivalent to TA 096.)

Lecture Hours: None    Lab Hours: 162    Repeatable: Yes  
Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Audition required to confirm eligibility for enrollment

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 acquaints students with a wide variety of musical theatre repertoire. Students present selected musical theatre excerpts at the culmination of the semester. Musical Theatre Workshop courses (MUS 090, MUS 091 and MUS 092) may be taken for a maximum of 4 times up to a total of 12 units.

Lecture Hours: None    Lab Hours: 54    Repeatable: Yes  
Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

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. Musical Theatre Workshop courses (MUS 090, MUS 091 and MUS 092) may be taken for a maximum of 4 times up to a total of 12 units.

Lecture Hours: None    Lab Hours: 108    Repeatable: Yes  
Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

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. Musical Theatre Workshop courses (MUS 090, MUS 091 and MUS 092) may be taken for a maximum of 4 times up to a total of 12 units.

Lecture Hours: None    Lab Hours: 162    Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

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

COD GE:None    CSU GE:None    IGETC:None

**MUS 099A Applied Music, Instrumental****Units: 0.5**

Individual studio instruction for the Associate of Arts degree in music. Students receive 7 hours of individual instruction, complete 18 hours of on-campus practice, perform at least once in a public campus recital, and play 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 an instrumental performance ensemble and an approved academic music class required. May be taken a total of four times for credit.

(C-ID MUS 160)

Lecture Hours: None    Lab Hours: 27    Repeatable: Yes

Grading: Letter

**Corequisite:** MUS 027 or MUS 028 or MUS 033 and

MUS 001 or MUS 002 or MUS 003 or MUS 004

Advisory: None

Limitation on enrollment: Successful Music major audition

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

COD GE:None    CSU GE:None    IGETC:None

**MUS 099B Applied Music, Vocal Units: 0.5**

Individual studio instruction for the Associate of Arts degree in music. Students receive 7 hours of individual instruction, complete 18 hours of on-campus practice, perform at least once in a public campus recital and sing a juried performance (final exam) for a faculty committee. Designed for Music majors who are able to perform at college level. Successful audition and concurrent enrollment in a choral ensemble and an approved academic music class required. May be taken a total of four times for credit. (C-ID MUS 160)

Lecture Hours: None    Lab Hours: 27    Repeatable: Yes

Grading: Letter

**Corequisite:** MUS 029 or MUS 031 and MUS 001 or MUS 02 or

MUS 003 or MUS 004

Advisory: None

Limitation on enrollment: Successful Music major audition

Transfer Status: CSU/UC    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: None    Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ENG 061 and concurrent enrollment in NR 001L

Limitation on enrollment: None

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

COD GE:C1    CSU GE:B2    IGETC:5B

**NR 001L Conservation of Natural Resources Lab****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: None    Lab Hours: 54    Repeatable: No

Grading: Letter

**Prerequisite:** NR 001 or concurrent enrollment

Advisory: None

Limitation on enrollment: None

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

COD GE:C1    CSU GE:B3    IGETC:5C

**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: None    Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: NR 001

Limitation on enrollment: None

Transfer Status: CSU    Degree Applicable: AA/AS

COD GE:None    CSU GE:None    IGETC:None

**NR 004 Introduction to Ecosystem Management Units: 3**

This course covers ecological, socioeconomic, and institutional factors involved in the management of ecosystems. The history of ecosystem management, terminology, examples of successful and unsuccessful techniques, applications towards forest, chaparral, desert, and grassland management, and the interfacing of science, people, and governments for successful programs, along with job opportunities in public and private natural resources management agencies are discussed.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: NR 001

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**NR 010 Wildland Fire Technology Units: 3**

This course is designed to provide students with a fundamental knowledge of the factors affecting wildland fire behavior, fire prevention and the wildland fire suppression techniques. Wildland fire behavior safety is presented throughout the course. (Equivalent to FIRE 010.)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ENG 061

Limitation on enrollment: None

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 about enforcement of natural resources and wildlife laws in the United States and California. Topics include the relationships between Federal and State wildlife laws and regulations, laws as management tools, conservation 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, public responsibilities, and preservation of the environment. (Equivalent to AJ 017.)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ENG 061

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**NR 020 GPS and Map Use Units: 1**

This course provides an overview of Global Positioning System and map use technology. Students utilize hand-held GPS units and learn to apply the basic functions. Students are provided with opportunities to learn application techniques.

Lecture Hours: 18 Lab Hours: None Repeatable: No

Grading: Student Option

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**NR 021 Introduction to GIS Units: 3**

This course provides an overview of GIS (geographic information system) technology. Students utilize computers and learn to apply GIS to relevant areas of interest. Topics covered include applications to natural resources, landscape architecture, urban planning, fire technology and law enforcement.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: CIS 005

Limitation on enrollment: None

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

COD GE:None CSU GE:None IGETC:None

**NR 041A Native Plants - Mountain Units: 1**

This course is designed to introduce students to the identification of mountain native plants above 4,000 feet. Emphasis is placed on mountain trees and shrubs. Two Saturday field trips are required.

Lecture Hours: 18 Lab Hours: None Repeatable: No

Grading: Student Option

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**NR 041B Native Plants - Desert Units: 1**

This course is designed to introduce students to the identification of desert native plants in the Coachella Valley and surrounding desert areas. Both annuals and perennials (shrubs and trees) are included, with an emphasis placed on desert annuals when they are available. Two Saturday field trips are required.

Lecture Hours: 18 Lab Hours: None Repeatable: No

Grading: Student Option

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**NR 050 Winter Birds Units: 1**

This course introduces students to the principles and techniques of bird taxonomy. Emphasis is placed upon the identification of birds that winter locally at the Salton Sea. Saturday field trips to the Salton Sea are required.

Lecture Hours: 18 Lab Hours: None Repeatable: No

Grading: Student Option

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**NR 051A Migrant Birds - Fall Units: 1**

This course introduces students to the principles of bird taxonomy. Emphasis is placed upon the identification of birds that migrate south through our local mountains. Two Saturday field trips are required.

Lecture Hours: 18 Lab Hours: None Repeatable: No

Grading: Student Option

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**NR 051B Migrant Birds - Spring****Units: 1**

This course introduces students to the principles of bird taxonomy. Emphasis is placed upon the identification of birds that use local desert oases as stopover points during spring migration. Two Saturday field trips to local migrant "traps" are required.

Lecture Hours: 18 Lab Hours: None Repeatable: No

Grading: Student Option

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**NR 051C Backyard Birds****Units: 1**

This course introduces students to the principles of bird taxonomy. Emphasis is placed upon the identification of birds found in a typical Coachella Valley (desert) backyard. Two Saturday field trips to local sites are required. Students may choose the pass/no pass grading option.

Lecture Hours: 18 Lab Hours: None Repeatable: No

Grading: Student Option

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

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: None Repeatable: No

Grading: Student Option

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**NR 059 Careers in Natural Res & Agri 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.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**NR 095A Natural Resources Work Experience****Units: 1-8**

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. Credit may be accrued at the rate of one to eight units per semester for a maximum of sixteen units (combined total of all Work Experience units). Additionally, students must work 75 paid hours or 60 non-paid hours per unit. This type of work experience is available to students whose job and educational or occupational goals are directly related to Natural Resources.

Lecture Hours: None Lab Hours: 60-600 Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

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. A materials fee of \$80.00 - \$120.00 is required for this course to cover lab learning activities.

Lecture Hours: 72 Lab Hours: 216 Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Acceptance to the Registered Nursing Program

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**N 002 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. A materials fee of \$35.00 - \$70.00 is required for this course to cover lab learning activities.

Lecture Hours: 90 Lab Hours: 216 Repeatable: No

Grading: Letter

**Prerequisite:** N 001

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**N 003A Concepts of Nursing Practice for Complex Alterations in Health** **Units: 9**

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. A materials fee of \$50.00 - \$90.00 is required for this course to cover lab learning activities.

Lecture Hours: 72 Lab Hours: 270 Repeatable: No  
Grading: Letter

**Prerequisite:** N 002 **Corequisite:** N 003B

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**N 003B Issues in Nursing** **Units: 0.5**

This course introduces the student to the non-clinical aspects of nursing and discusses professionalism, credentialing, collective bargaining, nursing organizations, and legal, ethical and bioethical issues frequently encountered by the new graduate. This course may be used for continuing education credit.

Lecture Hours: 9 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** N 002

Advisory: None

Limitation on enrollment: None

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: 9.5**

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: Letter

**Prerequisite:** N 003A

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

## Philosophy (PHIL)

**PHIL 003 Introduction to Political Theory** **Units: 3**

This course is an introduction to the nature and tradition of political inquiry as articulated by classical, modern and contemporary theorists. This course focuses on basic theoretical debates such as, but not limited to, justice, equality, and the best form of government. Throughout the course, the application of theoretical debates to the contemporary world is stressed. (Equivalent to PS 003.) (C-ID POLS 120)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** PS 001

Advisory: ENG 001A

Limitation on enrollment: None

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

COD GE:C2 CSU GE:D8 IGETC:4H

**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: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ENG 061

Limitation on enrollment: None

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: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ENG 061

Limitation on enrollment: None

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. (C-ID PHIL 110)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ENG 001A & MATH 060

Limitation on enrollment: None

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: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ENG 061

Limitation on enrollment: None

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

COD GE:C3 CSU GE:C2 IGETC:3B, 4G

**PHIL 013 Perspectives on Death & 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: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ENG 061

Limitation on enrollment: None

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

COD GE:C2, C3 CSU GE:C2, E IGETC:3B

**PHIL 014 Introduction to Ethics****Units: 3**

A systematic examination of the concepts of moral right and wrong and the application of moral principles and/or virtues in the attempted resolution of significant moral difficulties. Theories of normative ethics and meta-ethics are stressed, but are supplemented with cases from applied ethics. (C-ID PHIL 120)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ENG 061

Limitation on enrollment: None

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: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: PHIL 006 or PHIL 012 &amp; ENG 061

Limitation on enrollment: None

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: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ENG 061, and at least one previous college-level course in philosophy or the natural sciences.

