COLLEGE of the DESERT

# CATALOG 2025-2026







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# CATALOG 2025-2026

This catalog is valid from August 1, 2025, through July 31, 2026. 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 courses and 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, 428 J Street Suite 400 Sacramento, CA 95814, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.

43500 Monterey Avenue
Palm Desert, CA 92260
760.346.8041
www.collegeofthedesert.edu



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

**Val Martinez Garcia, M.S.**
Superintendent/President

**Neil Lingle, Ed.D.**
Interim Vice President
Instruction

**Amanda Phillips, M.A.**
Interim Vice President
Student Services

**Raymond "Chip" West, Ph.D.**
Interim Vice President
Administrative Services

**Terri Wilson, M.A.**
Interim Vice President
Human Resources and Employee Relations

**Welcome to College of the Desert**

Your story with College of the Desert is more than just an education—it's an opportunity to transform your future. Whether you're starting fresh, advancing in your career, or preparing to transfer to a four-year university, we are here to support you every step of the way.

With hundreds of courses across multiple campuses, flexible class formats, and dedicated support services, we make it easier for you to balance education with your responsibilities. From tutoring and counseling to wellness resources, food pantries, and financial aid, we are committed to supporting the whole student, ensuring you have everything you need to succeed.

At College of the Desert, you belong to a thriving community. Get involved in student clubs, leadership opportunities, and activities that celebrate diversity and foster connections. We offer spaces and programs designed to uplift veterans, LGBTQIA+ students, and other student populations, creating an inclusive and welcoming environment for all.

Your experience here is designed to be flexible, enriching, and transformative. Whether you choose to attend in-person, online, or a mix of both, we are excited to help you build the path that's right for you.

Thank you for choosing College of the Desert—we're honored to be part of your journey. I look forward to seeing you on campus and celebrating your success!

Sincerely,

Val Martinez Garcia

# DESERT COMMUNITY COLLEGE DISTRICT

## Board of Trustees 2025-2026

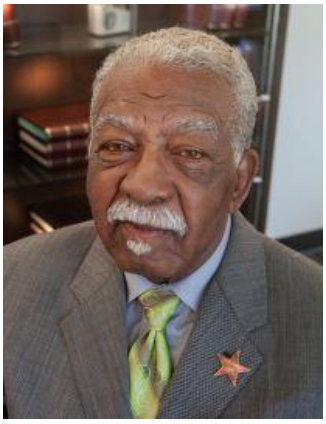
The members of the Board of Trustees are elected by the people of the Desert Community College District for a term of four years. A Student Trustee is elected annually by College of the Desert students.



Rubén AriAztlán Pérez
Trustee Area 1



Mary Jane Sanchez-Fulton
Trustee Area 2



Ronald Oden
Trustee Area 3



Joel Kinnamon
Ed.D.  Trustee 4



Mark Meyer
Trustee Area 5

| Fall Semester 2025 | |
|---|---|
| September 2, 2025 | Classes begin |
| September 1, 2025 | Labor Day HOLIDAY |
| November 11, 2025 | Veteran's Day HOLIDAY |
| November 27-28, 2025 | Thanksgiving HOLIDAY |
| December 13-19, 2025 | Final Exams |
| December 19, 2025 | Fall semester ends |

| Spring Semester 2026 | |
|---|---|
| January 26, 2026 | Classes begin |
| February 13, 2026 | Lincoln's Birthday HOLIDAY *Observed* |
| February 16, 2026 | Washington's Birthday HOLIDAY *Observed* |
| March 23-27, 2026 | Spring Break |
| March 26, 2026 | Cesar Chavez Day HOLIDAY *Observed* |
| March 27, 2026 | Spring HOLIDAY |
| May 16 - 22, 2025 | Final Exams |
| May 22, 2025 | Spring semester ends |

| Winter Session 2026 | |
|---|---|
| January 2, 2025 | Classes begin |
| January 19, 2026 | Martin Luther King, Jr. Day HOLIDAY |
| January 22, 2026 | Last day of classes/final exam |

**August 2025**

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**September 2025**

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**November 2025**

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**December 2025**

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**January 2026**

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**February 2026**

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**March 2026**

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**April 2026**

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**May 2026**

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**June 2026**

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**July 2026**

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# ACCREDITATION

## 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:

VA State Approving Agency

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 Board of Registered Nursing
California Board of Vocational Nursing and Psychiatric Technicians (BVNPT)
California Consortium of Addiction Programs and Professionals (CCAPP)
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 Community Colleges Association of Occupational Educators
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)

# WHO ARE WE?

## History of the College

The College's plEDGE program commits to providing free tuition for two years to local high school students who enroll at College of the Desert full time. In 2020, the program was expanded to include Coachella Valley residents who have attended College of the Desert in the past but are not currently enrolled. In June 2021, College of the Desert received $18 million from philanthropist MacKenzie Scott, the largest one-time grant in the College's 60+ year history. That endowment continues to support the continuation of free tuition through the plEDGE program.

In 2024, the College opened its second Child Development Center and is poised to open the Indio Expansion site across the street, which will significantly add learning opportunities to the surrounding communities to explore both career certification and transfer programming in order to achieve their goals. Classes will begin in the new Indio expansion in fall 2024.

College of the Desert will open a one-of-a-kind campus site focused on automotive technology programming which will include emphasis areas in traditional combustion engines, electric, and hydrogen. This state-of-the-art facility will uniquely support the transportation sector in the Coachella Valley and will open in 2026.

Fall 2024 will also include the dedication and groundbreaking for the new Palm Springs campus location. The Palm Springs campus is planned as a destination learning space focusing on hospitality, culinary, digital media/film, healthcare, and sustainability. Classes will begin in 2027.

To support students beyond the classroom, College of the Desert offers food pantry access every week, $5 textbook rental, transportation between campuses on Roadrunner Express, financial support through scholarships, grants, and internships, centers focused on the needs of Dreamers, Foster Youth, LGBTQ, and Black student groups.

Through the College's expansive academic programming, students can access a variety of career certifications in professions like HVAC, welding, and EMT while also providing excellent transfer preparation to both public and private universities throughout the country. All of the college's degrees and certificates are Accredited through the Accreditation Commission of Community and Junior Colleges (ACCJC), of which COD is a member.

College of the Desert continues to evolve its programming, facilities, and supports in order to serve the communities of the Coachella Valley. The faculty, staff, and administrators of College of the Desert endeavor every day to make sure that students can improve their quality of life and economic mobility as a result of their relationship and study with College of the Desert.

## Mission, Vision & Values

### Mission

College of the Desert is an inclusive, student-centered community college providing high-quality degree, certificate, and transfer programs that are accessible, affordable, and responsive to the diverse needs of students and our community. By preparing workforce professionals and leaders, the College enhances the local economy, closes persistent equity gaps, and improves the quality of life in the Coachella Valley and surrounding communities.

### Vision

College of the Desert will be a culture of diversity, equity, inclusion, and social justice, while continually improving community access to relevant training, certificates, degree programs, services, and transfer opportunities.

### Values

We fulfill our Vision and Mission by creating and sustaining a community where all are welcomed and valued. Recognizing the importance of diversity, we acknowledge the rich and unique contributions each person makes to achieve the Vision and advance the Mission of the College. To this end, the following Values will guide our actions:

**Access:** To fulfill our Mission and achieve our Vision, we commit to ensuring open access to educational opportunities.

**Integrity:** We take accountability for our actions and adhere to the highest ethical standards in all our professional and personal responsibilities. We communicate openly, honestly, and with authenticity.

**Collegiality:** We value the thoughts, words, and actions of our students, colleagues, and community members. We encourage open dialogue, respectful dissent, and varying opinions in an inclusive forum. We pursue broad understanding, effective dialogue, and inclusive decision-making.

**Diversity, Equity, Inclusion, and Accessibility (DEIA):** We embrace the diversity of our community and uphold the dignity and worth of every individual. We strive to create safe, equitable, and accessible environments so individuals can learn, grow, and complete their educational goals.

**Empathy:** We listen to each other compassionately, with open minds, and without judgment.

**Fiscal Accountability:** As good stewards of the public trust, we take thoughtful, intentional, and responsible action in allocating resources to fulfill our Mission and Vision. We anticipate and respond to dynamic fiscal conditions through ongoing evaluation, effective planning, reallocating existing resources with an equity lens, and developing and seeking new funds.

**Innovation:** We create an environment of empowerment, creativity, courage, and exploration to provide a unique student-learning-centered culture that fosters innovation.

**Social Justice:** We commit to a fair and equal society in which all people and groups are valued and affirmed. We embrace efforts to end systemic racism. We recognize the legacy of past injustices and promote actions in support of restorative justice and full implementation of human and civil rights. (Based on: John Lewis, Institute for Social Justice.)

**Student Success:** We commit to student learning, goal completion, personal fulfillment, and lifelong learning.

## Institutional Learning Outcomes

Institutional Learning Outcomes (ILO's) include the knowledge, skills, and abilities embedded within every aspect of our college to inspire and enhance each student's transferable learning skills. The ILO's represent the broad categories of competence that enable students to be successful in further education, careers, as citizens and in their personal lives. These ILO's were written collaboratively by faculty, approved by the Academic Senate, and mapped to PLO's.

### Critical Thinking
Apply principles of logic to analyze problems, develop arguments, and derive conclusions.

### Communication
Use various communication modalities effectively and participate in the exchange of ideas.

### Information Literacy
Demonstrate the critical competencies for finding, assessing, synthesizing, and applying factual evidence from information sources in an ethical and legal manner.

### Scientific Inquiry
Interpret quantitative and qualitative data logically to solve problems and innovate.

### Aesthetics
Evaluate cultural and natural forms according to objective and subjective aesthetic criteria.

### Professional Development
Self-evaluate knowledge, skills, and abilities in the pursuit of realistic goals.

### Personal Development
Develop the self-awareness, confidence, and discipline to pursue intellectual curiosities.

### Global Citizenship
Recognize the interconnectedness of global, national, and local concerns and develop respect for diverse cultures and viewpoints.

### Ethics
Apply ethical reasoning to contemporary issues and moral dilemmas with integrity.

### Social Justice
Recognize and respect diversity, promote equity, and practice environmental and social justices in our communities.

# 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
The College of the Desert Alumni Association, a nonprofit chartered in 1983, was established to enhance the success of College of the Desert students and enrich the campus environment. The Association provides financial assistance for student programs and scholarships with funds raised from the popular Street Fair. For more information, please contact the Alumni Association at 760.636.7957 or email byoung@collegeofthedesert.edu.

### College of the Desert Foundation
The College of the Desert Foundation is a dedicated nonprofit organization with a vital mission: to secure financial support from both the private and public sectors, ensuring that essential programs and facilities at the College are fully funded—especially those that cannot be

covered by state budgets. The Foundation is driven by a dynamic Board and Committees of passionate community leaders who volunteer their time and expertise to address both the immediate and long-term needs of our students and the Coachella Valley. Through strategic partnerships and initiatives, the Foundation is able to empower College of the Desert to fulfill its mission of providing high-quality education for all.

The Foundation's giving programs include:

## The Fund for Student Success

Your contribution to the Fund for Student Success directly fuels the College of the Desert Foundation's ability to meet the urgent needs of our students. This fund provides critical support to ensure that students can continue their education, pursue meaningful careers, and thrive academically—no matter the challenges they face.

The Fund for Student Success plays a pivotal role in removing barriers and promoting student achievement. From providing textbooks, transportation, assisting food-insecure students, offering regalia for graduates and funding childcare services for student parents, your gift makes a tangible impact. It also supports vital services for Veterans and helps meet the basic needs of our most vulnerable student populations.

By supporting the Fund for Student Success, you are helping ensure that every student at College of the Desert has access to the resources they need to succeed. Every contribution—no matter the size—helps build a brighter future for our students and strengthens the quality of education they receive. Together, we can create lasting change and change lives.

## The President's Circle

The President's Circle is an exclusive community of visionary leaders dedicated to making a transformative impact at College of the Desert. Members of this prestigious group join the College Superintendent/President and Foundation leaders in driving forward the institution's most critical initiatives, shaping the future of higher education in the Coachella Valley. With gifts ranging from $1,000 to $25,000, President's Circle members are recognized for their exceptional commitment to advancing the College's mission and supporting its students' success.

## Legacy Leaders

The Legacy Society honors those extraordinary individuals whose foresight and generosity ensure a lasting impact on the future of College of the Desert. Members of the Legacy Society have committed to the College's enduring success through thoughtful estate plans, including gifts via rollover IRAs, life insurance, charitable gift annuities, and gift trusts. These visionary donors are shaping the College's legacy and empowering future generations of students.

## Scholarship and Program Endowments

Gifts of $50,000 or more provide the opportunity to establish enduring endowed scholarships and funds, ensuring lasting support for students and vital programs across the College. These generous contributions help empower future leaders, enhance academic opportunities, and sustain the College's mission for years to come.

## Space Naming Opportunities

Honor your legacy with a unique opportunity to name classrooms, labs, buildings, or outdoor spaces across the College. Available for both newly constructed and renovated areas, as well as existing spaces, these naming opportunities allow you to leave an enduring mark on the campus while supporting the College's continued growth and excellence.

## Academic Angels

Academic Angels is a distinguished committee of the Foundation, dedicated to championing the mission of College of the Desert and helping advance its goals. As ambassadors of goodwill, members play a key role in supporting the College through hosting engaging luncheons, events, and inspiring guest speakers. They are also proud supporters of *Learning to Lead*, a transformative leadership development program designed to cultivate the next generation of leaders in the Coachella Valley. By raising funds for scholarships and vital College programs, Academic Angels directly empower students and shape the future of our community.

Donations of any size are deeply appreciated and can be directed to specific departments, projects, or initiatives. To learn more about how you can make a lasting impact, please call 760.773.2561 or visit codfoundation.org.

# HOW ARE WE ORGANIZED?

## Extended Campus Locations

Other Content

Several College of the Desert locations throughout the Coachella Valley offer credit, non-credit, and not-for-credit college courses, and student support services.

College of the Desert — Desert Hot Springs
In the Fall 2016 semester, College of the Desert expanded its 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, courses, 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/plEDGE information and workshops, testing accommodations from our Disabled Students Programs and Services (DSPS), Food Pantry, and Course Textbook Reserves. For more information, call 760.776.7370.

College of the Desert — Indio
The College of the Desert Indio Campus is located at 45524 Oasis Street in Indio. Since opening in February 2014, the site has seen tremendous growth. It recently opened its Child Development Center for adult learners in Spring 2024 and its second nearly 70,000 sqft building in the Fall 2024 term. With these additions, the District can proudly provide students with full degree and certificate options at our state-of-the-art facilities. Students can complete programs in Child Development Education, Liberal Arts, Psychology, EMT/EMR, Criminal Justice, and some business pathways. Our flexible class schedule allows students to pursue their educational goals during the day and evenings, as well as hybrid, accelerated, and hyflex. Please refer to the current Schedule of Classes for more information. In addition to degrees, students may also participate in career training programs offered by the College's PaCE or Partners and Community Education program. Training includes Clinical Medical Assistant, Phlebotomy Technician, Veterinary Assistant, and Pharmacy Technician. For more information, please refer to the PaCE Career Training Programs website.

The faculty and staff at the Indio Campus are also pleased to provide students with access to robust, wrap-around student support services. Students may see a counselor for assistance in several areas, including career exploration, transfer support, and personal counseling. Counselors from special programs in the areas of Adult Basic Education and GED Test Preparation guidance, Extended Opportunity Programs and Services (EOPS), CARE (Cooperative Agencies Resources for Education), CalWorks, and Disabled Students Programs and Services (DSPS) are also available to support students. On-site bilingual in Spanish staff are also available to help guide students through the application and registration process (for credit and non-credit programs), issue student ID cards, take fee payments, and offer in-person financial aid assistance.

At College of the Desert, we understand students have more happening in their lives than just school. Mental health services, transportation needs, student life activities, including ASCOD meetings, a student food pantry in partnership with FIND Foodbank, workshops, a campus bookstore with all your supply needs, and many other referral resources and services are available to help connect students with vital support systems. Lastly, to help students meet their educational goals, we offer day, evening, and weekend in-person and online tutoring and access to online library and learning resources. For additional information about the Indio location, please call our main office line at 760.776.7200.

College of the Desert — Mecca/Thermal
Furthering the College's mission of providing greater access and higher education opportunities for residents at all ends of the Coachella Valley, College of the Desert opened its Mecca/Thermal Campus location in the Spring 2009 semester. The College of the Desert – Mecca/Thermal is located at 61120 Buchanan Street in Thermal. We are pleased to offer a variety of general education courses, counseling, and bilingual enrollment services support. Please refer to the "Catalogs & Schedules" for information on future course offerings. For additional information, please call 760.396.2010.

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) located at 1300 East Baristo Road, with further expansion planned in the coming years. Students can complete general education coursework and career and technical education programs. 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/plEDGE information and workshops, testing accommodations from our Disabled Students Programs and Services (DSPS), Food Pantry, Student IDs, and academic support services from our Learning Resource Center including Tutoring and Academic Skills Center (TASC) and Library Support Services and Course Textbook Reserves. For more information, call 760.674.3784 or 760. 674.7800.

High School and Other Class Locations
Coachella Valley Unified School District, Desert Sands Unified School District, and Palm Springs Unified School District
In addition to campus locations noted above, College of the Desert also offers a variety of dual and concurrent enrollment courses for our high school students through our Early College program in partnership with the three local school districts: Coachella Valley Unified School District, Desert Sands Unified School District, and Palm Springs Unified School District. Please refer to the current Schedule of Classes for course information, location, and meeting times. The Early College home page provides detailed information about this program. Sites, please visit our COD locations website or email OffCampusSites@collegeofthedesert.edu. Visit our website for more details about dual and concurrent enrollment.

# 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 Instruction is the chief academic officer of the College and is responsible for academic schools, the COD Libraries, instructional support services, career and technical education, the Tutoring and Academic Skills Center and off-campus programs. College of the Desert has five schools: Applied Sciences & Business, Social Sciences & Arts, Communication & Humanities, Health Sciences & Education, and Mathematics & Sciences. 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 Services is the chief student services officer of the College responsible for Counseling and Counseling services, student enrollment services including Admissions & Records and Financial Aid, Disabled Students Programs and Services, International Education Program, Veterans Services, Student Health and Wellness, Student Support Programs and Services, Student Life, Student Leadership, student due process and discipline, and EDGE and plEDGE Programs.

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, Public Safety and Emergency Preparedness, Information Technology, Auxiliary Services, Contracts and Purchasing, Bond Program and Facilities Planning, and Institutional Grants.

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, including developing and recommending policies, goals and objectives for human resources. It is also responsible for collective bargaining and contract administration, classification and compensation, diversity and EEO compliance, benefits, retirement, risk management, and Title IX. The office serves as the single District office responsible for receiving all unlawful discrimination complaints.

# 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. Facilitating a student self-guided placement 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, and the development of a Comprehensive SEP. Providing follow-up advisement and counseling services to all students with a particular focus on students who have not declared an educational goal, 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 placement, 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 an individual Student Education Plan (SEP) with the assistance of a counselor or advisor.
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 or
- 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 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. Please contact 760.776.7318 for more information.

### Early College: Free College for High School Students

Students in grades K-12 may enroll at College of the Desert (COD) to pursue advanced scholastic or vocational education [Education Code 48800(a)]. All K-12 students attending COD for the first-time must complete all matriculation steps, which include: online application, K12 enrollment authorization form, online orientation, and add course form. Continued enrollment in subsequent semesters will only require submission of the add course form.

Students enrolled as Early College Students have the option of taking COD courses at their high school or at any COD location, including online.

**Taking Courses at Your High School**

College of the Desert has partnered with the following public-school systems to offer COD courses at local high school campuses through a College and Career Access Pathways Agreement (CCAP):

- Coachella Valley Unified School District
- Desert Sands Unified School District
- Palm Springs Unified School District
- Riverside Office of Education
- Nova Academy Early College High School
- Altus Schools

These agreements allow students to take COD courses at their high school campus, during the school day, and earn both college and high school credit at the same time.

To participate in COD's Early College Program at Your High School, students must complete all matriculation steps listed below. Enrollment in courses at your high school is based on the student course request process at each individual high school. When seeking enrollment in a course offered at a specific high school, students should work with their high school counselor to identify the appropriate course to take and the required registration process. To see what courses are offered at your school, please visit our Early College for High School Students webpage under the Admissions tab at www.collegofthedesert.edu.

All courses offered at a high school site, during the high school day, are free of charge for students. This includes tuition, student fees, and course materials. K-12 Students taking courses at their high school site may be permitted to enroll in up to 15 units. The Director of Educational

Partnerships may make exceptions, subject to consideration and approval.

**Taking Courses at College of the Desert**

All K-12 students are eligible to take courses at COD, even if they do not attend one of the schools or school districts listed above. If a specific course that a student would like to take is not offered at their high school, or if a student's high school does not have a current CCAP agreement with COD, the student is still eligible to participate in COD's Early College Program.

To participate, students must complete all matriculation steps listed below. Once all matriculation steps are complete, K-12 students will be permitted to enroll in a COD course during open enrollment. Open enrollment dates can be found on the COD website. Registration in all COD courses is based on a first-come, first serve basis, and K12 students will be permitted to enroll if the requested course still has open seats.

To best understand degree requirements and the appropriate courses that a student should take, it is a good idea to schedule an appointment with a COD counselor. This can be done by calling 760-773-2521. Once students have identified which COD course they would like to take, students will need to submit an add course form to the Early College Office. This request will then be communicated to Admissions and Records and the student will be enrolled permitted there is still space in the course.

K-12 students who take courses at a COD site do not need to pay tuition for the course, but may be required to pay for student fees and course materials. K-12 Students taking courses at a COD site may be permitted to enroll in up to 11 units. The Director of Educational Partnerships may make exceptions, subject to consideration and approval.

**Eligibility Requirements**

To participate in any of the Early College Programs at COD, students must:

- Be in the $9^{th}$-$12^{th}$ grade (special permission given to younger student based on program)
- Maintain satisfactory academic progress at COD and at High School
- Submit a College of the Desert Application
- Submit a K12 enrollment authorization form, which includes school and parent consent

**Matriculation Steps**

***COD Courses at Your High School (see Early College Webpage for more details)***

1. Meet with your high school counselor to determine if a COD course will fit in your high school schedule

2. Complete COD application

3. Complete K-12 Authorization form

4. Complete online orientation

5. Enroll in COD course (done by submitting your name to your high school counselor)

6. Attend welcome session (available in person at your high school site or online)

***COD Courses at a COD Location (see Early College Webpage for details)***

1. Complete COD application

2. Complete K-12 Authorization form

3. Complete online orientation

4. Meet with COD Counselor to identify appropriate courses

5. Enroll in COD course (done by submitting an add course form)

Attend welcome session (available at in person at COD locations and online)

**College Credits** Students will earn college credit applied to COD certificate and/or degree programs for all courses completed with a C or better. In some cases, a grade of a D will allow a student to earn college credit, but students should seek counseling services to understand how a D could impact their progress towards degree completion. Under certain conditions, credits earned are transferable to CSU's and UC's. Students should always consult with a COD counselor to understand degree and transfer requirements.

Students can earn credit towards their high school diploma upon successful completion of COD courses. Students should always consult with their high school counselor to understand which COD courses can be applied towards their high school diploma. The high school of attendance always maintains the right to apply course credits earned by the student towards the student's high school diploma.

**Removal From an Early College Program**

Students can be removed from any of COD's Early College Programs for any of the following reasons:

- Failure to meet student conduct standards
- Two consecutive semesters of not meeting satisfactory academic progress at COD
- Written removal of consent from parent or high school of attendance

**Important Student Records Considerations**

Early College 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. 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)**.

## 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

The Nursing department has a screening process and supplemental application for their candidates due to department requirements and enrollment limitations for Nursing. 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

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 should not 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.

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.

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.

## Non-graduates of High School

For those interested, the Adult Basic Education (ABE) program for high school completion and General Education Development (GED) test provides an alternative way to complete high school graduation requirements. For more information, contact 760.776.7348 or email abepd@collegeofthedesert.edu.

## 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 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.

The school of attendance maintains the right to apply course credits earned by the student.

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, 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 as well as all fees, except parking, if applicable, are waived for part-time students. The application is available 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. 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 Parent Consent 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 Parent Consent 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.

The following are **not** allowed:

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

**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 physical education activity courses.
- 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

The Nursing department has a screening process and supplemental application for their candidates due to department requirements and enrollment limitations for Nursing. Students accepted in the Nursing Program must follow the requirements as set forth by the State Board of Nursing. Information regarding this application is available on the Nursing webpage.

# International Applicants

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 should not 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 proof of English proficiency. For more information, visit the International Education webpage or send an email (iep@collegeofthedesert.edu).

International students must purchase the COD international health insurance plan, unless exempt through a university partnership agreement. 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.

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 (iep@collegeofthedesert.edu).

# 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 (optional)
3. Orientation
4. Placement
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. The email includes instructions on how to log into their MyCOD Student Portal where they will receive their College of the Desert Student Identification Number and complete the next steps toward enrolling.

### 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 (p. 46) on "What Programs & Services are available for students?" for more information about available financial aid resources and visit the Financial Aid Office webpage.

### 3. Orientation

Orientation services are required for 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 the MyCOD portal. Instructions for accessing the online orientation are located on the College of the Desert's "Getting Started" webpage.
- Contact the Counseling Center by phone at 760.773.2521 or visit the Counseling webpage for more information.

### 4. Placement

All students have a right to access transfer-level English and math. New, first-time students are placed in English, reading, and mathematics based on a multiple measures. Placement information and resources for guided self-placement are available on the College website. Students are encouraged to speak with a counselor regarding their placement.

### 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.

**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.

An SEP is a planning tool that students complete online via Self-Service Student Planning. The Counseling Center offers many opportunities for students to create an SEP.

**The Comprehensive SEP is a** 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, placement, 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
- NextUp
- TRIO-ACES
- TRIO-DSPS
- TRIO-Veterans

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 placement, 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 760.773.2521.

## 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 Section 58108, 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.

# AB 1705 - California Community Colleges Assessment & Placement

**Students now can enroll in specified transfer-level English and math courses**.

Assembly Bill 1705 is a California law designed to ensure that students who have graduated from high school in the United States or have received high school equivalency are placed directly into college-level English and math/quantitative reasoning courses that align with the requirements for their intended certificate, associate degree, or transfer goals. The information provided below offers an overview of the available options to meet these requirements at College of the Desert (COD).

**English Placement**

All students will begin in college-level English. At COD, there are two options, both covering the same content with the same title, but ENGL C1000E offers additional support for students who need extra help.

1. ENGL C1000 Academic Reading and Writing (4 units)
2. ENGL C1000E Academic Reading and Writing (5 units). The extra unit offers additional in class opportunities to get assistance with assignments. Recommended for students who could benefit from additional support.

**Math Placement**

College of the Desert offers a variety of college-level math courses. Some majors have specific math course requirements, while others do not. It is recommended that you consult with a counselor to determine the most appropriate math course based on your academic goals and intended major.

**Math Placement for STEM Majors**

Students in STEM majors (Biology, Computer Science, Mathematics, Engineering, etc) are placed into math based on the criteria below. Please bring your high school transcripts to meet with a counselor to discuss placement and receive any necessary waivers.

# Enrollment Procedures

### 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 Section 58108, 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.

# 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. These requirements are intended to ensure students a reasonable chance of success. Questions regarding course eligibility should be discussed with the faculty advisor.

**Prerequisites** are 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.**

**Corequisites** are a course or courses students are required to take simultaneously in order to enroll in another course. Corequisites 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.

An **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 recommended to enroll in certain basic skills courses if the student's past academic performance 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 | 9 |
| 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 |
| Veteran's Benefits Recipients | Varies by program |

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

# Prerequisites, Corequisites, & Advisories

Complete course prerequisites, corequisites, and advisories are listed in this catalog. These requirements are intended to ensure students a reasonable chance of success. Questions regarding course eligibility should be discussed with the faculty advisor.

**Prerequisites** are a course or courses, skills, or a body of knowledge that students should possess prior to enrolling in a course or program. A prerequisite indicates 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.**

**Corequisites** are a course or courses students are required to take simultaneously in order to enroll in another course. A 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.

An **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 have a right to enroll in transfer-level work but may choose to enroll in certain basic skills courses if they decide they will benefit by this special preparation for college-level courses. A total of 30 units are allowed. 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

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# 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.

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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).

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| 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 |

* 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 nonresidents will receive notice of their status to the email address provided on the Admission Application.

Students who have been classified as nonresidents 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 may be considered for the next term.

Student must meet the 1 year and 1 day physical presence (Ed.Code 6801, 68070; Title 5 54022) and intent (Ed. Code 68041; Title 5 54024) requirements for residency to be reclassified.

The Residency Questionnaire must be accompanied by documentation verifying the student's physical presence coupled with intent to become a California resident and/or evidence of financial independence. Title 5 54026 clearly states that the burden is on the student to demonstrate both physical presence in California and intent to establish California residence. Failure to provide requested residency information will result in a determination of non-resident.

The Residency Questionnaire Form is available online by logging into the MyCOD Student Portal. Questions regarding residency should be directed to the Admissions & Records Office at enrolls@collegeofthedesert.edu.

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 and/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 and/or by the published course deadlines may result in you paying nonresident 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 may be responsible for fees due regardless of residency.

Applicants who are not U.S. citizens may need to 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 to become a California resident (1 year and 1 day prior to the residence determination date)

- Physical presence in California (1 year and 1 day prior to the residence determination date)
- Financial independence

A student seeking reclassification as a resident, who was classified a nonresident 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 1 year and 1 day 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 (Education Code 68017, 68070; Title 5 54022)

A. A person capable of establishing residence in California must be physically present in California for one year and one day prior to 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 the home for other than a temporary purpose may be manifest 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. COD requires a minimum of 3 documents evidencing support for California residence, including filing California state or Federal taxes and California driver's license/state ID. One year and one day evidence must be clearly demonstrated by two of the three documents. Objective manifestations of intent to establish California residence include, but are not limited to:

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. Payment of California state income tax as a resident.
8. Maintaining California motor vehicle license plates/registration.
9. Maintaining a California driver's license or California ID.
10. Maintaining a permanent military address or home of record in California while in the armed forces.
11. Establishing and maintaining active California bank accounts.
12. Being the petitioner of divorce in California.
13. Remaining in California during academic breaks.
14. Registering for the Selective Service in California (indicating California address).

F. Conduct inconsistent with a claim of California residence includes, but is 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 educational institution as a resident of that other state.
4. Declaring nonresidence for state income tax purposes; paying taxes in another state or country as a resident of that state or country or not fulfilling tax obligations to the State of California.

## Exceptions to 1 Year and 1 Day Residency Requirement

Exceptions to the residency determination as set forth above will be applied to qualifying and document supported situations. If the student would otherwise be classified a non-resident but fits within one of the following exceptions and is able to provide proof of eligibility, he or she will be granted a waiver of non-resident tuition charges and fees and will be charged the CA resident rate while maintaining non-resident classification status.

**Examples of some, but not all, exceptions are:**

- Military Students Stationed in California (Ed. Code 68075; Title 5 section 54042)
- Dependents of Active Duty Military Members (Ed. Code 68074 and Title 5 section 54041)
- Discharged Members of the Armed Forces (Ed. Code 68075.5 and Title 5 section 54041)
- Nonresident Veterans (Title 38, U.S. Code 3679(c); Ed. Code 68075.5 and 68075.7)

- A student who has been hired by a California public agency as a peace officer as a resident for purposes of enrollment in police academy training courses (Ed. Code 76140.5).
- Foster Youth
- Qualifying surviving spouse or child of a licensed physician/nurse or first responder who died of COVID-19 during the COVID-19 state of emergency in California and was a California resident. (AB 1113)
- Qualifying students residing in the named communities in Nevada attending Lake Tahoe Community College (SB 436)

An eligible AB540 student is exempt from paying nonresident tuition if the student meets all of the following four requirements:

1. The student must have:
    - attended a combination of California high school, adult school, and California Community College for the equivalent of three years or more, or
    - attained credits earned in California from a California high school equivalent to three or more years of full-time high school course work and attended a combination of elementary, middle and/or high schools in California for a total of three or more years, and
2. 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 or California High School Proficiency exam), or
    - completed an associate degree from a California Community College, or
    - completed the minimum requirements at a California Community College for transfer to the California State University or the University of California, and
3. The student must register as an entering student at, or current enrollment at, an accredited institution of higher education in California, and
4. The student must file an affidavit with the college or university stating that if the student is a non-citizen without current or valid immigration status, the student has filed an application to legalize immigration status, or will file an application as soon as the student is eligible to do so.
    - Students who are nonimmigrants who are victims of trafficking, domestic violence, and other serious crimes who have been granted T or U visa status, under Title 8 of the United States Code, sections 1101(a)(15)(T) or (U) are eligible for this exemption.
    - Students who are nonimmigrants, other than those with T or U visa status as noted above, [for example, those who hold F (student) visas, B (visitor) visas, etc.] are not eligible for this exemption.
    - A year's equivalence at a California Community College is a minimum of 24 semester units of credit or 36 quarter units of credit. For noncredit courses, a year's attendance is a minimum of 420 hours, 210 hours for a semester, and 140 hours a quarter.
    - The accumulation of credit and/or non-credit in any academic year shall be calculated in reference to a year's equivalence. Partial completion in an academic year is allowed. (Example: 12 units of credit courses in an academic year is equal to a semester for purposes of determining eligibility.)
    - Attendance in credit courses at a California Community College towards the attendance requirements shall not exceed two years of full-time attendance.
    - The student must file an exemption request including a signed affidavit with the college that indicates the student has met all applicable conditions described above. Student information obtained in this process is strictly confidential unless disclosure is required under law.
    - Students eligible for this exemption who are transferring to another California public college or university must submit a new request (and documentation if required) to each college under consideration.
    - Nonresident students meeting the criteria will be exempted from the payment of nonresident tuition, but they will not be classified as California residents. They continue to be "nonresidents".
    - The California Dream Act extends Cal Grant A and B Entitlement awards, Cal Grant C awards, the California Promise Grant (formerly known as the BOG fee waiver), Chaffee grants, and institutional financial aid to students that meet these criteria as well as the applicable criteria for eligibility for specific types of financial aid refer to Financial Aid Office web pages for additional information.
    - AB 540 does not provide federal student financial aid eligibility for undocumented students. These students remain ineligible for federal financial aid.
    - Exemption is not available for persons who are absent from California and who are taking distance education classes.

Instructions for completing and submitting the AB540 form:

1. Download the California Nonresident Tuition Exemption Request Form
2. Print form and complete all applicable fields
3. Sign form
4. Submit form to Admissions and Records Office located at Cravens Student Services Center, 2nd floor, or email to enrolls@collegeofthedesert.edu.

## SB 141 California Nonresident Tuition Exemption Request For Eligible Children of Deported or Voluntarily Departed Parents

Students who are U.S. citizens and who may presently reside in a foreign country will be exempt from nonresident tuition by meeting the following requirements:

- Demonstrates a financial need for the exemption.
- Has a parent or guardian who has been deported or was permitted to depart voluntarily under the federal Immigration and Nationality Act.

- Moved abroad as a result of the deportation or voluntary departure.
- Lived in California immediately before moving abroad.
- Attended a public or private secondary school in California for three or more years.
- Upon enrollment, will be in his or her first academic year as a matriculated student in California public higher education.
- Will be living in California and will file an affidavit with the community college stating that he or she intends to establish residency in California as soon as possible.

Documentation shall be provided by the student as required by statute as specified in Ed Code section 76140 and 89705.

AB 2210 Nonresident Tuition Exemptions for Refugees with Special Immigrant Visas

Education Code 68075.6 grants an immediate nonresident tuition fee exemption to eligible Special Immigrant Visa (SIV) holders and refugee students who settled in California upon entering the United States. This exemption is granted to one year from the date the student settled in California upon entering the United States.

This exemption applies to the following:

- Iraqi citizens or nationals (and their spouses and children) who were employed by or on behalf of the United States Government in Iraq
- Afghan and Iragi translators (and their spouses and children) who worked directly with the United States Armed Forces
- Afghanistan nationals who were employed by or on behalf of the U.S. government or in the International Security Assistance Force (ISAF) in Afghanistan
- Refugee students admitted to the United States under Section 1157 of Title 8 of the United States Code

# 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. **Resident Tuition:** Fees for California residents are listed on the College website for each semester or intersession.
2. **Nonresident Tuition:** As permitted by Education Code section 76140, a community college district may admit, and shall charge a tuition fee to nonresident students. Per Education Code section 68018, a nonresident is a student who does not have residence in the state for more than one year immediately preceding the residence determination date. See College website for the current fee. Questions relating to the establishment of California residency should be directed to the Admissions & Records Office.
3. **Exemption of Nonresident Fees:** Under Education Code 76140-76143, exemption of the nonresident portion of tuition and enrollment fees may be granted, including but not limited to:
    - AB540 Exemption includes eligible students who meet all of the eligibility criteria: (1) Attendance at California Schools (2) Completion of a Course of Study (3) Registration (4) Affidavit of student without lawful immigration status.
    - Refugees
    - Students who qualify under SB 141 and meet all eligible criteria.
    - Dependents of any individual killed in the September 11, 2001, terrorist attacks on the World Trade Center in New York City, the Pentagon building in Washington, D.C., or the crash of the United Airlines Flight 93 in southwestern Pennsylvania. Financial need requirements apply.
    - Students taking noncredit or apprenticeship courses. *Documentation is required for all eligible students.* Please contact the Admissions & Records Office with any questions.

4. **Tuition Fee for Foreign Students:** Foreign students will be charged the same fee as nonresidents. See College website for the current fee.

5. **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.

6. **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.

7. **Duplicate Diploma/Certificate Fee:** A fee is charged for a duplicate diploma/certificate. Please check the Admissions & Records Office webpage for current fees.

8. **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.

9. **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:

    - All active duty military personnel attending classes on a military base and their dependents.
    - Apprentice students.
    - All students who depend exclusively on prayer for healing in accordance with a bonafide religious sect.

10. **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.

11. **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.

12. **International Student Insurance:** International students enrolled at COD or in the Intensive English Academy, apart from those enrolled through university partnerships, must purchase the COD international student health insurance plan. Information regarding benefits and costs of the COD international student health insurance plan are available in the International Education Program Office.

13. **International Student Processing Fee:** The College may 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.

14. **Transportation Fee:** A fee is charged to students, which includes the cost 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.

15. **Refund Processing Fee:** A fee is charged for the processing of a refund. Please check the Bursar's Office webpage for additional information.

16. **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

17. **Student Representative Fee:** Assembly Bill (AB) 1504 was approved by Governor Gavin Newson on October 4, 2019. AB 1504, also known as the student representation fee, requires that all California Community Colleges charge a $2 student representation fee at the time of registration, starting on January 1, 2020. Per law, our institution will charge a $2 student representation fee every term you plan to enroll at College of the Desert.

- As part of the $2 student representation fee, College of the Desert will keep $1 from each fee collected for the operation of our student government. Revenue generated will be used 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.
- College of the Desert will send $1 of each fee collected to the Chancellors office to help with costs associated with running a statewide community college student organization. The fee will add supporting student participation and engagement in statewide higher education policy and advocacy activities to the required goals of the statewide community college student organization.
- If you choose to opt-out of the fee, you will be given an opportunity to do so without providing a reason at registration.

18. **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 in-person 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

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

# 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 webpage.

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

# 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.

## Transportation Fee Refunds

The transportation 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) 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?

## 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 prior to the submission of the Credit by Examination form (please check the Admissions & Records Office web page 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 760.346.8041 ext. 4832.

## Credit for Military Service Schools

College of the Desert allows the granting of units for validated college level skills and knowledge gained outside a college classroom, in accordance with Title 5, Sections 55050 and 55052, and Administrative Procedure 4235.

For more information refer to the Credit for Prior Learning page.

## 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 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.

**California Community College (CCC) AP Policy for General Education Credit**

Colleges shall award General Education Area credit as shown on the CCC AP GE list below. For General Education Requirements refer to Title 5 § 55061. If the college does not have a course similar in content to the AP Examination, then the college shall award credit for the indicated GE Area as shown on the CCC AP GE Areas List. If there is no GE Area that fits the AP Examination, the college may award elective credit. This policy does not address course-to-course awarding of AP credit as that is a local decision made by the appropriate discipline faculty.

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. For more information visit calstate.policystat.com.

## Credit for CEEB Advanced Placement Examinations

| College Board Advanced Placement Tests (AP) | Minimum Semester Credits Earned[1] | Semester Credits Toward GE Breadth | Cal-GETC | COD GE Area |
|---|---|---|---|---|
| 2-D Art and Design [2] | 3 CSU/ 5.3 UC | 0 | n/a | n/a |
| 3-D Art and Design [2] | 3 CSU/ 5.3 UC | 0 | n/a | n/a |
| African American Studies | 3 CSU/ 2.6 UC | 0 | n/a | n/a |
| Art History | 6 CSU/ 5.3 UC | 3 | 3A or 3B | A3 |
| Biology | 6 CSU/ 5.3 UC | 4 | 5B & 5C | A5 |
| Calculus AB [3] | 3 CSU/ 2.6 UC | 3 | 2 | A2 |
| Calculus BC [3] | 6 CSU/ 5.3 UC | 3 | 2 | A2 |
| Calculus BC/ AB sub score [3] | 3 CSU/ 2.6 UC | 3 | 2 | A2 |
| Chemistry | 6 CSU/ 5.3 UC | 4 | 5A & 5C | A5 |
| Chinese Language & Culture | 6 CSU/ 5.3 UC | 3 | 3B | A3 |
| Comparative Government & Politics | 3 CSU/ 2.6 UC | 3 | 4 | A4 |
| Computer Science A | 3 CSU/ 5.3 UC | 0 | n/a | n/a |
| Computer Science Principles | 6 CSU/ 5.3 UC | 0 | n/a | n/a |
| Drawing [2] | 3 CSU/ 5.3 UC | 0 | n/a | n/a |
| English Language & Composition | 6 CSU/ 5.3 UC | 3 | 1A | A1a |
| English Literature & Composition | 6 CSU/ 5.3 UC | 6 | 1A or 3B | A1a & A3 |
| Environmental Science | 4 CSU/ 2.6 UC | 4 | 5A & 5C | A5 |
| European History | 6 CSU/ 5.3 UC | 3 | 3B or 4 | A3 or A4 |
| French Language & Culture | 6 CSU/ 5.3 UC | 3 | 3B | A3 |
| German Language & Culture | 6 CSU/ 5.3 UC | 3 | 3B | A3 |
| Human Geography | 3 CSU/ 2.6 UC | 3 | 4 | A4 |
| Italian Language & Culture | 6 CSU/ 5.3 UC | 3 | 3B | A3 |
| Japanese Language & Culture | 6 CSU/ 5.3 UC | 3 | 3B | A3 |
| Latin | 6 CSU/ 5.3 UC | 3 | 3B | A3 |
| Macroeconomics | 3 CSU/ 2.6 UC | 3 | 4 | A4 |
| Microeconomi | 3 CSU/ 2.6 UC | 3 | 4 | A4 |
| Music Theory | 6 CSU/ 5.3 UC | 0 | n/a | n/a |
| Physics 1 [4] | 4 CSU/ 5.3 UC | 4 | 5A & 5C | A5 |
| Physics 2 [4] | 4 CSU/ 5.3 UC | 4 | 5A & 5C | A5 |
| Physics C (electricity/ magnetism) [4] | 4 CSU/ 2.6 UC | 4 | 5A & 5C | A5 |
| Physics C (mechanics) [4] | 4 CSU/ 2.6 UC | 4 | 5A & 5C | A5 |
| PreCalculus | 3 (CSU only) | 0 | n/a | A2 |
| Psychology | 3 CSU/ 2.6 UC | 3 | 4 | A4 |
| Spanish Language & Culture | 6 CSU/ 5.3 UC | 3 | 3B | A3 |
| Spanish Literature & Culture | 6 CSU/ 5.3 UC | 3 | 3B | A3 |
| Statistics | 3 CSU/ 2.6 UC | 3 | 2 | A2 |
| U.S. Government & Politics [5] | 3 CSU/ 2.6 UC | 3 | 4& US-2 [6] | A4 |
| U.S. History | 6 CSU/ 5.3 UC | 3 | 3B or 4 & US-1 [6] | A4 |
| World History Modern | 3 CSU/ 5.3 UC | 3 | 3B or 4 | A3 or A4 |

1 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.

2 If a student passes more than one AP exam in Art, only 5.3 units of credit may be applied towards the baccalaureate.

3 If a student passes more than one AP exam in calculus, only 5.3 units of credit may be applied towards the baccalaureate.

4 If a student passes more than one AP exam in physics, only 5.3 units of credit may be applied towards the baccalaureate.

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

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

[1]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.

[2]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

[3]Advanced Placement score of 3, 4, or 5 is required for general education certification.

[4]If a student passes more than one AP exam in calculus or computer science, only one examination may be applied to the baccalaureate.

[5]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.

[6]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 Cal-GETC Requirements. CLEP may be used to meet COD General Education requirements and towards CSU transferable units. 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[1] | Semester Credits Toward COD GE Breadth | COD GE Area |
|---|---|---|---|---|
| American Government | 50 | 3 | 3 | A4 |
| American Literature | 50 | 3 | 3 | A3 |
| Analyzing & Interpreting Literature | 50 | 3 | 3 | A3 |
| Biology | 50 | 3 | 3 | A5 |
| Calculus | 50 | 3 | 3 | A2 |
| Chemistry | 50 | 3 | 3 | A5 |
| College Algebra | 50 | 3 | 3 | A2 |
| College Algebra - Trigonometry | 50 | 3 | 3 | A2 |
| French Level II [2] | 59 | 3 | 3 | A3 |
| German Level II [2] | 60 | 3 | 3 | A3 |
| History, United States I | 50 | 3 | 3 | A4 |
| History, United States II | 50 | 3 | 3 | A4 |
| Human Growth & Development | 50 | 3 | 3 | A4 |
| Humanities | 50 | 3 | 3 | A3 |
| Introductory Business Law | 50 | 3 | 0 | n/a |
| Introductory Psychology | 50 | 3 | 3 | A4 |
| Introductory Sociology | 50 | 3 | 3 | A4 |
| Natural Sciences | 50 | 3 | 3 | A5 |
| Pre-Calculus | 50 | 3 | 3 | A2 |
| Principles of Macroeconom | 50 | 3 | 3 | A4 |
| Principles of Microeconomics | 50 | 3 | 3 | A4 |
| Spanish Level II [2] | 63 | 3 | 3 | A3 |
| Spanish with Writing Level II [2] | 63 | 3 | 3 | A3 |
| Western Civilization I | 50 | 3 | 3 | A3 or A4 |
| Western Civilization II | 50 | 3 | 3 | A4 |

[1] These units count toward eligibility for admission to a CSU.

[2] 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 A3 of COD GE Breadth, as noted.

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

# International Baccalaureate (IB) Credit

College of the Desert may award International Baccalaureate Examination (IB) credit toward a Certificate or Associate Degree, or for Cal-GETC 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 Cal-GETC 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 Cal-GETC Certification. A score of 4 on the following IB subjects is considered a passing score for COD GE and CSU transfer credit: Language A HL, Language B HL, Mathematics HL, and Theatre HL.

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. 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. For more information visit calstate.policystat.com.

| International Baccalaureate Examination (IB) | Passing Score | Minimum Semester Credits Earned[1] | Semester Credits Toward GE Breadth | Cal-GETC | COD GE Breadth Area |
|---|---|---|---|---|---|
| Biology HL | 5 | 6 CSU/5.3 UC | 3 | 5B | A5 |
| Chemistry HL | 5 | 6 CSU/5.3 UC | 3 | 5A | A5 |
| Economics HL | 5 | 6 CSU/5.3 UC | 3 | 4 | A4 |
| Geography HL | 5 | 6 CSU/5.3 UC | 3 | 4 | A4 |
| History (any region) HL | 5 | 6 CSU/5.3 UC | 3 | 3B or 4 | A3 or A4 |
| Language A: Literature (any language, except English) HL | 4 CSU & COD/5 UC | 6 CSU/5.3 UC | 3 | 3B | A3 |
| Language A: Language and Literature (any language, except English) HL | 4 CSU & COD/5 UC | 6 CSU/5.3 UC | 3 | 3B | A3 |
| Language A: Literature (any language) HL | 4 CSU & COD/5 UC | 6 CSU/5.3 UC | 3 | 3B | A3 |
| Language A: Language and Literature (any language) HL | 4 CSU & COD/5 UC | 6 CSU/5.3 UC | 3 | 3B | A3 |
| Language B (any language) HL | 4 CSU & COD/5 UC | 6 CSU/5.3 UC | 0 | n/a | n/a |
| Mathematics HL: Analysis and Approaches | 4 CSU & COD/5 UC | 6 CSU/ 5.3 UC | 3 | 2 | A2 |
| Mathematics HL: Applications and Interpretatic | 4 | 6 (CSU and COD only) | 3 | 2 (may not be at all UC) | A2 |
| Physics HL | 5 | 6 CSU/5.3 UC | 3 | 5A | A5 |
| Psychology HL | 5 | 3 | 3 | 4 | A4 |
| Theater HL | 4 CSU & COD/5 UC | 6 CSU/5.3 UC | 3 | 3A | A3 |

[1] 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.

**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 an accredited institution must provide an **official** transcript and meet with a COD Counselor to request a formal transcript evaluation. Approved accreditation associations include NASC, NCA, NEASC, MSA, SACS and 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.

## Credit for Prior Learning

College of the Desert allows the granting of units for validated college-level skills and knowledge gained outside a college classroom, in accordance with Title 5, Sections 55050 and 55052, and Administrative Procedure 4235.

Students may demonstrate proficiency in a course eligible for Credit for Prior Learning and receive college credit through the approved alternative methods for awarding credit listed below:

- Achievement of a satisfactory score on an Advanced Placement (AP) examination
- Achievement of a satisfactory score on a higher level International Baccalaureate (IB) examination
- Achievement of a satisfactory score on the College Level Examination Program (CLEP)
- Evaluation of Joint Service Transcripts (JST)
- Achievement of an examination administered by other agencies approved by the district
- Evaluation of industry-recognized credential documentation
- Evaluation of student-created portfolios
- Satisfactory completion of an institutional examination, known as Credit by Examination, administered by the college in lieu of completion of an active course listed in the current college catalog

For more information regarding Advanced Placement (AP), International Baccalaureate (IB), College Level Examination Program (CLEP), or Credit by Examination please refer to their respective catalog sections.

## Eligibility for Credit for Prior Learning

- The student must be in good standing in the district
- The student must have previously earned credit or noncredit from the district or be currently registered in the district
- Current students must have an education plan on file
- The course is listed in the current college catalog
- The student is not currently enrolled in the course to be challenged
- Credit by Examination: The student is registered in the district and not currently enrolled in nor received credit for a more advanced course in the same subject (may be waived by department)
- Credits acquired by examination are not applicable to meeting of such unit load requirements as Selective Service deferment, Veterans, or Social Security benefits. Credits acquired by examination shall not be counted in determining the 12 semester hours of credit in residence required for an associate's degree.

## Prior Learning Assessment Grading Policy

- Grading shall be according to the regular grading system in accordance with Administrative Procedure 4230 Grading and Academic Record Symbols
- Students shall be offered a "Pass/No Pass" option if that option is ordinarily available for the course, in accordance with Administrative Procedure 4230 Grading and Academic Record Symbols.
- Students shall be given the opportunity to accept, decline, or appeal the grade assigned by the faculty, and in cases of Credit by Examination, pursuant to Administrative Procedure 4230 Grading and Academic Record Symbols and Administrative Procedure 4231 Grade Changes

## Transcription of Credit for Prior Learning

• The student's academic record shall be clearly annotated to reflect that credit was earned by assessment of prior learning

## Credit for Military Service/Training

Students interested in Credit for Prior Learning using Joint Service Transcripts shall receive credit as recommended by the American Council on Education (ACE) Directory and approved by the appropriate discipline faculty of the college under the following circumstances:

- The student shall complete the Credit for Prior Learning assessment petition
- Official transcripts must be on file in the Admissions and Records Office. These may include Joint Services Transcript (JST), Sailor/ Marine American Council on Education Registry Transcript (SMART), Army and American Council on Education Registry Transcript Service (AARTS), Community College of the Air Force (CCAF), Coast Guard Institute (CGI), DANTES/USAFI, Defense Language Institute Foreign Language Transcripts (DLIFLC), Defense Manpower Data Center (DMDC), DLPT Examinee Results, DA Form 330 Language Proficiency Questionnaire, or verified copies of DD214 or DD295 military records.
- Credit course equivalency shall be determined by the faculty of the appropriate discipline

# Industry Recognized Credentials

Students interested in Credit for Prior Learning using industry recognized credential(s)shall receive credit as recommended by the appropriate department chair or faculty designee:

- The student shall complete the Credit for Prior Learning assessment petition and include all industry recognized credential documents
- Enrollment services shall grant credit for industry recognized credential(s) that have already been evaluated and approved by the appropriate department chair or faculty designee
- If an industry recognized credential(s) has not yet been evaluated and approved by the appropriate faculty, the student meets with the department chair or faculty designee to receive further instructions for industry recognized credential(s) assessment
- If the department chair or faculty designee determine the industry certification adequately measures mastery of the course content as set forth in the Course Outline of Record, the appropriate faculty shall sign the petition with the recorded grade, attach the industry recognized credential(s), and forward the completed petition and supporting documents to the Admissions and Records Office to be kept on file and recorded on the student transcript

**References:**

Administrative Procedure 4235
Education Code Section 79500
Title 5 Sections 55050 and 5505

# Common Course Numbering

The California Community College system, including College of the Desert, is implementing a student-facing Common Course Numbering (CCN) system, as required by Education Code Sections 66725-66725.5 through Assembly Bill No. 1111 (Berman), to be completed by July 1, 2027. This system will create common course numbers for comparable courses across all community colleges in the state, facilitating smoother transfers to four-year institutions and reducing unnecessary credit accumulation. By maximizing credit mobility, the CCN system will enhance equitable transfer opportunities and support student success by helping students build cohesive academic plans, understand course transferability, and make informed course selections. This collaborative effort involves faculty, administrators, staff, and system officials to ensure the best outcomes for California community college students. (Source: ASCCC)

The first phase of Common Course Numbers will be implemented in Fall 2025. The chart below shows the impacted courses.

A Common Course Number is comprised of four elements:

- Subject: 4-letter standardized abbreviation to be used across the state (ex: ENGL)
- Course Type Identifier: All CCN courses are indicated with a “C” prefix before the number
- Number: 4-digit standardized course number (ex: 1000)
- Course Specialty Identifier: System-level suffixes for special courses (E = Embedded Support)

| Old Course | New Course | Effective Term |
|---|---|---|
| COMM 001 Introduction to Public Speaking | COMM C1000 Introduction to Public Speaking | Fall 2025 |
| ENG 001A English Composition | ENGL C1000 Academic Reading and Writing | Fall 2025 |
| ENG 001X English Composition with Co-Curricular Support | ENGL C1000E Academic Reading and Writing | Fall 2025 |
| ENG 003 Argumentative Writing and Critical Thinking | ENGL C1001 Critical Thinking and Writing | Fall 2025 |
| MATH 014 Statistical Methods | STAT C1000 Introduction to Statistics | Fall 2025 |
| PS 001 Introduction to Government | POLS C1000 American Government and Politics | Fall 2025 |
| PSY 001 General Psychology | PSYC C1000 Introduction to Psychology | Fall 2025 |

# WHAT PROGRAMS AND SERVICES ARE AVAILABLE FOR STUDENTS?

## 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

## Athletics

College of the Desert Athletics is a member of the California Community College Athletics Association (3C2A) and offers 15 intercollegiate sports, eight for women (basketball, cross country, golf, beach volleyball, soccer, softball, tennis, and volleyball) and seven for men (baseball, basketball, cross country, football, golf, soccer, and tennis). 10 of our sports teams compete in the Inland Empire Athletic Conference, while beach volleyball (South Coast), football (Southern California Football Association), golf (Orange Empire), and women's tennis (South Coast) are members of other conferences.

Students interested in participating in Athletics should complete the online questionnaire found on the Athletics webpage or contact the **Athletics Department** at 760.773.2591.

## Basic Needs Center

The Basic Needs Center aims to meet the basic needs of College of the Desert students. The Basic Needs Center assists students by connecting them to both on-campus and off-campus resources, organizations and other support services to address food and housing insecurity, transportation, health and wellness and other social service needs.

## Central Pantry

College of the Desert has two on-campus food pantries, services are free for currently enrolled College of the Desert students are able to access non-perishable items, fresh fruits, vegetables and other household items. The Central Pantry at Palm Desert is located at South Annex 6, and the Indio campus is located in the former Roadrunner Cafe behind the Bookstore. The pantry is opened Monday through Thursday from 8:30 AM to 4:30 PM. Hours are subject to change, and limits may apply. For questions, students can contact the Basic Needs Center via email at basicneeds@collegeofthedesert.edu.

## Black Student Success Center

**Black Student Success Center (BSSC)** is designed for students that identify as Black and/or African American, however is open and welcoming to all students. To be eligible for BSSC, students are encouraged to maintain a 2.5 GPA, attend two meetings a semester and see a counselor once a semester. The primary focus of the program is to assist with the academic, social and cultural progress of COD's Black population. In addition, the program is committed to academic success, leadership development, community service and mentoring for our Black students.

For additional information about the Black Student Success Center (BSSC), please visit the center in South Annex 9, or call 760.565.4872.

## Bookstore

The **College of the Desert Bookstore** is located in 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 needed course materials, whether required or optional. Both new and used textbooks are usually available for purchase, and some textbooks are available for rent and in digital format as well. 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 homepage, 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. The Indio Bookstore also has an array of College of the Desert clothing and gift items. In addition, also available is an assortment of convenience items: coffee, drinks, snacks, candy, and other food items. For hours of operation and other information, contact the Indio Campus Bookstore at 402.400.5319. In addition, available is a large convenience store assortment: sandwiches, drinks, snacks, candy, and other food items. For hours of operation and other information, contact the Indio Campus Bookstore at 402.400.5319.

## Sunline Student Bus Pass

SunLine Transit Agency has its **Haul Pass** program providing free unlimited SunBus rides for students actively enrolled in College of the Desert (COD). To be eligible, students must be actively enrolled at COD. Students will utilize their active student ID to download an application to access their bus pass. Should a student require assistance, the bus operators can help. In addition to transportation to and from College of the Desert, the Haul Pass program allows students to use their active student ID to make unlimited local fixed route transit trips any day of the

week as well as transfers on the SunBus. Free fare for college students excludes the SunDial paratransit service and the Commuter Link 220.

SunLine can assist with trip planning over the phone or SunLine also offers free group training as well as one-on-one travel training for anyone who is new to transit or needs assistance. Sunline's SunBus Tracker App, along with sunline.org, are other resources that can be helpful trip planners providing trip/route information.

# California Mini-Corps

## California Mini-Corps Program Goals

- To provide direct instructional tutorial services to increase migrant student academic achievement through a cadre of trained college tutors.
- To develop a cadre of future bilingual-bicultural credentialed teachers that will be better equipped to work with migrant students.

Mini-Corps participants are full-time, undergraduate students who are pursuing careers in education. Mini-Corps participants work as teacher assistants in public schools providing direct instructional services to migrant children. Mini-Corps participants work under the direction of certificated teachers and are supervised by a Mini-Corps College Coordinator. Participants are paid an hourly wage for their work in the program and also receive monthly training where they learn strategies to work with their students and can later implement as a classroom teacher. The Mini-Corps Program provides a unique opportunity for future teachers to network in local schools. To learn more or to request an application click the link below.

For additional information about the Mini-Corps Program contact:

Rosario Verdel
Google Voice Number: 619-777-6979
Email: rverdel@bcoe.org

**Requirements**

- Have an interest in becoming an educator
- Experiential knowledge of the migrant lifestyle
- Full-time college student (12 units or more)
- Bilingual
- Citizen of the United States or meet resident criteria
- Availability to work a minimum of 10 hours per week in schools
- G.P.A. Freshman 2.0, Sophomore 2.3
- Financial Aid Eligibility
- Have Transportation
- Pass basic skills assessment or have 48-semester units

**Application**

To apply, click on the following application link:

Application

# CalWORKs

The California Work Opportunity and Responsibility to Kids (CalWORKs) Program at College of the Desert provides intentional and intensive support services and resources to parenting and/or expecting parenting students who are CalWORKs recipients. Our program works in collaboration with the Riverside County Department of Social Services (DPSS) and GAIN to offer support services that will assist students with navigating and successful completion of their educational and career goals. The primary purpose of the CalWORKs program is to prepare and equip our students with the necessary tools to becoming self-sufficient and successful. We aim to increase employability of CalWORKs students through achievement of higher education and work-study experiences in order to transition from public assistance to sustained economic self-sufficiency.

Our program provides individualized academic, career, and transfer counseling from dedicated counselors in order to identify a clear path to the student's educational goal and create a student educational plan to guide students on their path. We utilize a case management model, which ensures that we are intentional at connecting our students to resources and providing equitable services designed to increase their success and assist with reaching their goals.

The CalWORKs program is dedicated to providing the following essential support services and resources to its students:

- Priority registration
- Work study opportunities
- Assistance with job placement
- Transportation assistance
- Meal cards
- Educational supplies
- Individualized counseling services
- Assistance with meeting County compliance requirements
- Referrals to campus and community resources
- Textbook assistance
- CalWORKs grants (dependent on funding for the year)

*Support services and resources are not limited to this list. Availability for some may vary semester to semester.

For more information, please visit the College of the Desert CalWORKs webpage and/or email us at calworksinfo@collegeofthedesert.edu or call us at 760.862.1343. We are located on the second floor of the Cravens Student Services Center.

# Campus Safety

In case of any emergency, please call 911. For non-emergencies, please call the Public Safety Department Dispatch at 760.341.2111. This number is answered 24/7.

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-lit 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 federal CLERY Act is available online at www.collegeofthedesert.edu/students/public-safety/clery.php or go the main website and type "CLERY" in the search bar.

# 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, career fairs, and assistance with navigating Handshake, which includes detailed information about events, career, job and internship opportunities. The CWSC is located on the Palm Desert Campus, Administration Building rooms 5 and 6. For more information, please call 760.674.7799 or visit the Career and Workforce Solutions Center website.

# 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 regularly available online and at the Indio Campus.

# Disabled Students Programs & Services (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, WorkAbility III, Social Skills 1 and 2, DSPS Transition to College, Wellness and Stress Management, Community Living Skills, Adapted Kinesiology courses, Adaptive Makerspace courses, and several other DSPS course offerings.

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 (dsps@collegeofthedesert.edu), or visit the DSPS website.

# Dreamer Resource Center

The Dreamer Resource Center provides support services to successfully transition undocumented/ AB-540 /Dreamer students into college. The following services and resources are available for current and prospective students:

- Assistance completing California Dream Act financial aid application,
- Assistance completing the AB-540 affidavit;
- Free immigration legal services through our partnership with TODEC Legal Services;
- Dedicated counselor to assist with academics, matriculation, personal and career counseling;
- Dedicated space with computer access, printing, study, lounge;
- Referrals for medical and mental health services with community partners
- Student support - *Alas Con Futuro* student club
- Internship opportunities for professional development
- Information hub for undocumented students.

For more information, please visit the Dreamer Resource Center webpage. You can also email us at dreamers@collegeofthedesert.edu or call us at 760.565.4850. We are located in South Annex #1, in the Palm Desert Campus.

# EDGE - Engage. Develop. Grow. Empower.

The EDGE Program includes a summer engagement experience offering non-credit courses in math, English, and student development to prepare students for college and college-level coursework. EDGE students also receive additional wrap around support services while enrolled at COD. These support services include follow up calls, informational emails, dedicated counseling, financial aid assistance, and student success workshops.

EDGE courses are offered over the summer at various campus locations. Students interested in taking EDGE courses will enroll in MATH-300, SOC-300, COUN-300, or ENGLISH-300 via their self-service student portal.

Students also have the option of taking a summer credit course instead of an EDGE course.

Benefits of EDGE:

- Preparation for college and college-level coursework
- Priority registration for one semester following the completion of EDGE
- Dedicated faculty, counselors, and staff
- Student success strategies
- Assistance with the financial aid process
- Completing one EDGE Summer Bridge course will allow qualified students to receive free tuition and fees for two years with plEDGE

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 2025 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:

- Completing a Summer Engagement Requirement of either an EDGE Summer Bridge Non-Credit Course or a Summer Credit Course
- Enrolling full-time during the Fall & Spring semesters
- Maintaining good academic standing
- Completing 10 hours of community service
- Attending a career pathway workshop at the COD Career and Workforce Solutions Center
- Completing a financial aid file

Contact the EDGE office for more information at edge@collegeofthedesert.edu or 760.636.7970

# 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 Chaparral, the student-run newspaper, allows students to hone their journalism and media skills in a real-world setting. It is an online news platform entirely managed by students with guidance from a faculty advisor. Additionally, faculty members in the Communication Division support students in publishing The Solstice, a creative writing and poetry journal that fosters intellectual growth and showcases the development of students' writing skills and creativity.

**Student Radio Station, COD Roadrunner Radio** # In association with the College of the Desert's broadcast announcing, writing, and podcasting/ radio production courses, students gain hands-on experience in media broadcasting at COD Roadrunner Radio. They 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. COD Roadrunner Radio is the Coachella Valley's national award-winning college and community radio station, serving as a platform for students & faculty, rising artists, and the greater Coachella Valley community.

# 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 A or B (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

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), loans, 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

First step in applying for financial aid is to submit a financial aid application every academic year, *starting every October 1st*! 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 Financial Aid Student Self Service Portal. The Financial Aid Office will review a student's financial aid file to determine eligibility and send out communications via MyCOD email. If eligible, the California College

Promise Grant 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
- Chafee Grant
- California College Promise Grant (CCPG)
- Student Success Completion Grant
- Federal Work-Study
- Federal Subsidized and Unsubsidized Loans
- Scholarships
- Book Authorizations

### Financial Aid Satisfactory Academic Progress

To maintain eligibility for most forms of financial aid, a student must meet the Satisfactory Academic Progress (SAP) standard. College of the Desert is required to determine whether students are making Satisfactory Academic Progress toward their educational goals (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 their 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 College Promise Grant

Once a student is qualified for the California College Promise Grant, it is essential to ensure that academic and progress standards are met 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 California College Promise Grant eligibility loss.

### Scholarships

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

The College is fortunate to assist in coordinating and delivering many external or private scholarship awards from various civic groups, clubs, and agencies. Potential donors or scholarship committee chairpersons are encouraged to contact 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

Per 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 be required to repay a part of the entire grant. All forms of Federal Grants or Loans monies are 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 the Drops, Withdrawals, and Repayment of Funds page.

## Food Services

College of the Desert's Palm Desert Campus and Indio Campus offers fresh-serve dining services during normal operating hours at Beeps Cafe and Oasis Cafe, which offers a wide variety of menu choices. Additionally, snacks and beverages are available in the bookstore at the Palm Desert and Indio campuses. Snacks and Beverage vending machines are available at all College of the Desert campuses.

## Foster Youth Services (FYS)

**Foster Youth Services (FYS)** is designed for current or former foster youth. To be eligible for FYS, a student must be a current or former foster care youth and provide official documentation from the Department of Public Social Services (DPSS). FYS promotes student success with priority one registration, enrollment assistance, educational planning, transfer application assistance, and assistance with completing the Chafee Grant application process as well as the Burton Book Fund Application. To learn more, please visit the Foster Youth Services Center (FYSC) located in South Annex, Room 2. Our large, spacious Center offers 4 computer workstations for student use, a printer, a conference table for club meetings and workshops, and a comfortable lounge area for quiet study. FYS also provides community resources and referrals.

For additional information about Foster Youth (FY) Services, please visit the Foster Youth Services Center (FYSC) located in South Annex, Room 2 or by calling 760.776.7498.

## Gender and Sexual Diversity Pride Center

The Gender and Sexual Diversity Pride Center (GSD Pride Center) provides support and resources to facilitate the success, learning, and achievement of College of the Desert's LGBTQIA+ students. The GSD Pride Center also serves as a space for educational programming, activities, events, and collaboration that unite our LGBTQIA+ campus community, allies, and local community. Through inclusive programming, faculty & staff engagement, and community partnerships, the GSD Pride Center positions College of the Desert as a beacon for the region's LGBTQIA+ students.

The GSD Pride Center offers in-person services in the South Annex 5 building on the Palm Desert campus. Virtual services are provided through a GSD Pride Center Canvas group, via Zoom, and by phone. For service hours and more information, please visit the GSD Pride Center website, email gsdpridecenter@collegeofthedesert.edu, or call 760.776.7238.

## Housing

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

# International Education Program

College of the Desert believes that international education programming adds to the multiculturalism and diversity of our campus while aligning with COD's Mission, Vision, and Values. International Education is an active program with students from approximately 30 countries studying at COD. The International Education Program office is committed to offering extensive services to support international students throughout their studies at COD and in 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 and faculty.

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

International Education Program
43500 Monterey Avenue
Palm Desert, CA 92260
by email (iep@collegeofthedesert.edu)
by telephone: 1.760.776.7270

# 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 Calculus based 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.

To apply for the MESA Program you can complete an application online by going to the MESA website and clicking on the apply now button on the bottom of the page. You must fill out the form completely before you submit your application, along with an official SEP and Financial Award letter. Once you apply you will be contacted to complete a short interview (face-to-face, phone, or virtual) to determine if you are eligible for the Program.

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 760.776.7470 to contact: Aletse Camacho, MESA Student Center Assistant or Jorge Pérez, Director.

# McCarthy Family Child Development & Training Center

The **McCarthy Family Child Development & Training Center (MFCDTC)** is nationally accredited by the National Association for the Education of Young Children (NAEYC). MFCDTC serves as the model lab/demonstration program for the Child Development & Education (CDE) 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 760.773.2577.

# Parking

Parking lots are conveniently located throughout campuses. 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 06:00 a.m. to 10:30 p.m. Monday through Friday where permits are required.

All vehicles and motorcycles are required to have a parking permit to park on any campus. Visitor parking is available in designated spaces on most campuses. Palm Desert Campus in Lot 2 for 30 minutes on the southside of the Cravens Student Service Center. Visitors on other campuses can contact Public Safety at 760-341-2111 for an extended visitor parking pass.

Daily Permits for visitors are $1.00 and may be purchased at the permit dispenser in Lot 4, Lot 28 (South and Middle), Lot 23 (near Ag Science) or Lot 14 (Softball field) on the Palm Desert Campus. Daily permits are valid in any student lot.

Parking Permits for the Fall and Spring Semesters are now included in the cost of your Tuition through the Transportation Fee. All vehicles are required to display a Parking Permit, including motorcycles and vehicles displaying a disabled placard. There is no charge for parking in student lots during the summer or winter intercessions. Staff/Faculty parking lots always require a staff parking permit, and others will be cited. For more information, please go to the Parking Site or call the Public Safety Department at 760.341.2111.

Motorcycles may park in any designated parking space and are required to display a valid parking permit while parking on campus.

Disabled Persons parking areas are marked with the traditional blue sign and symbol. Disabled parking spaces are strictly enforced at COD and must have a disabled placard, license plate and a valid COD parking permit. Disabled Parking Placards may be obtained from the Department of Motor Vehicles and must be displayed when parking in designated areas.

## Parking Citations

Any car which is parked in violation of the College of the Desert parking regulations may be issued a parking citation. Parking citations are issued in accordance with Section 23113 of the California Vehicle Code. By California law, the registered owner of a vehicle is liable for all citations issued to that vehicle.

Citations are issued by the Public Safety Department and may be paid online at www.paymycite.com, by mail at College of the Desert C/O Parking Citation Service Center P.O. Box 11923, Santa Ana, CA 92711 or in person at the Bursars office. To dispute a citation, citation contest forms are found online at http://dccdlfs4.dccd.cc.ca.us/Forms/CPV.

Effective July 1, 2018: AB503 states that an individual has the option of making payments to their parking citation(s). The registered owner of the vehicle receiving the parking citation must show that he/she is indigent and in need of a payment plan. The individual will need to pay by the 1st of each month, as little as $10 per month but must have the citation paid within 6 months of beginning the payment plan. There will be a $5 fee to begin any payment plan for a parking citation. If you have any questions or would like to request a payment plan, please go to www.paymycite.com and click on this link https://www.paymycite.com/ab503.aspx

**WHAT TO DO IF YOU GET A TICKET**

The College assumes no liability for vehicles parked on campus. If you receive a a parking citation you can appeal it by clicking on this link: http://dccdlfs4.dccd.cc.ca.us/Forms/CPV. Citation appeals are made online only. If you do decide to contest the citation, keep in mind the following:

- DO NOT WAIT UNTIL THE LAST MINUTE. You have 21 calendar days from the day the citation was issued to request an initial administrative review.
- If you do not begin the initial review within 21 days, you have forfeited your right to appeal the citation at any level.
- Once you submit appeal forms, it is your responsibility to find out if they were sent to you or received by us.

The appellate process that the District follows is set by the State of California. Therefore, time frames and deadline dates cannot and will not be extended, nor can any District personnel waive or modify this process.

Contact the Public Safety Department at 760.341.2111 for more information.

# Rising Scholars Program

College of the Desert Rising Scholars is an academic support program for incarcerated, formerly incarcerated, and system-impacted students. In addition, it creates a pathway for incarcerated, formerly incarcerated, system-impacted individuals into higher education and assists in transferring to a four-year institution.

We directly challenge the stigmas associated with our community. The program cultivates a sense of belonging and a healthy community for carceral-impacted students to thrive at College of the Desert.

While we prioritize our services for incarcerated and formerly incarcerated students. We are aware of the impact the carceral system has on family, friends, and the community. As such, we fully support and welcome system-impacted members. We define system impacted as those with arrests/convictions but no incarceration and those who have been directly affected by a loved one being incarcerated. Indeed, our partners, parents, children, and/or siblings often face the most significant disadvantages behind the absence of incarnated loved ones. Therefore, this categorically merits the designation of system-impacted.

### Staff

Ismael Davila
Counselor/Coordinator
idavila@collegeofthedesert.edu

Rick Saldivar
Program Specialist
rsaldivar@collegeofthedesert.edu

# 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, including vaping, of tobacco or non-tobacco products is prohibited anywhere on campus (inside any college facility; in any vehicle owned, operated, leased, or chartered by the District; in all established eating areas; and in the seating areas of all outdoor athletic facilities owned, operated, or leased by the District). Smoking 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. The staff at the Student Health and Wellness Center also process 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.

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# Student Mental Health Services

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 to aid in academic. 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 office hours to access resources. A crisis counselor may be available in the Student Health and Wellness Center during regular business hours or 24/7 Dispatch at 888-374-1113 or Inland SoCal Crisis and Suicide Helpline at 951-686-HELP (4357). 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.

# Sunline Student Bus Pass

SunLine Transit Agency launched its new **Haul Pass** program providing free unlimited SunBus rides for students actively enrolled in College of the Desert (COD). To be eligible, students must be actively enrolled at COD. Students will utilize their active student ID card by swiping them through the SunBus card reader on the fare box. Should they require assistance, bus operators can help. In addition to transportation to and from College of the Desert, the Haul Pass program allows students to use their active student ID cards to make unlimited local fixed route transit trips any day of the week as well as transfers on the SunBus. Free fare for college students excludes the SunDial paratransit service and the Commuter Link 220.

SunLine can assist with trip planning over the phone, or, the Agency also offers free group training as well as one-on-one travel training for anyone who is new to transit or needs assistance. Sunline's SunBus Tracker App, along with sunline.org, are other resources that can be helpful trip planners providing trip/route information.

# 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-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.

# 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 must be military veterans or reservists.  Spanish translation is available upon request. La traducción en español está disponible a la petición.

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: 760.636.7974
SSS-Veterans: 760.674.7805

# TRiO-ETS

The TRiO Educational Talent Search Program (ETS) is a federally funded post-secondary outreach program designed to motivate middle school and high school students to excel in school while encouraging their pursuit at a post-secondary education.

The TRiO ETS program provides academic, career, and college guidance to 500 low income and first generation students at three target schools in Desert Hot Springs (Desert Springs Middle  School, Painted Hills Middle School, and Desert Hot Springs High School). In addition, ETS staff provides bilingual services to families that include workshops about college selection, the admissions process, financial aid, and referrals to academic services.

For more information about how to apply to TRiO ETS please call 760.568.3090.

# Veterans Resource Center (VRC) Veteran Services

The Veterans Resource Center (VRC) provides support and resources to facilitate the success, learning and achievement of College of the Desert's veteran and military affiliated students.
The VRC is home to the Veterans Academic Counselor and the VA School Certifying Official, who assists students with veterans education benefits.

The center provides study space with access to computers, internet, printer and opportunities to meet and socialize with other veteran and military affiliated students at the college.
Priority Registration for eligible Veteran, Active Duty, Reserves, and National Guard participants.

