



2023–2024 Catalog Addendum I Spring 2024

This College of the Desert Catalog Addendum represents course and program additions made since the last publication of the Catalog. Included in this Addendum are new and modified courses, certificates, programs. These additions supplement what is printed in the current Catalog and are effective as of Spring 2024 unless otherwise noted. Instructions for understanding this addendum are as follows: underline indicates new material and ~~strikethrough~~ strikethroughs identify deleted content.

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.

COURSES OF INSTRUCTION

NEW COURSES

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. Limitation on Enrollment: None		
Prerequisite: ART 007	Corequisite: None	Advisory: None
Lecture hours: 36	Lab hours: 54	Repeatable: No
Transfer Status: UC/CSU	Program Applicable: No	Allow Audit: Yes
Grading: Letter		
ART 008	Fiber Art	Units: 3
Introduction to basic materials, methods and vocabulary used in fiber and textile media as well as the hands-on development of expressive visual ideas. Contemporary and historical development and cultural relevance of the fiber media is also explored. Limitation on Enrollment: None		
Prerequisite: None	Corequisite: None	Advisory: None
Lecture hours: 36	Lab hours: 54	Repeatable: No
Transfer Status: CSU	Program Applicable: No	Allow Audit: No
Grading: Letter		
BCOT 020	Basic Juvenile Correctional Officer Training	Units: 10
The Basic Juvenile Correctional Officer Training provides students with entry-level training for Juvenile correctional officers and other probation positions. The course will introduce the student to juvenile corrections procedure, interviewing, counseling techniques, defensive tactics, public relations, and oral and written communications. Security and supervision techniques in juvenile institutions are stressed. The curriculum is designed to meet or exceed the requirements of the California Board of State and Community Corrections (BSCC - California). Students attend the Academy in full uniform and will be able to attend an orientation 3 weeks prior to the course. The orientation date will be listed in the Schedule of Classes. There is an additional fee of \$200-\$300 for the uniform and gear. Limitation on Enrollment: None		
Prerequisite: None	Corequisite: None	Advisory: None
Lecture hours: 170	Lab hours: 70	Repeatable: No
Transfer Status: None	Program Applicable: No	Allow Audit: No
Grading: Letter		
KINE 021	Applications of Health and Wellness Coaching	Units: 1
This course helps students enhance their coaching skills with practice coaching sessions and instructor feedback. It also covers the ethical and legal implications of health and wellness coaching. This course is designed to provide students in the Health and Wellness Coaching program with practical experience in the field of wellness coaching. Limitation on Enrollment: None		
Prerequisite: None	Corequisite: KINE 020	Advisory: None
Lecture hours: 0	Lab hours: 54	Repeatable: No
Transfer Status: CSU	Program Applicable: CERT	Allow Audit: Yes
Grading: Letter		
SOC 007	Introduction to Social Work and Social Welfare	Units: 3
An introduction to the field of social work, with an overview of the history and development of structures of social welfare services and the role of policy in service delivery. Exploration of the ideology, values, and ethics of the profession. Limitation on Enrollment: None		
Prerequisite: None	Corequisite: None	Advisory: SOC 001
Lecture hours: 54	Lab hours: 0	Repeatable: No
Transfer Status: CSU	Program Applicable: No	Allow Audit: Yes
Grading: Letter		

MODIFIED COURSES**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 that demonstrate heat transfer theories and vapor compression mechanical system cycle components and accessories. A lab uniform is required for this course. Limitation on Enrollment: None

Prerequisite: None	Corequisite: None	Advisory: RDG 061 and ESYS 004
Lecture hours: 36	Lab hours: 54	Repeatable: No Grading: Letter
Transfer Status: None	Program Applicable: Yes	Allow Audit: Yes

ACR 061 Air Conditioning & Refrigeration II Units: 3

Basic types of compressors are introduced. This course covers the operation of condensers within the refrigeration system. The Basic evaporation process is studied. Metering devices are included with an emphasis on the specifics of modulating and fixed orifice controls. The laboratory experience allows provides the student an opportunity to practice the methods and techniques presented in the classroom. Limitation on Enrollment: None

Prerequisite: ACR 060	Corequisite: None	Advisory: RDG 061 and ESYS 004
Lecture hours: 36	Lab hours: 54	Repeatable: No Grading: Letter
Transfer Status: None	Program Applicable: Yes	Allow Audit: Yes