Limitation on enrollment: None

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: Letter

**Prerequisite:** MATH 054

Advisory: ENG 061

Limitation on enrollment: None

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

COD GE:C1 CSU GE:B1, B3 IGETC:5A, 5C

**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, thermodynamics, and wave motion. This course is offered in the Fall semester of even-numbered years. (C-ID PHYS 105; PHYS 100S)

Lecture Hours: 54 Lab Hours: 54 Repeatable: No

Grading: Letter

**Prerequisite:** MATH 005 & ENG 061

Advisory: None

Limitation on enrollment: None

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

COD GE:C1 CSU GE:B1, B3 IGETC:5A, 5C

**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, optics, and selected topics from modern physics. 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. (C-ID PHYS 110; PHYS 100S)

Lecture Hours: 54 Lab Hours: 54 Repeatable: No

Grading: Letter

**Prerequisite:** PH 002A

Advisory: None

Limitation on enrollment: None

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

COD GE:C1 CSU GE:B1, B3 IGETC:5A, 5C

**PH 003A Engineering Physics****Units: 4**

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. (C-ID PHYS 205)

Lecture Hours: 54 Lab Hours: 54 Repeatable: No

Grading: Letter

**Prerequisite:** MATH 001A

Advisory: ENG 001A

Limitation on enrollment: None

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

COD GE:C1 CSU GE:B1, B3 IGETC:5A, 5C

**PH 003B Engineering Physics****Units: 4**

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. (C-ID PHYS 210)

Lecture Hours: 54    Lab Hours: 54    Repeatable: No

Grading: Letter

**Prerequisite:** PH 003A and MATH 001B or concurrent enrollment

Advisory: None

Limitation on enrollment: None

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

COD GE:C1    CSU GE:B1, B3    IGETC:5A, 5C

**PH 003C Engineering Physics****Units: 4**

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. (C-ID PHYS 215)

Lecture Hours: 54    Lab Hours: 54    Repeatable: No

Grading: Letter

**Prerequisite:** PH 003B

Advisory: None

Limitation on enrollment: None

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

COD GE:C1    CSU GE:B1, B3    IGETC:5A, 5C

**PH 006A Electric Circuits for Engineering & 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 ENGR 006A.)

Lecture Hours: 54    Lab Hours: 54    Repeatable: No

Grading: Letter

**Prerequisite:** MATH 001A

Advisory: None

Limitation on enrollment: None

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: None    Repeatable: No

Grading: Letter

**Prerequisite:** MATH 001B & PH 003A

Advisory: None

Limitation on enrollment: None

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: None    Repeatable: No

Grading: Letter

**Prerequisite:** PH 011 or ENGR 011

Advisory: None

Limitation on enrollment: None

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

COD GE:None    CSU GE:None    IGETC:None

**PH 017 Introduction to Meteorology****Units: 3**

This course includes the study of the earth's atmosphere, its composition and vertical structure, energy budgets, air pollution and global warming, clouds and precipitation, weather systems and forecasting, severe weather, and atmospheric optics. (C-ID GEOG 130)

Lecture Hours: 54    Lab Hours: None    Repeatable: No

Grading: Letter

**Prerequisite:** MATH 054

Advisory: ENG 061

Limitation on enrollment: None

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

COD GE:C1    CSU GE:B1    IGETC:5A

**PH 031 Undergraduate Research Experience****Units: 2**

Under the supervision of STEM faculty, students will select a project to be completed during the semester. Topics will include information retrieval, computer skills applied to laboratory research, time management and organizational skills, application of modern research methods, experimental design, data collection and analysis, presentation skills (written and oral), and applying for summer internship opportunities. This course is intended for students pursuing a STEM degree and who have completed a minimum of 35 college level units.

Lecture Hours: 18    Lab Hours: 54    Repeatable: No

Grading: Letter

**Prerequisite:** PH 003B

Advisory: LIS 001

Limitation on enrollment: None

Transfer Status: CSU    Degree Applicable: AA/AS

COD GE:None    CSU GE:None    IGETC:None

**PH 095A Physics Work Experience****Units: 1-8**

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. Credit may be accrued at the rate of one to eight units per semester for a maximum of sixteen units (combined total of all Work Experience units). Additionally, students must work 75 paid hours or 60 non-paid hours per unit. This type of work experience is available to students whose job and educational or occupational goals are directly related to Physics.

Lecture Hours: None    Lab Hours: 60-600    Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU    Degree Applicable: AA/AS

COD GE:None    CSU GE:None    IGETC:None



## 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. (C-ID POLS 110)

Lecture Hours: 54    Lab Hours: None    Repeatable: No  
Grading: Letter

**Prerequisite:** None

Advisory: ENG 001A

Limitation on enrollment: None

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 involves the comparative analysis of different kinds of political systems, including their history, political institutions, processes and policies, the environments in which they occur, and their consequences. (C-ID POLS 130)

Lecture Hours: 54    Lab Hours: None    Repeatable: No  
Grading: Letter

**Prerequisite:** PS 001

Advisory: None

Limitation on enrollment: None

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

COD GE:C2    CSU GE:D8    IGETC:4H

### PS 003 Introduction to Political Theory

Units: 3

This course is an introduction to the nature and tradition of political inquiry as articulated by classical, modern and contemporary theorists. This course focuses on basic theoretical debates such as, but not limited to, justice, equality, and the best form of government. Throughout the course, the application of theoretical debates to the contemporary world is stressed. (Equivalent to PHIL 003.) (C-ID POLS 120)

Lecture Hours: 54    Lab Hours: None    Repeatable: No  
Grading: Letter

**Prerequisite:** PS 001

Advisory: ENG 001A

Limitation on enrollment: None

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

COD GE:C2    CSU GE:D8    IGETC:4H

### PS 004 Introduction to International Relations

Units: 3

This course is an introduction to the nature of political relations among nations, including the basic factors which influence international relations. Emphasis will be placed on an examination of contemporary world politics. (C-ID POLS 140)

Lecture Hours: 54    Lab Hours: None    Repeatable: No  
Grading: Letter

**Prerequisite:** PS 001

Advisory: None

Limitation on enrollment: None

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

COD GE:C2    CSU GE:D8    IGETC:4H

### PS 005 The American Presidency

Units: 3

This course focuses on the evolution of the American presidency, with an emphasis on the modern presidency. Students will examine the expectations gap: what we expect from our president and what he can accomplish within the confines of the Constitution. Students will also learn about the presidential selection process, from the primaries to the general election.

Lecture Hours: 54    Lab Hours: None    Repeatable: No  
Grading: Letter

**Prerequisite:** None

Advisory: ENG 001A

Limitation on enrollment: None

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

COD GE:C2    CSU GE:None    IGETC:None

### PS 048A Seminar- Contemporary World Affairs

Units: 1

Seminar covering contemporary issues of international relations and global politics, including but not limited to terrorism, foreign policies, international development and globalization.

Lecture Hours: 18    Lab Hours: None    Repeatable: No  
Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU    Degree Applicable: AA/AS

COD GE:None    CSU GE:None    IGETC:None

### PS 095A Political Science Work Experience

Units: 1-8

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. Credit may be accrued at the rate of one to eight units per semester for a maximum of sixteen units (combined total of all Work Experience units). Additionally, students must work 75 paid hours or 60 non-paid hours per unit. This type of work experience is available to students whose job and educational or occupational goals are directly related to Political Science.

Lecture Hours: None    Lab Hours: 60-600    Repeatable: Yes  
Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU    Degree Applicable: AA/AS

COD GE:None    CSU GE:None    IGETC:None

## Psychology (PSY)

### PSY 001 General Psychology

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. (C-ID PSY 110)

Lecture Hours: 54    Lab Hours: None    Repeatable: No  
Grading: Letter

**Prerequisite:** None

Advisory: ENG 061

Limitation on enrollment: None

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. (C-ID PSY 180)

Lecture Hours: 54 Lab Hours: None Repeatable: No  
Grading: Letter

**Prerequisite:** None

Advisory: PSY 001 & ENG 061

Limitation on enrollment: None

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 wellbeing. 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: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ENG 061

Limitation on enrollment: None

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

COD GE:C2 CSU GE:E IGETC:None

**PSY 010 Psychological Aspects/Marriage & 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: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ENG 061

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:C2, C5 CSU GE:D4, E IGETC:None

**PSY 012 Human Sexuality**

**Units: 3**

This course examines the development and practice of human sexuality through exploration of the psychological, social, cognitive, and physiological dimensions of human behavior. (C-ID PSY 130)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ENG 001A

Limitation on enrollment: None

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: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ENG 001A

Limitation on enrollment: None

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: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ENG 001A

Limitation on enrollment: None

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 Soc Sciences**

**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. (C-ID PSY 200)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** PSY 001 & SOC 003 or MATH 014

Advisory: ENG 001A

Limitation on enrollment: None

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

COD GE:C2 CSU GE:None IGETC:None

**PSY 027 Biological Psychology**

**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. (C-ID PSY 150)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** PSY 001

Advisory: ENG 001A

Limitation on enrollment: None

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

COD GE:C2 CSU GE:D9 IGETC:4I

**PSY 029 Abnormal Psychology**

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 V (current edition) in psychology. (C-ID PSY 120)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ENG 001A

Limitation on enrollment: None

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

COD GE:C2 CSU GE:D9 IGETC:4I

**Units: 3 PSY 095A Psychology Work Experience****Units: 1-8**

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. Credit may be accrued at the rate of one to eight units per semester for a maximum of sixteen units (combined total of all Work Experience units). Additionally, students must work 75 paid hours or 60 non-paid hours per unit. This type of work experience is available to students whose job and educational or occupational goals are directly related to Psychology.

Lecture Hours: None Lab Hours: 60-600 Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**PSY 030 Social Psychology****Units: 3**

This course will focus on the study of how people think, feel, and behave in social situations. Topics studied will include aggression, conformity, obedience, persuasion, attitudes and stereotypes. The role of social judgment, prejudice, pro-social behavior, attraction, cultural norms and interpersonal relationships are also examined. The scientific method and research techniques used in social psychology are explored. Ethical implications of research are discussed. (C-ID PSY 170)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ENG 061

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:C2, C5 CSU GE:None IGETC:None

**PSY 033 Personal & Social Adjustment****Units: 3**

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. (C-ID PSY 115)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ENG 061

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:C2, C5 CSU GE:D9, E IGETC:None

## Radio-Television (RTV)

**RTV 002 Broadcast Announcing****Units: 2**

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: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**RTV 005 Broadcast 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.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

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: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

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

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

**RTV 007 Introduction to Radio Production****Units: 3**

Students will gain a basic understanding of audio equipment used for radio production and live broadcasting. The course provides an introduction of the principles and techniques of music programming, commercials, news, interviews, sports and talk programs. Students will understand the basics of operating a daily radio station. They will learn how to create content and produce pre-recorded shows on the campus radio station KCOD.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**RTV 007A Intermediate Radio Production****Units: 3**

Students will be responsible for producing and performing content for KCOD radio including: hour long shows, DJ'ing, creating commercials, sweepers, public service announcements (PSAs) and specialty programs. This course provides more advanced audio editing techniques and opportunities to go "live" on the air.