For additional information and assistance, please visit the Veterans Resource Center (VRC) located in the Cravens Student Services Center Room 125, call 760.773.2536 or email veterans@collegeofthedesert.edu.

# WHAT LEARNING OPPORTUNITIES ARE AVAILABLE FOR STUDENTS?

## Libraries, Labs & Activities

### College Libraries

The mission of the **College of the Desert Libraries** is to contribute to institutional outcomes by developing library collections that support faculty and curriculum, and instructional programming that will give students a transferable information literacy skill set that will prepare them for a changing workplace.

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, Palm Springs & Indio Libraries provide access to:

- Computer workstations in labs and/or open areas
- Professional, experienced librarians providing f2f instruction on how to find and use information
- Online Chat/Reference, 24/7
- Course textbooks on reserve for most COD courses
- full-text magazines, journals, and newspapers online
- full-text electronic books online
- A large print collection at the Palm Desert location

#### 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 Information 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 all areas. 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, community members and visitors to visit the library and discover all the services, equipment, and other resources available online and in person.

For more information, please call 760.773.2563

#### Library Fines

Fines will be charged for overdue materials, and fees will be charged for lost or severely damaged materials. The fee for lost or severely damaged material is the current market value for the item as determined by the Technical Services Department, plus a $25.00 processing fee.

To avoid overdue fines, most materials may be renewed by phone or online, please call for assistance.

Unpaid Library fines/fees will result in a hold on student records and transcripts.

Contact the Library Information Desk at 760.773.2563

### Intensive English Academy

International students seeking English-language skills development are invited to enroll in 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, oral communication, 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 Education Program**
43500 Monterey Avenue
Palm Desert, CA 92260
by email
(iep@collegeofthedesert.edu): iep@collegeofthedesert.edu
by telephone: 1.760.776.7270

### Math/Science Study Center

The **Math and Science Study Center (MSSC)** is a welcoming environment that is located in the **Math Building (Room 4**). There are 16 computers with internet access, as well as software and videos to support all mathematics and science classes. Math and science students are invited to drop in anytime to use the provided services which include individual study, group study and expert help from science and math instructors. Look for flyers with schedules of available faculty, planned study sessions, and workshops. For more information, please call 760.674.3769 or 760.773.2573

### Online Classes

College of the Desert offers over 1300 sections of online classes each academic year covering a wide variety of academic disciplines. Some of these include Accounting, Criminal Justice, Automotive Technology, Business, Computer Information Systems, Digital Design & Production, Childhood Development 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. Some courses may require students to have a webcam. For further information, please go to the college's **Online Classes** information page.

### Tutoring & Academic Skills Centers (TASC)

**TASC is the Tutoring and Academic Skills Center.** The mission of TASC is to support independent study habits and sustainable learning for all students at College of the Desert. This is accomplished by providing the academic support and tools that empower individuals to take charge of their goals. TASC labs can be found at all major sites for College of the Desert.

**These resources include:**

- Peer tutors for general subjects
- Tutor and staff support with writing and math
- Computer lab space for coursework and research
- 24/7 Online tutoring access (with synchronous subjects) through Smarthinking
- Helpful, friendly staff

When students use our drop-in tutoring program, they will now be enrolled in "**ASC 300: Supervised Tutoring**." Supervised tutoring "courses" are common at many community colleges. Here's some general information:

- Students do not need to do anything extra beyond working with a tutor.
- The course will be listed on students' transcripts as "ASC 300, Supervised Tutoring."
- **This is a free, pass/no pass, zero-unit course**. In order to receive a passing grade, students need to work with a tutor (as they're already doing by working with you on Zoom).
- This course enables the TASC to better track student tutoring usage, which in turn is helpful for our funding.
- If student have questions, please refer them to a tutoring coordinator.

We want to collaborate with you for your success. Stop by any of the five TASC locations listed below, and let's get started!

**Palm Desert Campus (PDC)**
TASC Main Line: 760.773.2557

TASC - Hilb Building
Lower and Second Floors
43500 Monterey Avenue
Palm Desert, CA 92260

**Regular Term Lab Hours**: Check the website for services and office hour updates.

**Computer and Language Lab Hours**

Monday-Thursday 8:00 am - 8:00 pm
Friday 8:00 am - 4:30 pm
Saturday-Sunday Closed

**Tutoring Center Hours PDC**
Tutor Coordinator Phone
760.776.7241

Monday-Thursday 10:00 am - 6:00 pm
Friday 10:00 am - 2:00 pm
Saturday-Sunday Closed

**Indio (EVC) TASC Lab**
760.346.8041, Ext. 5382

Room 205
45524 Oasis Street
Indio, CA 92201

Monday-Thursday 8:00 am - 8:00 pm
Friday 8:00 am - 5:00 pm
Saturday 9:00 am - 2:00 pm
Sunday Closed

**Mecca-Thermal (MTC) TASC Lab**
760.396.3410

TASC Lab Room C3
61120 Buchanan Street
Mecca, CA 92254

Monday-Thursday 8:00 am - 4:00 pm
Friday-Sunday Closed

**Palm Springs Temporary Campus (PSTC) Learning Resource Center**
**TASC Representation** 760.776.7373

PSO6 Learning Resource Lab
1300 East Baristo Road
Palm Springs, CA 92262

Monday-Thursday 8:30 am - 8:00 pm
Friday – Sunday Closed

**Wenzlaff Educational Center (DHS) TASC Representation**
760.674.7812

Student Services
Edward Wenzlaff Education Center
11625 West Drive
Desert Hot Springs, CA 92240

Monday-Thursday 9:30 am - 8:00 pm
Friday-Sunday Closed

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Student Services
Edward Wenzlaff Education Center
11625 West Drive
Desert Hot Springs, CA 92240

Monday-Thursday 9:30 am - 8:00 pm
Friday-Sunday Closed

# Other Noncredit Certificate Programs

**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.**

A noncredit Certificate of Competency means a document confirming that a student enrolled in a noncredit educational program of noncredit courses has demonstrated achievement in a set of competencies that prepares students to progress in a career path or to undertake degree-applicable or non degree-applicable credit courses.

A noncredit Certificate of Completion means a document confirming that a student has completed a noncredit educational program of noncredit courses that prepares students to progress in a career path or to take degree-applicable credit courses.

The following are other noncredit certificates offered at College of the Desert. Please refer to the programs pages (p. 95) of the catalog for detailed information on a particular program.

1. Automotive Technology (p. )
   a. Automotive Oil Change (p. 134)
   b. Automotive Quick Service (p. 135)
   c. Automotive Terminology (p. 135)
2. Building Energy Systems Professional (p. )
   a. Air Properties and Economizer Performance (p. 113)
   b. Proper HVAC System Preparation and System Charging (p. 113)
   c. Refrigerant Management and EPA-608 Preparation (p. 113)
   d. Residential Solar Installation (p. 144)
   e. Residential Solar Surveying & Planning (p. 144)
   f. Solar Battery Storage Installation & Maintenance (p. 145)
   g. Solar Site Planning Project (p. 145)
   h. Welding
      i. Gas Metal Arc Welding
      ii. Gas Tungsten Arc Welding (p. 146)
      iii. Shielded Metal Arc Welding (p. 145)
3. Culinary Arts (p. )
   a. Baker (p. 169)
   b. Bread Baker (p. 169)
   c. Culinary Catering (p. 169)
   d. Culinary Menu Planning (p. 170)
   e. Culinary Procurement and Cost Control (p. 170)
   f. Culinary Safety & Sanitation (p. 170)
   g. Employment Preparation: Entry Cook (p. 171)
   h. Employment Preparation: Line Cook (p. 171)
   i. Prep Cook (p. 170)
4. Digital Design and Production (p. )
   a. After Effects (p. 171)
   b. Illustrator Skills (p. 174)
   c. InDesign (p. 174)
   d. Photoshop Skills (p. 174) (p. 174)
   e. Premiere Pro (p. 175)
5. English (p. )
   a. Language and Thought (p. 188)
   b. Organization (p. 188)
   c. Research & Argument (p. 188)
   d. Sentence (p. 188)
6. English as a Second Language (p. )
   a. Advanced Academic ESLN (p. 189)
7. Emergency Medical Services (p. )
   a. Emergency Medical Responder (p. 183)
   b. Emergency Medical Responder Intermediate (p. 184)
8. Film (p. )
   a. Basic Film Production (p. 217)
   b. Film Production Scheduling and Budgeting (p. 218)
   c. Introduction to Film (p. 220)
   d. Introduction to Screenwriting (p. 220)
9. Natural Resources (p. )
   a. Geographic Information Systems for Business (p. 224)
   b. Geographic Information Systems for Data Acquisition (p. 225)
   c. Geographic Information Systems for Essentials (p. 225)
   d. Geographic Information Systems for Spatial Analysis (p. 225)
10. Mathematics (p. )
    a. Integers (p. 213)
    b. Rational Numbers (p. 214)
    c. Whole Numbers (p. 214)

# Learning Opportunities

## Career Pathways

Career pathways help students connect what they learn in school to real-world careers. They outline clear steps students can take to:

- Enter the workforce right after completing their education.
- Continue education toward an associate degree.
- Pursue a bachelor's degree or higher.

These pathways make education meaningful by showing students how their coursework leads to careers in fields they care about.

## What is Career Education?

Career Education programs (formerly Career Technical Education or CTE) prepare students for **high-skill, high-demand careers** in today's job market. These programs combine classroom learning with real-world skills to ensure students are ready for work or further education.

**Programs of study include:**

- **Business and Office Skills** (e.g., Accounting)
- **Health Careers**
- **Early Childhood Education**
- **Applied STEM** (Science, Technology, Engineering, Math)

**Career Education programs can lead to:**

- Certificates in specific career fields
- Associate degrees
- High-wage, high-demand jobs
- Opportunities for further education

## Career and Workforce Solutions Center (CWSC)

The Career and Workforce Solutions Center is here to help students plan for their future.

**Services include:**

- Career counseling and planning
- Career assessments to help identify your strengths and interests
- Resume writing and interview preparation
- Job search strategies
- Support with choosing a college major
- Job fairs, workshops, and events

The CWSC also connects students to jobs and internships through **CODJobHUB.com**.

**Need Work Experience?**
CWSC staff and faculty can answer questions about enrolling in Work Experience courses, which allow you to earn credit while gaining valuable work skills.

## Business and Industry Partnerships

Advisory committees are made up of leaders from local industries who provide guidance on our Career Education programs. These partnerships ensure that our programs meet **real-world industry needs** and prepare students for **local job opportunities**.

**Advisory members help by:**

- Speaking to classes about careers and job opportunities
- Hosting workplace field trips
- Serving as mentors
- Offering internships and employment

Advisory committees also give feedback on improving programs to keep California competitive in the global economy.

**Want to get involved?**
For more information about advisory committee membership, call the CTE Transitions Office at **760-565-4832**.

## High School/Regional Occupational Program (ROP) Articulation

Articulation allows students to earn **college credit** while still in high school.

**What does this mean?**
High school and Regional Occupational Program (ROP) courses are matched to equivalent college courses. If you complete an approved high school class, you can:

- Earn college credits or placement credit.
- Avoid repeating coursework in college.
- Save time and money while completing a certificate or degree.

**How does it work?**

High school teachers and college instructors work together to make sure courses align and meet the same academic standards. Students who successfully complete articulated classes are ready for the next level of education or the workforce.

**Benefits of Articulation:**

- Seamless transition from high school to college.
- Faster completion of certificates or degrees.
- Lower cost of education.
- Greater likelihood of attending and completing college.

**At College of the Desert**, articulation agreements ensure students get credit for their hard work and can move forward confidently in their education or career.

# Learning Opportunities

## How Do I Make a Connection between School & Career?

## Career Pathways

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**Want to get involved?**
For more information about advisory committee membership, call the CTE Transitions Office at **760-565-4832**.

## High School/Regional Occupational Program (ROP) Articulation

Articulation allows students to earn **college credit** while still in high school.

**What does this mean?**
High school and Regional Occupational Program (ROP) courses are matched to equivalent college courses. If you complete an approved high school class, you can:

- Earn college credits or placement credit.
- Avoid repeating coursework in college.
- Save time and money while completing a certificate or degree.

**How does it work?**

High school teachers and college instructors work together to make sure courses align and meet the same academic standards. Students who successfully complete articulated classes are ready for the next level of education or the workforce.

**Benefits of Articulation:**

- Seamless transition from high school to college.
- Faster completion of certificates or degrees.
- Lower cost of education.
- Greater likelihood of attending and completing college.

**At College of the Desert**, articulation agreements ensure students get credit for their hard work and can move forward confidently in their education or career.

## What are Basic Skills?

Every college student needs a set of basic skills to navigate the world of higher education and to succeed at participating in college level learning. These skills are normally acquired in the course of elementary and secondary study, and they typically include: time management, reading and note taking methods, test taking strategies, and clear, concise writing. Everyone could use a refresher, and Tutoring and Academic Skills Center provides a series of live workshops and exciting videos in the TASC Canvas page that touch on those topics and the places where students can learn more about them! TASC videos in Canvas provide guidance for the following: accessing support resources such as tutors, research sites, citation guidance (MLA and APA), ESL and math resources, and tips for succeeding with online learning and tutors.

Visit a TASC lab (please see schedule below) or the TASC website for more information. We want to collaborate with you for your success. Stop by any of the five TASC locations listed below, and let's get started!

**Palm Desert Campus (PDC)**
TASC Main Line: 760.773.2557

TASC - Hilb Building
Lower and Second Floors
43500 Monterey Avenue
Palm Desert, CA 92260

**Regular Term Lab Hours**: Check the website for services and office hour updates.

**Computer and Language Lab Hours**

Monday-Thursday 8:00 am - 8:00 pm
Friday 8:00 am - 4:30 pm
Saturday-Sunday Closed

**Tutoring Center Hours PDC**
Tutor Coordinators
760.776.7241

Monday-Thursday 10:00 am - 6:00 pm
Friday 10:00 am - 2:00 pm
Saturday-Sunday Closed

**Indio (EVC) TASC Lab**
760.776.7200, Option 4

Room 205
45524 Oasis Street

Indio, CA 92201

| | |
|---|---|
| Monday-Wednesday | 8:00 am - 8:00 pm |
| Friday | 8:00 am - 5:00 pm |
| Saturday | Variable mornings |
| Sunday | Closed |

# 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 (p. )). For more information or assistance, please reference the Admissions/Adult Basic Education webpage, or call 760.776.7348.

Other Noncredit Certificate Programs

**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.**

A noncredit **Certificate of Competency** means a document confirming that a student enrolled in a noncredit educational program of noncredit courses has demonstrated achievement in a set of competencies that prepares students to progress in a career path or to undertake degree-applicable or non degree-applicable credit courses.

A noncredit **Certificate of Completion** means a document confirming that a student has completed a noncredit educational program of noncredit courses that prepares students to progress in a career path or to take degree-applicable credit courses.

The following are other noncredit certificates offered at College of the Desert. Please refer to the programs pages (p. 95) of the catalog for detailed information on a particular program.

1. Applied Construction Technology
    a. Construction Technology Career Preparation
    b. Construction Technology Concrete and Masonry
    c. Construction Technology Drywall Installation and Finish
    d. Construction Technology Electrical
    e. Construction Technology Exterior Finishes
    f. Construction Technology Finish Carpentry
    g. Construction Technology Framing

   h. Construction Technology Introduction
   i. Construction Technology Plumbing
   j. Construction Technology Site Preparation and Layout
2. Automotive Technology
   a. Automotive Oil Change
   b. Automotive Quick Service
   c. Automotive Terminology
   d. Compressed Natural Gas Essentials
   e. Compressed Natural Gas Inspection
   f. Compressed Natural Gas Installation
3. 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
4. Welding
   a. Gas Metal Arc Welding
   b. Gas Tungsten Arc Welding
   c. Shielded Metal Arc Welding
5. Building Inspection Technology
   a. California Building Codes
   b. California Building/Fire Codes
   c. California Electrical Codes
   d. California Energy Codes
   e. California Mechanical Codes
   f. California Plumbing Codes
   g. California Residential Codes
6. Counseling
   a. Career Exploration and Readiness
   b. EDGE
7. Culinary Arts
   a. Baker
   b. Bread Baker
   c. Culinary Catering
   d. Culinary Menu Planning
   e. Culinary Procurement and Cost Control
   f. Culinary Safety Sanitation
   g. Prep Cook
8. Digital Design and Production
   a. After Effects
   b. Illustrator Skills
   c. InDesign
   d. Photoshop Skills
   e. Premiere Pro
9. Emergency Medical Technology
   a. Emergency Medical Services
      i. Emergency Medical Responder
      ii. Emergency Medical Responder Intermediate
10. English
   a. Language and Thought
   b. Organization
   c. Research & Argument
   d. Sentence
11. English as a Second Language
   a. Advanced Academic English as a Second Language (ESLN)
12. Film
   a. Basic Film Production
   b. Film Production Scheduling and Budgeting
   c. Introduction to Film
   d. Introduction to Screenwriting
13. Kinesiology
   a. Advanced First Aid and Safety, CPR/AED
   b. Lifeguard Training
   c. Water Safety Instructor
14. Library and Learning Resources
   a. Information Competence and Academic Research
15. Mathematics
   a. Integers
   b. Rational Numbers
   c. Whole Numbers
16. Natural Resources
   a. Geographic Information Systems for Business
   b. Geographic Information Systems for Data Acquisition
   c. Geographic Information Systems for Essentials
   d. Geographic Information Systems for Spatial Analysis
17. Using Employability/Soft Skills to Create Pathways
   a. New World of Work Adaptability
   b. New World of Work Analysis/Solution Mindset
   c. New World of Work Collaboration on the Job
   d. New World of Work Communication on the Job
   e. New World of Work Digital Fluency
   f. New World of Work Empathy on the Job
   g. New World of Work Entrepreneurial Mindset
   h. New World of Work Resilience on the Job
   i. New World of Work Self-Awareness
   j. New World of Work Social Diversity Awareness

# Partnership & Community Education (PaCE)

**Community Education** – PaCE offers fee-based programs for professional development, workforce training, and personal enrichment. Career certificate programs are offered in Digital Arts & Media, Permanent Cosmetic & Microblade Technician, Professional Security Officer, Cannabis Industry, Veterinary Assistant, and Healthcare including Clinical Medical Assistant, Medical Administrative Assistant, EKG Technician and Phlebotomy Technician, to name a few. The accelerated, not-for-credit classroom or online training format is compatible with busy schedules.

**Contract Education** – PaCE offers programs that are developed for and in consultation with the employer and delivered at a time and location suitable to them on a fee basis. These custom designed training programs are for every employee from entry level to executive.

For more information about Community or Contract Education, please contact PaCE at 760.776.7420 or 760.862.1367.

**Proctoring Services -** PaCE offers proctoring services for students who need to take supervised exams, as well as those needing professional certification and/or licensure exams. Exams are offered online as well as conventional paper-and-pencil style assessments. (Fees apply) Call: 760.636.7941

# 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 following the course schedule provided by the instructor 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 by the appropriate deadlines (check deadline dates in the Schedule of Classes or online by viewing section detail). 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.

### Faculty Responsibilities

Prior to census (20% of the class), a faculty member ***may*** drop a student as a “no show”. A "no show" is a student who is registered but does not attend the first class session.

At census, in accordance with Title 5, section 58004, instructors ***shall*** drop any inactive students. Instructors shall clear their rolls of inactive students not later than the end of the last business day before the census day for all students.

"Inactive students" include:

1. Students identified as "no-shows"
2. Students who officially withdraw from the course
3. Students who are "no longer participating"; "no longer participating" includes, but is not limited to:
   a. Excessive unexcused absences without any "extenuating circumstances" (must relate to nonattendance); excessive unexcused absences are normally defined as more than the number of times the class meets per week
   b. "Extenuating circumstances" are verified cases of accidents, illness, other circumstances beyond the control of the student

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 | 3 |
| D | Less than Satisfactory | 2 |
| F | Failing | 0 |
| EW | Excused Withdraw (by appeal only) | 0 |
| FW | Failing for unofficial withdrawal* | 0 |
| P | Passing | |
| | At least satisfactory- A,B,C grades; units awarded but not counted in GPA | |
| NP | No Pass | |
| | Less than Satisfactory, or failing- D or F grades; units not counted in GPA | |

**For a student who has ceased to participate in a course after the last day to officially drop or withdraw without having achieved a passing grade. The FW grade shall be used in determining grade point average and academic standing. Students who have verifiable extenuating circumstances may petition to withdraw (W) or for an (EW) excused withdraw 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.*

### 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 005A | 3 | B | 3 | 9 |
| BUAC 019 | 2 | A | 4 | 8 |
| KINE 010 | 3 | C | 2 | 6 |
| NR 001 | 3 | B | 3 | 9 |
| NR 001L | 1 | B | 3 | 3 |
| HIST 017 | 3 | A | 4 | 12 |
| Totals | 15 | | | 47 |
| Total Grade Points | | | | 47 |
| divided by Total Units Attempted | | | | 15 |
| equals Grade Point Average (GPA) | | | | 3.13 |

## Non-Evaluation Symbols

The following non-evaluation symbols may appear on official college transcripts:

**"I" (Incomplete)** is a temporary mark assigned 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.

**"EW"** (Excused Withdrawal) occurs when a student is permitted to withdraw from a course(s) due to specific events beyond the control of the student affecting their ability to complete a course(s). This grade shall not be counted in progress probation and dismissal calculations nor shall it be counted toward the permitted number of withdrawals or counted as an enrollment attempt.

## 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, Non-Evaluation Symbols (p. 67) 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 Instruction 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 Instruction 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 Instruction 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 Instruction 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."

### 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 | 3.750-03.89 |
| 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 California College Promise Grant. See *Satisfactory Academic Progress,* Financial Aid (p. 46) 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 California College Promise Grant. See *Satisfactory Academic Progress,* Financial Aid (p. 46) section.

### 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 their MyCOD Student portal 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 their MyCOD Student portal 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's MyCOD Student Portal. 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.

# 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 |
| EW | Excused Withdrawal (by appeal only) | 0 |
| FW | [1] Failing for unofficial withdrawal | 0 |
| P | **Passing** | |
| | (At least satisfactory - A, B, C grades; units awarded but not counted in GPA) | |
| NP | **No Pass** | |
| | (Less than Satisfactory, or failing - D or F grades; units not counted in GPA) | |

[1] 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) or for an (EW) excused withdraw 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, EW 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, EW, 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 Total Units Attempted | | | | 15 |
| equals Grade Point Average (GPA) | | | | 3.13 |

# Non-Evaluation Symbols

The following non-evaluation symbols may appear on official college transcripts:

**"I" (Incomplete)** is a temporary mark assigned by the instructor when the instructor and student mutually determine that the student has been unable to complete course requirements by the designated ending date of the course according to the following definition.

Definition (Title 5, 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.

**"EW"** – Excused Withdrawal: The "EW" symbol may be used (by appeal only with supporting documentation) to denote withdrawal in accordance with Title 5 Section 55024.

# 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.**

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 in the absence of mistake, fraud, bad faith, or incompetence. No grade that has been placed in a student's record may be changed without a Grade Change form being submitted to the Admission & Records Office stating one of aforementioned reasons for the change.

- Grade changes must be presented within two years from the time the grade was assigned.
- For purposes of this section, "mistake" may include, but is not limited to, clerical errors and errors made by an instructor in calculating a student's grade.
- Procedures for the correction of grades shall be consistent with Education Code section 76232 or provide an alternative mechanism which will ensure that students receive a reasonable and objective review of the requested grade change. If the procedure requires the student to first request a grade change from the instructor, provisions shall be made for another faculty member to substitute for the instructor if the instructor is not available, the student has filed a discrimination complaint, or the district determines that it is possible there has been gross misconduct by the original instructor.
- Procedures shall also include expunging the incorrect grade from the record.
- When grade changes are made as a result of course repetition, appropriate annotations of any courses repeated shall be entered on the student's permanent academic record in such a manner that all work remains legible, insuring a true and complete academic history.
- If a grade change is related to an Incomplete (I) being changed to a final grade, see Grading, Non-Evaluation Symbols (p. 67) for definition and limitations.
- 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.

## 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 Instruction 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 Instruction 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 Instruction 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 Instruction 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."

### 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, dismissal, and reinstatement policies and procedures 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.

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 California College Promise Grant. See *Satisfactory Academic Progress,* Financial Aid (p. 46) 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 their academic program. Each student may also receive other support services to help them overcome any academic difficulties. Prior to registration, a student on probation must have counselor approval of their 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 Dismissal
A student on academic probation shall be subject to dismissal if in each of three consecutive semesters of enrollment the student's cumulative and semester grade point averages are below 2.0 in all units attempted which were graded according to the established District grading scale.

Students on progress probation shall be subject to dismissal if the cumulative percentage of units in which the student has been enrolled for which entries of "W", "I", "NC", and "NP" are recorded in at least three (3) consecutive semesters reaches or exceeds 50 percent.

Students subject to dismissal may also lead to the loss of the California College Promise Grant. See *Satisfactory Academic Progress,* Financial Aid (p. 46) section.

### Notification of Dismissal

The College shall make a reasonable effort to notify a student, subject to dismissal, at or near the beginning of the semester in which the dismissal will take effect but no later than the start of the fall semester. A student subject to dismissal has the right of appeal. An exception to dismissal 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 start with a meeting with a counselor. Dismissed students who register for classes without prior approval from the appropriate dean or their designee may be administratively dropped from classes.

### Reinstatement

A dismissed student applying for reinstatement shall not be reinstated until a minimum of one semester has elapsed since dismissal.
A student applying for reinstatement must submit a Request for Reinstatement to the Counseling Department. The request shall explain what circumstances or conditions would justify reinstatement. A student who is reinstated shall receive individual counseling to assess their 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 their educational program.

**PLEASE NOTE:** Students on probation for 2 semesters or dismissal 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, W, or EW [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 their MyCOD Student portal 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 their MyCOD Student portal 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's MyCOD Student Portal. 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 30 units substandard course work attempted be annotated and disregarded in the computation of the student's grade point average (GPA) or requirements for a degree. Only those requested courses with substandard grades will be disregarded.

2. Courses from other regionally accredited colleges or universities will be accepted to provide evidence of academic ability. Students must provide official transcripts.

3. Students may petition to have their academic record reviewed for academic renewal of substandard academic performance under the following conditions:

- Students must have achieved a GPA of at least 2.0 in 12 consecutive semester hours and
- At least one semester must have elapsed from the time the course work to be removed was completed

4. No alleviated coursework shall apply toward degree requirements.

5. 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.

6. 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.

7. Academic renewal actions are irreversible

8. 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 A&R Forms link.

# 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 member 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, 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 in by the college 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. Sexual assault of sexual exploitation regardless of the victim's affiliation with the District.
9. Committing sexual harassment as defined by law or by District policies and procedures.
10. 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.
11. 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; and cyberbullying.
12. Willful misconduct which results in injury or death to a student or to college 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.
13. Disruptive behavior, violating the rights of other students, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of District personnel.
14. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.
    a. Cheating is the use of any unauthorized materials, or information in academic work, records, or programs, the intentional failure to follow express directives in academic work, records, or programs, and/or assisting others to do the same including, but not limited to, the following:
        i. Knowingly procuring, providing, or accepting unauthorized examination materials or study aids.
        ii. Completing, in part or in total, any examination or assignment for another person.
        iii. Knowingly allowing any examination or assignment to be completed, in part or in total, for himself or herself by another (e.g., take-home exams or online assignments which have been completed by someone other than the student).
        iv. Copying from another student's test, paper, lab report, or other academic assignment.
        v. Copying another student's test answers.
        vi. Copying, or allowing another student to copy, a computer file that contains another student's assignment, homework lab reports, or computer programs and submitting it, in part or in its entirety, as one's own.
        vii. Using unauthorized sources of information such as crib sheets, answers stored in a calculator, or unauthorized electronic devices.
        viii. Storing answers in electronic devices and allowing other students to use the information without the consent of the instructor.
        ix. Employing aids excluded by the instructor in undertaking course work.
        x. Looking at another student's exam during a test.
        xi. Using texts or other reference materials (including dictionaries) when not authorized to do so.
        xii. Knowingly gaining access to unauthorized data.
        xiii. Altering graded class assignments or examinations and then resubmitting them for regarding or reconsideration without the knowledge and consent of the instructor.
    b. Plagiarism is any conduct in academic work or programs involving misrepresentation of someone else's words, ideas or data as one's original work, including, but not limited to, the following:
        i. Intentionally representing as one's own work the work, words, ideas, or arrangement of ideas, research, formulae, diagrams, statistics, or evidence of another.
        ii. Taking sole credit for ideas and/or written work that resulted from collaboration with others.
        iii. Paraphrasing or quoting material without citing the source.
        iv. Submitting as one's own a copy of or the actual work of another person, either in part or in entirety, without appropriate citation (e.g., term-paper mill or internet derived products).

v. Sharing computer files and programs or written papers and then submitting individual copies of the results as one's own individual work.
vi. Submitting substantially the same material in more than one course without prior authorization from each instructor involved.
vii. Modifying another's work and representing it as one's own work

15. Dishonesty; forgery; alteration or misuse of District documents, records or identification; or knowingly furnishing false information to the District.
16. Unauthorized entry into or use of District facilities.
17. Lewd, indecent or obscene conduct on District-owned or controlled property, or at District sponsored or supervised functions.
18. 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.
19. 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.
20. 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 procedures.
21. Harassment of students and/or District employees that creates an intimidating, hostile, or offensive environment.
22. 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.
23. 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.
24. Use of the District's computer systems or electronic communications systems and services for any purpose prohibited by Administrative Procedure 3720.
25. Failure to identify oneself when requested to do so by District officials acting in the performance of their duties.
26. Misrepresentation of oneself or of any organization to be an agent of the District.
27. Violation of District rules or regulations concerning the student organizations, the use of District facilities, or the time, place and manner of public expression.
28. 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 Discipline Procedures** are available online.

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. 68)

### 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.

# Students with Disabilities

## Background

The Americans with Disabilities Act (ADA) and ADA Amendments Act (ADAAA) 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 70 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 CFR35.102-35104), 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 Disabled Students Programs and 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 they are the target of discriminatory treatment, the student can file a complaint.
Phone: 760.773.2529
Location: Office of Human Resources

## Student Responsibilities

- To provide DSPS 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 DSPS 24 hours in advance for planned absences from classes where services are being provided (i.e., American Sign Language interpreters or captioning services). Failure to notify DSPS may result in a suspension of services; and
- To abide by the College Student Conduct Standards.

## Determining Need

Students who need reasonable accommodations must submit disability documentation and complete the DSPS application, then meet with a DSPS counselor to determine educational limitations and services needed, and complete an academic accommodation plan.

## Contact the DSPS Office

The faculty and staff of the DSPS 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 DSPS (dsps@collegeofthedesert.edu), or visit the DSPS website.

# WHAT OTHER COLLEGE POLICIES SHOULD I KNOW?

## 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 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.

The Diversity, EEO, and Title IX Officer serves as the District contact responsible for receiving all unlawful discrimination complaints. Persons who seek information and/or resolution of alleged acts of discrimination and/or resolution of sexual harassment contact the Diversity, EEO, and Title IX Officer, in Human Resources and Employee Relations, at (760) 773-2529 or (760) 874-8030.

## 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 departamento de recursos humanos y relaciones laborales que sirve como el único oficial de distrito encargado de recibir todas las denuncias de discriminación ilegal. El número de teléfono es (760)773-2529 or (760) 874-8030.

## 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 Harassment

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.

Human Resources and Employee Relations serves as the single District office responsible for receiving all unlawful discrimination complaints. Persons who seek information and/or resolution of alleged acts of discrimination and/or resolution of sexual harassment are directed to contact the District's Diversity, EEO, Title IX Officer at 760.773.2529 or (760) 874-8030.

# 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, esta póliza, y 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 the 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, orientación sexual de cualquier persona, o porque lo o la perciben de tener una o más de las características precedentes. La póliza 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 la oficina de recursos humanos y relaciones laborales que sirve como el único departamento oficial de distrito encargado de recibir todas las denuncias de discriminación ilegal. El número de teléfono es (760) 773-2529 or (760) 874-8030.

# 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 Diversity, EEO, and Title IX Officer is designated as a central referral source for information relating to the rights, options, and services available to a sexual assault victim. For additional information and the procedures for reporting incidents of sexual and other assaults on campus, contact the Diversity, EEO, and Title IX Officer at **(760) 773-2529 or (760) 874-8030** or fill out the online form at https://dccdlfs4.dccd.cc.ca.us/Forms/SMRF**.**

# 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, including vaping, of tobacco or non-tobacco products is prohibited anywhere on campus (inside any college facility; in any vehicle owned, operated, leased, or chartered by the District; in all established eating areas; and in the seating areas of all outdoor athletic facilities owned, operated, or leased by the District). Smoking 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 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 76240; Title 5 section 54626)

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. Current 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 2020, 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: 28.97%

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 2020 to Spring 2023. Students who have completed 60 transferable units with a GPA of 2.0 or better are considered 'transfer-prepared.'

Transfer Rate: 5.11%

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 2021 to Spring 2023, are transfer students.

More information about Student-Right-to-Know rates and their interpretation 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", "W" or "EW". 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 twelve weeks after the end of the semester in which students have satisfied all degree requirements and grades have been verified as a result of applying for graduation. 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** or **Certification 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 or certificate 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 degree applicable 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

## Explore Career Education at College of the Desert

**Your Path to a High-Demand Career Starts Here!**

At **College of the Desert (COD)**, we offer over **30 Career Education programs** (formerly Career and Technical Education, or CTE) that help you:

- Earn an **Associate Degree** or **Certificate**.
- Gain skills for **high-wage, in-demand jobs**.
- Build a foundation for **further education** or skill development.

**Flexible Learning Options:**

- Take classes in **lecture, lab, online**, or **hands-on formats**—whatever works for your schedule and goals!

## What Makes Career Education Different?

### Real-World Learning

You'll gain practical skills that employers want—**not just theory.** From hands-on labs to real projects, COD prepares you for the workforce with **confidence** and **experience.**

**Example:** *Train in modern health labs, use cutting-edge business software, or build real-world engineering projects.*

### Choose Your Path

Whether you're starting your career, changing fields, or planning to transfer, COD has a pathway for you:

1. **Start Working Right Away**: Gain technical skills for immediate employment in high-demand jobs.
2. **Earn Your Degree**: Complete an **Associate Degree** or transfer to a four-year university.
3. **Build New Skills**: Take individual courses or earn certificates to advance in your current career.

## Why Career Education Matters

COD's Career Education programs are designed to prepare you for **success** in a changing economy.

- **Meet Industry Needs:** Programs focus on **skills local employers are hiring for**.
- **Support Economic Growth:** COD connects education with workforce demands to build a stronger community.
- **Flexible Options for Everyone:** Choose credit, noncredit, or customized programs to match your goals.

**Success Story:**
*"After earning a certificate in Accounting from COD, I got a job in my dream company within months! The hands-on skills I learned set me apart from other candidates."* — Maria C., COD Graduate

## Seamless Pathways from High School to College

COD's programs are built to help students move smoothly from high school to college and beyond. You can:

- Earn **college credit** for high school Career Education courses.
- Avoid repeating coursework and **graduate faster**.
- Save time and money while building skills employers value.

**Did You Know?**
Many COD students complete their Career Education certificates in **less than a year** and step directly into high-demand jobs!

## How to Get Started

1. **Explore Programs:** Browse COD's Career Education options to find a pathway that excites you.
2. **Talk to a Counselor:** Meet with a COD counselor to plan your courses and learn about career opportunities.
3. **Take Action:** Enroll in a program, earn your degree or certificate, and start your journey toward success!

**Learn More or Enroll Today [Here].**

# 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 A&R Forms link 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 bachelor's degree-granting 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.

## 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 ENG 001A 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 001A 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 49, or any college mathematics course determined by the District to be equivalent to, or higher than, MATH 049. 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. Courses for the major may also be used to satisfy general education requirements- units will only be counted once for the degree.  Students should confer with a Counselor.

**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)

## 2025 - 2026

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.

## A1. Language and Rationality: 6 units

### A1.a English Composition - 3 units

| Course Code | Title | Units |
|---|---|---|
| ENGL C1000 | Academic Reading and Writing | 4 |
| ENGL C1000E | Academic Reading and Writing Support | 5 |

### A1.b Oral Communication & Critical Thinking - 3 units

| Course Code | Title | Units |
|---|---|---|
| COMM C1000 | Introduction to Public Speaking | 3 |
| COMM 005 | Survey of Human Communication | 3 |
| COMM 009 | Intro to Interpersonal Communication | 3 |
| COMM 013 | Small Group Communication | 3 |
| COMM 017 | Intercultural Communication | 3 |
| COMM 021 | Introduction to Persuasion | 3 |
| COMM 025 | Argumentation and Debate | 3 |
| ENG 002 | Argumentative Writing and Critical Thinking through Literature | 4 |
| ENGL C1001 | Critical Thinking and Writing Thinking | 3 |
| PHIL 010 | General Logic | 3 |
| SOC 004 | Sociological Analysis& Critical Thinking | 3 |

## A2. Mathematical Concepts and Quantitative Reasoning - 3 units

| Course Code | Title | Units |
|---|---|---|
| BUMA 003 | Business Statistics | 3 |
| MATH 001A | Calculus | 4 |
| MATH 001B | Calculus II | 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 | 3 |
| MATH 012 | Pre-calculus | 5 |
| MATH 013 | Liberal Arts Math | 4 |
| MATH 015 | Discrete Mathematics for Computers | 4 |
| MATH 016 | Finite Mathematics | 3 |
| MATH 150 | College Algebra for Liberal Arts and Humanities | 3 |
| MATH 955 | Precalculus & Trigonometry | 6 |
| SOC 003 | Fundamentals of Statistics | 3 |
| STAT C1000 | Introduction to Statistics | 4 |

## A3. Arts, Humanities, and Culture - 3 units

| Course Code | Title | Units |
|---|---|---|
| ARCH 014 | History of Architecture I | 3 |
| ART 003A | Basic Design & Color | 3 |
| ART 004 | Three-Dimensional Design | 3 |
| ART 005A | Beginning Figure Drawing | 3 |
| ART 007 | Ceramics | 3 |
| ART 034 | Introduction to Digital Art & Media [1] | 3 |
| ARTH 002A | History of Art I: Prehistoric to Medieval | 3 |
| ARTH 002B | History of Art II: Renaissance to Contemporary | 3 |
| ARTH 002C | History of Modern Art | 3 |
| ARTH 010 | Understanding Art | 3 |
| ARTH 012A | Arts of Asia | 3 |
| ARTH 012B | Arts of Africa, Oceania, & Indigenous North America | 3 |
| ARTH 012C | Arts of Latin America | 3 |
| ARTH 033 | History of Photography | 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 |
| CDE 229 | Children's Literature [1] | 3 |
| DANC 015 | History of Dance | 3 |
| DDP 100 | Introduction to Digital Art & Media [1] | 3 |
| ENG 002 | Argumentative Writing and Critical Thinking through Literature | 4 |
| ENG 010A | American Literature I | 3 |
| ENG 010B | American Literature II | 3 |
| ENG 011A | English Literature I | 3 |
| ENG 011B | English Literature II | 3 |
| ENG 012A | Global Literature 1 | 3 |
| ENG 012B | World Literature II | 3 |
| ENG 014 | Shakespeare | 3 |
| ENG 015 | The Short Story | 3 |
| ENG 017 | Literature by Women | 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 | LGBTQ+ Literature | 3 |
| ENG 035 | Myths and Legends | 3 |
| ENG 036 | Children's Literature [1] | 3 |
| ENGL C1001 | Critical Thinking and Writing Thinking | 3 |
| FILM 001 | Introduction to Film | 3 |
| FILM 021 | Contemporary World Film | 3 |
| FILM 022 | American Film to the 1960s | 3 |
| FILM 023 | Contemporary American Film | 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 |
| HIST 050 | American Popular Culture | 3 |
| JPN 001 | Elementary Japanese I | 5 |
| JPN 002 | Elementary Japanese II | 5 |
| MUS 005 | History of Rock 'n' Roll | 3 |
| MUS 006 | History of Film Music | 3 |
| MUS 007 | History of Musical Theatre [1] | 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 |
| 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 007 | Spanish Conversation and Composition | 3 |
| SPAN 020 | Latin American Culture and Civilization | 3 |
| SPAN 021 | Spanish for Heritage Speakers I | 5 |
| SPAN 022 | Spanish for Heritage Speakers II | 5 |
| SPAN 024 | Latin American Short Story | 4 |
| TA 001 | Introduction to Theatre | 3 |
| TA 002 | Acting I | 3 |
| TA 007 | History of Musical Theatre [1] | 3 |

## A4. Social and Behavioral Sciences - 3 units

| Course Code | Title | Units |
|---|---|---|
| ANTH 002 | Cultural Anthropology | 3 |
| ANTH 003 | Archaeology, Introduction to Prehistory | 3 |
| ANTH 007 | Anthropology of Religion, Magic, Witchcraft, and Healing | 3 |
| BUMA 032 | Human Relations in the Workplace | 3 |
| CDE 101 | Child Growth & Development | 3 |
| CJ 001 | Introduction to Criminal Justice | 3 |
| CJ 020 | Introduction to Social Justice Studies [1] | 3 |
| CJ 025 | Introduction to Homeland Security & Terrorism | 3 |
| COMM 017 | Intercultural Communication | 3 |
| ECON 001 | Principles of Macroeconomics | 3 |
| ECON 002 | Principles of Microeconomics | 3 |
| ECON 011 | International Economics | 3 |
| ECON 012 | Understanding Econ Principles & Applications | 3 |
| ETHN 001 | Introduction to Ethnic Studies | 3 |
| ETHN 002 | Introduction to Chicanx & Latinx Studies | 3 |
| ETHN 003 | Introduction to Black Studies | 3 |
| ETHN 004 | Introduction to Native American Studies | 3 |
| ETHN 005 | Introduction to Asian American Studies | 3 |
| GEOG 002 | Cultural Geography | 3 |
| GEOG 007 | Regional Geography | 3 |
| GEOG 010 | Geography of California | 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 |
| HIST 050 | American Popular Culture | 3 |
| KINE 006 | Women's Self Defense, Health & Fitness | 3 |
| KINE 011 | Men's Self Defense, Health & Fitness | 3 |
| MC 001 | Introduction to Mass Media | 3 |
| PHIL 003 | Introduction to Political Theory [1] | 3 |
| PHIL 013 | Perspectives on Death & Dying | 3 |
| POLS C1000 | American Government and Politics | 3 |
| PS 002 | Introduction to Comparative Governments | 3 |
| PS 003 | Introduction to Political Theory [1] | 3 |
| PS 004 | Introduction to International Relations | 3 |
| PS 006 | Latinx Politics | 3 |
| PS 009 | | 3 |
| PSYC C1000 | Introduction to Psychology | 3 |
| PSY 003 | Developmental Psychology | 3 |
| PSY 007 | Positive Psychology | 3 |
| PSY 009 | Psychology of Prejudice and Discrimination | 3 |
| PSY 010 | Psychological Aspects/Marriage & Family | 3 |
| PSY 012 | Human Sexuality | 3 |
| PSY 020 | Adolescent Psychology | 3 |
| PSY 023 | Psychology of Women and Gender | 3 |
| PSY 027 | Biological Psychology | 3 |
| PSY 029 | Abnormal Psychology | 3 |
| PSY 030 | Social Psychology | 3 |
| PSY 033 | Personal & Social Adjustment | 3 |
| SJS 020 | Introduction to Social Justice Studies [1] | 3 |
| SJS 021 | Introduction to LGBTQIA Studies | 3 |
| SOC 001 | Introductory Sociology | 3 |

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|---|---|---|
| SOC 002 | Social Problems | 3 |
| SOC 005 | Sociology of Gender and Sexuality | 3 |
| SOC 006 | Introduction to Criminology | 3 |
| SOC 009 | Sociology of Sport | 3 |
| SOC 014 | Introduction to Race & Ethnicity | 3 |
| SOC 015 | Mexican American Culture & Society | 3 |
| SPAN 020 | Latin American Culture and Civilization | 3 |
| SPAN 022 | Spanish for Heritage Speakers II | 5 |

## A5. Natural Sciences - 3 units

| Course Code | Title | Units |
|---|---|---|
| A 001 | Descriptive Astronomy | 3 |
| 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 | Human Evolution: Introduction to Biological Anthropology | 3 |
| ANTH 001L | Human Evolution: Introduction to Biological Anthropology Lab | 1 |
| 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 002 | Chemistry and Society | 3 |
| CH 003 | Introductory General Chemistry | 4 |
| CH 005 | Bio-organic Chemistry | 4 |
| CH 007 | Fundamentals of Chemistry | 5 |
| CH 008 | | 3 |
| 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 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 017 | Introduction to Meteorology | 3 |
| PH 017L | Introduction to Meteorology Lab | 1 |
| PH 020A | Physics for Life Sciences Majors I | 4 |
| PH 020B | Physics for Life Sciences Majors II | 4 |

## A6. Ethnic Studies: 3 units

| Course Code | Title | Units |
|---|---|---|
| ETHN 001 | Introduction to Ethnic Studies | 3 |
| ETHN 002 | Introduction to Chicanx & Latinx Studies | 3 |
| ETHN 003 | Introduction to Black Studies | 3 |
| ETHN 004 | Introduction to Native American Studies | 3 |
| ETHN 005 | Introduction to Asian American Studies | 3 |

## A7. Personal Growth and Development, Health, Activity and Wellness - 2 units

Select one course from the list below or 2 KINE activity based units.

| Course Code | Title | Units |
|---|---|---|
| BUMA 028 | Introduction To Entrepreneurship | 3 |
| BUMA 032 | Human Relations in the Workplace | 3 |
| CDE 101 | Child Growth & Development | 3 |
| CDE 102 | Child, Family, & Community | 3 |
| CIS 010 | Introduction to Information Systems | 4 |
| COLL 001 | First Year Seminar | 3 |
| COUN 101 | Career/Life Planning & Personal Exploration | 3 |
| EDUC 001 | Introduction to Elementary Classroom Teaching | 3 |
| ENG 005A | Introduction to Creative Writing | 3 |
| ENTR 001 | Introduction to Entrepreneurship | 3 |
| HS 013 | General Nutrition | 3 |
| HS 073 | Introduction to Public Health | 3 |
| HSAD 001 | Introduction to Alcohol & Drug Studies | 3 |
| KINE 001 | First Aid and Safety | 3 |
| KINE 006 | Women's Self Defense, Health & Fitness | 3 |
| KINE 008 | Introduction to Kinesiology | 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 | 3 |
| PSY 010 | Psychological Aspects/Marriage & Family | 3 |
| PSY 012 | Human Sexuality | 3 |
| PSY 020 | Adolescent Psychology | 3 |
| PSY 023 | Psychology of Women and Gender | 3 |
| PSY 030 | Social Psychology | 3 |
| PSY 033 | Personal & Social Adjustment | 3 |

**Supplementary notes- See a counselor for more information:**

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

**Footnotes**

1. Indicates cross listed courses. Only one course can be taken: ART 034 & DDP 100, ENG 036 & CDE 229, MUS 007 & TA 007, SJS 020 & CJ 020, PS 003 & PHIL 003.

# 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. Visit the COD Transfer Center for help with admission information and transfer applications. Students can also visit the Transfer Center to learn more about helpful transfer related websites. The Transfer Center is located in the Cravens Student Services Center.
2. **Research Universities:** Visit the websites of prospective colleges and universities. Look for the pages that outline requirements for (a) transfer admission, (b) the major, and (c) 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.
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.
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. 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 on assist.org, 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 Cal-GETC 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 Cal-GETC 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 can complete Cal-GETC 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.

# General Education Program

## California General Education Transfer Curriculum (Cal-GETC)

Cal-GETC is the 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.

Courses must be completed for all areas with a grade of "C" or better. Completion of Cal-GETC is not an admission requirement nor does completion of Cal-GETC guarantee admission to the campus or program of choice.

## 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 (POLS C1000) **and** either History 17 (HIST 017) or History 18 (HIST 018). 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.

# /GENERAL-EDUCATION-REQUIREMENTS/CALIFORNIA-GENERAL-EDUCATION-TRANSFER-CURRICULUM-CALGETC/

## The California General Education Transfer Curriculum

## Cal-GETC

## 2025 – 2026

The California General Education Transfer Curriculum (Cal-GETC) is the singular general education pathway for California Community College (CCC) students to fulfill lower-division general education requirements necessary for transfer and admission to both the California State University (CSU) and the University of California (UC). The curriculum and its policies are overseen by the Intersegmental Committee of the Academic Senate (ICAS), representing faculty from California's three segments of public higher education.

Under Cal-GETC, every student will be designated simply as having achieved, or not having achieved, Cal-GETC certification irrespective of their transfer designation. Transfer students with catalog rights prior to Fall 2025 will be able to maintain use of their CSU GE Breadth or IGETC pattern for GE certification to the extent permitted by the relevant programs and institutions.

All courses must be completed with grades of "C" of better.

Completion of Cal-GETC is not a requirement for transfer to a CSU or UC.

## Area 1 - English Communication

Select one course from each of the 3 groups (minimum 9 semester units).

### 1A: English Communication

| Course Code | Title | Units |
|---|---|---|
| ENGL C1000 | Academic Reading and Writing | 4 |
| ENGL C1000E | Academic Reading and Writing Support | 5 |

### 1B: Critical Thinking and Composition

| Course Code | Title | Units |
|---|---|---|
| ENG 002 | Argumentative Writing and Critical Thinking through Literature | 4 |
| ENGL C1001 | Critical Thinking and Writing Thinking | 3 |
| SOC 004 | Sociological Analysis& Critical Thinking | 3 |

### 1C: Oral Communication

| Course Code | Title | Units |
|---|---|---|
| COMM C1000 | Introduction to Public Speaking | 3 |

## Area 2 - Mathematical Concepts and Quantitative Reasoning

Select one course (minimum 3 semester units).

| Course Code | Title | Units |
|---|---|---|
| BUMA 003 | Business Statistics | 3 |
| MATH 001A | Calculus | 4 |
| MATH 001B | Calculus II | 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 015 | Discrete Mathematics for Computers | 4 |
| MATH 016 | Finite Mathematics | 3 |
| MATH 150 | College Algebra for Liberal Arts and Humanities | 3 |
| MATH 955 | Precalculus & Trigonometry | 6 |
| SOC 003 | Fundamentals of Statistics | 3 |
| STAT C1000 | Introduction to Statistics | 4 |

## Area 3 - Arts and Humanities

Select one course from 3A Arts and 3B Humanities (minimum 6 units).

### 3A: Arts

| Course Code | Title | Units |
|---|---|---|
| ARTH 002A | History of Art I: Prehistoric to Medieval | 3 |
| ARTH 002B | History of Art II: Renaissance to Contemporary | 3 |
| ARTH 002C | History of Modern Art | 3 |
| ARTH 010 | Understanding Art | 3 |
| ARTH 012A | Arts of Asia | 3 |
| ARTH 012B | Arts of Africa, Oceania, & Indigenous North America | 3 |
| ARTH 012C | Arts of Latin America | 3 |
| ARTH 033 | History of Photography | 3 |
| DANC 015 | History of Dance | 3 |
| FILM 001 | Introduction to Film | 3 |
| FILM 021 | Contemporary World Film | 3 |
| FILM 022 | American Film to the 1960s | 3 |
| FILM 023 | Contemporary American Film | 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 |
| TA 007 | History of Musical Theatre | 3 |

### 3B: Humanities

| Course Code | Title | Units |
|---|---|---|
| ASL 002 | Elementary American Sign Language II | 5 |
| ASL 003 | Intermediate American Sign Language I | 4 |
| ASL 004 | Intermediate American Sign Language II | 4 |
| CDE 229 | Children's Literature | 3 |
| ENG 002 | Argumentative Writing and Critical Thinking through Literature | 4 |
| ENG 010A | American Literature I | 3 |
| ENG 010B | American Literature II | 3 |
| ENG 011A | English Literature I | 3 |
| ENG 011B | English Literature II | 3 |
| ENG 012A | Global Literature 1 | 3 |
| ENG 012B | World Literature II | 3 |
| ENG 014 | Shakespeare | 3 |
| ENG 015 | The Short Story | 3 |
| ENG 017 | Literature by Women | 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 | LGBTQ+ Literature | 3 |
| ENG 035 | Myths and Legends | 3 |
| ENG 036 | Children's Literature | 3 |
| FR 002 | Elementary French II | 5 |
| FR 003 | Intermediate French I | 4 |
| FR 004 | Intermediate French II | 4 |
| 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 050 | American Popular Culture | 3 |
| 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 002 | Elementary Spanish II | 5 |
| SPAN 003 | Intermediate Spanish I | 4 |
| SPAN 004 | Intermediate Spanish II | 4 |
| SPAN 007 | Spanish Conversation and Composition | 3 |
| SPAN 020 | Latin American Culture and Civilization | 3 |
| SPAN 021 | Spanish for Heritage Speakers I | 5 |
| SPAN 022 | Spanish for Heritage Speakers II | 5 |
| SPAN 024 | Latin American Short Story | 4 |
| TA 001 | Introduction to Theatre | 3 |

## Area 4 - Social and Behavioral Sciences

Select two courses from two academic disciplines (minimum 6 units).

| Course Code | Title | Units |
|---|---|---|
| ANTH 002 | Cultural Anthropology | 3 |
| ANTH 003 | Archaeology, Introduction to Prehistory | 3 |
| ANTH 007 | Anthropology of Religion, Magic, Witchcraft, and Healing | 3 |
| CJ 001 | Introduction to Criminal Justice | 3 |
| CJ 020 | Introduction to Social Justice Studies | 3 |
| ECON 001 | Principles of Macroeconomics | 3 |
| ECON 002 | Principles of Microeconomics | 3 |
| ECON 011 | International Economics | 3 |
| ECON 012 | Understanding Econ Principles & Applications | 3 |
| ETHN 001 | Introduction to Ethnic Studies | 3 |
| ETHN 002 | Introduction to Chicanx & Latinx Studies | 3 |
| ETHN 003 | Introduction to Black Studies | 3 |
| ETHN 004 | Introduction to Native American Studies | 3 |
| ETHN 005 | Introduction to Asian American Studies | 3 |
| GEOG 002 | Cultural Geography | 3 |
| GEOG 007 | Regional Geography | 3 |
| GEOG 010 | Geography of California | 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 |
| HIST 050 | American Popular Culture | 3 |
| MC 001 | Introduction to Mass Media | 3 |
| PHIL 003 | Introduction to Political Theory | 3 |
| PHIL 012 | Religions of the World | 3 |
| POLS C1000 | American Government and Politics | 3 |
| PS 002 | Introduction to Comparative Governments | 3 |
| PS 003 | Introduction to Political Theory | 3 |
| PS 004 | Introduction to International Relations | 3 |
| PS 006 | Latinx Politics | 3 |
| PS 009 | | 3 |
| PSYC C1000 | Introduction to Psychology | 3 |
| PSY 003 | Developmental Psychology | 3 |
| PSY 009 | Psychology of Prejudice and Discrimination | 3 |
| PSY 012 | Human Sexuality | 3 |
| PSY 020 | Adolescent Psychology | 3 |
| PSY 023 | Psychology of Women and Gender | 3 |
| PSY 027 | Biological Psychology | 3 |
| PSY 029 | Abnormal Psychology | 3 |

| | | |
|---|---|---|
| PSY 030 | Social Psychology | 3 |
| SJS 020 | Introduction to Social Justice Studies | 3 |
| SJS 021 | Introduction to LGBTQIA Studies | 3 |
| SOC 001 | Introductory Sociology | 3 |
| SOC 002 | Social Problems | 3 |
| SOC 005 | Sociology of Gender and Sexuality | 3 |
| SOC 006 | Introduction to Criminology | 3 |
| SOC 009 | Sociology of Sport | 3 |
| SOC 014 | Introduction to Race & Ethnicity | 3 |
| SOC 015 | Mexican American Culture & Society | 3 |
| SPAN 020 | Latin American Culture and Civilization | 3 |
| SPAN 022 | Spanish for Heritage Speakers II | 5 |

# Area 5 - Physical and Biological Sciences

Select one course from 5A Physical Sciences and 5B Biological Sciences (minimum 7 units). At least one of these two courses must be associated with a laboratory as defined in Cal-GETC Area 5C (Laboratory).

## 5A: Physical Sciences

| Course Code | Title | Units |
|---|---|---|
| A 001 | Descriptive Astronomy | 3 |
| A 002 | Descriptive Astronomy | 4 |
| A 003 | Planetary Astronomy | 4 |
| CH 001A | General Chemistry I | 5 |
| CH 001B | General Chemistry II | 5 |
| CH 002 | Chemistry and Society | 3 |
| CH 003 | Introductory General Chemistry | 4 |
| CH 005 | Bio-organic Chemistry | 4 |
| CH 007 | Fundamentals of Chemistry | 5 |
| CH 008 | | 3 |
| 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 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 |
| PH 020A | Physics for Life Sciences Majors I | 4 |
| PH 020B | Physics for Life Sciences Majors II | 4 |

## 5B: Biological Sciences

| Course Code | Title | Units |
|---|---|---|
| AGPS 002 | Entomology - General & Applied | 4 |
| AGPS 005 | Plant Science | 3 |
| ANTH 001 | Human Evolution: Introduction to Biological 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 |

## 5C: Laboratory

| Course Code | Title | Units |
|---|---|---|
| A 002 | Descriptive Astronomy | 4 |
| A 003 | Planetary Astronomy | 4 |
| AGPS 002 | Entomology - General & Applied | 4 |
| AGPS 005L | Plant Science Lab | 1 |
| ANTH 001L | Human Evolution: Introduction to Biological Anthropology Lab | 1 |
| BI 004 | Elements of Biology | 4 |
| BI 005 | Molecular and Cell Biology | 5 |
| BI 006 | Biology of Organisms | 5 |
| BI 007L | Biology of Mammals Lab | 1 |
| 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 005 | Bio-organic Chemistry | 4 |
| CH 007 | Fundamentals of Chemistry | 5 |
| 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 |
| GEOG 001L | Physical Geography Lab | 1 |
| 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 020A | Physics for Life Sciences Majors I | 4 |
| PH 020B | Physics for Life Sciences Majors II | 4 |
| PH 017L | Introduction to Meteorology Lab | 1 |

# Area 6 - Ethnic Studies

Select one course (minimum 3 semester units).

| Course Code | Title | Units |
|---|---|---|
| ETHN 001 | Introduction to Ethnic Studies | 3 |
| ETHN 002 | Introduction to Chicanx & Latinx Studies | 3 |

| | | |
|---|---|---|
| ETHN 003 | Introduction to Black Studies | 3 |
| ETHN 004 | Introduction to Native American Studies | 3 |
| ETHN 005 | Introduction to Asian American Studies | 3 |

# PROGRAMS OF STUDY

| Major | Certific | Assoc Degre (AA/ AS) | Associate Degree for Transfer (AD-T) |
|---|---|---|---|
| Accounting (p. ) | C | AS | |
| Administration of Justice | | | AS-T |
| Adult High School Diploma (p. 98) | NC | | |
| Advanced Transportation Technologies (p. 101) | | AS | |
| After Effects (p. 171) | NC | | |
| Agri-Business (p. 104) | | AS | |
| Agriculture Food Safety (p. 105) | C | | |
| Agriculture, General (p. 104) | | AS | |
| Agriculture Irrigation Technician (p. 105) | C | | |
| Agriculture Office Assistant (p. 106) | C | | |
| Agriculture Office Professional (p. 106) | C | | |
| Agriculture Pest Management (p. 107) | C | | |
| Agriculture Plant Science (p. ) | | AS | AS-T |
| Agriculture Technician (p. 108) | C | | |
| Air Conditioning & Refrigeration (p. ) | C | AS | |
| Air Properties & Economizer Performance (p. 113) | NC | | |
| Alcohol and Drug Studies (p. ) | C | AS | |
| Animation (p. 175) | C | | |
| Anthropology (p. 114) | | | AA-T |
| Applications and Information Systems (p. 115) | | AS | |
| Arborist Technician (p. 108) | C | | |
| Architectural Technology (p. ) | C | AS | |
| Art History (p. 127) | | | AA-T |
| Arts Entrepreneurship in Ceramics (p. 249) | C | | |
| Arts Entrepreneurship in Drawing (p. 250) | C | | |
| Arts Entrepreneurship in Painting (p. 251) | C | | |
| Arts Entrepreneurship in Printmaking (p. 251) | C | | |
| Arts in Entrepreneurship Sculpture (p. 250) | C | | |
| Automotive Air Conditioning (p. 129) | C | | |
| Automotive Alternative Fuels (p. 101) | C | | |
| Automotive Basic Diagnostic | C | | |
| Automotive Basic Electrical | C | | |
| Automotive Basic Maintenance (p. 136) | C | | |
| Automotive Braking Systems (p. 130) | C | | |
| Automotive Electrical (p. 131) | C | | |
| Automotive Emissions (p. 131) | C | | |
| Automotive Engine Management (p. 131) | C | | |
| Automotive, General Service (p. 133) | C | | |
| Automotive Hybrid, Fuel Cell, & Electric Vehicle (p. 134) | C | | |
| Automotive Light and Medium Duty Diesel (p. 132) | C | | |
| Automotive Manufacturer (p. 136) | C | | |
| Automotive Oil Change (p. 134) | NC | | |
| Automotive Quick Service (p. 135) | NC | | |
| Automotive Safety and Sustainability (p. 136) | NC | | |
| Automotive Steering, Suspension, & Alignment (p. 132) | C | | |
| Automotive Technology (p. 128) | | AS | |
| Automotive Terminology (p. 135) | NC | | |
| Automotive Transmission & Axle (p. 133) | C | | |
| Baker (p. 169) | NC | | |
| Biology (p. 240) | | | AS-T |
| BIW I: Office Support and Technologies (p. 115) | C | | |
| BIW II: Office Support and Technologies (p. 116) | C | | |
| BIW III: Remote Office Support and Technologies Certificate of Achievement (p. 157) | C | | |
| BIW IV: Legal Office Specialist (p. 117) | C | | |
| BIW IV: Marketing Office Specialist (p. 116) | C | | |
| BIW IV: Medical Office Specialist (p. 116) | C | | |
| Bread Baker (p. 169) | NC | | |
| Building Automation Control (p. 139) | C | | |
| Building Commissioning Technician (p. 140) | C | | |
| Building & Energy Systems Professionals (p. 137) | | AS | |
| Building Energy Consultant (p. 140) | C | | |
| Building Inspection Technology (p. 119) | C | | |
| Business Administration 2.0 (p. 149) | | | AS-T |
| Business, General (p. ) | C | AS | |
| Business Calculus Preparation (p. 215) | C | | |
| Business Information Worker - Real Estate Specialist (p. 117) | C | | |
| Business, Small (p. 151) | C | | |
| California Building Codes (p. 121) | NC | | |
| California Building/Fire Codes (p. 121) | NC | | |
| California Electrical Codes (p. 121) | NC | | |
| California Energy Codes (p. 122) | NC | | |
| California Mechanical Codes (p. 122) | NC | | |
| California Plumbing Codes (p. 122) | NC | | |
| California Residential Codes (p. 122) | NC | | |
| Career Exploration and Readiness (p. 163) | NC | | |
| Catering: Banquets and Buffets (p. 171) | NC | | |
| Chemistry (p. ) | | | AS-T |
| Child and Adolescent Development (p. 158) | | | AA-T |
| College Mathematics Preparation (p. 215) | C | | |
| Commercial Drone Imaging (p. 175) | C | | |
| Commercial Gas Heating (p. 140) | C | | |
| Communication Studies 2.0 (p. ) | | | AA-T |
| Community Health Worker: Children and Families (p. 199) | C | | |
| Compressed Natural Gas (CNG) Essentials (p. 102) | NC | | |

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|---|---|---|---|
| Compressed Natural Gas (CNG) Inspection (p. 102) | NC | | |
| Compressed Natural Gas (CNG) Installation (p. 102) | NC | | |
| Computer Information Systems (p. 159) | | AS | |
| Computer Science (p. 161) | | | AS-T |
| Construction Management (p. ) | C | AS | |
| Construction Technology Career Preparation (p. 123) | NC | | |
| Construction Technology Concrete and Masonry (p. 123) | NC | | |
| Construction Technology Drywall Installation and Finish (p. 124) | NC | | |
| Construction Technology Electrical (p. 124) | NC | | |
| Construction Technology Exterior Finishes (p. 124) | NC | | |
| Construction Technology Finish Carpentry (p. 125) | NC | | |
| Construction Technology Framing Carpentry (p. 125) | NC | | |
| Construction Technology Introduction (p. 126) | NC | | |
| Construction Technology Plumbing (p. 126) | NC | | |
| Construction Technology Site Preparation and Layout (p. 126) | NC | | |
| Correctional Officer, Basic (p. 237) | C | | |
| Criminal Justice (p. ) | C | AS | |
| Culinary Arts, Basic (p. 168) | C | | |
| Culinary Arts, Intermediate (p. 169) | C | | |
| Culinary Catering (p. 169) | NC | | |
| Culinary Management (p. ) | C | AS | |
| Culinary Menu Planning (p. 170) | NC | | |
| Culinary Procurement and Cost Control (p. 170) | NC | | |
| Culinary Safety and Sanitation (p. 170) | NC | | |
| Desert Ecologist (p. 223) | C | | |
| Digital Design Studies (p. 173) | | AA | |
| Digital Design & Production (p. ) | C | AS | |
| Drafting, General (p. ) | C | | |
| Early Childhood Education (ECE) (p. ) | | AS | AS-T |
| Early Childhood Education Associate Teacher (p. 179) | C | | |
| Early Childhood Education Master Teacher (p. 180) | C | | |
| Early Childhood Education Site Supervisor (p. 180) | C | | |
| Early Childhood Education Teacher (p. 179) | C | | |
| Economics (p. 181) | | | AA-T |
| EDGE (p. 163) | C | | |
| Elementary Teacher Assistant Special Education (p. 182) | C | | |
| Elementary Teacher Assistant Special Education, Bilingual (p. 182) | C | | |
| Elementary Teacher Education (p. 183) | | | AA-T |
| Emergency Medical Responder (p. 183) | NC | | |
| Emergency Medical Responder, Intermediate Certificate of Completion (p. 184) | NC | | |
| Emergency Medical Services (p. ) | C, NC | | |
| Emergency Medical Technician (p. 185) | L* | | |
| Engineering (p. 186) | | AS | |
| Employment Preparation: Entry Cook (p. 171) | NC | | |
| Employment Preparation: Line Cook (p. 171) | NC | | |
| English (p. 187) | | | AA-T |
| English, Academic (p. 190) | NC | | |
| English, Advanced (p. 99) | NC | | |
| English, Basic (p. 99) | NC | | |
| English: Language and Thought (p. 188) | NC | | |
| English: Organization (p. 188) | NC | | |
| English: Research & Argument (p. 188) | NC | | |
| English: Sentence (p. 188) | NC | | |
| English Proficiency: Life and Work Skills (p. 190) | NC | | |
| English as a Second Language Advanced Academic Credit (p. 189) | L* | | |
| English as a Second Language Advanced Academic Noncredit (p. 189) | NC | | |
| English as a Second Language Noncredit, Vocational (p. 190) | NC | | |
| Entertainment Design and Technical Theatre-Basic (p. 235) | C | | |
| Entertainment Design and Technical Theatre-Advanced (p. 235) | C | | |
| Environmental Horticulture (p. ) | C | | |
| Environmental Science (p. 241) | | | AS-T |
| Ethnic Studies (p. 191) | | AA | |
| Facilities Operations Technician (p. 141) | C | | |
| Family Child Care (p. 181) | C | | |
| Field Ranger, Natural Resources (p. 223) | C | | |
| Film Production (p. 219) | | AS | |
| Film Post-Production (p. 217) | C | | |
| Film Production, Advanced (p. 217) | C | | |
| Film Production, Basic (p. ) | C, NC | | |
| Film Production Management (p. 218) | C | | |
| Film Production Scheduling and Budgeting (p. 218) | NC | | |
| Film, Television, and Electronic Media (p. 219) | | | AS-T |
| Fire Fighter, Basic (p. 137) | C | | |
| Fire Technology (p. ) | C | AS | |
| Fitness Specialist (p. 206) | C | | |
| Food Safety in the Workplace (p. 171) | C | | |
| Foundations for Accessibility (p. 175) | C | | |
| General Education - CSU GE-Breadth (p. 208) | C | | |
| General Education - IGETC (p. 208) | C | | |
| Geographic Information Systems (GIS) (p. 224) | C | | |
| Geographic Information Systems (GIS) Essential (p. 225) | NC | | |

| | | | |
|---|---|---|---|
| Geographic Information Systems (GIS) for Business Certificate of Completion (p. 224) | NC | | |
| Geographic Information Systems (GIS) Data Acquisition Certificate of Completion (p. 225) | NC | | |
| Geographic Information Systems (GIS) Spatial Analysis Certificate of Completion (p. 225) | NC | | |
| Geography (p. 196) | | | AA-T |
| Geology (p. 242) | | | AS-T |
| Global Studies (p. 197) | | | AA-T |
| Golf Management (p. 151) | C | AA | |
| Graphic Design & Marketing (p. 173) | | AA | |
| Graphic Design (p. 176) | C | | |
| Green HVAC Commercial (p. 141) | C | | |
| Green HVAC Residential (p. 142) | C | | |
| Health Science (p. 199) | | AS | |
| Heat Pumps (p. 142) | C | | |
| History (p. 200) | | | AA-T |
| Home Health Aide (p. 229) | L* | | |
| Hospitality Management (p. ) | C | AS | |
| Human Resource Generalist (p. 155) | C | | |
| Journalism (p. 220) | | | AA-T |
| Illustrator Skills (p. 174) | NC | | |
| InDesign (p. 174) | NC | | |
| Interaction Design (p. ) | | AS | |
| Introduction to Film (p. 220) | NC | | |
| Introduction to Screenwriting (p. 220) | NC | | |
| Kinesiology (p. 204) | | | AA-T |
| Landscape & Irrigation Technician (p. 110) | C | | |
| Liberal Arts Emphasis in Arts, Humanities and Communication Studies (p. 208) | | AA | |
| Liberal Arts Emphasis in Business and Technology (p. 209) | | AA | |
| Liberal Arts Emphasis in Math and Science (p. 210) | | AA | |
| Liberal Arts Emphasis in Social and Behavioral Sciences (p. 211) | | AA | |
| Library and Information Studies (p. ) | NC | | |
| Lighting and Controls Technology (p. 142) | C | | |
| Makerspace Basic Skills (p. 157) | NC | | |
| Marketing | C | AS | |
| Mathematics (p. ) | | | AS-T |
| Mathematics: Integers (p. 213) | NC | | |
| Mathematics: Rational Numbers (p. 214) | NC | | |
| Mathematics Study Skills (p. 215) | C | | |
| Mathematics: Whole Numbers (p. 214) | NC | | |
| Math, Advanced (ABE) (p. 100) | NC | | |
| Math, Basic (ABE) (p. 99) | NC | | |
| Music (p. 233) | | | AA-T |
| Music, Commercial - Advanced (p. 232) | C | | |
| Music, Commercial - Basic (p. 233) | C | | |
| Musical Theatre (p. 234) | C | | |
| Natural Resources (p. 221) | | AS | |
| New World of Work Adaptability (p. 253) | NC | | |
| New World of Work Analysis/Solution Mindset (p. 253) | NC | | |
| New World of Work Collaboration (p. 253) | NC | | |
| New World of Work Communication on the Job (p. 253) | NC | | |
| New World of Work Digital Fluency (p. 253) | NC | | |
| New World of Work Empathy on the Job (p. 254) | NC | | |
| New World of Work Entrepreneurial Mindset (p. 254) | NC | | |
| New World of Work Resilience on the Job (p. 254) | NC | | |
| New World of Work Self-Awareness (p. 254) | NC | | |
| New World of Work Social Diversity Awareness (p. 255) | NC | | |
| Nurse Assistant (CNA) (p. 229) | L* | | |
| Nursing, Registered (RN/ADN) (p. 229) | | AS | |
| Nursing, Vocational (VN/LVN) (p. ) | C | AS | |
| Nutrition and Dietetics (p. 198) | | | AS-T |
| Peace Officer, Basic (p. 237) | C | | |
| Personal Trainer (p. 207) | C | | |
| Pest Management Technician (p. 110) | C | | |
| Pharmacy Technician (p. 200) | C | | |
| Philosophy (p. 236) | | | AA-T |
| Photography (p. 174) | C | | |
| Photoshop Skills (p. 174) | NC | | |
| Physical Therapy Assistant (p. 205) | C | AS | |
| Physics (p. 242) | | | AS-T |
| Police Officer, Reserve (p. 237) | C | | |
| Political Science (p. 238) | | | AA-T |
| Power Generation and Distribution (p. 143) | C | | |
| Prep Cook (p. 170) | NC | | |
| Premier Pro (p. 175) | NC | | |
| Project Management (p. 158) | C | | |
| Proper HVAC System Preparation & System Charging (p. 113) | NC | | |
| Psychology (p. ) | | | AA-T |
| Public Health (p. 199) | | AS | |
| Public Safety (p. 167) | C | | |
| Radio Production, Basic (p. 216) | C | | |
| Quickbooks Training (p. 158) | C | | |
| Reading (Noncredit) (p. 100) | NC | | |
| Real Estate Development (p. 120) | C | | |
| Refrigerant Management & EPA-608 Preparation (p. 113) | NC | | |
| Residential Gas Heating (p. 143) | C | | |
| Residential Solar (p. 143) | C | | |
| Residential Solar Installation (p. 144) | NC | | |
| Residential Solar Surveying and Planning (p. 144) | NC | | |
| Retail Management (p. 156) | C | | |
| Secondary Education/GED (p. 100) | NC | | |
| Social Media Marketing (p. 156) | C | | |
| Sociology (p. 247) | | | AA-T |

| | | | |
|---|---|---|---|
| Solar Battery Storage Installation and Maintenance (p. 145) | NC | | |
| Solar Site Planning Project (p. 145) | NC | | |
| Spanish (p. 195) | | | AA-T |
| Sports Medicine (p. 206) | | AS | |
| Studio Arts (p. 251) | | | AA-T |
| Theatre Arts (p. 234) | | | AA-T |
| Translating and Interpreting Spanish in Health Care (p. ) | NC | | |
| Translating and Interpreting Spanish in School (p. ) | NC | | |
| Turfgrass Management (p. ) | C | AS | |
| Turfgrass Management Technician (p. 112) | C | | |
| Video Post Production (p. 176) | C | | |
| UC 7 Course Pattern | C | | |
| Web Design (p. 177) | C | | |
| Welding Technology SENSE Entry-Level Welder (p. 144) | C | | |
| Welding, Gas Metal Arc (GMAW) (p. 145) | L* | | |
| Welding, Gas Tungsten Arc (GTAW) (p. 146) | L* | | |
| Welding, Shielded Metal Arc (SMAW) (p. 146) | L* | | |
| Yoga Teacher Training (p. 207) | C | | |
| Zero Net Energy (ZNE) (p. 144) | 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.

# 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 the 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 can occur 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 760.776.7348. Specifically, instruction is provided in the following areas:

## Basic Skills

Basic Skills includes 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, language arts, and science. Students completing this course of study will be better prepared to take the official GED test. The GED test is an alternative to a high school diploma and is accepted by many employers, community colleges, vocational training programs, and government agencies.

### High School Completion/Diploma

High School Completion is the study of subjects required to obtain a high school diploma. Students completing their required coursework and passing the proficiency exams will receive an Adult High School Diploma issued by College of the Desert.

**Advisor:**

**Alison Airhart**
aairhart@collegeofthedesert.edu (tthomas@collegeofthedesert.edu)
760.568.7509

# 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.

## Learning Outcomes

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

1. The students will be able to demonstrate proficiency in reading, writing, and mathematics, including the ability to comprehend complex texts, write clearly and effectively, and perform arithmetic calculations.
2. The students will be able to think critically about information on various topics such as U.S. History, Government, Health, and Fine Arts to make reasoned judgments, and apply knowledge to solve complex problems in various contexts.
3. The students will be able to use organizational strategies and time management skills to manage their time to meet academic workload, deadlines, and balance work/life commitments.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **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 | American Government | 0 |
| ABE 328B | 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 | Marine Science | 0 |
| ABE 361A | Fine Arts: Art | 0 |
| ABE 361B | Fine Arts: Music | 0 |
| ABE 361C | Fine Arts: Theater | 0 |
| **Electives** | | |
| 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 |

# 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.

## Learning Outcomes

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

1. Apply English conventions of grammar, mechanics, usage, punctuation, and format according to course intensity.
2. Summarize written texts with ability to differentiate fact from opinion.
3. Illustrate self-expression and original thinking through writing
4. Recognize writing as a process (brainstorming, organizing, drafting) and revise and edit original work based on self-evaluation and peer review.
5. Apply standard conventions in grammar, mechanics, usage and punctuation.
6. Assess relevant information and come to thought-out conclusions and solutions
7. Recognize Plagiarism in any shape or form and be mindful of its consequences

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| 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.