ACR 064 Air Conditioning & Refrigeration Electricity I Units: 3

This course introduces the basic theory of electricity and electronics, skills needed to install and service electrical circuits of air conditioning and refrigeration systems electrical circuits. Also, components and symbols, wiring diagrams, and wiring diagram exercises are included. A lab uniform is required for this course. Limitation on Enrollment: None

Prerequisite: None	Corequisite: None	Advisory: RDG 061 and ESYS 004
Lecture hours: 36	Lab hours: 54	Repeatable: No Grading: Letter
Transfer Status: None	Program Applicable: Yes	Allow Audit: Yes

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 investigating 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. Limitation on Enrollment: None

Prerequisite: BI 005 and BI 006	Corequisite: None	Advisory: LIS 001
Lecture hours: 18	Lab hours: 54	Repeatable: No Grading: Letter
Transfer Status: CSU	Program Applicable: No	Allow Audit: Yes

EMR 086 Public Safety First Aid Units: 1

This course provides Basic Life Support (BLS) skills in patient assessment, bleeding control, muscular-skeletal injuries, respiratory emergencies, cardiopulmonary resuscitation (CPR and automated external defibrillator (AED)). The course complies with the California Health and Safety Code, ~~Division 2.5, CCR Title 22, Division 9, Chapters 1.5. 9 and American Heart Association. and American Heart Association.~~ A Public Safety First Aid (PSFA) Certificate and CPR/AED cards will be issued upon completion. This course meets the prerequisite for the Cal Fire Basic Wildland Academy. PSFA is the recognition of and immediate care for injury or sudden illness, including medical emergencies, by public safety personnel prior to the availability of medical care by licensed or certified health care professionals. PSFA is used by lifeguards, firefighter, and peace officers. A \$12.50 fee is required for the BLS certificate. Limitation on Enrollment: None

Prerequisite: None
Lecture hours: 9
Transfer Status: None

Corequisite: None
Lab hours: 27
Program Applicable: No

Advisory: None
Repeatable: No
Allow Audit: Yes
Grading: Letter

KINE 020 Health and Wellness Coaching Units: 3

This course provides students with the theoretical knowledge and practical skills to be a health and wellness advocate and coach. Emphasis is placed on effective coach-to-client communication techniques as well as the fundamentals of the behavioral, nutritional and physiological sciences as they relate to health and wellness advocacy and coaching. The topics will include the following: screening and assessment, guidelines for implementing and designing safe, effective, progressive purposeful exercise programs as well as client-centered wellness programs. The course will cover legal, professional, ethical, responsible and liable considerations for the student pursuing employment in health and wellness advocacy and coaching. This course is intended for students who are interested in health and wellness as well as future career opportunities in addition to students who are preparing for the field of health and wellness coaching. ~~coach-certifying examination with the National Board for Health and Wellness Coaching.~~ Limitation on Enrollment: None

Prerequisite: KINE 010
Lecture hours: 54
Transfer Status: CSU

Corequisites: None
Lab hours: 0
Program Applicable: Yes

Advisory: ENG 061
Repeatable: No
Allow Audit: Yes
Grading: Letter Grade

NONCREDIT

EMR 386 Public Safety First Aid Units: 1

This course provides Basic Life Support (BLS) skills in patient assessment, bleeding control, muscular-skeletal injuries, respiratory emergencies, cardiopulmonary resuscitation (CPR and automated external defibrillator (AED)). The course complies with the California Health and Safety Code, ~~Division 2.5, CCR~~ Title 22, Division 9, Chapters 1.5, 9 and American Heart Association. ~~and American Heart Association~~. A Public Safety First Aid (PSFA) Certificate and CPR/AED cards will be issued upon completion. This course meets the prerequisite for the Cal Fire Basic Wildland Academy. PSFA is the recognition of and immediate care for injury or sudden illness, including medical emergencies, by public safety personnel prior to the availability of medical care by licensed or certified health care professionals. PSFA is used by lifeguards, firefighter, and peace officers. *A \$12.50 fee is required for the BLS certificate.* Limitation on Enrollment: None (Noncredit Hours: 36)