Lecture Hours: 18 Lab Hours: 108 Repeatable: No

Grading: Letter

**Prerequisite:** RTV 007

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**RTV 007B Advanced Radio Production****Units: 3**

Students in this course will become part of the station management team. They will learn to assume the positions of station manager, music programmer, news director, promotions director, social media director, sports director and learn to pass on the skills and knowledge to run a professional radio station. Students will also follow and enforce FCC rules and regulations.

Lecture Hours: 18 Lab Hours: 108 Repeatable: No

Grading: Letter

**Prerequisite:** RTV 007A

Advisory: None

Limitation on enrollment: None

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: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: RTV 006

Limitation on enrollment: None

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

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

**RTV 009 Screenwriting****Units: 3**

This course is a basic introduction to writing for the film and electronic media. Students will learn how to prepare scripts in proper formats for the various media, as well as explore conceptual and stylistic issues related to writing fiction and non-fiction scripts for informational and entertainment purposes. The course gives the students hands-on experience and significant critical feedback in developing, writing and re-writing original scripts for the film and electronic media.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** ENG 001A

Advisory: None

Limitation on enrollment: None

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

COD GE:None CSU GE:None IGETC:None

**RTV 010A Film Production I: Basic Film Production****Units: 3**

This course provides an introduction to the theory, terminology, and process of digital film and video production. Topics include basic camera and sound acquisition techniques including the operation, function and creative uses of digital cameras and post-production production software. The emphasis is on documentary or abstract short films and music videos that help the students find their filmmaking voice and style. Students learn basic production management and directing skills as well as basic scripting, camera operation, picture editing and sound editing and mixing. (C-ID FTVE 150)

Lecture Hours: 36 Lab Hours: 54 Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**RTV 011A Film Production II: Advanced Film Production****Units: 3**

This course builds on the skills students acquired in RTV10A, offering them more advanced and detailed theory and terminology and immersing them deeper into the filmmaking process, this time focusing on narrative filmmaking. Students are introduced to narrative scripting, directing actors, production design production management and more advanced narrative picture and sound editing techniques.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No

Grading: Letter

**Prerequisite:** RTV 010A

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**RTV 012 Film Production III: Capstone****Units: 3**

This course builds on the skills students acquired in RTV 011A, offering them more advanced and detailed theory and terminology and immersing them more professionally and independently into the narrative filmmaking process. Students apply skills in production design, narrative screenplay writing and development, directing actors and managing key personnel, producing, budgeting, scheduling, negotiating and more highly developed narrative picture and sound editing techniques.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No

Grading: Letter

**Prerequisite:** RTV 009 and RTV 011A and RTV 013

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**RTV 013 Cinematography****Units: 3**

On a film set, the Cinematographer is the person who fulfills the Director's vision by setting the shots and lighting the scene. How this is achieved is part art, part craft and part science. This course will introduce students to the fundamental elements of Cinematography. The exploration of how motion picture and video cameras work will be accompanied by understanding how motion picture cameras, lenses and lighting transcend being tools into being a collaborative artistic expression.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**RTV 095A Radio & TV Work Experience****Units: 1-8**

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. Credit may be accrued at the rate of one to eight units per semester for a maximum of sixteen units (combined total of all Work Experience units). Additionally, students must work 75 paid hours or 60 non-paid hours per unit earned. This type of work experience is available to students whose job and educational or occupational goals are directly related to Radio and Television.

Lecture Hours: None Lab Hours: 60-600 Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

## Reading (RDG)

**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: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

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: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

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: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: RDG 061

Limitation on enrollment: None

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: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: RDG 061 &amp; MATH 060

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**RED 030 Real Estate Development Fundamentals****Units: 3**

This course provides an introduction to the methodologies for accurate measurement of demand for real estate products and discusses the legal and regulatory requirements of the entitlement and development approval or permitting process of a project. The course also identifies sources of capital and analyzes the types of financing available in today's commercial real estate markets. The topic of architectural design and building construction practices that contribute to a building's "green" or sustainability rating is discussed by examining the international standards for rating green buildings. In addition, this course will examine real estate development business valuation and the various facets of property management that apply to the variety of real estate products.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: RDG 061

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

## Recreation (RE)

### RE 001 Intro to Recreation & Sport Management Units: 3

An examination of the broad spectrum of career opportunities available in the recreation and sport management profession. Includes an introduction to career planning, recreation and sport management terminology, and an overview of specific skills required for professional preparation. Introduction of management and leadership roles as each relates to recreation, sport, and fitness organizations.

Lecture Hours: 54    Lab Hours: None    Repeatable: No  
Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU    Degree Applicable: AA/AS

COD GE:None    CSU GE:None    IGETC:None

### RE 095A Recreation Work Experience Units: 1-8

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. Credit may be accrued at the rate of one to eight units per semester for a maximum of sixteen units (combined total of all Work Experience units). Additionally, students must work 75 paid hours or 60 non-paid hours per unit. This type of work experience is available to students whose job and educational or occupational goals are directly related to Recreation.

Lecture Hours: None    Lab Hours: 60-600    Repeatable: Yes  
Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU    Degree Applicable: AA/AS

COD GE:None    CSU GE:None    IGETC:None

## Sociology (SOC)

### SOC 001 Introductory Sociology Units: 3

This course is a survey of the characteristics of social life, the processes of social interaction, and the tools of sociological investigation. (C-ID SOCI 110)

Lecture Hours: 54    Lab Hours: None    Repeatable: No  
Grading: Letter

**Prerequisite:** None

Advisory: ENG 061

Limitation on enrollment: None

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

COD GE:C2    CSU GE:D0    IGETC:4J

### SOC 002 Social Problems Units: 3

An application of sociological principles and concepts in an analysis of the family, religion, education, minorities, crime and delinquency, urban society, industry, and politics. Special attention is given to the interpretation of relevant quantitative data. This course is offered in the Spring semester. (C-ID SOCI 115)

Lecture Hours: 54    Lab Hours: None    Repeatable: No  
Grading: Letter

**Prerequisite:** SOC 001

Advisory: None

Limitation on enrollment: None

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

COD GE:C2    CSU GE:D0    IGETC:4J

### SOC 003 Fundamentals of Statistics Units: 3

This course is an introductory study of statistics for the Behavioral Sciences, Emphasis is placed on acquainting students with the concepts underlying statistical methods and research approaches, basic statistical analyses, and principles. Topics include: data collection; descriptive and inferential statistics; sampling distribution; measures of central tendency; dispersion; relative standing, and relationship; probability; prediction; hypothesis evaluation; and test for treatment effects. This course is intended for students majoring in the behavioral/social sciences or those interested in applied statistics. (C-ID SOCI 125)

Lecture Hours: 54    Lab Hours: None    Repeatable: No  
Grading: Letter

**Prerequisite:** MATH 040 & ENG 061

Advisory: None

Limitation on enrollment: None

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

COD GE:C4b    CSU GE:B4    IGETC:2A

### SOC 004 Sociological Analysis & 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. (C-ID ENGL 105)

Lecture Hours: 54    Lab Hours: None    Repeatable: No  
Grading: Letter

**Prerequisite:** ENG 001A & MATH 054

Advisory: None

Limitation on enrollment: None

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

COD GE:C4b    CSU GE:A3    IGETC:1B

### SOC 014 Introduction to Race & Ethnicity 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. (C-ID SOCI 150)

Lecture Hours: 54    Lab Hours: None    Repeatable: No  
Grading: Letter

**Prerequisite:** None

Advisory: ENG 061

Limitation on enrollment: None

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

COD GE:C2    CSU GE:D0, D3    IGETC:4C, 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: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: ENG 001A

Limitation on enrollment: None

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

COD GE:C2 CSU GE:D0, D3 IGETC:4C, 4J

**SOC 095A Sociology Work Experience****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. Credit may be accrued at the rate of one to six units per semester for a maximum of sixteen units (combined total of all Work Experience units). Additionally, students must work 75 paid hours or 60 non-paid hours per unit. This type of work experience is available to students whose job and educational or occupational goals are directly related to Sociology.

Lecture Hours: None Lab Hours: 60-450 Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

## 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. (C-ID SPAN 100)

Lecture Hours: 90 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

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. (C-ID SPAN 110)

Lecture Hours: 90 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** SPAN 001 or 2 years high school Spanish

Advisory: None

Limitation on enrollment: None

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

COD GE:C3 CSU GE:C2 IGETC:3B, 6A

**SPAN 003 Intermediate Spanish I****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. (C-ID SPAN 200)

Lecture Hours: 72 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** SPAN 002

Advisory: None

Limitation on enrollment: None

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

COD GE:C3 CSU GE:C2 IGETC:3B, 6A

**SPAN 004 Intermediate Spanish II****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. (C-ID SPAN 210)

Lecture Hours: 72 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** SPAN 003

Advisory: None

Limitation on enrollment: None

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

COD GE:C3 CSU GE:C2 IGETC:3B, 6A

**SPAN 020 Hispanic/Latino Culture & 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: None Repeatable: No

Grading: Letter

**Prerequisite:** SPAN 003 or SPAN 004

Advisory: None

Limitation on enrollment: None

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

COD GE:C3 CSU GE:C2, D3 IGETC:3B,4C,6A

**SPAN 021 Spanish for Heritage Speakers I****Units: 5**

This course introduces Heritage Speakers of Spanish to the demands of reading and writing in the academic setting, as well as, building global competence. A Heritage Speaker is defined as someone who speaks and understands the heritage language (in this case Spanish) and who is to some degree bilingual in English and the heritage language (Valdes, G. 2001). Students learn the basics of critical thinking and research techniques as they apply to the three modes of communication: presentational (speaking, writing), interpretative (listening and reading), and interpersonal (speaking and writing). Students then learn to apply the different types of writing such as expository, persuasive, descriptive, and narrative in response to their analysis of literary works.