## Learning Outcomes

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

1. Summarize written texts with ability to differentiate fact from opinion.
2. Illustrate self-expression and original thinking through writing.
3. Recognize writing as a process (brainstorming, organizing, drafting) and revise and edit original work based on self-evaluation and peer review.
4. Assess relevant information and come to thought-out conclusions and solutions.
5. Recognize Plagiarism in any shape or form and be mindful of its consequences.
6. Type structured texts in a variety of written forms according to purpose and audience.
7. 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.
8. Locate questions and problems as a result of conversation, reading, and lectures.
9. Assess relevant information and come to thought-out conclusions and solutions.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| 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.

## Learning Outcomes

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

1. 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.
2. 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).
3. Practice quantitative reasoning: when is quantitative reasoning appropriate and how can it be applied to simple-life problems.
4. Restate (formulate) a problem mathematically.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| 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.

## Learning Outcomes

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

1. 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.
2. 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).
3. Practice quantitative reasoning: when is quantitative reasoning appropriate and how can it be applied to simple-life problems.
4. Restate (formulate) a problem mathematically.
5. 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).
6. Apply principles of logic to problem solve and reason with a fair and open mind.
7. Use a variety of solution methods and techniques, for example, making a sketch, systematic listing, using the solution of a simpler (but related) problem.
8. Recognize the importance of checking a proposed solution to verify that it satisfies the requirements of a problem.
9. Assess relevant information and come to thought-out conclusions and solutions.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| 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.

## Learning Outcomes

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

1. Locate questions and problems as a result of conversation, reading, and lectures.
2. Assess relevant information and come to thought-out conclusions and solutions.
3. Demonstrate reading skills to multiple texts.
4. Read complex passages with understanding.
5. Summarize written texts with ability to differentiate fact from opinion.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| 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.

## Learning Outcomes

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

1. Pass the General Education Development (GED) test.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **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 |

# 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:**

**Dorothy Anderson**
doanderson@collegeofthedesert.edu
760.776.7368

**Douglas Redman**
dredman@collegeofthedesert.edu
760.776.7390

# Advanced Transportation Technologies AS Degree

The **Associate of Science in Advanced Transportation Technologies Degree** program offers learners 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 learners 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.  The certificates offer learners and working technicians the opportunity to gain the needed knowledge and skills within a shorter time frame.

## Learning Outcomes

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

1. Fulfill the requirements for an entry-level position in their field.
2. Increase income by advancing at their current automotive/ advanced transportation job.
3. Apply critical thinking skills to research, evaluate, analyze and synthesize information.
4. Demonstrate the skills and aptitude necessary to pass certification exams in their field.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | **Units** |
| AUTO 010 | Introduction to Automotive Technology | 3 |
| AUTO 011B | Auto Electronics & Electrical Systems | 4 |
| AUTO 011C | Advanced Automotive Electrical Systems | 4 |
| AUTO 014A | Automotive Engine Management | 4 |
| AUTO 021A | Automotive Diagnosis & Troubleshooting | 2 |
| AUTO 040E | CNG Diagnosis & Repair | 4 |
| AUTO 042B | Automotive Mechatronics | 3 |
| 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 095A | Automotive Technology Work Experience [1] | 2 |
| **Electives** | | **3** |
| Select 3 units from the following: | | |
| AUTO 012A | Automotive Suspension & Steering Systems | 4 |
| AUTO 013A | Automotive Braking Systems | 4 |
| AUTO 014B | Advanced Engine Management | 4 |
| AUTO 015 | Automotive Engine Diagnosis & Repair | 4 |
| AUTO 016 | Automotive Manual Transmissions & Drive Train Systems | 3 |
| AUTO 017 | Automatic Transmissions & Transaxles | 3 |
| AUTO 018 | Automotive Heating, Ventilation & Air Conditioning | 4 |
| AUTO 020A | Automotive Quick Service | 3 |
| AUTO 041B | CNG Installation & Repair | 3 |
| AUTO 044B | Advanced Driver Assist Systems (ADAS) Level 1 | 3 |
| AUTO 044C | Advanced Driver Assist Systems (ADAS) Level 2 | 2 |
| AUTO 046B | Autonomous Vehicles | 3 |
| AUTO 054D | Smog Check Inspector Training Level 1&2 | 4 |
| AUTO 054E | Smog Check Diagnostic & Repair Technician | 3 |
| AUTO 093A | Intro to Light & Medium Duty Diesel Systems | 2 |
| AUTO 093B | Light/Medium Duty Diesel Systems | 4 |
| AUTO 093D | Diesel Diagnostics & Troubleshooting | 2 |
| AUTO 095A | Automotive Technology Work Experience (1-2 units in addition to required) [1] | 1-5 |
| BUMA 010 | Introduction to Business | 3 |
| ENGR 009 | Introduction to Engineering | 3 |
| ACR 060 | Air Conditioning & Refrigeration I | 3 |
| ACR 064 | Air Conditioning & Refrigeration Electricity I | 3 |
| WELD 011A | Introduction to Shielded Metal Arc Welding | 2 |
| WELD 012A | Introduction to Gas Metal Arc Welding | 2 |
| Required Subtotal | | 34 |
| Elective Subtotal | | 3 |
| COD General Education Pattern (p. 84) | | 23 |
| **DEGREE TOTAL** | | **63** |

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

# 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 fuels. 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 comply with the National Institute of Automotive Service Excellence (ASE), meet the standards of National Coalition of Certification Centers (NC3), and integrate Mopar College Automotive Program (CAP) Local levels 0 and 1 online coursework.

## Learning Outcomes

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

1. Safely work in shop environment and on the high voltage high pressure alternative fuel vehicles.
2. Describe the basic operation of the major systems on a compressed natural gas (CNG), electric, hydrogen, and hybrid vehicle.
3. Perform basic service, repair, maintenance and diagnostics on CNG, electric, hydrogen, and hybrid vehicles.
4. Apply critical thinking skills to research, evaluate, analyze and synthesize information.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | **Units** |
| AUTO 010 | Introduction to Automotive Technology | 3 |
| 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 095A | Automotive Technology Work Experience (Maximum of 2 units may be used for work experience) [1] | 2 |
| **CERTIFICATE TOTAL** | | **18** |

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

# CNG Essentials Certificate of Completion

The emphasis of the ***Compressed Natural Gas Essentials Certificate*** is on key compressed natural gas (CNG) vehicle systems including their basic operation, function, service and maintenance. The systems include: engine management, emission controls, electronic/electronic controls and on-board diagnostics related to CNG.

## Learning Outcomes

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

1. Safely work in shop environment and on CNG vehicles.
2. Perform intermediate to advanced service, repair, maintenance and diagnostics on CNG fueled vehicles.
3. Describe the basic operation of the major systems on CNG vehicles.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| AUTO 340 | CNG Fundamentals & Safety | 0 |
| AUTO 340A | CNG Component Function & Operation | 0 |
| AUTO 340B | CNG Maintenance & Repair | 0 |
| AUTO 340C | CNG Diagnosis & Troubleshoot | 0 |
| AUTO 340D | CNG Diagnosis with Scan Tool | 0 |

# CNG Inspection Certificate of Completion

The emphasis of the ***Compressed Natural Gas Inspection Certificate*** is on inspecting compressed natural gas (CNG) vehicle systems including their basic operation, function, service and maintenance. The systems include: cylinder standards and inception procedures.

## Learning Outcomes

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

1. Identify safety procedures and equipment related to work on compressed natural gas (CNG) vehicles.
2. Inspect a CNG fuel system as per industry standards.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| AUTO 340 | CNG Fundamentals & Safety | 0 |
| AUTO 349 | CNG Fuel System Inspection | 0 |

# CNG Installation Essentials Certificate of Completion

The emphasis of the ***Compressed Natural Gas Installation Essentials Certificate*** is on installing and inspecting compressed natural gas (CNG) vehicle systems including their basic operation, function, service and maintenance. The systems include: engine management, emission controls, electronic/electronic controls and on-board diagnostics and fuel system inspection related to CNG.

## Learning Outcomes

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

1. Identify safety procedures and equipment related to work on compressed natural gas (CNG) vehicles.
2. Install a CNG system given an installation kit with instructions.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| AUTO 340 | CNG Fundamentals & Safety | 0 |
| AUTO 341A | CNG Conversion & Installation A | 0 |
| AUTO 341B | Compressed Natural Gas (CNG) Conversion & Installation B | 0 |

# 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

# 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 a 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.

The 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 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:
   - Completion of Cal-GETC
   - 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 "P") 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.

## Learning Outcomes

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

1. Demonstrate the ability to communicate with clients and assess landscape or nursery for ecological and economic sustainability.
2. Explain and apply basic principles of botany to horticulture practices, plant growth, development and harvest.
3. Meet the requirements for transfer to a California State University with a major in Plant Science or Horticulture.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **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 |
| STAT C1000 | Introduction to Statistics | 3-4 |
| or BUMA 003 | Business Statistics | |
| **Required Subtotal** | | **21-22** |
| Cal-GETC (p. 90) [1] | | 34 |
| Transferable Electives (as needed to reach 60 transferable units) [2] | | |
| **DEGREE TOTAL** | | **60** |

1. Units for the major may be double counted for Cal-GETC, confer with a Counselor.
2. Elective units to reach 60 unit total must be CSU transferable, confer with a Counselor.

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

# 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.

## Learning Outcomes

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

1. Fulfill the requirements for an entry-level position in their field.
2. Apply critical thinking skills to execute daily duties in their area of employment.
3. Apply critical thinking skills to research, evaluate, analyze, and synthesize information.
4. Display the skills and aptitude necessary to qualify for certification exams in their field.
5. Exhibit effective written, oral communication and interpersonal skills.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **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 | Introduction to Information Systems | 4 |
| **Required Subtotal** | | **23** |
| **Elective Subtotal (with Advisor approval)** | | **18** |
| COD General Education Pattern (p. 84) [1] | | 18 |
| Kinesiology Activities | | 2 |
| **DEGREE TOTAL** | | **61** |

[1] To include NR 001, Conservation of Natural Resources

# 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.

## Learning Outcomes

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

1. Demonstrate managerial and leadership abilities for employment that will enhance opportunities and success in agriculture business.
2. Be prepared for a career within agriculture and agri-business fields.
3. Be able to present ideas effectively in oral and written forms to those in the agriculture and related fields.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| 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 21 units from the following: | | |
| AGEH 001 | Horticulture | 3 |
| AGEH 005 | Ornamental Plant Identification | 3 |
| AGEH 008 | Landscape 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 |
| AGPS 002 | Entomology - General & Applied | 4 |
| AGPS 032 | Pesticide Laws & Regulations | 2 |
| AIS 006 | Business Research | 2 |
| AIS 007A | Introductory Excel | 1 |
| AIS 007B | Advanced Excel | 2 |
| BI 004 | Elements of Biology | 4 |
| BUAC 020A | Financial Accounting | 4 |
| BUAC 020B | Managerial Accounting | 4 |
| CART 060 | Sanitation and Safety | 2 |
| CH 003 | Introductory General Chemistry | 4 |
| CIS 010 | Introduction to Information Systems | 4 |
| NR 001 | Conservation of Natural Resources | 3 |
| NR 020 | GPS and Map Use | 1 |
| NR 021 | Introduction to GIS | 3 |
| BUMA 003 | Business Statistics | 3 |
| STAT C1000 | Introduction to Statistics | 4 |
| AGEH 095A | Environmental Horticulture Turfgrass Work Experience (Maximum of 4 units may be used for work experience) | 1-4 |
| COD General Education Pattern (p. 84) | | 23 |
| **DEGREE TOTAL** | | **60** |

# 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 the 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.

## Learning Outcomes

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

1. Demonstrate managerial and leadership abilities for employment that will enhance opportunities and success in the agriculture industry.
2. Be prepared for careers or employment as farm managers and in retail sales in agriculture.
3. Apply critical thinking skills to execute daily duties in the agriculture industry.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| 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 | Introduction to Information Systems | 4 |
| CART 060 | Sanitation and Safety | 2 |
| **Electives** | | |
| Select 12 units from the following: | | |
| AGEH 001 | Horticulture | 3 |
| AGEH 005 | Ornamental Plant Identification | 3 |
| AGEH 008 | Landscape 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 |
| BI 004 | Elements of Biology | 4 |
| CH 003 | Introductory General Chemistry | 4 |
| AIS 003A | Introductory Microsoft Word | 1 |
| AIS 004A | Introductory PowerPoint | 1 |
| AIS 006 | Business Research | 2 |
| AIS 007A | Introductory Excel | 1 |
| AIS 007B | Advanced Excel | 2 |
| ECON 001 | Principles of Macroeconomics | 3 |
| ECON 002 | Principles of Microeconomics | 3 |
| NR 001 | Conservation of Natural Resources | 3 |
| NR 020 | GPS and Map Use | 1 |
| NR 021 | Introduction to GIS | 3 |
| STAT C1000 | Introduction to Statistics | 4 |
| AGEH 095A | Environmental Horticulture Turfgrass Work Experience (Maximum of 4 units may be used for work experience) | 1-8 |
| COD General Education Pattern (p. 84) | | 23 |
| **DEGREE TOTAL** | | **60** |

# Agriculture Food Safety Certificate of Achievement

This certificate prepares students for entry-level employment in a variety of office and 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.

## Learning Outcomes

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

1. Ensure sanitary procedures for processing, preparing, and packaging food, and inspect equipment and facilities.
2. Be qualified for jobs as food inspector, consumer inspector or in agriculture farm-to-table logistics.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **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 |
| AGPS 032 | Pesticide Laws & Regulations | 2 |
| BI 004 | Elements of Biology | 4 |
| CART 060 | Sanitation and Safety | 2 |
| **Electives** | | |
| Select 7 units from the following: | | |
| AGEH 001 | Horticulture | 3 |
| AGEH 005 | Ornamental Plant Identification | 3 |
| AGEH 008 | Landscape 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 |
| AGBU 059A | Leadership | 1 |
| AGBU 059B | Careers | 1 |
| AIS 003A | Introductory Microsoft Word | 1 |
| AIS 004A | Introductory PowerPoint | 1 |
| AIS 005 | Office Technology Skills | 3 |
| AIS 006 | Business Research | 2 |
| AIS 007A | Introductory Excel | 1 |
| AIS 007B | Advanced Excel | 2 |
| CH 003 | Introductory General Chemistry | 4 |
| CIS 010 | Introduction to Information Systems | 4 |
| NR 020 | GPS and Map Use | 1 |
| NR 021 | Introduction to GIS | 3 |
| AGEH 095A | Environmental Horticulture Turfgrass Work Experience (Maximum of 4 units may be used for work experience) | 1-4 |
| or BUAC 095A | Accounting Work Experience | |
| or CIS 095A | Computer Information Systems Work Experience | |
| REQUIRED SUBTOTAL | | 20 |
| **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.

## Learning Outcomes

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

1. Demonstrate managerial and leadership abilities in ag irrigation classes for employment that will enhance opportunities and success in the agriculture field.
2. Master academic proficiency and demonstrate specific skills within agriculture and landscape irrigation disciplines needed for employment within the industry.
3. Master skills needed to obtain a certificate.
4. Be qualified for jobs as irrigation consultants and landscape architects.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **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: | | |
| AGEH 001 | Horticulture | 3 |
| AGEH 005 | Ornamental Plant Identification | 3 |
| AGEH 008 | Landscape Management | 3 |
| AGPS 002 | Entomology - General & Applied | 4 |
| AGPS 005L | Plant Science Lab | 1 |
| AGBU 059A | Leadership | 1 |
| AGBU 059B | Careers | 1 |
| BI 004 | Elements of Biology | 4 |
| CART 060 | Sanitation and Safety | 2 |
| CH 003 | Introductory General Chemistry | 4 |
| NR 001 | Conservation of Natural Resources | 3 |
| NR 020 | GPS and Map Use | 1 |
| NR 021 | Introduction to GIS | 3 |
| AGEH 095A | Environmental Horticulture Turfgrass Work Experience (Maximum of 4 units may be used for work experience) | 1-4 |
| 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 office skills. Upon successful completion of this certificate, students will be prepared for employment in agriculture and retail sales, as an agriculture bookkeeper, an agriculture marketing assistant, or a farm and ranch manager assistant.

## Learning Outcomes

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

1. Demonstrate office and computer skills in day-to-day agriculture business.
2. Be prepared for employment in the agriculture industry, typically at the entry level.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| AGEH 008 | Landscape Management | 3 |
| AGPS 002 | Entomology - General & Applied | 4 |
| AGPS 005 | Plant Science | 3 |
| AIS 002A | Introductory Microsoft Outlook | 1 |
| AIS 003A | Introductory Microsoft Word | 1 |
| AIS 006 | Business Research | 2 |
| CART 060 | Sanitation and Safety | 2 |
| **Electives** | | |
| Select 6 units from the following: | | |
| AGEH 001 | Horticulture | 3 |
| AGEH 005 | Ornamental Plant Identification | 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 |
| AGBU 059A | Leadership | 1 |
| AGBU 059B | Careers | 1 |
| AGPS 001 | Soils & Plant Nutrition | 4 |
| AGPS 005L | Plant Science Lab | 1 |
| AGPS 032 | Pesticide Laws & Regulations | 2 |
| AIS 004A | Introductory PowerPoint | 1 |
| AIS 005 | Office Technology Skills | 3 |
| AIS 007A | Introductory Excel | 1 |
| AIS 007B | Advanced Excel | 2 |
| BI 004 | Elements of Biology | 4 |
| BUAC 010 | Accounting with QuickBooks | 3 |
| BUAC 051 | Accounting for Entrepreneurs & Business Managers | 3 |
| CH 003 | Introductory General Chemistry | 4 |
| CIS 010 | Introduction to Information Systems | 4 |
| ECON 002 | Principles of Microeconomics | 3 |
| MATH 014 | | 4 |
| EMP 011 | New World of Work Skills:Self-Awareness | 0.5 |
| EMP 014 | New World of Work Skills: Collaboration | 0.5 |
| EMP 015 | New World of Work Skills: Empathy | 0.5 |
| EMP 017 | New World of Work Skills: Resilience | 0.5 |
| EMP 018 | New World of Work Skills: Entrepreneurial Mindset | 0.5 |
| EMP 019 | New World of Work Skills: Social Diversity/ Awareness | 0.5 |
| NR 020 | GPS and Map Use | 1 |
| NR 021 | Introduction to GIS | 3 |
| AGEH 095A | Environmental Horticulture Turfgrass Work Experience (Maximum of 4 units may be used for work experience) | 1-4 |
| or BUAC 095A | Accounting Work Experience | |
| or CIS 095A | Computer Information Systems Work Experience | |
| **CERTIFICATE TOTAL** | | **22** |

# 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, gain proficiency with 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 the following fields: agriculture and retail sales, agriculture bookkeeper, marketing assistant, and farm and ranch manager assistant.

## Learning Outcomes

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

1. Be qualified for jobs as agriculture bookkeeper, marketing assistant, and farm and ranch manager assistant.
2. Demonstrate proficiency in office and computer skills in day-today agriculture business.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| AGPS 001 | Soils & Plant Nutrition | 4 |
| AGPS 005 | Plant Science | 3 |
| AIS 002A | Introductory Microsoft Outlook | 1 |
| AIS 003A | Introductory Microsoft Word | 1 |
| AIS 004A | Introductory PowerPoint | 1 |
| AIS 006 | Business Research | 2 |
| BUMA 010 | Introduction to Business | 3 |
| BUMA 094 | Business Communications | 3 |
| CART 060 | Sanitation and Safety | 2 |
| EMP 011 | New World of Work Skills:Self-Awareness | 0.5 |
| EMP 014 | New World of Work Skills: Collaboration | 0.5 |
| EMP 015 | New World of Work Skills: Empathy | 0.5 |
| EMP 017 | New World of Work Skills: Resilience | 0.5 |
| EMP 018 | New World of Work Skills: Entrepreneurial Mindset | 0.5 |
| EMP 019 | New World of Work Skills: Social Diversity/ Awareness | 0.5 |
| **Electives** | | |
| Select 6 units from the following: | | 6 |
| AGEH 001 | Horticulture | 3 |
| AGEH 005 | Ornamental Plant Identification | 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 |
| AGPS 005L | Plant Science Lab | 1 |
| AGPS 032 | Pesticide Laws & Regulations | 2 |
| AGBU 059A | Leadership | 1 |
| AGBU 059B | Careers | 1 |
| AIS 005 | Office Technology Skills | 3 |
| AIS 007A | Introductory Excel | 1 |
| AIS 007B | Advanced Excel | 2 |
| BI 004 | Elements of Biology | 4 |
| BUAC 010 | Accounting with QuickBooks | 3 |
| BUAC 051 | Accounting for Entrepreneurs & Business Managers | 3 |
| BUMA 001 | Principles of Management | 3 |
| BUMA 027 | Marketing Principles | 3 |
| BUMA 028 | Introduction To Entrepreneurship | 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 |
| CH 003 | Introductory General Chemistry | 4 |
| CIS 010 | Introduction to Information Systems | 4 |
| ECON 002 | Principles of Microeconomics | 3 |
| MATH 014 | | 4 |
| NR 001 | Conservation of Natural Resources | 3 |
| NR 020 | GPS and Map Use | 1 |
| NR 021 | Introduction to GIS | 3 |
| AGEH 095A | Environmental Horticulture Turfgrass Work Experience (Maximum of 4 units may be used for work experience) | 1-4 |
| or BUAC 095A | Accounting Work Experience | |
| or CIS 095A | Computer Information Systems Work Experience | |
| **CERTIFICATE TOTAL** | | **29** |

# 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 http://www.cdpr.ca.gov/.

## Learning Outcomes

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

1. Using industry standards, accurately apply fertilizer and chemicals for weed management, crop production, and integrated.
2. Be qualified for jobs as pest control operator, pesticide applicator, or crop advisor or serving as an agronomist or farm manager.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| 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 | 3 |
| AGEH 005 | Ornamental Plant Identification | 3 |
| AGEH 030 | Landscape Equipment | 2 |
| AGEH 046 | Landscape Irrigation Systems | 2 |
| AGEH 046L | Landscape Irrigation Systems Lab | 1 |
| AGPS 002 | Entomology - General & Applied | 4 |
| AGBU 059A | Leadership | 1 |
| AGBU 059B | Careers | 1 |
| AIS 003A | Introductory Microsoft Word | 1 |
| AIS 004A | Introductory PowerPoint | 1 |
| AIS 005 | Office Technology Skills | 3 |
| AIS 006 | Business Research | 2 |
| AIS 007A | Introductory Excel | 1 |

| | | |
|---|---|---|
| AIS 007B | Advanced Excel | 2 |
| CART 060 | Sanitation and Safety | 2 |
| CH 003 | Introductory General Chemistry | 4 |
| CIS 010 | Introduction to Information Systems | 4 |
| NR 020 | GPS and Map Use | 1 |
| NR 021 | Introduction to GIS | 3 |
| AGEH 095A | Environmental Horticulture Turfgrass Work Experience (Maximum of 4 units may be used for work experience) | 1-4 |
| or BUAC 095A | Accounting Work Experience | |
| or CIS 095A | Computer Information Systems Work Experience | |
| **CERTIFICATE TOTAL** | | **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. are 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.

## Learning Outcomes

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

1. Demonstrate creative problem solving by investigating an agricultural situation and proposing options for evaluation.
2. Be prepared for entry-level positions as Automation Specialist, Plant System Technician, Agricultural Technician, Agricultural Aide, Production Technician.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **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 | Introduction to Information Systems | 4 |
| NR 020 | GPS and Map Use | 1 |
| NR 021 | Introduction to GIS | 3 |
| **Electives** | | |
| Select 6 units from the following: | | |
| AGEH 001 | Horticulture | 3 |
| AGEH 005 | Ornamental Plant Identification | 3 |
| AGEH 008 | Landscape 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 |
| AGBU 059A | Leadership | 1 |
| AGBU 059B | Careers | 1 |
| AIS 003A | Introductory Microsoft Word | 1 |
| AIS 004A | Introductory PowerPoint | 1 |
| AIS 005 | Office Technology Skills | 3 |
| AIS 006 | Business Research | 2 |
| AIS 007B | Advanced Excel | 2 |
| AIS 007A | Introductory Excel | 1 |
| BI 004 | Elements of Biology | 4 |
| CH 003 | Introductory General Chemistry | 4 |
| NR 001 | Conservation of Natural Resources | 3 |
| AGEH 095A | Environmental Horticulture Turfgrass Work Experience (Maximum of 4 units may be used for work experience) | 1-4 |
| or BUAC 095A | Accounting Work Experience | |
| or CIS 095A | Computer Information Systems Work Experience | |
| **CERTIFICATE TOTAL** | | **29** |

# 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.

## Learning Outcomes

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

1. Acquire proficiency in identifying tree diseases, pests, and environmental stressors, assessing tree health, and implementing appropriate maintenance techniques.
2. Demonstrate competence in safe tree climbing techniques using industry-standard equipment. As part of their training, they will demonstrate proficiency in tree rigging methods for efficient and safe tree removal, pruning, and maintenance operations, adhering to industry safety standards and best practices.
3. An understanding of urban forestry management principles and arboriculture practices will be gained by students. Through the development of tree management plans, arboricultural strategies, and a thorough understanding of factors such as species selection, site conditions, and community needs, these students will be able to enhance the ecological, aesthetic, and social value of urban tree populations.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **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 |
| **CERTIFICATE TOTAL** | | **18** |

# 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.

## Learning Outcomes

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

1. Fulfill the requirements for an entry-level position in their field.
2. Apply critical thinking skills to execute daily duties in their area of employment.
3. Apply critical thinking skills to research, evaluate, analyze, and synthesize information.
4. Display the skills and aptitude necessary to qualify for certification exams in their field.
5. Exhibit effective written, oral communication and interpersonal skills.
6. Transfer to a higher level learning institution.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **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 |
| **Electives** | | |
| Select 5 units from the following: | | |
| AGEH 024 | Advanced Turfgrass Management | 3 |
| AGEH 034 | Golf Course Management | 3 |
| AGEH 095A | Environmental Horticulture Turfgrass Work Experience (1-2 units in addition to required) | 1-8 |
| AGPS 002 | Entomology - General & Applied | 4 |
| AGPS 032 | Pesticide Laws & Regulations | 2 |
| BUMA 031 | Business Calculations | 3 |
| CIS 010 | Introduction to Information Systems | 4 |
| NR 001 | Conservation of Natural Resources | 3 |
| NR 001L | Conservation of Natural Resources Lab | 1 |
| **Required Subtotal** | | **33** |
| **Elective Subtotal** | | **5** |
| COD General Education Pattern (p. 84) | | 23 |
| **DEGREE TOTAL** | | **61** |

# 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.

## Learning Outcomes

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

1. Fulfill the requirements for an entry- level position in their field.
2. Apply critical thinking skills to execute daily duties in their area of employment.
3. Apply critical thinking skills to research, evaluate, analyze, and synthesize information.
4. Display the skills and aptitude necessary to qualify for certification exams in their field.
5. Exhibit effective written, oral communication and interpersonal skills.
6. Transfer to a higher level learning institution.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **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 |
| **Electives (with Advisor approval)** | | |
| 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 | Introduction to Information Systems | |
| NR 001 | Conservation of Natural Resources | |
| NR 001L | Conservation of Natural Resources Lab | |
| NR 041A | Native Plants - Mountain | |
| NR 041B | Native Plants - Desert | |
| **Required Subtotal** | | **31** |
| **Elective Subtotal** | | **7** |
| **CERTIFICATE TOTAL** | | **38** |

# 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.

## Learning Outcomes

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

1. Demonstrate mastery in Landscape Design and Installation methodologies, deeply informed by the principles of environmental horticulture and turfgrass management, to stand out and flourish within the professional landscape sector.
2. Excel academically and showcase specialized skills in irrigation, essential for securing employment opportunities within the industry.
3. Acquire certifications for a diverse array of roles, such as Ground Maintenance Irrigation Specialist, Irrigation Technician, Golf Course Irrigation Specialist, and adept Irrigation Designer and Installer.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **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 |
| **CERTIFICATE TOTAL** | | **18** |

# 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.

## Learning Outcomes

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

1. Develop a comprehensive understanding of Pest Identification for precise application of fertilizers and chemicals to eliminate weeds, diseases, and pests.
2. Demonstrate valuable skills that will facilitate employment opportunities and success in pest management-related fields.
3. Achieve certifications for a range of positions, such as Pest Control Operator and Licensed Pesticide Applicator, across different environmental settings and landscapes.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **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 |
| **CERTIFICATE TOTAL** | | **18** |

# 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.

## Learning Outcomes

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

1. Fulfill the requirements for an entry- level position in their field.
2. Apply critical thinking skills to execute daily duties in their area of employment.
3. Apply critical thinking skills to research, evaluate, analyze, and synthesize information.
4. Display the skills and aptitude necessary to qualify for certification exams in their field.
5. Exhibit effective written, oral communication and interpersonal skills.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **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 |
| **Electives** | | |
| Select 4 units from the following: | | |
| AGPS 002 | Entomology - General & Applied | 4 |
| AGEH 005 | Ornamental Plant Identification | 3 |
| AGEH 009 | Landscape Planning & Design | 3 |
| AGEH 020 | Landscape Construction | 2 |
| AGEH 034 | Golf Course Management | 3 |
| AGEH 095A | Environmental Horticulture Turfgrass Work Experience (1-2 units in addition to required) | 1-8 |
| NR 001 | Conservation of Natural Resources | 3 |
| NR 001L | Conservation of Natural Resources Lab | 1 |
| NR 041A | Native Plants - Mountain | 1 |
| NR 041B | Native Plants - Desert | 1 |
| NR 059 | Careers in Natural Res & Agri Sciences | 3 |
| BUAC 066 | Fundamentals of Bookkeeping | 3 |
| BUMA 031 | Business Calculations | 3 |
| CIS 010 | Introduction to Information Systems | 4 |
| **Required Subtotal** | | **33** |
| **Elective Subtotal** | | **4** |
| COD General Education Pattern (p. 84) [1] | | 23 |
| **DEGREE TOTAL** | | **64** |

[1] Units for the major may be double counted for COD General Education, confer with a Counselor.

# 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.

## Learning Outcomes

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

1. Fulfill the requirements for an entry- level position in their field.
2. Apply critical thinking skills to execute daily duties in their area of employment.
3. Apply critical thinking skills to research, evaluate, analyze, and synthesize information.
4. Display the skills and aptitude necessary to qualify for certification exams in their field.
5. Exhibit effective written, oral communication and interpersonal skills.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **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: | | |
| AGPS 002 | Entomology - General & Applied | 4 |
| AGPS 005 | Plant Science | 3 |
| AGPS 005L | Plant Science Lab | 1 |
| AGEH 005 | Ornamental Plant Identification | 3 |
| AGEH 009 | Landscape Planning & Design | 3 |
| AGEH 034 | Golf Course Management | 3 |
| AGEH 095A | Environmental Horticulture Turfgrass Work Experience (1-2 units in addition to required) | 1-8 |
| NR 001 | Conservation of Natural Resources | 3 |
| NR 001L | Conservation of Natural Resources Lab | 1 |
| NR 041A | Native Plants - Mountain | 1 |
| NR 041B | Native Plants - Desert | 1 |
| NR 059 | Careers in Natural Res & Agri Sciences | 3 |
| BUAC 066 | Fundamentals of Bookkeeping | 3 |
| BUMA 031 | Business Calculations | 3 |
| CIS 010 | Introduction to Information Systems | 4 |
| **Required Subtotal** | | **30** |

| | |
|---|---|
| **Elective Subtotal** | **8** |
| **CERTIFICATE TOTAL** | **38** |

# 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.

## Learning Outcomes

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

1. The ability to demonstrate exceptional managerial and leadership skills opens the door to enhanced opportunities and success within the turfgrass management industry.
2. Acquire academic excellence and show specialized skill in Turfgrass Management disciplines, necessary for a successful career.
3. Prepare for a successful career in the field of turfgrass management.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **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 |
| **CERTIFICATE TOTAL** | | **18** |

# 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:**

**George Brown**
gjbrown@collegeofthedesert.edu
760.568.3238

**Ramiro Galicia**
rgalicia@collegeofthedesert.edu
760.674.7833

# Air Conditioning & Refrigeration AS Degree

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

## Learning Outcomes

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

1. Fulfill the requirements for an entry-level position in the air conditioning and refrigeration industries related to proper service and installation of HVAC equipment.
2. Apply critical thinking skills to execute daily duties in industry workplaces related to air conditioning and refrigeration employment.
3. Display the skills and aptitude necessary to pass industry credential and certification exams in the air conditioning and refrigeration fields.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **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 074A | Residential System Installation | 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 |
| **Electives** | | |
| Select 10 units from the following: | | |
| ACR 076 | Facilities Maintenance - Chillers | 3 |
| ACR 084 | Boiler & Hydronic Heating | 3 |
| ACR 090 | Introduction to Building Automation Systems | 3 |
| ACR 091 | Introduction to Building Automation Networks and Programming | 3 |
| ACR 092 | Advanced Building Automation Networks and Programming | 3 |
| ACR 095A | Air Conditioning Refrigeration Work Experience | 1 |
| ACT 020 | Introduction to Construction Technology | 3 |
| ACT 021 | Site Preparation and Layout | 1 |

| | | |
|---|---|---|
| ACT 022 | Concrete & Formwork | 1 |
| ACT 023 | Framing Carpentry | 4 |
| ACT 024 | Roofing Applications | 2 |
| ACT 025 | Thermal & Moisture Protection | 1 |
| ACT 026 | Drywall Installation & Finish | 1 |
| ACT 027 | Exterior Finish | 1 |
| ACT 028 | Finish Carpentry | 4 |
| ACT 029 | Masonry Fundamentals | 2 |
| ACT 030 | Plumbing Fundamentals | 3 |
| ACT 031 | Electrical Fundamentals | 3 |
| ARCH 011 | Architectural Blueprint Reading | 3 |
| AUTO 018 | Automotive Heating, Ventilation & Air Conditioning | 4 |
| BIT 010 | California Building Codes | 4 |
| BIT 020 | California Mechanical Codes | 2 |
| BIT 024 | California Energy Codes | 3 |
| BIT 030 | California Plumbing Codes | 2 |
| BIT 040 | California Electrical Codes | 2 |
| BUAC 020A | Financial Accounting | 4 |
| BUAC 066 | Fundamentals of Bookkeeping | 3 |
| BUMA 020A | Business Law I | 3 |
| BUMA 028 | Introduction To Entrepreneurship | 3 |
| BUMA 031 | Business Calculations | 3 |
| BUMA 094 | Business Communications | 3 |
| ESYS 004 | Industrial Calculations | 3 |
| ESYS 005 | Zero Net Energy Building Science | 4 |
| ESYS 006 | Fundamentals of Building Commissioning | 3 |
| **Required Subtotal** | | **30** |
| **Electives Subtotal** | | **10** |
| COD General Education Pattern (p. 84) | | 23 |
| **DEGREE TOTAL** | | **63** |

# 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.

## Learning Outcomes

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **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 |
| **CERTIFICATE TOTAL** | | **27** |

# 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.

## Learning Outcomes

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

1. 1. Demonstrate plotting psychometric diagrams 2. Diagnose HVAC system performance using air properties and system charge verification procedures 3. Demonstrate proper economizer set up.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| 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 Preperation 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.

## Learning Outcomes

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

1. Preform proper recovery Preform proper evacuation complete HVAC system charging. Obtain EPA 608 Universal License.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **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.

## Learning Outcomes

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

1. Acquire EPA 608 Universal License.
2. Acquire the skills to perform proper recovery and reclamations.
3. Acquire the skills to evacuate an HVAC System properly.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **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 |

# 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 Cal-GETC and 18-21 units in the major with a cumulative GPA of 2.0 or better. Title 5 requires that students must earn a “C” (or "P") 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.

## Learning Outcomes

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

1. Identify and analyze key concepts and theories about human evolution, human variation, and cultural development.
2. Critique generalizations and popular opinion about human behavior and society, distinguishing opinion, values, and pseudoscience from scientific observations and study.
3. Understand and think critically about different cultures (including topics such as race, gender, and class) and their influence on human development, societies, and globalization.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Core Courses (12-13 units)** | | |
| ANTH 001 | Human Evolution: Introduction to Biological Anthropology | 3 |
| ANTH 002 | Cultural Anthropology | 3 |
| ANTH 003 | Archaeology, Introduction to Prehistory | 3 |
| SOC 003 | Fundamentals of Statistics | 3-4 |
| or STAT C1000 | Introduction to Statistics | |
| **List A** | | |
| Select 1 course from the following (3-4 Units): | | |
| BI 013 | Human Anatomy and Physiology I | 4 |
| G 001 | Physical Geology | 4 |
| G 005 | Environmental Geology | 4 |
| G 010 | The Earth Sciences | 4 |
| NR 021 | Introduction to GIS | 3 |
| PHIL 018 | Philosophy of Science | 3 |
| PSY 025 | Intro to Research Methods for Soc Sciences | 3 |
| **List B** | | |
| Select 1 course from the following (3 units): | | |
| Any List A course not already used. | | |
| GEOG 002 | Cultural Geography | 3 |
| PHIL 012 | Religions of the World | 3 |
| SOC 001 | Introductory Sociology | 3 |
| SOC 014 | Introduction to Race & Ethnicity | 3 |
| SOC 015 | Mexican American Culture & Society | 3 |
| **Required Subtotal** | | **18-21** |
| Cal-GETC (p. 90) [1] | | 34 |
| Transferable Electives (as needed to reach 60 transferable units) [2] | | |
| **DEGREE TOTAL** | | **60** |

1. Units for the major may be double counted for Cal-GETC, confer with a Counselor.
2. Elective units to reach 60 unit total must be CSU transferable, confer with a Counselor.

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

# Applications and Information Systems

The Applications & Information Systems (AIS) program at College of the Desert offers a degree in Applications & Information Systems. It also offers certificates such as Business Information Worker (BIW), BIW-Manager, and also specialties in Legal Office, Medical Office and Marketing. The program includes courses that are part of many other programs including accounting, business administration, hospitality, digital design and it takes advantage of a cross disciplinary integration of information systems with other fields of high demand in the Coachella Valley. The program is currently expanding to satisfy demand of additional industries in the area.

The Applications & Information Systems program meets both the State of California’s CTE program career advancement and California Community College goals. The development of this program is the result of the need for active professionals with the skills set used in multiple office environments.

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 pursuing undergraduate studies in AIS commonly enter career paths that include office administration, general business, web design, database management, or electronic bookkeeping.

**Advisors:**

**Michelle Richards**
mrichards@collegeofthedesert.edu
760.565.4822

**Pablo Romero**
promero@collegeofthedesert.edu
760.776.7305

# Applications and Information Systems AS Degree

The Associate 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.

Students who choose not to major in Application Information Systems or as Business Information Workers 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 technical and office support 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.

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 environment.

## Learning Outcomes

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

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

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses (BIW I) 12-Units** | | |
| AIS 005 | Office Technology Skills | 3 |
| AIS 012 | Office Support Skills | 3 |
| AIS 073 | Word Processing Software | 3 |
| AIS 074 | Presentation Software | 3 |
| **Required Courses (BIW II) 12-units** | | |
| AIS 023 | Digital Security & Cloud Storage for Office Professionals | 2 |
| AIS 013 | Office Workplace Employment Preparation | 3 |
| CIS 010 | Introduction to Information Systems (or) | 4 |
| AIS 071 | Microsoft Office Pro | 4 |
| AIS 072 | Spreadsheet Software | 3 |
| **Required Courses (from BIW III) 5-Units** | | |
| AIS 006 | Business Research | 2 |
| AIS 020 | Accessibility for Office Professionals | 3 |
| **Elective Courses- 8-Units** | | |
| AIS 025 | Medical Billing | 3 |
| BUAC 010 | Accounting with QuickBooks | 3 |
| BUHM 031 | Customer Service Management | 3 |
| BUMA 032 | Human Relations in the Workplace | 3 |
| BUMA 094 | Business Communications | 3 |
| BUMA 001 | Principles of Management | 3 |
| BUMA 010 | Introduction to Business | 3 |
| CIS 082C | Front End Web Development | 3 |
| AIS 095A | Applications and Information Systems Work Experience | 1-3 |
| 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 | |
| or HS 095A | Health Sciences Work Experience | |
| or CJ 095A | Criminal Justice Work Experience | |
| **Required Subtotal** | | **29** |
| **Elective Subtotal** | | **8** |
| COD General Education Pattern (p. 84) | | 23 |
| **DEGREE TOTAL** | | **60** |

# BIW I: Office Support and Technologies Certificate of Achievement

BIW I: Office Support & Technologies 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 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 your skills toolbox as you move through levels.

## Learning Outcomes

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

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

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses- 12 Units** | | |
| AIS 005 | Office Technology Skills | 3 |
| AIS 012 | Office Support Skills | 3 |
| AIS 074 | Presentation Software | 3 |
| AIS 073 | Word Processing Software | 3 |
| **CERTIFICATE TOTAL** | | **12** |

# BIW II: Office Support and Technologies Certificate of Achievement

The Business Information Worker BIW II: Office Support & Technologies 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 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. Although the courses can be completed out of order, the certificates are meant to progress accordingly as to be a solid base to strengthen your skills toolbox as you move through levels.

## Learning Programs

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

1. Navigate a variety of modern-day office technology.
2. Be able to analyze current office support performance and be able to demonstrate the ability to make educated office support decisions to achieve desirable outcomes.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses (16 units)** | | |
| AIS 013 | Office Workplace Employment Preparation | 3 |
| AIS 023 | Digital Security & Cloud Storage for Office Professionals | 2 |
| AIS 072 | Spreadsheet Software | 3 |
| CIS 010 | Introduction to Information Systems (or) | 4 |
| AIS 071 | Microsoft Office Pro | 4 |
| **Elective Courses (select 3-units)** | | |
| BUAC 010 | Accounting with QuickBooks | 3 |
| AIS 025 | Medical Billing | 3 |
| BUHM 031 | Customer Service Management | 3 |
| BUMA 032 | Human Relations in the Workplace | 3 |
| BUMA 094 | Business Communications | 3 |
| **CERTIFICATE TOTAL** | | **15** |

# BIW IV: Marketing Office Specialist Certificate of Achievement

BIW IV: Marketing Office Specialist Certificate of Achievement helps students to develop a dynamic skill and use social media as part of a marketing strategy to promote businesses, create demand and increase sales based on customer and market responses.

## Learning Outcomes

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

1. Create a framework that uses social media platforms as analytical tools.
2. Utilize social media as a promotional tool within a marketing strategy for a small business.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses- 16 units** | | |
| AIS 074 | Presentation Software | 3 |
| AIS 072 | Spreadsheet Software | 3 |
| CIS 010 | Introduction to Information Systems (or) | 4 |
| AIS 071 | Microsoft Office Pro | 4 |
| BUMA 027 | Marketing Principles | 3 |
| BUMA 026 | Social Media Marketing | 3 |
| **Elective Courses - select 3 units from the following:** | | |
| BUMA 094 | Business Communications | 3 |
| MC 005 | Introduction to Public Relations | 3 |
| BUMA 095A | Business Management Work Experience | 1-5 |
| CIS 095A | Computer Information Systems Work Experience | 1-5 |
| AIS 095A | Applications and Information Systems Work Experience | 1-5 |
| **CERTIFICATE TOTAL** | | **19** |

# BIW IV: Medical Office Specialist Certificate of Achievement

The Business Information Worker BIW IV: Medical Office Specialist Certificate of Achievement prepares students for entry-level medical office support positions in a variety of different medical environments. After successful completion of the BIW IV: Medical Office Specialist Certificate of Achievement, students may seek employment as medical office clerks and/or medical billers in hospitals, clinics and private practice medical offices.

## Learning Outcomes

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

1. Students will have the necessary knowledge and sensitivity to handle proprietary information for an entry level position in medical billing, or information management at a medical office or hospital.
2. Students will be prepared to take the Certified Professional Biller (CBP) certification test.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses- 16 units** | | |
| CIS 010 | Introduction to Information Systems (or) | 4 |
| AIS 071 | Microsoft Office Pro | 4 |
| AIS 025 | Medical Billing | 3 |
| BUMA 094 | Business Communications | 3 |
| HS 061 | Medical Terminology | 3 |
| HS 074 | Informatics for Health Science | 3 |
| **Elective Courses - select 3 units from the following:** | | |
| BUMA 064 | Human Resource Management | 3 |
| BUMA 032 | Human Relations in the Workplace | 3 |
| CIS 095A | Computer Information Systems Work Experience | 1-3 |
| BUMA 095A | Business Management Work Experience | 1-3 |
| BUAC 095A | Accounting Work Experience | 1-3 |
| AIS 095A | Applications and Information Systems Work Experience | 1-3 |
| HS 095A | Health Sciences Work Experience | 1-3 |
| **CERTIFICATE TOTAL** | | **19** |

# BIW IV: Legal Office Specialist Certificate of Achievement

BIW IV: 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.

## Learning Outcomes

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

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

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses- 18 units** | | |
| AIS 006 | Business Research | 2 |
| BUMA 020A | Business Law I | 3 |
| BUMA 094 | Business Communications | 3 |
| CIS 010 | Introduction to Information Systems (or) | 4 |
| AIS 071 | Microsoft Office Pro | 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 | 3 |
| BUMA 095A | Business Management Work Experience (Maximum of 3 units may be used for work experience) | 1-5 |
| CIS 095A | Computer Information Systems Work Experience (Maximum of 3 units may be used for work experience) | 1-5 |
| AIS 095A | Applications and Information Systems Work Experience (Maximum of 3 units may be used for work experience) | 1-5 |
| CJ 095A | Criminal Justice Work Experience (Maximum of 3 units may be used for work experience) | 1-5 |
| **CERTIFICATE TOTAL** | | **21** |

# Business Information Worker - Real Estate Specialist

The Business Information Worker (BIW) – Real Estate Specialist Certificate of Achievement prepares students for a career as a Real Estate Salesperson according to the California Bureau of Real Estate (CalBRE) and the Department of Real Estate (DRE). After successful completion of the BIW - Real Estate Specialist Certificate of Achievement, students may take the Real Estate Salesperson License test and then seek employment as real estate agents or work for a real estate broker and/or management company.

## Learning Outcomes

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

1. Students will be prepared to become a Real Estate office professional or work for a Real Estate broker.
2. Students will have the knowledge to perform the duties in a Real Estate office environment, among licensed agents and brokers.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| CIS 010 | Introduction to Information Systems | 4 |
| AIS 006 | Business Research | 2 |
| AIS 030 | Real Estate Principles | 3 |
| AIS 032 | Real Estate Practice | 3 |
| **Elective Courses - select 1 course from the following:** | | |
| BUAC 020A | Financial Accounting | 4 |
| BUMA 020A | Business Law I | 3 |
| **CERTIFICATE TOTAL** | | **15-16** |

# Architecture/Environmental Design

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

**Advisor:**

**Bert Bitanga**
dbitanga@collegeofthedesert.edu
760.776.7236

# Architectural Technology AS Degree (transfer preparation)

The Architectural Technology Associate of Science (Transfer Preparation) degree offers courses with a broad perspective in Architecture practice, design and general education developed for students planning to continue their education toward a baccalaureate, or advanced degree in Architecture or related majors. Individuals will be involved in learning design theory, all aspects of the building design process, and project presentations of various building typologies.

## Learning Outcomes

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

1. Fulfill the requirements for an entry-level position in their field.
2. Apply critical thinking skills to execute daily duties in their area of employment.
3. Apply critical thinking skills to research, evaluate, analyze, and synthesize information.
4. Display the skills and aptitude necessary to qualify for certification exams in their field.
5. Exhibit effective written, oral communication and interpersonal skills.
6. Transfer to a higher level learning institution.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | **Units** |
| ARCH 014 | History of Architecture I | 3 |
| ARCH 100 | Introduction to Design Theories and Methods | 3 |
| ARCH 101 | Architectural Design Fundamentals 1 | 3 |
| ARCH 102 | Architectural Design Fundamentals 2 | 3 |
| ARCH 120 | Visual Literacy and Civilization: An Architect's View | 3 |
| ARCH 150 | Foundation Digital Design | 3 |
| ARCH 201 | Architectural Design Fundamentals 3 | 3 |
| ARCH 202 | Architectural Design Fundamentals 4,Second Year Design 2 | 3 |
| ARCH 210 | Introduction to Sustainable Architectural Design | 3 |
| ARCH 220 | Architectural Programming | 3 |
| ARCH 250 | Intermediate Digital Design | 3 |
| **Required Subtotal** | | **33** |
| Cal-GETC (p. 90) [1] | | 34 |
| **DEGREE TOTAL** | | **67** |

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

# Architectural Technology AS Degree (employment preparation)

The **Architectural Technology Associate of Science** (Employment Preparation) degree offers courses with a broad perspective in Architecture practice, building design and general education developed for students planning to gain employment in the Architectural field or any of the related fields of the building industry. Students will be involved in the process of producing construction documents, but may also contribute in the design, presentation, and construction administration of various building typologies.

## Learning Outcomes

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

1. Fulfill the requirements for an entry-level position in their field.
2. Apply critical thinking skills to execute daily duties in their area of employment.
3. Apply critical thinking skills to research, evaluate, analyze, and synthesize information.
4. Display the skills and aptitude necessary to qualify for certification exams in their field.
5. Exhibit effective written, oral communication and interpersonal skills.
6. Transfer to a higher level learning institution.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | **Units** |
| ARCH 002 | Materials of Construction | 4 |
| ARCH 003A | Architectural Practice I | 3 |
| ARCH 005A | Introduction to Drawing & Perspective | 3 |
| ARCH 005B | Architectural Delineation | 3 |
| ARCH 011 | Architectural Blueprint Reading | 3 |
| ARCH 101 | Architectural Design Fundamentals 1 | 3 |
| ARCH 102 | Architectural Design Fundamentals 2 | 3 |
| ARCH 150 | Foundation Digital Design | 3 |
| ARCH 250 | Intermediate Digital Design | 3 |
| ARCH 201 | Architectural Design Fundamentals 3 | 3 |
| ARCH 202 | Architectural Design Fundamentals 4,Second Year Design 2 | 3 |
| ARCH 210 | Introduction to Sustainable Architectural Design | 3 |
| DRA 001 | Technical Drafting I | 3 |
| DRA 002 | AutoCAD | 4 |
| DRA 011 | Intro to Sketchup & Revit | 3 |
| **Required Subtotal** | | **47** |
| COD General Education Pattern (p. 84) | | 23 |
| **DEGREE TOTAL** | | **70** |

# 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.

## Learning Outcomes

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

1. Fulfill the requirements for an entry- level position in their field.
2. Apply critical thinking skills to execute daily duties in their area of employment.
3. Apply critical thinking skills to research, evaluate, analyze, and synthesize information.
4. Display the skills and aptitude necessary to qualify for certification exams in their field.
5. Exhibit effective written, oral communication and interpersonal skills.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **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 |
| **CERTIFICATE TOTAL** | | **38** |

# 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.

## Learning Outcomes

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

1. Cite and apply the California building codes in construction, regulation, and design.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **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 011 | Architectural Blueprint Reading | 3 |
| **CERTIFICATE TOTAL** | | **26** |

# 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.

## Learning Outcomes

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **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 |
| **Required Subtotal** | | **29** |
| Select one of the following: [1] | | 37-39 |
| CSU General Education | | |
| IGETC Pattern | | |
| Kinesiology Activites | | 2 |
| **DEGREE TOTAL** | | **68-70** |

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

# 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.

## Learning Outcomes

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

1. Evaluate building materials used in construction.
2. Explain the drawing elements commonly found in a set of working drawings.
3. Develop methods of project cost estimating and construction scheduling.
4. Examine the environmental and social considerations involved in land use planning.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **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 |
| CM 001 | Introduction to Construction Management | 2 |
| CM 002 | Intro to Urban Planning | 3 |
| DRA 002 | AutoCAD | 4 |
| **Electives** | | |
| Select 11 units from the following: | | |
| ARCH 003B | Architectural Practice II | 3 |
| BIT 020 | California Mechanical Codes | 2 |
| BIT 030 | California Plumbing Codes | 2 |
| BIT 040 | California Electrical Codes | 2 |
| CM 003 | Site & Terrain Analysis | 3 |
| CM 004 | Construction Law Survey | 3 |
| CM 005 | Construction Planning | 3 |
| **Required Subtotal** | | **26** |
| **Elective Subtotal** | | **11** |
| COD General Education Pattern (p. 84) | | 23 |
| **DEGREE TOTAL** | | **60** |

# 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.

## Learning Outcomes

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

1. Evaluate building materials used in construction.
2. Develop methods of project cost estimating and construction scheduling.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **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 |
| **CERTIFICATE TOTAL** | | **29** |

# 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.

## Learning Outcomes

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **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 |
| **CERTIFICATE TOTAL** | | **34** |

# 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.*

## Learning Outcomes

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

1. Prepare current and future construction and real estate development professionals for the dynamic challenges of succeeding in the field of real estate development.
2. Encourage students to develop a sense of the scope of the Real Estate Development industry and an understanding of the basic requirements for success in the future.
3. Enable College of the Desert to foster articulations with four-year universities who offer degrees in this field.
4. Allow students to complete the certificate program while working part or full-time, with courses offered during the day and evening through traditional means, in concentrated seminars, as well as offered over the Internet when possible/appropriate.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **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 Principles | 3 |
| AIS 005 | Office Technology Skills | 3 |
| ECON 001 | Principles of Macroeconomics | 3 |
| **CERTIFICATE TOTAL** | | |
| **Total Units** | | **25** |

# California Building Codes Certificate of Completion

This certificate provides building code skills and training for students desiring to build or enhance a career in construction-related fields, such as: compliance documentation management, permit technicians, building inspectors, plans examiners, building officials, general contractors and all sub-trades interacting with building regulation, and trainers and educational professionals. This certificate provides the training required to understand, interpret, and meet compliance under the California Title 24, Part 2, Building Codes. Students will be introduced to the code process and will learn the coordination between trades, design limitations, and workflow processes.

## Learning Outcomes

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

1. Fulfill the requirements for an entry-level position in their field.
2. Apply critical thinking skills to execute daily duties in their area of employment.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| BIT 310A | California Building Codes Introduction | 0 |
| BIT 310B | California Building Codes ADA Requirements | 0 |
| BIT 310C | California Building Codes Construction Materials | 0 |

# California Building/Fire Codes Certificate of Completion

This certificate introduces building and fire codes and applications training for students desiring to build or enhance a career in construction-related fields, such as: compliance documentation management, permit technicians, building inspectors, plans examiners, building officials, general contractors and all sub-trades interacting with building regulation, and trainers and educational professionals. This certificate provides the training required to understand, interpret, and meet compliance under the California Title 24 Building and Fire Codes. Students will be introduced to the code process and will learn the coordination between trades, design limitations, and workflow processes.

## Learning Outcomes

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

1. Fulfill the requirements for an entry-level position in their field.
2. Apply critical thinking skills to execute daily duties in their area of employment.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| BIT 326A | Building & Fire Codes Introduction | 0 |
| BIT 326B | Building & Fire Codes Applied to Construction | 0 |

# California Electrical Codes Certificate of Completion

This certificate provides electrical code skills and training for students desiring to build or enhance a career in construction-related fields, such as: compliance documentation management, permit technicians, building inspectors, plans examiners, building officials, general contractors and all sub-trades interacting with building electrical regulation, and trainers and educational professionals. This certificate provides the training required to understand, interpret, and meet compliance under the California Title 24, Part 3, Electrical Codes. Students will be introduced to the code process and will learn the coordination between trades, design limitations, and workflow processes.

## Learning Outcomes

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

1. Fulfill the requirements for an entry-level position in their field.
2. Apply critical thinking skills to execute daily duties in their area of employment.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| BIT 340A | California Electrical Codes Introduction | 0 |
| BIT 340B | California Electrical Codes in Construction | 0 |

# California Energy Codes Certificate of Completion

The California Energy Codes Certificate of Completion provides energy code skills and training for students desiring to build a career in energy-related fields, such as:  energy analysis and consulting, compliance documentation management, building energy efficiency auditing, permit technicians, building inspectors, plans examiners, building officials, general contractors and all sub-trades interacting with building energy efficiency regulation, and trainers and educational professionals. This certificate provides the training required to understand, interpret and meet compliance under the California Title 24, Part 6, Energy Codes. Students will be introduced to the code process and will learn the coordination between trades, design limitations, and workflow processes.

## Learning Outcomes

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

1. Fulfill the requirements for an entry-level position in their field.
2. Apply critical thinking skills to execute daily duties in their area of employment.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| BIT 324A | California Energy Codes Introduction | 0 |
| BIT 324B | California Energy Codes Envelope & Mechanical | 0 |
| BIT 324C | California Energy Codes Water & Lighting | 0 |

# California Mechanical Codes Certificate of Completion

This certificate provides mechanical code skills and training for students desiring to build or enhance a career in construction-related fields, such as: compliance documentation management, permit technicians, building inspectors, plans examiners, building officials, general contractors and all sub-trades interacting with building mechanical regulation, and trainers and educational professionals. This certificate provides the training required to understand, interpret, and meet compliance under the California Title 24, Part 4, Mechanical Codes. Students will be introduced to the code process and will learn the coordination between trades, design limitations, and workflow processes.

## Learning Outcomes

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

1. Fulfill the requirements for an entry-level position in their field.
2. Apply critical thinking skills to execute daily duties in their area of employment.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| BIT 320A | California Mechanical Codes Introduction | 0 |
| BIT 320B | California Mechanical Codes in Construction | 0 |

# California Plumbing Codes Certificate of Completion

This certificate provides plumbing code skills and training for students desiring to build or enhance a career in construction-related fields, such as: compliance documentation management, permit technicians, building inspectors, plans examiners, building officials, general contractors and all sub-trades interacting with building plumbing regulation, and trainers and educational professionals. This certificate provides the training required to understand, interpret, and meet compliance under the California Title 24, Part 5, Plumbing Codes. Students will be introduced to the code process and will learn the coordination between trades, design limitations, and workflow processes.

## Learning Outcomes

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

1. Fulfill the requirements for an entry-level position in their field.
2. Apply critical thinking skills to execute daily duties in their area of employment.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| BIT 330A | California Plumbing Codes Introduction | 0 |
| BIT 330B | California Plumbing Codes in Construction | 0 |

# California Residential Codes Certificate of Completion

This certificate provides building code skills and training for students desiring to build or enhance a career in construction-related fields, such as: compliance documentation management, permit technicians, building inspectors, plans examiners, building officials, general contractors and all sub-trades interacting with building regulation, and trainers and educational professionals. This certificate provides the training required to understand, interpret, and meet compliance under the California Title 24, Part 2.5, Residential Codes. Students will be introduced to the code process and will learn the coordination between trades, design limitations, and workflow processes.

## Learning Outcomes

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

1. Fulfill the requirements for an entry-level position in their field.
2. Apply critical thinking skills to execute daily duties in their area of employment.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| BIT 325A | California Residential Code Administration & Planning | 0 |

| | | |
|---|---|---|
| BIT 325B | California Residential Code for Construction | 0 |

# Construction Technology Career Preparation Certificate of Completion

The Construction Technology Career Preparation Certificate of Completion provides students with an in-depth analysis of the organization and structure of the construction industry; the many career choices the industry offers; and an introduction to pathways selected from Framing, Finish Carpentry, Plumbing, Electricity, Masonry, Finishes, or Building Inspection. The certificate 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.

This certificate does not provide the complete, in-depth training required to begin a career in the construction industry. However, every course in this certificate can be applied to one of the College of the Desert Short Term Vocational Construction Technology or Building Inspection Technology programs.

## Learning Outcomes

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

1. Document the safety, environment, tools and equipment, and math concepts required for an entry-level position in the construction field.
2. Evaluate the variety of careers in the construction field and explain the training requirements for each and the opportunity for pursuing a California Contractor's License in each field.
3. Apply critical thinking skills to determine future career goals and training commitments within the construction industry.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| ACT 320 | Construction Safety | 0 |
| ACT 320B | Construction Math Concepts | 0 |
| ACT 320C | Construction Careers & Employability Skills | 0 |
| ACT 320D | Construction & the Environment | 0 |
| Electives: Select 3 from ACT or BIT | | |
| ACT 321 | Site Preparation & Layout Essentials | 0 |
| ACT 323 | Construction Framing Essentials | 0 |
| ACT 331 | Electrical Fundamentals | 0 |
| ACT 330 | Plumbing Fundamentals | 0 |
| ACT 329 | Masonry Fundamentals | 0 |
| ACT 324 | Roofing Applications | 0 |
| ACT 328 | Finish Carpentry Fundamentals | 0 |
| BIT 310A | California Building Codes Introduction | 0 |
| BIT 320A | California Mechanical Codes Introduction | 0 |
| BIT 324A | California Energy Codes Introduction | 0 |
| BIT 325A | California Residential Code Administration & Planning | 0 |
| BIT 330A | California Plumbing Codes Introduction | 0 |
| BIT 340A | California Electrical Codes Introduction | 0 |
| Electives: Select 4 from EMP | | |
| EMP 310A | New World of Work Skills: Recognizing Change as Opportunity | 0 |
| EMP 310B | New World of Work Skills: Facing Challenges | 0 |
| EMP 311A | New World of Work Skills: Self Awareness at Work | 0 |
| EMP 311B | New World of Work Skills: Personal Assessments | 0 |
| EMP 312A | New World of Work Skills: Online Presence and E-Resumes | 0 |
| EMP 312B | New World of Work Skills: Online Accountability | 0 |
| EMP 313A | New World of Work Skills: Communication Etiquette | 0 |
| EMP 313B | New World of Work Skills: Communication Effectiveness | 0 |
| EMP 314A | New World of Work Skills: Team Building | 0 |
| EMP 314B | New World of Work Skills: Transformational Leadership | 0 |
| EMP 315A | New World of Work Skills: Listening and Mirroring | 0 |
| EMP 315B | New World of Work Skills: Customer Service | 0 |
| EMP 316A | New World of Work Skills: Solving Problems | 0 |
| EMP 316B | New World of Work Skills: Design Thinking | 0 |
| EMP 317A | New World of Work Skills: Growth Mindset | 0 |
| EMP 317B | New World of Work Skills: Learning from Failure | 0 |
| EMP 318A | New World of Work Skills: Modern Workforce | 0 |
| EMP 318B | New World of Work Skills: Intrapreneurship | 0 |
| EMP 319A | New World of Work Skills: Gender and Ethnicity | 0 |
| EMP 319B | New World of Work Skills: Disabilities and Generations | 0 |

# Construction Technology Concrete and Masonry Certificate of Completion

The Construction Technology Concrete and Masonry Certificate of Completion provides students with the understanding and skills necessary to understand the significance of concrete as a building material and the importance of Masonry as both construction material and artistic form of expression in construction. Topics include the properties of cement, composition of concrete, reinforcement materials and the various types of forms needed for each particular footing. Topics in Masonry include basic materials, tools and techniques and the concept of modularity and layout of masonry units. Students participate in a practical lab or an actual project site under close supervision of trade professionals.

Students completing this certificate may seek an entry level career in the construction industry; pursue additional training in Framing Carpentry, Site Preparation and Layout, Electrical Construction Technology, Plumbing Construction Technology and Exterior Finishes. Students may also apply for credit by exam to transfer into a credit certificate or degree

in Construction Management, Building and Energy Systems Professional, or Architecture/Drafting.

## Learning Outcomes

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

1. Outline the safety procedures associated with the construction and use of concrete forms and masonry applications.
2. Calculate volume estimates for concrete quantity requirements.
3. Describe modern masonry materials, methods of applications and procedure for laying out masonry units in a true course.
4. Apply critical thinking skills to execute daily duties in their area of employment.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| ACT 320 | Construction Safety | 0 |
| ACT 321 | Site Preparation & Layout Essentials | 0 |
| ACT 321A | Site Preparation & Layout Lab | 0 |
| ACT 322 | Concrete & Formwork | 0 |
| ACT 329 | Masonry Fundamentals | 0 |
| ACT 329A | Masonry Fundamentals Lab | 0 |

# Construction Technology Drywall Installation and Finish Certificate of Completion

The Construction Technology Drywall Installation and Finish Certificate of Completion provides students with the understanding and skills necessary to understand proper installation, types of application and various finishes applied on gypsum board. Topics include tools, fasteners, materials, soundproofing, estimating, and avoidance of problems through appropriate selection of procedure and careful installation. Students participate in an actual practical labor project site under the close supervision of a qualified instructor.

Students completing this certificate may seek an entry level career in the construction industry; pursue additional training in Framing Carpentry, Site Preparation and Layout, Electrical Construction Technology, Plumbing Construction Technology and Concrete and Masonry. Students may also apply for credit by exam to transfer into a credit certificate or degree in Construction Management, Building and Energy Systems Professional, or Architecture/Drafting.

## Learning Outcomes

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

1. Demonstrate effective performance of all safety procedures associated with drywall installation projects.
2. Evaluate drywall installation options and install using the most appropriate method for assuring soundproofing and avoidance of future issues.
3. Apply critical thinking skills to execute daily duties in their area of employment.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| ACT 320 | Construction Safety | 0 |
| ACT 320A | Construction Tools & Equipment | 0 |
| ACT 326 | Drywall Installation & Finish | 0 |

# Construction Technology Electrical Certificate of Completion

The Construction Technology Electrical Certificate of Completion provides students with the understanding and skills necessary to complete the initial stages of electrical wiring and grounding in building construction. General topics include planning the electrical service; 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 a practical lab or actual project site under close supervision of trade professionals.

Students completing this certificate may seek an entry level career in the construction industry; pursue additional training in Framing Carpentry, Site Preparation and Layout, Plumbing Construction Technology, Concrete and Masonry, and Exterior Finishes. Students may also apply for credit by exam to transfer into a credit certificate or degree in Construction Management, Building and Energy Systems Professional, or Architecture/Drafting.

## Learning Outcomes

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

1. 1. Outline the purpose of OSHA and the safety procedures required in the workplace.
2. 2. Explain the role of the National Electrical Code in residential wiring.
3. 3. Design and install the electric service requirements in a residential dwelling.
4. 4. Apply critical thinking skills to execute daily duties in their area of employment.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| ACT 320 | Construction Safety | 0 |
| ACT 321 | Site Preparation & Layout Essentials | 0 |
| ACT 321A | Site Preparation & Layout Lab | 0 |
| ACT 331 | Electrical Fundamentals | 0 |
| ACT 331A | Electrical Fundamentals Lab | 0 |

# Construction Technology Exterior Finishes Certificate of Completion

The Construction Technology Exterior Finishes Certificate of Completion provides students with the understanding and skills necessary to understand the environmental significance of insulation, thermal insulation, air infiltration and vapor barriers in construction and the artistic and environmental significance of roofing and exterior finish choices. Topics include roofing tools including shingles, shakes, metal roofing, slate and tile; single-ply and foam applications; proper roof ventilation; siding materials including wood, brick, vinyl, metal and stucco; insulation and waterproofing and the fundamentals of thermal

insulation and vapor barriers. Students participate in a practical lab or actual job site under close supervision from qualified instructors.

Students completing this certificate may seek an entry level career in the construction industry; pursue additional training in Framing Carpentry, Site Preparation and Layout, Electrical Construction Technology, Plumbing Construction Technology and Concrete and Masonry. Students may also apply for credit by exam to transfer into a credit certificate or degree in Construction Management, Building and Energy Systems Professional, or Architecture/Drafting.

## Learning Outcomes

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

1. Demonstrate effective performance of all safety procedures associated with roofing projects and installation of exterior finishes on construction projects.
2. Understand and outline the environmental significance of insulation, thermal insulation, air infiltration and vapor barriers in construction.
3. Evaluate the environmental and artistic significance of various types of exterior finishes.
4. Apply critical thinking skills to execute daily duties in their area of employment.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| ACT 320 | Construction Safety | 0 |
| ACT 324 | Roofing Applications | 0 |
| ACT 324A | Roofing Applications Lab | 0 |
| ACT 325 | Thermal & Moisture Protection | 0 |
| ACT 327 | Exterior Finish | 0 |

# Construction Technology Finish Carpentry Certificate of Completion

The Construction Technology Finish Carpentry Certificate of Completion provides students with the understanding of interior carpentry and the practical techniques used to install doors, windows, cabinets, counter tops and moldings and trims. Topics include the fundamentals of doors and door jambs; manufactured pre-hung doors; windows and window trim; class and sizes of interior cabinets and the variety of manufactured cabinet solutions available; moldings and mitered corners; coping cuts; and construction trims. In addition to learning vocabulary and techniques of construction, students participate in a practical lab or actual project site under close supervision of trade professionals.

Students completing this certificate may seek an entry level career in the construction industry; pursue additional training in Site Preparation and Layout, Electrical Construction Technology, Plumbing Construction Technology, Concrete and Masonry, and Exterior Finishes. Students may also apply for credit by exam to transfer into a credit certificate or degree in Construction Management, Building and Energy Systems Professional, or Architecture/Drafting.

## Learning Outcomes

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

1. Outline the procedure for estimating the materials used in interior construction including doors, windows, trims, and cabinets.
2. Demonstrate safe, industry recommended procedures for installation doors, windows, cabinets and trims.
3. Apply critical thinking skills to execute daily duties in their area of employment.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| ACT 320 | Construction Safety | 0 |
| ACT 320B | Construction Math Concepts | 0 |
| ACT 328 | Finish Carpentry Fundamentals | 0 |
| ACT 328A | Finish Carpentry - Doors and Windows Lab | 0 |
| ACT 328B | Finish Carpentry - Moldings and Trims Lab | 0 |
| ACT 328C | Finish Carpentry - Cabinets Lab | 0 |

# Construction Technology Framing Carpentry Certificate of Completion

The Construction Technology Framing Carpentry Certificate of Completion provides students with 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 and techniques of construction, students participate in a practical lab or actual project site under close supervision of trade professionals.

Students completing this certificate may seek an entry level career in the construction industry; pursue additional training in Site Preparation and Layout, Electrical Construction Technology, Plumbing Construction Technology, Concrete and Masonry, and Exterior Finishes. Students may also apply for credit by exam to transfer into a credit certificate or degree in Construction Management, Building and Energy Systems Professional, or Architecture/Drafting.

## Learning Outcomes

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

1. Outline the procedure for estimating the materials used in wood frame construction.
2. Identify the procedure and construction of different types of framing systems including the various members and fasteners used.
3. Construct a simple structure.
4. Apply critical thinking skills to execute daily duties in their area of employment.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| ACT 320 | Construction Safety | 0 |
| ACT 320A | Construction Tools & Equipment | 0 |
| ACT 320B | Construction Math Concepts | 0 |
| ACT 323 | Construction Framing Essentials | 0 |
| ACT 323A | Construction Framing - Walls Lab | 0 |
| ACT 323B | Construction Framing - Floors Lab | 0 |
| ACT 323C | Const Framing - Ceilings & Roofs Lab | 0 |

# Construction Technology Introduction Certificate of Completion

The Construction Technology Introduction Certificate of Completion provides students with an in-depth analysis of the organization and structure of the construction industry and the many career choices the industry offers. The certificate 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.

Students completing this certificate may seek an entry level career in the construction industry; pursue additional training in Site Preparation and Layout, Framing Carpentry, Electrical Construction Technology, Plumbing Construction Technology, Concrete and Masonry, and Exterior Finishes. Students may also apply for credit by exam to transfer into a credit certificate or degree in Construction Management, Building and Energy Systems Professional, or Architecture/Drafting. Students completing this certificate may seek an entry level career in the construction industry; pursue additional training in Site Preparation and Layout, Electrical Construction Technology, Plumbing Construction Technology, Concrete and Masonry, and Exterior Finishes. Students may also apply for credit by exam to transfer into a credit certificate or degree in Construction Management, Building and Energy Systems Professional, or Architecture/Drafting.

## Learning Outcomes

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

1. Demonstrate an understanding of the safety, environment, tools and equipment, and math concepts required for an entry level position in the construction field.
2. Understand the variety of careers in the construction field, the training requirements for each and the opportunity for pursuing a California Contractor's License.
3. Apply critical thinking skills to execute daily duties in their area of employment.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| ACT 320 | Construction Safety | 0 |
| ACT 320A | Construction Tools & Equipment | 0 |
| ACT 320B | Construction Math Concepts | 0 |
| ACT 320C | Construction Careers & Employability Skills | 0 |
| ACT 320D | Construction & the Environment | 0 |

# Construction Technology Plumbing Certificate of Completion

The Construction Technology Plumbing Certificate of Completion provides students with the understanding and skills necessary to complete the initial 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 a practical lab or an actual project site under close supervision of trade professionals.

Students completing this certificate may seek an entry level career in the construction industry; pursue additional training in Framing Carpentry, Site Preparation and Layout, Electrical Construction Technology, Concrete and Masonry, and Exterior Finishes. Students may also apply for credit by exam to transfer into a credit certificate or degree in Construction Management, Building and Energy Systems Professional, or Architecture/Drafting.

## Learning Outcomes

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

1. Outline the safety procedures for hand and power tools used in plumbing applications.
2. Recognize the various types of drain, waste, and vent fittings and describe their application.
3. Demonstrate the procedure for installing rough plumbing and finish fixtures.
4. Apply critical thinking skills to execute daily duties in their area of employment.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| ACT 320 | Construction Safety | 0 |
| ACT 321 | Site Preparation & Layout Essentials | 0 |
| ACT 321A | Site Preparation & Layout Lab | 0 |
| ACT 330 | Plumbing Fundamentals | 0 |
| ACT 330A | Plumbing Fundamentals Lab | 0 |

# Construction Technology Site Preparation and Layout Certificate of Completion

The Construction Technology Site Preparation and Layout Certificate of Completion provides students with 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, concepts of cutting and filling, and site layout.

The certificate emphasizes green construction practices, jobsite safety, practical knowledge of tool and equipment use, basic construction math 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.

Students completing this certificate may seek an entry level career in the construction industry; pursue additional training in Framing Carpentry, Electrical Construction Technology, Plumbing Construction Technology, Concrete and Masonry, and Exterior Finishes. Students may also apply for credit by exam to transfer into a credit certificate or degree in Construction Management, Building and Energy Systems Professional, or Architecture/Drafting.

## Learning Outcomes

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

1. Outline the major responsibilities of a carpenter relative to site layout.
2. Demonstrate competence with the manual and electronic tools and equipment commonly associated with distance measurements and site layout.
3. Prepare field notes in a format acceptable within the construction industry.
4. Apply critical thinking skills to execute daily duties in their area of employment.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| ACT 320 | Construction Safety | 0 |
| ACT 320B | Construction Math Concepts | 0 |
| ACT 321 | Site Preparation & Layout Essentials | 0 |
| ACT 321A | Site Preparation & Layout Lab | 0 |

# Art History

The Art History program provides the academic experience to prepare students for further education at a four-year institution in art history and related fields, such as museum studies, art education, and arts administration. The Associate in Arts in Art History for Transfer, also called the Art History AA-T Degree, provides the academic experience to transfer into the CSU system to complete a baccalaureate degree that will prepare students for a career in art history and the arts. 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.

The Art History program promotes awareness of the relationship between art and the history of human values, cultural diversity, and the liberal arts tradition and provides a broad foundation of knowledge in the global history of art, architecture, and culture for students wishing to pursue a degree, and prepare for transfer.

Students who complete the Art History AA-T degree will be able to:

- Demonstrate knowledge of conventions of representation, systems of support, and materials and techniques used in artistic production in diverse cultures.
- Communicate the value and function of art to human experience throughout time and across cultures.
- Evaluate works of art in relation to socio-historical context and to influence on subsequent cultural developments and human activity.

Students with an art history degree are prepared for a variety of careers in the arts. In the museum field, art history majors may work as curators, educators, exhibition designers, researchers, in marketing and outreach, and in art restoration and conservation. Art history degrees prepare graduates to work in art galleries (commercial or not-for-profit). Art history degree-holders can work as art consultants for private or corporate clients. There are also teaching opportunities at the elementary and high school levels for art history majors with proper teaching credentials.

**Advisor:**

**Lisa Soccio**
Art History
lsoccio@collegeofthedesert.edu
760.776.7377

# 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 degree applicable transfer units including completion of Cal-GETC and 18-20 units in the major with a cumulative GPA of 2.0 or higher. Title 5 requires that students must earn a minimum "C" (or "P") for each course in the major. There are no additional graduation requirements. Students are advised to consult with a counselor to verify transfer requirements.