Prerequisite: None
Lecture hours: None
Transfer Status: None

Corequisite: None
Lab hours: None
Program Applicable: None

Advisory: None
Repeatable: Yes
Allow Audit: Yes
Grading: Pass/No Pass

APPROVED C-ID COURSES

Course Code	Title	C-ID
AIS 072	Spreadsheet Software	BSOT 122 X
ENG 003	Argumentative Writing and Critical Thinking	ENGL 105
NR 001	Conservation of Natural Resources	ENVS 100
PH 020A	Physics for Life Sciences Majors I	PHYS 105
PH 020B	Physics for Life Sciences Majors II	PHYS 110

UC TCA APPROVED COURSES

COUN 101 Career/Life Planning & Personal Exploration
 ENG 001X English Composition with Co-Curriculum Support
 TA 028 Introduction to Stage Management
 TA 029 Fabrication Techniques - Props, Furniture, and Detailed Objects

GE APPROVED COURSES

Course Code	Title	CSU GE	IGETC	UCTEL
ART 021B	Mathematical Modeling for Business	B4	None	None
BI 011	Biology of Viruses	C1*	B2*	S
CIS 009	Mathematical Modeling for Business	B4	None	None
ENG 001X	English Composition with Co-Curricular Support	None	None	E
MATH 016	Finite Mathematics	B4	2A	None
PS 009	Race and Ethnic Politics	D	4	None
SPAN 024	Latin American Short Story	C2	3B	None

*Previously approved

APPROVED DISTANCE EDUCATION MODALITY

Course Code	Title	Modality
ARCH 001	Intro to Architectural Professions	Hybrid & 100% Online
ARCH 002	Materials of Construction	Hybrid & 100% Online
ARCH 005B	Architectural Delineation	Hybrid & 100% Online
ACR 060	Air Conditioning & Refrigeration I	Hybrid
ACR 061	Air Conditioning & Refrigeration II	Hybrid
ACR 064	Air Conditioning & Refrigeration Electricity I	Hybrid
ACR 065	Air Conditioning & Refrigeration Electricity II	Hybrid
ASL 002	Elementary American Sign Language I	100% Online
BIT 026	Building II & Fire Codes	Hybrid & 100% Online
CM 001	Introduction to Construction Management	Hybrid & 100% Online
CSFM 070	Confined Space - Awareness	100% Online
G 005	Environmental Geology	Hybrid
G 010	The Earth Sciences	Hybrid
HS 068	Pharmacy Technician	Hybrid
SPAN 003	Intermediate Spanish I	Hybrid
SPAN 021	Spanish for Heritage Speakers I	Hybrid & 100% Online
SPAN 022	Spanish for Heritage Speakers I	Hybrid & 100% Online

PROGRAMS OF INSTRUCTION

NEW NONCREDIT PROGRAMS

Automotive Safety & Sustainability Certificate of Completion

The emphasis of the Automotive Safety and Environmental Protection Certificate is on safety in a working automotive shop environment including general shop safety with basic equipment operation, function, service, and maintenance. Additional focus on waste management and environmental safety including hazardous waste handling, recycling, environmental protection and obligations. Information covered is currently used in the automotive industry on a regular basis and will prepare the learner to enter the workforce. (Noncredit total hours: 12)

Program Learning Outcomes

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

- Indicate proper safety procedures and possible hazards.
- Determine proper safety actions for first aid.
- Handle hazardous waste appropriately in accordance with Occupational Safety and Health Administration (OSHA).

Program Requirements

		Units
AUTO 777A	Automotive Service Safety, Pollution Prevention & Lift Institute (noncredit hrs: 8)	0
AUTO 778A	Automotive Shop Sustainability (noncredit hrs: 4)	0
CERTIFICATE TOTAL		0

Catering: Banquets and Buffets Certificate of Completion

This certificate focuses on presentation of food service, both "in house" and "off premise" catering. This certificate is designed to teach proper techniques and approaches to banquet and buffet planning, preparation, production, and techniques, including safe handling and transportation. Students will participate in lab assignments that could include both on-site and off-site events. (Noncredit total hours: 64)

Program Learning Outcome

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

- Apply professional techniques of planning, preparing, production, techniques, and costing banquets and buffets.