Lecture Hours: 90 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** SPAN 003 or Heritage Speaker of Spanish or equivalent. A heritage speaker is defined as someone who speaks and understands the heritage language (in this case Spanish) and who is to some degree bilingual in English and the heritage language.

Advisory: None

Limitation on enrollment: None

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

COD GE:C3 CSU GE:None IGETC:None

**SPAN 022 Spanish for Heritage Speakers II**

**Units: 5**

This course exposes Heritage Speakers of Spanish to the demands of literary analysis and film critique in the academic setting, as well as, building global competence. A heritage speaker is defined as someone who speaks and understands the heritage language (in this case Spanish) and who is to some degree bilingual in English and the heritage language (Valdes, G. 2001). Students advance their critical thinking and research techniques as they apply to the three modes of communication: presentational (speaking, writing), interpretative (listening and reading), and interpersonal (speaking and writing). Students then learn to evaluate verbally and in writing various aspects of narrative (short story and novel), poetry, drama, and film critique in response to their analysis of literary works and film screenings.

Lecture Hours: 90 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** SPAN 021 or Heritage Speaker of Spanish or equivalent. A heritage speaker is defined as someone who speaks and understands the heritage language (in this case Spanish) and who is to some degree bilingual in English and the heritage language.

Advisory: None

Limitation on enrollment: None

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

COD GE:C3 CSU GE:None IGETC:None

## Theatre Arts (TA)

**TA 001 Introduction to Theatre**

**Units: 3**

This course is designed as a general survey of the history, theory and practice of theatre art from its origins to the present time. The study includes elements of drama, historic structures of the theatre, characteristic types of plays, the contribution of the director, actors, designers, and contemporary production techniques. (C-ID THTR 111)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

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

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

**TA 002 Acting I**

**Units: 3**

This course provides basic instruction in acting technique 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. (C-ID THTR 151)

Lecture Hours: 36 Lab Hours: 54 Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Courses Related in Content

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. (C-ID THTR 152)

Lecture Hours: 36 Lab Hours: 54 Repeatable: No

Grading: Letter

**Prerequisite:** TA 002

Advisory: None

Limitation on enrollment: Courses Related in Content

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

COD GE:None CSU GE:None IGETC:None

**TA 004 Script Analysis**

**Units: 3**

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. (C-ID THTR 114)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** TA 001

Advisory: None

Limitation on enrollment: None

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

COD GE:None CSU GE:None IGETC:None

**TA 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. (Equivalent to MUS 007.)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

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

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

**TA 009 Stagecraft**

**Units: 3**

This course offers the student an introduction to all aspects of technical theatre including: lighting, set construction, costume, prop, and sound design. (C-ID THTR 171)

Lecture Hours: 36 Lab Hours: 54 Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

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

COD GE:None CSU GE:None IGETC:None



**TA 010 Introduction to Design & Production****Units: 3**

An introductory course in the theory and practice of theatrical design, its construction and its execution. The lab explores the application of a theatrical design through construction, execution, and use of proper technical theatre practices. This course is offered in the Spring semester. (C-ID THTR 172)

Lecture Hours: 36    Lab Hours: 54    Repeatable: No

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

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. Play Production - Acting courses (TA 020, TA 021 and TA 022) may be taken for a maximum of 4 times up to a total of 12 units. (C-ID THTR 191)

Lecture Hours: None    Lab Hours: 54    Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Audition or consent of instructor

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

COD GE:None    CSU GE:None    IGETC:None

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. Play Production - Acting courses (TA 020, TA 021 and TA 022) may be taken for a maximum of 4 times up to a total of 12 units. (C-ID THTR 191)

Lecture Hours: None    Lab Hours: 108    Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Audition or consent of instructor

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

COD GE:None    CSU GE:None    IGETC:None

COD GE:None    CSU GE:None    IGETC:None

COD GE:None    CSU GE:None    IGETC:None

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. Play Production - Acting courses (TA 020, TA 021 and TA 022) may be taken for a maximum of 4 times up to a total of 12 units. (C-ID THTR 191)

Lecture Hours: None    Lab Hours: 162    Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Audition or consent of instructor

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

COD GE:None    CSU GE:None    IGETC:None

COD GE:None    CSU GE:None    IGETC:None

COD GE:None    CSU GE:None    IGETC:None

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. Technical Theatre Production courses (TA 030, TA 031 and TA 032) may be taken for a maximum of 4 times up to a total of 12 units. (C-ID THTR 192)

Lecture Hours: None    Lab Hours: 54    Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

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

COD GE:None    CSU GE:None    IGETC:None

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. Technical Theatre Production courses (TA 030, TA 031 and TA 032) may be taken for a maximum of 4 times up to a total of 12 units.

Lecture Hours: None    Lab Hours: 108    Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

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

COD GE:None    CSU GE:None    IGETC:None

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. Technical Theatre Production courses (TA 030, TA 031 and TA 032) may be taken for a maximum of 4 times up to a total of 12 units.

Lecture Hours: None    Lab Hours: 162    Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

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

COD GE:C3    CSU GE:None    IGETC:None

**TA 080 Theatre Makeup**

**Units: 3**

This course teaches the basic principles and application techniques of theatrical, film, print, television, and special effects 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 make-up 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. (C-ID THTR 175)  
Lecture Hours: 36 Lab Hours: 54 Repeatable: No  
Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

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

COD GE:None CSU GE:None IGETC:None

**TA 094 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. Musical Theatre Performance courses (TA 094, TA 095, TA 096, MUS 084, MUS 085, and MUS 086) may be taken a total of four times up to a total of 12 units. (Equivalent to MUS 084.)  
Lecture Hours: None Lab Hours: 54 Repeatable: Yes  
Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Audition required to confirm eligibility for enrollment

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

COD GE:None CSU GE:None IGETC:None

**TA 095 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. Musical Theatre Performance courses (TA 094, TA 095, TA 096, MUS 084, MUS 085, and MUS 086) may be taken a total of four times up to a total of 12 units. (Equivalent to MUS-085.)  
Lecture Hours: None Lab Hours: 108 Repeatable: Yes  
Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Audition required to confirm eligibility for enrollment

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

COD GE:None CSU GE:None IGETC:None

**TA 096 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. Musical Theatre Performance courses (TA 094, TA 095, TA 096, MUS 084, MUS 085, and MUS 086) may be taken a total of four times up to a total of 12 units. (Equivalent to MUS-086.)  
Lecture Hours: None Lab Hours: 162 Repeatable: Yes  
Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Audition required to confirm eligibility for enrollment

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.  
Lecture Hours: None Lab Hours: 175 Repeatable: Yes  
Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Successful tryout

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

COD GE:None CSU GE:None IGETC:None

**VSM 014A Varsity Basketball Fall - Men**

**Units: 1.5**

This is an intercollegiate preseason competition and preparation course for performance oriented students who demonstrate a high degree of skill and interest. May be taken for a total of four times for credit.  
Lecture Hours: None Lab Hours: 87.5 Repeatable: Yes  
Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Successful tryout

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

COD GE:None CSU GE:None IGETC:None

**VSM 014B Varsity Basketball Spring - Men**

**Units: 1.5**

This is an intercollegiate conference competition course for performance oriented students who demonstrate a high degree of skill and interest. May be taken for a total of four times for credit.  
Lecture Hours: None Lab Hours: 87.5 Repeatable: Yes  
Grading: Letter

**Prerequisite:** None

Advisory: None

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.

Lecture Hours: None    Lab Hours: 175    Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: None

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.

Lecture Hours: None    Lab Hours: 175    Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: None

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.

Lecture Hours: None    Lab Hours: 175    Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: None

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.

Lecture Hours: None    Lab Hours: 175    Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: None

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.

Lecture Hours: None    Lab Hours: 175    Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: None

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.

Lecture Hours: None    Lab Hours: 117    Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Successful tryout

Transfer Status: CSU/UC\*    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.

Lecture Hours: None    Lab Hours: 58    Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Successful tryout

Transfer Status: CSU/UC\*    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.

Lecture Hours: None    Lab Hours: 58    Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Successful tryout

Transfer Status: CSU/UC\*    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.

Lecture Hours: None Lab Hours: 58 Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Successful tryout

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

COD GE:None CSU GE:None IGETC:None

**VSO 014C Basketball-Men, Summer Units: 1**

This is a summer 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.

Lecture Hours: None Lab Hours: 58 Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Successful tryout

Transfer Status: CSU/UC\* 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.

Lecture Hours: None Lab Hours: 58 Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Successful tryout

Transfer Status: CSU/UC\* 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.

Lecture Hours: None Lab Hours: 58 Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Successful tryout

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

COD GE:None CSU GE:None IGETC:None

**VSO 015C Basketball-Women, Summer Units: 1**

This is a summer 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.

Lecture Hours: None Lab Hours: 58 Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Successful tryout

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

COD GE:None CSU GE:None IGETC:None

**VSO 024A Cross Country, Spring Units: 2**

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.

Lecture Hours: None Lab Hours: 117 Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Successful tryout

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

COD GE:None CSU GE:None IGETC:None

**VSO 024B Cross Country, Summer Units: 1**

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.

Lecture Hours: None Lab Hours: 58 Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Successful tryout

Transfer Status: CSU/UC\* 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.

Lecture Hours: None Lab Hours: 117 Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Successful tryout

Transfer Status: CSU/UC\* 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.

Lecture Hours: None    Lab Hours: 58    Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Successful tryout

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

COD GE:None    CSU GE:None    IGETC:None

**VSO 040 Golf-Men, Fall****Units: 2**

This is a fall semester off-season men's golf conditioning course providing beginning, intermediate, and advance 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.

Lecture Hours: None    Lab Hours: 117    Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Successful tryout

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

COD GE:None    CSU GE:None    IGETC:None

**VSO 041 Golf-Women, Spring****Units: 2**

This is a spring semester off-season women's golf conditioning course providing beginning, intermediate, and advance 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.

Lecture Hours: None    Lab Hours: 117    Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Successful tryout

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

COD GE:None    CSU GE:None    IGETC:None

**VSO 042 Golf-Men's & Women's, Summer****Units: 1**

This is a summer semester-off season men's and 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.