## Learning Outcomes

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

1. Describe the materials, techniques, conventions of representation, and systems of patronage involved in the production of art and architecture in different times and places.
2. Explain the functions of art in human society to express religious beliefs, political power, social relations, and psychological experience throughout history and across cultures.
3. Evaluate works of art in relation to socio-historical context, and influence on subsequent cultural developments and human activity.
4. Transfer successfully to an Art History baccalaureate program in the CSU system, or at another college or university.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Core Courses** | | |
| ART 001A | Beginning Drawing & Composition | 3 |
| ARTH 002A | History of Art I: Prehistoric to Medieval | 3 |
| or ARTH 002B | History of Art II: Renaissance to Contemporary | |
| ARTH 012A | Arts of Asia | 3 |
| or ARTH 012B | Arts of Africa, Oceania, & Indigenous North America | |
| or ARTH 012C | Arts of Latin America | |
| **List A** | | |
| Select one course from the following not already used in the core: | | 3 |
| ARTH 012A | Arts of Asia | 3 |

| | | |
|---|---|---|
| ARTH 012B | Arts of Africa, Oceania, & Indigenous North America | 3 |
| ARTH 012C | Arts of Latin America | 3 |
| **List B** | | |
| Select one course from the following: | | 3 |
| ART 003A | Basic Design & Color | 3 |
| ART 004 | Three-Dimensional Design | 3 |
| ART 005A | Beginning Figure Drawing | 3 |
| ART 007 | Ceramics | 3 |
| ART 011A | Beginning Sculpture | 3 |
| ART 030A | Beginning Black & White Photography | 3 |
| ART 034 | Introduction to Digital Art & Media | 3 |
| **List C** | | |
| Select one course from the following: | | 3 |
| Any course from List A or B not already used | | |
| ARTH 002C | History of Modern Art | 3 |
| ANTH 002 | Cultural Anthropology | 3 |
| ANTH 003 | Archaeology, Introduction to Prehistory | 3 |
| HIST 003 | History of World Civilization I | 3 |
| HIST 004 | History of World Civilization II | 3 |
| PHIL 012 | Religions of the World | 3 |
| **Required Subtotal** | | **18** |
| Cal-GETC (p. 90) [1] | | 34 |
| Transferable Electives (as needed to reach 60 transferable units) [2] | | |
| **DEGREE TOTAL** | | **60** |

[1] Units for the major may be double counted for Cal-GETC, confer with a Counselor.

[2] Elective units to reach 60 unit total must be CSU transferable, confer with a Counselor.

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

# Automotive Technology

The Automotive Technology curriculum at College of the Desert is aligned with the standards of the National Institute for Automotive Service Excellence (ASE). The program is ASE certified, a member of the National Coalition of Certification Centers (NC3), and a Local Mopar Career Automotive Program (MCAP 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, various supervisor and management positions, automotive parts sales people, and vehicle modifiers in the alternate fuels and fuel cells. Learners who choose not to major in automotive technology find that coursework in the field can improve their ability to solve complex problems, improve diagnostic skills, and research complex problems. As learners 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, automatic and manual transmission, air conditioning, electrical systems, electric/hybrid/hydrogen, engine performance, and emission control systems. The College also offers certificates of achievement for learners to specialize in these areas. Those 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 learners and incumbent employees for entry-level and mid/advanced-level positions at local automotive dealerships, independent repair facilities, national repair chains, and parts suppliers.

**Advisors:**

**Dorothy Anderson**
doanderson@collegeofthedesert.edu
760.776.7368

**Douglas Redman**
dredman@collegeofthedesert.edu
760.776.7390

# Automotive Technology AS Degree

The **Automotive Technologies Degree** program offers learners the opportunity to learn the academic and occupational skills needed by entry-level technicians in the automotive industry. The degree is aligned with the National Institute of Automotive Service Excellence (ASE), meet the standards of National Coalition of Certification Centers (NC3), and integrate Mopar College Automotive Program (CAP) Local levels 0 and 1 online coursework.

The curriculum was developed with industry guidance and prepares learners with foundation courses, then focuses 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 & air conditioning. Within each system the learner is taught to understand their 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 learners and working technicians the opportunity to gain the needed and skills with short-term commitment.

As learners 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.

## Learning Outcomes

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

1. Fulfill the requirements for an entry-level position in their field.
2. Providing the knowledge and skills for advancement at their current automotive/ advanced transportation job.
3. Apply critical thinking skills to research, evaluate, analyze and synthesize information.
4. Demonstrate the skills and aptitude necessary to pass certification exams in their field.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | **Units** |
| AUTO 010 | Introduction to Automotive Technology | 3 |
| AUTO 011B | Auto Electronics & Electrical Systems | 4 |
| AUTO 011C | Advanced Automotive Electrical Systems | 4 |
| 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 042B | Automotive Mechatronics | 3 |
| AUTO 043A | Intro to Hybrid, Electric & Fuel-Cell Vehicle Technology | 3 |
| AUTO 095A | Automotive Technology Work Experience [1] | 2 |
| **Electives** | | **3** |
| Select 3 units from the following: | | |
| AUTO 014B | Advanced Engine Management | 4 |
| AUTO 016 | Automotive Manual Transmissions & Drive Train Systems | 3 |
| AUTO 017 | Automatic Transmissions & Transaxles | 3 |
| AUTO 018 | Automotive Heating, Ventilation & Air Conditioning | 4 |
| AUTO 021A | Automotive Diagnosis & Troubleshooting | 2 |
| AUTO 043B | Hybrid, Fuel-Cell & Electric Vehicle Diagnosis & Repair | 3 |
| AUTO 044B | Advanced Driver Assist Systems (ADAS) Level 1 | 3 |
| AUTO 044C | Advanced Driver Assist Systems (ADAS) Level 2 | 2 |
| AUTO 045A | Intro to Alternative Fuel Vehicles | 2 |
| AUTO 046B | Autonomous Vehicles | 3 |
| AUTO 054D | Smog Check Inspector Training Level 1&2 | 4 |
| AUTO 054E | Smog Check Diagnostic & Repair Technician | 3 |
| AUTO 093A | Intro to Light & Medium Duty Diesel Systems | 2 |
| AUTO 093B | Light/Medium Duty Diesel Systems | 4 |
| AUTO 095A | Automotive Technology Work Experience (1-2 units in addition to required) [1] | 1-2 |
| ENGR 009 | Introduction to Engineering | 3 |
| BUMA 010 | Introduction to Business | 3 |
| ACR 060 | Air Conditioning & Refrigeration I | 3 |
| ACR 064 | Air Conditioning & Refrigeration Electricity I | 3 |
| WELD 011A | Introduction to Shielded Metal Arc Welding | 2 |
| WELD 012A | Introduction to Gas Metal Arc Welding | 2 |
| Required Subtotal | | 38 |
| Elective Subtotal | | 3 |
| COD General Education Pattern (p. 84) | | 23 |
| **DEGREE TOTAL** | | **64-65** |

[1] 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 prepares learners and incumbent employees for entry-level positions at local automotive dealerships, independent repair facilities, national repair chains, fleets, and parts suppliers. The applicable courses comply with the National Institute of Automotive Service Excellence (ASE), meet the standards of National Coalition of Certification Centers (NC3), and integrate Mopar College Automotive Program (CAP) Local levels 0 and 1 online coursework.

## Learning Outcomes

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

1. Safely work in shop environment and uphold environmental safety and regulations.
2. Describe the basic operation of the major components of the HVAC (heating, ventilation, air conditioning systems).
3. Perform basic service, repair, maintenance and diagnostics on HVAC systems.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | **Units** |
| AUTO 010 | Introduction to Automotive Technology | 3 |
| 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) [1] | 1-2 |
| **Elective Courses** | | |
| Select 5 units from the following: | | |
| AUTO 011C | Advanced Automotive Electrical Systems | 4 |
| AUTO 012A | Automotive Suspension & Steering Systems | 4 |
| AUTO 013A | Automotive Braking Systems | 4 |
| AUTO 014A | Automotive Engine Management | 4 |
| AUTO 014B | Advanced Engine Management | 4 |
| AUTO 015 | Automotive Engine Diagnosis & Repair | 4 |
| AUTO 016 | Automotive Manual Transmissions & Drive Train Systems | 3 |
| AUTO 017 | Automatic Transmissions & Transaxles | 3 |
| AUTO 020A | Automotive Quick Service | 3 |
| AUTO 021A | Automotive Diagnosis & Troubleshooting | 2 |
| AUTO 042B | Automotive Mechatronics | 3 |
| AUTO 043A | Intro to Hybrid, Electric & Fuel-Cell Vehicle Technology | 3 |

| | | |
|---|---|---|
| AUTO 043B | Hybrid, Fuel-Cell & Electric Vehicle Diagnosis & Repair | 3 |
| AUTO 044B | Advanced Driver Assist Systems (ADAS) Level 1 | 3 |
| AUTO 044C | Advanced Driver Assist Systems (ADAS) Level 2 | 2 |
| AUTO 045A | Intro to Alternative Fuel Vehicles | 2 |
| AUTO 046B | Autonomous Vehicles | 3 |
| AUTO 054D | Smog Check Inspector Training Level 1&2 | 4 |
| AUTO 054E | Smog Check Diagnostic & Repair Technician | 3 |
| AUTO 093A | Intro to Light & Medium Duty Diesel Systems | 2 |
| AUTO 093B | Light/Medium Duty Diesel Systems | 4 |
| AUTO 093D | Diesel Diagnostics & Troubleshooting | 2 |
| AUTO 095A | Automotive Technology Work Experience (1-2 units in addition to required) [1] | 1-2 |
| ACR 060 | Air Conditioning & Refrigeration I | 3 |
| ACR 064 | Air Conditioning & Refrigeration Electricity I | 3 |
| BUMA 010 | Introduction to Business | 3 |
| ENGR 009 | Introduction to Engineering | 3 |
| WELD 011A | Introduction to Shielded Metal Arc Welding | 2 |
| WELD 012A | Introduction to Gas Metal Arc Welding | 2 |
| **CERTIFICATE TOTAL** | | **17-18** |

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

# Automotive Braking Systems Certificate of Achievement

The emphasis of the Automotive Braking Systems Certificate is on vehicle braking systems including their basic operation, function, service, and maintenance. The systems include Hydraulic principles, mechanical braking systems, measures, parking brake systems and computer-controlled antilock braking systems (ABS).

The applicable courses comply with the National Institute of Automotive Service Excellence (ASE), meet the standards of National Coalition of Certification Centers (NC3), and integrate Mopar College Automotive Program (CAP) Local levels 0 and 1 online coursework.

## Learning Outcomes

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

1. Safely work in shop environment and uphold environmental safety and regulations.
2. Describe the basic operation of the major components of the braking systems.
3. Perform basic service, repair, maintenance and diagnostics on braking systems.
4. Apply critical thinking skills to research, evaluate, analyze and synthesize information.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| AUTO 010 | Introduction to Automotive Technology | 3 |
| 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 |
| **Elective Courses** | | |
| Select four units from the following (4 units): | | |
| AUTO 011C | Advanced Automotive Electrical Systems | 4 |
| AUTO 012A | Automotive Suspension & Steering Systems | 4 |
| AUTO 014A | Automotive Engine Management | 4 |
| AUTO 014B | Advanced Engine Management | 4 |
| AUTO 015 | Automotive Engine Diagnosis & Repair | 4 |
| AUTO 016 | Automotive Manual Transmissions & Drive Train Systems | 3 |
| AUTO 017 | Automatic Transmissions & Transaxles | 3 |
| AUTO 018 | Automotive Heating, Ventilation & Air Conditioning | 4 |
| AUTO 020A | Automotive Quick Service | 3 |
| AUTO 021A | Automotive Diagnosis & Troubleshooting | 2 |
| AUTO 042B | Automotive Mechatronics | 3 |
| AUTO 043A | Intro to Hybrid, Electric & Fuel-Cell Vehicle Technology | 3 |
| AUTO 043B | Hybrid, Fuel-Cell & Electric Vehicle Diagnosis & Repair | 3 |
| AUTO 044B | Advanced Driver Assist Systems (ADAS) Level 1 | 3 |
| AUTO 044C | Advanced Driver Assist Systems (ADAS) Level 2 | 2 |
| AUTO 045A | Intro to Alternative Fuel Vehicles | 2 |
| AUTO 046B | Autonomous Vehicles | 3 |
| AUTO 054D | Smog Check Inspector Training Level 1&2 | 4 |
| AUTO 054E | Smog Check Diagnostic & Repair Technician | 3 |
| AUTO 093A | Intro to Light & Medium Duty Diesel Systems | 2 |
| AUTO 093B | Light/Medium Duty Diesel Systems | 4 |
| AUTO 095A | Automotive Technology Work Experience (1-2 units in addition to required) | 1-2 |
| BUMA 010 | Introduction to Business | 3 |
| ENGR 009 | Introduction to Engineering | 3 |
| ACR 060 | Air Conditioning & Refrigeration I | 3 |
| ACR 064 | Air Conditioning & Refrigeration Electricity I | 3 |
| WELD 011A | Introduction to Shielded Metal Arc Welding | 2 |
| WELD 012A | Introduction to Gas Metal Arc Welding | 2 |
| **CERTIFICATE TOTAL** | | **17** |

# 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. The applicable courses comply with the National Institute of Automotive Service Excellence (ASE), meet the standards of National Coalition of Certification Centers (NC3), and integrate Mopar College Automotive Program (CAP) Local levels 0 and 1 online coursework.

## Learning Outcomes

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

1. Safely work in a shop environment and on the basic 12-volt vehicle systems.
2. Describe the basic operation of the major vehicle electrical/electronic systems.
3. Perform safe basic service, repair, maintenance and diagnostic on the vehicle's electrical/electronic systems.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | **Units** |
| AUTO 010 | Introduction to Automotive Technology | 3 |
| AUTO 011B | Auto Electronics & Electrical Systems | 4 |
| AUTO 011C | Advanced Automotive Electrical Systems | 4 |
| 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) [1] | 2 |
| **CERTIFICATE TOTAL** | | **18** |

[1] 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 learners and incumbent employees for entry-level positions at local automotive dealerships, independent repair facilities, national repair chains, fleets, and parts suppliers. The applicable courses comply with the National Institute of Automotive Service Excellence (ASE), 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.

## Learning Outcomes

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

1. Demonstrate knowledge and skills required to study and pass the State Smog Inspection Exam.
2. Demonstrate knowledge and skills required to study and pass the State Smog Repair Exam.
3. List the vehicle emissions monitors and what is required to set a diagnostic trouble code.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | **Units** |
| AUTO 010 | Introduction to Automotive Technology | 3 |
| 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) [1] | 2 |
| **CERTIFICATE TOTAL** | | **18** |

[1] 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 learners and incumbent employees for entry-level positions at local automotive dealerships, independent repair facilities, national repair chains, fleets, and parts suppliers.

The applicable courses comply with the National Institute of Automotive Service Excellence (ASE), meet the standards of National Coalition of Certification Centers (NC3), and integrate Mopar College Automotive Program (CAP) Local levels 0 and 1 online coursework.

## Learning Outcomes

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

1. Safely work in a shop environment and on the basic engine management systems.
2. Describe the basic operation of the major vehicle engine management systems.
3. Perform safe basic service, repair, maintenance and diagnostic on the vehicle's engine management systems.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | **Units** |
| AUTO 010 | Introduction to Automotive Technology | 3 |
| AUTO 011B | Auto Electronics & Electrical Systems | 4 |
| AUTO 014A | Automotive Engine Management | 4 |
| AUTO 014B | Advanced Engine Management | 4 |
| AUTO 021A | Automotive Diagnosis & Troubleshooting | 2 |
| AUTO 095A | Automotive Technology Work Experience (Maximum of 2 units may be used for work experience) [1] | 2 |
| **CERTIFICATE TOTAL** | | **19** |

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

# Automotive 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.

## Learning Outcomes

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

1. Describe the basic operation of the major vehicle Light/Medium duty vehicle systems.
2. Describe basic diesel maintenance and service procedures.
3. List safety procedures when in a shop environment servicing basic diesel vehicle systems.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| AUTO 010 | Introduction to Automotive Technology | 3 |
| AUTO 093A | Intro to Light & Medium Duty Diesel Systems | 2 |
| AUTO 093B | Light/Medium Duty Diesel Systems | 4 |
| AUTO 095A | Automotive Technology Work Experience (Maximum of 2 units may be used for work experience) | 2 |
| **Elective Courses** | | |
| Select 6 units from the following: | | |
| AUTO 011B | Auto Electronics & Electrical Systems | 4 |
| AUTO 011C | Advanced Automotive Electrical Systems | 4 |
| AUTO 012A | Automotive Suspension & Steering Systems | 4 |
| AUTO 013A | Automotive Braking Systems | 4 |
| AUTO 014A | Automotive Engine Management | 4 |
| AUTO 014B | Advanced Engine Management | 4 |
| AUTO 015 | Automotive Engine Diagnosis & Repair | 4 |
| AUTO 016 | Automotive Manual Transmissions & Drive Train Systems | 3 |
| AUTO 017 | Automatic Transmissions & Transaxles | 3 |
| AUTO 018 | Automotive Heating, Ventilation & Air Conditioning | 4 |
| AUTO 020A | Automotive Quick Service | 3 |
| AUTO 021A | Automotive Diagnosis & Troubleshooting | 2 |
| AUTO 040E | CNG Diagnosis & Repair | 4 |
| AUTO 041B | CNG Installation & Repair | 3 |
| AUTO 042B | Automotive Mechatronics | 3 |
| AUTO 043A | Intro to Hybrid, Electric & Fuel-Cell Vehicle Technology | 3 |
| AUTO 043B | Hybrid, Fuel-Cell & Electric Vehicle Diagnosis & Repair | 3 |
| AUTO 044B | Advanced Driver Assist Systems (ADAS) Level 1 | 3 |
| AUTO 044C | Advanced Driver Assist Systems (ADAS) Level 2 | 2 |
| AUTO 045A | Intro to Alternative Fuel Vehicles | 2 |
| AUTO 046B | Autonomous Vehicles | 3 |
| AUTO 054D | Smog Check Inspector Training Level 1&2 | 4 |
| AUTO 054E | Smog Check Diagnostic & Repair Technician | 3 |
| AUTO 095A | Automotive Technology Work Experience | 1-5 |
| BUMA 010 | Introduction to Business | 3 |
| ENGR 009 | Introduction to Engineering | 3 |
| ACR 060 | Air Conditioning & Refrigeration I | 3 |
| ACR 064 | Air Conditioning & Refrigeration Electricity I | 3 |
| WELD 011A | Introduction to Shielded Metal Arc Welding | 2 |
| WELD 012A | Introduction to Gas Metal Arc Welding | 2 |
| **CERTIFICATE TOTAL** | | **17** |

# Automotive Steering, Suspension, & Alignment Certificate of Achievement

The emphasis of the **Automotive 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 learners and incumbent employees for entry-level positions at local automotive dealerships, independent repair facilities, national repair chains, fleets, and parts suppliers. The applicable courses comply with the National Institute of Automotive Service Excellence (ASE), meet the standards of National Coalition of Certification Centers (NC3), and integrate Mopar College Automotive Program (CAP) Local levels 0 and 1 online coursework.

## Learning Outcomes

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

1. Safely work in a shop environment and on basic steering & suspension systems.
2. Describe the basic operation of vehicle's steering & suspension systems.\

3. Perform basic service, repair, maintenance and diagnostic on the vehicle's steering & suspension systems.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | **Units** |
| AUTO 010 | Introduction to Automotive Technology | 3 |
| 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) [1] | 2 |
| **Electives** | | |
| Select 4 units from the following: | | |
| AUTO 011C | Advanced Automotive Electrical Systems | 4 |
| AUTO 013A | Automotive Braking Systems | 4 |
| AUTO 014A | Automotive Engine Management | 4 |
| AUTO 014B | Advanced Engine Management | 4 |
| AUTO 015 | Automotive Engine Diagnosis & Repair | 4 |
| AUTO 016 | Automotive Manual Transmissions & Drive Train Systems | 3 |
| AUTO 017 | Automatic Transmissions & Transaxles | 3 |
| AUTO 018 | Automotive Heating, Ventilation & Air Conditioning | 4 |
| AUTO 020A | Automotive Quick Service | 3 |
| AUTO 021A | Automotive Diagnosis & Troubleshooting | 2 |
| AUTO 042B | Automotive Mechatronics | 3 |
| AUTO 043A | Intro to Hybrid, Electric & Fuel-Cell Vehicle Technology | 3 |
| AUTO 043B | Hybrid, Fuel-Cell & Electric Vehicle Diagnosis & Repair | 3 |
| AUTO 044B | Advanced Driver Assist Systems (ADAS) Level 1 | 3 |
| AUTO 044C | Advanced Driver Assist Systems (ADAS) Level 2 | 2 |
| AUTO 045A | Intro to Alternative Fuel Vehicles | 2 |
| AUTO 046B | Autonomous Vehicles | 3 |
| AUTO 054D | Smog Check Inspector Training Level 1&2 | 4 |
| AUTO 054E | Smog Check Diagnostic & Repair Technician | 3 |
| AUTO 093A | Intro to Light & Medium Duty Diesel Systems | 2 |
| AUTO 093B | Light/Medium Duty Diesel Systems | 4 |
| AUTO 095A | Automotive Technology Work Experience (1-2 units in addition to required) [1] | 1-2 |
| ENGR 009 | Introduction to Engineering | 3 |
| BUMA 010 | Introduction to Business | 3 |
| ACR 060 | Air Conditioning & Refrigeration I | 3 |
| ACR 064 | Air Conditioning & Refrigeration Electricity I | 3 |
| WELD 011A | Introduction to Shielded Metal Arc Welding | 2 |
| WELD 012A | Introduction to Gas Metal Arc Welding | 2 |
| **CERTIFICATE TOTAL** | | **17** |

[1] 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 comply with the National Institute of Automotive Service Excellence (ASE), meet the standards of National Coalition of Certification Centers (NC3), and integrate Mopar College Automotive Program (CAP) Local levels 0 and 1 online coursework.

## Learning Outcomes

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

1. Safely work in shop environment and uphold environmental safety and regulations.
2. Describe the basic operation of the major components of the transmission and axle systems.
3. Perform basic service, repair, maintenance and diagnostics on transmission and axle systems.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | **Units** |
| AUTO 010 | Introduction to Automotive Technology | 3 |
| AUTO 011B | Auto Electronics & Electrical Systems | 4 |
| AUTO 016 | Automotive Manual Transmissions & Drive Train Systems | 3 |
| AUTO 017 | Automatic Transmissions & Transaxles | 3 |
| AUTO 042B | Automotive Mechatronics | 3 |
| AUTO 095A | Automotive Technology Work Experience [1] | 2 |
| **CERTIFICATE TOTAL** | | **18** |

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

# Automotive General Service Certificate of Achievement

The emphasis of the **Automotive General 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 comply with the National Institute of Automotive Service Excellence (ASE), meet the standards of National Coalition of Certification Centers (NC3), and integrate Mopar College Automotive Program (CAP) Local levels 0 and 1 online coursework.

## Learning Outcomes

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

1. Safely work in a shop environment and on the basic 12-volt vehicle systems.
2. Describe the basic operation of the major vehicle electrical/electronic systems.
3. Perform basic service, repair, maintenance, and diagnostic on the vehicle's electrical/electronic systems.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | **Units** |
| AUTO 010 | Introduction to Automotive Technology | 3 |
| 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) [1] | 2 |
| **CERTIFICATE TOTAL** | | **25** |

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

# Hybrid, Fuel-Cell, & Electric Vehicle Certificate of Achievement

The emphasis of the **Hybrid, Fuel Cell and Electric Vehicle Certificate** is on vehicle electrical/electronic systems, artificial intelligence, and hybrid, fuel cell and electric vehicles including their basic operation, function, and service. The systems include vehicle controller programing, high voltage battery, fuel cell and inverter operation, functions and diagnostics. This certificate is designed to prepare learners and incumbent employees for entry-level positions at local automotive dealerships, independent repair facilities, national repair chains, fleets, and parts suppliers. The applicable courses comply with the National Institute of Automotive Service Excellence (ASE), meet the standards of National Coalition of Certification Centers (NC3), and integrate Mopar College Automotive Program (CAP) Local levels 0 and 1 online coursework.

## Learning Outcomes

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

1. Demonstrate knowledge and skills to safely work in a shop environment and on high-voltage vehicle systems.
2. Describe the basic operation of hybrid, fuel cell and electric vehicle systems.
3. Perform basic service, repair, maintenance, and diagnostic on the hybrid, fuel cell and electric vehicle systems.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| AUTO 010 | Introduction to Automotive Technology | 3 |
| AUTO 011B | Auto Electronics & Electrical Systems | 4 |
| AUTO 011C | Advanced Automotive Electrical Systems | 4 |
| AUTO 043A | Intro to Hybrid, Electric & Fuel-Cell Vehicle Technology | 3 |
| AUTO 043B | Hybrid, Fuel-Cell & Electric Vehicle Diagnosis & Repair | 3 |
| AUTO 095A | Automotive Technology Work Experience (Maximum of 2 units may be used for work experience) | 2 |
| **CERTIFICATE TOTAL** | | **19** |

# Automotive Oil Change Certificate of Completion

The emphasis of the ***Automotive Oil Change Certificate*** is on safely performing a light-duty, engine oil and filter change. This certificate is designed to prepare students and incumbent employees for entry-level positions at local automotive dealerships, independent repair facilities, national repair chains, parts suppliers as well as fleet service performing oil changes. The applicable courses integrate Mopar College Automotive Program (CAP) Local levels 0 and 1 online coursework.

## Learning Outcomes

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

1. Identify safety procedures and equipment related to light-duty vehicle engine oil & filter change.
2. List the basic components and their functions of components related to light-duty vehicle engine oil & filter change.
3. Perform a light-duty vehicle engine oil & filter change.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| AUTO 305 | Automotive Safety & Service Information | 0 |
| AUTO 306 | Automotive Service: Oil Change | 0 |
| AUTO 307 | Automotive Repair Facility Orientation | 0 |
| **Electives - select 4 courses from the following:** | | |
| EMP 311A | New World of Work Skills: Self Awareness at Work | 0 |
| EMP 311B | New World of Work Skills: Personal Assessments | 0 |
| EMP 313A | New World of Work Skills: Communication Etiquette | 0 |
| EMP 313B | New World of Work Skills: Communication Effectiveness | 0 |

| | | |
|---|---|---|
| EMP 314A | New World of Work Skills: Team Building | 0 |
| EMP 314B | New World of Work Skills: Transformational Leadership | 0 |
| EMP 315A | New World of Work Skills: Listening and Mirroring | 0 |
| EMP 315B | New World of Work Skills: Customer Service | 0 |

# Automotive Quick Service Certificate of Completion

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

## Learning Outcomes

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

1. List the proper technique and ethics while performing duties of a service technician.
2. Describe how to safely work in a shop environment and on the basic general vehicle systems.
3. Perform basic service, repair, maintenance and diagnostic on the general vehicle systems.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required courses** | | |
| AUTO 304 | Automotive Calculation | 0 |
| AUTO 325 | Automotive Express Service | 0 |
| AUTO 777A | Automotive Service Safety, Pollution Prevention, & Lift Institute | 0 |
| AUTO 778A | Automotive Shop Sustainability | 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.

## Learning Outcomes

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

1. Correctly recognize major components of automotive system.
2. Learners will interpret automotive terminology and apply common phases.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required courses** | | |
| AUTO 301 | Automotive Terminology | 0 |
| AUTO 310 | Automotive Components | 0 |
| AUTO 777A | Automotive Service Safety, Pollution Prevention, & Lift Institute | 0 |
| AUTO 778A | Automotive Shop Sustainability | 0 |

# Automotive Basic Diagnostic Certificate of Completion

This certificate offers Snap-on certification in ShopKey, basic scan tool, and basic oscilloscope. In addition, there is Automotive Service Excellence (ASE) exam preparation training. This certificate is focused on improving the skills of those looking to enter the automotive workforce and those in the workforce who are looking to progress in their automotive career path.

The applicable courses meet the Automotive Service Excellence (ASE) 2017 Master Automotive Service Technician (MAST) standards, meet the standards of National Coalition of Certification Centers (NC3), and integrate Mopar College Automotive Program (CAP) Local levels 0 and 1 online coursework.

| Course Code | Title | Units |
|---|---|---|
| **Required courses** | | |
| AUTO 390A | ShopKey Pro Level-1 | 0 |
| AUTO 390B | ShopKey Pro Level-2 | 0 |
| AUTO 390S | Snap-On Scan Tool Basics | 0 |
| AUTO 380A | Oscilloscope Basics | 0 |
| AUTO 385 | ASE Exam Preparation | 0 |

# Automotive Basic Electrical Certificate of Completion

This certificate offers Snap-on certification in automotive battery, starting, and charging systems. In addition, there is Automotive Service Excellence (ASE) exam preparation training. This certificate is focused on improving the skills of those looking to enter the automotive workforce and those in the workforce who are looking to progress in their automotive career path.

The applicable courses meet the Automotive Service Excellence (ASE) 2017 Master Automotive Service Technician (MAST) standards, meet the standards of National Coalition of Certification Centers (NC3), and integrate Mopar College Automotive Program (CAP) Local levels 0 and 1 online coursework.

| Course Code | Title | Units |
|---|---|---|
| AUTO 390E | Snap-on Digital Multimeter | 0 |
| **Required courses** | | |
| AUTO 390G | Snap-on Battery Charging | 0 |
| AUTO 390H | Snap-on Battery, Starting, Charging Systems Basics | 0 |
| AUTO 390J | Snap-on Battery, Starting, Charging Systems Diagnosis | 0 |
| AUTO 385 | ASE Exam Preparation | 0 |

# Automotive Basic Maintenance Certificate of Completion

This certificate offers Snap-on certification in precision measurement, tire changer, torque measurement, and TPMS. In addition, there is Automotive Service Excellence (ASE) exam preparation training. This certificate is focused on improving the skills of those looking to enter the automotive workforce and those in the workforce who are looking to progress in their automotive career path.

| Course Code | Title | Units |
|---|---|---|
| **Required courses** | | |
| AUTO 390M | Snap-on Precision Measurement | 0 |
| AUTO 390R | Snap-On Tire Changer | 0 |
| AUTO 390T | Snap-on Torque Measurement | 0 |
| AUTO 390U | Snap-on Tire Pressure Monitoring System (TPMS) | 0 |
| AUTO 385 | ASE Exam Preparation | 0 |

# Automotive Manufacturer Certificate of Completion

This certificate offers the following foundational automotive instruction: noise, vibration and harshness, electrical review, manufacturer update training, and Automotive Service Excellence (ASE) exam preparation. This certificate is focused on improving the skills of those looking to enter the automotive workforce and those in the workforce who are looking to progress in their automotive career path.

The applicable courses meet the Automotive Service Excellence (ASE) 2017 Master Automotive Service Technician (MAST) standards, meet the standards of National Coalition of Certification Centers (NC3), and integrate Mopar College Automotive Program (CAP) Local levels 0 and 1 online coursework.

| Course Code | Title | Units |
|---|---|---|
| **Required courses** | | |
| AUTO 410A | Noise, Vibration, and Harshness | 0 |
| AUTO 410M | Automotive Manufacturer Update | 0 |
| AUTO 411A | Automotive Electrical Review | 0 |
| AUTO 385 | ASE Exam Preparation | 0 |

# 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.

## Learning Outcomes

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

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

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| AUTO 777A | Automotive Service Safety, Pollution Prevention, & Lift Institute | 0 |
| AUTO 778A | Automotive Shop Sustainability | 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.

**Program Advisor:**

Cameron Miller
camiller@collegeofthedesert.edu

760.458.8147

**Program Coordinator:**

Robert C. Perotti
rperotti@collegeofthedesert.edu

760.776.7255

# 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 Firefighter I (2019) to become certified as a California Fire Fighter I with IFSAC/ProBoard accreditation.

## Learning Outcomes

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

1. Demonstrate manipulative skills necessary for the California State Fire Training IFSAC/Pro Board Certification Testing.
2. Demonstrate aptitude and knowledge necessary for the California State Fire Training IFSAC/Pro Board Certification Testing.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| BFFA 063 | Basic Fire Fighter I Academy (Full Time) | 19 |
| OR | | |
| BFFA 063A | Basic Fire Fighter I Academy (Part 1) | 9 |
| AND | | |
| BFFA 063B | Basic Fire Fighter I Academy (Part 2) | 9 |
| **CERTIFICATE TOTAL** | | **18.00-19.00** |

# Building & Energy Systems Professional

The Building & Energy Systems Professional program offers students various coursework that gives a broad overview of the energy conservation industry and 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. Students 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.

**Advisors:**

**George Brown**
gjbrown@collegeofthedesert.edu
760.568.3238

**Ramiro Galicia**
rgalicia@collegeofthedesert.edu
760.674.7833

# Building & Energy Systems Professionals AS Degree

The Building Energy Systems Professional AS Degree provides a comprehensive understanding of the energy conservation industry. Courses include Energy Systems, HVAC, Architecture, Computer Information Systems, and Building Inspection Technology. Students can choose electives to concentrate on industry specialties like solar energy. This degree is ideal for students interested in pursuing leadership positions.

The Building Energy Systems Professional Associates of Science Degree enables students to customize their education according to their specific career goals in the energy conservation industry. This flexibility opens up many career opportunities for graduates, such as energy auditor, energy consultant, ZNE technician, Green HVAC technician, facility management, construction management and building automation technician.

## Learning Outcomes

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

1. Fulfill the requirements for an entry-level position in renewable and sustainable energy industries related to building and construction.
2. Apply critical thinking skills to execute daily duties in industry workplaces related to renewable and sustainable energy employment.
3. Display the skills and aptitude necessary to pass industry credential and certification exams in the renewable and sustainable energy fields.\
4. Exhibit effective written, oral communication, and interpersonal skills necessary to effectively interact within the many trades related to the renewable and sustainable energy fields.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| ESYS 004 | Industrial Calculations | 3 |
| ESYS 005 | Zero Net Energy Building Science | 4 |
| BIT 024 | California Energy Codes | 3 |
| ARCH 011 | Architectural Blueprint Reading | 3 |
| **Employability Skills: Select 4 Courses** | | |
| EMP 010 | New World of Work Skills: Adaptability | 0.5 |
| EMP 011 | New World of Work Skills:Self-Awareness | 0.5 |
| EMP 012 | New World of Work Skills: Digital Fluency | 0.5 |
| EMP 013 | New World of Work Skills: Communication | 0.5 |
| EMP 014 | New World of Work Skills: Collaboration | 0.5 |
| EMP 015 | New World of Work Skills: Empathy | 0.5 |
| EMP 016 | New World of Work Skills: Analysis and Solution Mindset | 0.5 |
| EMP 017 | New World of Work Skills: Resilience | 0.5 |
| EMP 018 | New World of Work Skills: Entrepreneurial Mindset | 0.5 |
| EMP 019 | New World of Work Skills: Social Diversity/ Awareness | 0.5 |
| **Work Experience: Select 1 Unit from the following Courses** | | |

| | | |
|---|---|---|
| ACR 095A | Air Conditioning Refrigeration Work Experience | 1 |
| ACT 095A | Applied Construction Technology | 1 |
| BIT 095A | Building Inspection Technology | 1 |
| CM 095A | Construction Management Work Experience | 1 |
| ESYS 095A | Energy Systems Technology Work Experience | 1 |
| WELD 095A | Welding Work Experience | 1 |
| **Required BESP Core Courses:** | | **16** |
| **Specialty Electives: Choose a minimum of 24 units from a specialty below.** | | |
| **Required Courses for Specialty in Building Automation Control** | | |
| 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 | Introduction to Building Automation Systems | 3 |
| ACR 084 | Boiler & Hydronic Heating | 3 |
| ACR 091 | Introduction to Building Automation Networks and Programming | 3 |
| ACR 092 | Advanced Building Automation Networks and Programming | 3 |
| **Required Courses for Specialty in Building Commissioning Technician** | | |
| ACR 075 | HVACR Systems Design | 3 |
| ACR 084 | Boiler & Hydronic Heating | 3 |
| ACR 090 | Introduction to Building Automation Systems | 3 |
| ACR 091 | Introduction to Building Automation Networks and Programming | 3 |
| BIT 020 | California Mechanical Codes | 2 |
| BIT 040 | California Electrical Codes | 2 |
| ESYS 002 | Electricity & Electrical Theory | 3 |
| ESYS 006 | Fundamentals of Building Commissioning | 3 |
| ESYS 035 | Advanced Lighting Controls | 3 |
| **Required Courses for Specialty in Building Energy Consultant** | | |
| ACR 075 | HVACR Systems Design | 3 |
| ACR 077 | Energy Conservation Methods for HVACR | 3 |
| ARCH 011 | Architectural Blueprint Reading | 3 |
| BIT 020 | California Mechanical Codes | 2 |
| BIT 024 | California Energy Codes | 3 |
| 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 |
| **Required Courses for Specialty in Building Inspection Technology** | | |
| 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 011 | Architectural Blueprint Reading | 3 |
| **Required Courses for Specialty in Applied Construction Technology** | | |
| ACT 020 | Introduction to Construction Technology | 3 |
| ACT 021 | Site Preparation and Layout | 1 |
| ACT 022 | Concrete & Formwork | 1 |
| ACT 023 | Framing Carpentry | 4 |
| ACT 024 | Roofing Applications | 2 |
| ACT 025 | Thermal & Moisture Protection | 1 |
| ACT 026 | Drywall Installation & Finish | 1 |
| ACT 027 | Exterior Finish | 1 |
| ACT 028 | Finish Carpentry | 4 |
| ACT 029 | Masonry Fundamentals | 2 |
| ACT 030 | Plumbing Fundamentals | 3 |
| ACT 031 | Electrical Fundamentals | 3 |
| **Required Courses for Specialty in Construction Management** | | |
| 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 |
| **Required Courses for Specialty in Green HVAC Residential** | | |
| 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 074A | Residential System Installation | 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 |
| **Required Courses for Specialty in Green HVAC Commercial** | | |
| 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 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 | Introduction to Building Automation Systems | 3 |
| **Required Courses for Specialty in Facilities Operations Technician** | | |
| 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 | Introduction to Building Automation Systems | 3 |
| ARCH 011 | Architectural Blueprint Reading | 3 |
| **Welding Technology SENSE Entry-Level Welder** | | |
| WELD 011A | Introduction to Shielded Metal Arc Welding | 2 |
| WELD 011B | Intermediate Shielded Metal Arc Welding | 2 |
| WELD 011C | Advanced Shielded Metal Arc Welding | 2 |
| WELD 012A | Introduction to Gas Metal Arc Welding | 2 |
| WELD 012B | Intermediate Gas Metal Arc Welding | 2 |
| WELD 012C | Advanced Gas Metal Arc Welding | 2 |
| WELD 013A | Introduction To Gas Tungsten Arc Welding | 2 |
| WELD 013B | Intermediate Gas Tungsten Arc Welding | 2 |
| WELD 013C | Advanced Gas Tungsten Arc Welding | 2 |
| **Required Core Subtotal** | | **16** |
| **Specialty Subtotal** | | **24** |
| COD General Education (p. 84) | | 23 |
| **DEGREE TOTAL** | | **63** |

# Building and Energy System Professional (BESP) Fundamentals

The **Building and Energy System Professional (BESP) Fundamentals** Certificate is developed to offer students a broad overview of the energy conservation industry. It includes cross-disciplinary courses in energy systems, heating, ventilation, air conditioning, architecture, computer information systems, and building inspection technology. The completion of the BESP Certificate is especially advantageous for support staff currently working in the energy sector. When combined with other defined certificates within the Energy 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.

| Course Code | Title | Units |
|---|---|---|
| **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 |
| **Employability Skills: Select 4 Courses** | | |
| EMP 010 | New World of Work Skills: Adaptability | 0.5 |
| EMP 011 | New World of Work Skills:Self-Awareness | 0.5 |
| EMP 012 | New World of Work Skills: Digital Fluency (Employability Skills: 2 Units) | 0.5 |
| EMP 013 | New World of Work Skills: Communication | 0.5 |
| EMP 014 | New World of Work Skills: Collaboration | 0.5 |
| EMP 015 | New World of Work Skills: Empathy | 0.5 |
| EMP 016 | New World of Work Skills: Analysis and Solution Mindset | 0.5 |
| EMP 017 | New World of Work Skills: Resilience | 0.5 |
| EMP 018 | New World of Work Skills: Entrepreneurial Mindset | 0.5 |
| EMP 019 | New World of Work Skills: Social Diversity/ Awareness | 0.5 |
| **Work Experience: Select 1 Unit from the following Courses** | | |
| ACR 095A | Air Conditioning Refrigeration Work Experience | 1 |
| ACT 095A | Applied Construction Technology | 1 |
| BIT 095A | Building Inspection Technology | 1 |
| CM 095A | Construction Management Work Experience | 1 |
| ESYS 095A | Energy Systems Technology Work Experience | 1 |
| WELD 095A | Welding Work Experience | 1 |
| **CERTIFICATE TOTAL** | | **16** |

# 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.

## Learning Outcomes

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

1. Fulfill the requirements for an entry-level position in their field.
2. Apply critical thinking skills to execute daily duties in their area of employment.
3. Display the skills and aptitude necessary to pass certification exams in their field.
4. Exhibit effective written, oral communication and interpersonal skills.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **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 | Introduction to Building Automation Systems | 3 |
| ACR 091 | Introduction to Building Automation Networks and Programming | 3 |
| ACR 092 | Advanced Building Automation Networks and Programming | 3 |
| **CERTIFICATE TOTAL** | | **21** |

# 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.

## Learning Outcomes

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

1. Fulfill the requirements for an entry- level position in their field.
2. Apply critical thinking skills to execute daily duties in their area of employment.
3. Display the skills and aptitude necessary to pass certification exams in their field.
4. Exhibit effective written, oral communication and interpersonal skills.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| ESYS 002 | Electricity & Electrical Theory | 3 |
| ESYS 006 | Fundamentals of Building Commissioning | 3 |
| ESYS 035 | Advanced Lighting Controls | 3 |
| ACR 075 | HVACR Systems Design | 3 |
| ACR 084 | Boiler & Hydronic Heating | 3 |
| ACR 090 | Introduction to Building Automation Systems | 3 |
| ACR 091 | Introduction to Building Automation Networks and Programming | 3 |
| BIT 020 | California Mechanical Codes | 2 |
| BIT 040 | California Electrical Codes | 2 |
| **CERTIFICATE TOTAL** | | **25** |

# 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.

## Learning Outcomes

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| 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 |
| **CERTIFICATE TOTAL** | | **26** |

# 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.

## Learning Outcomes

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

1. Fulfill the requirements for an entry- level position in their field.
2. Apply critical thinking skills to execute daily duties in their area of employment.
3. Display the skills and aptitude necessary to pass certification exams in their field.
4. Exhibit effective written, oral communication and interpersonal skills.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **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 |
| **CERTIFICATE TOTAL** | | **18** |

# Facilities Operations Technician Certificate of Achievement

The **Facilities Operations Technician 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: 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.

## Learning Outcomes

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

1. Fulfill the requirements for an entry- level position in their field.
2. Apply critical thinking skills to execute daily duties in their area of employment.
3. Display the skills and aptitude necessary to pass certification exams in their field.
4. Exhibit effective written, oral communication and interpersonal skills.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **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 | Introduction to Building Automation Systems | 3 |
| ACT 030 | Plumbing Fundamentals | 3 |
| ARCH 011 | Architectural Blueprint Reading | 3 |
| **CERTIFICATE TOTAL** | | **30** |

# 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.

## Learning Outcomes

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

1. Fulfill the requirements for an entry- level position in their field.
2. Apply critical thinking skills to execute daily duties in their area of employment.
3. Display the skills and aptitude necessary to pass certification exams in their field.
4. Exhibit effective written, oral communication and interpersonal skills.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **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 | Introduction to Building Automation Systems | 3 |
| BIT 020 | California Mechanical Codes | 2 |
| **CERTIFICATE TOTAL** | | **35** |

# 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.

## Learning Outcomes

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

1. Fulfill the requirements for an entry-level position in their field.
2. Apply critical thinking skills to execute daily duties in their area of employment.
3. Display the skills and aptitude necessary to pass certification exams in their field.
4. Exhibit effective written, oral communication and interpersonal skills.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **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 074A | Residential System Installation | 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 |
| **CERTIFICATE TOTAL** | | **30** |

# 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.

## Learning Outcomes

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

1. Fulfill the requirements for an entry-level position in their field.
2. Apply critical thinking skills to execute daily duties in their area of employment.
3. Display the skills and aptitude necessary to pass certification exams in their field.
4. Exhibit effective written, oral communication and interpersonal skills.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **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 |
| **CERTIFICATE TOTAL** | | **18** |

# Lighting and Controls Technology Certificate of Achievement

Lighting and Controls Technology Certificate of Achievement provides training and preparation for an industry-recognized credential to electricians, contractors, acceptance test technicians, building operators, and managers. The training helps the electrical industry increase the use of energy-saving lighting controls in commercial buildings and ensures they are properly installed and commissioned for maximum effectiveness.

## Learning Outcomes

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

1. Apply critical thinking skills to execute daily duties in industry workplaces related to lighting and lighting controls.
2. Fulfill the requirements for an entry-level position in renewable and sustainable energy industries related to lighting and lighting controls.
3. Display the skills and aptitude necessary to pass California acceptance exams in the lighting and lighting control fields.
4. Exhibit effective written, oral communication, and interpersonal skills necessary to effectively interact within the workplaces related to the lighting and lighting control fields.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| ESYS 001 | Energy Generation & Distribution Industry | 3 |
| ESYS 002 | Electricity & Electrical Theory | 3 |
| ESYS 004 | Industrial Calculations | 3 |
| ESYS 033 | Residential House Electrical Wiring | 3 |
| ESYS 034 | Lighting Efficiency Technology | 3 |
| ESYS 035 | Advanced Lighting Controls | 3 |
| ESYS 095A | Energy Systems Technology Work Experience | 1 |
| **CERTIFICATE TOTAL** | | **19** |

# Power Generation and Distribution Certificate of Achievement

The **Power Generation and Distribution 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 the 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.

## Learning Outcomes

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

1. Apply critical thinking skills to execute daily duties in industry workplaces related to power generation and distribution.
2. Fulfill the requirements for an entry-level position in renewable and sustainable energy industries related to power generation and distribution.
3. Exhibit effective written, oral communication, and interpersonal skills necessary to effectively interact within the workplaces related to the power generation and distribution fields.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **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) | |
| **CERTIFICATE TOTAL** | | **24-25** |

# 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.

## Learning Outcomes

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

1. Fulfill the requirements for an entry- level position in their field.
2. Apply critical thinking skills to execute daily duties in their area of employment.
3. Display the skills and aptitude necessary to pass certification exams in their field.
4. Exhibit effective written, oral communication and interpersonal skills.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **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 |
| **CERTIFICATE TOTAL** | | **12** |

# Residential Solar Certificate of Achievement

The Residential Solar Certificate of Achievement is developed to prepare the students for careers in the field of renewable energy, focusing on solar energy technology. Graduates will be prepared for careers in design, installation, and repairing solar energy systems. Graduates will also be prepared to work with architects and engineers who consult,

design, and guide solar installations, solar thermal, and battery storage projects.

## Learning Outcomes

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

1. Apply critical thinking skills to execute daily duties in industry workplaces related to residential solar.
2. Fulfill the requirements for an entry-level position in renewable and sustainable energy industries related to residential solar.
3. Display the skills and aptitude necessary to pass California acceptance exams in the residential solar field.
4. Exhibit effective written, oral communication, and interpersonal skills necessary to effectively interact within the workplaces related to the residential solar field.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| ACT 024 | Roofing Applications | 2 |
| ESYS 001 | Energy Generation & Distribution Industry | 3 |
| ESYS 002 | Electricity & Electrical Theory | 3 |
| ESYS 011 | Residential Solar Surveying and Planning | 3 |
| ESYS 011L | Solar Site Planning Project Lab | 1 |
| ESYS 012 | Residential Solar Installation | 4 |
| ESYS 033 | Residential House Electrical Wiring | 3 |
| ESYS 095A | Energy Systems Technology Work Experience | 1 |
| **CERTIFICATE TOTAL** | | **20** |

# Welding Technology SENSE Entry-Level Welder Certificate of Achievement

This program provides the necessary industry-standard recognition according to AWS QC10 specifications in Shielded Metal Arc Welding, Gas Metal Arc Welding, and Gas Tungsten Arc Welding in requirements of Level One, Entry-Level Welder. Industry certification provides the student an opportunity to demonstrate to potential employers evidence of competency for entry-level positions in the welding industry.

## Learning Outcomes

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

1. Student will demonstrate proper welding techniques using SMAW, GMAW and GTAW welding equipment in all four positions.
2. Student will demonstrate fabrication techniques including measuring, bending, cutting, and fitting.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| WELD 011A | Introduction to Shielded Metal Arc Welding | 2 |
| WELD 011B | Intermediate Shielded Metal Arc Welding | 2 |
| WELD 011C | Advanced Shielded Metal Arc Welding | 2 |
| WELD 012A | Introduction to Gas Metal Arc Welding | 2 |
| WELD 012B | Intermediate Gas Metal Arc Welding | 2 |
| WELD 012C | Advanced Gas Metal Arc Welding | 2 |
| WELD 013A | Introduction To Gas Tungsten Arc Welding | 2 |
| WELD 013B | Intermediate Gas Tungsten Arc Welding | 2 |
| WELD 013C | Advanced Gas Tungsten Arc Welding | 2 |
| May substitute WELD 011 for WELD 011A | | |
| May substitute WELD 012 for WELD 012A | | |
| **CERTIFICATE TOTAL** | | **18** |

# 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.

## Learning Outcomes

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

1. Display the skills and aptitude necessary to pass certification exams in their field.
2. Fulfill the requirements for an entry- level position in their field.
3. Apply critical thinking skills to execute daily duties in their area of employment.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **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.

## Learning Outcomes

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

1. Fulfill the requirements for an entry-level position in their field.
2. Apply critical thinking skills to execute daily duties in their area of employment.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **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.

## Learning Outcomes

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **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.

## Learning Outcomes

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **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 |

# Gas Metal Arc Welding Certificate

This program provides the necessary industry-standard recognition according to American Welding Society (AWS) QC10 specifications in Gas Metal Arc Welding (GMAW) in partial requirements of Level One, Entry-Level Welder. Industry certification provides the student an opportunity to demonstrate to potential employers evidence of competency for entry-level positions in the welding industry. *This certificate is locally approved and is NOT notated on the student's academic transcript in accordance with State regulations.*

## Learning Outcomes

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

1. Student will demonstrate proper welding techniques using GMAW welding equipment in the vertical position.
2. Student will demonstrate fabrication techniques including measuring, bending, cutting, and fitting.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| WELD 012A | Introduction to Gas Metal Arc Welding | 2 |
| WELD 012B | Intermediate Gas Metal Arc Welding | 2 |
| WELD 012C | Advanced Gas Metal Arc Welding | 2 |
| **CERTIFICATE TOTAL** | | **6** |

# Gas Metal Arc Welding Certificate of Completion

This program provides the necessary industry-standard recognition according to the American Welding Society (AWS) QC10 specifications in Gas Metal Arc Welding (GMAW) in partial requirements of Level One, Entry Level Welder. Industry certification provides the student an opportunity to demonstrate to potential employers evidence of competency of entry-level positions in the welding industry.

## Learning Outcomes

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

1. Students will demonstrate proficiency in GMAW Welding in all four positions at the level required for the AWS Entry Level Welder test.
2. Students will demonstrate skills that will enable them to understand GMAW weld symbols, different welding processes, different alloy compositions and their applications, blueprint reading, and understanding of quality welds.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| WELD 312A | Introduction to Gas Metal Arc Welding | 0 |
| WELD 312B | Intermediate Gas Metal Arc Welding | 0 |
| WELD 312C | Advanced Gas Metal Arc Welding | 0 |

# Shielded Metal Arc Welding Certificate of Completion

This program provides the necessary industry industry-standard recognition according to American Welding Society (AWS) QC10 specifications in Shielded Metal Arc Welding in partial requirements

of Level One, Entry Level Welder. Industry certification provides the student an opportunity to demonstrate to potential employers evidence of competency for entry-level positions in the welding industry.

## Learning Outcomes

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

1. Student will demonstrate proper welding techniques using shielded metal arc welding (SMAW) welding equipment in all four welding positions: flat, horizontal, overhead and vertical.
2. Student will demonstrate fabrication techniques including measuring, bending, cutting, and fitting.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| WELD 311A | Introduction to Shielded Metal Arc Welding | 0 |
| WELD 311B | Intermediate Shielded Metal Arc Welding | 0 |
| WELD 311C | Advanced Shielded Metal Arc Welding | 0 |

# Gas Metal Arc Welding Certificate of Completion

This program provides the necessary industry-standard recognition according to the American Welding Society (AWS) QC10 specifications in Gas Metal Arc Welding (GMAW) in partial requirements of Level One, Entry Level Welder. Industry certification provides the student an opportunity to demonstrate to potential employers evidence of competency of entry-level positions in the welding industry.

## Learning Outcomes

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

1. Students will demonstrate proficiency in GMAW Welding in all four positions at the level required for the AWS Entry Level Welder test.
2. Students will demonstrate skills that will enable them to understand GMAW weld symbols, different welding processes, different alloy compositions and their applications, blueprint reading, and understanding of quality welds.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| WELD 312A | Introduction to Gas Metal Arc Welding | 0 |
| WELD 312B | Intermediate Gas Metal Arc Welding | 0 |
| WELD 312C | Advanced Gas Metal Arc Welding | 0 |

# Gas Tungsten Arc Welding Certificate of Completion

This program provides the necessary industry-standard recognition according to the American Welding Society (AWS) QC10 specifications in Gas Tungsten Arc Welding (GTAW) in partial requirements of Level One, Entry Level Welder. Industry certification provides the student an opportunity to demonstrate to potential employers evidence of competency for entry-level positions in the welding industry.

## Learning Outcomes

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

1. Students will demonstrate proper welding techniques using GTAW welding equipment in the all four positions.
2. Students will demonstrate fabrication techniques including measuring, bending, cutting, and fitting.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| WELD 313A | Introduction to Gas Tungsten Arc Welding | 0 |
| WELD 313B | Intermediate Gas Tungsten Arc Welding | 0 |
| WELD 313C | Advanced Gas Tungsten Arc Welding | 0 |

# Gas Tungsten Arc Welding Certificate

This program provides the necessary industry-standard recognition according to American Welding Society (AWS) QC10 specifications in Gas Tungsten Arc Welding (GTAW) in partial requirements of Level One, Entry-Level Welder. Industry certification provides the student an opportunity to demonstrate to potential employers evidence of competency for entry-level positions in the welding industry. *This certificate is locally approved and is NOT notated on the student's academic transcript in accordance with State regulations.*

## Learning Outcomes

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

1. Student will demonstrate proper welding techniques using GTAW welding equipment in the all four positions.
2. Student will demonstrate fabrication techniques including measuring, bending, cutting, and fitting.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| WELD 013A | Introduction To Gas Tungsten Arc Welding | 2 |
| WELD 013B | Intermediate Gas Tungsten Arc Welding | 2 |
| WELD 013C | Advanced Gas Tungsten Arc Welding | 2 |
| **CERTIFICATE TOTAL** | | **6** |

# Shielded Metal Arc Welding Certificate

This program provides the necessary industry-standard recognition according to American Welding Society (AWS) QC10 specifications in Shielded Metal Arc Welding (SMAW) in partial requirements of Level One, Entry-Level Welder. Industry certification provides the student an opportunity to demonstrate to potential employers evidence of competency for entry-level positions in the welding industry. *This certificate is locally approved and is NOT notated on the student's academic transcript in accordance with State regulations.*

## Learning Outcomes

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

1. Student will demonstrate proper welding techniques using shielded metal arc welding (SMAW) welding equipment in all four welding positions: flat, horizontal, overhead and vertical.
2. Student will demonstrate fabrication techniques including measuring, bending, cutting, and fitting.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| WELD 011A | Introduction to Shielded Metal Arc Welding | 2 |
| WELD 011B | Intermediate Shielded Metal Arc Welding | 2 |
| WELD 011C | Advanced Shielded Metal Arc Welding | 2 |
| **CERTIFICATE TOTAL** | | **6** |

# Business

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

### Accounting/Finance

Programs and courses are available for students wishing to pursue a career in accounting and:

- Prepare non-transfer students for entry level accounting positions
- Build skills and knowledge in accounting for promotional opportunities in their careers.
- Transfer to a four-year college or university to obtain a bachelor's degree and/or advanced degree.
- Complete education hours needed to pursue the California CPA exam.
- Provide non-accounting majors with sufficient knowledge to enable them to make informed use of accounting information.

### Business

Programs and courses in the Business Discipline 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 in a variety of businesses and industries for immediate career entry or promotional opportunities.
- Build skills and knowledge in different parts, or functional areas, within a business in order to move to a new area of business or gain promotional opportunities.
- Start their own business, build their family business, or convert their non-business skills or talents to money-making entrepreneurial opportunities.

### Hospitality

Programs and courses are available for students wishing to pursue a career in hotels, restaurants, tourism, events, entrepreneurial endeavors in hospitality, and other hospitality organizations.

- Hospitality management involves applying strategic thinking, innovation, financial acumen, and a passion for service to the business of making guests or customers feel welcome.
- This discipline also offers opportunities for transfer to a four-year college or university to obtain a bachelor's degree and/or advanced degree or build skills and knowledge in all areas of hospitality for transfer or promotional opportunities in their careers.
- These programs are particularly advantageous for those working to move into management positions in the hospitality industry who have a desire to use their leadership skills and education to contribute to shaping the industry and developing a career that is uniquely their own.

**Accounting/Finance**

**John Gerardi**
jgerardi@collegeofthedesert.edu

**Pablo Romero**
promero (promero@collegeofthedesert.edu)@collegeofthedesert.edu (jgerardi@collegeofthedesert.edu)

### Business

**Beth Allan-Bentley**
Ballan-bentley@collegeofthedesert.edu

- General Business
- Project Management

**Gwen Earle**
gearle@collegeofthedesert.edu

- Human Resources
- Business for Transfer
- Retail Management

**Pamela Stegeman**
pstegeman@collegeofthedesert.edu

- Small Business/Entrepreneurship
- Marketing
- Business

### Hospitality

**Yolanda Bender**
ybender@collegeofthedesert.edu (Ballan-bentley@collegeofthedesert.edu)

# Accounting AS Degree

Accounting involves analyzing, recording, summarizing, and reporting financial information to managers, business owners, customers, investors, and other decision-makers within and outside an organization. Common career paths for students pursuing undergraduate studies in accounting include public accounting, private industry accounting, bookkeeping, tax accounting, governmental and not-for-profit accounting, financial analysis, and auditing. Accounting students have various exciting, challenging, and rewarding career opportunities.

Even for students who do not major in accounting, coursework in this field can significantly enhance their understanding of the role of accounting within business management teams and improve their comprehension of financial information for personal wealth management.

The accounting program at College of the Desert (COD) is designed with multiple goals:

- Equip non-transfer accounting students with the skills needed for entry-level accounting positions by completing the Accounting Certificate or Associate of Science degree in accounting.
- Support business majors in preparing for transfer to four-year institutions.

- Provide non-accounting students with practical knowledge to effectively utilize accounting information in decision-making.

The Accounting curriculum is regularly reviewed and updated to stay current with ever-changing rules, regulations, and technological advancements. The program emphasizes equipping students with the accounting expertise required to meet modern job demands while developing the analytical skills essential for success in the business world. The Accounting degree offers a comprehensive foundation, covering key areas such as financial accounting, managerial accounting, tax accounting, and government and non-profit accounting.

Essential courses such as Financial Accounting (BUAC 020A) and Managerial Accounting (BUAC 020B) are necessary for transfer to most California four-year colleges and universities. COD continually monitors course requirements at these institutions to ensure transfer students meet their academic needs.

All COD accounting faculty are highly experienced, well-educated, and dedicated to student success. Committed to their profession and the program, they aim for excellence in education and business. This combination of expertise ensures students receive a comprehensive education grounded in theoretical and practical accounting applications.

For more information please contact the School of Applied Sciences and Business Office, the Counseling Center or call 760.776.7316.

## Learning Outcomes

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

1. Analyze and record business transactions using the double-entry accounting system.
2. Apply Generally Accepted Accounting Principles (GAAP) to prepare accurate financial statements, including the income statement, balance sheet, and statements of cash flows.
3. Identify and analyze relevant costs and benefits for making informed business decisions.
4. Demonstrate the ability to use accounting software such as QuickBooks and Excel to manage and report financial data.
5. Prepare tax returns in compliance with federal tax laws.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | **Units** |
| BUAC 003 | Accounting for Government & Non-Profit | 3 |
| BUAC 004 | Income Tax - Individuals | 3-4 |
| or BUAC 004A | Income Tax - Individuals / CTEC | |
| BUAC 005 | Income Tax - Corporations / Partnerships / Estates / Trusts | 3 |
| BUAC 010 | Accounting with QuickBooks | 3 |
| BUAC 013 | Payroll Accounting | 3 |
| BUAC 019 | Excel Spreadsheets for Accounting | 2 |
| BUAC 020A | Financial Accounting | 4 |
| BUAC 020B | Managerial Accounting | 4 |
| **Electives** | | |
| Select 12 units from the following: | | |
| BUMA 003 | Business Statistics | 3 |
| or SOC 003 | Fundamentals of Statistics | |
| BUMA 010 | Introduction to Business | 3 |
| BUMA 020A | Business Law I | 3 |
| ECON 001 | Principles of Macroeconomics | 3 |
| ECON 002 | Principles of Microeconomics | 3 |
| BUFI 012 | Money Management & Planning for the Future | 3 |
| BUFI 013 | Investment Opportunities | 3 |
| BUMA 001 | Principles of Management | 3 |
| BUMA 031 | Business Calculations | 3 |
| BUMA 032 | Human Relations in the Workplace | 3 |
| BUMA 094 | Business Communications | 3 |
| CIS 010 | Introduction to Information Systems | 4 |
| BUAC 095A | Accounting Work Experience | 3 |
| **Required Subtotal** | | **25-26** |
| **Elective Subtotal** | | **12** |
| COD General Education Pattern (p. 84) | | 23 |
| **DEGREE TOTAL** | | **60-61** |

# 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.

## Learning Outcomes

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

1. Identify, measure, record, and communicate financial information relating to business organizations varying from small service enterprises to large manufacturing firms.

2. Prepare tax returns for individuals and small business entities based on accurate understanding of tax laws.
3. Establish procedures to gather, present, and interpret internal data for management decision-making purposes.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| BUAC 003 | Accounting for Government & Non-Profit | 3 |
| BUAC 004 | Income Tax - Individuals | 3-4 |
| or BUAC 004A | Income Tax - Individuals / CTEC | |
| BUAC 005 | Income Tax - Corporations / Partnerships / Estates / Trusts | 3 |
| BUAC 010 | Accounting with QuickBooks | 3 |
| or BUAC 013 | Payroll Accounting | |
| BUAC 019 | Excel Spreadsheets for Accounting | 2 |
| BUAC 020A | Financial Accounting | 4 |
| BUAC 020B | Managerial Accounting | 4 |
| **Recommended Electives** | | |
| Select any two courses (6 units): | | |
| BUAC 010 | Accounting with QuickBooks | 3 |
| BUAC 013 | Payroll Accounting | 3 |
| BUMA 010 | Introduction to Business | 3 |
| BUMA 020A | Business Law I | 3 |
| BUMA 003 | Business Statistics | 3 |
| or SOC 003 | Fundamentals of Statistics | |
| ECON 001 | Principles of Macroeconomics | 3 |
| ECON 002 | Principles of Microeconomics | 3 |
| BUAC 050 | Accounting in the Business Environment | 3 |
| BUAC 051 | Accounting for Entrepreneurs & Business Managers | 3 |
| BUFI 012 | Money Management & Planning for the Future | 3 |
| BUFI 013 | Investment Opportunities | 3 |
| BUMA 001 | Principles of Management | 3 |
| BUMA 031 | Business Calculations | 3 |
| BUMA 032 | Human Relations in the Workplace | 3 |
| BUMA 094 | Business Communications | 3 |
| CIS 010 | Introduction to Information Systems | 4 |
| BUAC 095A | Accounting Work Experience | 3 |
| Required Subtotal | | 22/23 |
| Elective Subtotal | | 6 |
| **CERTIFICATE TOTAL** | | **28/29** |

# Business Administration 2.0 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 2.0** 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, hospitality 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.

This degree requires students to meet the following requirements:

- Completion of 60 semester units or 90 quarter 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 Cal-GETC.

This degree requires students to complete 60 CSU transferable units including completion of Cal-GETC and 26-29 units in the major with a cumulative GPA of 2.0 or better. Title 5 requires that students must earn a “C” (or "P") 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.

## Learning Outcomes

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

1. Be competitive in transferring to a four-year business school and/or acquire those skills necessary for success in business.
2. Weigh information for solving business problems and responding to opportunities and changes.
3. Communicate business information effectively using a variety of formats for a variety of audiences and purposes.
4. Differentiate between different key functional areas of business and describe key skills needed in each area.

## Required Courses

| Course Code | Title | Units |
|---|---|---|
| **Required Core Courses** | | |
| BUMA 010 | Introduction to Business | 3 |
| BUMA 020A | Business Law I | 3 |
| BUMA 003 | Business Statistics | 3-4 |
| or SOC 003 | Fundamentals of Statistics | |
| or STAT C1000 | Introduction to Statistics | |
| BUAC 020A | Financial Accounting | 4 |
| BUAC 020B | Managerial Accounting | 4 |
| ECON 001 | Principles of Macroeconomics | 3 |
| ECON 002 | Principles of Microeconomics | 3 |
| MATH 010 | College Algebra | 3-5 |
| or MATH 016 | Finite Mathematics | |
| or MATH 012 | Pre-calculus | |
| or MATH 009 | Business Calculus | |
| or MATH 001A | Calculus | |
| **Required Subtotal** | | **26-29** |
| Cal-GETC (p. 90) [1] | | 34 |
| Transferable Electives (as needed to reach 60 transferable units) [2] | | |
| **Degree Total** | | **60** |

1. Units for the major may be double counted for Cal-GETC, confer with a Counselor.

**2.** Elective units to reach 60 unit total must be CSU transferable, confer with a Counselor.

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

# 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.

## Learning Outcomes

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

1. Realize various opportunities for employment and advancement in the business field.
2. Apply concepts, methods, processes and functions of management to business operations.
3. Recognize, apply, analyze, summarize, interpret, and evaluate information for solving business problems and responding to opportunities and changes.
4. Communicate business information effectively using a variety of formats for a variety of audiences and purposes.
5. Incorporate appropriate interpersonal relationship and ethical decision-making skills.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| BUMA 001 | Principles of Management | 3 |
| BUMA 010 | Introduction to Business | 3 |
| BUMA 032 | Human Relations in the Workplace | 3 |
| CIS 010 | Introduction to Information Systems | 4 |
| or AIS 071 | Microsoft Office Pro | |
| **Electives** | | |
| Select 24 units from the following: | | |
| AGBU 059A | Leadership | 1 |
| AGBU 059B | Careers | 1 |
| AIS 006 | Business Research | 2 |
| AIS 007A | Introductory Excel | 1 |
| AIS 007B | Advanced Excel | 2 |
| AIS 012 | Office Support Skills | 3 |
| BUAC 003 | Accounting for Government & Non-Profit | 3 |
| BUAC 004 | Income Tax - Individuals | 3 |
| BUAC 010 | Accounting with QuickBooks | 3 |
| BUAC 013 | Payroll Accounting | 3 |
| BUAC 020A | Financial Accounting | 4 |
| BUAC 020B | Managerial Accounting | 4 |
| BUAC 066 | Fundamentals of Bookkeeping | 3 |
| BUFI 012 | Money Management & Planning for the Future | 3 |
| BUHM 050 | Introduction to the Hospitality Industry | 3 |
| BUMA 020A | Business Law I | 3 |
| BUMA 027 | Marketing Principles | 3 |
| BUMA 028 | Introduction To Entrepreneurship | 3 |
| BUMA 029 | Retail Merchandise Management | 3 |
| BUMA 031 | Business Calculations | 3 |
| BUMA 064 | Human Resource Management | 3 |
| BUMA 094 | Business Communications | 3 |
| BUMA 125 | Marketing Research | 3 |
| BUMA 130 | Introduction to Project Management | 3 |
| CIS 082C | Front End Web Development | 3 |
| DDP 110 | Graphic Design | 3 |
| DDP 120 | Video Post Production | 3 |
| ECON 001 | Principles of Macroeconomics | 3 |
| ECON 002 | Principles of Microeconomics | 3 |
| BUMA 095A | Business Management Work Experience (Maximum of 3 units may be used for work experience) | 1-5 |
| **Required Subtotal** | | **12/13** |
| **Elective Subtotal** | | **24** |
| COD General Education Pattern (p. 84) | | 23 |
| **DEGREE TOTAL** | | **60/61** |

# 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.

## Learning Outcomes

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

1. Demonstrate a basic understanding of business in today's society.
2. Recognize attributes necessary for personal success in today's business environment.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| BUMA 001 | Principles of Management | 3 |
| BUMA 010 | Introduction to Business | 3 |
| BUMA 032 | Human Relations in the Workplace | 3 |

| | | |
|---|---|---|
| CIS 010 | Introduction to Information Systems | 4 |
| **Electives** | | |
| Select 6-7 units from the following: | | |
| AIS 007B | Advanced Excel | 2 |
| AIS 006 | Business Research | 2 |
| BUAC 051 | Accounting for Entrepreneurs & Business Managers | 3 |
| BUMA 020A | Business Law I | 3 |
| BUMA 027 | Marketing Principles | 3 |
| BUMA 031 | Business Calculations | 3 |
| BUMA 064 | Human Resource Management | 3 |
| BUMA 094 | Business Communications | 3 |
| BUMA 095A | Business Management Work Experience (Maximum of 3 units may be used for work experience) | 1-8 |
| **CERTIFICATE TOTAL** | | **19-20** |

# 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.

## Learning Outcomes

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

1. .

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required core** | | **Units** |
| BUMA 027 | Marketing Principles | 3 |
| BUMA 028 | Introduction To Entrepreneurship | 3 |
| BUAC 051 | Accounting for Entrepreneurs & Business Managers | 3 |
| **Electives** | | |
| Select 9 units from the following: | | |
| BUAC 010 | Accounting with QuickBooks | 3 |
| BUAC 013 | Payroll Accounting | 3 |
| BUAC 020B | Managerial Accounting | 4 |
| BUMA 001 | Principles of Management | 3 |
| BUMA 010 | Introduction to Business | 3 |
| BUMA 020A | Business Law I | 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 | Introduction to Information Systems | 4 |
| BUMA 095A | Business Management Work Experience (Maximum of 3 units may be used for work experience) | 1-8 |
| **CERTIFICATE TOTAL** | | **18** |

# Golf Management

Golf Management encompasses the comprehensive study of overseeing and executing various tasks within public, private, or resort golf facilities. Undergraduate students pursuing this field commonly incorporate business, marketing, and management into their academic journey. All students can benefit from the Golf Management coursework, enhancing their problem-solving and communication skills.

At College of the Desert, the Golf Management curriculum provides both theoretical knowledge and practical training aligned with industry standards. The offerings include a Certificate of Achievement, an Associate of Arts degree, and transferable courses. The certificate equips students with essential skills for entry-level positions in golf management, with options to further their education. Graduates have secured roles as General Manager, Director of Golf, and Head Professional across the country.

Those earning an associate degree can pursue apprentice positions as PGA golf professionals or continue their studies towards higher degrees. The program prepares students for diverse career paths within the golf industry, emphasizing both practical expertise and academic advancement.

**Tanner Bown**
tbown@collegeofthedesert.edu

# Golf Management AA Degree

Golf management is the study of all aspects pertaining to the operation of public and private golf facilities and the responsibilities of the golf professional in them. Career paths chosen by students pursuing undergraduate studies in golf management commonly include general manager, director of golf, head professional, assistant golf professional, tournament coordinator, and merchandise manager. Even students who choose not to major in golf management find that coursework can improve their problem-solving and communication abilities.

College of the Desert's golf management curriculum includes course offerings that provide skills and knowledge that lead directly to career success in the golf industry and hands-on training that can be measured for industry needs and standards. Work experience is a recommended piece of the program that will help students develop their abilities and experience level.

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

## Learning Outcomes

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

1. Develop an improvement plan to enhance the golf course and its business practices.

2. Apply golf management principles to grow revenue, control costs, and lead a team at a golf facility.
3. Explain the most important turf practices that make a well-maintained, playable golf course.
4. Explain the history of golf and how it affects the golf courses and players in today's game.
5. Understand the rules and fundamentals of golf and how they are used in day-to-day golf operations.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| GOLF 025 | Golf Shop Operations (Golf Shop Operations) | 2 |
| GOLF 036 | Fundamentals & Rules of Golf | 2 |
| GOLF 080 | Golf History and Culture (Golf History and Culture) | 2 |
| GOLF 081 | Golf Courses - Public, Private and Resort (Golf Courses – Public, Private, Resort) | 2 |
| GOLF 082 | The Mental Game (Golf: The Mental Game) | 2 |
| GOLF 085 | Careers In Golf (Golf Event Administration) | 2 |
| GOLF 086 | Golf Event Administration (Careers in Golf) | 2 |
| GOLF 095A | Golf Work Experience | 3 |
| AGEH 034 | Golf Course Management | 3 |
| **Recommended Electives** | | |
| Select 12 units from the following: | | |
| GOLF 029 | Methods of Teaching Golf (Teaching Methods of Golf) | 2 |
| GOLF 030 | Teaching the Short Game | 2 |
| GOLF 038 | Golf Tournament Administration | 2 |
| GOLF 042 | Clubfitting and Golf Club Repair | 2 |
| AIS 005 | Office Technology Skills | 3 |
| AGEH 024 | Advanced Turfgrass Management | 3 |
| BUAC 020A | Financial Accounting | 4 |
| BUAC 051 | Accounting for Entrepreneurs & Business Managers | 3 |
| BUHM 050 | Introduction to the Hospitality Industry | 3 |
| BUMA 001 | Principles of Management | 3 |
| BUMA 020A | Business Law I | 3 |
| BUMA 027 | Marketing Principles | 3 |
| BUMA 028 | Introduction To Entrepreneurship | 3 |
| BUMA 031 | Business Calculations | 3 |
| BUMA 032 | Human Relations in the Workplace | 3 |
| BUMA 064 | Human Resource Management | 3 |
| ECON 001 | Principles of Macroeconomics | 3 |
| **Required Subtotal** | | **20** |
| **Elective Subtotal:** | | **12** |
| COD General Education Pattern (p. 84) | | 23 |
| Electives (as needed to reach 60 units) | | |
| **DEGREE TOTAL** | | **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.

## Learning Outcomes

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

1. Demonstrate the skills necessary to work at a golf facility in a supervisory capacity.
2. Execute the fundamental shots in golf in accordance with the rules and best practices of the game.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| 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 folllowing: | | |
| AGEH 024 | Advanced Turfgrass Management | 3 |
| BUMA 001 | Principles of Management | 3 |
| BUMA 027 | Marketing Principles | 3 |
| BUMA 028 | Introduction To Entrepreneurship | 3 |
| BUMA 031 | Business Calculations | 3 |
| BUMA 032 | Human Relations in the Workplace | 3 |
| BUMA 064 | Human Resource Management | 3 |
| RE 001 | Intro to Recreation & Sport Management | 3 |
| GOLF 095A | Golf Work Experience (Maximum of 3 units may be used for work experience) | 1-5 |
| **CERTIFICATE TOTAL** | | **27** |

# 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.*

## Learning Outcomes

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

1. Demonstrate a basic understanding of the various sectors of the hospitality industry.
2. Demonstrate a basic understanding of fundamental hospitality sector operations.
3. Realize the various opportunities for employment and advancement in the hospitality industry.
4. Use critical thinking and analytical skills to problem solve and understand hospitality issues in our community, our country, and the world.
5. Self analyze their personal/professional abilities for any hospitality management situation.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| BUAC 020A | Financial Accounting | 4 |
| BUAC 020B | Managerial Accounting | 4 |
| BUHM 050 | Introduction to the Hospitality Industry | 3 |
| BUHM 095A | Hotel & Restaurant Management Work Experience | 1 |
| BUHM 051 | Introduction to Food and Beverage Management | 3 |
| BUMA 020A | Business Law I | 3 |
| CART 040 | Culinary Fundamentals | 3 |
| CART 060 | Sanitation and Safety | 2 |
| **Required Subtotal** | | **23** |
| Cal-GETC (p. 90) | | 34 |
| Transferable Electives (as needed to reach 60 transferable units) [1] | | |
| **DEGREE TOTAL** | | **60** |

[1] Elective units to reach 60 unit total must be CSU transferable, confer with a Counselor.

# 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, meetings and events, senior housing, and club management. 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 Front Office Supervisor, Reservations Manager, Executive Housekeeper, Sales Coordinator, Senior Housing Sales, and Operations Supervisors/Managers. 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 able to learn guest service strategies, and be more aware of the personal abilities/skills, and simply manage more effectively.