Program Requirements

		Units
CART 340	Volume Food Production (noncredit hrs: 32)	0
CART 341	Banquet and Catering (noncredit hrs: 32)	0
CERTIFICATE TOTAL		0

Employment Preparation: Entry Cook Certificate of Completion

Short-term vocational training leading to entry-level jobs in the culinary profession. (Noncredit total hours: 32)

Program Learning Outcomes

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

- Apply professional interview techniques.
- Demonstrate safety and sanitation, weights and volume measurements, and knife skills.

Program Requirements		Units
CART 300	Employment Preparation: Entry Cook (noncredit hrs: 16)	0
CART 301	Culinary Interview Preparation (noncredit hrs: 16)	0
CERTIFICATE TOTAL		0

Employment Preparation: Line Cook Certificate of Completion

Short-term vocational training leading to line cook jobs in the culinary profession. (Noncredit total hours: 144)

Program Learning Outcome

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

- Apply fundamentals and techniques of food service preparation and production.

Program Requirements		Units
CART 335	Culinary Production and Operations (noncredit hrs: 112)	0
CART 336	Breakfast Cookery (noncredit hrs: 16)	0
CART 337	Deli and Lunch Cookery (noncredit hours: 16)	0
CERTIFICATE TOTAL		0

Makerspace Basic Skills Certificate of Completion

Makerspaces teach 21st-century manufacturing techniques: rapid prototyping, additive manufacturing, computer-controlled machinery, computer-aided design, etc. Explore your creativity and gain knowledge on equipment used in the maker movement. This certificate is ideal for entrepreneurs developing products and services, artists creating interactive installations, educators developing STEM activities for use in the classroom, hobbyists, makers, inventors, and anyone interested in enhancing job skills and solving real-world problems. (Noncredit total hours: 10)

Program Learning Outcomes

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

- Gain experience in modern making technologies, techniques, materials, and production processes.
- Demonstrate the safe use of makerspace equipment.

Program Requirements		Units
MAKR 301	Basic Makerspace Skills I (noncredit hrs: 5)	0
MAKR 302	Basic Makerspace Skills II (noncredit hrs: 5)	0
CERTIFICATE TOTAL		0

Pre-Algebra and Beginning Algebra Certificate of Competency

This program consists of two courses, Math 372 and Math 374. This noncredit program covers various topics to prepare students for algebra and to introduce students to algebra

fundamentals. Topics include operations on integers, fractions, decimals, and mixed numbers; the concept and uses of variables; percents, ratios, rates, and proportions; properties of the real numbers; the metric and American systems of measurement and conversions of units; square roots; simplifying algebraic expressions; arithmetic of algebraic expressions including polynomials

and polynomial fractions (rational expressions); solving linear equations and inequalities in one variable; factoring polynomials; the Cartesian coordinate system; equations and graphs of linear equations in two variables; and concepts from elementary geometry such as perimeter, area, and volume and algebraic applications involving those concepts.

Students can repeat the program as often as needed to develop foundational numeracy skills. In order to receive the Certificate of Competency in Integers, the students need to successfully complete these two courses. After completing this certificate, students should be able to demonstrate number sense involving the integers and exhibit skills involving addition, subtraction, multiplication, and division of integers and their applications. (Noncredit total hours: 216)

Program Learning Outcomes

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

- Perform operations on integers, fractions, decimals, and mixed numbers and use these operations to solve application problems.
- Define variables and use linear and quadratic expressions, equations, and inequalities in those variables to model and solve application problems.

Program Requirements

Units

MATH 372	Preparation for Beginning Algebra (noncredit hrs:108)	0
MATH 374	Beginning Algebra - Noncredit (noncredit hrs: 108)	0
CERTIFICATE TOTAL		0

MODIFIED PROGRAMS

Applications and Information Systems AS Degree

The ~~Associate Degree~~ ~~Associate's degree~~ in Applications and Information Systems (AIS) prepares students to either enter the workforce as an entry-level office ~~support~~ and/or ~~upskill in the office professional field.~~ ~~project manager.~~

Students who choose not to major in Application Information Systems or as Business Information Workers (BIW) and/or Specialists 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. AIS classes also provide ~~the combination of~~ technical ~~skills~~ and ~~office support skills~~ ~~business skills~~ required for success in an ~~entry-level~~ ~~entry level~~ office/administrative assistant position. The coursework also lays the foundation for careers in medical, insurance, and law office positions.

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 AIS 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 ~~office support~~ ~~business~~ environment.