Lecture Hours: None    Lab Hours: 58    Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Successful tryout

Transfer Status: CSU/UC\*    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.

Lecture Hours: None    Lab Hours: 117    Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Successful tryout

Transfer Status: CSU/UC\*    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.

Lecture Hours: None    Lab Hours: 58    Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Successful tryout

Transfer Status: CSU/UC\*    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.

Lecture Hours: None    Lab Hours: 117    Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Successful tryout

Transfer Status: CSU/UC\*    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.

Lecture Hours: None    Lab Hours: 58    Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Successful tryout

Transfer Status: CSU/UC\*    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.

Lecture Hours: None Lab Hours: 117 Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Successful tryout

Transfer Status: CSU/UC\* 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.

Lecture Hours: None Lab Hours: 58 Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Successful tryout

Transfer Status: CSU/UC\* 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.

Lecture Hours: None Lab Hours: 117 Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Successful tryout

Transfer Status: CSU/UC\* 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.

Lecture Hours: None Lab Hours: 58 Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Successful tryout

Transfer Status: CSU/UC\* 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.

Lecture Hours: None Lab Hours: 117 Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Successful tryout

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

COD GE:None CSU GE:None IGETC:None

**VSO 074B Volleyball, Summer**

**Units: 1**

Intended for off season conditioning and skill development for intercollegiate volleyball student-athletes during the summer semester.

Limitation on Enrollment: Successful tryout

Lecture Hours: None Lab Hours: 58 Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Successful tryout

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

COD GE:None CSU GE:None IGETC:None

## Varsity Sports, Women (VSW)

**VSW 015A Varsity Basketball Fall - Women**

**Units: 1.5**

This course is intercollegiate preseason competition and preparation for performance oriented students who demonstrate a high degree of skill and interest. May be taken for a total of four times for credit.

Lecture Hours: None Lab Hours: 87.5 Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Successful tryout

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

COD GE:None CSU GE:None IGETC:None

**VSW 015B Varsity Basketball Spring - Women**

**Units: 1.5**

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.

Lecture Hours: None Lab Hours: 87.5 Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: None

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.

Lecture Hours: None Lab Hours: 175 Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: None

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.

Lecture Hours: None Lab Hours: 175 Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: None

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.

Lecture Hours: None Lab Hours: 175 Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: None

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.

Lecture Hours: None Lab Hours: 175 Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: None

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.

Lecture Hours: None Lab Hours: 175 Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: None

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.

Lecture Hours: None Lab Hours: 175 Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: Successful tryout

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

COD GE:None CSU GE:None IGETC:None

**VSW 075 Beach Volleyball****Units: 3**

This course provides women with the opportunity to develop advanced skills and strategies in intercollegiate beach volleyball. There will also be competitive opportunities such as games and scrimmages. The course will include conditioning drills to improve muscular strength, endurance, stamina, agility and vertical jump to improve performance in beach volleyball. May be taken a total of four times.

Lecture Hours: None Lab Hours: 175 Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: None

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 various body systems is covered.

Lecture Hours: 162 Lab Hours: None Repeatable: No

Grading: Letter

**Prerequisite:** ENG 061 & HS 013 & HS 062 & HS 067 & PSY 001

**Corequisite:** VN 010L

Advisory: None

Limitation on enrollment: Acceptance to the Vocational Nursing Program

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. Students receive a Pass/No Pass grade mark. A materials fee of \$50.00 - \$90.00 is required for this course to cover lab learning activities.

Lecture Hours: None Lab Hours: 378 Repeatable: No

Grading: Pass/No Pass

**Prerequisite:** HS 013 & HS 062 & HS 067

**Corequisite:** VN 010

Advisory: None

Limitation on enrollment: Acceptance to the Vocational Nursing Program

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: None Repeatable: No

Grading: Letter

**Prerequisite:** VN 010 & VN 010L**Corequisite:** VN 020L Advisory: None

Limitation on enrollment: None

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. Students receive a Pass/No Pass grade mark.

Lecture Hours: None Lab Hours: 378 Repeatable: No

Grading: Pass/No Pass

**Prerequisite:** VN 010 & VN 010L**Corequisite:** VN 020 Advisory: None

Limitation on enrollment: None

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: None Repeatable: No

Grading: Letter

**Prerequisite:** VN 020 & VN 020L**Corequisite:** VN 030L Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**VN 030L Vocational Nursing III Lab****Units: 4**

This course is a continuation of skills that were acquired in VN 010 and VN 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. Students receive a Pass/No Pass grade mark.

Lecture Hours: None Lab Hours: 216 Repeatable: No

Grading: Pass/No Pass

**Prerequisite:** VN 020 & VN 020L **Corequisite:** VN 030

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**Welding (WELD)****WELD 011 Shielded Metal Arc Welding****Units: 3**

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: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**WELD 012 Basic Gas Metal Arc Welding (MIG)****Units: 3**

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: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

**Work Experience, General (WEG)****WEG 095A 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. Credit may be accrued at the rate of one to six units per semester for a maximum of sixteen units (combined total of all Work Experience units). Additionally, students must work 75 paid or 60 non-paid hours per unit. This type of work experience is available to students whose jobs are not related to their educational or occupational goals.

Lecture Hours: None Lab Hours: 60-450 Repeatable: Yes

Grading: Letter

**Prerequisite:** None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None



# ANNOUNCEMENT OF FACULTY AND ADMINISTRATION

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## Academic Freedom

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.

## The Faculty Code of Professional Ethics

Guided by a profound belief in and respect for the inherent dignity and worth of each individual in the culturally diverse community we serve, the faculty at College of the Desert endeavor to:

- place as their highest priority excellence in teaching, continually striving to improve scholarly and professional competence, maintaining personal and academic integrity, and accepting the role of intellectual guide and facilitator;
- encourage the free pursuit of learning, honoring the confidential nature of the relationship between instructor and student, avoiding exploitation of students for private advantage, and holding before them high scholarly standards for their discipline and appreciation and respect for others;
- accept accountability for maintaining honest academic conduct, high standards of performance, and evaluation that reflects the true merit of students, courses, programs, and services;
- accept the obligations associated with membership in a community of scholars that includes practicing, fostering and defending intellectual honesty, freedom of inquiry and instruction, social responsibility, and respect for the opinion of others;
- acknowledge the rights and obligations associated with the role of citizen within the community ensuring that views expressed within that society are represented as those of a private citizen rather than those of a spokesperson for the College.



# FACULTY & ADMINISTRATION

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B.S. 1978 University of Nebraska  
M.A. 2003 John F. Kennedy University

**RENATE SENTERS (2008)**

Professor, English as a Second Language  
B.A. 1985 Ludwig Maximilian University Munich  
M.A. 1987 Ludwig Maximilian University Munich

**HUSHANG SHAHIDI (1989)**

Professor, Economics and Finance  
B.S. 1969 Tehran University  
M.A. 1973 Mankato State College  
Ph.D. 1977 Colorado State University

**MICHAEL SILVEIRA (2016)**

Instructor, Biology  
B.S. 2006 San Diego State University  
M.S. 2010 San Diego State University

**JOSEPH SIMO (2000)**

Counselor  
B.S. 1989 Franciscan University of Steubenville  
M.S. 1996 California State University - San Bernardino

**JASMEET SINGH (2017)**

Instructor, Chemistry  
M.S. 2002 Guru Nanak Dev University  
Ph.D. 2005 Guru Nanak Dev University

**CHRISTEN SMITH (2005)**

Professor, English as a Second Language  
 B.A. 1994 University of California - Irvine  
 M.A. 1996 California State Polytechnic University - Pomona

**MICHAEL L. SMITH (2001)**

Professor, Philosophy  
 B.A. 1989 University of California - Riverside  
 M.A. 1994 University of California - Riverside

**LISA SOCCIO (2006)**

Associate Professor, Art History  
 B.A. 1994 California State University - San Bernardino  
 M.A. 1997 California State University - Fullerton  
 Ph.D. 2007 University of California - Riverside

**PAMELA STEGEMAN (2017)**

Instructor, Business  
 B.A. 1985 Hamilton College  
 M.B.A. 1990 Cornwell University

**ANA M. STOCKWELL (2007)**

Counselor  
 B.A. 2004 California State University - San Bernardino  
 M.S.W. 2006 California State University - San Bernardino

**KURT STRUWE (2017)**

Instructor, Culinary Arts  
 B.S. 2006 Art Institute of California  
 M.B.A. 2010 Southwest Minnesota State University

**KAREN TABOR-REGIS (1992)**

Dean, School of Mathematics and Science  
 A.A. 1985 Mesa Community College  
 B.A. 1988 San Diego State University  
 M.A. 1992 San Diego State University

**DIANE E. TARAS (2006)**

Associate Professor, English as a Second Language  
 B.A. 1997 Laurentian University  
 B.A. 1981 University of Waterloo  
 M.A. 2004 California State University - Northridge

**ANTHONY M. TESCH (2004)**

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)**

Professor, Sociology  
 B.S. 1999 University of California - Riverside  
 M.A. 2001 California State University - Fullerton  
 Ph.D. 2012 Capella University

**EDUARDO VACA (2016)**

Instructor, Environmental Horticulture / Turfgrass Management  
 A.S. 2005 College of the Desert

**ALLEN SCOTT VENTURA (2014)**

Assistant Professor, Fire Technology  
 A.S. 1987 College of the Desert

**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

**GIUSEPPE VEZZOLI (2017)**

Instructor, Biology  
 B.S. 2002 Università degli Studi di Milano  
 M.S. 2006 Università degli Studi di Milano  
 Ph.D. 2014 University of California Davis

**CORBYN VOYU (2015)**

Instructor, English  
 B.A. 2012 California State University - San Bernardino  
 M.A. 2013 California State University - San Bernardino

**LISA WILANDER (2000)**

Learning Disabilities Specialist,  
 Associate Professor-Disabled Students Programs & Services  
 A.A. 1978 Rockland Community College  
 B.S. 1980 Keene State College  
 M.A. 1987 California State University - San Francisco

**GARY WILLIAMS (2017)**

Instructor, Computer Information Systems  
 B.S. 1973 University of Oregon  
 J.D. 1976 Willamette University