## Learning Outcomes

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

1. Examine the various hospitality operations segments.
2. Demonstrate management/leadership behaviors and theories, diversity, and progressive solutions to workplace problems as they relate to the hospitality industry.
3. Analyze the strategies used to plan, implement, and evaluate Food and Beverage operations to increase profits and guest satisfaction.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| BUHM 014 | Hotel and Restaurant Accounting | 3 |
| BUHM 024 | Hospitality Sales and Marketing | 3 |
| BUHM 031 | Customer Service Management | 3 |
| BUHM 047 | Hospitality Law | 3 |
| BUHM 050 | Introduction to the Hospitality Industry | 3 |
| BUHM 051 | Introduction to Food and Beverage Management | 3 |
| BUHM 054 | Hospitality Supervision | 3 |

| | | |
|---|---|---|
| BUHM 055 | Hotel Front Office and Housekeeping Operations | 3 |
| BUHM 095A | Hotel & Restaurant Management Work Experience | 3 |
| CART 060 | Sanitation and Safety | 2 |
| **General Business Management Courses (3-5 units)** | | |
| Select one course from the following: | | |
| BUHM 011 | Leadership and Management in the Hospitality Industry | 3 |
| BUMA 032 | Human Relations in the Workplace | 3 |
| BUMA 094 | Business Communications | 3-5 |
| or COMM C1000 | Introduction to Public Speaking | |
| or ENGL C1000 | Academic Reading and Writing | |
| or ENGL C1000E | Academic Reading and Writing Support | |
| **Office Technology Courses (2-3 units)** | | |
| Select 2 units minimum from the following: | | |
| AIS 002A | Introductory Microsoft Outlook | 1 |
| AIS 003A | Introductory Microsoft Word | 1 |
| AIS 004A | Introductory PowerPoint | 1 |
| AIS 007A | Introductory Excel | 1 |
| AIS 012 | Office Support Skills | 3 |
| **Employability Soft Skills (3-5 units)** | | |
| Select minimum 3 units from the following: | | |
| EMP 010 | New World of Work Skills: Adaptability | 0.5 |
| EMP 011 | New World of Work Skills:Self-Awareness | 0.5 |
| EMP 012 | New World of Work Skills: Digital Fluency | 0.5 |
| EMP 013 | New World of Work Skills: Communication | 0.5 |
| EMP 014 | New World of Work Skills: Collaboration | 0.5 |
| EMP 015 | New World of Work Skills: Empathy | 0.5 |
| EMP 016 | New World of Work Skills: Analysis and Solution Mindset | 0.5 |
| EMP 017 | New World of Work Skills: Resilience | 0.5 |
| EMP 018 | New World of Work Skills: Entrepreneurial Mindset | 0.5 |
| EMP 019 | New World of Work Skills: Social Diversity/ Awareness | 0.5 |
| SPAN 001 | Elementary Spanish I | 5 |
| **Required Subtotal** | | **29** |
| Electives | | 8-13 |
| COD General Education Pattern (p. 84) | | 23 |
| **DEGREE TOTAL** | | **60-65** |

# Marketing AS Degree

Marketing concentration focuses on markets, strategic planning, customer satisfaction, products, pricing, promotion, and channels of distribution, providing students with practical skills to build brands and businesses efficiently and effectively. Students can use their new skills to work as contractors or as part of a larger enterprise or in small family businesses. Students will learn to identify valuable target markets, develop cost-effective promotion programs, and gain hands-on experience in developing marketing strategies and plans. Students will be able to quantify the effects of these marketing strategies and plans in business. They will also learn about other marketing tools that can be used in a variety of organizations and businesses. This degree/ concentration may also be appropriate for students planning to transfer to a four-year institution other than a California State University. Students intending to transfer should consult with a counselor to make sure that their education plan is consistent with this objective.

Upon successful completion of the Marketing AS Degree, students will be able to: identify appropriate and valuable target markets, use a variety of promotions to build a business, research the effectiveness of their actions, and increase sales based on specific customer/client responses.

| Course Code | Title | Units |
|---|---|---|
| **Required** | | |
| BUMA 027 | Marketing Principles | 3 |
| BUMA 026 | Social Media Marketing | 3 |
| BUMA 125 | Marketing Research | 3 |
| BUMA 121 | Principles of Advertising and Promotions | 3 |
| BUMA 032 | Human Relations in the Workplace | 3 |
| BUMA 010 | Introduction to Business | 3 |
| **Elective (Choose 19 units)** | | |
| BUMA 094 | Business Communications | 3 |
| BUMA 001 | Principles of Management | 3 |
| BUMA 029 | Retail Merchandise Management | 3 |
| BUMA 031 | Business Calculations | 3 |
| CIS 010 | Introduction to Information Systems | 4 |
| BUMA 020A | Business Law I | 3 |
| BUMA 028 | Introduction To Entrepreneurship | 3 |
| BUMA 003 | Business Statistics | 3 |
| BUAC 020A | Financial Accounting | 4 |
| BUAC 020B | Managerial Accounting | 4 |
| AIS 072 | Spreadsheet Software | 3 |
| AIS 073 | Word Processing Software | 3 |
| AIS 074 | Presentation Software | 3 |
| MC 005 | Introduction to Public Relations | 3 |
| COMM C1000 | Introduction to Public Speaking | 3 |
| COMM 009 | Intro to Interpersonal Communication | 3 |
| BUMA 095A | Business Management Work Experience (MAXIMUM OF 3 UNITS MAY BE USED FOR WORK EXPERIENCE) | 1-5 |
| ECON 001 | Principles of Macroeconomics | 3 |
| ECON 002 | Principles of Microeconomics | 3 |
| Required Total | | 18 |
| Elective Total | | 19 |
| COD General Education Pattern (p. 84) | | 23 |
| **DEGREE TOTAL** | | **60** |

18 Required Units

BUMA 121 Advertising and Promotions and BUMA 125 Marketing Research are also required courses

# 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 AS Degree for 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.

## Learning Outcomes

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

1. Understand and be able to discuss the major factors and trends affecting the Hospitality Industry as a whole and its component sectors.
2. Have a working knowledge of the various hospitality operations.
3. Develop a personal assessment profile of their individual strengths and weaknesses associated with their entry and success in the hospitality industry.
4. Demonstrate a basic understanding of management/leadership behaviors and theories as they relate to the hospitality industry.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses:** | | |
| **Hospitality Specific Courses (10-11 units)** | | |
| BUHM 047 | Hospitality Law | 3 |
| BUHM 050 | Introduction to the Hospitality Industry | 3 |
| BUHM 051 | Introduction to Food and Beverage Management | 3 |
| BUHM 095A | Hotel & Restaurant Management Work Experience (Maximum of 2 units may be used for work experience) | 1-2 |
| **General Business Management Courses (3 units)** | | |
| BUMA 094 | Business Communications | 3 |
| **Accounting/Financial Course (3 units)** | | |
| Select 1 course from the following: | | |
| BUHM 014 | Hotel and Restaurant Accounting | 3 |
| BUAC 050 | Accounting in the Business Environment | 3 |
| BUAC 051 | Accounting for Entrepreneurs & Business Managers | 3 |
| **Office Technology Courses (4 units)** | | |
| Select 4 units from the following: | | |
| AIS 002A | Introductory Microsoft Outlook | 1 |
| AIS 003A | Introductory Microsoft Word | 1 |
| AIS 004A | Introductory PowerPoint | 1 |
| AIS 007A | Introductory Excel | 1 |
| CIS 010 | Introduction to Information Systems | 4 |
| **Employability Soft Skills (1-3 units)** | | |
| Select 1 - 3 units from the following: | | |
| AIS 012 | Office Support Skills | 3 |
| EMP 010 | New World of Work Skills: Adaptability | 0.5 |
| EMP 011 | New World of Work Skills:Self-Awareness | 0.5 |
| EMP 012 | New World of Work Skills: Digital Fluency | 0.5 |
| EMP 013 | New World of Work Skills: Communication | 0.5 |
| EMP 014 | New World of Work Skills: Collaboration | 0.5 |
| EMP 015 | New World of Work Skills: Empathy | 0.5 |
| EMP 016 | New World of Work Skills: Analysis and Solution Mindset | 0.5 |
| EMP 017 | New World of Work Skills: Resilience | 0.5 |
| EMP 018 | New World of Work Skills: Entrepreneurial Mindset | 0.5 |
| EMP 019 | New World of Work Skills: Social Diversity/ Awareness | 0.5 |
| **CERTIFICATE TOTAL** | | **21-25** |

# 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

## Learning Outcomes

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

1. Utilize human resources as a strategic tool in business management.
2. Navigate the wide variety of legal, EEO, diversity, and ethical arenas of human resources in today's society.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | **Units** |
| BUMA 001 | Principles of Management | 3 |
| BUMA 020A | Business Law I | 3 |
| BUMA 031<br>or MATH 040 | Business Calculations | 3 |
| BUMA 032 | Human Relations in the Workplace | 3 |
| BUMA 064 | Human Resource Management | 3 |
| BUMA 094 | Business Communications | 3 |

| | | |
|---|---|---|
| AIS 006 | Business Research | 2 |
| AIS 007B | Advanced Excel | 2 |
| CIS 010 | Introduction to Information Systems | 4 |
| **Electives** | | |
| Select one course from the following (3-4 units): | | |
| AIS 012 | Office Support Skills | 3 |
| BUAC 013 | Payroll Accounting | 3 |
| BUAC 020A | Financial Accounting | 4 |
| BUAC 051 | Accounting for Entrepreneurs & Business Managers | 3 |
| **CERTIFICATE TOTAL** | | **29-30** |

# Retail Management Certificate of Achievement

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 of Achievement** 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.

## Learning Outcomes

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

1. Ability to read, comprehend and compose basic and technical business documents.
2. Ability to identify and apply relevant information needed to set goals, perform job-related tasks, and make business decisions.
3. Ability to follow and enforce company policies, procedures, and perform job duties in an ethical manner.
4. Ability to adopt and lead change, refocus and prioritize actions in the business environment.
5. Ability to interpret oral instructions and communicate to a variety of diverse audiences.
6. Ability to interact with business contacts in a professional manner while accepting and delivering constructive feedback.
7. Ability to promote products and services through techniques that lead to increased sales, including explaining the flow of goods and services in a retail environment and recognizing the cause and effect of issues in the supply chain.
8. Ability to apply math skills to calculate, interpret, and analyze financial information to make business decisions.
9. Ability to motivate, influence, and support others to achieve desired outcomes.
10. Ability to utilize relevant technology-based business applications.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | **Units** |
| BUMA 001 | Principles of Management | 3 |
| BUMA 027 | Marketing Principles | 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 | Introduction to Information Systems | 4 |
| **CERTIFICATE TOTAL** | | **25** |

# Social Media Marketing Certificate of Achievement

The Social Media Marketing Certificate of Achievement provides students with practical, critical marketing skills that are not limited by any geographical location. Students can use their new skills to work as contractors or as a part of a bigger enterprise anywhere in the country or the world. Students will explore the possibilities and limitations of social media and will have hands-on experience with several of the outlets such as Facebook, X, Instagram, Snapchat, blogs, wikis, and other current media. Students will be able to relate the effects of these marketing strategies to a business. They will also learn about other marketing tools that can be used in combination with social media for a more effective marketing strategy.

Upon successful completion of the Social Media Certificate of Achievement, students should be able to: use current social media outlets to promote business, create demand, and increase sales based on popularity and specific client response. At the same time, students will be able to evaluate the use of social networking and online marketing channels, and to create an online presence to build businesses.

## Learning Outcomes

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

1. Create marketing strategies and plans using social media and other marketing tools.
2. Evaluate success of social media marketing programs via goals and metrics.

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| BUMA 010 | Introduction to Business | 3 |
| BUMA 027 | Marketing Principles | 3 |
| BUMA 026 | Social Media Marketing | 3 |
| **Elective Courses** | | |
| Select 6 units from the following: | | 3 |
| BUMA 121 | Principles of Advertising and Promotions | 3 |
| BUMA 125 | Marketing Research | 3 |
| BUMA 094 | Business Communications | 3 |
| BUMA 032 | Human Relations in the Workplace | 3 |
| MC 005 | Introduction to Public Relations | 3 |
| BUMA 095A | Business Management Work Experience (Maximum of 3 units may be used for work experience) | 3 |
| BUMA 001 | Principles of Management | 3 |
| BUMA 028 | Introduction To Entrepreneurship | 3 |
| BUMA 031 | Business Calculations | 3 |

| | | |
|---|---|---|
| BUAC 010 | Accounting with QuickBooks | 3 |
| **CERTIFICATE TOTAL** | | **15** |

# BIW III: Remote Office Support and Technologies Certificate of Achievement

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 your skills toolbox as you move through the levels. Therefore, this certificate includes some of the courses 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 to 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 to regulations and etiquette.

## Learning Outcomes

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

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

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses (from BIW I) 6-Units** | | |
| AIS 005 | Office Technology Skills | 3 |
| AIS 012 | Office Support Skills | 3 |
| **Required Courses (from BIW II) 10-Units** | | |
| CIS 010 | Introduction to Information Systems (or) | 4 |
| AIS 071 | Microsoft Office Pro | 4 |
| AIS 023 | Digital Security & Cloud Storage for Office Professionals | 2 |
| **Required Courses (BIW III) 5-Units** | | |
| AIS 006 | Business Research | 2 |
| AIS 020 | Accessibility for Office Professionals | 3 |
| **Elective Courses Select 3-Units** | | |
| AIS 013 | Office Workplace Employment Preparation | 3 |
| AIS 025 | Medical Billing | 3 |
| AIS 072 | Spreadsheet Software | 3 |
| AIS 073 | Word Processing Software | 3 |
| AIS 074 | Presentation Software | 3 |
| 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 | 1-5 |
| 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** |

# Makerspace Basic Skills

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.

## Learning Outcomes

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

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

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| MAKR 301 | Basic Makerspace Skills I | 0 |
| MAKR 302 | Basic Makerspace Skills II | 0 |

# Marketing Certificate of Achievement

The Marketing Certificate of Achievement provides students with practical skills to build brands and businesses efficiently and effectively. Students can use their new skills to work as contractors or as part of a larger enterprise or in small family businesses. Students will learn to identify valuable target markets, develop cost-effective promotion programs, and gain hands-on experience in developing marketing strategies and plans. Students will be able to quantify the effects of these marketing strategies and plans in business. They will also learn about other marketing tools that can be used in a variety of organizations and businesses.

Upon successful completion of the Marketing Certificate of Achievement, students should be able to: identify appropriate and valuable target markets, use a variety of promotions to build a business, research the effectiveness of their actions, and increase sales based on specific customer/client responses.

| Course Code | Title | Units |
|---|---|---|
| **Required** | | |
| BUMA 027 | Marketing Principles | 3 |
| BUMA 026 | Social Media Marketing | 3 |
| BUMA 121 | Principles of Advertising and Promotions | 3 |
| BUMA 125 | Marketing Research | 3 |
| **Elective (Choose 3 units)** | | |
| BUMA 032 | Human Relations in the Workplace | 3 |
| BUMA 010 | Introduction to Business | 3 |
| BUMA 094 | Business Communications | 3 |
| BUMA 001 | Principles of Management | 3 |
| **CERTIFICATE TOTAL** | | **15** |

15 Units total for certificate

# Project Management Certificate of Achievement

This certificate prepares students with an understanding of business and the necessary skills required to successfully manage a project and to prepare for the Project Management Professional (PMP®) or Certified Associate in Project Management (CAPM®) certification exams. Topics covered include project integration, scope, cost management, software tools, project control, human resource management, risk management, quality management, procurement management, communications management and PMP®/CAPM® test preparation. This certification is noted on the student's college transcript informing future employers, admissions offices to colleges, and professional institutions that the student has received specialized training in project management.

| Course Code | Title | Units |
|---|---|---|
| BUMA 010 | Introduction to Business | 3 |
| BUMA 130 | Introduction to Project Management (New: Introduction to Project Management (3 credits)) | 3 |
| BUMA 131 | Project Management CAPM and PMP Exam Prep (New: Project Management CAPM and PMP Exam Prep (3 credits)) | 3 |
| **CERTIFICATE TOTAL** | | **9** |

# Quickbooks Training - Certificate of Achievement

The QuickBooks Training Certificate of Achievement prepares students for entry-level bookkeeping and administrative support positions in a variety of fields & businesses. After the successful completion of the QuickBooks Training Certificate of Achievement, students may seek employment as bookkeepers, entry staff accountants, office clerks, customer service representatives, and other positions that require the handling & recording of information. The student may also work as a contractor from their own home. This certificate also offers the opportunity to move forward & further a student's education and allows for a smoother transition into a career in accounting and, eventually, CPA certification.

| Course Code | Title | Units |
|---|---|---|
| BUAC 066 | Fundamentals of Bookkeeping | 3/4 |
| or BUAC 020A | Financial Accounting | |
| BUAC 013 | Payroll Accounting | 3 |
| BUAC 010 | Accounting with QuickBooks | 3 |
| **CERTIFICATE TOTAL** | | **9-10** |

# 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.

## Advisors:

**Maria Avalos**
maavalos@collegeofthedesert.edu
760.674.7817

# 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 Development 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 Cal-GETC 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 "P") 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.

## Learning Outcomes

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

1. Identify and analyze key concepts and theories about human and/or societal development.
2. Critique generalizations and popular opinion about human behavior and society, distinguishing opinion and values from scientific observations and study.
3. Understand and think critically about different cultures (including topics such as race, gender and class) and their influence on human development or society.
4. Examine the biological, psychological, and sociological factors that influence the personalities and behaviors of females and males from a multicultural perspective.
5. Develop individual responsibility, personal integrity, and respect for diverse people and culture.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Core Courses** | | |
| CDE 101 | Child Growth & Development | 3 |
| CDE 227 | Child Guidance | 3 |
| BI 004 | Elements of Biology | 3-4 |
| or BI 007 | Biology of Mammals | |
| PSYC C1000 | Introduction to Psychology | 3 |

| | | |
|---|---|---|
| PSY 003 | Developmental Psychology | 3 |
| STAT C1000 | Introduction to Statistics | 3-4 |
| or SOC 003 | Fundamentals of Statistics | |
| **LIST A** | | |
| Select one course from the following (3 units): | | |
| ANTH 002 | Cultural Anthropology | 3 |
| CDE 102 | Child, Family, & Community | 3 |
| SOC 001 | Introductory Sociology | 3 |
| SOC 014 | Introduction to Race & Ethnicity | 3 |
| **Required Subtotal** | | **21-23** |
| Cal-GETC (p. 90) [1] | | 34 |
| Transferable Electives (as needed to reach 60 transferable units) [2] | | |
| **DEGREE TOTAL** | | **60** |

[1] Units for the major may be double counted for Cal-GETC, confer with a Counselor.

[2] Elective units to reach 60-unit total must be CSU transferable, confer with a Counselor.

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

# Communication Studies

The dynamic field of Communication Studies provides students at College of the Desert with valuable skills and knowledge that are applicable across various personal, academic, and professional contexts, empowering them to succeed in a rapidly changing world. A degree in Communication Studies offers students a wide range of skills and benefits:

- Understanding Communication Dynamics: Communication Studies majors gain a deep understanding of communication processes, including verbal and nonverbal communication, interpersonal communication, group communication, and mass communication. This knowledge equips students with the skills to effectively navigate various communication contexts in their personal and professional lives.
- Enhanced Interpersonal Skills: Students learn how to communicate effectively with diverse audiences, improve active listening skills, and understand the dynamics of human interaction. These interpersonal skills are valuable in building relationships, resolving conflicts, and collaborating with others in any field.
- Critical Thinking and Analysis: Communication Studies majors develop critical thinking skills by analyzing messages, media, and communication strategies. They learn to evaluate the credibility of information, identify biases, and understand the impact of communication on society and culture.
- Media Literacy: In an age of digital media and information overload, media literacy is essential. Communication Studies majors learn to critically evaluate media messages, understand media production processes, and analyze the role of media in shaping public opinion and culture.
- Public Speaking and Presentation Skills: Effective public speaking and presentation skills are crucial in many professions. Communication Studies programs often include courses in public speaking, rhetoric, and persuasion, helping students become confident and persuasive communicators in front of diverse audiences.
- Professional Communication Skills: Whether in business, government, or nonprofit sectors, effective communication is key to success in the workplace. Communication Studies majors learn how to write clear and concise messages, craft professional emails, and communicate persuasively in various professional settings.
- Preparation for Diverse Careers: A degree in Communication Studies prepares students for a wide range of careers, including public relations, marketing, advertising, journalism, human resources, event planning, social media management, and more. The versatile skills gained through this major make graduates highly sought after in today's job market.
- Preparation for Further Education: Communication Studies also serves as a solid foundation for further education in fields such as law, public policy, education, and social sciences. Many graduates go on to pursue advanced degrees in communication, business, or related fields.

There are seven different communication studies courses offered at College of the Desert: COMM 001, COMM 005, COMM 009, COMM 013, COMM 017, COMM 021, and COMM 025.

**Advisors:**

**Carl Christman**
cchristman@collegeofthedesert.edu
760.862.1370

**Maria Elena Diaz**
madiaz@collegeofthedesert.edu
760.423.6643

**Ed Reed**
ereed@collegeofthedesert.edu
760.776.7321

**Whitney Shaw**
wshaw@collegeofthedesert.edu
760.773.2558

# Computer Information Systems

The goal of the Computer Information Systems (CIS) program is to train students for employment or transfer within the ever-expanding field of computer technology. This expansion is driven by widespread technology use across all sectors and continual industry evolution.
The CIS program offers 15 courses (p. ) across two Associate of Science (AS) degrees (p. ) covering subjects such as general IT support, Cyber Security, software development, and data analytics. Courses are designed to meet industry standards for certifications like CompTIA, Cisco, and Certified Ethical Hacker, and are aligned with C-ID (ITIS descriptors). The CIS program also proudly offers dual enrollment options with CVUSD and DSUSD.
Students can pursue two pathways:

- AS Employment Preparation (p. 160) prepares students for jobs through industry-aligned courses
- AS Transfer Preparation (p. 160) facilitates transfer to four-year universities such as CSUSB's IST Program

These paths aim to equip students with the necessary skills to tackle real-world challenges and innovate within the rapidly changing tech landscape.

**Advisors:**
**Martin Flores**
maflores@collegeofthedesert.edu
760.674.7819
**Felix Marhuenda-Donate**
fmarhuenda@collegeofthedesert.edu
760.773.2523
**Patrick Jacobs**
pjacobs@collegeofthedesert.edu
760.776.7286

# Computer Information Systems AS Degree (transfer preparation)

The Associate of Science degree in Computer Information Systems prepares students to either pursue a Bachelor of Science degree in Information and Systems Technology from California State University, San Bernardino or enter the workforce as an entry-level computer or network support technician.

The Information Systems and Technology (IST) program at California State University, San Bernardino (CSUSB) is a comprehensive undergraduate program designed to equip students with the technical skills and business acumen required for success in the rapidly evolving field of information technology. The program offers a range of courses covering topics such as database management, web development, networking, cybersecurity, and programming, among others.

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. 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.

## Learning Outcomes

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

1. Exhibit basic understanding of information technology and information systems challenges and opportunities from a multi-faceted perspective of hardware, software, databases, telecommunications, people, and procedures.
2. Demonstrate the ability to locate, critically evaluate and solve business problems with technology solutions using qualitative and quantitative information.
3. Demonstrate a fundamental ability to identify and analyze user needs in the selection, creation, evaluation and administration of computer-based systems.
4. Prepare students for transfer into a four-year institution.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| CIS 010 | Introduction to Information Systems | 4 |
| CIS 053 | Computer Networks and Security | 3 |
| CIS 060 | Information Systems Security | 3 |
| CIS 080 | Database Management Systems | 3 |
| CIS 081 | Introduction to Data Analytics | 3 |
| CIS 087 | Introduction to Programming Using Python | 3 |
| or CIS 088 | Introduction To Programming Using Java | |
| BUMA 003 | Business Statistics | 3 |
| BUMA 020A | Business Law I | 3 |
| **Required Subtotal** | | **25** |
| Cal-GETC (p. 90) | | 34 |
| Transferable Electives (as needed to reach 60 transferable units) | | |
| **DEGREE TOTAL** | | **60** |

# Computer Information Systems AS Degree (employment preparation)

The Associate's degree in Computer Information Systems prepares students to enter the workforce as an entry-level computer or network support technician.
Computer support technicians provide technical assistance to computer users. They may answer questions or resolve computer problems for clients in person, 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. 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. They may perform network maintenance to ensure networks operate correctly with minimal interruption.
Graduates of the Computer Information Systems A.S. Employment Prep are prepared to complete CompTIA's A+ and Network+ certification exams. Optional elective courses prepare students for Cisco's CCNA, CompTIA's Server+, Linux+ Security+, Ethical Hacking Council, AWS Cloud Certifications exams, among others.

## Learning Outcomes

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

1. Exhibit basic understanding of information technology and information systems challenges and opportunities from a multi-faceted perspective of hardware, software, databases, telecommunications, people, and procedures.
2. Demonstrate the ability to locate, critically evaluate and solve business problems with technology solutions using qualitative and quantitative information.
3. Demonstrate a fundamental ability to identify and analyze user needs in the selection, creation, evaluation and administration of computer-based systems.
4. Prepare students for entry-level employment in the field of computer systems.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | **Units** |
| CIS 010 | Introduction to Information Systems | 4 |
| CIS 040 | Information & Communication Technology Essentials | 4 |
| CIS 053 | Computer Networks and Security | 3 |
| CIS 087 | Introduction to Programming Using Python | 3 |
| or CIS 088 | Introduction To Programming Using Java | |

| | | |
|---|---|---|
| **Electives** | | |
| Select 23 units from the following: | | |
| CIS 023A | Introduction to Amazon Web Services | 2 |
| CIS 023B | | |
| CIS 023C | | |
| CIS 023D | | |
| CIS 030 | Introduction to Linux Operating System | 3 |
| CIS 054 | Routing and Switching Essentials | 3 |
| CIS 055 | Systems and Network Administration | 3 |
| CIS 060 | Information Systems Security | 3 |
| CIS 064 | Intro to Ethical Hacking | 3 |
| CIS 065 | Computer Forensics Fundamentals | 3 |
| CIS 080 | Database Management Systems | 3 |
| CIS 081 | Introduction to Data Analytics | 3 |
| CIS 082C | Front End Web Development | 3 |
| BUMA 010 | Introduction to Business | 3 |
| BUMA 028 | Introduction To Entrepreneurship | 3 |
| BUMA 094 | Business Communications | 3 |
| CIS 095A | Computer Information Systems Work Experience | 1-5 |
| WEG 095A | Work Experience, General | 1-5 |
| **Required Units** | | **14** |
| **Electives Units** | | **23** |
| COD General Education Pattern (p. 84) | | 23 |
| **DEGREE TOTAL** | | **60** |

# Computer Science

The Computer Science program at College of the Desert is designed to assist in preparing 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, and 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:**
**Robert Kelbley**
rkelbley@collegeofthedesert.edu
760.862.1353

# 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:

- Satisfy the requirements to successfully transfer to a CSU program for a degree in computer science or a related field.
- Analyze a program by reading its code and debugging it.
- Develop programming solutions using a high-level language such as C++

Enrollment is recommended only to students who have a solid understanding of geometry and algebra (at the level of Math 005, Trigonometry, or higher). 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 Cal-GETC.

The Computer Science AS-T degree requires students to complete 60 CSU transferable units including completion of Cal-GETC and 30 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.

## Learning Outcomes

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

1. Satisfy the requirements to successfully transfer to a CSU program for a degree in computer science or a related field.
2. Analyze a program by reading its code and debugging it.
3. Develop programming solutions using a high level language such as C++.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **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 II | 4 |
| PH 003A | Engineering Physics | 4 |
| PH 003B | Engineering Physics | 4 |
| **Required Subtotal** | | **30** |
| Cal-GETC (p. 90) [1] | | 34 |
| Transferable Electives (as needed to reach 60 transferable units) [2] | | |
| **DEGREE TOTAL** | | **60** |

[1] Units for the major can be double counted for Cal-GETC, confer with a Counselor.
[2] Elective units to reach 60 unit total must be CSU transferable, confer with a Counselor.

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

# 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.

The ***Associate of Arts degree in Liberal Arts*** is designed for students who wish to have 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.

- Choose either the California General Education Transfer Curriculum (Cal-GETC) **or** the COD General Education pattern. Consult with a counselor to see which one is better suited for 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.)
- All courses listed under Liberal Arts transfer to CSU. Refer to www.assist.org for transfer details or see a counselor or faculty advisor for additional details.

## General Education Certification

College of the Desert may certify a student who has completed the lower-division general education requirements and this guarantees that no additional lower-division courses may be imposed on a student as a condition of graduation at the California State University (CSU) or University of California (UC) systems. “Certified” community college students are deemed to have satisfied lower-division general education requirements, while “Non-certified” students may find additional lower-division course requirements upon transfer to these institutions. Therefore, it is recommended that students seek “Full Certification” prior to transfer.

Note: Nine (9) additional upper-division general education units must be completed at the CSU system after transfer to fulfill graduation requirements.

College of the Desert is authorized to certify completion of lower- division coursework completed at College of the Desert and other regionally-accredited institutions through a process of “ pass-along” credit. To receive credit from prior or concurrent colleges and universities, students must submit official transcripts for evaluation to Admissions and Records at College of the Desert. Counselors are available for assistance.

## Cal-GETC Certification

College of the Desert may certify completion of the California General Education Transfer Curriculum (Cal-GETC) for a student when COD is the last/most recent school of attendance. Completion of the Cal-GETC general education pattern satisfies the lower-division general education requirements for both the UC and CSU systems. All Cal-GETC coursework must be completed prior to transfer to be “Fully-Certified”.

**Counseling Faculty:**

**Heather Basye**
hbasye@collegeofthedesert.edu
760.346.8041 x6368

**Victoria Bautista**
vbautista@collegeofthedesert.edu
760.565.4873

**Kimberly Brooks**
kbrooks@collegeofthedesert.edu
760.862.1352

**Adell Bynum**
abynum@collegeofthedesert.edu
760.776.7204

**Scott Cooper**
scooper@collegeofthedesert.edu
760.776.7453

**Victoria Curry**
vcurry@collegeofthedesert.edu
760.636.7977

**Ismael Davila**
idavila@collegeofthedesert.edu
760.776.7399

**Maria De Santiago**
mdesantiago@collegeofthedesert.edu
760.773.2540

**Mary Eden**
meden@collegeofthedesert.edu
760.565.4872

**Gabriela Gudino Martinez**
ggudinomartinez@collegeofthedesert.edu
760.773.2526

**Maria Herrera**
maherrera@collegeofthedesert.edu
760.674.7841

**Khanh Hoang**
khoang@collegeofthedesert.edu
760.776.7424

**Jenna Huntzinger**
jhuntzinger@collegeofthedesert.edu
760.776.7252

**Monica Lopez**
molopez@collegeofthedesert.edu
760.674.7628

**Angel Meraz**
ameraz@collegeofthedesert.edu
760.568.7519

**Rebeca Moreno**
rmoreno@collegeofthedesert.edu
760.565.4875

**Juan Jose Moreno Ibarra**
jumoreno@collegeofthedesert.edu
760.862.1336

**Frank Ramirez**
framirez@collegeofthedesert.edu
760.568.7519

**Philip Salas**
psalas@collegeofthedesert.edu
760.773.2521

**Senorina Saldivar**

ssaldivar@collegeofthedesert.edu
2760.565.4856
**Fred Sangiorgio**
fsangiorgio@collegeofthedesert.edu
760.776.7345
**Jose Simo**
jsimo@collegeofthedesert.edu
760.776.7356
**Ana Stockwell**
astockwell@collegeofthedesert.edu
760.776.7380
**Evelyn Trejo**
etrejo@collegeofthedesert.edu
760.862.1337
**Mariana Zepeda**
mazepeda@collegeofthedesert.edu
760.423.6636

# Career Exploration Certificate of Completion

Students are empowered with the resources necessary to determine their career goals, identify an educational path to achieve those goals, and confidently pursue entering or transitioning in the professional world. This noncredit certificate requires completion of two courses: COUN 301 Career Exploration and COUN 302 Career Readiness.

## Learning Outcomes

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

1. Identification of career and educational goals based on informed decision making.
2. Job-applicant ready with professional resume and 30-second self-pitch.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| COUN 301 | Career Exploration | 0 |
| COUN 302 | Career Readiness | 0 |

# EDGE Certificate of Completion

The EDGE certificate program comprises the summer and winter bridge courses that help students make a smooth and successful transition into college. The program consists of three courses, usually taken simultaneously: one focused on math concepts and skills that prepare students for college-level quantitative reasoning courses; one focused on English concepts and skills that prepare students for college-level English and other written communication courses; and one focused on college success, which helps students to navigate the college environment and guides students through COD's myriad support services and programs.

## Learning Outcomes

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

1. Navigate the college environment, and access college resources.
2. Bridge their prior preparation in English and math with relevant college courses.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| Required Courses | | |
| ENG 300 | English Edge | 0 |
| MATH 300 | Math Edge | 0 |
| or SOC 300 | Statistics Edge | |
| COUN 300 | Student Development Edge | 0 |

# UC 7 Course Pattern Certificate of Achievement

The University of California 7 Course Pattern certificate program at College of the Desert is a focused, 22 to 34-unit program designed to ensure students meet the minimum eligibility requirements for transfer to a University of California. To be eligible for admission to the UC system, students must meet basic eligibility requirements. The UC system requires completion of 60 transferable units and the 7 Course pattern in Spring prior to Fall admissions for students to enter as an upper-division student. Major preparation and general education courses may be used to fulfill these requirements.

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| Select one course from the following: | | |
| ENGL C1000 | Academic Reading and Writing | 4-5 |
| or ENGL C1000E | Academic Reading and Writing Support | |
| Select one course from the following: | | |
| ENG 002 | Argumentative Writing and Critical Thinking through Literature (OR) | 4 |
| SOC 004 | Sociological Analysis& Critical Thinking | 3 |
| Select one course from the following: | | |
| BUMA 003 | Business Statistics | 3 |
| MATH 001A | Calculus | 4 |
| MATH 009 | Business Calculus | 4 |
| MATH 010 | College Algebra | 4 |
| MATH 012 | Pre-calculus | 5 |
| MATH 013 | Liberal Arts Math | 4 |
| MATH 015 | Discrete Mathematics for Computers | 4 |
| MATH 016 | Finite Mathematics | 3 |
| SOC 003 | Fundamentals of Statistics | 3 |
| STAT C1000 | Introduction to Statistics | 4 |
| Select four (4) courses from at least two (2) subject areas: | | |
| Subject Area 1: Arts and Humanities | | |
| 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 |
| ARTH 002A | History of Art I: Prehistoric to Medieval | 3 |
| ARTH 002B | History of Art II: Renaissance to Contemporary | 3 |
| ARTH 002C | History of Modern Art | 3 |
| ARTH 010 | Understanding Art | 3 |
| ARTH 012A | Arts of Asia | 3 |
| ARTH 012B | Arts of Africa, Oceania, & Indigenous North America | 3 |
| ARTH 012C | Arts of Latin America | 3 |
| ARTH 033 | History of Photography | 3 |
| CDE 229 | Children's Literature | 3 |
| DANC 015 | History of Dance | 3 |
| ENG 010A | American Literature I | 3 |

| | | |
|---|---|---|
| ENG 010B | American Literature II | 3 |
| ENG 011A | English Literature I | 3 |
| ENG 011B | English Literature II | 3 |
| ENG 012A | Global Literature 1 | 3 |
| ENG 012B | World Literature II | 3 |
| ENG 014 | Shakespeare | 3 |
| ENG 015 | The Short Story | 3 |
| ENG 017 | Literature by Women | 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 035 | Myths and Legends | 3 |
| ENG 036 | Children's Literature | 3 |
| FILM 001 | Introduction to Film | 3 |
| FILM 021 | Contemporary World Film | 3 |
| FILM 022 | American Film to the 1960s | 3 |
| FILM 023 | Contemporary American Film | 3 |
| FR 002 | Elementary French II | 5 |
| FR 003 | Intermediate French I | 4 |
| FR 004 | Intermediate French II | 4 |
| 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 002 | Elementary Japanese II | 5 |
| 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 012 | Fundamentals of Music | 3 |
| PHIL 006 | Introduction to Philosophy | 3 |
| PHIL 007 | Ideas of the Great Philosophers | 3 |
| PHIL 010 | General Logic | 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 002 | Elementary Spanish II | 5 |
| SPAN 003 | Intermediate Spanish I | 4 |
| SPAN 004 | Intermediate Spanish II | 4 |
| SPAN 020 | Latin American Culture and Civilization | 3 |
| SPAN 024 | Latin American Short Story | 4 |
| TA 001 | Introduction to Theatre | 3 |
| TA 007 | History of Musical Theatre | 3 |
| Subject Area 2: Social and Behavioral Sciences | | |
| ANTH 002 | Cultural Anthropology | 3 |
| ANTH 003 | Archaeology, Introduction to Prehistory | 3 |
| ANTH 007 | Anthropology of Religion, Magic, Witchcraft, and Healing | 3 |
| CDE 202 | Teaching in a Diverse Society | 3 |
| CJ 020 | Introduction to Social Justice Studies | 3 |
| ECON 001 | Principles of Macroeconomics | 3 |
| ECON 002 | Principles of Microeconomics | 3 |
| ECON 011 | International Economics | 3 |
| ECON 012 | Understanding Econ Principles & Applications | 3 |
| ETHN 001 | Introduction to Ethnic Studies | 3 |
| ETHN 002 | Introduction to Chicanx & Latinx Studies | 3 |
| ETHN 003 | Introduction to Black Studies | 3 |
| ETHN 004 | Introduction to Native American Studies | 3 |
| ETHN 005 | Introduction to Asian American Studies | 3 |
| GEOG 002 | Cultural Geography | 3 |
| GEOG 007 | Regional Geography | 3 |
| GEOG 010 | Geography of California | 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 |
| HIST 050 | American Popular Culture | 3 |
| MC 001 | Introduction to Mass Media | 3 |
| PHIL 003 | Introduction to Political Theory | 3 |
| PHIL 012 | Religions of the World | 3 |
| POLS C1000 | American Government and Politics | 3 |
| PS 002 | Introduction to Comparative Governments | 3 |
| PS 003 | Introduction to Political Theory | 3 |
| PS 004 | Introduction to International Relations | 3 |
| PS 005 | | 3 |
| PS 006 | Latinx Politics | 3 |
| PS 009 | | 3 |
| PSYC C1000 | Introduction to Psychology | 3 |
| PSY 003 | Developmental Psychology | 3 |
| PSY 009 | Psychology of Prejudice and Discrimination | 3 |
| PSY 012 | Human Sexuality | 3 |
| PSY 020 | Adolescent Psychology | 3 |
| PSY 023 | Psychology of Women and Gender | 3 |
| PSY 027 | Biological Psychology | 3 |
| PSY 029 | Abnormal Psychology | 3 |
| SJS 020 | Introduction to Social Justice Studies | 3 |
| SJS 021 | Introduction to LGBTQIA Studies | 3 |
| SOC 001 | Introductory Sociology | 3 |
| SOC 002 | Social Problems | 3 |
| SOC 005 | Sociology of Gender and Sexuality | 3 |
| SOC 006 | Introduction to Criminology | 3 |

| | | |
|---|---|---|
| SOC 009 | Sociology of Sport | 3 |
| SOC 014 | Introduction to Race & Ethnicity | 3 |
| SOC 015 | Mexican American Culture & Society | 3 |
| Subject Area 3: | Physical and Biological Sciences | |
| AGPS 002 | Entomology - General & Applied | 4 |
| AGPS 005 | Plant Science | 3 |
| ANTH 001 | Human Evolution: Introduction to Biological Anthropology | 3 |
| A 001 | Descriptive Astronomy | 3 |
| A 002 | Descriptive Astronomy | 4 |
| A 003 | Planetary Astronomy | 4 |
| BI 004 | Elements of Biology | 4 |
| BI 005 | Molecular and Cell Biology | 5 |
| BI 006 | Biology of Organisms | 5 |
| 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 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 022 | Introduction to Environmental Sciences | 3 |
| NR 001 | Conservation of Natural Resources | 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 |
| PH 020A | Physics for Life Sciences Majors I | 4 |
| PH 020B | Physics for Life Sciences Majors II | 4 |
| **Certificate Total** | | **22-34** |

Does not qualify for Title IV Federal Funding.

# Criminal Justice

Students desiring careers in Criminal 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 Criminal Justice after graduation from College of the Desert should include more specialization and emphasis in the Criminal 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.

**Advisors:**

**D. C. Mayes**
dcmayes@collegeofthedesert.edu
760.862.1302

**Stan Henry**
sthenry@collegeofthedesert.edu
760.565.4828

# 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 Cal-GETC 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 "P") 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.

## Learning Outcomes

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

1. Be prepared to transfer to a higher level learning institute in a field related to Administration of Justice or Criminal Justice.
2. Demonstrate the skills and aptitude necessary to pass entrance exams in the field of Administration of Justice or Criminal Justice.
3. Apply critical thinking skills to research, evaluate, analyze and synthesize information in the Criminal Justice field.
4. Apply critical thinking skills to research, evaluate, analyze and synthesize information in the Criminal Justice field.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Core Courses** | | **Units** |
| CJ 001 | Introduction to Criminal Justice | 3 |
| CJ 002 | Concepts of Criminal Law | 3 |
| CJ 004 | Criminal Court Process | 3 |
| CJ 006 | Criminal Investigation | 3 |
| **Electives** | | |
| **Select two courses from the following (6-7):** | | |
| CJ 003 | Legal Aspects of Evidence | 3 |
| CJ 005 | Racial Issues and the Police | 3 |
| CJ 010 | Juvenile Procedures | 3 |
| CJ 021 | Introduction to Forensics | 3 |
| CJ 030 | Introduction to Corrections | 3 |

| | | |
|---|---|---|
| PSYC C1000 | Introduction to Psychology | 3 |
| SOC 001 | Introductory Sociology | 3 |
| SOC 003 | Fundamentals of Statistics | 3-4 |
| or STAT C1000 | Introduction to Statistics | |
| **Required Subtotal** | | **18-19** |
| Cal-GETC (p. 90) [1] | | 34 |
| Transferable Electives (as needed to reach 60 transferable units) [2] | | |
| **DEGREE TOTAL** | | **60** |

[1] Units for the major may be double counted for Cal-GETC, confer with a Counselor.

[2] Elective units to reach 60 unit total must be CSU transferable, confer with a Counselor.

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

# Criminal Justice AS Degree

The **Associate of Science in Criminal Justice** degree is intended to prepare students academically to perform effectively in a host of careers pertaining to the Criminal 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 the many demands of Criminal Justice careers.

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| CJ 001 | Introduction to Criminal Justice | 3 |
| CJ 002 | Concepts of Criminal Law | 3 |
| CJ 004 | Criminal Court Process | 3 |
| CJ 006 | Criminal Investigation | 3 |
| CJ 024 | Investigative Report Writing | 3 |
| **Electives** | | |
| Select 22 units from the following: | | |
| CJ 003 | Legal Aspects of Evidence | 3 |
| CJ 005 | Racial Issues and the Police | 3 |
| CJ 008 | Patrol Operations | 3 |
| CJ 009 | Traffic Enforcement | 3 |
| CJ 010 | Juvenile Procedures | 3 |
| CJ 016 | Narcotics Control | 3 |
| CJ 017 | Natural Resources Law Enforcement | 3 |
| CJ 021 | Introduction to Forensics | 3 |
| CJ 025 | Introduction to Homeland Security & Terrorism | 3 |
| CJ 026 | Homeland Security and Intelligence Gathering | 3 |
| CJ 030 | Introduction to Corrections | 3 |
| CJ 095A | Criminal Justice Work Experience ((Maximum of 3 units may be used for work experience) | 1-3 |
| BPOT 001 & BPOT 002 | Basic Peace Officer Training-Module III and Basic Peace Officer Training-Module II | 19 |
| OR | | |
| BPOT 003 | Basic Peace Officer Training-Module I | 19 |
| OR | | |
| BCOT 010 | Basic Correctional Officer Training | 16 |
| OR | | |
| BCOT 020 | Basic Juvenile Correctional Officer Training | 10 |
| **Required Subtotal** | | **15** |
| **Elective Subtotal** | | **22** |
| COD General Education Pattern (p. 84) | | 23 |
| **DEGREE TOTAL** | | **60** |

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

1. Fulfill the requirements for an entry- level position in one of the three components of the criminal justice system: law enforcement, courts, corrections.

# Criminal Justice Certificate of Achievement

The **Criminal 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 Criminal Justice.

## Learning Outcomes

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

1. Fulfill the requirements for an entry- level position either as sworn or non-sworn employees at a Local, State, or Federal Agency within the Criminal Justice System.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | **Units** |
| CJ 001 | Introduction to Criminal Justice | 3 |
| CJ 002 | Concepts of Criminal Law | 3 |
| CJ 004 | Criminal Court Process | 3 |
| CJ 006 | Criminal Investigation | 3 |
| CJ 024 | Investigative Report Writing | 3 |
| **Electives** | | |
| Select minimum 12 units from the following: | | |
| CJ 003 | Legal Aspects of Evidence | 3 |
| CJ 005 | Racial Issues and the Police | 3 |
| CJ 008 | Patrol Operations | 3 |
| CJ 009 | Traffic Enforcement | 3 |
| CJ 010 | Juvenile Procedures | 3 |
| CJ 016 | Narcotics Control | 3 |
| CJ 017 | Natural Resources Law Enforcement | 3 |
| CJ 021 | Introduction to Forensics | 3 |
| CJ 025 | Introduction to Homeland Security & Terrorism | 3 |
| CJ 026 | Homeland Security and Intelligence Gathering | 3 |
| CJ 030 | Introduction to Corrections | 3 |
| CJ 095A | Criminal Justice Work Experience ((Maximum of 3 units may be used for work experience) | 1-3 |
| BPOT 001 | Basic Peace Officer Training-Module III | 7 |
| BPOT 002 | Basic Peace Officer Training-Module II | 12 |
| BPOT 003 | Basic Peace Officer Training-Module I | 19 |

| | | |
|---|---|---|
| BCOT 010 | Basic Correctional Officer Training | 16 |
| **Required Subtotal** | | **15** |
| **Elective Subtotal** | | **12** |
| **CERTIFICATE TOTAL** | | **27** |

# Public Safety Certificate of Achievement

The Public Safety Certificate of Achievement is focused towards students pursuing a career in Public Safety or as a First Responder. Students will be introduced to courses in Criminal Justice, Fire Service and Emergency Medical Services. Completion of this certificate will provide students with the basic knowledge to pursue a career in the Public Safety field.

## Learning Outcomes

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

1. Exhibit a working knowledge of the various aspects of the Fire Service to include but not limited to Fire Department structure, operations, educational and experiential requirements for fire service jobs.
2. Describe employment criteria required in Criminal Justice and Law Enforcement industries.
3. Display aptitude and knowledge necessary to qualify for employment in Emergency Medical Service industries.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses:** | | |
| CJ 001 | Introduction to Criminal Justice | 3 |
| FIRE 001 | Principles of Emergency Services | 3 |
| OR | | |
| FIRE 001A & FIRE 001B | Principles of Emergency Services 1A and Principles of Emergency Services 1B | 3 |
| EMR 080 | Emergency Medical Responder | 3 |
| OR | | |
| EMR 080A & EMR 080B | Emergency Medical Responder 1A and Emergency Medical Responder 1B | 3 |
| **CERTIFICATE TOTAL** | | **9** |

# 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.
This program is designed to prepare future working cooks and chefs, 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:**
**Kurt Struwe**
kstruwe@collegeofthedesert.edu
760.776.7224

# Culinary AS Degree

The **Culinary Associate of Science Degree** program at College of the Desert provides training for careers in the culinary industry, one of the fastest growing sectors in today's job market. The program emphasizes operations in a professional kitchen, management and computer skills required for restaurant management, catering, as well as solid training in cooking and baking, safety and sanitation, food purchasing and procurement, and culinary nutrition.

## Learning Outcomes

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

1. Recognize bakeshop ingredients including all types of flours, sugars, shortenings and fats.
2. Analyze basic cooking methods including the preparation of meats, fish, poultry, vegetables, rice, pasta and various sauces.
3. Demonstrate the application of cooking principles to the preparation and presentation of appetizing, aesthetic, flavorful, textural, and balanced dishes.
4. Identify and describe the basic elements of design and planning a food service operation with respect to sanitation, safety, and work simplification.
5. Identify the menu document as a production tool and financial guide for food service operations.

## Program Requirements
### (Includes Certificate Program)

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| CART 010 | Food Procurement & Cost Control | 3 |
| CART 012 | Culinary Nutrition Fundamentals | 3 |
| CART 013 | Culinary Measurements | 3 |
| CART 020 | Baking and Pastries I | 3 |
| CART 021 | Baking and Pastries II | 3 |
| CART 040 | Culinary Fundamentals | 3 |
| CART 041 | Culinary Production and Operations | 3 |
| CART 042 | Catering and Production Cooking | 3 |
| CART 060 | Sanitation and Safety | 2 |
| CART 064 | Taste, Smell, & Flavor | 2 |
| **Electives: List A** | | |
| Select at least 6 units from the following: | | |
| BUMA 001 | Principles of Management | 3 |
| CART 095A | Culinary Arts Work Experience | 1-5 |
| BUMA 010 | Introduction to Business | 3 |
| BUHM 014 | Hotel and Restaurant Accounting | 3 |
| BUHM 031 | Customer Service Management | 3 |
| BUHM 050 | Introduction to the Hospitality Industry | 3 |
| BUHM 051 | Introduction to Food and Beverage Management | 3 |
| BUHM 054 | Hospitality Supervision | 3 |
| CIS 010 | Introduction to Information Systems | 4 |
| **Electives: List B** | | |
| Select at least 3 units from the following: | | |
| CART 030 | Whole Food Natural Cooking | 3 |
| CART 043 | Hors d'oeuvres & Appetizers | 2 |
| CART 044 | Charcuterie | 2 |
| CART 045 | Deli and Lunch Cookery | 2.5 |
| CART 046 | Breakfast Cookery | 1.5 |
| CART 073 | Culture and Cuisine | 2 |
| CART 074 | Advanced Cooking | 2 |
| **Required Subtotal** | | **28** |
| **Elective Subtotal** | | **9** |

| | |
|---|---|
| COD General Education Pattern (p. 84) | 23 |
| **DEGREE TOTAL** | **60** |

# Culinary Management Certificate of Achievement

The **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.

## Learning Outcomes

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

1. Recognize bakeshop ingredients including all types of flours, sugars, shortenings and fats.
2. Analyze basic cooking methods including the preparation of meats, fish, poultry, vegetables, rice, pasta and various sauces.
3. Demonstrate the application of cooking principles to the preparation of pantry items.
4. Identify and describe the basic elements of design and planning a food service operation with respect to sanitation, safety, and work simplification.
5. Identify the menu document as a production tool and financial guide for food service operations.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| CART 010 | Food Procurement & Cost Control | 3 |
| CART 011 | | 3 |
| CART 020 | Baking and Pastries I | 3 |
| CART 040 | Culinary Fundamentals | 3 |
| CART 060 | Sanitation and Safety | 2 |
| BUHM 050 | Introduction to the Hospitality Industry | 3 |
| BUHM 063 | | 3 |
| BUMA 001 | Principles of Management | 3 |
| HS 013 | General Nutrition | 3 |
| HS 014 | Principles of Food | 3 |
| **Electives** | | |
| Select 11 units from the following: | | |
| BUMA 010 | Introduction to Business | 3 |
| BUMA 027 | Marketing Principles | 3 |
| BUMA 028 | Introduction To Entrepreneurship | 3 |
| BUMA 029 | Retail Merchandise Management | 3 |
| CART 002 | Kitchen Basics | 0.5 |
| CART 021 | Baking and Pastries II | 3 |
| CART 030 | Whole Food Natural Cooking | 3 |
| CART 042 | Catering and Production Cooking | 3 |
| CART 043 | Hors d'oeuvres & Appetizers | 2 |
| CART 044 | Charcuterie | 2 |
| CART 045 | Deli and Lunch Cookery | 2.5 |
| CART 046 | Breakfast Cookery | 1.5 |
| CART 064 | Taste, Smell, & Flavor | 2 |
| CART 073 | Culture and Cuisine | 2 |
| CART 074 | Advanced Cooking | 2 |
| CART 095A | Culinary Arts Work Experience | 1-8 |
| CIS 010 | Introduction to Information Systems | 4 |
| **CERTIFICATE TOTAL** | | **40** |

# 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 and introduction to the hospitality industry.

## Learning Outcomes

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

1. Recognize bakeshop ingredients including all types of flours, sugars, shortenings and fats.
2. Analyze basic cooking methods including the preparation of meats, fish, poultry, vegetables, rice, pasta and various sauces.
3. Demonstrate the application of cooking principles to the preparation of pantry items.
4. Identify and describe the basic elements of design and planning a food service operation with respect to sanitation, safety, and work simplification.
5. Identify the menu document as a production tool and financial guide for food service operations.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | **Units** |
| CART 020 | Baking and Pastries I | 3 |
| CART 040 | Culinary Fundamentals | 3 |
| CART 060 | Sanitation and Safety | 2 |
| BUHM 050 | Introduction to the Hospitality Industry | 3 |
| **Electives** | | |
| Select 9 units from the following: | | |
| CART 002 | Kitchen Basics | 0.5 |
| CART 010 | Food Procurement & Cost Control | 3 |
| CART 011 | | 3 |
| CART 021 | Baking and Pastries II | 3 |
| CART 030 | Whole Food Natural Cooking | 3 |
| CART 042 | Catering and Production Cooking | 3 |
| CART 043 | Hors d'oeuvres & Appetizers | 2 |
| CART 044 | Charcuterie | 2 |
| CART 045 | Deli and Lunch Cookery | 2.5 |
| CART 046 | Breakfast Cookery | 1.5 |
| CART 064 | Taste, Smell, & Flavor | 2 |
| CART 073 | Culture and Cuisine | 2 |
| CART 074 | Advanced Cooking | 2 |
| CART 095A | Culinary Arts Work Experience | 1-8 |
| HS 013 | General Nutrition | 3 |
| **CERTIFICATE TOTAL** | | **20** |

# 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.

## Learning Outcomes

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

1. Recognize bakeshop ingredients including all types of flours, sugars, shortenings and fats.
2. Analyze basic cooking methods including the preparation of meats, fish, poultry, vegetables, rice, pasta and various sauces.
3. Demonstrate the application of cooking principles to the preparation of pantry items.
4. Identify and describe the basic elements of design and planning a food service operation with respect to sanitation, safety, and work simplification.
5. Identify the menu document as a production tool and financial guide for food service operations.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| CART 020 | Baking and Pastries I | 3 |
| CART 040 | Culinary Fundamentals | 3 |
| CART 060 | Sanitation and Safety | 2 |
| BUHM 050 | Introduction to the Hospitality Industry | 3 |
| BUMA 001 | Principles of Management | 3 |
| HS 013 | General Nutrition | 3 |
| **Electives** | | |
| Select 9 units from the following | | |
| BUHM 063 | | 3 |
| BUMA 010 | Introduction to Business | 3 |
| BUMA 027 | Marketing Principles | 3 |
| BUMA 028 | Introduction To Entrepreneurship | 3 |
| BUMA 029 | Retail Merchandise Management | 3 |
| CART 002 | Kitchen Basics | 0.5 |
| CART 010 | Food Procurement & Cost Control | 3 |
| CART 011 | | 3 |
| CART 021 | Baking and Pastries II | 3 |
| CART 030 | Whole Food Natural Cooking | 3 |
| CART 042 | Catering and Production Cooking | 3 |
| CART 043 | Hors d'oeuvres & Appetizers | 2 |
| CART 044 | Charcuterie | 2 |
| CART 045 | Deli and Lunch Cookery | 2.5 |
| CART 046 | Breakfast Cookery | 1.5 |
| CART 064 | Taste, Smell, & Flavor | 2 |
| CART 073 | Culture and Cuisine | 2 |
| CART 074 | Advanced Cooking | 2 |
| CART 095A | Culinary Arts Work Experience | 1-8 |
| HS 014 | Principles of Food | 3 |
| **CERTIFICATE TOTAL** | | **26** |

# Baker Certificate of Completion

Prepares the student for employment as a baker focused on quick breads, cakes, cookies and breakfast breads.

## Learning Outcomes

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

1. Gainful employment as a baker focused on quick breads, cakes, cookies and breakfast breads.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| CART 320 | Baking Fundamentals | 0 |
| CART 321 | Quick Breads | 0 |
| CART 322 | Breakfast Breads & Pastry Dough | 0 |
| CART 323 | Cakes | 0 |

# Bread Baker Certificate of Completion

This certificate prepares the student for employment as a bread baker focused on yeast breads.

## Learning Outcomes

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

1. Identify ingredients and understand their function in yeast bread.
2. Recognize standards of quality for baked yeast bread.
3. Expand and reinforce knowledge of weights and measure, recipe conversion, bakeshop equipment, and technical vocabulary.
4. Develop and reinforce basic organizational skills and procedures to prepare yeast breads.
5. Identify HACCP and safety & sanitation standards to bakeshop production.
6. Understand safety and sanitation requirements for the bakery.
7. Develop workplace skills to include the following; teamwork, problem solving, professionalism, listening skills, decision making and work speed.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| CART 310 | Bakery Sanitation & Organization | 0 |
| CART 311 | Lean Dough | 0 |
| CART 312 | Rich Dough | 0 |

# Culinary Catering Certificate of Completion

This program focuses on volume preparation and presentation of food service, both "in house" and "off premise" Catering. This course is designed to teach proper techniques and approaches to volume catering, including safe handling and transportation. Students will participate in lab assignments that could include both on-site and off-site events.

## Learning Outcomes

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

1. Estimate costs for a volume production or catering event and prepare a professional client summary.
2. Demonstrate safe production, service and reuse of volume foods.
3. Demonstrate the ability to prepare and plate or prepare and set up a buffest table service to meet volume production cooking requirements.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| CART 302 | Kitchen Basics | 0 |
| CART 342A | | |
| CART 342B | Catering and Banquet | 0 |

# Culinary Menu Planning Certificate of Completion

This program 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.

## Learning Outcomes

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

1. Implement the strategies of planning and design by producing an effective and efficient menu for a variety of foodservice operations.
2. Apply critical thinking skills to develop a sales menu for a restaurant considering current demographic, market, cost of recipes and nutrition.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| CART 351A | Commercial Menu Design | 0 |
| CART 351B | Commercial Menu Economics | 0 |

# Culinary Procurement and Cost Control Certificate of Completion

This program 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. Topics covered include: market distribution systems; market forces; purchasing overview and specifications; the optimal amount, payment policy, and supplier; the mechanics of purchasing; convenience foods; nonfood expense items; furniture, fixtures and equipment; fresh produce; eggs and dairy products; poultry; fish and shellfish; meat and beverages.

## Learning Outcomes

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

1. Define the specific product characteristics of food, beverages and supplies used in the food service industry.
2. Understand the concepts of procurement and purchasing; market distribution systems; and Point of Sale systems.
3. Apply critical thinking skills to analyze and evaluate the selection factors for foods and supplies and determine quality standards required.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| CART 350A | Food Procurement | 0 |
| CART 350B | Food Cost Control | 0 |

# Culinary Safety & Sanitation Certificate of Completion

This program studies the principles of hygiene and sanitation and the control and prevention of foodborne illnesses in food service operations. Emphasis is placed on the food handler's responsibility in maintaining high sanitation and safety standards. At the completion of this program students should have the knowledge required to pass an industry certification.

## Learning Outcomes

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

1. Identify steps to establishing a Hazard Analysis and Critical Control Point (HACCP) Plan; explain the role of the health department sanitarian and evaluate a sanitation report.
2. Explain the roles of the food service worker and management in the prevention of food-borne illnesses.
3. Apply critical thinking skills to analyze and evaluate basic safety and accident prevention techniques in the food service industry.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| CART 360A | Safety & Sanitation Basics | 0 |
| CART 360B | Safety & Sanitation in Culinary Facilities | 0 |

# Prep Cook Certificate of Completion

This certificate is a study of the basic core components in culinary arts and food production. Introduction to culinary terminology and ingredients will be presented. Areas of study include: tools, equipment, knife skills, food evaluation, basic cooking principles to include moist and dry heat methods, seasonings, flavorings and aromatics, fats, dairy products, stocks, thickeners, mother sauces and small sauces, meats, poultry, vegetables, and starches. Students achieve basic competency in theories, cooking techniques, and applications of working with food. Students are exposed to techniques of the professional kitchen.

## Learning Outcomes

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

1. Entry level skills, knowledge, abilities and other characteristics to successfully enter the workforce and succeed as a Prep Cook.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| Required Courses | | |
| CART 330 | Introduction to the Kitchen | 0 |
| CART 331 | Meat & Potato Preparation | 0 |
| CART 332 | Fish & Shellfish | 0 |

| | | |
|---|---|---|
| CART 333 | Grains, Legumes & Vegetables | 0 |
| CART 334 | Poultry | 0 |

# Catering: Banquets & 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.

## Learning Outcomes

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

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

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| CART 340 | Volume Food Production | 0 |
| CART 341 | Banquet and Catering | 0 |

# Employment Preparation: Entry Cook Certificate of Completion

Short-term vocational training leading to entry-level jobs in the culinary profession.

## Learning Outcomes

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

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

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| CART 300 | Employment Preparation: Entry Cook | 0 |
| CART 301 | Culinary Interview Preparation | 0 |

Total Non-Credit Hours: 32

# Employment Preparation: Line Cook Certificate of Completion

Short-term vocational training leading to line cook jobs in the culinary profession.

## Learning Outcomes

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

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

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| CART 335 | Culinary Production and Operations | 0 |
| CART 336 | Breakfast Cookery | 0 |
| CART 337 | Deli and Lunch Cookery | 0 |

# Food Safety in the Workplace

This certificate focuses on sanitation and hygiene in food service facilities. Emphasis is placed on food service worker's responsibility in maintaining high sanitation and safety standards.

| Course Code | Title | Units |
|---|---|---|
| CART 360A | Safety & Sanitation Basics | 0 |
| CART 360B | Safety & Sanitation in Culinary Facilities | 0 |

# Digital Design & Production

The Digital Design & Production (DDP) courses and program lay the foundation for student-success into the field of digital media. It involves bringing ideas to the printed page or screens using industry standard software. Topics covered include design history, page layout, typography, research, branding, and interaction design, video, animation and more. It is a field where art and design practices meet technology with courses on Digital Imaging, Digital Illustration, Publication Design & Production, Digital Typography, Graphic Design, Advertising Design, Video Post-Production, Motion Graphics, Digital Photography, Commercial Photography, Character Animation, Digital Darkroom, Social Media Design, 3D Animation, and Business Practices for Creatives. The program stresses the design thinking process as well as the professional and production methods used currently in the industry in building their portfolio. Whether they enter the workforce or transfer to a university the DDP program prepares students with skills that increase student success.

For more information, please call 760.674.5684.

**Mari Abril**
mabril@collegeofthedesert.edu
760.674.5684

# After Effects Certificate of Completion

The Digital Design & Production: After Effects Certificate provides an entry level course of study in Adobe After Effects. This course of study helps prepare the student to take the Adobe Certified Associate (ACA) industry-standard exam in Adobe After Effects.

An After Effects ACA is an earned certification that validates entry-level skills in visual communication for careers including, but not limited to, marketing, Web development, photography, digital media, and graphic design. It indicates an intermediate level of depth and breadth of After Effects knowledge which experience and enhances the recipients' value in the job market.

## Learning Outcomes

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

1. Prepare for entry-level position in marketing, web development, film, video, animation, digital media, social media and graphic design.
2. Take the Adobe Certified Associate (ACA) industry-standard exam in Adobe After Effects.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| DDP 321A | After Effects A | 0 |
| DDP 321B | After Effects B | 0 |

# Digital Design & Production AS Degree

The College offers an **Associate of Science Degree in Digital Design & Production (DDP)**, as well as courses leading to transfer. Course work in DDP lays the foundation for student-success as the first step toward successful entry into the labor market. Geared toward students interested in digital media, UX design, creative content, graphic design, interaction design, web design, motion graphics, photography and video production. Skills covered are production processes, design thinking, project management and collaborative teamwork. The program also places an emphasizes on creativity, design skills, digital portfolios, project management, problem solving, global teamwork, and entrepreneurship options.

This program provides students with a comprehensive hands-on education using industry-standard digital media tools. Focusing on the design and implementation of digital media for the entertainment industry, this program covers a range of real-world audio and video production and post- production techniques, as well as traditional principles of storytelling and visual communication.

## Learning Outcomes

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

1. Produce creative, professional projects that align with current market trends and industry standards.
2. Explain strategies to support self-initiated lifelong learning to continually upgrade knowledge and skills in the field of digital media and entrepreneurship opportunities.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| DDP 101 | Digital Imaging | 3 |
| DDP 102 | Digital Illustration | 3 |
| DDP 103 | Publication Design & Production | 3 |
| DDP 120 | Video Post Production | 3 |
| DDP 121 | Motion Graphics | 3 |
| DDP 144 | 3D Animation | 3 |
| DDP 131 | Digital Photography | 3 |
| **Electives** | | |
| Select 21-22 units from the following with advisor approval: | | |
| DDP 100 | Introduction to Digital Art & Media | 3 |
| DDP 110 | Graphic Design | 3 |
| DDP 111 | Advertising Design | 3 |
| DDP 132 | Commercial Photography | 3 |
| ART 001A | Beginning Drawing & Composition | 3 |
| ART 003A | Basic Design & Color | 3 |
| ART 030A | Beginning Black & White Photography | 3 |
| ARTH 010 | Understanding Art | 3 |
| CIS 010 | Introduction to Information Systems | 4 |
| CIS 082C | Front End Web Development | 3 |
| FILM 001 | Introduction to Film | 3 |
| FILM 002A | Film Production I: Basic Film Production | 3 |
| FILM 005 | On-Camera Acting & Voice Over | 3 |
| J 004A | News Media Production | 3 |
| J 010 | Magazine Writing & Production | 3 |
| MUS 078A | Electronic Music Production | 3 |
| **Required Subtotal** | | **21** |
| **Elective Subtotal** | | **21-22** |
| COD General Education Pattern (confer with Advisor) (p. 84) | | 18 |
| Kinesiology Activities | | 2 |
| **DEGREE TOTAL** | | **62-63** |

# Digital Design & Production Certificate of Achievement

The **Digital Design & Production Certificate of Achievement** is designed to provide students with entry-level skills in visual communication, for careers in marketing, film, video, advertising, animation, digital media, gaming, web development and graphic design. Students develop an online portfolio through learn basic skills, processes, and practices needed to begin working as content creators. The courses within this certificate prepare students to take the rigorous Adobe Certification Associate exam which shows employers that they are proficient in the software. Students earning the certificate may also choose to continue their study toward an associate, baccalaureate, or advanced degree in the field.

## Learning Outcomes

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

1. Demonstrate competence in the technical skills of digital design software by preparing to take the Adobe Certification Associate exam.
2. Demonstrate the ability to use fundamentals of design while practicing the design process when developing their creative content.
3. Evaluate design aesthetic strategies for selecting design work for their online portfolio.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| DDP 101 | Digital Imaging | 3 |
| DDP 102 | Digital Illustration | 3 |
| DDP 103 | Publication Design & Production | 3 |
| DDP 120 | Video Post Production | 3 |
| DDP 121 | Motion Graphics | 3 |
| DDP 131 | Digital Photography | 3 |
| **Electives** | | |
| Select 6 units from the following with advisor approval: | | |
| DDP 095A | Digital Design & Production Work Experience | 1-6 |
| DDP 100 | Introduction to Digital Art & Media | 3 |
| DDP 110 | Graphic Design | 3 |
| DDP 111 | Advertising Design | 3 |
| DDP 128 | Portfolio Preparation | 1.5 |
| DDP 132 | Commercial Photography | 3 |
| DDP 144 | 3D Animation | 3 |
| ART 001A | Beginning Drawing & Composition | 3 |
| ART 003A | Basic Design & Color | 3 |
| ART 030A | Beginning Black & White Photography | 3 |
| CIS 010 | Introduction to Information Systems | 4 |
| CIS 082C | Front End Web Development | 3 |
| J 004B | Intermediate News Media Production | 3 |
| MUS 078A | Electronic Music Production | 3 |

| | |
|---|---|
| **Required Subtotal** | **18** |
| **Elective Subtotal** | **6** |
| **CERTIFICATE TOTAL** | **24** |

# Digital Design AA Degree

Digital Design is the vehicle by which business communicates visually by infusing art and technology to communicate ideas through images and other media. This degree program is for students with strong professional interests in design and a desire to specialize in either Interface Design, Motion, 3D, or Marketing. It is specifically for students whose academic goal is to to pursue a BFA in Design or a BA in Design Studies at California State University, San Bernardino.

## Learning Outcomes

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

1. Employ research, ideation, development, analysis, and prototyping to to create evocative and engaging work.
2. Create appropriate typographic solutions for a variety of design situations.
3. Work collaboratively within a creative team.
4. Students will have the skills necessary to get entry level jobs or better in areas related to graphic design, marketing and advertising.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **REQUIRED CORE COURSES** | | |
| DDP 100 | Introduction to Digital Art & Media | 3 |
| DDP 110 | Graphic Design | 3 |
| DDP 151 | User Experience Design | 3 |
| CIS 087 | Introduction to Programming Using Python | 3 |
| **Choose one from the following:** | | |
| DDP 111 | Advertising Design | 3 |
| DDP 112 | Digital Typography | 3 |
| **Choose one from the following:** | | |
| DDP 120 | Video Post Production | 3 |
| DDP 121 | Motion Graphics | 3 |
| DDP 144 | 3D Animation | 3 |
| **Choose two from the following:** | | |
| ARTH 002A | History of Art I: Prehistoric to Medieval | 3 |
| ARTH 002B | History of Art II: Renaissance to Contemporary | 3 |
| ARTH 002C | History of Modern Art | 3 |
| ARTH 012A | Arts of Asia | 3 |
| ARTH 012B | Arts of Africa, Oceania, & Indigenous North America | 3 |
| ARTH 012C | Arts of Latin America | 3 |
| ARTH 033 | History of Photography | 3 |
| **Required Subtotal** | | **24** |
| Cal-GETC (p. 90) | | 34 |
| Transferable Electives (as needed to reach 60 transferable units) | | |
| **DEGREE TOTAL** | | **60** |

# Graphic Design & Marketing AA Degree

Graphic Design & Marketing (GDM) is the vehicle by which business communicates visually by infusing art and technology to communicate ideas through images and other communication media. The graphic designer is often working closely with marketing to develop and implement branding strategies, communications, market development, and presence, including many other related business activities. A graphic designer who is familiar with marketing from a marketing point-of-view is better equipped to understand the role of graphic design as a vital component in the world of business. Students working toward their associate's degree in this program study computer graphic design for print, web, and video.

This cross-discipline program is designed to prepare students for employment in the diverse fields of Web Design, Graphic Design, Motion Graphics, and Interactive Multimedia. Career paths may also lead to working in advertising, marketing or independently. Careers in the discipline that generally require graduate-level degrees include college teacher, video editor, web developer, creative director, and art director. The graphic designer is often working closely with marketing departments in diverse industries to develop and implement branding strategies, communications, market development, and presence, including many other related business activities.

## Learning Outcomes

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

1. Employ research, ideation, development, analysis, and prototyping to solve a variety of business marketing problems.
2. Combine appropriate aesthetic form and content to create evocative and engaging work.
3. Create appropriate typographic solutions for a variety of design situations.
4. Demonstrate proficiency with computers, software and production processes.
5. Select appropriate tools, materials and processes for a range of media products.
6. Work collaboratively within a creative team.
7. Students will have the skills necessary to get entry level jobs or better in areas related to graphic design, marketing and advertising.
8. Students will have the skills necessary to run their own design company.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Core Courses** | | |
| DDP 102 | Digital Illustration | 3 |
| DDP 103 | Publication Design & Production | 3 |
| DDP 110 | Graphic Design | 3 |
| DDP 111 | Advertising Design | 3 |
| DDP 112 | Digital Typography | 3 |
| DDP 113 | Design for Social Change | 3 |
| DDP 151 | User Experience Design | 3 |
| DDP 095A | Digital Design & Production Work Experience | 1 |
| BUAC 020A | Financial Accounting | 3-4 |
| or SOC 003 | Fundamentals of Statistics | |
| BUMA 027 | Marketing Principles | 3 |
| **Required Subtotal** | | **28-29** |

| | |
|---|---|
| Cal-GETC (p. 90) [1] | 34 |
| **DEGREE TOTAL** | **62-63** |

[1] Units for the major may be double counted for Cal-GETC, confer with a Counselor.

# Illustrator Skills Certificate of Completion

The Digital Design & Production: Illustrator Skills Certificate of Completion provides an entry-level course of study in Adobe Illustrator. This course of study helps prepare the student to take the Adobe Certified Associate (ACA) industry-standard exam in Adobe Illustrator.
An Adobe Illustrator ACA is an earned certification that validates entry-level skills in visual communication for careers including, but not limited to, marketing, Web development, photography, animation, digital media, and graphic design. ACA certification indicates an intermediate level of depth and breadth of Illustrator knowledge and experience and enhances the recipient's value in the job market.

## Learning Outcomes

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

1. Prepare for entry-level position in animation, film & video, web development, graphic design, digital media, and publishing.
2. Prepare to take the Adobe Illustrator Adobe Certification Associate exam.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| DDP 302A | Illustrator A | 0 |
| DDP 302B | Illustrator B | 0 |

# InDesign Certificate of Completion

The Digital Design & Production: InDesign Certificate of Completion provides an entry level course of study in Adobe InDesign. This course of study helps prepare the student to take the Adobe Certified Associate (ACA) industry-standard exam in Adobe InDesign.
An InDesign ACA is an earned certification that validates entry-level skills in visual communication, for careers including, but not limited to, marketing, web development, digital media, publishing and graphic design. This certification indicates an intermediate level of depth and breadth of InDesign knowledge and experience and enhances the recipients' value in the job market.

## Learning Outcomes

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

1. Prepare for entry-level positions in marketing, publishing, graphic design or web design.
2. Prepare the student to take the Adobe Certified Associate (ACA) industry-standard exam in Adobe InDesign.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| DDP 303A | InDesign A | 0 |
| DDP 303B | InDesign B | 0 |

# Photography Certificate of Achievement

In today's world, images have become the most dominant global form of communication. Images are used to sell the products that surround us, drive valuable traffic in the online environment, influence public perception, as well inform, entertain, or inspire. These images are created by highly skilled photographers who are able to use tools such as lighting, composition, digital editing software, and the full capabilities of their camera to create their desired effect.
The **Photography Certificate of Achievement** provides a strong foundation for students wishing to enter the workforce as photographers as well as to further their education in the fields of photography, fine arts, or graphic design. Students will learn the basic skills, processes, and practices needed to begin working as photographers. Students will create a portfolio of images, a website, and CV/resume for professional or academic use.

## Learning Outcomes

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

1. Demonstrate competence in the technical skills of photography.
2. Demonstrate the ability to evaluate photographic aesthetic strategies.
3. Demonstrate soft skills necessary to succeed in the photography workforce.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| DDP 100 | Introduction to Digital Art & Media | 3 |
| or ART 034 | Introduction to Digital Art & Media | |
| DDP 130 | Digital Darkroom (Digital Darkroom) | 1.5 |
| DDP 101 | Digital Imaging | 3 |
| DDP 131 | Digital Photography | 3 |
| or ART 031 | Digital Photography | |
| DDP 132 | Commercial Photography | 3 |
| DDP 195 | Business Practices and Portfolio Preparation for Creatives | 3 |
| ART 030A | Beginning Black & White Photography | 3 |
| ARTH 033 | History of Photography | 3 |
| DDP 103 | Publication Design & Production | 3 |
| DDP 095A | Digital Design & Production Work Experience | 1-6 |
| **CERTIFICATE TOTAL** | | **26.5-30.5** |

# Photoshop Skills Certificate of Completion

The Digital Design & Production:Photoshop Skills Certificate provides an entry level course of study in Adobe Photoshop. This course of study helps prepare the student to take the Adobe Certified Associate (ACA) industry-standard exam in Adobe Photoshop.
A Photoshop ACA is an earned certification that validates entry-level skills in visual communication, for careers including, but not limited to, marketing, Web development, photography, digital media, and graphic design. It indicates an intermediate level of depth and breadth of Photoshop knowledge and experience and enhances the recipients' value in the job market.

## Learning Outcomes

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

1. Create and edit complex digital images using basic through intermediate Photoshop features essential to an entry-level position in photography, digital art or web page design..
2. Use critical thinking skills to evaluate an image, develop a strategy to repair and/or enhance it, and make the appropriate adjustments.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| DDP 301A | Digital Imaging A | 0 |
| DDP 301B | Digital Imaging B | 0 |

# Premier Pro Certificate of Completion

The Digital Design & Production: Premiere Pro Certificate of Completion provides an entry level course of study of Adobe Premiere Pro. This course of study helps prepare the student to take the Adobe Certified Associate (ACA) industry-standard exam in Adobe Premiere Pro and validates entry-level skills in visual communication for careers including marketing, film, video, advertising, digital media, and graphic design. This certificate indicates an intermediate level of depth and breadth of Premiere Pro knowledge and experience and enhances the recipients' value in the job market.