~~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.~~

Program Learning Outcomes

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

- Analyze office business problems, and then design and use appropriate technology to effectively, accurately, and then coherently communicate solutions.
- Develop creative methods for applying technology to solve office business problems.
- Employ technological tools to expedite workflow within an office organization.
- Identify and demonstrate professional work behaviors and personal qualities needed to be employable in office support information management positions.

Program Requirements**Units**Required Courses (BIW I) 12 ~~16-17~~ units

AIS 002A	Introductory Microsoft Outlook	1
AIS 004A	Introductory PowerPoint	1
AIS 005	Office Technology Skills	3
AIS 007A	Introductory Excel	1
AIS 017	Business Data Management	4
AIS 012	Office Support Skills	3
<u>AIS 073</u>	<u>Word Processing Software</u>	<u>3</u>
<u>AIS 074</u>	<u>Presentation Software</u>	<u>3</u>

Required Electives Courses (BIW II) 12 ~~25~~ units

AIS 003A	Introductory Microsoft Word	1
<u>AIS 023</u>	<u>Digital Security & Cloud Storage for Office Professionals</u>	<u>2</u>
<u>AIS 013</u>	<u>Office Workplace Employment Preparation</u>	<u>3</u>
CIS 010	Computer Literacy	4
<u>AIS 072</u>	<u>Spreadsheet Software</u>	<u>3</u>

Elective Courses (BIW II) 3 units

<u>BUHM 031</u>	<u>Customer Service Management</u>	<u>3</u>
BUMA 032	Human Relations in the Workplace	3
BUMA 064	Human Resource Management	3
BUMA 094	Business Communications	3
BUAC 005	Income Tax - Corporations / Partnerships / Estates / Trusts	3

Required Courses (BIW III) 5 units

AIS 006	Business Research	2
AIS 007B	Advanced Excel	2
— or AIS 072	Spreadsheet Software	
AIS 011	Current Topics in Technology	3
<u>AIS 020</u>	<u>Accessibility for Office Professionals</u>	<u>3</u>

Elective Courses - 8 units

AIS 025	Medical Billing	3
AIS 030	Real Estate Principles	3
AIS 032	Real Estate Practice	3
CIS 082C	Front End Web Development	3
CIS 086	Visual Basic Programming	3
CIS 095A	Computer Information Systems Work Experience	1-3
CJ 001	Introduction to Criminal Justice	3
CJ 002	Concepts of Criminal Law	3
CJ 004	Criminal Court Process	3

CJ 005	Racial Issues and the Police	3
HS 061	Medical Terminology	3
HS 074	Informatics for Health Science	3
MC 005	Introduction to Public Relations	3
BUAC 010	Accounting with QuickBooks	3
BUAC 020A	Financial Accounting	4
BUAC 051	Accounting for Entrepreneurs & Business Managers	3
BUMA 001	Principles of Management	3
BUMA 020A	Business Law I	3
BUMA 026	Social Media Marketing	3
BUMA 027	Marketing	3
<u>BUMA 010</u>	<u>Introduction to Business</u>	<u>3</u>
<u>AIS 095A</u>	<u>Applications and Information Systems Work Experience</u>	<u>1-8</u>
<u>or CIS 095A</u>	<u>Computer Information Systems Work Experience</u>	
<u>or BUMA 095A</u>	<u>Business Management Work Experience</u>	
<u>or BUHM 095A</u>	<u>Hotel & Restaurant Management Work Experience</u>	
<u>or HS 095A</u>	<u>Health Sciences Work Experience</u>	
<u>or CJ 095A</u>	<u>Criminal Justice Work Experience</u>	
	Required Subtotal	29
	Elective Subtotal	11
	<u>COD General Education</u>	18
	Kinesiology Activities	2
	DEGREE TOTAL	<u>60</u>61-62

**BIW I: Office Support & Technologies Certificate of Achievement
(formerly Business Information Worker - Office Professional)**

~~BIW I: The Business Information Worker (BIW) - Office~~ Support & Technologies Professional Certificate of Achievement prepares students for entry-level administrative support positions in a variety of fields and businesses. After successful completion of the BIW I - Office Support & Technologies Professional Certificate of Achievement, students may seek employment as office clerks, retail salespersons, customer service representatives, and receptionists. This certificate is the first in a progression of office professional certificates that build upon each other. Although, the courses can be completed out of order, the certificates are meant to progress accordingly as to be a solid base to effectively strengthen a students' skills toolbox as they move through levels.