**CHRISTOPHER WILLIAMS (2017)**

Counselor, Student Success and Support Programs  
 B.A. 2008 CSU San Bernardino  
 M.S. 2015 University of La Verne

**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

**MARIANA ZEPEDA (2017)**

Counselor, ESLN  
 B.A. 2012 University of California - Los Angeles  
 M.S. 2016 California State University - San Bernardino

## Faculty and Administration Emeriti

**LaVONNE ABRUZZI (1987-1998)**

Associate Professor Emeritus, Nursing

**DAVID ACQUISTAPACE (1999-2015)**

Professor Emeritus, Digital Design and Production

**STEVEN R. ACREE (2001-2014)**

Professor Emeritus, English

**HORTENSIA "SANDY" ALWAN (1984-2001)**

Adjunct Instructor Emeritus, Spanish

**EVE-MARIE ANDREWS (1999-2014)**

Counselor Emeritus

**JOHN A. ANELLO (1980-1987)**

Professor Emeritus, Music

**FRANKLIN Y. ATTOUN** (1967-2014)  
Professor Emeritus, French and Spanish

**BETTY BALUSKI** (2006-2015)  
Associate Professor Emeritus, Nursing

**ARTHUR W. BENDER** (1969-1994)  
Professor Emeritus, Microbiology

**STEPHEN BENO** (1985-2017)  
Professor Emeritus, Culinary Arts

**BARBARA A. BOLAÑOS** (1971-1995)  
Professor Emeritus, Sociology

**PAUL D. BOWIE** (1970-2006)  
Professor Emeritus, Biology and Botany

**MARY A. BOYD** (1989-2012)  
Professor Emeritus, Reading

**WAYNE E. BOYER** (2005-2015)  
Director Emeritus, Nursing and Allied Health

**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 A. CURRLIN** (1975-1986)  
Professor Emeritus, Developmental Education

**LARRY M. DaSHIELL** (1974-2006)  
Professor Emeritus, Auto Mechanics

**RITA R. DEAN** (1973-2004)  
Professor Emeritus, Developmental Education

**MILFORD C. 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

**CHARLES B. FLATT** (1964-2001)  
Professor Emeritus, Sociology and Philosophy

**ELIZABETH B. 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 & Recreation

**DEEANN GERKEN** (1992-2006)  
Professor Emeritus, Nursing

**RICHARD O. GILICK** (1975-1987)  
Director Emeritus, Business/Institutional Services,  
Copper Mountain Campus

**THOMAS L. GILLMAN** (1989-2015)  
Professor Emeritus, Computer Sciences

**RALPH T. GRANNAN** (1973-1997)  
Professor Emeritus, Physics

**CHARLES R. GREEN** (1966-1997)  
Dean Emeritus, Student Services and Relations

**WILLIAM A. GUDELUNAS** (1990-2012)  
Professor Emeritus, Political Science and American History

**EILEEN C. HACKETT** (1993-2006)  
Professor Emeritus, Nursing

**CELIA C. HARTLEY** (1992-99)  
Professor Emeritus Nursing, Division Chair Health Sciences, Director of  
A.D.N, VN, C.N.A and EMT Programs

**BEVERLY A. HARTNETT** (1968-94)  
Professor Emeritus, Nursing

**CYNTHIA HAY** (2000-14)  
Associate Professor Emeritus, Nursing

**FRANCIS J. HEDQUIST** (1970-91)  
Professor Emeritus, Psychology

**DEAN W. HOOVER** (1973-92)  
Professor Emeritus, Reading

**JAMES M. HOPP** (1974-2001)  
Professor Emeritus, English



**KATHLEEN HUDGINS** (2006-14)

Associate Professor Emeritus, Nursing

**JOSEPH B. IANTORNO** (1974-86)

Professor Emeritus, English

**C.D. JR JACKSON** (1988-2012)

Professor Emeritus, Developmental Education

**PENNY S. JENISON** (1999-2009)

Professor Emeritus, History / Political Science

**DORIS F. KELLER** (1972-87)

Professor Emeritus, Nursing

**CHARLES D. KROLL** (2001-14)

Associate Professor Emeritus, History

**PAULA N. KROONEN** (1984-2001)

Adjunct Instructor Emeritus, Japanese and ESL

**WILLIAM R. KROONEN** (1969-2001)

Superintendent/President

**JOHN B. LaFONTAINE** (1996-2005)

Assistant Professor Emeritus, Air Conditioning and Refrigeration

**IRENE M. LARSEN** (1995-2014)

Professor Emeritus, Nursing

**CAROL A. LASQUADE** (2005-15)

Counselor Emeritus, Coordinator EOPS & CARE Programs

**JAN B. LAWSON** (1970-94)

Professor Emeritus, English

**MARIAN T. LEE** (1973-1981)

Professor Emeritus, Mathematics, Copper Mountain Campus

**JUAN LUJAN** (1989-2012)

Director Emeritus, Education Centers

**PAUL MAAG** (2000-15)

Counselor Emeritus, Alternative Media Specialist

**DOUG A. MacINTIRE** (2002-15)

Professor Emeritus, Physics and Computer Science

**MICHAEL MANIS** (1985-2010)

Professor Emeritus, Business

**JOHN L. MARMAN** (1969-2002)

Professor Emeritus - Health PE & Recreation, Director Athletics,  
Division Chair - Health PE & Recreation

**ELEANOR MARTIN** (1977-89)

Counselor Emeritus

**ELIZABETH MARTIN** (1979-94)

Professor Emeritus, Nursing

**JOHN W. MARZICOLA** (1972-85)

Professor Emeritus, Mathematics

**DIANNE S. MATHEWSON** (1992-2004)

Professor Emeritus, Psychology

**ASHLEY T. McDERMOTT** (1964-99)

Professor Emeritus, Astronomy and History

**DONNA J. McLAIN** (1968-96)

Professor Emeritus, Health, PE and Recreation

**JOHN R. McMILLAN** (1967-82)

Director Emeritus, Admissions and Records Services

**STEVEN R. McWILLIAMS** (1971-2002)

Professor Emeritus, Geography and Anthropology

**MERLE E. MERRITT** (1970-95)

Professor Emeritus, History, Copper Mountain Campus

**GEORGE L. MEYER** (1969-2002)

Professor Emeritus, Geology

**ALFRED D. MILLER** (1971-93)

Counselor Emeritus, Cooper Mountain Campus

**DARRELL MILLER** (1985-2016)

Adjunct Instructor Emeritus, Culinary Arts

**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** (2008-12)

Professor Emeritus, Nursing

**HOVAK NAJARIAN** (1966-94)

Professor Emeritus, Art

**CHRISTOPHER E. NELSON** (1996-2014)

Coordinator Emeritus, Academic Skills Center

**JOHN L. NORMAN** (1962-99)

Professor Emeritus, Music

**MICHAEL J. O'NEILL** (1990-2008)

Professor Emeritus, Special Education, Coordinator, DSPS

**BETTY J. OEDING** (1967-92)

Professor Emeritus, Nursing

**JAMES C. ONEY** (1970-97)

Professor Emeritus, Mathematics

**ROSEMARY ORTEGA** (1972-2005)

Professor Emeritus, Developmental Education

**REYNALDO F. ORTIZ** (1978-2011)

Counselor Emeritus

**JAMES J. PARVIZI** (2001-2017)

Professor Emeritus, Mathematics

**JERRY R. PATTON** (2004-2012)

President Emeritus

**WILLIAM H. PIVAR** (1971-94)

Professor Emeritus, Business

**SAMUEL H. PLUMER** (1975-86)

Counselor Emeritus, DSPS

**RICHARD W. POST** (1974-2007)

Dean Emeritus, Resource Development/Assistant to the Superintendent/  
President, Dean - Applied Science & Business, Director - Vocational  
Education

**DIANE N. RAMIREZ** (1974-2011)

Professor Emeritus, Special Education, Vice President Emeritus,  
Student Affairs

**VICTOR RIOS, JR.** (1999-2016)

Professor Emeritus, Sociology

**BRETT ROMER** (1964-2002)

Professor Emeritus, Physics and Mathematics, Division Chair,  
Science and Mathematics

**MARGARET K. ROSE** (1994-2014)

Professor Emeritus, Nursing

**DAVID SALTER** (1975-2004)

Professor Emeritus, Biology

**MARIA C. SHEEHAN** (2001-07)

Superintendent/President Emeritus

**GWENDOLYN J. SMITH** (1980-92)

Professor Emeritus, Nursing

**DOMENICO SOTTILE** (1969-2010)

Professor Emeritus, Italian and Spanish

**FERN D. STOUT** (1964-87)

Superintendent/President Emeritus

**JOHN C. TAMULONIS** (1971-2004)

Professor Emeritus, Automotive Technology

**JACK R. TAPLESHAY** (1986-2017)

Professor Emeritus, Communication

**DONALD D. THOMPSON** (1965-96)

Professor Emeritus, Physical Education

**NORMAN THU** (1975-2001)

Professor Emeritus, Political Science

**LESLIE TODD** (1995-2006)

Professor Emeritus, Nursing

**CHRISTINE J. TOMLINSON** (1976-82)

Professor Emeritus, Music

**MARY K. (CHRIS) TOTTEN** (1994-2012)

Professor Emeritus, Biology

**RODERICK S. TRACEY** (1984-2014)

Professor Emeritus, Chemistry

**DAVID VALENZUELA** (2002-16)

Adjunct Instructor Emeritus, Art

**ANNE M. WALKER** (1984-2005)

Adjunct Professor Emeritus, Mathematics

**DOUGLAS J. WALKER** (1971-2005)

Professor Emeritus Natural Resources and Entomology, Dean - Applied  
Sciences & Fine Arts, Division Chair - Applied Sciences

**JOAN L. WALKER** (2004-14)

Assistant Professor Emeritus, Nursing

**HARRY WALTHALL** (1962-94)

Librarian Emeritus

**KENNETH A. WATERS** (1968-91)

Professor Emeritus, Agriculture and Mechanics

**FLOYD L. WATSON** (1974-2005)

Professor Emeritus, Business

**DON A. WELTY** (1965-2004)

Coordinator Emeritus, Continuing Education

**JOY E. WENTZ** (1989-2004)

Professor Emeritus, English and Composition

**CHAR WHITAKER** (1991-2005)

Coordinator Emeritus, Library Services

## Faculty and Administration In Memoriam

**HAROLD JR. L. BIRD** (1974-76)

Professor Emeritus, Nursing

**MARION BLONDIS** (1965-76)

Professor Emeritus, Nursing

**SANDRA R. BRANDON** (1990-2007)

Professor Emeritus, Computer Information Systems

**DAN A. BURKE** (1966-85)

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** (1981-99)