## Learning Outcomes

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

1. Apply for an entry-level position in advertising, marketing, film, video post production, animation, digital media, social media, and graphic design.
2. Take the Adobe Certified Associate (ACA) industry-standard exam in Adobe Premiere Pro.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| DDP 320A | Premiere Pro A | 0 |
| DDP 320B | Premiere Pro B | 0 |

# Commercial Drone Imaging

The Commercial Drone Imaging program provides skills in digital imaging, video editing, colorization, and photo editing. Students will participate in hands-on and virtual flight activities to develop, practice, and optimize UAV (Unmanned Aircraft Vehicle) flight and photography skills with high-end photo equipment, drones, and drone simulators. This program provides media management, image editing for drone operators and focuses on developing careers in digital media, capturing and editing images for a variety of industries across multiple sectors. This certificate also provides students with a strong foundation and employable skills needed to safely flying drones in the commercial unmanned aerial industry. The training within this program will develop a student's understanding of proper and safe piloting, weather effects on aircraft, federal airspace, and regulations, as well as ethical issues regarding drones.

| Course Code | Title | Units |
|---|---|---|
| DDP 101 | Digital Imaging | 3 |
| DDP 120 | Video Post Production | 3 |
| DDP 130 | Digital Darkroom | 1.5 |
| DDP 132 | Commercial Photography | 3 |
| DDP 136 | Introduction to Drone Imaging | 3 |
| DDP 095A | Digital Design & Production Work Experience | 1-5 |
| CJ 001 | Introduction to Criminal Justice | 3 |
| CM 001 | Introduction to Construction Management | 2 |
| GIS 021 | Introduction to GIS | 3 |
| **CERTIFICATE** | | **22.5-26.5** |

Does not qualify for Title IV Federal Funding.

# Animation Certificate of Achievement

This Animation program teaches entry-level animation skills for a variety of fields including entertainment, game design, the web, advertising, broadcasting, social media, and mobile apps. Using industry-standard 2D and 3D animation technologies, students develop professional skills for creative expression and visual storytelling. Students gain a fundamental understanding of industry-standard software applications. a solid foundation in animation history and visual storytelling, as well as hands-on exposure to digital animation pre-production and production processes.

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

1. Develop original animations using foundational creative processes, principles of design, principles of animation, and digital techniques.
2. Identify essential industry skills, explore their applications, and use learning resources to identify practical approaches to problem-solving.
3. Strategize and manage efficient design and production workflows.
4. Demonstrate the ability to work in teams effectively.
5. Communicate through animated content effectively with appropriate verbal, written and visual techniques.

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| DDP 102 | Digital Illustration | 3 |
| DDP 112 | Digital Typography | 3 |
| DDP 121 | Motion Graphics | 3 |
| DDP 140 | Character Animation | 3 |
| DDP 142 | Digital Storyboarding | 3 |
| DDP 144 | 3D Animation | 3 |
| DDP 195 | Business Practices and Portfolio Preparation for Creatives | 3 |
| ART 020A | Beginning Ceramic Sculpture | 3 |
| ART 005A | Beginning Figure Drawing | 3 |
| FILM 003 | Screenwriting | 3 |
| **Total Units** | | **30** |

# Foundations for Accessibility Certificate of Achievement

Foundations for Accessibility prepares students to effectively implement, assess and research applications of Assistive Technology (AT) and provides supplemental knowledge for general and special educators, related service personnel, adult service providers, and families or caregivers who need to apply assistive technology solutions within their school, work, home or community setting. The Foundations for Accessibility Certificate offers students the ability to understand, prepare, and create accessible content to ensure that persons with disabilities receive equal access to content and when accommodations

are necessary, along with use of assistive technology solutions to provide equity.

| Course Code | Title | Units |
|---|---|---|
| DDP 200 | Accessibility Compliance | 3 |
| DDP 201 | Creating Accessible Content | 3 |
| DDP 202 | Accommodations and Assistive Technology | 3 |
| **CERTIFICATE TOTAL** | | **9** |

# Graphic Design Certificate of Achievement

The **Graphic Design Certificate of Achievement** curriculum prepares students for entry-level positions in the field of graphic design, digital media, content creation, UX design, interaction design, web design, motion graphics, photography, animation, and video production. The skills covered include production processes, design thinking, project management, and collaborative teamwork. The program stresses design thinking processes as well as the professional and production methods used currently in industry. This program provides students with a comprehensive hands-on education that prepares them to earn industry-standard certifications. Students emerge with design practices to develop and produce marketing materials for their professional portfolio. Students develop a portfolio from projects that require written, oral, and visual presentations. The program also places an emphasis on creativity, design skills, digital portfolios, project management, problem-solving, global teamwork, and entrepreneurship options.

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

1. Understand and apply the vocabulary of the graphic design field, design research, and the process of design thinking.
2. Create advanced original design projects that analyze, define, and solve problems in visual communications.
3. Utilize the critique process and research to analyze the effectiveness of visual communications on graphic design projects.
4. Apply knowledge of page layout software to produce graphic design projects.
5. Create and present a portfolio of original student work that reflects an advanced understanding of visual communication and design principles.

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| DDP 102 | Digital Illustration | 3 |
| DDP 103 | Publication Design & Production | 3 |
| DDP 110 | Graphic Design | 3 |
| DDP 111 | Advertising Design | 3 |
| DDP 112 | Digital Typography | 3 |
| DDP 113 | Design for Social Change | 3 |
| DDP 116 | Social Media Design | 3 |
| DDP 151 | User Experience Design | 3 |
| DDP 195 | Business Practices and Portfolio Preparation for Creatives | 3 |
| CIS 087 | Introduction to Programming Using Python | 3 |
| **Total Units** | | **30** |

# Interaction Design AS Degree

The **Associate of Science Degree in Interaction Design** curriculum prepares students for entry-level positions in web design and development, creative coding, front-end web, and mobile application design, interaction design, or UX (User Experience) design. Interaction design students apply industry-standard user experience strategies to the development of effective information architecture, intuitive user interfaces, and compelling interactive content. Utilizing research, experience mapping, wire-framing, usability testing, and other strategies, students use empathy to develop strong digital products. Students utilize visual communication and technology to create interactive experiences on a wide variety of digital platforms. The diverse body of work is refined into a strategic professional portfolio aimed at accomplishing each student's educational and employment goals.

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

1. Design, publish, and maintain websites using authoring or scripting languages, content creation tools, management tools and a variety of digital media assets.
2. Research, problem-solve, and organize a consistent and functional website, mobile application, or user experience for a targeted user group or persona using agile and iterative methodologies.
3. Evaluate and create code that is valid, properly structured, meets industry standards, and is accessible and compatible with browsers, mobile devices and/or operating systems.

| Course Code | Title | Units |
|---|---|---|
| **Required Core Courses:** | | |
| DDP 100<br>or ART 034 | Introduction to Digital Art & Media<br>Introduction to Digital Art & Media | 3 |
| DDP 106 | Generative AI for Creatives | 3 |
| DDP 110 | Graphic Design | 3 |
| DDP 112 | Digital Typography | 3 |
| DDP 116 | Social Media Design | 3 |
| DDP 150 | Web Design & Development | 3 |
| DDP 151 | User Experience Design | 3 |
| DDP 195 | Business Practices and Portfolio Preparation for Creatives | 3 |
| DDP 201 | Creating Accessible Content | 3 |
| CIS 023A | Introduction to Amazon Web Services | 2 |
| CIS 085C | Dynamic Website Design | 3 |
| CIS 087 | Introduction to Programming Using Python | 3 |
| DDP 095A | Digital Design & Production Work Experience | 2 |
| **Required Subtotal** | | **37** |
| COD General Education Pattern | | 23 |
| **DEGREE TOTAL** | | **60** |

# Video Post Production Certificate of Achievement

The Video Post-Production Certificate of Achievement provides hands-on instruction in digital video post-production editing, motion graphics, screenwriting, and digital storyboarding, giving students the skillset to work in the video post-production industry. Students dive deep into all aspects of video post-production editing and finishing techniques. They utilize industry-standard software to acquire, manage and edit digital video for corporate, governmental, commercial, educational, and social

media channels. This is a highly collaborative and engaging field that utilizes art, design, communication, collaboration, craft, problem-solving, passion, and precision.

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

1. Create effective communication using post-production audio and visual methods in a media context.
2. Integrate critical thinking into a post-production audio/video context.
3. Integrate standards of professional conduct in a post-production audio/video context.
4. Develop technological proficiency in a media context.

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| DDP 101 | Digital Imaging | 3 |
| DDP 102 | Digital Illustration | 3 |
| DDP 116 | Social Media Design | 3 |
| DDP 120 | Video Post Production | 3 |
| DDP 121 | Motion Graphics | 3 |
| DDP 142 | Digital Storyboarding | 3 |
| DDP 144 | 3D Animation | 3 |
| DDP 195 | Business Practices and Portfolio Preparation for Creatives | 3 |
| FILM 003 | Screenwriting | 3 |
| MUS 078B | Audio Recording Fundamentals | 3 |
| **Total Units** | | **30** |

# Web Design Certificate of Achievement

The Web Design Certificate of Achievement prepares students for entry-level positions in web design and development, creative coding, front-end web, social media, interaction design or UX (User Experience) design. The program stresses the design thinking process as well as the professional and production methods used currently in industry. Projects encompass content management, user interface, interactive behaviors, information design, and selection of appropriate form factors for user experiences in the Internet. This certificate also gives students crucial communication and digital media tools they may apply in almost any area of study where web design is utilized today. Students emerge with ideation practices to develop and produce marketing materials for their professional portfolio. Coursework lays the foundation for student-success as the first step toward successful entry into the labor market and places an emphasis on creativity, the user experience, design skills, digital portfolios, project management, problem solving, global teamwork, and entrepreneurship options. This program provides students with a comprehensive hands-on education that prepares them to earn industry-standard certifications in digital media tools.

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

1. Design implement, publish, and maintain websites, using authoring or scripting languages, content creation tools, management tools and a variety of digital media assets.
2. Research, problem-solve, and organize a consistent and functional website, mobile application, or user experience for a targeted user group or persona using agile and iterative methodologies.
3. Evaluate and create code that is valid, properly structured, meets industry standards, and is accessible and compatible with browsers, mobile devices and/or operating systems.
4. Demonstrate the ability to work in teams effectively.
5. Demonstrate project management skills and practices that emphasize content development in all aspects of web design, user interface, interaction design, information design, database design, and front end development.

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| DDP 100 | Introduction to Digital Art & Media | 3 |
| DDP 111 | Advertising Design | 3 |
| DDP 101 | Digital Imaging | 3 |
| DDP 116 | Social Media Design | 3 |
| DDP 132 | Commercial Photography | 3 |
| DDP 150 | Web Design & Development | 3 |
| DDP 151 | User Experience Design | 3 |
| DDP 195 | Business Practices and Portfolio Preparation for Creatives | 3 |
| CIS 082C | Front End Web Development | 3 |
| CIS 087 | Introduction to Programming Using Python | 3 |
| **Total Units** | | **30** |

# Disabled Students Programs and Services (DSPS)

Students with disabilities at College of the Desert participate in the same activities and courses as any other student. 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) 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, WorkAbility III, Social Skills 1 and 2, DSPS Transition to College, Wellness and Stress Management, Community Living Skills, Adapted Kinesiology courses, Adaptive Makerspace courses, and several other DSPS course offerings.

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

Participation in DSPS services is voluntary.

760.773.2534

dsps@collegeofthedesert.edu

DSPS website

Cravens Student Services Center, First Floor

**Counseling Faculty/Advisors:**

**Kimberly Brooks**

kbrooks@collegeofthedesert.edu

760.862.1352

**Victoria Curry**

vcurry@collegeofthedesert.edu

760.636.7977

**Donald O'Loghlin**

dologhlin@collegeofthedesert.edu

760.776.7406

**Paulina Cambron**

pcambron@collegeofthedesert.edu

760.565.4867

# 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**
maavalos@collegeofthedesert.edu
760.674.7817
**Jessica Huffman**
jhuffman@collegeofthedesert.edu
760.396.2408
**Tiffanie Schnabel-Moreno**
tschnabel-moreno@collegeofthedesert.edu
760.773.2595

# 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 Cal-GETC and 25 units in the major with a cumulative GPA of 2.0 or better. Title 5 requires that students must earn a "C" (or "P) or better in all courses required for the major or area of emphasis. Units for the major may be double-counted for Cal-GETC. 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.

## Learning Outcomes

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

1. Integrate understanding of the needs, the characteristics and multiple influences on development of children from birth to age eight as related to high quality care and education of young children.
2. Design, implement and evaluate environments and activities that support positive, developmental play and learning outcomes for all young children.
3. Apply effective guidance and interaction strategies that support all children's social learning, identity and self-confidence.
4. Develop strategies that promote partnerships between programs, teachers, families and their communities.
5. Apply ethical standards and professional behaviors that demonstrate understanding and knowledge, deepening the commitment to the Early Care and Education profession.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Core Courses** | | |
| CDE 101 | Child Growth & Development | 3 |
| CDE 102 | Child, Family, & Community | 3 |
| CDE 103 | Principles & Practices of Teaching | 3 |
| CDE 104 | Introduction to Curriculum | 3 |
| CDE 201 | Health, Safety, & Nutrition | 3 |
| CDE 202 | Teaching in a Diverse Society | 3 |
| CDE 203 | Observation and Assessment | 3 |
| CDE 204 | Practicum in Early Childhood Education | 4 |
| **Required Subtotal** | | **25** |
| Cal-GETC (p. 90) [1] | | 34 |
| Transferable Electives (as needed to reach 60 transferable units) [2] | | |
| **DEGREE TOTAL** | | **60** |

[1] Units for the major may be double counted for Cal-GETC, confer with a Counselor.

[2] Elective units to reach 60 unit total must be CSU transferable, confer with a Counselor.

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

# 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 25 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 Site Supervisor permit in child development issued by the California Teacher Credentialing Commission.

## Learning Outcomes

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

1. Integrate understanding of the needs, characteristics, and multiple influences on the development of children from birth to age eight as related to high-quality care and education of young children.

2. Design, implement, and evaluate environments and activities that support positive developmental play and learning outcomes for all young children.
3. Apply effective guidance and interaction strategies that support all children's social learning, identity, and self-confidence.
4. Develop strategies that promote partnerships between programs, teachers, families, and their communities.
5. Apply ethical standards and professional behaviors that demonstrate understanding and knowledge, deepening the commitment to the Early Care and Education profession.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| CDE 101 | Child Growth & Development | 3 |
| CDE 102 | Child, Family, & Community | 3 |
| CDE 103 | Principles & Practices of Teaching | 3 |
| CDE 104 | Introduction to Curriculum | 3 |
| CDE 201 | Health, Safety, & Nutrition | 3 |
| CDE 202 | Teaching in a Diverse Society | 3 |
| CDE 203 | Observation and Assessment | 3 |
| CDE 204 | Practicum in Early Childhood Education | 4 |
| **Elective Courses** | | |
| Select 13 units from the following courses, course work from other areas may be substituted with advisor approval. | | |
| CDE 220 | Infant/Toddler Growth & Development | 3 |
| CDE 221 | Infant/Toddler Curriculum | 3 |
| CDE 223 | The Mentor Teacher/Adult Supervision | 2 |
| CDE 224 | Administration of Programs for Young Children | 3 |
| CDE 225 | Advanced Administration of Programs for Young Children | 3 |
| CDE 227 | Child Guidance | 3 |
| CDE 228 | Child Maltreatment, Intervention, & Prevention | 3 |
| CDE 229 | Children's Literature | 3 |
| CDE 233 | Introduction to Young Children with Special Needs | 3 |
| CDE 234 | Inclusion Strategies for Children with Special Needs | 3 |
| CDE 237 | Inclusion Practicum | 3 |
| CDE 245 | Licensed Family Child Care | 2 |
| **Required Subtotal** | | **25** |
| **Elective Subtotal** | | **13** |
| COD General Education Pattern (p. 84) | | 23 |
| **DEGREE TOTAL** | | **61** |

# Early Childhood Education Associate Teacher Certificate of Achievement

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.

## Learning Outcomes

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

1. Apply for an Associate Teacher Permit from the California Commission on Teacher Credentialing.
2. Be competent capable caregivers who apply principles of developmentally appropriate practices in the care and education of children in licensed programs.
3. Continue towards a teacher certificate.

## Program Requirements (and Preparation for State Permit)

| Course Code | Title | Units |
|---|---|---|
| **Required courses** | | |
| CDE 101 | Child Growth & Development | 3 |
| CDE 102 | Child, Family, & Community | 3 |
| CDE 103 | Principles & Practices of Teaching | 3 |
| CDE 104 | Introduction to Curriculum | 3 |
| **CERTIFICATE TOTAL** | | **12** |

# Early Childhood Education Teacher 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 Teacher Certificate** will be prepared for positions such as lead teachers in private preschool programs, instructional assistants in public schools, and associate teachers in a Head Start or teacher in a State Preschool Program.

## Learning Outcomes

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

1. Apply for a Teacher Permit from the California Commission on Teacher Credentialing.
2. Be competent capable caregivers who apply principles of developmentally appropriate practices in the care and education of young children in licensed programs.
3. Continue towards a master teacher certificate.

## Program Requirements (and Preparation for State Permit)

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| CDE 101 | Child Growth & Development | 3 |
| CDE 102 | Child, Family, & Community | 3 |
| CDE 103 | Principles & Practices of Teaching | 3 |
| CDE 104 | Introduction to Curriculum | 3 |
| CDE 201 | Health, Safety, & Nutrition | 3 |
| CDE 202 | Teaching in a Diverse Society | 3 |
| CDE 203 | Observation and Assessment | 3 |
| CDE 204 | Practicum in Early Childhood Education | 4 |
| **General Education Pattern Recommended Choices** | | |
| Students are advised that they are able to choose other courses from the same area. | | |
| Area C1: | | |
| NR 001 | Conservation of Natural Resources | 3 |
| Area C2: | | |

| | | |
|---|---|---|
| PSY 001 | | 3 |
| Area C3: | | |
| ENG 036 | Children's Literature | 3 |
| Area C4: | | |
| ENG 001A | | 4 |
| **Required Subtotal** | | **25** |
| COD General Education Subtotal (13 units from the following areas: Social Sciences, Humanities, Math or Science) (p. 84) | | 13 |
| **CERTIFICATE TOTAL** | | **38** |

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

# Early Childhood Education Master Teacher Certificate 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 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 Private Early Care and Education Programs, State-Funded Early Care and Education Programs, or State Preschool Program. Master Teachers can supervise teachers, student teachers and interns.

## Learning Outcomes

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

1. Mentor and supervise assistants, student teachers, parents, and volunteers in preschool programs.
2. Write developmentally appropriate curriculum in all developmental domains and provide guidance in their area of specialization to other staff.

## Program Requirements
### (and Preparation for State Permit)

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| CDE 101 | Child Growth & Development | 3 |
| CDE 102 | Child, Family, & Community | 3 |
| CDE 103 | Principles & Practices of Teaching | 3 |
| CDE 104 | Introduction to Curriculum | 3 |
| CDE 201 | Health, Safety, & Nutrition | 3 |
| CDE 202 | Teaching in a Diverse Society | 3 |
| CDE 203 | Observation and Assessment | 3 |
| CDE 204 | Practicum in Early Childhood Education | 4 |
| CDE 223 | The Mentor Teacher/Adult Supervision | 2 |
| **ECE Emphasis Courses** | | |
| Select one group from the following: | | 6 |
| INFANT/TODDLER CARE: | | |
| CDE 220 & CDE 221 | Infant/Toddler Growth & Development and Infant/Toddler Curriculum | 6 |
| OR INCLUSION PRACTICES: | | |
| CDE 233 & CDE 234 | Introduction to Young Children with Special Needs and Inclusion Strategies for Children with Special Needs | 6 |
| OR SCIENCE, TECHNOLOGY, ENGINEERING, ARTS & MATH (STEAM): | | |
| CDE 232 & CDE 236 | Science, Technology, Engineering & Math in ECE and Music and Movement for Young Children | 6 |
| &/or CDE 231 | Creativity in Young Children | |
| OR LANGUAGE ACQUISITION & DEVELOPMENT: | | |
| CDE 229 & CDE 230 | Children's Literature and English Language Learners in ECE | 6 |
| OR TRAUMA INFORMED CARE: | | |
| CDE 227 & CDE 228 | Child Guidance and Child Maltreatment, Intervention, & Prevention | 6 |
| OR SOCIALIZATION & THE GLOBAL COMMUNITY: | | |
| CDE 240 & CDE 241 | Social Cognition & the Developing Brain and ECE Global Diplomacy Practicum | 6 |
| **Required Subtotal** | | **33** |
| COD General Education Subtotal (12 units from the following areas: English, Social Sciences, Humanities, Math or Science) (p. 84) | | 12 |
| **CERTIFICATE TOTAL** | | **45** |

***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.

## Learning Outcomes

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

1. Apply California Community Care Licensing regulations to the operation of a privately funded early care and education program.
2. Supervise and evaluate staff to effectively operate an early care and education program.
3. Create and follow a budget, manage enrollments, supply ordering and maintenance of a functioning child development program.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| CDE 101 | Child Growth & Development | 3 |
| CDE 102 | Child, Family, & Community | 3 |
| CDE 103 | Principles & Practices of Teaching | 3 |
| CDE 104 | Introduction to Curriculum | 3 |
| CDE 201 | Health, Safety, & Nutrition | 3 |
| CDE 202 | Teaching in a Diverse Society | 3 |
| CDE 203 | Observation and Assessment | 3 |
| CDE 204 | Practicum in Early Childhood Education | 4 |
| CDE 223 | The Mentor Teacher/Adult Supervision | 2 |

| | | |
|---|---|---|
| CDE 224 | Administration of Programs for Young Children | 3 |
| CDE 225 | Advanced Administration of Programs for Young Children | 3 |
| **Recommended COD General Education Courses** | | |
| ENG 001A | | 4 |
| NR 001 | Conservation of Natural Resources (or C1-Natural Sciences selected courses) | 3 |
| SOC 003 | Fundamentals of Statistics | 3 |
| PSY 001 | (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 |
| **Required Subtotal** | | **33** |
| Recommended COD General Education (p. 84) | | 19 |
| **CERTIFICATE TOTAL** | | **52** |

# Family Child Care Certificate of Achievement

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.

## Learning Outcomes

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

1. Apply for a license to operate a family child care home business.
2. Work as an assistant in a licensed child care facility.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| CDE 101 | Child Growth & Development | 3 |
| CDE 102 | Child, Family, & Community | 3 |
| CDE 103 | Principles & Practices of Teaching | 3 |
| CDE 201 | Health, Safety, & Nutrition | 3 |
| CDE 245 | Licensed Family Child Care | 2 |
| **CERTIFICATE TOTAL** | | **14** |

# 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:**

**Michael Hamilton**
mhamilton@collegeofthedesert.edu
760.776.7265

# 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. Completion of Cal-GETC
   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 "P") 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.

## Learning Outcomes

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

1. Use the demand and supply model to critically analyze real-world examples and deviations from the optimal output level.
2. Apply accounting and economic concepts and principles in making decisions about firm operations.
3. Apply fundamental economic concepts and standard economic models to explain the interaction of the major components of the economy regarding relevant economic issues in both the short and long run.
4. Evaluate fundamental macroeconomic topics, the effect and measures of economic fluctuation, fiscal and monetary policies, and international trade.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Core Courses** | | **Units** |
| ECON 001 | Principles of Macroeconomics | 3 |
| ECON 002 | Principles of Microeconomics | 3 |
| MATH 001A | Calculus | 4 |
| or MATH 009 | Business Calculus | |
| STAT C1000 | Introduction to Statistics | 3-4 |
| or SOC 003 | Fundamentals of Statistics | |
| or BUMA 003 | Business Statistics | |
| **List A** | | |
| Select one course from the following: | | 3-4 |
| BUAC 020A | Financial Accounting | 4 |
| BUAC 020B | Managerial Accounting | 4 |
| MATH 001B | Calculus II | 4 |
| BUMA 015 | Business Communication for Transfer | 3 |
| **List B** | | |
| Select any one course from the following: | | 3-4 |
| Any List A course not already used | | |
| ECON 011 | International Economics | 3 |
| MATH 002A | Multivariate Calculus | 4 |
| MATH 002B | Linear Algebra | 4 |

| | |
|---|---|
| **Required Subtotal** | **19-22** |
| Cal-GETC (p. 90) | 34 |
| Transferable Electives (as needed to reach 60 transferable units) [2] | |
| **DEGREE TOTAL** | **60** |

[1] Units for the major may be double counted for Cal-GETC, confer with a Counselor.

[2] Elective units to reach 60 unit total must be CSU transferable, confer with a Counselor.

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

# 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 work in an elementary school setting as a special education assistant and may choose to continue on towards an AA degree and/or transfer to a four year college.

**Advisors:**

**Maria Avalos**
maavalos@collegeofthedesert.edu
760.674.7817

**Jessica Huffman**
jhuffman@collegeofthedesert.edu
760.396.2408

**Tiffanie Schnabel-Moreno**
tschnabel-moreno@collegeofthedesert.edu
760-773-2595

# 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.

## Learning Outcomes

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

1. Apply educational and developmental theories to elementary school classroom practices.
2. Continue towards the AA-T Elementary Teacher Degree.
3. Serve as an assistant in an elementary school classroom under the supervision of a credentialed teacher.
4. Take the paraeducator exam.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| CDE 101 | Child Growth & Development | 3 |
| CDE 102 | Child, Family, & Community | 3 |
| CDE 227 | Child Guidance | 3 |
| CDE 230 | English Language Learners in ECE | 3 |
| CDE 233 | Introduction to Young Children with Special Needs | 3 |
| CDE 234 | Inclusion Strategies for Children with Special Needs | 3 |
| CDE 237 | Inclusion Practicum | 3 |
| BI 004 | Elements of Biology | 4 |
| CIS 010 | Introduction to Information Systems | 4 |
| EDUC 001 | Introduction to Elementary Classroom Teaching | 3 |
| ENG 001A | | 4 |
| ENG 002 | Argumentative Writing and Critical Thinking through Literature | 4 |
| HIST 017 | US History through Reconstruction | 3 |
| PS 001 | | 3 |
| SOC 003 | Fundamentals of Statistics | 3 |
| **CERTIFICATE TOTAL** | | **49** |

# Elementary Teacher Assistant Special Education, Bilingual 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.

## Learning Outcomes

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

1. Apply educational and developmental theories to elementary school classrooms.
2. Continue towards the Elementary Teacher AA-T Degree.
3. Serve as a bilingual assistant in an elementary school classroom under the supervision of a credentialed teacher.
4. Take the Bilingual Paraeducator Exam.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| CDE 101 | Child Growth & Development | 3 |
| CDE 102 | Child, Family, & Community | 3 |
| CDE 227 | Child Guidance | 3 |
| CDE 230 | English Language Learners in ECE | 3 |
| CDE 233 | Introduction to Young Children with Special Needs | 3 |
| CDE 234 | Inclusion Strategies for Children with Special Needs | 3 |
| CDE 237 | Inclusion Practicum | 3 |

| | | |
|---|---|---|
| EDUC 001 | Introduction to Elementary Classroom Teaching | 3 |
| BI 004 | Elements of Biology | 4 |
| ENG 001A | | 4 |
| ENG 002 | Argumentative Writing and Critical Thinking through Literature | 4 |
| HIST 017 | US History through Reconstruction | 3 |
| PS 001 | | 3 |
| SOC 003 | Fundamentals of Statistics | 3 |
| SPAN 021 | Spanish for Heritage Speakers I | 5 |
| **CERTIFICATE TOTAL** | | **50** |

# Elementary Teacher Education: Integrated Programs AA-T Degree

The **Associate in Arts in Elementary Teacher Education: Integrated Programs for Transfer**, also called the Elementary Teacher Education: Integrated Programs 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: Integrated Programs AA-T Degree* the student will be able to articulate 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. Cal-GETC.
   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 "P") 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.

## Learning Outcomes

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

1. Transfer to a CSU in a Liberal Studies Teacher Education Program.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| EDUC 001 | Introduction to Elementary Classroom Teaching | 3 |
| COMM C1000 | Introduction to Public Speaking | 3 |
| ENGL C1000 | Academic Reading and Writing | 4-5 |
| or ENGL C1000E | Academic Reading and Writing Support | |
| POLS C1000 | American Government and Politics | 3 |
| HIST 017 | US History through Reconstruction | 3 |
| CDE 101 | Child Growth & Development | 3 |
| BI 004 | Elements of Biology | 4 |
| HIST 003 | History of World Civilization I | 3-4 |
| or ENG 002 | Argumentative Writing and Critical Thinking through Literature | |
| CH 003 | Introductory General Chemistry | 4 |
| PH 001 | Introductory Physics | 4 |
| Select one course from the following (3 units): | | |
| ARTH 010 | Understanding Art | 3 |
| MUS 010 | Introduction to Music | 3 |
| TA 001 | Introduction to Theatre | 3 |
| **Required Subtotal** | | **37-39** |
| Cal-GETC (p. 90) [1] | | 34 |
| Transferable Electives (as needed to reach 60 transferable units) [2] | | |
| **DEGREE TOTAL** | | **60** |

[1] Units for the major may be double counted for Cal-GETC, confer with a Counselor.

[2] Elective units to reach 60 unit total must be CSU transferable, confer with a Counselor.

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

# Emergency Medical Services

The Emergency Medical Services Program prepares individuals to recognize illnesses and injury symptoms and to provide legally 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."

Students cannot register for the NREMT (National Registry of Emergency Medical Technicians) Certification Exam or be certified as an EMT in the state of California without a social security number.

**Advisor:**

**Chantae Wilson**
chwilson@collegeofthedesert.edu
760.776.7313

# Emergency Medical Responder Certificate of Completion

The need for emergency medical personnel in the Coachella Valley continues to increase.

The College of the Desert's Emergency Medical Responder Certificate of Completion will help prepare current and future first responder professionals for the dynamic challenges of succeeding in a field of emergency medical services. This will help students develop a sense of the basic requirements for success in the future. This certificate allows students to complete the program while working part or full-time, with lab and lecture courses offered during weekday evenings.

## Learning Outcomes

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

1. Identify the nature of a patient's condition at the emergency medical responder level.
2. Analyze and communicate a patient's condition and initiate basic intervention as the team leader and as a team member.
3. Demonstrate the basic knowledge and understanding of emergency medical technology and systems at an emergency medical responder level.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| EMR 380A | Emergency Medical Responder 1A | 0 |
| EMR 380B | Emergency Medical Responder 1B | 0 |

# Emergency Medical Responder, Intermediate Certificate of Completion

This Emergency Medical Responder (EMR) Intermediate Certificate prepares the EMR student to provide emergency prehospital 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 the EMR(s), anatomy and physiology, medical emergencies, trauma, and special considerations for working in the prehospital environment. The certificate also introduces ambulance driver defensive driving techniques and responses to emergencies, including active shooter situations.

## Learning Outcomes

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

1. Identify the areas of scene safety as an entry-level emergency medical responder.
2. Assess a patient's condition as an entry-level emergency medical responder team leader and team member.
3. Demonstrate fundamental knowledge and understanding of emergency medical technology and systems as it pertains to an entry-level emergency medical responder.
4. Meet or exceed the requirements necessary to successfully complete the Public Safety First Aid course as specified under Title 22 California Code.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| Required Courses: | | |
| EMR 380A | Emergency Medical Responder 1A | 0 |
| EMR 380B | Emergency Medical Responder 1B | 0 |
| EMR 381 | Ambulance Operations (Elective) | 0 |
| Elective (Optional): | | |
| EMR 386 | Public Safety First Aid (Optional Elective) | 0 |

# Emergency Medical Services (EMS) Certificate of Achievement

The **Emergency Medical Services (EMS) 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 the job-ready Emergency Medical Technician (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 8-unit EMT course without additional preparation. Therefore, a more fundamental 3-unit Emergency Medical Responder (EMR) course is provided as a prerequisite to the 8-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 workplace needs by offering a variety of other highly relevant elective courses.

## Learning Outcomes

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

1. Identify the situational safety and nature of a patient's condition.
2. Analyze and communicate a patient's condition and initiate interventions as the team leader and as a team member. Demonstrate fundamental knowledge and understanding of emergency medical technology and systems.
3. Meet or exceed the requirements necessary to successfully complete the National Registry of Emergency Medical Technicians (NREMT) EMT-Basic written examination.
4. Demonstrate knowledge of techniques for operating an ambulance vehicle prior to the run, during the run, while at the emergency scene, to the hospital and when returning to quarters.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| EMR 080 | Emergency Medical Responder | 3 |
| OR | | |
| EMR 080A & EMR 080B | Emergency Medical Responder 1A and Emergency Medical Responder 1B | 3 |
| EMR 081 | Ambulance Operations | 1 |
| HS 061 | Medical Terminology | 3 |
| EMT 084 | Emergency Medical Technician I | 9 |
| **Electives** | | |
| Select 2 courses from the following: | | |
| HS 013 | General Nutrition | 3 |
| HS 062 | Your Living Body [2] | 3 |
| KINE 010 | Personal & Community Health | 3 |
| KINE 041 | Core Conditioning | 1 |
| KINE 046 | Endurance Training (Running/Swimming/ Cardio-Respiratory) | 2 |
| PHIL 013 | Perspectives on Death & Dying | 3 |
| PSY 001 or PSY 029 | Abnormal Psychology | 3 |
| **Required Subtotal** | | **14** |
| **Elective Subtotal** | | **3-6** |
| **CERTIFICATE TOTAL** | | **17-20** |

[1] EMR 080 is a prerequisite for EMT 084.

# Emergency Medical Services Certificate of Completion

The Emergency Medical Services (EMS) Certificate of Completion 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 Emergency Medical Technician 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 324 hour EMT course without additional preparation. Therefore, a more fundamental 90-hour Emergency Medical Responder (EMR) course is provided as a prerequisite to the 324 hour EMT course, as well as a required Medical Terminology course. 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.

## Learning Outcomes

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

1. Identify the situational safety and nature of a patient's condition.
2. Analyze and communication a patient's condition and initiate intervention as the team leader and as a team member.
3. Demonstrate fundamental knowledge and understanding of emergency medical technology and systems.
4. Meet or exceed the requirements necessary to successfully to complete the National Registry of Emergency Medical Technicians (NREMT) EMT-Basic Written Examination.
5. Demonstrate knowledge of techniques for operating an ambulance vehicle prior to the run, during the run, while at the emergency scene, to the hospital, and when returning to quarters.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| EMR 380A | Emergency Medical Responder 1A | 0 |
| EMR 380B | Emergency Medical Responder 1B | 0 |
| EMR 381 | Ambulance Operations | 0 |
| EMT 384 | Emergency Medical Technician I | 0 |

# Emergency Medical Technician Basic Certificate of Achievement

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.*

## Learning Outcomes

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

1. Demonstrate basic knowledge of the emergency medical system.
2. Demonstrate the ability to administer the medications within the Emergency Medical Technicians' scope of practice.
3. Meet or exceed the requirements necessary to successfully complete the National Registry of Emergency Medical Technicians (NREMT)EMT-Basic written examination.
4. Demonstrate the knowledge of the care and treatment of patients with medical and traumatic conditions.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | **Units** |
| EMR 080 | Emergency Medical Responder | 3 |
| EMR 080A | Emergency Medical Responder 1A | 1.5 |
| EMR 080B | Emergency Medical Responder 1B | 1.5 |
| EMT 084 | Emergency Medical Technician I | 8 |
| **Required Subtotal** | | **11** |
| **CERTIFICATE TOTAL** | | **11** |

[1] EMR 080 is a prerequisite for EMT 084.

# Public Safety Certificate of Achievement

The Public Safety Certificate of Achievement is focused towards students pursuing a career in Public Safety or as a First Responder. Students will be introduced to courses in Criminal Justice, Fire Service and Emergency Medical Services. Completion of this certificate will provide students with the basic knowledge to pursue a career in the Public Safety field.

## Learning Outcomes

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

1. Exhibit a working knowledge of the various aspects of the Fire Service to include but not limited to Fire Department structure, operations, educational and experiential requirements for fire service jobs.
2. Describe employment criteria required in Criminal Justice and Law Enforcement industries.
3. Display aptitude and knowledge necessary to qualify for employment in Emergency Medical Service industries.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses:** | | |
| CJ 001 | Introduction to Criminal Justice | 3 |
| FIRE 001 | Principles of Emergency Services | 3 |
| OR | | |
| FIRE 001A & FIRE 001B | Principles of Emergency Services 1A and Principles of Emergency Services 1B | 3 |

| | | |
|---|---|---|
| EMR 080 | Emergency Medical Responder | 3 |
| OR | | |
| EMR 080A & EMR 080B | Emergency Medical Responder 1A and Emergency Medical Responder 1B | 3 |
| **CERTIFICATE TOTAL** | | **9** |

# Engineering

The Engineering program at College of the Desert is designed to:

- 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 encouraging 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.

**Advisor:**
**Ali Moussaoui**
amoussaoui@collegeofthedesert.edu
760.565.4886
**Carl Farmer**
cfarmer@collegeofthedesert.edu
760.776.7455

# 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.

## Learning Outcomes

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

1. Apply knowledge of mathematics and scientific principles to engineering problems.
2. Apply critical thinking skills in evaluating information, solving problems and making decisions.
3. Analyze and interpret data.
4. Apply knowledge of mathematics and scientific principles to engineering problems.
5. Collaborate with peers on diverse, multi-disciplinary teams.
6. Research and evaluate information from a variety of sources including the Internet.
7. Demonstrate professional and ethical behavior and responsibility.
8. Communicate effectively with written, oral, and visual means.
9. Recognize the need for and an ability to engage in life-long learning.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Core Courses** | | **Units** |
| ENGR 009 | Introduction to Engineering | 3 |
| CH 001A | General Chemistry I | 5 |
| MATH 001A | Calculus | 4 |
| MATH 001B | Calculus II | 4 |
| PH 003A | Engineering Physics | 4 |
| PH 003B | Engineering Physics | 4 |
| PH 003C | Engineering Physics | 4-5 |
| or CH 001B | General Chemistry II | |
| or MATH 002A | Multivariate Calculus | |
| **Electives** | | |
| Select 3 courses from the following: | | |
| CS 007A | Computer Science I | 4 |
| CS 007B | Computer Science II | 3 |
| DRA 002 | AutoCAD | 4 |
| or DRA 011 | Intro to Sketchup & Revit | |
| ENGR 006A | Electric Circuits for Engineering & Science | 4 |
| or PH 006A | Electric Circuits for Engineering & Science | |
| ENGR 011 | Statics | 3 |
| or PH 011 | Statics | |
| ENGR 012 | Dynamics | 3 |
| or PH 012 | Dynamics | |
| ENGR 013 | Materials Science | 3 |
| MATH 002B | Linear Algebra | 4 |
| MATH 002C | Ordinary Differential Equations | 4 |
| MATH 015 | Discrete Mathematics for Computers | 4 |
| MATH 020 | Programming and Problem Solving in MATLAB | 3 |
| **Required Subtotal** | | **28-29** |
| **Elective Subtotal** | | **9-12** |
| Select one of the following: [1] | | |
| Cal-GETC (p. 90) | | 34 |
| COD General Education Pattern (confer with a Counselor) (p. 84) [2] | | 23 |
| **DEGREE TOTAL** | | **60-75** |

[1] Units for the major may be double counted for Cal-GETC or COD GE, confer with a Counselor.

[2] This option is not appropriate for all universities.

# 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 composition courses prepare incoming students with the fundamentals of sentence structure and 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 across 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 or university. English majors are well prepared for virtually any professional career that requires skills in communication, writing, and complex thinking. Students who choose to continue their studies toward a bachelor's degree should consult with a counselor for specific information regarding the transfer requirements of their preferred college or university.

For more information about the English program, please call 760.773.2572.

**Advisors:**

**Kristie Camacho**
Assistant Professor of English
kcamacho@collegeofthedesert.edu
760.862.1356

**Kimberly Dozier**
Professor of English
kdozier@collegeofthedesert.edu
760.776.7208

**Brian Fotinakes**
Professor of English
bfotinakes@collegeofthedesert.edu
760.674.7644

**Rebecca Gaydos**
Assistant Professor of English
rgaydos@collegeofthedesert.edu
760.565.4843

**Ruth Nolan**
Professor of English
rnolan@collegeofthedesert.edu
760.776.7408

**Reid Sagara**
Professor of English
rsagara@collegeofthedesert.edu
760.776.7359

**Heather Sanchez**
Professor of English
hbenes@collegeofthedesert.edu
760.568.3082

**Corbyn Wild**
Associate Professor of English
cwild@collegeofthedesert.edu (cvoyu@collegeofthedesert.edu)
760.776.7308

# English AA-T Degree

College of the Desert's Associate in Arts in English for Transfer, also called the English AAT 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. Students may also choose to continue their study in the discipline toward a bachelor's degree.

1. The English AA-T degree requires students to complete 60 semester units eligible for transfer to the California State University, including:
    a. Completion of the California General Education Transfer Curriculum (Cal-GETC) requirements.
    b. A minimum of 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 (or "P") in all courses required for the major or area of emphasis.
2. Obtain a minimum grade point average of 2.0.

## Learning Outcomes

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

1. Analyze literary texts through the composition of nuanced critical essays.
2. Appreciate and discuss the role of literature and language in contemporary society.
3. Compare the formal, socio-historical, political, and aesthetic aspects of a range of literary genres and periods.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Core Courses** | | **Units** |
| ENG 002 | Argumentative Writing and Critical Thinking through Literature | 4 |
| **List A** | | |
| Select 2 courses from the following: | | 6 |
| ENG 010A | American Literature I | 3 |
| ENG 010B | American Literature II | 3 |
| ENG 011A | English Literature I | 3 |
| ENG 011B | English Literature II | 3 |
| ENG 012A | Global Literature 1 | 3 |
| ENG 012B | World Literature II | 3 |
| **List B** | | |
| Select 2 courses from the following: | | 6 |
| Any courses from List A not already used | | |
| ENG 005A | Introduction to Creative Writing | 3 |
| ENG 005B | Advanced Creative Writing | 3 |
| ENG 014 | Shakespeare | 3 |
| ENG 017 | Literature by Women | 3 |
| ENG 021 | Intro Latin American/Chicano Literature | 3 |
| ENG 022 | Intro to African American Literature | 3 |
| ENG 036 | Children's Literature | 3 |
| **List C:** | | |
| Select one course from the following: | | 3-5 |
| Any course from List A or B not already used | | |
| ENG 015 | The Short Story | 3 |
| ENG 024 | Native American Literature | 3 |
| ENG 025 | Introduction to the Novel | 3 |
| ENG 026 | LGBTQ+ Literature | 3 |
| ENG 035 | Myths and Legends | 3 |
| ASL 002 | Elementary American Sign Language II | 5 |
| ASL 003 | Intermediate American Sign Language I | 4 |
| ASL 004 | Intermediate American Sign Language II | 4 |

| | | |
|---|---|---|
| FR 002 | Elementary French II | 5 |
| FR 003 | Intermediate French I | 4 |
| FR 004 | Intermediate French II | 4 |
| JPN 002 | Elementary Japanese II | 5 |
| SPAN 002 | Elementary Spanish II | 5 |
| SPAN 003 | Intermediate Spanish I | 4 |
| SPAN 004 | Intermediate Spanish II | 4 |
| SPAN 021 | Spanish for Heritage Speakers I | 5 |
| SPAN 022 | Spanish for Heritage Speakers II | 5 |
| **Required Subtotal** | | **19-21** |
| Cal-GETC (p. 90) [1] | | 34 |
| Transferable Electives (as needed to reach 60 transferable units) [2] | | |
| **DEGREE TOTAL** | | **60** |

[1] Units for the major may be double counted for Cal-GETC, confer with a Counselor.

[2] Elective units to reach 60 unit total must be CSU transferable, confer with a Counselor

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

# 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.

## Learning Outcomes

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

1. Examine individual words and how their connotations changes depending on context and setting.
2. Examine how language shapes people's perceptions of society.
3. Explore how narratives and personal experiences have social, professional, and academic value.
4. Compose narratives relevant to students' personal and professional lives.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| ENG 305 | Language in Context | 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.

## Learning Outcomes

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

1. Write developed paragraphs that use topic sentences, evidence, and analysis of evidence.
2. Practice writing a variety of paragraphs for different purposes.
3. Understand the basic structure of an academic essay, including introductory paragraphs, body paragraphs, and conclusions.
4. Practice writing essays for varying purposes.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| ENG 303 | Developing Paragraphs | 0 |
| ENG 304 | Basic Essay Principles | 0 |

# Research and Argument Certificate of Competency

## Learning Outcomes

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.

## Learning Outcomes

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

1. Evaluate the relevance and validity of research sources.
2. Employ the rules of citation and documentation in academic writing.
3. Analyze the rhetoric of various genres of argument (e.g., academic, journalistic, and political).

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| ENG 307 | Introduction to Research and Documentation | 0 |
| ENG 308 | Introduction 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.

## Learning Outcomes

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

1. Recognize and revise errors in grammar and usage.
2. Develop an understanding of standard English usage in various writing situations.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **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. 189).

Further resources are available via the International Student Office and the TASC Language Lab.

**Advisors:**

**Christen Smith**
chsmith@collegeofthedesert.edu
760.776.7256

**Diane Taras**
dtaras@collegeofthedesert.edu
760.862.1321

# English as a Second Language Advanced Academic Credit Certificate of Proficiency

The **Certificate 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 of 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.*

## Learning Outcomes

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

1. Demonstrate ability to write college essays using various grammatical structures to establish sequence and coherence.
2. Speak with increasing confidence and fluency of vocabulary and pronunciation in formal and informal oral communication.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | **Units** |
| ESL 052 | Pronunciation | 3 |
| or ESL 053 | Speech Pronunciation & Listening | |
| ESL 071 | ESL/Academic English II | 4 |
| ESL 071A | Advanced Grammar & Editing | 2 |
| **CERTIFICATE TOTAL** | | **9** |

# 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.

## Learning Outcomes

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

1. Demonstrate comprehension of and ability to read critically a variety of authentic texts.
2. Demonstrate ability to write expository essays.
3. Demonstrate ability to use various grammatical structures to establish sequence and coherence.
4. Speak with increasing confidence, fluency, and control in formal and informal oral communication.
5. Recognize and correct pronunciation and speech problems that impede successful communication.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **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-Th) or in conversation and pronunciation courses, which help students enhance speaking, listening, and pronunciation proficiency. In addition, students can enroll in vocational ESLN 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, and other off-campus locations.

Anyone 18 years of age and older regardless of their educational background is 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 760.776.7348 or email abepd@collegeofthedesert.edu.
Interested students may also consider coursework in ESL (p. 189).

# Inglés Como Segundo Idioma No Credito

El programa de inglés como segundo idioma sin crédito (ESLN) consiste de una serie de cursos para estudiantes que no dominan el inglés.
El programa ofrece seis niveles de inglés, empezando con un nivel básico para verdaderos principiantes, hasta el nivel 5, que es nivel bajo-avanzado. En este programa, los estudiantes aprenden inglés para su vida diaria y después de completar el programa de ESLN, pueden ingresarse en programas vocacionales o académicos. Los estudiantes pueden inscribirse en cursos integrales, que son clases de habilidades múltiples de 3 horas (lunes-jueves), o en cursos de conversación y pronunciación que ayudan a los estudiantes a conversar en inglés y mejorar su comprensión auditiva y pronunciación. Los estudiantes también pueden inscribirse en cursos de inglés para el trabajo (VESL) en donde practican el inglés que se usa en el empleo o donde aprenden a usar una computadora.
Las clases son de entrada abierta, permitiendo que los estudiantes se registren en cualquier momento durante el año escolar. Las clases se llevan a cabo día y noche en Palm Desert, Indio, y en otros sitios fuera del campus.
Todas las personas mayores de 18 años, independientemente de su nivel educativo, pueden inscribirse en este programa.
El programa ESLN también ofrece tres opciones de certificados sin crédito. El Certificado de English Proficiency se enfoca en el inglés necesario en situaciones de vida diaria y trabajo. El Certificado de Inglés Académico es para estudiantes que planean obtener un título universitario o un certificado vocacional. El Certificado Vocacional de ESLN consiste de una secuencia de cursos que preparan a los estudiantes para el empleo. Consulte la secuencia de cursos de ESLN requeridos para estos certificados. Para obtener más información, llame al 760.776.7348 o mande un correo electrónico a abepd@collegeofthedesert.edu.
Los estudiantes interesados también pueden considerar cursos en ESL (p. 189).

**Advisors:**

**Alison Airhart**
aairhart@collegeofthedesert.edu
760.568.7509
**Maria Elena Cruz Santoyo**
ecruzsantoyo@collegeofthedesert.edu
760.776.7293
**Renate Senters**
rsenters@collegeofthedesert.edu
760.568.3201
**Fred Vescial**
fvescial@collegeofthedesert.edu
760.776.7298

# 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.

## Learning Outcomes

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

1. English language learners will be able to orally communicate with others in basic social, family, community, and work situations.
2. English language learners will be able to apply basic reading and writing skills to be active members of the community and/or work place.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **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 387A | ESL Conversation & Vocabulary - Foundations | 0 |
| 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.

## Learning Outcomes

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

1. English language learners will be able to apply academic language skills to be prepared for Adult Basic Education or credit classes, and/or be successful in the workforce.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **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.

## Learning Outcomes

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

1. English language learners will be able to apply strategies and communication skills related to acquiring and retaining employment.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **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 |

# Ethnic Studies

Ethnic studies is the critical interdisciplinary study of race and racism utilizing intersectional, comparative, relational, and transnational approaches that focus on the histories, experiences, cultures, and struggles of historically minoritized ethnoracial groups in the United States while centering a praxis of racial justice. Emerging from the historic campus and community civil rights struggles of the late 1960s, the field focuses primarily on Indigenous/Native American studies, Black/African American studies, Latinx/Chicanx studies, and Asian American/Pacific Islander studies, each with their own epistemological and methodological frameworks, while also engaging in the analysis of other racialized ethnic groups in the U.S. An emphasis is placed on the hierarchical and systemic power relations (settler colonialism, white supremacy, cishetero-patriarchy, classism etc.) that arise from institutional, cultural, and global productions/hierarchies of "race." Ethnic Studies also investigates how race and ethnicity intersect with class, gender, ability, and sexuality in order to help students develop a critical understanding of the complex and intersecting historical struggles and movements for social transformation, resistance, and liberation in the U.S. and beyond.

For more information, please call 760.776.5487

Abraham Ramirez
asramirez@collegeofthedesert.edu
760.568.7514
David Montoya
dmontoya@collegeofthedesert.edu
760.565.4855

# Ethnic Studies AA Degree

Ethnic studies is the critical interdisciplinary study of race and racism utilizing intersectional, comparative, relational, decolonial, and transnational approaches that focus on the histories, experiences, cultures, and struggles of historically minoritized ethnoracial groups in the United States while centering a praxis of racial justice. Emerging from the historic campus and community civil rights struggles of the late 1960s, the field focuses primarily on Indigenous/Native American studies, Black/African American studies, Latinx/Chicanx studies, and Asian American/Pacific Islander studies, each with their own epistemological and methodological frameworks, while also engaging in the analysis of other racialized ethnic groups in the U.S. An emphasis is placed on the hierarchical and systemic power relations (settler colonialism, white supremacy, cishetero-patriarchy, classism etc.) that arise from institutional, cultural, and global productions/hierarchies of "race." Ethnic Studies also investigates how race and ethnicity intersect with class, gender, ability, and sexuality to help students develop a critical understanding of the complex and intersecting historical struggles and movements for social transformation, resistance, and liberation in the U.S. and beyond.

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

1. Evaluate scholarship and other cultural forms that center the traditions, experiences, and liberation struggles of Latinx/Chicanx, African American/Black, Asian American, and Native American & Indigenous people in the United States.
2. Clearly articulate counternarratives to white supremacist, Eurocentric, and colonialist systems and discourses.
3. Develop a historically-aware analysis of race and racism in the United States, including how racism interacts with other axes of power and oppression, using critical interdisciplinary methodologies.
4. Evaluate and participate in collective action that support racial equity and coalition building.

Through social justice-oriented, culturally responsive, and community engaged curriculum and pedagogy, students in the program develop their capacities in collaborative leadership, critical self-awareness, sociopolitical consciousness, interdisciplinary research, community empowerment, media and information literacy, critical thinking, oral and written communication, racial justice literacy, and cultural competency. The major prepares students for careers that work with under-served/minoritized populations in areas such as education and research, community and social services, public policy and government, human and health services, communications, museums, and cultural centers. This degree requires students to meet the following requirements:

- Completion of 60 semester units
- Minimum overall grade point average of 2.0,
- Minimum grade of "C" (or "P") for each course in the major, and
- Completion of Cal-GETC.

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

## Learning Outcomes

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

1. Evaluate scholarship and other cultural forms that center the traditions, experiences, and liberation struggles of Latinx/Chicanx, African American/Black, Asian American, and Native American & Indigenous people in the United States.
2. Clearly articulate counternarratives to white supremacist, Eurocentric, and colonialist systems and discourses.
3. Develop a historically-aware analysis of race and racism in the United States, including how racism interacts with other axes of power and oppression, using critical interdisciplinary methodologies.
4. Evaluate and participate in collective action that support racial equity and coalition building.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Core Course (3 Units)** | | |
| ETHN 001 | Introduction to Ethnic Studies | 3 |
| **Required: Select 3 courses from the following (9 units)** | | |
| ETHN 002 | Introduction to Chicanx & Latinx Studies | 3 |
| ETHN 003 | Introduction to Black Studies | 3 |
| ETHN 004 | Introduction to Native American Studies | 3 |
| ETHN 005 | Introduction to Asian American Studies | 3 |
| **Elective: Select 2 Courses from the Following (6 Units)** | | |
| GEOG 002 | Cultural Geography | 3 |

| | | |
|---|---|---|
| SOC 002 | Social Problems | 3 |
| SOC 005 | Sociology of Gender and Sexuality | 3 |
| SOC 014 | Introduction to Race & Ethnicity | 3 |
| SOC 015 | Mexican American Culture & Society | 3 |
| SJS 020 | Introduction to Social Justice Studies | 3 |
| SJS 021 | Introduction to LGBTQIA Studies | 3 |
| PSY 009 | Psychology of Prejudice and Discrimination | 3 |
| PS 006 | Latinx Politics | 3 |
| CDE 202 | Teaching in a Diverse Society | 3 |
| ANTH 002 | Cultural Anthropology | 3 |
| **Elective: Select 1 Course from the following (3 Units)** | | **6** |
| ENG 021 | Intro Latin American/Chicano Literature | 3 |
| ENG 022 | Intro to African American Literature | 3 |
| ENG 024 | Native American Literature | 3 |
| ENG 026 | LGBTQ+ Literature | 3 |
| HIST 050 | American Popular Culture | 3 |
| HIST 021 | California History | 3 |
| COMM 017 | Intercultural Communication | 3 |
| **Required Subtotal** | | **21** |
| Cal-GETC (p. 90) [1] | | 34 |
| Transferrable Electives (as needed to reach 60 units) [2] | | |
| **Degree Total** | | **60** |

[1] Units for the major may be double counted for Cal-GETC, confer with a Counselor.

[2] Elective units to reach 60 unit total must be CSU transferable, confer with a Counselor.

# 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 (COD) fire technology curriculum includes course offerings that provide a general overview of the discipline, and 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.

**Advisor: Cameron Miller**
camiller@collegeofthedesert.edu
760.568.7520

# Public Safety Certificate of Achievement

The Public Safety Certificate of Achievement is focused towards students pursuing a career in Public Safety or as a First Responder. Students will be introduced to courses in Criminal Justice, Fire Service and Emergency Medical Services. Completion of this certificate will provide students with the basic knowledge to pursue a career in the Public Safety field.

## Learning Outcomes

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

1. Exhibit a working knowledge of the various aspects of the Fire Service to include but not limited to Fire Department structure, operations, educational and experiential requirements for fire service jobs.
2. Describe employment criteria required in Criminal Justice and Law Enforcement industries.
3. Display aptitude and knowledge necessary to qualify for employment in Emergency Medical Service industries.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses:** | | |
| CJ 001 | Introduction to Criminal Justice | 3 |
| FIRE 001 | Principles of Emergency Services | 3 |
| OR | | |
| FIRE 001A & FIRE 001B | Principles of Emergency Services 1A and Principles of Emergency Services 1B | 3 |
| EMR 080 | Emergency Medical Responder | 3 |
| OR | | |
| EMR 080A & EMR 080B | Emergency Medical Responder 1A and Emergency Medical Responder 1B | 3 |
| **CERTIFICATE TOTAL** | | **9** |

# 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 (College of the Desert) Certificate of Achievement in Fire Technology have obtained positions as firefighter, firefighter/Emergency Medical Technician (EMT) and paramedic. This program follows the Fire and Emergency Services Higher Education (FESHE) model from the National Fire Academy.

This program prepares individuals for an entry-level career in the fire service by providing a foundation of core concepts, practices, vocabulary,

culture, safety and requirements for the fire service. Public and private careers can be pursued with completion of this certificate program. Courses listed in the Fire Technology Certificate of Achievement will also count towards the **Associate of Science in Fire Technology** (transfer preparation and employment preparation).

## Learning Outcomes

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

1. Display aptitude and knowledge necessary to qualify for employment in fire prevention and fire suppression industries.
2. Exhibit a working knowledge of the various aspects of the Fire Service to include but not limited to Fire Department structure, operations, educational and experiential requirements for fire service jobs.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **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 4-8 units from the following (with Advisor approval): | | |
| FIRE 006 | Hazardous Materials/ICS | 3 |
| FIRE 008 | Firefighting Strategies & Tactics | 3 |
| FIRE 009 | Fire Protection Hydraulics and Water Supply | 3 |
| FIRE 010 | Wildland Fire Technology | 3 |
| FIRE 024 | Report Writing for the Fire Service | 3 |
| FIRE 095A | Fire Technology Work Experience | 1-4 |
| CSFM 070 | Confined Space - Awareness | 0.5 |
| CSFM 071 | Rapid Intervention Crew Operations | 0.5 |
| CSFM 075 | Hazardous Materials First Responder Awareness Level | 0.5 |
| CSFM 076 | Low Angle Rescue Operational | 0.5 |
| CSFM 077A | Fire Investigation 1A: Fire Origin & Cause Determination | 2.5 |
| CSFM 077B | Fire Investigation 1B: Techniques of Fire Investigation | 2.5 |
| CSFM 079B | Basic ICS for Initial Response | 1 |
| CSFM 079C | I-300: Intermediate ICS | 1.5 |
| CSFM 079D | I-400: Advanced ICS | 1 |
| CSFM 083A | Company Officer 2A: Human Resource Management | 2 |
| CSFM 083B | Company Officer 2B: General Administration Functions | 1 |
| CSFM 083C | Company Officer 2C: Fire Inspections and Investigations | 2 |
| CSFM 083D | Company Officer 2D: All Risk Command Operations | 2 |
| CSFM 083E | Company Officer 2E: Wildland Incident Operations | 2 |
| CSFM 085A | Fire Inspector 1A: Duties and Administration | 1 |
| CSFM 085B | Fire Inspector 1B: Fire and Life Safety | 1 |
| CSFM 085C | Fire Inspector 1C: Field Inspection | 1 |
| CSFM 085D | Fire Inspector 1D: Field Inspection-California Specific | 1 |
| BIT 026 | Building II & Fire Codes | 3 |
| EMR 080 | Emergency Medical Responder | 3 |
| EMT 084 | Emergency Medical Technician I | 9 |
| **CERTIFICATE TOTAL** | | **22-26** |

# 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.

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.

## Learning Outcomes

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

1. Recognize the characteristics of fire behavior caused by external influences of weather and chemicals during stages of fire behavior, heat transfer and extinguishment.
2. Exhibit a working knowledge of the various aspects of the Fire Service to include but not limited to Fire Department structure, operations, educational and experiential requirements for fire service jobs.
3. Explain the various types of fire protection systems as they relate to design, inspections and certifications in the fire service.
4. Identify building construction types and the anticipated building collapse conditions that will occur during fire emergency situations.
5. Display aptitude and knowledge necessary to qualify for employment in fire prevention and fire suppression industries.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| 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 19 units from the following (with Advisor approval): | | |
| FIRE 006 | Hazardous Materials/ICS | 3 |
| FIRE 008 | Firefighting Strategies & Tactics | 3 |
| FIRE 009 | Fire Protection Hydraulics and Water Supply | 3 |
| FIRE 010 | Wildland Fire Technology | 3 |
| FIRE 024 | Report Writing for the Fire Service | 3 |
| FIRE 095A | Fire Technology Work Experience (Maximum of 4 units may be used for work experience) | 1-4 |
| BFFA 063 | Basic Fire Fighter I Academy (Full Time) | 19 |
| OR | | |
| BFFA 063A & BFFA 063B | Basic Fire Fighter I Academy (Part 1) and Basic Fire Fighter I Academy (Part 2) | 19 |
| CSFM 070 | Confined Space - Awareness | 0.5 |
| CSFM 071 | Rapid Intervention Crew Operations | 0.5 |
| CSFM 075 | Hazardous Materials First Responder Awareness Level | 0.5 |
| CSFM 076 | Low Angle Rescue Operational | 0.5 |
| CSFM 077A | Fire Investigation 1A: Fire Origin & Cause Determination | 2.5 |
| CSFM 077B | Fire Investigation 1B: Techniques of Fire Investigation | 2.5 |
| CSFM 079B | Basic ICS for Initial Response | 1 |
| CSFM 079C | I-300: Intermediate ICS | 1.5 |
| CSFM 079D | I-400: Advanced ICS | 1 |
| CSFM 082A | Fire Apparatus Driver/Operator 1A: Emergency Vehicle Ops | 1.5 |
| CSFM 082B | Fire Apparatus Driver/Operator 1B: Pumping Apparatus Ops | 1.5 |
| CSFM 083A | Company Officer 2A: Human Resource Management | 2 |
| CSFM 083B | Company Officer 2B: General Administration Functions | 1 |
| CSFM 083C | Company Officer 2C: Fire Inspections and Investigations | 2 |
| CSFM 083D | Company Officer 2D: All Risk Command Operations | 2 |
| CSFM 083E | Company Officer 2E: Wildland Incident Operations | 2 |
| CSFM 084A | Instructor 1: Instructor Methodology | 2 |
| CSFM 085A | Fire Inspector 1A: Duties and Administration | 1 |
| CSFM 085B | Fire Inspector 1B: Fire and Life Safety | 1 |
| CSFM 085C | Fire Inspector 1C: Field Inspection | 1 |
| CSFM 085D | Fire Inspector 1D: Field Inspection-California Specific | 1 |
| BIT 026 | Building II & Fire Codes | 3 |
| EMR 080 | Emergency Medical Responder | 3 |
| EMT 084 | Emergency Medical Technician I | 9 |
| **Required Subtotal** | | **18** |
| **Elective Subtotal** | | **19** |
| COD General Education Pattern (p. 84) | | 23 |
| **DEGREE TOTAL** | | **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.

## Learning Outcomes

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

1. Display aptitude and knowledge necessary to qualify for employment in fire prevention and fire suppression industries.
2. Explain the Fire Technology Associate Degree transfer requirements to California State University Los Angeles for a Bachelor's Degree in Fire Protection Administration and Technology.
3. Exhibit a working knowledge of the various aspects of the Fire Service to include but not limited to Fire Department structure, operations, educational and experiential requirements for fire service jobs.
4. Identify building construction types and the anticipated building collapse conditions that will occur during fire emergency situations.
5. Explain the various types of fire protection systems as they relate to design, inspections and certifications in the fire service.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **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 |
| **Required Subtotal** | | **24** |
| Cal-GETC (p. 90) | | 34 |
| Transferable Electives (as needed to reach 60 transferable units) [1] | | |
| **DEGREE TOTAL** | | **60** |

[1] Elective units to reach 60 unit total must be CSU transferable, confer with a Counselor.

# 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.

**Advisor:**
**Thomas O'Grady**
tograd y@collegeofthedesert.edu
760.674.7642

# Spanish AA-T Degree

The Associate of Arts in Spanish for Transfer (AA-T) provides students with a strong foundation in the four basic language skills: listening comprehension, reading comprehension, speaking, and writing. The program also covers the civilization and cultures of Spain, Latin America, and the United States. This degree focuses on developing communicative competence and intercultural awareness. An AA-T in Spanish will allow students to improve their Spanish proficiency in speaking and writing, as well as learn about the culture, history, and arts of the Spanish-speaking world.
Spanish courses in this program align well with related fields such as liberal arts, language arts, and linguistics. They also complement majors like international relations, political science, business, education, and sociology. The AA-T prepares students for transfer to UC, CSU, and private colleges and universities. Students must meet both of the following requirements:

1. Completion of 60 semester units that are eligible for transfer to the California State University, including:
   - Completion of Cal-GETC.
   - 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 "P") 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.

## Learning Outcomes

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

1. Demonstrate advanced Spanish language proficiency in presentational, interpretive, and interpersonal communication modes.
2. Analyze and synthesize information about Spanish-speaking societies, communicating insights through well-structured written and oral presentations.
3. Apply appropriate language conventions to interpret diverse texts and audio sources related to the literature, history, and culture of the Spanish-speaking world.
4. Develop intercultural competence by examining and reflecting on cultural perspectives and practices within Spanish-speaking communities.
5. Evaluate topics related to the history and culture of Spanish-speaking regions, presenting clear and coherent arguments supported by evidence.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required** | | **Units** |
| SPAN 001 | Elementary Spanish I | 5 |
| SPAN 002 | Elementary Spanish II | 5 |
| SPAN 003 | Intermediate Spanish I | 4-5 |
| or SPAN 021 | Spanish for Heritage Speakers I | |
| SPAN 004 | Intermediate Spanish II | 4-5 |
| or SPAN 022 | Spanish for Heritage Speakers II | |
| **List A** | | |
| Select one course from the following (3 units): | | |
| SPAN 020 | Latin American Culture and Civilization | 3 |
| SPAN 024 | Latin American Short Story | 4 |
| COMM 009 | Intro to Interpersonal Communication | 3 |
| **In cases where a student places out of a required course but does not receive units for it, they must take additional coursework to reach the minimum 18 units required for the major. When selecting substitute courses, students should first take additional courses from List A. If necessary, they may then choose from the approved Course Substitution list. Any courses not found on either List A or the Course Substitutions list must receive explicit approval from the Spanish faculty before being used as substitutes.** | | |
| **Approved Course Substitutions (1 course maximum)** | | |
| ETHN 002 | Introduction to Chicanx & Latinx Studies (recommended) | 3 |
| HIST 023 | Latin American History (recommended) | 3 |
| SPAN 007 | Spanish Conversation and Composition (recommended) | 3 |
| ANTH 002 | Cultural Anthropology | 3 |
| COMM 017 | Intercultural Communication | 3 |
| SOC 015 | Mexican American Culture & Society | 3 |
| GEOG 002 | Cultural Geography | 3 |
| **Required Subtotal** | | **19-22** |
| Cal-GETC (p. 90) [1] | | 34 |
| Transferable Electives (as needed to reach 60 transferable units) [2] | | |
| **DEGREE TOTAL** | | **60** |

[1] Units for the major may be double counted for Cal-GETC, confer with a Counselor.

[2] Elective units to reach 60 unit total must be CSU transferable, confer with a Counselor.

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

# Translating and Interpreting in Spanish in the School Environment Certificate of Completion

This certificate provides basic training in translating and interpreting in Spanish in the school environment to those students who are interested in pursuing a career in this field or are already working as translators and/or interpreters but need the appropriate training. The courses will be conducted in both Spanish and English.

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

1. Perform as a translator and interpreter in the school environment according to the Code of Ethics for translators and interpreters.

| Course Code | Title | Units |
|---|---|---|
| Required Courses: | | |
| SPAN 325A | Translating in Spanish in the School Environment | 0 |
| SPAN 325B | Interpreting in Spanish in the School Environment | 0 |

# Translating and Interpreting in Spanish in Health Care Certificate of Completion

This certificate provides basic training in translating and interpreting in Spanish to those students who are interested in pursuing a career in this field or are already working as translators or interpreters but need the appropriate training. The courses will be conducted in both Spanish and English.

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

1. Perform as translators and interpreters in the Health Care field according to the Code of Ethics for translators and interpreters.

| Course Code | Title | Units |
|---|---|---|
| SPAN 326A | Translating in Spanish in Health Care | 0 |
| SPAN 326B | Interpreting in Spanish in Health Care | 0 |

# 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 Cal-GETC and 19-20 units in the major with a cumulative GPA of 2.0 or better. Title 5 requires that students earn a grade of "C" (or "P") 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.

## Learning Outcomes

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

1. Students will develop a solid understanding and will be able to define and describe the concepts of "space," "place" and "region" and their importance in explaining world affairs.
2. Students will be able to locate on a map major physical features, cultural regions, and individual states and urban centers.
3. Students will be able to describe and explain general demographic principles and their patterns at regional and global scales.
4. Students will describe and explain global and regional patterns of cultural, political and economic institutions, and their effects on the preservation, use and exploitation of natural resources and landscapes.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Core Courses** | | **Units** |
| GEOG 001 | Physical Geography | 3 |
| GEOG 001L | Physical Geography Lab | 1 |
| GEOG 002 | Cultural Geography | 3 |
| or GEOG 007 | Regional Geography | |
| **List A** | | |
| Select 2 courses from the following: | | 6 |
| GEOG 010 | Geography of California | 3 |
| NR 021 | Introduction to GIS | 3 |
| PH 017 | Introduction to Meteorology | 3 |
| **List B** | | |
| Select 2 courses from the following: | | 6-7 |
| Any course from List A not already used | | |
| ANTH 002 | Cultural Anthropology | 3 |
| G 001 | Physical Geology | 4 |
| **Required Subtotal** | | **19-20** |
| Cal-GETC (p. 90) [1] | | 34 |
| Transferable Electives (as needed to reach 60 transferable units) [2] | | |
| **DEGREE TOTAL** | | **60** |

[1] Units for the major may be double counted for Cal-GETC, confer with a Counselor.

[2] Elective units to reach 60 unit total must be CSU transferable, confer with a Counselor.

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

# 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 majors. 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:

1. Completion of 60 semester units that are eligible for transfer to the California State University, including both of the following:
   a. Completion of Cal-GETC
   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 "P") 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.

## Learning Outcomes

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

1. Students will demonstrate the ability to write, speak, and critically analyze complex global events and processes of globalization. (Critical Thinking 2)
2. Students will develop the ability to form an original argument in response to a contemporary globalization issue and propose theoretical and/or practical solutions. (Global Citizenship: Scientific and Technological Literacy 1)
3. Students will analyze and interpret texts, images, and experiences in order to understand global problems. (Critical Thinking 6)
4. Students will demonstrate an understanding of the interactions among various dimensions of globalization including but not limited to culture, politics, ecology, and the economy. (Critical Thinking 4)

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **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 units): | | 15 |
| Culture and Society: | | |
| HIST 003 | History of World Civilization I | 3 |
| HIST 004 | History of World Civilization II | 3 |
| Geography: | | |
| GEOG 001 | Physical Geography | 3 |
| GEOG 002 | Cultural Geography | 3 |
| GEOG 007 | Regional Geography | 3 |
| Economics: | | |
| ECON 001 | Principles of Macroeconomics | 3 |
| ECON 002 | Principles of Microeconomics | 3 |
| Politics: | | |
| PS 002 | Introduction to Comparative Governments | 3 |
| PS 004 | Introduction to International Relations | 3 |
| Humanities: | | |
| ENG 012A | Global Literature 1 | 3 |
| ENG 012B | World Literature II | 3 |
| **Required Subtotal** | | **21** |
| Cal-GETC (p. 90) [1] | | 34 |
| Transferable Electives (as needed to reach 60 transferable units) [2] | | |
| **DEGREE TOTAL** | | **60** |

[1] Units for the major may be double counted for Cal-GETC, confer with a Counselor.

[2] Elective units to reach 60 unit total must be CSU transferable, confer with a Counselor.

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

# Graphic Design & Marketing AA Degree

Graphic Design & Marketing (GDM) is the vehicle by which business communicates visually by infusing art and technology to communicate ideas through images and other communication media. The graphic designer is often working closely with marketing to develop and implement branding strategies, communications, market development, and presence, including many other related business activities. A graphic designer who is familiar with marketing from a marketing point-of-view is better equipped to understand the role of graphic design as a vital component in the world of business. Students working toward their associate's degree in this program study computer graphic design for print, web, and video.

This cross-discipline program is designed to prepare students for employment in the diverse fields of Web Design, Graphic Design, Motion Graphics, and Interactive Multimedia. Career paths may also lead to working in advertising, marketing or independently. Careers in the discipline that generally require graduate-level degrees include college teacher, video editor, web developer, creative director, and art director. The graphic designer is often working closely with marketing departments in diverse industries to develop and implement branding strategies, communications, market development, and presence, including many other related business activities.

## Learning Outcomes

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

1. Employ research, ideation, development, analysis, and prototyping to solve a variety of business marketing problems.

2. Combine appropriate aesthetic form and content to create evocative and engaging work.
3. Create appropriate typographic solutions for a variety of design situations.
4. Demonstrate proficiency with computers, software and production processes.
5. Select appropriate tools, materials and processes for a range of media products.
6. Work collaboratively within a creative team.
7. Students will have the skills necessary to get entry level jobs or better in areas related to graphic design, marketing and advertising.
8. Students will have the skills necessary to run their own design company.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Core Courses** | | |
| DDP 102 | Digital Illustration | 3 |
| DDP 103 | Publication Design & Production | 3 |
| DDP 110 | Graphic Design | 3 |
| DDP 111 | Advertising Design | 3 |
| DDP 112 | Digital Typography | 3 |
| DDP 113 | Design for Social Change | 3 |
| DDP 151 | User Experience Design | 3 |
| DDP 095A | Digital Design & Production Work Experience | 1 |
| BUAC 020A | Financial Accounting | 3-4 |
| or SOC 003 | Fundamentals of Statistics | |
| BUMA 027 | Marketing Principles | 3 |
| **Required Subtotal** | | **28-29** |
| Cal-GETC (p. 90) [1] | | 34 |
| **DEGREE TOTAL** | | **62-63** |

[1] Units for the major may be double counted for Cal-GETC, confer with a Counselor.

# Health Sciences

The Department of Health Sciences offers transferable associate degrees in Nutrition and Dietetics, Public Health Sciences, as well as a local degree in Health Sciences. The Department also offers Certificates in Community Health Worker and Pharmacy Technician. 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 2028. These degrees allow 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 courses.

**Advisors:**

**Adrian Casas**
acasas@collegeofthedesert.edu
760.568.3089
**Kurt Spurgin**
kspurgin@collegeofthedesert.edu
760.565.4820

# 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 California State University (CSU) system that include completion of California General Education Transfer Curriculum (Cal-GETC) and 27-35 units in the major. 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 "P") 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 accepts the 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). Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

## Learning Outcomes

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

1. Explain the role of food and nutrients in the human life-cycle stages and nutrition-related chronic diseases by synthesizing relevant theories from the biological and physical sciences.
2. Demonstrate basic food science principles in food procurement, preparation, and safety for individuals, families, and communities.
3. Explain social, ethnic and/or environmental dimensions within nutrition and the life sciences.
4. Be eligible and prepared for transfer to related health science programs.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| HS 013 | General Nutrition | 3 |
| BI 015 | General Microbiology | 5 |
| CH 001A | General Chemistry I | 5 |
| CH 001B | General Chemistry II | 5 |
| PSYC C1000 | Introduction to Psychology | 3 |
| **List A** | | |
| Select one option from the following: (3-9 units) | | |
| STAT C1000 | Introduction to Statistics | 3-4 |
| or SOC 003 | Fundamentals of Statistics | |
| BI 013 | Human Anatomy and Physiology I | 4 |
| and | | |
| BI 014 | Human Anatomy and Physiology II | 5 |
| **List B** | | |
| Select one course from the following (3-5 units): | | |
| CH 003 | Introductory General Chemistry | 4 |
| CH 005 | Bio-organic Chemistry | 4 |
| CH 007 | Fundamentals of Chemistry | 5 |
| PSY 003 | Developmental Psychology | 3 |
| KINE 010 | Personal & Community Health | 3 |
| **Required Subtotal** | | **27-35** |
| Cal-GETC (p. 90) [1] | | 34 |

| | |
|---|---|
| Transferable Electives (as needed to reach 60 transferable units) [2] | |
| **DEGREE TOTAL** | **60** |

1 Units for the major may be double counted for Cal-GETC, confer with a Counselor.

2 Elective units to reach 60 unit total must be CSU transferable, confer with a Counselor.

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

# Public Health AS-T Degree

The Associate in Science in Public Health for Transfer, also called the Public Health AS-T degree, introduces students to the core principles and methodologies used in the study of public health. Students will acquire the foundational knowledge necessary to pursue post-secondary degrees in public health or related fields. This degree provides an understanding of population health, disease prevention, and the promotion of health equity. This degree requires students to complete 60 CSU transferable units including completion of Cal-GETC and 23-25 units in the major with a cumulative GPA of 2.0 or better. Title 5 requires that students must earn a “C” (or "P") 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.