Program Learning Outcomes

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

- Have developed the skills to navigate ~~Navigate~~ a variety of modern-day ~~modern-day~~ office technology.
- Be able to interact, ~~Interact,~~ communicate and perform different business processes ~~transactions~~ with vendors, clientele, and/or coworkers at different ranking levels.

Program Requirements

Units

Required Courses 21 Units

AIS 002A	Introductory Microsoft Outlook	1
AIS 003A	Introductory Microsoft Word	1
CIS 010	Computer Literacy	4
BUMA 094	Business Communications	3
AIS 005	Office Technology Skills	3
<u>AIS 012</u>	<u>Office Support Skills</u>	<u>3</u>
<u>AIS 074</u>	<u>Presentation Software</u>	<u>3</u>
<u>AIS 073</u>	<u>Word Processing Software</u>	<u>3</u>

Select 6 units from the following:

BUMA 032	Human Relations in the Workplace	3
BUMA 064	Human Resource Management	3
BUMA 095A	Business Management Work Experience (Maximum of 3 units may be used for work experience)	3
— or BUAC 095A	Accounting Work Experience	3
— or CIS 095A	Computer Information Systems Work Experience	3

CERTIFICATE TOTAL 12~~17~~

BIW II Office Support and Technologies Certificate of Achievement
(formerly Business Information Worker - Office Manager)

The ~~Business Information Worker~~ BIW II Office Support & Technologies Worker (BIW) ~~Office Manager~~ Certificate of Achievement is the second of a set of stackable certificates that prepares students for entering and advancement in administrative support positions throughout a variety of fields and businesses. After successful completion of the BIW II - Office Support & Technologies Manager Certificate of Achievement, students will achieve enough skills in collaboration software and procedures, which may increase their value and promotability. This certificate is the second in a progression of office professional certificates that build upon each other. promotability. Although, the courses can be completed out of order, the certificates are meant to progress accordingly as to be a solid base to strengthen a students’ skills toolbox as they move through levels.

Program Learning Outcomes

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

- Navigate a variety of modern-day ~~modern-day~~ office technology.
- Be able to analyze ~~Analyze~~ current office support performance ~~business performance;~~ and also be able to ~~able to~~ demonstrate the ability to ~~to~~ make educated office support ~~business~~ decisions to ~~to~~ achieve more desirable outcomes.

Program Requirements

Required Courses

AIS 004A	Introductory PowerPoint	1
AIS 006	Business Research	2
<u>AIS 013</u>	<u>Office Workplace Employment Preparation</u>	<u>3</u>
<u>AIS 023</u>	<u>Digital Security & Cloud Storage for Office Professionals</u>	<u>2</u>
AIS 072	Spreadsheet Software	3
CIS 010	Computer Literacy	4
AIS 012	Office Support Skills	3
AIS 017	Business Data Management	4
AIS 007B	Advanced Excel	2

Elective Courses -- Select 3 units from the following:

BUMA 027	Marketing	3
BUAC 005	Income Tax – Corporations / Partnerships / Estates/ Trusts	3
BUAC 010	Accounting with QuickBooks	3
BUAC 051	Accounting for Entrepreneurs & Business Managers	3
BUMA 095A	Business Management Work Experience (Maximum of 3 units may be used for work experience)	3
— or BUAC 095A	Accounting Work Experience	3
— or CIS 095A	Computer Information Systems Work Experience	3
<u>BUHM 031</u>	<u>Customer Service Management</u>	<u>3</u>

BUMA 032	Human Relations in the Workplace	3
BUMA 094	Business Communications	3

CERTIFICATE TOTAL 1522-23

BIW III Remote Office Support and Technologies Certificate of Achievement
(formerly Business Remote Worker)

The BIW III: Remote Office Support & Technologies Certificate of Achievement is part of a progression of office professional certificates that build upon each other. Although, the courses can be completed out of order, the certificates are meant to be a solid base to strengthen a students' skills toolbox as they move through the levels. Therefore, this certificate includes some ~~The BRW—Business Remote Worker Certificate~~ of the courses Achievement prepares students to develop dynamic skills to provide office support for employers from BIW I, BIW II, and a few additional courses. This collection of courses prepares students to develop dynamic skills to provide office support for employers from their own home. Thus, ~~This~~ allows them the flexibility to attend personal matters that otherwise would be more time limiting. It also prepares students to efficiently transition from office to home in case of an emergency while adhering and do it abiding to regulations and etiquette.