Professor Emeritus, Respiratory Therapy

**EDGAR L. De FOREST** (1962-78)

Professor Emeritus, English and Speech

**DANIEL V. DETI** (1962-2004)

Professor Emeritus, French and Spanish

**STANLEY M. DUPREE** (2012-14)

Executive Director Emeritus, Human Resources and Labor Relations

**M. W. ELLERBROEK** (1961-81)

Professor Emeritus/Past Dean of Business Services

**RON R. EVANS** (1971-2010)

Professor Emeritus, Art

**SUSAN EVANS** (1987-2011)

Adjunct Professor Emeritus, Art

**CAROLYN L. FISHER** (1963-82)

Professor Emeritus, Counseling

**WENDELL C. FORD** (1965-89)

Media Specialist Emeritus

**LAWRENCE FREDERICK** (1962-81)  
Professor Emeritus, Mathematics

**MICHELE GAINES** (2002-08)  
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

**EUGENE K. HANSON** (1969-92)  
Professor Emeritus, Philosophy and Religion

**DONALD HARRISON** (1971-88)  
Professor Emeritus, Business

**CHARLES HAYDEN** (1983-2012)  
Trustee Emeritus

**ROY HUDSON** (1962)  
Professor Emeritus, Rhetoric and Public Address

**EDWIN T. INGLES** (1960-74)  
Professor Emeritus/Past Dean of Instruction

**ROBERT B. JORDAN** (1966-2004)  
Professor Emeritus, Psychology

**MARIAN M. KATZ** (1967-92)  
Professor Emeritus, Nursing

**AUSTIN KILIAN** (1970 -87)  
Professor Emeritus, Art

**WILLIAM A. KOHL** (1976-2006)  
Professor Emeritus, Art

**KEN LaMONT** (1986-2006)  
Counselor Emeritus

**ROY MALLERY** (1962)  
Associate Professor Emeritus, Fine Art

**JUDITH M. MANDEL** (1989-2006)  
Adjunct Instructor Emeritus, French

**J.R. MASTERS, JR** (1964)  
Professor Emeritus, Speech

**ROY C. McCALL** (1959-73)  
President Emeritus/Past President, Past Superintendent,  
Coachella Valley Community College District

**BARBARA McFADYEN** (1965-87)  
Professor Emeritus, Political Science

**MARTIN McKELL** (1965-85)  
Professor Emeritus, Business

**JAMES A. MILLS** (1973-92)  
Professor Emeritus, Administration of Justice

**KIM R. MILTENBERGER** (1982-99)  
Associate Professor Emeritus, Speech

**KATHLEEN MUCHNIK** (1972-87)  
Assistant Professor Emeritus, Nursing, Assistant Chairperson, Nursing  
and Allied Health

**GEORGE J. NELSON** (1963-74)  
Professor Emeritus, Chemistry

**SEAMUS NUNAN** (1962-82)  
Professor Emeritus, History

**CHARLES R. PALMER** (1969-91)  
Dean Emeritus, Educational Services, Copper Mountain Campus

**C.A. PATTERSON** (1974-99)  
Professor Emeritus, Mathematics

**LANCE READ** (1964-96)  
Counselor Emeritus

**WILLIAM M. REESKE** (1969-99)  
Professor Emeritus, English, Cooper Mountain Campus

**BETTY LOU ROCHE** (1970-89)  
Professor Emeritus, Business

**ANNE G. SADDINGTON** (1995-2011)  
Professor Emeritus, Human Services and Sociology

**ANTHONY A. SAITTA** (1967-78)  
Associate Professor Emeritus, Business

**RHODA G. SCHWANKE** (1973-83)  
Professor Emeritus, Nursing, Coordinator Emeritus, Student Health  
Service

**PERRY J. SHENEMAN** (1970-81)  
Professor Emeritus, Engineering Technology

**STEPHEN SIMONSEN** (1979-97)  
Professor Emeritus, Communication

**GEORGE SMITH, JR** (1973-94)  
Professor Emeritus, Agriculture

**FREDERICK THON** (1962-74)  
Professor Emeritus, Drama

**RAYMOND L. TRAYNOR** (1974-87)  
Professor Emeritus, Developmental Education, Copper Mountain Campus

**JOYCE WADE-MALTAIS** (1966-99)  
Professor Emeritus, English and Speech

**FRANCES De LONG WILSON** (1969-84)  
Professor Emeritus, Developmental Education

# PALM DESERT CAMPUS GUIDE



<b>COLLEGE of the DESERT</b>																																																																																																																																																								
<table border="0"> <tr><td>A</td><td>Agricultural Sciences.....</td><td>B5</td></tr> <tr><td>ADMIN</td><td>Administration.....</td><td>E3</td></tr> <tr><td>ALUM</td><td>Alumni Centre.....</td><td>A2</td></tr> <tr><td>AMP</td><td>Amphitheatre.....</td><td>D3</td></tr> <tr><td>ART</td><td>Art.....</td><td>B3</td></tr> <tr><td>AS</td><td>Applied Sciences.....</td><td>B6</td></tr> <tr><td>ASC</td><td>Academic Skills Center.....</td><td>C5</td></tr> <tr><td>B</td><td>Business Building.....</td><td>D3</td></tr> <tr><td>BNC</td><td>Barker Nursing Center.....</td><td>B2</td></tr> <tr><td>CDC</td><td>Child Development Center.....</td><td>A4</td></tr> <tr><td>CMH</td><td>Carol Meier Lecture Hall.....</td><td>D4</td></tr> <tr><td>CP</td><td>Central Plant.....</td><td>B2</td></tr> <tr><td>CCTR</td><td>Copy Center.....</td><td>B3</td></tr> <tr><td>COM</td><td>Communication.....</td><td>D2</td></tr> <tr><td>CRTS</td><td>Tennis Courts.....</td><td>E5</td></tr> <tr><td>CSSC</td><td>Cravens Student Services Center.....</td><td>E2</td></tr> </table>	A	Agricultural Sciences.....	B5	ADMIN	Administration.....	E3	ALUM	Alumni Centre.....	A2	AMP	Amphitheatre.....	D3	ART	Art.....	B3	AS	Applied Sciences.....	B6	ASC	Academic Skills Center.....	C5	B	Business Building.....	D3	BNC	Barker Nursing Center.....	B2	CDC	Child Development Center.....	A4	CMH	Carol Meier Lecture Hall.....	D4	CP	Central Plant.....	B2	CCTR	Copy Center.....	B3	COM	Communication.....	D2	CRTS	Tennis Courts.....	E5	CSSC	Cravens Student Services Center.....	E2	<table border="0"> <tr><td>DM</td><td>Diesel Mechanics.....</td><td>B6</td></tr> <tr><td>DH</td><td>Dining Hall.....</td><td>E3</td></tr> <tr><td>ECE</td><td>Early Childhood Education Center.....</td><td>A4</td></tr> <tr><td>FS</td><td>Fiscal Services.....</td><td>F2</td></tr> <tr><td>FDN</td><td>Foundation.....</td><td>F5</td></tr> <tr><td>GOLF</td><td>College Golf Center.....</td><td>H6</td></tr> <tr><td>GYM</td><td>Gymnasium.....</td><td>F4</td></tr> <tr><td>HILB</td><td>Hilb.....</td><td>D4</td></tr> <tr><td>HR</td><td>Human Resources.....</td><td>F2</td></tr> <tr><td>KINE</td><td>Kinesiology.....</td><td>E4</td></tr> <tr><td>LA</td><td>Liberal Arts.....</td><td>D3</td></tr> <tr><td>M</td><td>Music Classroom.....</td><td>B3</td></tr> <tr><td>M&amp;O</td><td>Maintenance &amp; Operations.....</td><td>B3</td></tr> <tr><td>MARKS</td><td>Walter N. Marks Center for the Arts.....</td><td>B3</td></tr> <tr><td>MATH</td><td>Math.....</td><td>D5</td></tr> <tr><td></td><td>McCallum Theatre.....</td><td>G2</td></tr> </table>	DM	Diesel Mechanics.....	B6	DH	Dining Hall.....	E3	ECE	Early Childhood Education Center.....	A4	FS	Fiscal Services.....	F2	FDN	Foundation.....	F5	GOLF	College Golf Center.....	H6	GYM	Gymnasium.....	F4	HILB	Hilb.....	D4	HR	Human Resources.....	F2	KINE	Kinesiology.....	E4	LA	Liberal Arts.....	D3	M	Music Classroom.....	B3	M&O	Maintenance & Operations.....	B3	MARKS	Walter N. Marks Center for the Arts.....	B3	MATH	Math.....	D5		McCallum Theatre.....	G2	<table border="0"> <tr><td>MSTC</td><td>Math Science Technology Center.....</td><td>D5</td></tr> <tr><td>N</td><td>Nursing.....</td><td>D2</td></tr> <tr><td>N.AN</td><td>North Annex.....</td><td>C4</td></tr> <tr><td>PSA</td><td>Public Safety Academy.....</td><td>B7</td></tr> <tr><td>PT</td><td>Pollock Theatre.....</td><td>D4</td></tr> <tr><td></td><td>Public Library.....</td><td>H5</td></tr> <tr><td>QUAD</td><td>Student Plaza (Drop-off &amp; Walkway).....</td><td>D2</td></tr> <tr><td>S</td><td>Science.....</td><td>D4</td></tr> <tr><td></td><td>Security.....</td><td>F2</td></tr> <tr><td></td><td>Simonds Center Weight Room.....</td><td>C6</td></tr> <tr><td>S.AN</td><td>South Annex.....</td><td>F2</td></tr> <tr><td>SOC</td><td>Social Sciences.....</td><td>D4</td></tr> <tr><td>STAD</td><td>Stadium.....</td><td>C6</td></tr> <tr><td>STG</td><td>Stagecraft Shop.....</td><td>C5</td></tr> <tr><td>SL</td><td>Student Life.....</td><td>E3</td></tr> <tr><td>T</td><td>Theatre Too.....</td><td>C5</td></tr> <tr><td></td><td>Training Room.....</td><td>C6</td></tr> <tr><td>WHSE</td><td>Warehouse.....</td><td>B3</td></tr> </table>	MSTC	Math Science Technology Center.....	D5	N	Nursing.....	D2	N.AN	North Annex.....	C4	PSA	Public Safety Academy.....	B7	PT	Pollock Theatre.....	D4		Public Library.....	H5	QUAD	Student Plaza (Drop-off & Walkway).....	D2	S	Science.....	D4		Security.....	F2		Simonds Center Weight Room.....	C6	S.AN	South Annex.....	F2	SOC	Social Sciences.....	D4	STAD	Stadium.....	C6	STG	Stagecraft Shop.....	C5	SL	Student Life.....	E3	T	Theatre Too.....	C5		Training Room.....	C6	WHSE	Warehouse.....	B3
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★ = Staff Only    ⊕ = Self Serve One-Day Parking Permit Dispenser    ⚡ = Electric Vehicle Charging Station    ♿ = Accessible Restrooms    🛡️ = Security    🚭 = Designated Smoking Area