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| KINE 010 | Personal & Community Health | 3 |
| HS 073 | Introduction to Public Health | 3 |
| SOC 003 | Fundamentals of Statistics | 3-4 |
| or STAT C1000 | Introduction to Statistics | |
| or BUMA 003 | Business Statistics | |
| BI 004 | Elements of Biology | 4 |
| CH 003 | Introductory General Chemistry | 4-9 |
| or CH 001A | General Chemistry I | |
| or BI 013 & BI 014 | Human Anatomy and Physiology I and Human Anatomy and Physiology II | |
| HS 075 | Cultural Competence in Health and Social Services | 3 |
| PSY 012 | Human Sexuality | 3 |
| **Required Subtotal** | | **23-29** |
| Cal-GETC (p. 90) [1] | | 34 |
| Transferable Electives (as needed to reach 60 transferable units) [2] | | |
| **Degree Total** | | **60** |

1 Units for the major may be double counted for Cal-GETC, confer with a Counselor.

2 Elective units to reach 60 unit total must be CSU transferable, confer with a Counselor.

# 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 provides students with the tools and knowledge necessary to understand factors contributing to the promotion of optimal health and well-being. The degree will meet the requirements for pre-professional preparation for fields in Health Science such as physical therapy, occupational therapy, podiatry, physician assistant, medicine, dental, public health education, and health sciences.

## Learning Outcomes

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

1. Students will be eligible and prepared for transfer to related nursing and health science degree programs.
2. Students will describe the anatomy and organization of human cells, tissues, organs, and systems.
3. Students will explain how common diseases negatively impact normal human anatomy and physiology of essential body systems.
4. Students will identify major health issues and evaluate how human behaviors impact various dimensions of health and wellness.
5. Students will be equipped with specific knowledge and skills important for maintaining a healthful individual and community environment.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| BI 013 | Human Anatomy and Physiology I | 4 |
| BI 014 | Human Anatomy and Physiology II | 5 |
| BI 015 | General Microbiology | 5 |
| CH 007 | Fundamentals of Chemistry | 5 |
| HS 073 | Introduction to Public Health | 3 |
| or HS 013 | General Nutrition | |
| Select one course from the following (3-4 units) | | |
| CH 005 | Bio-organic Chemistry | 4 |
| HS 061 | Medical Terminology | 3 |
| HS 074 | Informatics for Health Science | 3 |
| KINE 001 | First Aid and Safety | 3 |
| KINE 007 | Introduction to Strength and Conditioning | 3 |
| KINE 008 | Introduction to Kinesiology | 3 |
| KINE 010 | Personal & Community Health | 3 |
| **Required Subtotal** | | **25-26** |
| Cal-GETC (p. 90) | | 34 |
| Transferable Electives (as needed to reach 60 transferable units) | | |
| **DEGREE TOTAL** | | **60** |

# Community Health Worker: Children and Families Certificate of Achievement

The Community Health Worker (CHW): Children and Families Certificate trains students to serve a critical role in the community by supporting mental and physical health for children and families. Students completing the certificate will be qualified to provide appropriate health education and information to help children and families get the mental and physical healthcare they need. Students will be equipped with a community resource file and strategies to provide support and guidance for children and families. They will also be trained to perform basic health care procedures and to advocate for health needs of their clients.

## Learning Outcomes

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

1. Apply culturally competent care by recognizing the health needs of diverse populations and utilizing strategies that promote equity and inclusion in health and social service settings.
2. Demonstrate effective communication and interpersonal skills by building trust, providing social support, and educating individuals and communities in ways that enhance health literacy and self-sufficiency.
3. Coordinate and manage care through effective system navigation, referrals, and follow-up to ensure access to needed health and social services.
4. Advocate for health equity by supporting community-led efforts to address social determinants of health and participating in policy advocacy initiatives.
5. Provide basic health services and assessments that support community health needs, including screenings, first aid, and environmental assessments.
6. Promote personal and community wellness through outreach, education, and empowerment strategies that address chronic disease prevention and health promotion.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| KINE 010 | Personal & Community Health | 3 |
| CDE 101 | Child Growth & Development | 3 |
| CDE 102 | Child, Family, & Community | 3 |
| HS 075 | Cultural Competence in Health and Social Services | 3 |
| HS 076 | Essential Skills for Community Health | 1 |
| **CERTIFICATE TOTAL** | | **13** |

# Pharmacy Technician Certificate of Achievement

Pharmacy Technician Certificate of Achievement provides both the technical and practical training that enables the technician, upon licensure, to function as a competent entry-level assistant to the pharmacist. Program curriculum consists of lecture and laboratory instruction in a simulated clinical environment. Pharmacy Technicians may be employed in hospitals, community pharmacies, home health care settings. Students completing the required courses under the Pharmacy Technician Certificate of Achievement will be prepared for the Pharmacy Technician Certification Board exam and for entry-level employment as a pharmacy technician.

## Learning Outcomes

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

1. Develop the skills necessary to be hired as Pharmacy Assistant.
2. Students will demonstrate the ability to pass the Pharmacy Technician Certification Board Exam and license application.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| HS 065 | Basic Pharmacology | 3 |
| HS 067 | Introduction to Med/Dosage Calculations | 1 |
| HS 068 | Pharmacy Technician | 4 |
| HS 074 | Informatics for Health Science | 3 |
| **CERTIFICATE TOTAL** | | **11** |

# 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 Cal-GETC 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 "P) 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.

## Learning Outcomes

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

1. Identify diverse cultural histories and their impact on race, gender, and class including their influence on human and societal development.
2. Distinguish the difference between primary and secondary sources and utilize and interpret the sources to compose conclusions about historical trends.
3. Explain and analyze the chronology, importance and connection of major eras and milestones in U.S. and World history from ancient times to the present, including the ability to identify important events and persons in U.S. and World history and their historic significance.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Core Courses** | | |
| 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 | |
| **Select 2 courses, one course from each area (6 units):** | | **6** |
| **Area 1 - Diversity Course (3 units)** | | |
| Any Core course not already used | | 3 |
| ENG 021 | Intro Latin American/Chicano Literature | 3 |

| | | |
|---|---|---|
| ENG 022 | Intro to African American Literature | 3 |
| ENG 024 | Native American Literature | 3 |
| PS 002 | Introduction to Comparative Governments | 3 |
| PS 004 | Introduction to International Relations | 3 |
| SOC 014 | Introduction to Race & Ethnicity | 3 |
| SOC 015 | Mexican American Culture & Society | 3 |
| **Area 2 - History Course (3 units)** | | |
| ANTH 002 | Cultural Anthropology | 3 |
| HIST 021 | California History | 3 |
| HIST 023 | Latin American History | 3 |
| GS 010 | Global Studies | 3 |
| **Required Subtotal** | | **18** |
| Cal-GETC (p. 90) [1] | | 34 |
| Transferable Electives (as needed to reach 60 transferable units) [2] | | |
| **DEGREE TOTAL** | | **60** |

[1] Units for the major may be double counted for Cal-GETC, confer with a Counselor.

[2] Elective units to reach 60 unit total must be CSU transferable, confer with a Counselor.

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

# 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 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 nine core courses - HSAD 001, HSAD 002, HSAD 004, HSAD 020, HSAD 022, HSAD 024, HSAD 025, 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 nine 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 currency of required coursework.**

**Advisors:**

**Linda Emerson**
lemerson@collegeofthedesert.edu
760.776.7267

**Chris Jones**
cjonescage@collegeofthedesert.edu
760.568.3264

# 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 California Association of Alcohol and Drug Educators (CAADE). 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.

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.

## Learning Outcomes

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

1. Apply critical thinking skills to execute daily duties in the substance abuse treatment field.
2. Display the skills and aptitude necessary to qualify for certification exams in addiction counseling professionals.
3. Fulfill the requirements for an entry- level position in substance abuse treatment field.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | **Units** |
| **FALL SEMESTER** | | |
| 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 |
| **SPRING SEMESTER** | | |
| HSAD 020 | Biomedical Pharmacology | 3 |
| HSAD 022 | Case Management | 3 |
| HSAD 025 | Prevention, Intervention and Recovery | 3 |
| HSAD 030 | Individual, Group & Family Counseling | 3 |
| HSAD 034 | Dual Diagnosis | 3 |
| **Internship/Practicum (Fall & Spring)** | | |
| 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 |
| **CERTIFICATE TOTAL** | | **39** |

*These courses prepare students for the certification options. Below are agencies that provide state accepted certification.* ***Please contact the agencies directly with specific questions regarding certification requirements and examinations.***

**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.

## Learning Outcomes

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

1. Apply critical thinking skills to execute daily duties in the substance abuse treatment field.
2. Display the skills and aptitude necessary to qualify for certification exams in addiction counseling professionals.
3. Fulfill the requirements for an entry- level position in substance abuse treatment field.
4. Transfer to a higher level learning institution.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | **Units** |
| **FALL SEMESTER** | | |
| 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 |
| **SPRING SEMESTER** | | |
| HSAD 020 | Biomedical Pharmacology | 3 |
| HSAD 022 | Case Management | 3 |
| HSAD 025 | Prevention, Intervention and Recovery | 3 |
| HSAD 030 | Individual, Group & Family Counseling | 3 |
| HSAD 034 | Dual Diagnosis | 3 |
| **Internship/Practicum (Fall & Spring)** | | |
| 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 |
| **Required Subtotal** | | **39** |
| **Electives** | | |
| Select 6 units from the following: | | |
| PSY 003 | Developmental Psychology | 3 |
| or PSY 007 | Positive Psychology | |
| or PSY 010 | Psychological Aspects/Marriage & Family | |
| COMM 009 | Intro to Interpersonal Communication | 3 |
| **Elective Subtotal** | | **6** |
| COD General Education Pattern (p. 84) [1] | | 23 |
| Transferable Electives (as needed to reach 60 transferable units) | | |
| **DEGREE TOTAL** | | **60** |

[1] Units for the major may be double counted for COD General Education, confer with a Counselor.

Please contact program advisors with questions and concerns. For more information please call 760.773.2574. **Returning and transferring 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 currency of required coursework.**

# Kinesiology

Kinesiology is the study of the science and art of human movement. The Kinesiology program is dedicated to the study of anatomy, physiology of movement, biomechanics and motor control, fitness and health, psychology of movement, injury and prevention, and career opportunities in Kinesiology.

The department of Kinesiology is a learning centered community that educates and inspires its students to understand and appreciate human movement throughout one's lifespan. The coursework in the field can improve students' ability to think critically, manage stress, and value the human body as an integrated organism with systematic functions such as movement, nutrition, growth, reproduction and aging. Coursework also promotes intellectual exploration, personal responsibility, personal safety and to value diverse cultures and populations, all contributing to personal and community wellness.

The diverse curricula in Kinesiology studies offers learning opportunities and skill development in professional preparation for future careers in allied health such as physical therapist, athletic training, teaching and coaching, health and wellness, fitness specialist, personal training, group fitness, yoga and meditation teacher and aquatic specialist.

Students have opportunities to earn an AA-T degree in Kinesiology and may choose to transfer to a California State University or a University of California in this discipline and program. Students may also pursue an AS degree in Sports Medicine, developing important skills in many allied health settings. There are numerous CTE certificates in health and fitness such as Fitness Specialist, Personal Training, and Yoga Teacher. There are also noncredit CTE certificates in Advanced First Aid and Safety, Lifeguard Training, and Water Safety instructor increasing career related skills and knowledge for employment in the field of Kinesiology.

The newest Associate of Science degree in Physical Therapy Assistant will be offered beginning summer 2023. This will provide many job related skills and a strong knowledgeable foundation for a valuable career in the allied health settings. This degree came to fruition with strong support from nearby Physical Therapy hospital and clinical facilities in our Coachella Valley.

# 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 Inland Empire Athletic Conference (IEAC), whose membership includes the following colleges: Barstow College, Chaffey College, Cerro Coso College, Copper Mountain College, Crafton Hills College, College of the Desert, Mt. San Jacinto College, Norco College, Palo Verde College, San Bernardino Valley College, and Victor Valley College. Football competes in the Southern California Football Alliance (SCFA) in the American Mountain Division.

COD offers the following sports: for **men** - baseball, basketball, cross country, football, golf, soccer, and tennis; for **women** - basketball, cross country, golf, beach 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.

**Advisors:**

**Wendy Ansley**
Kinesiology, Yoga Teacher Training, Fitness Specialist
wansley@collegeofthedesert.edu
760.776.7203
**Meredith Dillon**
Kinesiology, Sports Medicine, Personal Training
mdillon@collegeofthedesert.edu
760.862.1373
**Matthew Wilson**
Kinesiology, Personal Training, Physical Therapy
mawilson@collegeofthedesert.edu
760.565.4839

# 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:

| Course Code | Title | Units |
|---|---|---|
| **Related in Content** | **Kinesiology Courses** | |
| AEROBICS | | |
| KINE 051 | Dance, Aerobic | |
| KINE 053 | Dance, Jazz | |
| KINE 071 | Kickboxing Aerobics | |
| AQUATICS | | |
| 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 | |
| BADMINTON | | |
| KINE 042 | Adapted Badminton | |
| KINE 043 | Badminton | |
| COMBATIVES | | |
| KINE 078 | Martial Arts | |
| FENCING | | |
| KINE 057 | Fencing | |
| KINE 058 | Competitive Fencing Strategy | |
| FLEXIBILITY | | |
| KINE 072 | Pilates Mat Work | |
| KINE 073 | Pilates for Dance | |

| | |
|---|---|
| GOLF | |
| KINE 062 | Golf |
| KINE 063 | Golf: The Short Game |
| KINE 067 | Adapted Golf |
| RESISTANCE TRAINING | |
| KINE 047 | Body Sculpt & Tone |
| KINE 065 | Adapted Physical Activity |
| KINE 096 | Weight Training |
| KINE 096A | Biomechanics of Strength Training |
| RUNNING | |
| KINE 068 | Jogging, Powerwalking & Running |
| KINE 069 | Biomechanics of Running |
| TRIATHLON | |
| KINE 046 | Endurance Training (Running/Swimming/ Cardio-Respiratory) |
| KINE 083 | Swimming & Running for Triathletes |
| TEAM SPORTS | |
| KINE 045 | Basketball |
| KINE 079 | Soccer |
| KINE 091 | Volleyball |
| TENNIS | |
| KINE 064 | Adapted Tennis |
| KINE 086 | Tennis |
| KINE 087 | Pickleball |
| KINE 088 | Strokes & Strategies for Tennis Play |
| TRAINING & CONDITIONING | |
| KINE 039 | TRX & Kettlebell Training |
| KINE 041 | Core Conditioning |
| KINE 094 | Personal Fitness |
| YOGA | |
| KINE 085 | Adapted Yoga |
| 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 | Vinyasa Power Yoga |

# Kinesiology AA-T Degree

Kinesiology is the study of human anatomy, physiology, and the mechanics of body movement. Kinesiology majors are grounded in an interdisciplinary body of knowledge which encompasses the biological, psychological, physical, social and health sciences. Understanding how the human body responds to movement, exercise, rehabilitation and overall fitness are foundational principles in the field of kinesiology. Potential career paths include athletic training, physical therapy, occupational therapy, education, personal training, exercise leadership and health and wellness.

The Associate in Arts Degree in Kinesiology for Transfer, also called Kinesiology AA-T, will be awarded upon completion of course work totaling 60 California State University (CSU) transferable units including the major requirements and the Cal-GETC GE requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or "P" or better. Students completing this degree are not required to fulfill additional COD graduation requirements.

## Learning Outcomes

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

1. Students completing the Associate in Science in Kinesiology Transfer Degree will be prepared to transfer to a related major in the California State University (CSU) system.
2. Effectively communicate in writing and verbally on topics in Kinesiology.
3. Utilize their experiences across a variety of health related and skill-based activities to inform their scholarship and practice in the sub disciplines in Kinesiology.
4. Identify and analyze social justice and equity issues related to Kinesiology for diverse populations.
5. Explain, identify, and/or demonstrate the theoretical and/or scientific principles that can be used to address issues or problems in the sub-disciplines in Kinesiology.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Core Courses** | | |
| 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** | | |
| Select one (1) course maximum from any three (3) of the following areas: (3 units) | | |
| Aquatics (1 unit) | | |
| KINE 082 | Swimming | 1 |
| KINE 093 | Water Fitness | 1 |
| Combatives (1 unit) | | |
| KINE 078 | Martial Arts | 1 |
| Dance (1 unit) | | |
| KINE 048 | Dance, Ballroom (Social & Latin) | 1 |
| KINE 092 | Yoga for Dancers | 1 |
| Fitness (1 unit) | | |
| KINE 041 | Core Conditioning | 1 |
| KINE 047 | Body Sculpt & Tone | 1 |
| KINE 068 | Jogging, Powerwalking & Running | 1 |
| KINE 072 | Pilates Mat Work | 1 |
| KINE 094 | Personal Fitness | 1 |
| KINE 096 | Weight Training | 1 |
| KINE 098A | Yoga I-Fundamentals of Yoga | 1 |
| KINE 098B | Yoga II-Beginning Yoga | 1 |
| KINE 098C | Yoga III-Intermediate Yoga | 1 |
| KINE 099 | Vinyasa Power Yoga | 1 |
| Individual Sports (1 unit) | | |
| KINE 062 | Golf | 1 |
| KINE 068 | Jogging, Powerwalking & Running | 1 |
| KINE 086 | Tennis | 1 |
| KINE 088 | Strokes & Strategies for Tennis Play | 1 |
| Team Sports (1 unit) | | |
| KINE 045 | Basketball | 1 |
| KINE 079 | Soccer | 1 |
| KINE 091 | Volleyball | 1 |
| **List A** | | |

| | | |
|---|---|---|
| Select 2 courses from the following: (6-9 units) | | |
| CH 001A | General Chemistry I | 5 |
| KINE 001 | First Aid and Safety | 3 |
| PH 002A | College Physics I | 4 |
| SOC 003 | Fundamentals of Statistics | 3-4 |
| or STAT C1000 | Introduction to Statistics | |
| **Required Subtotal** | | **21-24** |
| Cal-GETC (p. 90) [1] | | 34 |
| Transferable Electives (as needed to reach 60 transferable units) [2] | | |
| **DEGREE TOTAL** | | **60** |

[1] Units for the major may be double counted for Cal-GETC, confer with a Counselor.

[2] Elective units to reach 60 unit total must be transferable, confer with a Counselor.

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

# Physical Therapist Assistant AS Degree

The Physical Therapist Assistant program prepares students for employment as physical therapist assistants (PTA). The PTA functions through the direction of a physical therapist (PT) to implement the PT's plan of care. The ultimate goal of physical therapy is to aid patients and clients in their return to maximal function. PTA students are instructed in thinking processes and skills such as therapeutic exercise, orthopedic and neurological interventions, therapeutic modalities, and the art of patient care. In addition to patient treatment courses, students study the basic sciences of anatomy, physiology, clinical pathology, and kinesiology. Clinical education experiences are integrated throughout the curriculum and offer students the opportunity to practice the techniques learned and practiced each semester. Students can complete the program in two years.

It is recommended that students interested in the Physical Therapist Assistant Program see a counselor in the counseling department and read the information on the School of Health Sciences & Education webpage.

*Program Entrance Requirements:* Acceptance under the existing eligibility and selection criteria available on the School of Health Sciences & Education webpage. Program eligibility and selection processes are subject to change. Prospective students are encouraged to check the school web page periodically or call 760.773.2578

## Accreditation:

The Physical Therapist Assistant Program at College of the Desert is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085; telephone: 703-706-3245; email: accreditation@apta.org; website: http://www.capteonline.org. If needing to contact the program/institution directly, please call 760-773-2578 or email PTAAdmissions@collegeofthedesert.edu.

## Learning Outcomes

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

1. Demonstrate entry-level competency of all required skills of a PTA for employment in a variety of Physical Therapy clinical settings.
2. Competently perform as a Physical Therapy Assistant adhering to the ethical codes of conduct.
3. Report and record client data, which effectively communicates the need and rationale for physical therapy intervention using appropriate medical terminology.
4. Qualify to take the National Physical Therapist Assistant licensing examination.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Prerequisite/General Education Courses** | | |
| BI 013 | Human Anatomy and Physiology I | 4 |
| BI 014 | Human Anatomy and Physiology II | 5 |
| PSYC C1000 | Introduction to Psychology | 3 |
| or PSY 003 | Developmental Psychology | |
| ENGL C1000 | Academic Reading and Writing | 4 |
| KINE 008 | Introduction to Kinesiology | 3 |
| Select one course from the following: | | 3-5 |
| MATH 016 | Finite Mathematics | |
| STAT C1000 | Introduction to Statistics | |
| SOC 003 | Fundamentals of Statistics | |
| or any College Level Math Class | | |
| Select one course from the following: | | 3 |
| PHIL 006 | Introduction to Philosophy | |
| PHIL 014 | Introduction to Ethics | |
| PHIL 013 | Perspectives on Death & Dying | |
| or Any class from Area C3, Arts, Humanities & Culture | | |
| One course from C6 Ethnic Studies (3 units) | | |
| One course from C1(b) Oral Communication and Critical Thinking (3 units) | | |
| **Physical Therapist Assistant Program (Technical Phase)** | | |
| PTA 001 | Introduction to Physical Therapy | 2.5 |
| PTA 002 | Pathophysiology I | 2.5 |
| PTA 003 | Therapeutic Procedures I | 3 |
| PTA 004 | Therapeutic Procedures II | 4 |
| PTA 005 | Kinesiology Lab | 1 |
| PTA 006 | Pathophysiology II | 2 |
| PTA 007 | Neuroscience | 4 |
| PTA 009 | Functional Anatomy + Kinesiology | 3 |
| PTA 010 | Physical Therapy Issues and Trends | 2 |
| PTA 011 | Therapeutic Procedure III | 3 |
| PTA 012 | Clinical Fieldwork I | 4.5 |
| PTA 013 | Clinical Fieldwork II | 7.5 |
| PTA 014 | Physical Therapist Assistant Seminar | 2 |
| PTA Technical Phase Total | | 41 |
| **Degree Total** | | **72** |

# Pre-Physical Therapist Assistant Certificate of Achievement

Completion of this certificate demonstrates students have completed the required coursework to apply to a Physical Therapist Assistant program. It demonstrates the interest and intent to pursue a career in the physical therapy setting. Students can get a job as a Physical Therapy Aide while progressing to either a PTA or PT program.

Completion of this certificate does not guarantee a student will be an eligible applicant for the PTA program, please refer to the PTA program website for GPA requirements.

| Course Code | Title | Units |
|---|---|---|
| BI 013 | Human Anatomy and Physiology I | 4 |
| BI 014 | Human Anatomy and Physiology II | 5 |
| PSYC C1000 | Introduction to Psychology | 3 |
| or PSY 003 | Developmental Psychology | |
| KINE 008 | Introduction to Kinesiology | 3 |
| ENGL C1000 | Academic Reading and Writing | 4 |
| Select one course from the following: | | 3-5 |
| MATH 016 | Finite Mathematics | |
| MATH 045 | Math Fundamentals for Social Science | |
| MATH 049 | Intermediate Algebra | |
| Or Any College Level Math Class | | |
| Select one course from the following: | | 3-5 |
| PHIL 006 | Introduction to Philosophy | |
| PHIL 013 | Perspectives on Death & Dying | |
| PHIL 014 | Introduction to Ethics | |
| or Any class from Area C3, Arts, Humanities & Culture | | |
| **Certificate Total:** | | **25-29** |

# Sports Medicine AS Degree

The **Associate of 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.

## Learning Outcomes

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

1. Demonstrate the ability to evaluate an orthopedic injury using the history, observation, palpation, special test protocol.
2. Demonstrate proficiency in extremity taping and wrapping for both injury prevention and post acute injury management.
3. Transfer to a four-year degree in a related sports medicine field.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **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 | Introduction to Sports Medicine | 3 |
| KINE 008 | Introduction to Kinesiology | 3 |
| KINE 012 | Clinical Experiences In Sports Medicine,Clinical Experiences in Sports Medicine I | 2 |
| KINE 013 | Clinical Experiences in Sports Medicine II | 2 |
| KINE 094 | Personal Fitness | 1 |
| or KINE 096 | Weight Training | |
| **Required Courses** | | **23** |
| Cal-GETC (p. 90) [1] | | 34 |
| Transferable Electives (as needed to reach 60 transferable units) [2] | | |
| **DEGREE TOTAL** | | **60** |

1. Units for the major may be double counted for Cal-GETC, confer with a Counselor.
2. Elective units to reach 60 unit total must be CSU transferable, confer with a Counselor.

# Fitness Specialist Certificate of Achievement

The **Fitness Specialist Certificate of Achievement** is a comprehensive certification that prepares students in the field of personal training, group fitness, exercise leadership and a variety of career opportunities in fitness. The diverse curriculum taught in the certificate includes courses that specialize in principles of anatomy, physiology of movement, energy pathways, cardiorespiratory system, biomechanics, motor learning, fitness assessment, nutrition and weight management. The courses also prepare students with exercise leadership principles for various methods of communication and learning styles along with how to develop class engagement and motivation. The courses prepare the students for industry driven standards and future exam certifications in personal training with the National Academy of Sports Medicine and an exam certification in Group Fitness with Athletics and Fitness Association of America. These certifications are accepted nationally in the world of fitness and exercise leadership.

## Learning Outcomes

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

1. Student will be able to create an effective and safe exercise program based on observation, client assessment and risk stratification to improve fitness level of target population.
2. Students will be prepared for career opportunities in the fitness industry such as fitness specialist, personal trainer manager, group fitness instructor, and fitness program director.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | **Units** |
| KINE 001 | First Aid and Safety | 3 |
| KINE 007 | Introduction to Strength and Conditioning | 3 |
| KINE 008 | Introduction to Kinesiology | 3 |
| KINE 009 | Essentials for Group Fitness Professionals | 3 |
| KINE 095 | | 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: | | |
| KINE 039 | TRX & Kettlebell Training | 1 |
| KINE 041 | Core Conditioning | 1 |
| KINE 046 | Endurance Training (Running/Swimming/ Cardio-Respiratory) | 2 |
| KINE 047 | Body Sculpt & Tone | 1 |
| KINE 068 | Jogging, Powerwalking & Running | 1 |
| KINE 069 | Biomechanics of Running | 1 |

| | | |
|---|---|---|
| KINE 071 | Kickboxing Aerobics | 1 |
| KINE 072 | Pilates Mat Work | 1 |
| KINE 073 | Pilates for Dance | 1 |
| KINE 083 | Swimming & Running for Triathletes | 1 |
| KINE 084 | Aquatic Crosstraining | 1 |
| KINE 093 | Water Fitness | 1 |
| KINE 098A | Yoga I-Fundamentals of Yoga | 1 |
| KINE 099 | Vinyasa Power Yoga | 1 |
| **CERTIFICATE TOTAL** | | **20** |

# Personal Trainer Certificate of Achievement

The Personal Trainer Certificate program provides students with the skills and knowledge needed to prepare them for employment within the fitness industry. Students will gain an understanding of the physiology of exercise, fitness assessment procedures and methodologies, sports nutrition and healthy eating, and designing exercise programs. The program includes a hands-on experience with an exercise population.

## Learning Outcomes

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

1. Be prepared for industry standard personal trainer examinations such as the National Strength and Conditioning Association (NSCA).
2. Possess the skill sets necessary for employment within the fitness industry.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| KINE 007 | Introduction to Strength and Conditioning | 3 |
| KINE 027 | Techniques and Methods in Strength and Conditioning | 2 |
| KINE 095A | Kinesiology Work Experience (maximum of 1 unit may be used for work experience) | 1 |
| **Fitness Courses** | | |
| Select two courses from the following (2 units) | | |
| KINE 041 | Core Conditioning | 1 |
| KINE 094 | Personal Fitness | 1 |
| KINE 096 | Weight Training | 1 |
| KINE 098A | Yoga I-Fundamentals of Yoga | 1 |
| KINE 098B | Yoga II-Beginning Yoga | 1 |
| KINE 098C | Yoga III-Intermediate Yoga | 1 |
| KINE 098D | Yoga IV-Advanced Yoga | 1 |
| KINE 099 | Vinyasa Power Yoga | 1 |
| **CERTIFICATE TOTAL** | | **8** |

# Yoga Teacher Training Certificate of Achievement

This yoga instructor certification program prepares students to meet the requirements to become a 200-hour registered yoga teacher (RYT) with Yoga Alliance. Yoga Alliance sets forth widely recognized standards for yoga teachers and teacher-training programs, including the minimum number of hours of training in each of five areas: teaching methodology, techniques of teaching, anatomy and physiology, philosophy and lifestyle and teaching practicum. This comprehensive and wisdom-based program provides students with a broad background and practical experience to enhance their teaching skills and to build confidence in meeting the diverse needs of future students and populations. After students earn their status as registered yoga teachers they can apply for positions at yoga studios, health and fitness centers, country clubs, recreation districts, hospitals and health and wellness centers.

## Learning Outcomes

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

1. Students will fulfill the recognized educational standards for the 200 hour registered yoga teacher credential with industry recognized Yoga Alliance.
2. Students will be prepared for career opportunities as a registered yoga teacher.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | **Units** |
| KINE 018 | Yoga Teacher Training Essentials | 3 |
| KINE 019 | Yoga Teacher Training Progressive Methodologies | 3 |
| KINE 095A | Kinesiology Work Experience | 1 |
| **Choose 1 course from the following:** | | |
| KINE 092 | Yoga for Dancers | 1 |
| KINE 098A | Yoga I-Fundamentals of Yoga | 1 |
| KINE 098B | Yoga II-Beginning Yoga | 1 |
| KINE 098C | Yoga III-Intermediate Yoga | 1 |
| KINE 098D | Yoga IV-Advanced Yoga | 1 |
| KINE 099 | Vinyasa Power Yoga | 1 |
| **CERTIFICATE TOTAL** | | **8** |

# Liberal Arts

# Educational Options

Every student has a number of options that he or she can strive for relative to their educational goals; from taking one or two classes in a specific subject matter, or attaining an Associate Degree with the intent to transfer to another school in hopes of earning further degrees. Some of those options are discussed and laid out here. Seeing a counselor will further clarify your choices and assist you in making the best choices.

## Certificate of Achievement Program Associate Degree with Emphasis on Occupational or Vocational Preparation

Students planning to earn an Associate Degree with emphasis on occupational or vocational preparation, and who have no plans to pursue a bachelor's degree, must follow the requirements listed in the catalog. Students must complete the course requirements as specified in the program of study for the declared major, in addition to the general education courses.

The Occupational or Vocational Degree is not designed to prepare students for university transfer and is identified in the catalog as: Associate Degree with emphasis on Career and Technical Preparation.

## General Education Courses for California State University Certification

(Requirements for the COD Associate Degree)

Students preparing to transfer to the California State University (CSU) may follow the General Education requirements outlined in the CSU

Certification pattern or the Intersegmental General Education Transfer Curriculum (IGETC) pattern. See a counselor for exceptions.

## UC and CSU Intersegmental General Education Curriculum (IGETC)

Students preparing to transfer to the University of California (UC) system may follow the IGETC, see a counselor for exceptions.
The transfer preparation degree is identified in the catalog as: Associate Degree with Emphasis on Transfer Preparation, page 79 in the 2020-2021 catalog.
For certain high-unit majors students must see a counselor for General Education requirements and recommended electives.

# Liberal Arts AA Degree with Emphasis in Arts, Humanities, and Communication Studies

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.

## Learning Outcomes

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

1. Students will be eligible for transfer to four-year colleges and universities in majors related to Arts, Humanities, and Communication Studies.
2. Explain diversity as it is expressed in Arts, Humanities, or Communication Studies and across various cultures through reading, speaking and writing. (Institutional Outcome: Critical Thinking and Communication)
3. Utilizing various communication modalities, display creative expression, original thinking, and symbolic discourse. (Institutional Outcome: Critical Thinking and Communication)

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| **Area of Emphasis** | | **18** |
| (18 units required from courses listed below with at least 2 or more courses from 1 discipline) | | |
| ARCH 014 | History of Architecture I | 3 |
| ART 003A | Basic Design & Color | 3 |
| ARTH 033 | History of Photography | 3 |
| ARTH 002A | History of Art I: Prehistoric to Medieval | 3 |
| ARTH 002B | History of Art II: Renaissance to Contemporary | 3 |
| ARTH 002C | History of Modern Art | 3 |
| ARTH 010 | Understanding Art | 3 |
| ARTH 012A | Arts of Asia | 3 |
| ARTH 012B | Arts of Africa, Oceania, & Indigenous North America | 3 |
| ARTH 012C | Arts of Latin America | 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 |
| COMM C1000 | Introduction to Public Speaking | 3 |
| COMM 005 | Survey of Human Communication | 3 |
| COMM 009 | Intro to Interpersonal Communication | 3 |
| COMM 013 | Small Group Communication | 3 |
| COMM 017 | Intercultural Communication | 3 |
| COMM 021 | Introduction to Persuasion | 3 |
| COMM 025 | Argumentation and Debate | 3 |
| DANC 010 | Introduction to Choreography | 2 |
| DANC 015 | History of Dance | 3 |
| DANC 076A | Dance, Ballet | 2 |
| ENGL C1000 | Academic Reading and Writing | 4 |
| ENGL C1000E | Academic Reading and Writing Support | 5 |
| ENGL C1001 | Critical Thinking and Writing Thinking | 3 |
| ENG 002 | Argumentative Writing and Critical Thinking through Literature | 4 |
| ENG 005A | Introduction to Creative Writing | 3 |
| ENG 005B | Advanced Creative Writing | 3 |
| ENG 010A | American Literature I | 3 |
| ENG 010B | American Literature II | 3 |
| ENG 011A | English Literature I | 3 |
| ENG 011B | English Literature II | 3 |
| ENG 012A | Global Literature 1 | 3 |
| ENG 012B | World Literature II | 3 |
| ENG 014 | Shakespeare | 3 |
| ENG 015 | The Short Story | 3 |
| ENG 017 | Literature by Women | 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 | LGBTQ+ Literature | 3 |
| ENG 035 | Myths and Legends | 3 |
| ENG 036 | Children's Literature | 3 |
| FILM 001 | Introduction to Film | 3 |
| FILM 021 | Contemporary World Film | 3 |
| FILM 022 | American Film to the 1960s | 3 |
| FILM 023 | Contemporary American Film | 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 |

| | | |
|---|---|---|
| HIST 050 | American Popular Culture | 3 |
| JPN 001 | Elementary Japanese I | 5 |
| JPN 002 | Elementary Japanese II | 5 |
| MC 001 | Introduction to Mass Media | 3 |
| MC 005 | Introduction to Public Relations | 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 |
| PHIL 001 | Logic & Critical Thinking | 3 |
| PHIL 006 | Introduction to Philosophy | 3 |
| PHIL 007 | Ideas of the Great Philosophers | 3 |
| PHIL 010 | General Logic | 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 |
| SOC 004 | Sociological Analysis& Critical Thinking | 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 007 | Spanish Conversation and Composition | 3 |
| SPAN 020 | Latin American Culture and Civilization | 3 |
| SPAN 021 | Spanish for Heritage Speakers I | 5 |
| SPAN 022 | Spanish for Heritage Speakers II | 5 |
| SPAN 024 | Latin American Short Story | 4 |
| TA 001 | Introduction to Theatre | 3 |
| TA 002 | Acting I | 3 |
| TA 003 | Acting II | 3 |
| TA 004 | Script Analysis | 3 |
| TA 007 | History of Musical Theatre | 3 |
| TA 009 | Stagecraft | 3 |
| Select one of the following: | | |
| Cal-GETC (p. 90) [1] | | 34 |
| COD General Education Pattern (Counselor approval required) (p. 84) [1, 2] | | 23 |
| Transferable Electives (as needed to reach 60 transferable units) | | |
| **DEGREE TOTAL** | | **60** |

[1] Units for the major may be double counted for general education, confer with a Counselor

[2] This option is not suitable for all universities.

# 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.

## Learning Outcomes

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

1. Students will be eligible for transfer to four-year colleges and universities in majors related to Business and Technology.
2. Produce oral and written information in various modes and media using technology such as computers and the internet. (Institutional Outcome: Scientific & Technological Literacy)
3. Explain how the application of business and technology ethics can help individuals and organizations make ethical decisions. (Institutional Outcome: Personal and Professional Development)

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| **Area of Emphasis** | | **18** |
| (18 units required from courses listed below with at least 2 or more courses from 1 discipline) | | |
| BUAC 003 | Accounting for Government & Non-Profit | 3 |
| BUAC 004 | Income Tax - Individuals | 3 |
| BUAC 004A | Income Tax - Individuals / CTEC | 4 |
| BUAC 005 | Income Tax - Corporations / Partnerships / Estates / Trusts | 3 |
| BUAC 010 | Accounting with QuickBooks | 3 |
| BUAC 020A | Financial Accounting | 4 |
| BUAC 020B | Managerial Accounting | 4 |
| BUFI 012 | Money Management & Planning for the Future | 3 |
| BUFI 013 | Investment Opportunities | 3 |
| BUHM 050 | Introduction to the Hospitality Industry | 3 |
| BUHM 051 | Introduction to Food and Beverage Management | 3 |
| BUMA 001 | Principles of Management | 3 |
| BUMA 003 | Business Statistics | 3 |
| BUMA 010 | Introduction to Business | 3 |
| BUMA 020A | Business Law I | 3 |
| BUMA 015 | Business Communication for Transfer | 3 |
| BUMA 027 | Marketing Principles | 3 |
| BUMA 028 | Introduction To Entrepreneurship | 3 |
| BUMA 029 | Retail Merchandise Management | 3 |
| BUMA 032 | Human Relations in the Workplace | 3 |
| BUMA 064 | Human Resource Management | 3 |
| BUMA 094 | Business Communications | 3 |
| CIS 009 | Mathematical Modeling for Business | 3 |
| CIS 010 | Introduction to Information Systems | 4 |
| CIS 030 | Introduction to Linux Operating System | 3 |
| CIS 040 | Information & Communication Technology Essentials | 4 |
| CIS 053 | Computer Networks and Security | 3 |
| CIS 054 | Routing and Switching Essentials | 3 |
| CIS 055 | Systems and Network Administration | 3 |
| CIS 060 | Information Systems Security | 3 |
| CIS 064 | Intro to Ethical Hacking | 3 |

| | | |
|---|---|---|
| CIS 065 | Computer Forensics Fundamentals | 3 |
| CIS 080 | Database Management Systems | 3 |
| CIS 082C | Front End Web Development | 3 |
| CIS 085C | Dynamic Website Design | 3 |
| CIS 086 | | 3 |
| CIS 087 | Introduction to Programming Using Python | 3 |
| CS 007A | Computer Science I | 4 |
| CIS 088 | Introduction To Programming Using Java | 3 |
| ECON 001 | Principles of Macroeconomics | 3 |
| ECON 002 | Principles of Microeconomics | 3 |
| ECON 011 | International Economics | 3 |
| ECON 012 | Understanding Econ Principles & Applications | 3 |
| MATH 001A | Calculus | 4 |
| MATH 001B | Calculus II | 4 |
| MATH 009 | Business Calculus | 4 |
| MATH 010 | College Algebra [1] | 4 |
| MATH 012 | Pre-calculus | 5 |
| MATH 016 | Finite Mathematics | 3 |
| PHIL 014 | Introduction to Ethics | 3 |
| MATH 150 | College Algebra for Liberal Arts and Humanities | 3 |
| MATH 955 | Precalculus & Trigonometry | 6 |
| PS 004 | Introduction to International Relations | 3 |
| SOC 003 | Fundamentals of Statistics | 3 |
| STAT C1000 | Introduction to Statistics | 4 |
| Select one of the following: | | |
| Cal-GETC (p. 90) [1] | | 34 |
| COD General Education Pattern (Counselor approval required) (p. 84) [1, 2] | | 23 |
| Transferable Electives (as needed to reach 60 transferable units) | | |
| **DEGREE TOTAL** | | **60** |

[1] Units for the major may be double counter for Cal-GETC, confer with a counselor.

[2] This option is not appropriate for all universities, confer with a Counselor

# 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.

## Learning Outcomes

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

1. Students will be eligible for transfer to four-year colleges and universities in majors related to Math and Science.
2. Synthesize and interpret information, data, and experience to innovate, solve problems, and explore solutions. (Institutional Outcome: Scientific & Technological Literacy)
3. Analyze quantitative and qualitative data to make decisions and judgments and pose questions. (Institutional Outcome: Scientific Inquiry)

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| **Area of Emphasis** | | **18** |
| (18 units required from courses listed below with 2 or more courses in science and 2 or more courses in math) | | |
| A 001 | Descriptive Astronomy | 3 |
| 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 | Human Evolution: Introduction to Biological Anthropology | 3 |
| ANTH 001L | Human Evolution: Introduction to Biological Anthropology Lab | 1 |
| 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 |
| BUMA 003 | Business Statistics | 3 |
| CH 001A | General Chemistry I | 5 |
| CH 001B | General Chemistry II | 5 |
| CH 002 | Chemistry and Society | 3 |
| CH 003 | Introductory General Chemistry | 4 |
| CH 005 | Bio-organic Chemistry | 4 |
| CH 007 | Fundamentals of Chemistry **Formerly CH 004** | 5 |
| CH 010A | Organic Chemistry I | 5 |
| CH 010B | Organic Chemistry II | 5 |
| CS 007A | Computer Science I | 4 |
| CS 007B | Computer Science II | 3 |
| CS 008 | Computer Architecture and Organization | 3 |
| CS 009 | Data Structures and Algorithms | 4 |
| ENGR 006A | Electric Circuits for Engineering & Science | 4 |
| ENGR 009 | Introduction to Engineering | 3 |
| ENGR 011 | Statics | 3 |
| ENGR 012 | Dynamics | 3 |
| ENGR 013 | Materials Science | 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 022 | Introduction to Environmental Sciences | 3 |
| GEOG 001 | Physical Geography | 3 |
| GEOG 001L | Physical Geography Lab | 1 |
| MATH 001A | Calculus | 4 |
| MATH 001B | Calculus II | 4 |
| MATH 001P | Calculus Preparation | 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 | 3 |
| MATH 012 | Pre-calculus | 5 |
| MATH 013 | Liberal Arts Math | 4 |
| MATH 015 | Discrete Mathematics for Computers | 4 |
| MATH 016 | Finite Mathematics | 3 |
| MATH 020 | Programming and Problem Solving in MATLAB | 3 |
| MATH 955 | Precalculus & Trigonometry | 6 |
| 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 011 | Statics | 3 |
| PH 012 | Dynamics | 3 |
| PH 017 | Introduction to Meteorology | 3 |
| PH 017L | Introduction to Meteorology Lab | 1 |
| PH 020A | Physics for Life Sciences Majors I | 4 |
| PH 020B | Physics for Life Sciences Majors II | 4 |
| SOC 003 | Fundamentals of Statistics | 3 |
| STAT C1000 | Introduction to Statistics | 3 |
| Cal-GETC (p. 90) [1] | | 34 |
| COD General Education Pattern (Counselor approval required) (p. 84) [1, 2] | | 23 |
| Transferable Electives (as needed to reach 60 transferable units) | | |
| **DEGREE TOTAL** | | **60** |

[1] Units for the major may be double counted, confer with a Counselor.
[2] This option is not appropriate for all universities.

# 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.

## Learning Outcomes

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

1. Students will be eligible to transfer to four-year colleges and universities in majors related to Social and Behavioral Sciences.
2. Explain the complexity of global relationships between self and others, as well as self and the environment. (Institutional Outcome: Ethical Behavior)
3. Explain the value of diverse cultures and populations from a social and behavioral sciences perspective. (Institutional Outcome: Personal and Professional Development)

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| **Area of Emphasis** | | **18** |
| (18 units required from courses listed below with at least 2 or more courses from 1 discipline) | | |
| ANTH 002 | Cultural Anthropology | 3 |
| ANTH 003 | Archaeology, Introduction to Prehistory | 3 |
| ANTH 007 | Anthropology of Religion, Magic, Witchcraft, and Healing | 3 |
| CDE 101 | Child Growth & Development | 3 |
| CDE 102 | Child, Family, & Community | 3 |
| CDE 103 | Principles & Practices of Teaching | 3 |
| CDE 227 | Child Guidance | 3 |
| CDE 228 | Child Maltreatment, Intervention, & Prevention | 3 |
| CJ 001 | Introduction to Criminal Justice | 3 |
| CJ 005 | Racial Issues and the Police | 3 |
| CJ 006 | Criminal Investigation | 3 |
| CJ 020 | Introduction to Social Justice Studies | 3 |
| COMM 017 | Intercultural Communication | 3 |
| ECON 001 | Principles of Macroeconomics | 3 |
| ECON 002 | Principles of Microeconomics | 3 |
| ECON 011 | International Economics | 3 |
| ECON 012 | Understanding Econ Principles & Applications | 3 |
| EDUC 001 | Introduction to Elementary Classroom Teaching | 3 |
| ETHN 001 | Introduction to Ethnic Studies | 3 |
| ETHN 002 | Introduction to Chicanx & Latinx Studies | 3 |
| ETHN 003 | Introduction to Black Studies | 3 |
| ETHN 004 | Introduction to Native American Studies | 3 |
| ETHN 005 | Introduction to Asian American Studies | 3 |
| GEOG 002 | Cultural Geography | 3 |

| | | |
|---|---|---|
| GEOG 007 | Regional Geography | 3 |
| GEOG 010 | Geography of California | 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 |
| HIST 050 | American Popular Culture | 3 |
| MC 001 | Introduction to Mass Media | 3 |
| PHIL 003 | Introduction to Political Theory | 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 |
| POLS C1000 | American Government and Politics | 3 |
| PS 002 | Introduction to Comparative Governments | 3 |
| PS 003 | Introduction to Political Theory | 3 |
| PS 004 | Introduction to International Relations | 3 |
| PS 006 | Latinx Politics | 3 |
| PS 009 | | 3 |
| PSYC C1000 | Introduction to Psychology | 3 |
| PSY 003 | Developmental Psychology | 3 |
| PSY 007 | Positive Psychology | 3 |
| PSY 009 | Psychology of Prejudice and Discrimination | 3 |
| PSY 010 | Psychological Aspects/Marriage & Family | 3 |
| PSY 012 | Human Sexuality | 3 |
| PSY 020 | Adolescent Psychology | 3 |
| PSY 023 | Psychology of Women and Gender | 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 |
| SJS 020 | Introduction to Social Justice Studies | 3 |
| SJS 021 | Introduction to LGBTQIA Studies | 3 |
| SOC 001 | Introductory Sociology | 3 |
| SOC 002 | Social Problems | 3 |
| SOC 003 | Fundamentals of Statistics [2] | 3 |
| SOC 005 | Sociology of Gender and Sexuality | 3 |
| SOC 006 | Introduction to Criminology | 3 |
| SOC 007 | Introduction to Social Work and Social Welfare | 3 |
| SOC 009 | Sociology of Sport | 3 |
| SOC 014 | Introduction to Race & Ethnicity | 3 |
| SOC 015 | Mexican American Culture & Society | 3 |
| SPAN 020 | Latin American Culture and Civilization | 3 |
| SPAN 022 | Spanish for Heritage Speakers II | 5 |
| STAT C1000 | Introduction to Statistics | 4 |
| | (Courses selected can be used to also fulfill GE area, see a counselor for appropriate course selection; all courses transfer to CSU) | |
| Select one of the following: | | |
| Cal-GETC (p. 90) [1] | | 34 |
| COD General Education Pattern (Counselor approval required) (p. 84) [1, 2] | | 23 |
| Transferable Electives (as needed to reach 60 transferable units) | | |
| **DEGREE TOTAL** | | **60** |

[1] Units for the major may be double counted for Cal-GETC, confer with a counselor.

[2] This option is not appropriate for all universities.

# Library and Learning Resources

Programs and courses in the Library and Information Studies (LIS) Department have been developed for students who wish to:

- Take a general education course, LIS 001, that is transferrable as a general elective to the UC system, CSU GE pattern E eligible, and COD GE C4.B eligible.
- Improve the critical research and information evaluation skills that students need to succeed both academically and in their chosen career paths.
- Earn a non-credit certificate in research or take open-entry, open-exit non-credit courses to improve their basic research skills.

Students should consult with an advisor or a counselor to determine if the courses offered by Library and Information Studies are appropriate for their individual academic or career objectives. Counselors are available both in-person and online via appointment. For additional information or to make an appointment, please visit the online Counseling page (https://www.collegeofthedesert.edu/students/counseling/online-counseling.php). Drop-in appointments for quick questions are also available by calling 760.773.2521. Please leave your name, phone number, student ID, and the reason for your call and a counselor will call you back.

**Jin An-Dunning**
han-dunning@collegeofthedesert.edu
760.776.2546

# Information Competence and Academic Research

The Information Competence and Academic Research Certificate provides the basic academic research skills students need to succeed in credit courses at the college level.

## Learning Outcomes

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

1. Analyze an academic need and apply information competence and research skills to ethically complete a paper or assignment at the college level.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| LIS 301 | Introduction to Academic Research 1 | 0 |
| LIS 302 | Introduction to Academic Research 2 | 0 |

| | | |
|---|---|---|
| LIS 303 | Introduction To Academic Research 3 | 0 |
| LIS 304 | Introduction to Academic Research 4 | 0 |

# Mathematics

Mathematics is the study of quantity, structure, space, and change. People with degrees in mathematics commonly pursue careers in teaching, computer science, actuarial science, statistical analysis, business, financial analysis, physics, data science, and engineering. Students eager to improve their critical thinking and problem solving skills benefit from completing mathematics courses and programs. College of the Desert's mathematics curriculum includes course offerings that cover a variety of topics that are applicable to students in any program of study. The College offers a Mathematics Associate of Science degree for Transfer (AS-T) that is ideal for students planning to transfer to a California State University. The College also offers a Mathematics Associate of Science degree (AS) that may be customized for students' particular needs that may include satisfying requirements for transfer to non-CSU institutions or employment requirements. Transfer requirements at four-year colleges and universities vary, and students should consult with an advisor for specific information regarding the transfer requirements of their preferred college or university.

The College also offers three noncredit mathematics certificates for students who wish to increase their arithmetic skills and confidence related to such skills, relearn specific arithmetic concepts in preparation for another course, learn vocabulary related to arithmetic, or otherwise develop their mathematics knowledge.

For more information please call 760.773.2573.

**Advisors:**

**Donna Blanton**
dblanton@collegeofthedesert.edu
760.674.7840

**Dustin Culhan**
dculhan@collegeofthedesert.edu
760.776.7376

**Melissa Flora**
mflora@collegeofthedesert.edu
760.776.7392

**Leif Jordan**
ljordan@collegeofthedesert.edu
760.776.7389

**Daniel Kleinfelter**
dkleinfelter@collegeofthedesert.edu
760.776.7346

**Thang Le**
tle@collegeofthedesert.edu
760.862.1368

**John Learned**
jlearned@collegeofthedesert.edu
760.776.7328

**Michael McJilton**
mmcjilton@collegeofthedesert.edu
760.776.7314

**Jamil Mortada**
jamortada@collegeofthedesert.edu
760.564.4834

**Jorge Pérez**
japerez@collegeofthedesert.edu
760.674.7643

**Bartlomiej Podlesny**
bpodlesny@collegeofthedesert.edu
760.776.7379

# Mathematics AS-T Degree

The **Associate in Science in Mathematics for Transfer**, also called the Mathematics AS-T Degree, provides students with sufficient mathematical knowledge and skills to transfer with upper division status in mathematics to a university that is part of the CSU system. This degree is intended for students who are interested in the theory of mathematics and are planning to transfer to a CSU with a declared major in mathematics, physics, engineering, computer science, or statistics. Students who complete the Mathematics AS-T will receive priority admission with junior status to an institution in 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:

- Completion of Cal-GETC.
- 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 minimum grade of "C" (or "P").

(2) Obtainment of a minimum overall 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.

## Learning Outcomes

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

1. Satisfy the requirements to successfully transfer to a CSU program for a degree in mathematics or a related field.
2. Understand, analyze, and communicate mathematical arguments based on deductive reasoning.
3. Demonstrate proficiency using quantitative reasoning and spatial reasoning in applications.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Core Courses** | | |
| MATH 001A | Calculus | 4 |
| MATH 001B | Calculus II | 4 |
| MATH 002A | Multivariate Calculus | 4 |
| MATH 002B | Linear Algebra | 4 |
| or MATH 002C | Ordinary Differential Equations | |
| PH 003A | Engineering Physics | 4 |
| **Required Subtotal** | | **20** |
| Cal-GETC (p. 90) [1] | | 34 |
| Transferable Electives (as needed to reach 60 transferable units) [2] | | |
| **DEGREE TOTAL** | | **60** |

[1] Units for the major may be double counted for Cal-GETC, confer with a Counselor.

[2] Elective units to reach 60 unit total must be CSU transferable, confer with a Counselor.

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

# Integers Certificate of Competency

This program covering the basic arithmetic operations of integers consists of two courses, Math 370C and Math 370D. This program is noncredit, lab based, and can be run as a self-paced and open entry

program when appropriate. 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.

## Learning Outcomes

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

1. Perform addition, subtraction, multiplication, and division with integers.
2. Use integer arithmetic skills to solve application problems and number sense to determine the reasonableness of answers.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| MATH 370C | Arithmetic of Integers-Module 1 | 0 |
| MATH 370D | Arithmetic of Integers-Module 2 | 0 |

# Rational Numbers Certificate of Competency

This program covering the basic arithmetic operations of rational numbers consists of two courses, Math 370E and Math 370F. This program is noncredit, lab based, and can be run as a self-paced and open entry program when appropriate. Students can repeat the program as often as needed to develop foundational numeracy skills. In order to receive the Certificate of Competency in Rational Numbers, the students need to successfully complete these two courses. After completing this certificate, students should be able to demonstrate number sense involving the rational numbers and exhibit skills involving addition, subtraction, multiplication, and division of rational numbers and their applications.

## Learning Outcomes

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

1. Perform addition, subtraction, multiplication, and division with fractions.
2. Use arithmetic of fractions skills to solve application problems and number sense to determine the reasonableness of answers.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **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 program covering the basic arithmetic operations of whole numbers consists of two courses, Math 370A and Math 370B. This program is noncredit, lab based, and can be run as a self-paced and open entry program when appropriate. Students can repeat the program as often as needed to develop foundational numeracy skills. In order to receive the Certificate of Competency in Whole Numbers, the students need to successfully complete these two courses. After completing this certificate, students should be able to demonstrate number sense involving the whole numbers and exhibit skills involving addition, subtraction, multiplication, and division of whole numbers and their applications.

## Learning Outcomes

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

1. Perform addition, subtraction, multiplication, and division with fractions.
2. Use arithmetic of whole numbers skills to solve application problems and number sense to determine the reasonableness of answers.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| MATH 370A | Arithmetic of Whole Numbers-Module 1 | 0 |
| MATH 370B | Arithmetic of Whole Numbers-Module 2 | 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.

## Learning Outcomes

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

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

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| MATH 372 | Foundations of Mathematics Support - Noncredit (This course is in the process of being created.) | 0 |
| MATH 374 | Algebra Concepts Support - Noncredit (This course is in the process of being created.) | 0 |

# Mathematics Study Skills Certificate of Completion

Completion of this noncredit program will reflect students' knowledge of and commitment to the study efforts required to succeed in mathematics. Content includes mathematics-specific study skills, individual student coaching, and using resources available to students. Students will spend a minimum of 27 hours in one semester in the Math/Science Study Center (MSSC) to show evidence of their time commitment to the study of mathematics.
In order to earn the Mathematics Study Skills Certificate of Completion, students must successfully complete MATH 361 (Math Study Skills) and either MATH 387 or MATH 388.

| Course Code | Title | Units |
|---|---|---|
| MATH 361 | Math Study Skills - Noncredit | 0 |
| Choose one from the following: | | |
| MATH 387 | Math/Science Study Center Lab 1 | 0 |
| MATH 388 | Math/Science Study Center Lab 2 | 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.

## Learning Outcomes

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

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

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| MATH 372 | Foundations of Mathematics Support - Noncredit (This course is in the process of being created.) | 0 |
| MATH 374 | Algebra Concepts Support - Noncredit (This course is in the process of being created.) | 0 |

# Business Calculus Preparation Certificate of Competency

This noncredit program covers various topics to prepare and support students planning to take or taking College Algebra and Business Calculus. Content includes the Cartesian coordinate system, linear and quadratic functions and other models, linear and nonlinear equations, limits, derivatives, antiderivatives, integrals, and applications of mathematics to business and economics.
In order to earn the Business Calculus Preparation Certificate of Competency, students must successfully complete MATH 350 (College Algebra for Liberal Arts Corequisite Support), MATH 351 College Algebra for STEM Support and and MATH 340 (Business Calculus Support – Noncredit).

| Course Code | Title | Units |
|---|---|---|
| At least one of the following two courses: | | |
| MATH 350 | College Algebra for Liberal Arts Corequisite Support | 0 |
| MATH 351 | College Algebra for STEM Support | 0 |
| Required course: | | |
| MATH 340 | Business Calculus Support - Noncredit | 0 |

# College Mathematics Preparation Certificate of Competency

This noncredit program covers various topics to prepare students for mathematics needed in college-level courses and more advanced courses. Content includes mathematics-specific study skills, individual student coaching, using resources available to students, and various entrance skills for college-level mathematics and science courses.
In order to earn the College Mathematics Preparation Certificate of Competency, students must successfully complete MATH 361 (Math Study Skills) and any support course for college-level or above-college-level mathematics courses or MATH 380 (Mathematics in Science Support – Noncredit).

| Course Code | Title | Units |
|---|---|---|
| Required Core Course | | |
| MATH 361 | Math Study Skills - Noncredit | 0 |
| Choose one from the following: | | |
| MATH 310 | Statistics Support | 0 |
| MATH 351 | College Algebra for STEM Support | 0 |
| MATH 355A | Trigonometry Support | 0 |
| MATH 355B | Pre-Calculus Support | 0 |
| MATH 380 | Mathematics in Science Support - Noncredit | 0 |
| MATH 410 | Calculus I Support | 0 |
| MATH 420 | Calculus II Support | 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**
ljackson@collegeofthedesert.edu
760.674.7795

# Basic Podcasting and Radio Production Certificate of Achievement

Digital technology has transformed podcasting, radio production, and broadcasting, making it possible to produce programming without huge budgets, expensive audio equipment, or large studios. Today podcasts and radio programming reach massive audiences through streaming platforms that include Apple, Pandora, and Spotify. Add to this the continued strength of traditional and satellite radio broadcasting and you have an industry that is strong and growing. Podcasts offer creative freedom when compared to traditional radio, both require good communication and broadcast technology skills.

In this certificate program, students receive direct, hands-on experience creating podcast and radio programming that is intelligent, creative, compelling, entertaining, and informative. The certificate covers the basic aspects of podcasting and radio production, including scripting, recording, editing, and broadcasting. Students will learn:

- Audio programming concepts, including story development, podcast and radio vocabulary, audio production tools, studio protocol and production workflow
- Writing and producing techniques including script formatting, studio management, on-air reporting, interviewing, and collaborating.
- Audio recording fundamentals, basic sound editing and mixing.
- Broadcast techniques.

This Certificate provides a platform from which to launch further study of podcasting and radio production as well as offers students 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 radio programming and podcasts for their personal or professional portfolio.

## Learning Outcomes

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

1. Students will produce podcasts and radio programming.
2. Students will have the skills necessary to get entry-level jobs or better in areas related to radio writing, production, reporting, announcing, podcasting, and broadcasting.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| RTV 002 | Broadcast Announcing | 3 |
| RTV 005 | Broadcast Writing | 3 |
| RTV 007 | Introduction to Podcasting/Radio Production | 3 |
| RTV 007A | Intermediate Podcasting/Radio Production | 3 |
| **Electives** | | |
| Select 6 units from the following: | | |
| RTV 003 | Sports Media | 3 |
| RTV 007B | Advanced Podcasting/Radio Production | 3 |
| FILM 002A | Film Production I: Basic Film Production | 3 |
| MC 001 | Introduction to Mass Media | 3 |
| MC 005 | Introduction to Public Relations | 3 |
| MUS 078A | Electronic Music Production | 3 |
| J 003A | News Reporting & Writing | 3 |
| BUMA 027 | Marketing Principles | 3 |
| BUMA 028 | Introduction To Entrepreneurship | 3 |
| RTV 095A | Radio & TV Work Experience (Maximum of 3 units may be used for work experience) | 1-3 |
| **CERTIFICATE TOTAL** | | **18** |

# 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 three-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.

## Learning Outcomes

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

1. Students will demonstrate the skills necessary to write produce, direct and edit, short films and videos.
2. 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.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| FILM 001 | Introduction to Film | 3 |
| FILM 002A | Film Production I: Basic Film Production | 3 |
| FILM 003 | Screenwriting | 3 |
| **CERTIFICATE TOTAL** | | **9** |

# Basic Film Production Certificate of Completion

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.

The **Basic Film Production Certificate of Completion** 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 abstract short films and music videos and short documentary films 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.

## Learning Outcomes

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

1. Pre-produce, produce and post-produce short films and videos.
2. Demonstrate the skills necessary to get entry-level jobs in and video development, production and post-production.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| FILM 302D | Film Production IA: Basic Film Production | 0 |
| FILM 302E | Film Production IB: Basic Film Production | 0 |

# 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.

## Learning Outcomes

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

1. Students will demonstrate the skills necessary to write, produce, direct and edit short films and videos at an advanced level.
2. 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.
3. Students will demonstrate the skills necessary to run their own film or video production company and produce short narrative and documentary films.

## Program Requirements

| Course Code | Title | 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** | | |
| 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 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 |
| **CERTIFICATE TOTAL** | | **39** |

# Film Post-Production Certificate of Achievement

A movie is made three times: when it's written; when its shot; when it's edited.  Jean Luc Goddard said, "Film is truth at twenty-four frames per second" and no one knows this better than a film editor.  He or she must decide frame by frame where the audience needs to be in relation to the story. Stay in a shot or transition to another and if so, what shot

and how to get there? Working side-by-side with the director to craft the movie that ultimately hits the screen, large or small, editing is about manipulating the audience, in the best possible way, in the service of storytelling.

Likewise, effects artists - many of whom are among the endless list of names that roll at the end of a movie - utilize the latest software and technologies to enhance digital storytelling during the post-production process. Sound editors and mixers, graphic artists and many others are involved in this expansive, job-rich area of film production.

The Certificate of Achievement in Film Post-Production will teach students the terminology and concepts of narrative film editing and effects as well as amplify their knowledge and skills using a variety of editing software. Students experience hands-on the film editing process, learning aesthetic principles of narrative continuity editing and the technological workflow for picture and sound editing.

This certificate is valuable for anyone interested in working in film post-production and will offer students the tools and training they need to get hired at that valuable foot-in-the-door job of Production Assistant and perform that job knowledgeably and professionally.

## Learning Outcomes

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

1. Students will edit short films and videos.
2. Students will have the skills necessary to get entry-level jobs or better in areas related to film and video post-production.
3. Students will have the skills necessary to work within or run their own film or video post-production company.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| FILM 002A | Film Production I: Basic Film Production | 3 |
| FILM 002B | Film Production II: Advanced Film Production | 3 |
| FILM 007 | Film Editing (Film Editing) | 3 |
| DDP 120 | Video Post Production | 3 |
| DDP 121 | Motion Graphics | 3 |
| MUS 078A | Electronic Music Production | 3 |
| **CERTIFICATE TOTAL** | | **18** |

# Film Production Management Certificate of Achievement

Movies are make-believe. The work done to make them is not. Long before cameras roll, and continuing when and long after they do, line producers, production managers, locations managers, first assistant directors, post-production managers and others are working hard to prepare for, manage and carry out a process that will utilize the talents of a small army of creative and technical filmmakers and allocate valuable, irreplaceable resources not the least of which are time and money. There is no just "going out and shooting" this. The seeming madness of the creative process that is filmmaking is in reality managed in a process of its own that evolved with the medium.

The Certificate of Achievement in Film Production Management will teach students the process, practices, protocols and personnel involved in budgeting, scheduling, set management, location scouting and management and finally, post-production supervision. In doing so, they will learn all of the various departments, resources and personnel that are required to make a film production possible. And they will learn to allocate two most valuable resources required to make a film - time and money.

This certificate is valuable for anyone interested in producing, line producing, production managing, assistant directing, location managing, set managing, post-production supervising and even directing a movie. Most important it will give a student all of the tools needed to get the valuable foot in the door job of production assistant almost anywhere in the film production process and perform that job knowledgeably and professionally.

## Learning Outcomes

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

1. Students will have the skills necessary to get entry level jobs or better in areas related to film and video production management, set operations, location scouting and management and post production supervision.
2. Students will have the skills necessary to work for a production company or manage their own production company to produce creative video content for clients.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| FILM 002A | Film Production I: Basic Film Production | 3 |
| FILM 011A | Film Production Management: Scheduling & Budgeting | 3 |
| FILM 011B | Production Management: Location & Set Management | 3 |
| **CERTIFICATE TOTAL** | | **9** |

# Film Production Scheduling and Budgeting Certificate of Completion

Movies are make-believe. The work done to make them is not. Long before cameras roll, and continuing when and long after they do, line producers, production managers, locations managers, first assistant directors, post-production managers and others are working hard to prepare for, manage and carry out a process that will utilize the talents of a small army of creative and technical filmmakers and allocate valuable, irreplaceable resources not the least of which are time and money. There is no just "going out and shooting" this. The seeming madness of the creative process that is filmmaking is in reality managed in a process of its own that evolved with the medium.

The Certificate of Completion in Film Production Scheduling and Budgeting will teach students the process, practices, protocols and personnel involved in budgeting, scheduling, set management, management and finally, post-production supervision. In doing so, they will learn all of the various departments, resources and personnel that are required to make a film production possible. And they will learn to allocate two most valuable resources required to make a film - time and money.

This certificate is valuable for anyone interested in producing, line producing, production managing, assistant directing, location managing, set managing, post-production supervising and even directing a movie. Most important it will give a student all of the tools needed to get the valuable foot-in-the-door job of production assistant almost anywhere in the film production process and perform that job knowledgeably and professionally.

## Learning Outcomes

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

1. Students will budget and schedule a film.
2. Students will have the skills necessary to get entry-level jobs or better in areas related to film and video production management, set

operations, location scouting and management and post production supervision.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| FILM 310A | Film Production Management: Scheduling | 0 |
| FILM 310B | Film Production Management: Budgeting | 0 |

# Film Production AS Degree

Digital film and video technology have revolutionized filmmaking, enabling the creation of independent movies and video projects without the need for massive budgets, costly equipment, or large crews. This innovation has empowered individuals and organizations alike to use film and video as dynamic tools for storytelling, whether to express artistic vision, promote a product, or advocate for a cause. Despite these technological advancements, the core of filmmaking remains unchanged: the art of storytelling. Film continues to be one of the most powerful mediums for captivating audiences and conveying ideas.

The **Film Production Associate of Science Degree** provides students with the essential skills, knowledge, and hands-on experience to excel in today's film and media industries. This program serves as both a foundation for further study in film production and a launchpad for careers in filmmaking, independent production, and small film/video business management. Students will also learn how to leverage social media platforms to monetize video content effectively. Beyond technical expertise, the program equips students with critical communication and storytelling tools applicable across various fields where film and video are integral. Graduates leave the program with a portfolio of short films and other projects to showcase their creativity and professional skills.

In this two-year, 60-unit program, students gain practical experience crafting visual stories that are intelligent, emotionally engaging, and impactful. The curriculum covers core aspects of film production, including screenwriting, production, cinematography, editing, sound design, film acting, and directing. Advanced topics such as post-production sound, animation and motion graphics, video journalism, documentary filmmaking, social media strategies, marketing, and the business of film are also explored, preparing students to navigate the multifaceted world of modern filmmaking.

## Learning Outcomes

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

1. Develop and demonstrate advanced skills in producing short films and videos, showcasing a comprehensive understanding of the artistic, technical, and contextual aspects of filmmaking.
2. Demonstrate the expertise necessary to obtain entry-level or advanced roles in film and video development, production, post-production, and distribution, utilizing a comprehensive understanding of filmmaking processes and industry standards.
3. Identify the entrepreneurial skills necessary to establish and manage their own film or video production company, producing high-quality short narrative and documentary films informed by a deep understanding of storytelling, production techniques, and industry dynamics.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| 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 |
| **Elective Courses** | | |
| Select 16 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 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 |
| **Required Subtotal** | | **21** |
| **Elective Subtotal** | | **16** |
| COD General Education (p. 84) | | 23 |
| **DEGREE TOTAL** | | **60** |

# 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, will prepare students for careers in the dynamic fields of film, television, and electronic media production, as well as transfer to a California State University (CSU) to complete a bachelor's degree in a related field.

Students earning this degree gain essential skills in screenwriting, directing, cinematography, video editing, and sound design. The curriculum emphasizes storytelling, critical thinking, and technical proficiency, empowering students to succeed in creative and technical roles such as producers, directors, camera operators, editors, and writers. The program provides a strong foundation in media theory and hands-on experience with professional-grade production tools and techniques. It fosters collaboration, creativity, and ethical communication, preparing graduates to navigate the evolving media landscape with professionalism and adaptability.

The AA-T in Film, Television, and Electronic Media requires the completion of 60 CSU-transferable units, including the CSU General Education Breadth (GE) or Intersegmental General Education Transfer Curriculum (IGETC) requirements and 18-19 units in the major, with a minimum cumulative GPA of 2.0. All courses in the major must be completed with a grade of "C" or better (or "P" if taken on a Pass/No Pass basis).

Students completing this degree are guaranteed admission to the CSU system, though not to a specific campus or major. For additional details on transfer and admission requirements, students are encouraged to consult with a counselor to develop an educational plan tailored to their academic and career goals.

## Learning Outcomes

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

1. Demonstrate proficiency in foundational skills and techniques for creating media content tailored to diverse audiences across multiple platforms, utilizing proper grammar, punctuation, spelling, and storytelling structures that align with industry standards such as Associated Press (AP) style.
2. Critically analyze the essential role of media in a democratic society, with a focus on the First Amendment, the evolution of media history, and emerging trends shaping the industry today.
3. Apply personal and professional ethical standards in media creation while adhering to media laws and best practices, particularly in journalism and content production.
4. Prepare for seamless transfer to a university or four-year college with a major in journalism, public relations, or related fields, equipped with the skills and knowledge to excel in academic and professional environments.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Core Courses (6 units)** | | |
| FILM 001 | Introduction to Film | 3 |
| MC 001 | Introduction to Mass Media | 3 |
| **List A - (6 units)** | | |
| RTV 007 | Introduction to Podcasting/Radio Production | 3 |
| FILM 002A | Film Production I: Basic Film Production | 3 |
| or RTV 016 | Television Field Production | |
| or RTV 017 | Television Studio Production | |
| **List B (3-4 units)** | | |
| Select one course from the following: | | |
| Any course from List A not already used | | |
| ARTH 010 | Understanding Art | 3 |
| ENG 002 | Argumentative Writing and Critical Thinking through Literature | 4 |
| J 003A | News Reporting & Writing | 3 |
| **List C (3 units)** | | |
| Select one course from the following: | | |
| Any courses from List B not already used | | |
| FILM 002B | Film Production II: Advanced Film Production | 3 |
| FILM 003 | Screenwriting | 3 |
| FILM 004 | Cinematography | 3 |
| FILM 021 | Contemporary World Film | 3 |
| FILM 022 | American Film to the 1960s | 3 |
| FILM 023 | Contemporary American Film | 3 |
| RTV 005 | Broadcast Writing | 3 |
| **Required Subtotal** | | **18-19** |
| Cal-GETC (p. 90) [1] | | 34 |
| Transfer Electives - as needed to reach 60 transferable units [2] | | |
| **DEGREE TOTAL** | | **60** |

[1] Units for the major may be double counted for Cal-GETC, confer with a Counselor

[2] Elective units to reach 60 unit total must be CSU transferable, confer with a Counselor.

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

# Introduction to Film Certificate of Completion

Movies play a tremendously important role in our culture. How much do we know about the history and making of our favorite films and do we really know how to watch them?

**The Introduction to Film Certificate of Completion** explores the powerful impact film has on us and the techniques filmmakers use to make us respond.

Students examine how elements like narrative & genre, mise-en-scene, camera work, editing and sound work together to create meaning in films. We'll examine the business and history of film along with various narrative forms of cinema, including documentary, animated films, and experimental films.

## Learning Outcomes

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

1. Analyze elements including narrative & genre, mise-en-scene, camera work, editing and sound in a film and evaluate how well they are used to communicate the film's major themes.
2. Analyze film writing and write about film themselves.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| FILM 301A | Introduction to Film | 0 |
| FILM 301B | Introduction to Film 2 | 0 |

# Introduction to Screenwriting Certificate of Completion

**The Introduction to Screenwriting Certificate of Completion** explores conceptual and stylistic issues related to writing fiction scripts for entertainment purposes.

The first questions we must ask as filmmakers is “Who am I?,” “What is my story?” and “Who is my audience?” Students create original fiction scripts for film and electronic media and participate in both self and peer evaluation to learn more about themselves and the work they produce.

## Learning Outcomes

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

1. Identify and analyze the structural elements of a narrative screenplay.
2. Self and peer evaluate a professionally formatted original short narrative screenplay.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| FILM 303A | Screenwriting 1 | 0 |
| FILM 303B | Screenwriting 2 | 0 |

# 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 Cal-GETC and 18-19 units in the major with a cumulative GPA of 2.0. Title 5 requires that students must earn a minimum "C" (or "P") 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.

## Learning Outcomes

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

1. Explain basic skills and techniques to report and write to a diverse audience across multiple platforms using proper, grammar, punctuation, word usage and spelling, sentence and storytelling structures that adhere to the Associated Press style.
2. Analyze the vital role journalism plays in a democracy, the First Amendment, media history and current trends in the industry.
3. Apply personal and professional standards, ethics and media law, especially in journalism practices.
4. Be prepared to transfer to a university or four-year college with a major in journalism, public relations or a related field.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Core Courses** | | **Units** |
| MC 001 | Introduction to Mass Media | 3 |
| J 003A | News Reporting & Writing | 3 |
| J 004A | News Media Production | 3 |
| **List A** | | |
| Select one course from the following: (3 units) | | |
| MC 005 | Introduction to Public Relations | 3 |
| J 004B | Intermediate News Media Production | 3 |
| J 006 | Introduction to Multimedia Storytelling | 3 |
| J 007 | Introduction to Photojournalism | 3 |
| **List B** | | |
| Select two courses from the following: (6-7 units) | | |
| ART 030A | Beginning Black & White Photography | 3 |
| COMM 025 | Argumentation and Debate | 3 |
| ECON 001 | Principles of Macroeconomics | 3 |
| or ECON 002 | Principles of Microeconomics | |
| PHIL 010 | General Logic | 3 |
| POLS C1000 | American Government and Politics | 3 |
| PS 002 | Introduction to Comparative Governments | 3 |
| SOC 003 | Fundamentals of Statistics | 3-4 |
| or STAT C1000 | Introduction to Statistics | |
| SOC 004 | Sociological Analysis& Critical Thinking | 3 |
| **Required Subtotal** | | **18-19** |
| Cal-GETC (p. 90) [1] | | 34 |
| Transferable Electives (as needed to reach 60 transferable units) [2] | | |
| **DEGREE TOTAL** | | **60** |

**Please refer to Associate Degree for Transfer (SB 1440).**
1 Units for the major may be double counted for Cal-GETC, confer with a Counselor.
2 Elective units to reach 60 unit total must be CSU transferable, confer with a Counselor.

# 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 Ecologist, Field Ranger, and Geographic Information Systems) 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.

**Kurt Leuschner**
kleuschner@collegeofthedesert.edu
760.776.7285

# Natural Resources AS Degree (transfer preparation)

The **Associate of Science in Natural Resources** (NR) program at College of the Desert prepares students for transfer to a four-year college or university. Students will complete the necessary coursework and also attain the practical experience required in their fields of interest. This program is a gateway to many different environmentally focused majors 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 into an environmentally-related occupation (e.g., park ranger, zookeeper) upon completion of the two-year associate's degree.