Program Learning Outcomes

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

- Students will be prepared as remote office support staff ~~business worker~~ for one or more employers.
- Students will be prepared to maintain proper accessibility standards as well as maintain proper business digital security and remote etiquette.

Program Requirements

Units

Required Courses (from BIW I & II) 12 units

<u>AIS 005</u>	<u>Office Technology Skills</u>	<u>3</u>
AIS 012	Office Support Skills	3
CIS 010	Computer Literacy	4
AIS-007B	Advanced Excel	2
—or AIS-072	Spreadsheet Software	
AIS 023	Digital Security & Cloud Storage for Office Professionals	2

~~Elective Courses—Select 3 Units~~

AIS-002A	Introductory Microsoft Outlook	1
AIS-003A	Introductory Microsoft Word	1
AIS-004A	Introductory PowerPoint	1

Required Courses (BIW III) 5 Units

AIS 006	Business Research	2
AIS 020	Accessibility for Office Professionals	3
AIS-021	Teleconferencing for Office Professionals	1

Elective Courses (BIW III) Select 3 Units

<u>AIS 013</u>	<u>Office Workplace Employment Preparation</u>	<u>3</u>
<u>AIS 025</u>	<u>Medical Billing</u>	<u>3</u>
<u>AIS 072</u>	<u>Spreadsheet Software</u>	<u>3</u>
<u>AIS 073</u>	<u>Word Processing Software</u>	<u>3</u>
<u>AIS 074</u>	<u>Presentation Software</u>	<u>3</u>
BUAC 010	Accounting with QuickBooks	3

CIS 082C	Front End Web Development	3
BUMA 001	Principles of Management	3
BUMA 010	Introduction to Business	3
AIS 095A	Applications and Information Systems Work Experience	1-8
or CIS 095A	Computer Information Systems Work Experience	
or BUMA 095A	Business Management Work Experience	
or BUHM 095A	Hotel & Restaurant Management Work Experience	
or BUAC 095A	Accounting Work Experience	

CERTIFICATE TOTAL

20~~19~~-20

**BIW IV: Legal Office Specialist Certificate of Achievement
(formerly Business Information Worker - Legal Office Specialist)**

~~BIW IV: The Business Information Worker (BIW)~~ Legal Office Specialist Certificate of Achievement prepares students for entry-level legal office support positions in a variety of different legal environments. After successful completion of the BIW IV: Legal Office Specialist Certificate of Achievement, students may seek employment as entry-level research clerks or administrative assistants for a law firm, paralegal services, or within the court systems.

Program Learning Outcomes

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

- Students will be prepared for an entry-level position managing legal documents and sensitive information either in a legal or court office.
- Students will be prepared to conduct basic research applicable to business law and criminal justice.

Program Requirements

Units

Required Courses

AIS 006	Business Research	2
BUMA 020A	Business Law I	3
BUMA 094	Business Communications	3
CIS 010	Computer Literacy	4
CJ 001	Introduction to Criminal Justice	3
CJ 005	Racial Issues and the Police	3

Elective Courses -- select 3 units from the following:

BUMA 032	Human Relations in the Workplace	3
BUMA 064	Human Resource Management	3
CJ 002	Concepts of Criminal Law	3
CJ 004	Criminal Court Process	

Maximum of 3 units may be used for Work Experience

BUMA 095A	Business Management Work Experience	1-3
or CIS 095A	Computer Information Systems Work Experience	
<u>or AIS 095A</u>	<u>Applications and Information Systems Work Experience</u>	
<u>or CJ 095A</u>	<u>Criminal Justice Work Experience</u>	

CERTIFICATE TOTAL

21

Advanced 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 to 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.

In this thirty-nine unit 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. Students will learn:

- Visual storytelling concepts, including story development, script format, film vocabulary, production tools, filmmaking protocol and workflow
- Directing and producing techniques including camera placement, blocking scenes, directing on-camera performers, documentary interviewing, communicating with collaborators and crew management,
- Camera skills including basic camera angles, moving image composition and lighting
- Audio recording fundamentals, basic sound editing and mixing
- Editing skills including how to write and shoot with the edit in mind, and creating visual effects and graphics

The Advanced Certificate provides the 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 certificate 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.