# DESERT HOT SPRINGS CAMPUS GUIDE

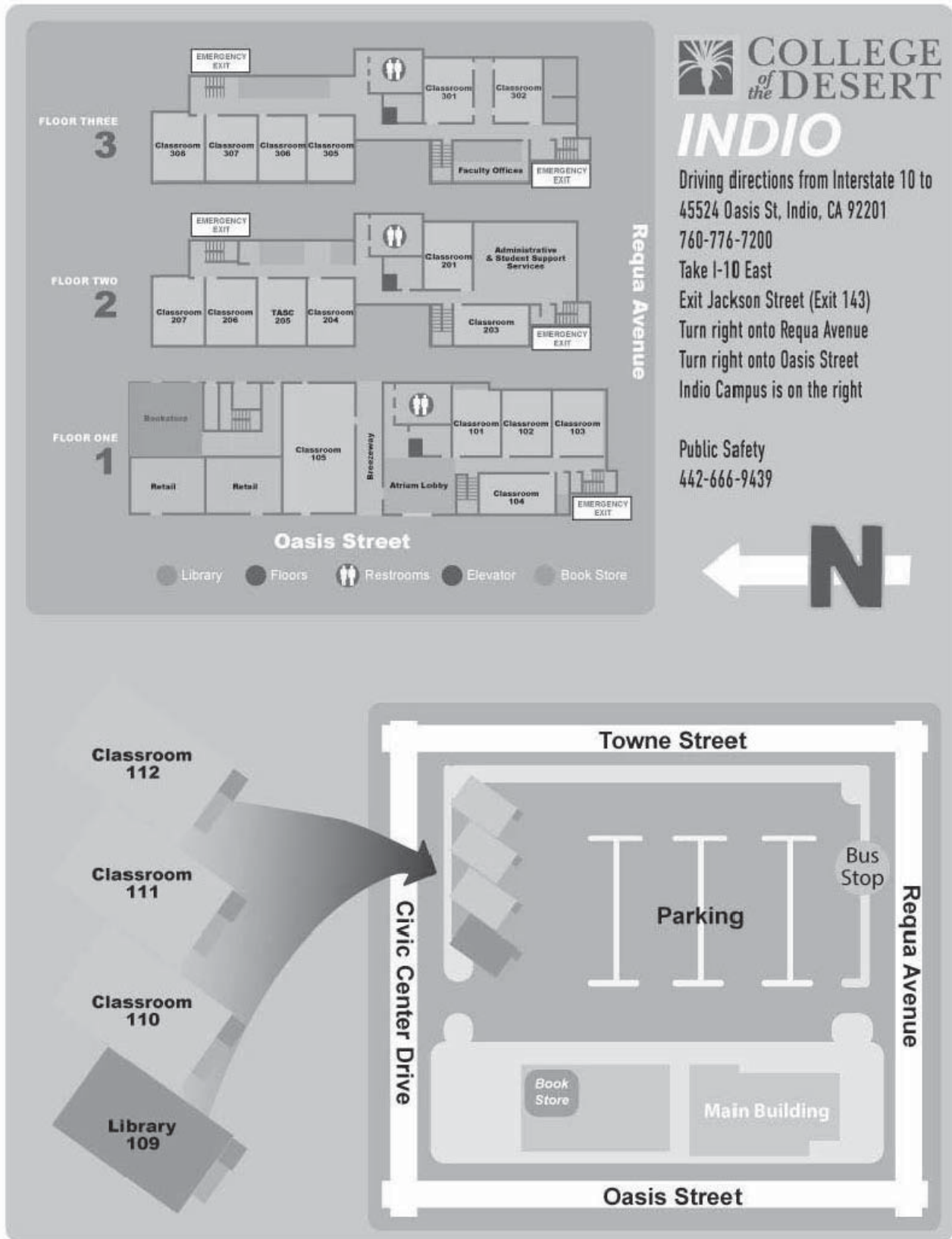
**COLLEGE of the DESERT** DESERT HOT SPRINGS

Map labels: COD Classrooms (39, 40, 41), Restrooms, Parking, Edward L. Wenzlaff Elementary School, Security, Bus Stop, Pierson Blvd., West Drive.

Map features: A large red 'N' with a white arrow pointing right, indicating North. A yellow 'Bus Stop' sign is located at the intersection of Pierson Blvd. and West Drive. A security icon is placed near the school building.

11625 West Drive  
Desert Hot Springs,  
CA 92240

# INDIO CAMPUS GUIDE



# MECCA-THERMAL CAMPUS GUIDE

**COLLEGE of the DESERT** *MECCA/THERMAL*

**Buchanan Street**

Office/Counseling  
Cafe  
TASC & Tutoring  
Bus Stop  
Parking  
Security  
Designated Smoking Areas  
Restrooms

Administration, Counseling & Conference  
B6  
B7  
B8

Student Commons  
C1  
C2  
TASC Tutoring  
C3&4  
C5  
C6  
C7  
Computer Lab  
C8

**61-120 Buchanan Street  
Thermal, CA 92274**

**Directions (from Palm Desert campus):**  
Take I-10 East Exit 86 Expressway South (splits off to the right)  
Take a left on Avenue 62  
Take an immediate left on Buchanan St.  
Take a right at the first stop sign into the campus.

**Directions coming from the Salton Sea area:**  
North on 86 Expressway  
Take a right on Avenue 62  
Take an immediate left on Buchanan St.  
Take a right at the first stop sign into the campus.

**N**

# PALM SPRINGS CAMPUS GUIDE



**COLLEGE**  
*of the* **DESERT**

## TEMPORARY PALM SPRINGS CAMPUS

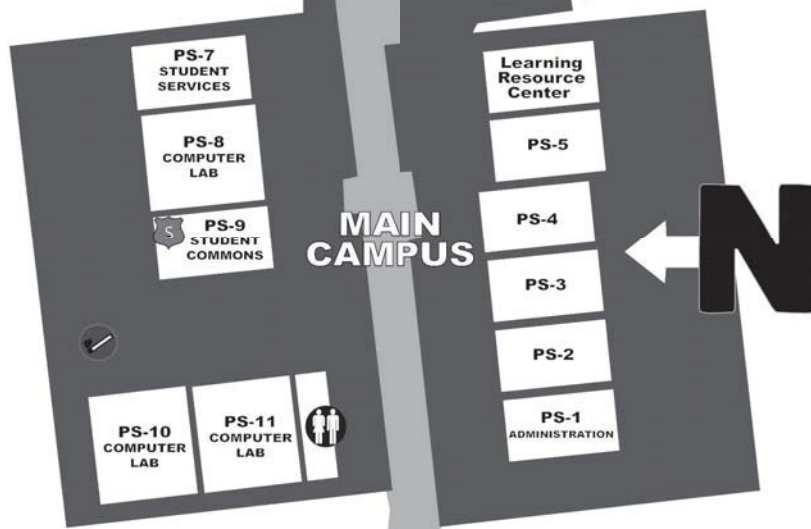
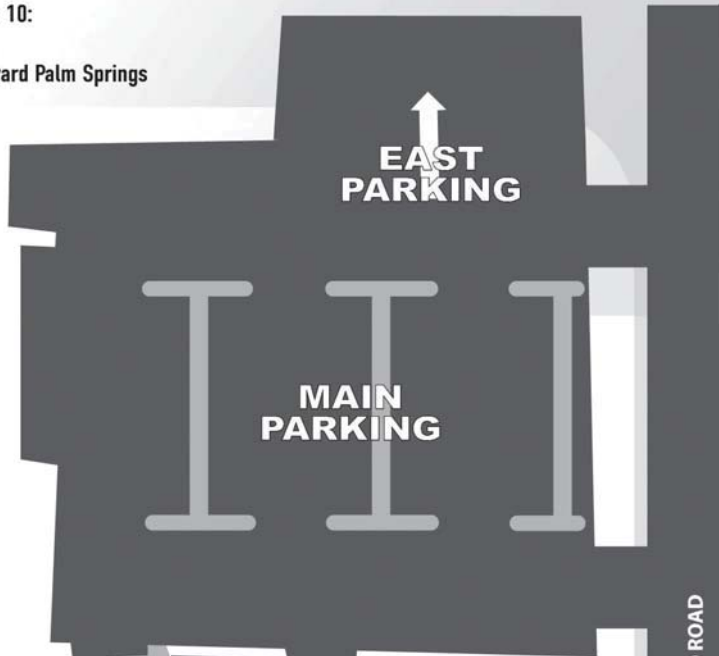
1300 East Baristo Road, Palm Springs, CA 92262

Driving directions from Interstate 10:

Take I-10 to Indian Canyon Drive  
Head south on Indian Canyon toward Palm Springs  
Left on Vista Chino  
Right on Sunrise Way  
Right on Baristo  
Campus is on right side

Take I-10 to Ramon Road  
Head west on Ramon  
Right on Sunrise  
Left on Baristo  
Campus is on right side

-  Security
-  Restrooms
-  Smoking Area
-  760-674-7800



HERMOSA DRIVE



# Acknowledgements

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