The course content of this certificate in terms of required and elective courses is identical to the content of the AS Degree in Film Production less the General Education requirements of that degree.

Program Learning Outcomes

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

- Students will demonstrate the skills necessary to write, produce, direct and edit short films and videos at an advanced level.
- Students will demonstrate the skills necessary to obtain entry level jobs or better in areas related to film and video development, production, post production and distribution at an advanced level.
- Students will demonstrate the skills necessary to run their own film or video production company and produce short narrative and documentary films.

Program Requirements

Units

Required Courses 21 Units

FILM 001	Introduction to Film	3
FILM 002A	Film Production I: Basic Film Production	3
FILM 002B	Film Production II: Advanced Film Production	3
FILM 002C	Film Production III: Capstone	3
FILM 003	Screenwriting	3
FILM 004	Cinematography	3
FILM 007	Film Editing	3

Electives Courses 18 Units

~~Select 6 units from the following:~~

FILM 005	On-Camera Acting & Voice Over	3
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FILM 006	Documentary Filmmaking	3
FILM 008	Film Production Design	3
FILM 009	Film Producing & Distribution	3
FILM 010A	Film Production Management: Scheduling	1.5
FILM 010B	Film Production Management: Budgeting	1.5
FILM 010C	Film Production Management: Set Management	1.5
FILM 010D	Film Production Management: Location Management	1.5
FILM 010	Film Directing	3
FILM 011A	Film Production Management: Scheduling & Budgeting	3
FILM 011B	Production Management: Location & Set Management	3
FILM 012A	Creative Content - Basic	1
FILM 012B	Creative Content - Intermediate	1
FILM 012C	Creative Content - Advanced	1
FILM 095A	Film Work Experience	1-3
FILM 021	Contemporary World Film	3
FILM 022	American Film to the 1960s	3
FILM 023	Contemporary American Film	3
MUS 078A	Electronic Music Production	3
DDP 121	Motion Graphics	3
CERTIFICATE TOTAL		39

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 to 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 **Film Production Associate of Science 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.

Program Learning Outcomes

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

- Students will demonstrate the skills needed to produce short films and videos at an advanced level utilizing a broad understanding of the textual and contextual elements of filmmaking.
- Students will demonstrate the skills necessary to obtain entry level jobs or better in areas related to film and video development, production, post production and distribution at an advanced level utilizing a broad understanding of the textual and contextual elements of filmmaking.
- Students will demonstrate the skills necessary to run their own film or video production company and produce short narrative and documentary films utilizing a broad understanding of the textual and contextual elements of filmmaking.

Program Requirements

Required Courses 21 Units

FILM 001	Introduction to Film	3
FILM 002A	Film Production I: Basic Film Production	3
FILM 002B	Film Production II: Advanced Film Production	3
FILM 002C	Film Production III: Capstone	3
FILM 003	Screenwriting	3
FILM 004	Cinematography	3
FILM 007	Film Editing	3

Electives Courses 18 Units

Select 6 units from the following:

FILM 005	On-Camera Acting & Voice Over	3
FILM 006	Documentary Filmmaking	3
FILM 008	Film Production Design	3
FILM 009	Film Producing & Distribution	3
FILM 010A	Film Production Management: Scheduling	1.5
FILM 010B	Film Production Management: Budgeting	1.5
FILM 010C	Film Production Management: Set Management	1.5
FILM 010D	Film Production Management: Location Management	1.5
FILM 010	Film Directing	3
FILM 011A	Film Production Management: Scheduling & Budgeting	3
FILM 011B	Production Management: Location & Set Management	3
FILM 012A	Creative Content - Basic	1
FILM 012B	Creative Content - Intermediate	1
FILM 012C	Creative Content - Advanced	1
FILM 095A	Film Work Experience	1-3
FILM 021	Contemporary World Film	3
FILM 022	American Film to the 1960s	3
FILM 023	Contemporary American Film	3
MUS 078A	Electronic Music Production	3
DDP 121	Motion Graphics	3

Required and Elective Subtotal	39
COD General Education	19
Kinesiology Activities	2
DEGREE TOTAL	60