## Learning Outcomes

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

1. Understand and explain the problems facing wildlife and ecosystem managers.
2. Apply GIS technology to solve conservation challenges.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| NR 001 | Conservation of Natural Resources | 3 |
| NR 001L | Conservation of Natural Resources Lab | 1 |
| BI 005 | Molecular and Cell Biology | 5 |
| or BI 006 | Biology of Organisms | |
| CH 003 | Introductory General Chemistry | 4 |
| or CH 001A | General Chemistry I | |
| GEOG 001 | Physical Geography | 3 |
| **Electives** | | |
| Select 10 units from the following: | | |
| NR 003 | Introduction to Wildlife Management | 3 |
| NR 004 | Introduction to Ecosystem Management | 3 |
| NR 010 | Wildland Fire Technology | 3 |
| NR 017 | Natural Resources Law Enforcement | 3 |
| NR 020 | GPS and Map Use | 1 |
| NR 021 | Introduction to GIS | 3 |
| NR 041A | Native Plants - Mountain | 1 |
| or NR 041B | Native Plants - Desert | |
| NR 050 | Winter Birds | 1 |
| or NR 051A | Migrant Birds - Fall | |
| or NR 051B | Migrant Birds - Spring | |
| NR 058 | Reptiles of the Coachella Valley | 1 |
| NR 059 | Careers in Natural Res & Agri Sciences | 3 |
| NR 095A | Natural Resources Work Experience (Maximum of 2 units may be used for work experience) | 1-8 |
| AGPS 001 | Soils & Plant Nutrition | 4 |
| AGPS 002 | Entomology - General & Applied | 4 |
| AGPS 032 | Pesticide Laws & Regulations | 2 |
| GEOG 001L | Physical Geography Lab | 1 |
| GEOG 010 | Geography of California | 3 |
| STAT C1000 | Introduction to Statistics | 4 |
| **Required Subtotal** | | **16** |
| **Elective Subtotal** | | **10** |
| Cal-GETC (p. 90) | | 34 |
| **DEGREE TOTAL** | | **60** |

*Consult catalog of transfer institution for specific requirements.*

# Natural Resources AS Degree (employment preparation)

The Natural Resources Associate's Degree with Employment Preparation is a two-year degree that prepares students to work in a variety of different environmentally focused fields including: wildlife management/ ecology, ecosystem management, landscape ecology, restoration ecology, fire ecology, parks and recreation planning, environmental consulting, GIS (Geographic Information Systems), natural resources law enforcement, forensic entomology, urban planning, nature interpretation, ecotourism, alternative energy, water treatment/management, zookeeping, environmental education, and more.

Short-term certificates (Desert Naturalist, Desert Ecologist, and Field Ranger) may also be obtained in one to two semesters by taking a variety of Natural Resources (NR) courses (these courses also apply to the two-year degree). These three certificates (as well as the Associate's degree) provide a well-rounded introduction to the desert environment and are of special interest to nature enthusiasts including: docents, volunteers, and paid employees that work at museums, libraries, schools, zoos, botanical gardens, parks and other local, state, and federal agencies throughout southern California. In addition, teachers will be able to add many natural science activities to their current curriculum and move up on the pay scale with each additional unit. Students will receive academic training and learn specific skills (GIS mapping and GPS use for example) that will aid in job advancement and employment with a natural-resources related agency in the Coachella Valley and beyond.

## Learning Outcomes

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

1. Fulfill the requirements for an entry- level position in their field.
2. Apply critical thinking skills to execute daily duties in their area of employment.
3. Apply critical thinking skills to research, evaluate, analyze, and synthesize information.
4. Display the skills and aptitude necessary to qualify for certification exams in their field.
5. Exhibit effective written, oral communication and interpersonal skills.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| NR 001 | Conservation of Natural Resources | 3 |
| NR 001L | Conservation of Natural Resources Lab | 1 |
| NR 003 | Introduction to Wildlife Management | 3 |
| NR 004 | Introduction to Ecosystem Management | 3 |
| NR 021 | Introduction to GIS | 3 |
| NR 059 | Careers in Natural Res & Agri Sciences | 3 |
| NR 095A | Natural Resources Work Experience | 1 |
| **Elective Courses** | | |
| Select 20 units from the following | | |
| NR 010 | Wildland Fire Technology | 3 |
| NR 017 | Natural Resources Law Enforcement | 3 |
| NR 020 | GPS and Map Use | 1 |
| 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 |
| AGPS 001 | Soils & Plant Nutrition | 4 |
| AGPS 002 | Entomology - General & Applied | 4 |
| AGPS 032 | Pesticide Laws & Regulations | 2 |
| G 005 | Environmental Geology | 4 |
| GEOG 010 | Geography of California | 3 |
| **Required Subtotal** | | **17** |
| **Electives** | | **20** |

| | |
|---|---|
| COD General Education Pattern (p. 84) | 23 |
| **DEGREE TOTAL** | **60** |

# 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.

## Learning Outcomes

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

1. Understand and explain the problems facing wildlife and ecosystem managers.
2. Recognize and interpret wildlife violations and prepare reports.
3. Describe, identify using a taxonomic key, and sketch local wildlife species.
4. Apply GIS technology to solve conservation challenges.
5. Utilize a GPS device for navigation in a wilderness setting.
6. Gain an in-depth understanding of career opportunities in the field of natural resources.
7. Write a research paper dealing with the subject of ecosystem management.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **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 |
| **Group A** | | |
| Choose 3 units (cannot repeat from above) | | |
| AGPS 002 | Entomology - General & Applied | 4 |
| NR 003 | Introduction to Wildlife Management | 3 |
| NR 004 | Introduction to Ecosystem Management | 3 |
| NR 017 | Natural Resources Law Enforcement | 3 |
| NR 059 | Careers in Natural Res & Agri Sciences | 3 |
| NR 095A | Natural Resources Work Experience | 1-8 |
| **CERTIFICATE TOTAL** | | **21** |

# 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.

## Learning Outcomes

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

1. Understand and demonstrate proper fire-fighting skills and techniques.
2. Understand and explain the problems facing wildlife and ecosystem managers.
3. Recognize and interpret wildlife violations and prepare reports.
4. Describe, identify using a taxonomic key, and sketch local wildlife species.
5. Apply GIS technology to solve conservation challenges.
6. Utilize a GPS device for navigation in a wilderness setting.
7. Gain an in-depth understanding of career opportunities in the field of natural resources.
8. Write a research paper dealing with the subject of ecosystem management.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **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 | | |
| 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 |
| **CERTIFICATE TOTAL** | | **24** |

# Geographic Information Systems Certificate of Achievement

Geographic Information Systems (GIS) are software systems that allow users to integrate spatially related information from spreadsheets with smart mapping capabilities. In the Geographic Information Systems Certificate of Achievement, students work with ESRI ArcGIS software to learn Geographic Information Systems (GIS) tasks including: identification and acquisition of GIS data; assessment of vector and raster systems, scale, resolution, map projection, coordinate systems; spatial analysis; geoprocessing; georeferencing and Global Positioning Systems; creation of online and interactive maps. Geographic Information Systems provides basic information for a variety of careers including urban planning, community services, emergency services, resource extraction, business development, demographics and census research and Electives in this certificate allow students to investigate multiple pathways or concentrate on one area of impact.

## Learning Outcomes

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

1. Demonstrate competence in using the ESRI ArcGIS Desktop and Pro software to create an accurate map.
2. Demonstrate competence in using ArcGIS online products to create online and interactive maps for modelling and analyzing complex spatial relationships.
3. Articulate how GIS can be used in scientific, business and government applications.
4. Using critical thinking skills, evaluate accuracy and effectiveness of different map projections and data management scales.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | **9 units** |
| GIS 021 | Introduction to GIS | 3 |
| Or | | |
| NR 021 | Introduction to GIS | 3 |
| GIS 022 | Data Acquisition and Management in Geographic Information Systems | 3 |
| GIS 023 | Spatial Analysis in Geographic Information Systems | 3 |
| **Electives** | | **9 units** |
| Choose 9 units | | |
| AGEH 009 | Landscape Planning & Design | 3 |
| BUMA 003 | Business Statistics | 3 |
| BUMA 027 | Marketing Principles | 3 |
| BUMA 010 | Introduction to Business | 3 |
| CIS 010 | Introduction to Information Systems | 4 |
| CIS 080 | Database Management Systems | 3 |
| CIS 087 | Introduction to Programming Using Python | 3 |
| CM 002 | Intro to Urban Planning | 3 |
| DRA 002 | AutoCAD | 4 |
| EMP 010 | New World of Work Skills: Adaptability | 0.5 |
| EMP 013 | New World of Work Skills: Communication | 0.5 |
| EMP 016 | New World of Work Skills: Analysis and Solution Mindset | 0.5 |
| FIRE 010 | Wildland Fire Technology | 3 |
| GEOG 001 | Physical Geography | 3 |
| GEOG 001L | Physical Geography Lab | 1 |
| GEOG 002 | Cultural Geography | 3 |
| GEOG 007 | Regional Geography | 3 |
| GEOG 010 | Geography of California | 3 |
| GIS 024 | Geographic Information Systems for Business | 3 |
| 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 004 | Introduction to Ecosystem Management | 3 |
| NR 017 | Natural Resources Law Enforcement | 3 |
| NR 020 | GPS and Map Use | 1 |
| NR 059 | Careers in Natural Res & Agri Sciences | 3 |
| NR 095A | Natural Resources Work Experience | 1-8 |
| SOC 003 | Fundamentals of Statistics | 3 |
| **CERTIFICATE TOTAL** | | **18** |

# Geographic Information Systems for Business Certificate of Completion

Geographic Information Systems (GIS) are software systems that allow users to integrate spatially related information from spreadsheets with smart mapping capabilities. In the Geographic Information Systems for Business Certificate of Completion, students work with ESRI ArcGIS software to apply Geographic Information Systems (GIS) tasks including: identification and acquisition of GIS data; assessment of vector and raster systems, scale, resolution, map projection, coordinate systems; spatial analysis; geoprocessing; georeferencing and Global Positioning Systems; creation of online and interactive maps for the resolution of business problems and identification of business opportunities.

## Learning Outcomes

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

1. Demonstrate competence in using ArcGIS online products to create online and interactive maps to resolve business problems and identify opportunities.

2. Evaluate how GIS impacts business decisions.
3. Using critical thinking skills, evaluate accuracy and effectiveness of different map projections and data management scales.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| NR 321A | Map Layout & Presentation | 0 |
| or | | |
| GIS 321A | Map Layout & Presentation | 0 |
| NR 321B | Editing & Analyzing Map Data | 0 |
| or | | |
| GIS 321B | Editing & Analyzing Map Data | 0 |
| GIS 324 | Geographic Information Systems for Business | 0 |

# Geographic Information Systems Data Acquisition Certificate of Completion

Geographic Information Systems (GIS) are software systems that allow users to integrate spatially related information from spreadsheets with smart mapping capabilities. In the Geographic Information Systems Data Acquisition Certificate of Completion, students learn the technology required to acquire and manage GIS digitized data. Students work with ESRI ArcGIS software to apply Geographic Information Systems (GIS) tasks including: identification and acquisition of GIS data; assessment of vector and raster systems, scale, resolution, map projection, coordinate systems; spatial analysis; geoprocessing; georeferencing and Global Positioning Systems; and creation of online and interactive maps to model and analyze complex spatial relationships.

## Learning Outcomes

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

1. Demonstrate competence in using ArcGIS online products to digitize GIS data and create and manage complex database systems.
2. Using critical thinking skills, evaluate the functionality of Geographic Information Systems database systems as an effective tool for analyzing complex spatial relationships.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| NR 321A | Map Layout & Presentation | 0 |
| or | | |
| GIS 321A | Map Layout & Presentation | 0 |
| NR 321B | Editing & Analyzing Map Data | 0 |
| or | | |
| GIS 321B | Editing & Analyzing Map Data | 0 |
| GIS 322 | Data Acquisition and Management in Geographic Information Systems | 0 |

# Geographic Information Systems Essentials Certificate of Completion

Geographic Information Systems (GIS) are software systems that allow users to integrate spatially related information from spreadsheets with smart mapping capabilities. In the Geographic Information Systems Essentials Certificate of Completion, students work with ESRI ArcGIS software to learn fundamental concepts of performing Geographic Information Systems (GIS) tasks including: identification and acquisition of GIS data; assessment of vector and raster systems, scale, resolution, map projection, coordinate systems; spatial analysis; geoprocessing; georeferencing and Global Positioning Systems; creation of online and interactive maps.

## Learning Outcomes

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

1. Demonstrate competence in using the ESRI ArcGIS Desktop and Pro software to create an accurate map.
2. Demonstrate competence in using ArcGIS online products to create online and interactive maps.
3. Articulate how GIS can be used in scientific, business and government applications.
4. Using critical thinking skills, evaluate accuracy and effectiveness of different map projections and data management scales.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| NR 321A | Map Layout & Presentation | 0 |
| NR 321B | Editing & Analyzing Map Data | 0 |

# Geographic Information Systems Spatial Analysis Certificate of Completion

Geographic Information Systems (GIS) are software systems that allow users to integrate spatially related information from spreadsheets with smart mapping capabilities. In the Geographic Information Systems Spatial Analysis Certificate of Completion, students work with ESRI ArcGIS software to apply Geographic Information Systems (GIS) tasks including: identification and acquisition of GIS data; assessment of vector and raster systems, scale, resolution, map projection, coordinate systems; spatial analysis; geoprocessing; georeferencing and Global Positioning Systems; and creation of online and interactive maps to model and analyze complex spatial relationships.

## Learning Outcomes

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

1. Demonstrate competence in using ArcGIS online products to create online and interactive maps for modelling and analyzing complex spatial relationships.
2. Using critical thinking skills, evaluate the functionality of Geographic Information Systems as an effective tool for analyzing complex spatial relationships.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| NR 321A | Map Layout & Presentation | 0 |
| or | | |
| GIS 321A | Map Layout & Presentation | 0 |
| NR 321B | Editing & Analyzing Map Data | 0 |
| or | | |
| GIS 321B | Editing & Analyzing Map Data | 0 |
| GIS 323 | Spatial Analysis in Geographic Information Systems | 0 |

# Nursing

Nursing is an exciting and challenging profession of responsibility, integrity, and personal growth. Nursing provides an essential service to others, involving the care of people, sick and well. As career professionals, nurses are dedicated individuals who have committed themselves to improving the quality of health care for others.
Nursing offers numerous career opportunities. The demand for nurses is high and is projected to remain high for years to come. Nursing is both an art and a science; "a heart and a mind. At its heart, lies a fundamental respect for human dignity and an intuition for a patient's needs. This is supported by the mind, in the form of rigorous core learning" (ANA, 2022).
College of the Desert offers a range of nursing pathways to suit any educational and career goal including associate degrees in Nursing for Registered Nursing (RN) and Vocational Nursing (VN) as well as certificates for Vocational Nursing (VN and Nurse Assistant (NA).
Nursing programs are highly impacted programs that are highly regulated. **Nurse Assistant is locally approved and is NOT notated on the student's academic transcript in accordance with State regulations**.
Consult the Nursing webpage under Academic Programs on the College of the Desert website for policies and procedures for each of the programs. For specific questions please call 760.773.2578.
College policy requires each student enrolled in Nursing 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. These fees are paid at the time of registration. All programs offered by the Nursing Department demand a grade of "C" or better (2.0) in any course fulfilling program requirements. All Nursing courses require a 75% or higher to fulfill course requirements.
College of the Desert is designated as a continuing education provider by the Board of Registered Nursing. The provider number is 00284.

# Hospital Requirements

Affiliation agreements with clinical facilities require that College of the Desert Nursing Program students meet specific requirements prior to being placed at a facility for a clinical rotation. These requirements include but are not limited to, COVID vaccination and booster, clearance of a recent physical examination, specific immunizations or titers, negative TB status, negative criminal background clearance, negative drug test, and current American Heart Basic Life Support CPR Certification. Requirements are subject to change as specified by the clinical facility. Policies and procedures for all requirements are available in the Nursing Programs Student Handbook located on the Nursing webpage. You will be required to provide proper identification including your Social Security number (SSN) or Individual Tax ID Number (ITIN). The student shall be responsible for paying any associated costs of program requirements. Information on the average cost of the program can be located on the Nursing webpage.
All students enrolled in Nursing Program courses requiring patient care contact must provide evidence of meeting these requirements prior to the start of the term (dates set by the department 30-60 days prior to the start of the term). Students will be dropped from the course/program if requirements are not submitted by the due dates set by the department.

# 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:
**Critical Thinking** - Critical thinking ability for effective clinical reasoning and clinical judgment consistent with the level of educational preparation

- Identification of cause/effect relationships in clinical situations
- Use of the scientific method in the development of patient care plans
- Evaluation of the effectiveness of nursing interventions

**Professional Relationships** - Interpersonal skills sufficient for professional interactions with a diverse population of individuals, families, and groups

- Establishment of rapport with patients/clients and colleagues
- Capacity to engage in successful conflict resolution
- Peer accountability

**Communication** – Communication adeptness sufficient for verbal and written professional interactions

- Explanation of treatment procedures, initiation of health teaching.
- Documentation and interpretation of nursing actions and patient/client responses

**Mobility** - Physical abilities sufficient for movement from room to room and in small spaces

- Movement about patient's room, workspaces, and treatment areas
- Be on your feet 6-12 hours at a time and perform activities that include reaching, balancing, carrying, pushing, pulling, stooping, bending, and crouching
- Administration of rescue procedures-cardiopulmonary resuscitation

**Motor Skills** - Gross and fine motor abilities sufficient for providing safe, effective nursing care

- Calibration and use of equipment
- Therapeutic positioning of patients

**Hearing** - Auditory ability sufficient for monitoring and assessing health needs

- Ability to hear monitoring device alarm and other emergency signals
- Ability to discern auscultatory sounds and cries for help

**Visual** - Visual ability sufficient for observation and assessment necessary for patient care

- Visually discriminate depth and color perception
- Perform close and distinct visual activities involving persons, computers, and paperwork
- Ability to observe patient's condition and responses to treatments

**Tactile Sense** - Tactile ability sufficient for physical assessment

- Ability to palpate in physical examinations and various therapeutic interventions

**Other**

- Identify and distinguish odors that are pungent, or the products of infection or metabolic imbalance (e.g., ketones)
- Work and make safe decisions in stressful situations

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. See the Nursing Programs Student Handbook on the Nursing website for more information.

# VN Licensing Requirements

Upon program completion, students are awarded a vocational nursing certificate or degree 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 for licensure to identify potentially unsafe practitioners. A State board of nursing may deny licensure on the basis of conviction of a crime substantially related to the practice of nursing; any act involving dishonesty, fraud, or deceit with the 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; and/or breach of examination security. Fingerprints are required when applying for licensure. Students interested in a career as a nurse who has questions regarding licensure limitations should contact the California Board of Vocational Nursing and Psychiatric Technicians at 916.263.7800 or visit BVNPT website.

# VN 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 Nursing webpage.

Enrollment in the Vocational Nursing program is limited. Detailed information regarding the Vocational Nursing program is available on the Nursing webpage.

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 Nursing webpage for detailed information.
2. Attend an informational session. Call 760.773.2578 for dates and times of sessions.

***Completion of the VN program does not guarantee licensure.*** To apply for licensure, disclosure of your Social Security number or ITIN is mandatory on the California Application for Licensure by Examination form.

## Eligibility 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 062, Your Living Body or BI 013 and BI 014 (or equivalent courses)
   - HS 013, General Nutrition (or equivalent course)
   - HS 067, Intro to Med Dosage Calculations
   - PSY 001, General Psychology (or equivalent course)

**Application and Selection Process:**

Please see the Nursing webpage for specific selection processes and application dates:

1. **Application**: The Nursing webpage contains information regarding application dates.
2. **Selection:** A random selection process of qualified applicants will be used to determine entrance once all applications are evaluated.
3. Applicants will be notified of acceptance status via e-mail.

# RN 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; and/or breach of examination security. Fingerprints are required when applying for licensure. Students interested in a career as a nurse who has questions regarding licensure limitations should contact the California Board of Registered Nursing at 916.322.3350 or visit https://rn.ca.gov/.

**Graduation from the Associate Degree Nursing Program does not guarantee licensure.** To apply for licensure, disclosure of your Social Security number or ITIN 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. An application form is available during specific application periods and can be obtained from the Nursing webpage. It is recommended that students interested in a Nursing degree meet with a nursing counselor prior to working on prerequisite courses.

Enrollment in the Registered Nursing program is limited. Detailed information regarding the nursing program, selection, and other important particulars is available on the Nursing webpage.

## Eligibility 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 the following prerequisite science courses taken within the past ten (10) years, with no grade less than a "C".
   - Human Anatomy with a lab component
   - Human Physiology with a lab component
   - Microbiology with a lab component
2. 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.
3. Have a "C" or better in any 3-unit college-level transferable English course. (English 1A, Freshman Composition, is a highly recommended course. English courses must have a research component).

**Application and Selection:**

1. The Nursing webpage contains information regarding application dates.
2. 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. The Nursing webpage contains information regarding specific selection processes.
3. Applicants will be notified of acceptance status via email.
4. A diagnostic readiness test (TEAS exam) will be required of all accepted students. Details are on the Nursing webpage.

# Nursing Program 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 International Registered Nurses, Veterans, and transfer students from Board approved nursing programs. Specific information regarding the advanced placement procedure is available through the Nursing website. All advanced placement applicants are accepted to the program on a space-available basis.

**LVN to RN**

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

**Program Eligibility**

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

1. Have an unencumbered California LVN license.
2. Have a minimum GPA of 2.5 in the following prerequisite science courses taken within the past ten (10) years, with no grade less than a "C".
   - Human Anatomy with a lab component
   - Human Physiology with a lab component
   - Microbiology with a lab component
3. Successful completion (C or better) of N-057: Transition to Registered Nursing.
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 001A, Freshman Composition, is a highly recommended course. Eligible English courses must have a research component).

**Application and Selection**

1. The Nursing webpage contains information regarding application dates.
2. 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. The Nursing webpage contains information regarding specific selection processes.
3. Applicants will be notified of acceptance status via email.
4. A diagnostic readiness test (TEAS exam) will be required of all accepted students. Details are on the Nursing 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 visit the Nursing webpage and make an appointment with the Nursing Counselor to assess eligibility. 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 to verify that the student had no safety violations while enrolled in 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.

## Veterans

Military-trained healthcare personnel have the opportunity to apply for advanced placement in the nursing program. Detailed information is available on the Nursing webpage.

## International RN

For Registered Nurses from outside the USA needing to fulfill California Board of Registered Nursing requirements. Detailed information is available on the Nursing webpage.

## LVN to 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 with no grade less than a "C".

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 Associate'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 a space-available basis. Detailed information is available on the* Nursing *webpage.*

**Nursing Counselor:**

Students seeking advising should see the Nursing Counselor. Appointments for the Nursing Counselors can be obtained by calling the Nursing department at 760.773.2578.

**Ana Stockwell**
Astockwell@collegeofthedesert.edu
760.776.7415

**Faculty:**

**Bryan Batres**
Registered Nursing, Nursing Assistant
brbatres@collegeofthedesert.edu
x 6358

**Monica Camargo**
Registered Nursing, Vocational Nursing
mcamargo@collegeofthedesert.edu
760.776.7343

**Maricela Castillo**
Registered Nursing
macastillo@collegeofthedesert.edu
x7012

**Talon Hart**
Registered Nursing
tahart@collegeofthedesert.edu
x7058

**Mitzy Hernandez**
Vocational Nursing
mhernandez@collegeofthedesert.edu
x7054

**Amy Hetherington**

Registered Nursing
ahetherington@collegeofthedesert.edu
760.776.7292
**Lisa Kinsey**
Registered Nursing
likinsey@collegeofthedesert.edu (likinsey@collegeofthedesert.edu)
760.862.1357
**Mary Suarez**
Registered Nursing
mrsuarez@collegeofthedesert.edu
760.776.7215

## Vocational Nursing Program Outcome Behaviors

Using the nursing process, the graduate demonstrates the following competencies:

- Assesses basic physical, emotional, spiritual, and socio-cultural needs of clients using a variety of resources
- Contributes to the development of nursing care plans, establishing priorities, and revising as necessary
- Provides safe, competent nursing care using the accepted standard of practice and making appropriate referrals
- Evaluates care to determine priorities, goals, and effectiveness of care
- Uses effective communication skills in the nursing role, in therapeutic relationships with clients and families, and in collaboration with members of the health team
- Assumes responsibility and accountability for managing one's own actions and care delegated to those with lesser preparation
- Practices within the scope of practice of the licensed Vocational nurse • Adheres to the nursing Code of Ethics
- Seeks opportunity for continued professional growth and performance • Advocates for health care consumers through political, economic, and societal activities

## Registered Nursing End of Program Student Learning Outcomes (EPSLO)

- Demonstrates accountability for the delivery of nursing care while influencing the behavior of others to achieve shared goals.
- Demonstrate the Professional Identity of Nursing (PIN)
- Assimilate clinical judgment, rooted in evidence-based practice, to provide nursing care at an entry-level.
- Design client-centered care for individuals that recognizes the client as a full partner with individual preferences and beliefs.
- Integrates communication principles to foster a respectful environment that supports shared decision-making in the efforts of improving client's optimal wellness.
- Competently manages all aspects of safety for clients through system effectiveness, individual performance, and quality improvement to minimize risk of harm to clients.

# 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

The Associate Degree in Nursing (ADN) program prepares students for a rewarding career as a registered nurse (RN) in a variety of healthcare settings. This program emphasizes foundational nursing concepts integrated into the following key threads: **Professionalism, Evidence-Based Practice, Communication, Safety, and Holistic Client-Centered Care.**
This program combines classroom instruction, laboratory practice, and supervised clinical experiences to develop the skills, knowledge, and professional competencies required for entry-level nursing practice.
The curriculum focuses on building competencies in medical-surgical nursing, maternal-child health, mental health nursing, gerontological health, and community health while addressing the physical, emotional, and cultural needs of patients.
Graduates of the ADN program are eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN) and are prepared to deliver safe, ethical, and compassionate care in California's diverse healthcare environments. The program is approved by the California Board of Registered Nursing (BRN).

### 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.
*Program Entrance Requirements:* Acceptance under the existing eligibility and selection criteria available on the School of Health Sciences & Education webpage. Program eligibility and selection processes are subject to change. Prospective students are encouraged to check the school web page periodically or call 760.773.2579.
**Please note:** Students are strongly encouraged to complete all general education courses prior to the program application. Licensure can be achieved when all courses required for the degree are completed. Graduates are eligible for Registered Nurse Licensing Examination in California. All courses must be completed with a grade of "C" or better.

## Learning Outcomes

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

1. Demonstrate accountability for the delivery of nursing care while influencing the behaviors of others to achieve shared goals.
2. Assimilate clinical judgement, rooted in evidence-based practice, to provide nursing care at an entry level.

3. Design client-centered care for individuals that recognizes the client as a full partner with individual preferences and beliefs.
4. Integrate communication principles to foster a respectful environment that supports shared decision-making in the efforts of improving client's optimal wellness.
5. Competently manages all aspects of safety for clients through system effectiveness, individual performance, and quality improvement to minimize risk of harm to patients.
6. Demonstrate the professional identity of the nurse.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| Required Courses | | |
| BI 013 | Human Anatomy and Physiology I | 4 |
| BI 014 | Human Anatomy and Physiology II | 5 |
| BI 015 | General Microbiology | 5 |
| ENGL C1000 | Academic Reading and Writing | 4-5 |
| or ENGL C1000E | Academic Reading and Writing Support | |
| PSYC C1000 | Introduction to Psychology | 3 |
| or PSY 003 | Developmental Psychology | |
| COMM C1000 | Introduction to Public Speaking | 3 |
| or COMM 009 | Intro to Interpersonal Communication | |
| or COMM 013 | Small Group Communication | |
| or COMM 017 | Intercultural Communication | |
| SOC 003 | Fundamentals of Statistics | 3-4 |
| or STAT C1000 | Introduction to Statistics | |
| COD GE Area A3 | Arts Humanities and Culture (3 units) | 3 |
| COD GE Area A6 | Ethnic Studies | 3 |
| COD GE Area A7 | Personal Growth and Development, Health, Activity and Wellness | 2 |
| NRN 110 | Foundations of Nursing Practice | 3.5 |
| NRN 110C | Foundations of Nursing Practice: Clinical | 3.5 |
| NRN 120 | Concepts of Nursing: Commonly Occurring Alterations | 3.5 |
| NRN 120C | Concepts of Nursing: Commonly Occurring Alterations: Clinical | 3 |
| NRN 120L | Alterations in Health: Lab | 0.5 |
| NRN 130 | Concepts of Nursing: Mental Health | 1 |
| NRN 130C | Concepts of Nursing: Mental Health Clinical | 1 |
| NRN 140 | Concepts of Nursing: Gerontology | 1 |
| NRN 140C | Concepts of Nursing: Gerontology Clinical | 1 |
| NRN 210 | Chronic Alterations in Health | 3.5 |
| NRN 210C | Chronic Alterations in Health: Clinical | 3 |
| NRN 210L | Chronic Alterations in Health: Lab | 0.5 |
| NRN 220 | Acute Complex Alterations in Health | 3 |
| NRN 220C | Acute Complex Alterations in Health Clinical | 3 |
| NRN 220L | Acute Complex Alterations in Health Lab | 0.5 |
| NRN 230 | Pediatric Health and Wellness | 1 |
| NRN 230C | Pediatric Health & Wellness Clinical | 1 |
| NRN 240 | Health & Wellness in Growing Families | 1 |
| NRN 240C | Health & Wellness in the Growing Family : Clinical | 1 |
| NRN 250 | Transition to Practice | 0.5 |
| **DEGREE TOTAL** | | **71-73** |

# Vocational Nursing AS Degree

## Licensed Vocational Nursing (VN/LVN)

The Vocational Nursing AS Degree program prepares students to become Licensed Vocational Nurses (LVNs) by providing comprehensive education in nursing theory, clinical practice, and professional standards. Approved by the California Board of Vocational Nursing and Psychiatric Technicians (BVNPT), this 12-month, full-time program equips graduates with the knowledge and skills to pass the NCLEX-PN licensing exam and excel in diverse healthcare settings. Combining classroom instruction with hands-on clinical experience, students develop the competencies required for safe, ethical, and patient-centered care.

## Learning Outcomes

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

1. Integrate leadership principles in a variety of healthcare settings. \ 1a. Demonstrate the Professional Identity of the VN
2. Employ clinical judgement, rooted in evidence-based practice to provide nursing care at an entry level for a vocational nurse.
3. Prioritize client-centered care that recognizes the client as a full partner with individual preferences and beliefs.
4. Facilitate communication with the interprofessional health care team for the purpose of improving patient outcomes.
5. Implement all aspects of safety through systems-based approach and individual practice.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | **Units** |
| HS 013 | General Nutrition [1] | 3 |
| HS 062 | Your Living Body | 3-9 |
| or | | |
| BI 013 | Human Anatomy and Physiology I [1] | |
| and | | |
| BI 014 | Human Anatomy and Physiology II | |
| HS 067 | Introduction to Med/Dosage Calculations | 1 |
| PSYC C1000 | Introduction to Psychology [1] | 3 |
| NVN 010 | Fundamentals for the Vocational Nurse | 16 |
| NVN 020 | Care of the Client Experiencing Medical-Surgical Alterations | 16 |
| NVN 030 | Vocational Nursing Care of Clients In Special Populations | 7.5 |
| **Required Subtotal** | | **49.5-55.5** |
| COD General Education Pattern (p. 84) | | 23 |
| **DEGREE TOTAL** | | **67.5-70.5** |

[1] Course can also be used to satisfy COD GE requirement.

# Vocational Nursing Certificate of Achievement

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.
Program Acceptance Requirements:  See School of Health Sciences & Education web page.
Graduates eligible for Vocational Nurse Licensing Examination in CaliforniaAll courses must be completed with a grade of "C" or better.

## Learning Outcomes

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

1. Students will be able to display attributes required for safe, ethical, and effective entry level vocational nursing practice.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | **Units** |
| HS 013 | General Nutrition | 3 |
| HS 062 | Your Living Body | 3 |
| HS 067 | Introduction to Med/Dosage Calculations | 1 |
| PSY 001 | | 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 |
| **CERTIFICATE TOTAL** | | **51** |

# 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.
- 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.

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:**

**Jenne Carey**
Music, Vocal
jcarey@collegeofthedesert.edu
760.674.3774

**Anthony Fesmire**
Music, Instrumental
afesmire@collegeofthedesert.edu
760.776.7477

**Janet Miller**
Theatre Arts
jamiller@collegeofthedesert.edu
760.776.5725

**Christopher Reba**
Music, Technology
creba@collegeofthedesert.edu
760.346.8041 ext. 6302

## 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:

| Course Code | Title | Units |
|---|---|---|
| **Related in Content** | **Music Courses** | |
| PIANO | | |
| MUS 021A | Piano I | |

| | |
|---|---|
| MUS 021B | Piano II |
| 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 | Electronic Music Production |
| MUS 078B | Audio Recording Fundamentals |
| MUS 078C | Live Sound Reinforcement I |
| MUS 078D | Digital Audio IV Capstone |
| 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 | |
| DANC 070 | Dance, Modern |
| DANC 073A | Dance, Jazz |
| DANC 073B | Dance, Jazz |
| DANC 075 | Dance, Tap |
| DANC 076A | Dance, Ballet |
| DANC 076B | Dance, Ballet |

# Advanced Commercial Music Certificate of Achievement

Digital technology has transformed commercial music, making it possible to produce commercial music projects without huge budgets, expensive studio set-ups or large crews. Whether the goal is to fulfill a personal artistic vision, market a product or advance a cause, the fundamental need for commercial music remains a powerful one.

In this certificate program, students receive direct, hands-on experience creating commercial music that is entertaining, emotional, sophisticated and compelling. The program builds on the elements learned in the basic certificate program, covering advanced aspects of commercial music production, including writing, directing, performing, producing, editing and marketing.

The **Advanced Commercial Music Certificate of Achievement** provides a deeper study of commercial music production as well as more advanced industry skills, processes and practices. It gives students crucial musical and audio engineering tools. Students emerge with commercial music for their personal or professional portfolio.

## Learning Outcomes

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

1. 1. Students will have the skills necessary to compose, direct, and perform commercial music at an advanced level.
2. 2. Students will have the skills necessary to produce, record, edit, and mix commercial music at an advanced level.
3. 3. Students will have the business, marketing, and management skills necessary to produce a variety of commercial music events in a variety of venues at an advanced level.
4. 4. Students will produce multi-track commercial music.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses (12 units)** | | |
| MUS 078C | Live Sound Reinforcement I (This course will become " Live Sound Reinforcement 1" after course revisions are approved.) | 3 |
| MUS 078D | Digital Audio IV Capstone | 1 |
| MUS 013 | Songwriting | 3 |
| MUS 021B | Piano II | 2 |
| BUMA 027 | Marketing Principles | 3 |
| **Electives (select 6 units)** | | |
| MUS 001 | Music Theory I | 4 |
| MUS 002 | Music Theory II | 4 |
| MUS 003 | Music Theory III | 4 |
| MUS 021C | Piano III | 2 |

| | | |
|---|---|---|
| MUS 023A | Jazz/Rock/Pop Voice I | 2 |
| MUS 023B | Jazz/Rock/Pop Voice II | 2 |
| MUS 050A | Beginning Jazz/Rock Guitar | 2 |
| MUS 050B | Intermediate Jazz/Rock Guitar | 2 |
| MUS 095A | Music Work Experience (Maximum of 2 units may be used for work experience) | 1-2 |
| FILM 002A | Film Production I: Basic Film Production | 3 |
| FILM 002B | Film Production II: Advanced Film Production | 3 |
| **CERTIFICATE TOTAL** | | **18** |

# Basic Commercial Music Certificate of Achievement

Digital technology has transformed commercial music, making it possible to produce commercial music without huge budgets, expensive studio set-ups or large crews. Whether the goal is to fulfill a personal artistic vision, market a product or advance a cause, the fundamental need for commercial music remains a powerful one.
In this certificate program, students receive direct, hands-on experience creating commercial music that is entertaining, emotional, sophisticated and compelling. The program covers the primary aspects of commercial music production, including writing, directing, performing, producing, editing and marketing. Students will learn:

- Music composition concepts, including song development, music vocabulary and audio production tools, techniques, protocols and workflow
- Directing and producing techniques including music arrangement and performance
- Piano and vocal skills
- Industry standard recording techniques including microphone selection and placement
- Multi-track recording fundamentals including basic audio editing and mixing
- Music industry marketing

This Certificate provides a platform from which to launch further study of commercial music production as well as basic entry-level industry skills, processes and practices. It gives students crucial musical and audio engineering tools. Students emerge with commercial music for their personal or professional portfolio.

## Learning Outcomes

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

1. 1. Students will have the skills necessary to compose, direct and perform commercial music.
2. 2. Students will have the skills necessary to produce record, edit, mix commercial music.
3. 3. Students will have the business, marketing and management skills necessary to produce a variety of commercial music events in a variety of venues.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses (14 units)** | | |
| MUS 012 | Fundamentals of Music | 3 |
| MUS 021A | Piano I | 2 |
| MUS 078A | Electronic Music Production | 3 |
| MUS 078B | Audio Recording Fundamentals | 3 |
| MUS 079 | Introduction to Music Business | 3 |
| **Elective Courses - Select 6 units from the following courses:** | | |
| MUS 001 | Music Theory I | 4 |
| MUS 021B | Piano II | 2 |
| MUS 023A | Jazz/Rock/Pop Voice I | 2 |
| MUS 023B | Jazz/Rock/Pop Voice II | 2 |
| MUS 050A | Beginning Jazz/Rock Guitar | 2 |
| FILM 002A | Film Production I: Basic Film Production | 3 |
| MUS 095A | Music Work Experience (maximum of 2 units may be used for work experience) | 1-2 |
| **CERTIFICATE TOTAL** | | **20** |

# 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, piano, 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:
   - Cal-GETC
   - 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 "P") 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.

## Learning Outcomes

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

1. Demonstrate the ability to analyze and compose music that makes use of tonal and post tonal approaches in a variety of musical and cultural contexts.
2. Demonstrate the ability to perform music from a variety of musical and cultural contexts in both solo and ensemble formats on their chosen instrument or voice.
3. Demonstrate the ability to perform music and technical exercises for the piano at a lower intermediate level.
4. Demonstrate the ability to apply aural skills to the performance, composition, and analysis of music.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Core Courses** | | |
| MUS 001 | Music Theory I | 4 |
| MUS 002 | Music Theory II | 4 |
| MUS 003 | Music Theory III | 4 |
| MUS 012 | Fundamentals of Music | 3 |
| MUS 021A | Piano I | 1 |
| MUS 021B | Piano II | 1 |
| MUS 021C | Piano III | 1 |
| Take four semesters total of the following (0.5 units each): | | 2 |
| MUS 099A | Applied Music, Instrumental | |
| MUS 099B | Applied Music, Vocal | |
| Large Ensemble (4 semesters total) - select from the following (1 unit each): | | 4 |
| MUS 027 | Jazz Band | |
| MUS 028 | Jazz Ensembles | |
| MUS 029 | Jazz Singers | |
| MUS 031 | Chamber Singers | |
| MUS 033 | Symphonic Band | |
| **Required Subtotal** | | **24** |
| Cal-GETC (p. 90) [1] | | 34 |
| Transferable Electives (as needed to reach 60 transferable units) [2] | | |
| **DEGREE TOTAL** | | **60** |

[1] Units for the major may be double counted for Cal-GETC, confer with a Counselor.

[2] Elective units to reach 60 unit total must be CSU transferable, confer with a Counselor.

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

# 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.

## Learning Outcomes

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

1. Students will effectively interpret musical theatre scripts and songs.
2. Students will integrate interdisciplinary performance skills required for success in the musical theatre field.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| 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 units):** | | |
| MUS 022A | Voice I | 2 |
| MUS 022B | Voice II | 2 |
| MUS 022C | Voice III | 2 |
| MUS 023A | Jazz/Rock/Pop Voice I (Jazz/Rock/Pop Voice I) | 2 |
| MUS 023B | Jazz/Rock/Pop Voice II (Jazz/Rock/Pop Voice II) | 2 |
| **Select 2 units from the following courses:** | | **2** |
| DANC 076A | Dance, Ballet | |
| OR | | |
| DANC 073A & DANC 075 | Dance, Jazz and Dance, Tap | |
| **Select 3 units from the following courses:** | | **3** |
| MUS 086 | Musical Theatre Performance | |
| or TA 096 | 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 | |
| **CERTIFICATE TOTAL** | | **18** |

# 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 Cal-GETC 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 "P) 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.

## Learning Outcomes

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

1. Demonstrate artistic and technical growth and personal enrichment through theatrical performance.
2. Analyze major artists, media, genres, and periods of theater history from ancient Greece to the present.
3. Demonstrate vocational skills necessary for a career in the theater.

4. Be prepared to transfer to a university or four-year college with a major in theatre arts or a related field.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **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)- Repeatable 3 times | | |
| TA 020 | Play Production - Acting | 1 |
| TA 021 | Play Production - Acting | 2 |
| TA 022 | Play Production - Acting | 3 |
| TA 094 | Musical Theatre Performance | 1 |
| TA 095 | Musical Theatre Performance | 2 |
| TA 096 | Musical Theatre Performance | 3 |
| MUS 084 | Musical Theatre Performance | 1 |
| MUS 085 | Musical Theatre Performance | 2 |
| MUS 086 | Musical Theatre Performance | 3 |
| TA 030 | Technical Theatre Production | 1 |
| TA 031 | Technical Theatre Production | 2 |
| TA 032 | Technical Theatre Production | 3 |
| **List A** | | |
| Select 3 courses from the following or any course not used in required courses: (9 units) | | |
| TA 003 | Acting II | 3 |
| TA 004 | Script Analysis | 3 |
| TA 009 | Stagecraft | 3 |
| TA 010 | Introduction to Design & Production | 3 |
| TA 012 | Introduction to Costume Design | 3 |
| TA 013 | Introduction to Lighting Design | 3 |
| TA 080 | Theatre Makeup | 3 |
| **Required Subtotal** | | **18** |
| Cal-GETC (p. 90) [1] | | 34 |
| Transferable Electives (as needed to reach 60 transferable units) [2] | | |
| **DEGREE TOTAL** | | **60** |

[1] Units for the major may be double counted for Cal-GETC, confer with a Counselor.

[2] Elective units to reach 60 unit total must be CSU transferable, confer with a Counselor.

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

# Entertainment Design and Technical Theatre - Advanced

The Coachella Valley is a center for Live and Recorded Performance, including Theatre, Film, Television, Live Events, Concerts, and Advertising. Entry-level jobs in these productions, include production assistants, stage managers, carpenters, scenic painters, set decorators, prop artisans, and wardrobe personnel are available to skilled technicians. The Entertainment Design and Technical Theatre Program - Advanced, provides rigorous academic instruction, hands-on practical training, and experiential learning in several areas of technical theatre production. Through coursework as well as advanced practical work on live theatrical productions, students are trained in Stagecraft, Stage Lighting, Stage Sound, Scenic and Prop Construction, Stage Management, Stage Costuming, and Stage Makeup. Students will work with advanced technology and materials in the use of intelligent lighting systems, audio equipment, video projection equipment, stage machinery, set construction, scenic painting, and costume construction and design. Internships, mentorships, and entry-level job opportunities in the industry are made available to candidates who meet and exceed expectations. The Entertainment Design and Technical Theatre – Advanced is an Advanced entry level program with no prerequisites or enrollment limitations.

**Required Courses**

| Course Code | Title | Units |
|---|---|---|
| TA 028 | Introduction to Stage Management | 3 |
| TA 012 | Introduction to Costume Design | 3 |
| TA 029 | Fabrication Techniques - Props, Furniture, and Detailed Objects | 3 |
| TA 013 | Introduction to Lighting Design | 3 |
| TA 032 | Technical Theatre Production | 3 |

**Electives - Group A - 6 Units from the following courses:**

| Course Code | Title | Units |
|---|---|---|
| TA 080 | Theatre Makeup | 3 |
| MUS 078C | Live Sound Reinforcement I | 3 |
| FILM 002A | Film Production I: Basic Film Production | 3 |

**Electives - Group B - 6 Units from the following courses:**

| Course Code | Title | Units |
|---|---|---|
| ART 001A | Beginning Drawing & Composition | 3 |
| DDP 103 | Publication Design & Production | 3 |
| DRA 011 | Intro to Sketchup & Revit | 3 |

**Electives - Group C - 3 Units from the following courses:**

| Course Code | Title | Units |
|---|---|---|
| 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 |
| **CERTIFICATE TOTAL** | | **30** |

**Internship - Optional as available and appropriate to student's skillset**
*Formal Internship Program with Coachella Valley Repertory Theatre*
Does not qualify for Title IV Federal Funding.

# Entertainment Design and Technical Theatre - Basic

The Coachella Valley is a center for Live and Recorded Performance, including Theatre, Film, Television, Live Events, Concerts, and Advertising. Entry-level jobs in these productions, including production assistants, stage managers, carpenters, scenic painters, set decorators, prop artisans, and wardrobe personnel are available to skilled technicians. The Entertainment Design and Technical Theatre Program - Basic, provides rigorous academic instruction, hands-on practical training, and experiential learning in several areas of technical theatre production.

Through coursework as well as basic practical work on live theatrical productions, students are trained in Stagecraft, Stage Lighting, Stage Sound, Scenic and Prop Construction, Stage Management, Stage Costuming, and Stage Makeup. Students will work with basic technology and materials in the use of intelligent lighting systems, audio equipment, video projection equipment, stage machinery, set construction, scenic painting, and costume construction and design. Internships, mentorships, and entry-level job opportunities in the industry are made available to candidates who meet and exceed expectations.

The Entertainment Design and Technical Theatre Certificate – Basic is a Basic entry level program with no prerequisites or enrollment limitations.

**Required Courses**

| Course Code | Title | Units |
|---|---|---|
| TA 001 | Introduction to Theatre | 3 |
| TA 009 | Stagecraft | 3 |
| DRA 001 | Technical Drafting I | 3 |
| ART 003A | Basic Design & Color | 3 |
| TA 010 | Introduction to Design & Production | 3 |
| ART 004 | Three-Dimensional Design | 3 |
| TA 032 | Technical Theatre Production | 3 |
| **Total Units** | | **21** |

Does not qualify for Title IV Federal Funding

# 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 their 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:

1. Completion of 60 semester units that are eligible for transfer to the California State University, including both of the following:
   - Completion of Cal-GETC.
   - 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 "P") 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.

## Learning Outcomes

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

1. Critique generalizations and popular opinion about human behavior and society, distinguishing opinion and values from scientific observations and study.
2. Understand and think critically about different cultures (including topics such as race, gender, and class) and their influence on human development or society.
3. Develop individual responsibility, personal integrity, and respect for diverse people and culture.
4. Identify and analyze key concepts and theories about human and/or societal development.
5. Examine the biological, psychological, and sociological factors that influence the personalities and behaviors of females and males from a multicultural perspective.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **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 |
| **List A** | | |
| Select one course from the following (3 units): | | 3 |
| PHIL 012 | Religions of the World | 3 |
| PHIL 013 | Perspectives on Death & Dying | 3 |
| PHIL 018 | Philosophy of Science | 3 |
| **Required Subtotal** | | **18** |
| Cal-GETC (p. 90) [1] | | 34 |
| Transferable Electives (as needed to reach 60 transferable units) [2] | | |
| **DEGREE TOTAL** | | **60** |

1. Units for the major may be double counted for Cal-GETC, confer with a Counselor.
2. Elective units to reach 60 unit total must be CSU transferable, confer with a Counselor.

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

# Police Science

College of the Desert’s Police Science Program:

- Prepares current and future law enforcement students and professionals for the dynamic challenges of succeeding in the field of law enforcement and the Criminal Justice System.
- Helps students develop a sense of the basic requirements for successful careers in Criminal Justice.
- Allows students to complete the Degree program while working part or full-time, with courses offered during evenings and on weekend days.

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.

**Advisors:**

**Stan Henry**

sthenry@collegeofthedesert.edu
760.565.4828
**D. C. Mayes**
dcmayes@collegeofthedesert.edu
760.862.1302

# Public Safety Certificate of Achievement

The Public Safety Certificate of Achievement is focused towards students pursuing a career in Public Safety or as a First Responder. Students will be introduced to courses in Criminal Justice, Fire Service and Emergency Medical Services. Completion of this certificate will provide students with the basic knowledge to pursue a career in the Public Safety field.

## Learning Outcomes

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

1. Exhibit a working knowledge of the various aspects of the Fire Service to include but not limited to Fire Department structure, operations, educational and experiential requirements for fire service jobs.
2. Describe employment criteria required in Criminal Justice and Law Enforcement industries.
3. Display aptitude and knowledge necessary to qualify for employment in Emergency Medical Service industries.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses:** | | |
| CJ 001 | Introduction to Criminal Justice | 3 |
| FIRE 001 | Principles of Emergency Services | 3 |
| OR | | |
| FIRE 001A & FIRE 001B | Principles of Emergency Services 1A and Principles of Emergency Services 1B | 3 |
| EMR 080 | Emergency Medical Responder | 3 |
| OR | | |
| EMR 080A & EMR 080B | Emergency Medical Responder 1A and Emergency Medical Responder 1B | 3 |
| **CERTIFICATE TOTAL** | | **9** |

# Basic Correctional Officer Certificate of Achievement

The Basic Correctional Officer Certificate of Achievement prepares students for entry-level positions in the field of corrections. This program will introduce the student to adult corrections procedures, interviewing, counseling techniques, defensive tactics, public relations, and oral and written communications. Security and supervision techniques in adult institutions are stressed. The Correctional Officer Training course meets or exceeds the mandates of the California Board of Corrections and Rehabilitation. Check the program website for additional information.

## Learning Outcomes

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

1. Interpret codes, statutes, and policies as they relate to the care and custody of inmates in a correctional facility.
2. Discuss the importance of physical fitness in meeting the demands of the corrections environment and identify the different types of training styles best suited for correctional officers.
3. Apply the principles of group dynamics to maintain control and security while working with groups of inmates in a correctional facility.
4. Demonstrate the ability to provide basic first aid and life support measures as prescribed by the California Code of Regulations.
5. Explain the importance of teamwork as it pertains to a correctional facility.
6. Critically compare and contrast basic techniques for evaluating and analyzing occupationally hazardous situations and selection of the appropriate response procedure.
7. Identify proper application of defensive tactics techniques and their responsibility after the use of force has occurred.
8. Discuss the proper application of safe tactical less-lethal munitions techniques.
9. Articulate the basic concepts of law enforcement writing.
10. Outline the duties and responsibilities of a correctional deputy/officer in a city or county jail.
11. Recite and explain the Correctional Deputy Code of Ethics.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| BCOT 010 | Basic Correctional Officer Training | 16 |
| Select one course from the following: (3 units) | | |
| CJ 001 | Introduction to Criminal Justice | 3 |
| CJ 030 | Introduction to Corrections | 3 |
| **CERTIFICATE TOTAL** | | **19** |

# 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.

## Learning Outcomes

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

1. Be prepared for entry level employment in the field of Reserve Police or similar field.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **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 |
| **CERTIFICATE TOTAL** | | **19** |

# Basic Peace Officer Certificate of Achievement

The Basic Peace Officer Certificate of Achievement is designed to serve students seeking either to enter or enhance their careers in the law enforcement profession. The courses in this program will provide the

foundational knowledge for a person to enter the profession of law enforcement as a Level-I reserve officer or a full-time police officer.

## Learning Outcomes

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

1. Analyze the various aspects of police work.
2. Be prepared to perform the duties and responsibilities of a Police Reserve Officer – Level I in the state of California.
3. Perform physical fitness exercises as prescribed by the California Commission on Peace Officer Standards and Training (POST).
4. Be prepared for the POST exam.
5. Be prepared for entry-level employment as a peace officer.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| BPOT 003 | Basic Peace Officer Training-Module I | 19 |
| Select one course from the following: (3 units) | | |
| CJ 002 | Concepts of Criminal Law | 3 |
| CJ 004 | Criminal Court Process | 3 |
| CJ 006 | Criminal Investigation | 3 |
| CJ 010 | Juvenile Procedures | 3 |
| CJ 024 | Investigative Report Writing | 3 |
| CJ 030 | Introduction to Corrections | 3 |
| **CERTIFICATE TOTAL** | | **22** |

# 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 Cal-GETC 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 "P") 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.

## Learning Outcomes

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

1. Students will demonstrate the ability to write, speak, and critically analyze complex political processes and government policies.
2. Students will analyze and interpret texts, images, and experiences in order to understand political problems.
3. Students will develop an original argument in response to a political science puzzle and propose theoretical and/or practical solutions.
4. Students will utilize the methods and tools political scientists use to test their hypotheses and substantiate their claims.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Core Courses:** | | **Units** |
| POLS C1000 | American Government and Politics | 3 |
| Select two courses from the following (6 units): | | |
| PS 002 | Introduction to Comparative Governments | 3 |
| PS 003 | Introduction to Political Theory | 3 |
| or PHIL 003 | Introduction to Political Theory | |
| PS 004 | Introduction to International Relations | 3 |
| **List A- Select 2 courses from the following (6 units):** | | |
| Any course not used in required core | | |
| SOC 003 | Fundamentals of Statistics | 3-4 |
| or STAT C1000 | Introduction to Statistics | |
| PS 005 | | 3 |
| PS 006 | Latinx Politics | 3 |
| PS 007 | African American Politics | 3 |
| PS 008 | Women and Politics | 3 |
| PS 009 | | 3 |
| **List B- Select 1 course (3 units):** | | |
| Any course not used in List A | | 3 |
| ANTH 002 | Cultural Anthropology | 3 |
| ECON 001 | Principles of Macroeconomics | 3 |
| HIST 017 | US History through Reconstruction | 3 |
| **Required Subtotal** | | **18-19** |
| Cal-GETC (p. 90) [1] | | 34 |
| Transferable Electives (as needed to reach 60 transferable units) [2] | | |
| **Degree Total** | | **60** |

[1] Units for the major may be double counted for Cal-GETC, confer with Counselor.

[2] Elective units to reach 60 unit total must be CSU transferable, confer with Counselor.

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

# 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 allied health programs.
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 their processes. Organisms studied by biologists include bacteria, protists, plants, fungi, and animals. In addition to biological processes, biology also covers molecular and cellular structures, organismal behavior, the relationship between structure and function, and anatomy and physiology.

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 and national parks service, environmentalist, and biology education.

Careers in biology that require graduate-level degrees include medicine, pharmacy, veterinary, optometry and dentistry, bioinformatics (biology with computer science), and medical and biological research. Even students who do not major in biology find that coursework in the field can improve their skills in critical thinking, complex problem solving, writing, research and analysis. Additionally, biology coursework gives students the opportunity to explore current scientific, medical, and environmental topics, as well as their own health.

College of the Desert's biology curriculum includes course offerings in general biology, for non-science majors, human anatomy and physiology as well as microbiology for students preparing for careers in health care, and introductory biology coursework for science majors in molecular and cell biology and organismal biology.

The College offers an Associate in Science in Biology for Transfer (AS-T) degree which prepares students for seamless transfer with junior status to a CSU campus in a program or major in Biology. Students earning the Biology AS-T degree may pursue entry-level positions as laboratory assistants or may choose to continue their studies in the discipline toward a bachelor's or graduate degree at any college or university. 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

Courses in physical science aim to engage students with subjects such as astronomy, chemistry, geology, and physics, that study the structure and function of non-living systems. Studying these systems, students will use the scientific method to investigate materials ranging from subatomic particles to the vast scale of the Earth, solar system, dark matter and energy within our universe.

Students who choose not to major in physical sciences find that coursework in the field can improve their ability to solve complex problems using critical thinking and to perform research and analysis. Satisfy your curiosity of the physical sciences and initiate your development of knowledge to improve our quality of life.

Most careers in this discipline require an undergraduate or graduate-level degree. However, minimum qualifications for some entry-level positions require an associate degree. Career paths chosen by students pursuing undergraduate studies in physical sciences commonly include, but are not limited to, laboratory and/or field technician positions with an emphasis in astronomy, chemistry, engineering, environmental science, geology, and physics.

College of the Desert's physical science curriculum includes course offerings that provide a general overview of the disciplines for students seeking to satisfy general education requirements, a bachelor's degree in a nursing program, or students planning to become educators at elementary and secondary schools. Additionally, coursework is offered for students majoring in science or engineering and intending to transfer to a four-year program in their chosen discipline.

College of the Desert offers Associate in Science for Transfer (AS-T) Degrees in Chemistry, Environmental Science, Geology, and Physics. These degrees prepare students for a seamless transfer with junior status to a CSU or UC in their chosen program or major for completion of a baccalaureate degree. Transfer requirements at four-year colleges and universities vary from institution to institution; students should consult with a counselor for specific information regarding the transfer requirements of their preferred college or university.

**Advisors:**

**Richard Burns**
Geology, Environmental Science
rburns@collegeofthedesert.edu
760.674.7804

**Ahmed ElShafie**
Astronomy
aelshafie@collegeofthedesert.edu
442.400.5312

**Carl Farmer**
Astronomy, Physics
cfarmer@collegeofthedesert.edu
760.776.7455

**Michael Gariety**
Physics
mgariety@collegeofthedesert.edu
760.776.7275

**Adam Gill**
Chemistry
agill (agill@collegeofthedesert.edu)@collegeofthedesert.edu (agill@collegeofthedesert.edu)
760.776.7242

**Amy Glover Lounsbury**
Biology
aglover@collegeofthedesert.edu
760.776.7232

**Robert Guinn**
Chemistry
rguinn@collegeofthedesert.edu
760.862.1363

**Christine Melton**
Chemistry
cmelton@collegeofthedesert.edu
760.674.7639

**Ali Moussaoui**
Physics/Engineering
amoussaoui (Ali Moussaoui Physics / Engineering amoussaoui@collegeofthedesert.edu 760.565.4886)@collegeofthedesert.edu (damayo@collegeofthedesert.edu)
760.565.4886

**German Musch**
Biology
gmusch (gmusch@collegeofthedesert.edu)@collegeofthedesert.edu (damayo@collegeofthedesert.edu) (gmusch@collegeofthedesert.edu)
760.776.7367

**Holly Paquette**
Biology
hpaquette (hpaquette@collegeofthedesert.edu)@collegeofthedesert.edu (damayo@collegeofthedesert.edu) (hpaquette@collegeofthedesert.edu)
760.565.4892

**Duyen Pham**
Chemistry
dpham (dpham@collegeofthedesert.edu)@collegeofthedesert.edu (damayo@collegeofthedesert.edu) (dpham@collegeofthedesert.edu)
760.636.7976

**Edith Rojas Salazar**

Geology, Environmental Science
erojassalazar@collegeofthedesert.edu
760.862.1307
**Robert Rosteck**
Biology, Pre-medicine
rrosteck@collegeofthedesert.edu
760.776.7284
**Alexa Sawa**
Biology, Pre-medicine
asawa@collegeofthedesert.edu
760.776.7276
**Anthony Tesch**
Biology
atesch@collegeofthedesert.edu
760.776.7274
**Kaleigh Vilchez-Russell**
Biology
kvilchez-russell (kvilchez-russell@collegeofthedesert.edu)@collegeofthedesert.edu (gvezzoli@collegeofthedesert.edu)
760.776.7978
**Giuseppe Vezzoli**
Biology
gvezzoli@collegeofthedesert.edu
760.674.7803

# 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 a CSU institution.
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:
   - Cal-GETC
   - 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 “P”) or better for each course in the major.
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.

## Learning Outcomes

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

1. Describe the mechanisms of reproduction and heredity, from both classical and molecular perspectives, and link genetic influences to evolutionary processes and adaptation.
2. Explain the relationship between structure and function in biological systems.
3. Use mathematical, physical, and chemical principles to understand the functioning of biological processes.
4. Students will be prepared to transfer to a four-year university biology program.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **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 II | 4 |
| PH 020A | Physics for Life Sciences Majors I | 4 |
| and | | |
| PH 020B | Physics for Life Sciences Majors II | 4 |
| **or** | | |
| 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 |
| **Required Subtotal** | | **36** |
| Cal-GETC (p. 90) [1] | | 34 |
| Transferable Electives (as needed to reach 60 transferable units) | | |
| **DEGREE TOTAL** | | **60** |

[1] Units for the major may be double counted for Cal-GETC, confer with a Counselor.

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

# 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.

## Learning Outcomes

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

1. Demonstrate an understanding of general, inorganic and introductory organic chemistry, including nomenclature and writing formulas and chemical equations.
2. Use appropriate scientific terminology and evaluate the merit of scientific data using critical thought.
3. Demonstrate an understanding of general, inorganic and introductory organic chemistry, including nomenclature and writing formulas and chemical equations.
4. Describe basic atomic theory and apply its principles to chemical reactions.
5. Describe reactions of acids/bases, oxidation-reduction reactions, as well as reactions of gases, liquids, and solids.
6. Explain functional group categories that differentiate the various organic chemicals and the physical, chemical and physiological properties of each.
7. Describe and demonstrate correct use of laboratory equipment.
8. Prepared for transfer to 4-year university chemistry programs and upper-division chemistry courses.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **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 II | 4 |
| PH 003A | Engineering Physics | 4 |
| PH 003B | Engineering Physics | 4 |
| **Required Subtotal** | | **36** |
| IGETC for STEM [1] | | 31 |
| **DEGREE TOTAL** | | **60** |

[1] 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).**

# Environmental Science AS-T Degree

The **Environmental Science Associate in Science for Transfer Degree**, also called *Environmental AS-T Degree*, is designed to prepare students for a seamless transfer with junior status to a California State University (CSU) campus in a program or major in Environmental Science for completion of a baccalaureate degree. The program focuses on science methodology and applied analysis to study natural and human environments from an interdisciplinary perspective. The curriculum builds on natural sciences (biology, chemistry, geology, and physics), integrated social and applied science (economics, geography, and bioregional studies), and mathematics (including calculus and statistics).

This *Environmental Science 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.

The *Environmental Science AS-T Degree* requires students to complete 60 CSU transferable units including completion of **IGETC for STEM** *and* 41 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.

## Learning Outcomes

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

1. Evaluate and analyze concepts and methods from physical and applied sciences and their application in environmental problem solving.
2. Examine the relationship between ethical, cross-cultural, and historical environmental issues with anthropogenic and natural systems.
3. Demonstrate proficiency in quantitative methods, qualitative analysis, critical thinking, and written and oral communication of environmental processes.
4. Ability to transfer to a four-year university environmental science program.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Core** | | **Units** |
| BI 005 | Molecular and Cell Biology | 5 |
| CH 001A | General Chemistry I | 5 |
| CH 001B | General Chemistry II | 5 |
| ECON 002 | Principles of Microeconomics | 3 |
| MATH 014 | | 4 |
| MATH 001A | Calculus | 4 |
| G 001 | Physical Geology | 4 |
| or GEOG 001 & 001L | Physical Geography and Physical Geography Lab | |
| G 022 | Introduction to Environmental Sciences | 3 |
| or NR 001 | Conservation of Natural Resources | |
| PH 002A & PH 002B | College Physics I and College Physics II | 8 |
| or PH 003A & PH 003B | Engineering Physics and Engineering Physics | |
| **Required Subtotal** | | **41** |
| IGETC for STEM [1] | | 31 |
| Transferable electives as needed to reach 60 transferable units [2] | | |
| **DEGREE TOTAL** | | **60** |

[1] Units for the major may be double counted for **IGETC for STEM only** (*not CSU GE*), confer with Counselor.

[2] Elective units to reach 60 unit total must be CSU transferable, confer with Counselor.

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

# 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:
   - Cal-GETC.
   - 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 "P") 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.

## Learning Outcomes

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

1. Ability to transfer to a four-year university geology program.
2. Demonstrate proficiency in quantitative methods, qualitative analysis, critical thinking, and written and oral communication of geologic processes.
3. Evaluate and analyze concepts of the theory of plate tectonics, its mechanisms, and its central role in shaping the planet.
4. Examine and identify common Earth materials and interpret their composition, origin, and uses.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **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 II | 4 |
| **Required Subtotal** | | **26** |
| Cal-GETC (p. 90) [1] | | 34 |
| Transferable Electives (as needed to reach 60 transferable units) [2] | | |
| **DEGREE TOTAL** | | **60** |

[1] Units for the major may be double counted for Cal-GETC, confer with a Counselor.
[2] Elective units to reach 60-unit total must be CSU transferable, confer with a Counselor.

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

# 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 Cal-GETC *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 "P") 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.

## Learning Outcomes

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

1. 1. Students will be prepared to transfer to a four-year university majoring in Physics or Astronomy.\
   \
   2. Apply the scientific method of inquiry and use appropriate experimental techniques in the Physics and Astronomy laboratory setting to set up experiments; acquire, record, and analyze data; and formulate physical and astronomical conclusions from the data. \
   \
   3. Use quantitative reasoning and critical thinking skills to solve problems in Physics and Astronomy. \
   \
   4. Demonstrate knowledge and comprehension of fundamental concepts in Physics and Astronomy and develop a life-long appreciation and understanding of the role of the Physics and Astronomy in everyday life.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **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 II | 4 |
| MATH 002A | Multivariate Calculus | 4 |
| **Required Subtotal** | | **24** |
| Cal-GETC (p. 90) [1] | | 34 |
| Transferable Electives (as needed to reach 60 transferable units) [2] | | |
| **DEGREE TOTAL** | | **60** |

[1] Units for the major may be double counted for CSU GE or IGETC, confer with a Counselor.
[2] Elective units to reach 60 unit total must be CSU transferable, confer with a Counselor.

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

# 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 Cal-GETC and 18-21 units in the major with a cumulative GPA of 2.0 or better. Title 5 requires that students must earn a "C" (or "P") 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.

## Learning Outcomes

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

1. Identify and analyze key concepts and theories about human evolution, human variation, and cultural development.
2. Critique generalizations and popular opinion about human behavior and society, distinguishing opinion, values, and pseudoscience from scientific observations and study.
3. Understand and think critically about different cultures (including topics such as race, gender, and class) and their influence on human development, societies, and globalization.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Core Courses (12-13 units)** | | |
| ANTH 001 | Human Evolution: Introduction to Biological Anthropology | 3 |
| ANTH 002 | Cultural Anthropology | 3 |
| ANTH 003 | Archaeology, Introduction to Prehistory | 3 |
| SOC 003 | Fundamentals of Statistics | 3-4 |
| or STAT C1000 | Introduction to Statistics | |
| **List A** | | |
| Select 1 course from the following (3-4 Units): | | |
| BI 013 | Human Anatomy and Physiology I | 4 |
| G 001 | Physical Geology | 4 |
| G 005 | Environmental Geology | 4 |
| G 010 | The Earth Sciences | 4 |
| NR 021 | Introduction to GIS | 3 |
| PHIL 018 | Philosophy of Science | 3 |
| PSY 025 | Intro to Research Methods for Soc Sciences | 3 |
| **List B** | | |
| Select 1 course from the following (3 units): | | |
| Any List A course not already used. | | |
| GEOG 002 | Cultural Geography | 3 |
| PHIL 012 | Religions of the World | 3 |
| SOC 001 | Introductory Sociology | 3 |
| SOC 014 | Introduction to Race & Ethnicity | 3 |
| SOC 015 | Mexican American Culture & Society | 3 |
| **Required Subtotal** | | **18-21** |
| Cal-GETC (p. 90) [1] | | 34 |
| Transferable Electives (as needed to reach 60 transferable units) [2] | | |
| **DEGREE TOTAL** | | **60** |

1. Units for the major may be double counted for Cal-GETC, confer with a Counselor.
2. Elective units to reach 60 unit total must be CSU transferable, confer with a Counselor.

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

# 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 Cal-GETC and 19-20 units in the major with a cumulative GPA of 2.0 or better. Title 5 requires that students earn a grade of "C" (or "P") 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.

## Learning Outcomes

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

1. Students will develop a solid understanding and will be able to define and describe the concepts of "space," "place" and "region" and their importance in explaining world affairs.
2. Students will be able to locate on a map major physical features, cultural regions, and individual states and urban centers.
3. Students will be able to describe and explain general demographic principles and their patterns at regional and global scales.
4. Students will describe and explain global and regional patterns of cultural, political and economic institutions, and their effects on the preservation, use and exploitation of natural resources and landscapes.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Core Courses** | | **Units** |
| GEOG 001 | Physical Geography | 3 |
| GEOG 001L | Physical Geography Lab | 1 |
| GEOG 002 | Cultural Geography | 3 |
| or GEOG 007 | Regional Geography | |
| **List A** | | |
| Select 2 courses from the following: | | 6 |
| GEOG 010 | Geography of California | 3 |
| NR 021 | Introduction to GIS | 3 |
| PH 017 | Introduction to Meteorology | 3 |
| **List B** | | |
| Select 2 courses from the following: | | 6-7 |
| Any course from List A not already used | | |
| ANTH 002 | Cultural Anthropology | 3 |
| G 001 | Physical Geology | 4 |
| **Required Subtotal** | | **19-20** |
| Cal-GETC (p. 90) [1] | | 34 |
| Transferable Electives (as needed to reach 60 transferable units) [2] | | |
| **DEGREE TOTAL** | | **60** |

[1] Units for the major may be double counted for Cal-GETC, confer with a Counselor.

[2] Elective units to reach 60 unit total must be CSU transferable, confer with a Counselor.

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

# 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 majors. 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:

1. Completion of 60 semester units that are eligible for transfer to the California State University, including both of the following:
   a. Completion of Cal-GETC
   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 "P") 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.

## Learning Outcomes

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

1. Students will demonstrate the ability to write, speak, and critically analyze complex global events and processes of globalization. (Critical Thinking 2)
2. Students will develop the ability to form an original argument in response to a contemporary globalization issue and propose theoretical and/or practical solutions. (Global Citizenship: Scientific and Technological Literacy 1)
3. Students will analyze and interpret texts, images, and experiences in order to understand global problems. (Critical Thinking 6)
4. Students will demonstrate an understanding of the interactions among various dimensions of globalization including but not limited to culture, politics, ecology, and the economy. (Critical Thinking 4)

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **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 units): | | 15 |
| Culture and Society: | | |
| HIST 003 | History of World Civilization I | 3 |
| HIST 004 | History of World Civilization II | 3 |
| Geography: | | |
| GEOG 001 | Physical Geography | 3 |
| GEOG 002 | Cultural Geography | 3 |
| GEOG 007 | Regional Geography | 3 |
| Economics: | | |
| ECON 001 | Principles of Macroeconomics | 3 |
| ECON 002 | Principles of Microeconomics | 3 |
| Politics: | | |
| PS 002 | Introduction to Comparative Governments | 3 |
| PS 004 | Introduction to International Relations | 3 |
| Humanities: | | |
| ENG 012A | Global Literature 1 | 3 |
| ENG 012B | World Literature II | 3 |
| **Required Subtotal** | | **21** |
| Cal-GETC (p. 90) [1] | | 34 |
| Transferable Electives (as needed to reach 60 transferable units) [2] | | |
| **DEGREE TOTAL** | | **60** |

[1] Units for the major may be double counted for Cal-GETC, confer with a Counselor.

[2] Elective units to reach 60 unit total must be CSU transferable, confer with a Counselor.

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

# 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 Cal-GETC 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 "P) 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.

## Learning Outcomes

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

1. Identify diverse cultural histories and their impact on race, gender, and class including their influence on human and societal development.
2. Distinguish the difference between primary and secondary sources and utilize and interpret the sources to compose conclusions about historical trends.
3. Explain and analyze the chronology, importance and connection of major eras and milestones in U.S. and World history from ancient times to the present, including the ability to identify important events and persons in U.S. and World history and their historic significance.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Core Courses** | | |
| 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 | |
| **Select 2 courses, one course from each area (6 units):** | | **6** |
| **Area 1 - Diversity Course (3 units)** | | |
| Any Core course not already used | | 3 |
| ENG 021 | Intro Latin American/Chicano Literature | 3 |
| ENG 022 | Intro to African American Literature | 3 |
| ENG 024 | Native American Literature | 3 |
| PS 002 | Introduction to Comparative Governments | 3 |
| PS 004 | Introduction to International Relations | 3 |
| SOC 014 | Introduction to Race & Ethnicity | 3 |
| SOC 015 | Mexican American Culture & Society | 3 |
| **Area 2 - History Course (3 units)** | | |
| ANTH 002 | Cultural Anthropology | 3 |
| HIST 021 | California History | 3 |
| HIST 023 | Latin American History | 3 |
| GS 010 | Global Studies | 3 |
| **Required Subtotal** | | **18** |
| Cal-GETC (p. 90) [1] | | 34 |
| Transferable Electives (as needed to reach 60 transferable units) [2] | | |
| **DEGREE TOTAL** | | **60** |

[1] Units for the major may be double counted for Cal-GETC, confer with a Counselor.

[2] Elective units to reach 60 unit total must be CSU transferable, confer with a Counselor.

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

# 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 their 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:

1. Completion of 60 semester units that are eligible for transfer to the California State University, including both of the following:
   - Completion of Cal-GETC.
   - 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 "P") 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.

## Learning Outcomes

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

1. Critique generalizations and popular opinion about human behavior and society, distinguishing opinion and values from scientific observations and study.
2. Understand and think critically about different cultures (including topics such as race, gender, and class) and their influence on human development or society.
3. Develop individual responsibility, personal integrity, and respect for diverse people and culture.
4. Identify and analyze key concepts and theories about human and/or societal development.
5. Examine the biological, psychological, and sociological factors that influence the personalities and behaviors of females and males from a multicultural perspective.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **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 |
| **List A** | | |
| Select one course from the following (3 units): | | 3 |
| PHIL 012 | Religions of the World | 3 |
| PHIL 013 | Perspectives on Death & Dying | 3 |
| PHIL 018 | Philosophy of Science | 3 |
| **Required Subtotal** | | **18** |
| Cal-GETC (p. 90) [1] | | 34 |
| Transferable Electives (as needed to reach 60 transferable units) [2] | | |
| **DEGREE TOTAL** | | **60** |

[1] Units for the major may be double counted for Cal-GETC, confer with a Counselor.

[2] Elective units to reach 60 unit total must be CSU transferable, confer with a Counselor.

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

# 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 Cal-GETC 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 "P") 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.

## Learning Outcomes

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

1. Students will demonstrate the ability to write, speak, and critically analyze complex political processes and government policies.
2. Students will analyze and interpret texts, images, and experiences in order to understand political problems.
3. Students will develop an original argument in response to a political science puzzle and propose theoretical and/or practical solutions.
4. Students will utilize the methods and tools political scientists use to test their hypotheses and substantiate their claims.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Core Courses:** | | **Units** |
| POLS C1000 | American Government and Politics | 3 |
| Select two courses from the following (6 units): | | |
| PS 002 | Introduction to Comparative Governments | 3 |
| PS 003 | Introduction to Political Theory | 3 |
| or PHIL 003 | Introduction to Political Theory | |
| PS 004 | Introduction to International Relations | 3 |
| **List A- Select 2 courses from the following (6 units):** | | |
| Any course not used in required core | | |
| SOC 003 | Fundamentals of Statistics | 3-4 |
| or STAT C1000 | Introduction to Statistics | |
| PS 005 | | 3 |
| PS 006 | Latinx Politics | 3 |
| PS 007 | African American Politics | 3 |
| PS 008 | Women and Politics | 3 |
| PS 009 | | 3 |
| **List B- Select 1 course (3 units):** | | |
| Any course not used in List A | | 3 |
| ANTH 002 | Cultural Anthropology | 3 |
| ECON 001 | Principles of Macroeconomics | 3 |
| HIST 017 | US History through Reconstruction | 3 |
| **Required Subtotal** | | **18-19** |
| Cal-GETC (p. 90) [1] | | 34 |
| Transferable Electives (as needed to reach 60 transferable units) [2] | | |
| **Degree Total** | | **60** |

[1] Units for the major may be double counted for Cal-GETC, confer with Counselor.

[2] Elective units to reach 60 unit total must be CSU transferable, confer with Counselor.

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

# 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:

1. Completion of Cal-GETC
2. 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 "P") 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.

## Learning Outcomes

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

1. Demonstrate familiarity with the major concepts, theoretical perspectives, and the scientific approach to solve problems related to behavior and mental processes, and the historical trends in psychology.
2. Recognize basic research methods in psychology, including research design, data analysis, and interpretation.
3. Facilitate transfer to a California State University campus or other institution.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Core Courses** | | |
| PSYC C1000 | Introduction to Psychology | 3 |
| PSY 003 | Developmental Psychology | 3 |
| PSY 025 | Intro to Research Methods for Soc Sciences | 3 |
| PSY 027 | Biological Psychology | 3-4 |
| or BI 004 | Elements of Biology | |
| SOC 003 | Fundamentals of Statistics (preferred course) | 3-4 |
| or STAT C1000 | Introduction to Statistics | |
| **Select one course from the following: 3 units** | | |
| 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 and Gender | 3 |
| PSY 029 | Abnormal Psychology | 3 |
| PSY 030 | Social Psychology | 3 |
| PSY 033 | Personal & Social Adjustment | 3 |
| **Required Subtotal** | | **18-20** |
| Cal-GETC (p. 90) [1] | | 34 |
| Transferable Electives (as needed to reach 60 transferable units) [2] | | |
| **DEGREE TOTAL** | | **60** |

1. Units for the major may be double counted for Cal-GETC, confer with a Counselor.
2. 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. 82)

# 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 Cal-GETC 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 "P) 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.

## Learning Outcomes

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

1. View their life within the broader society in which they live. This provides a more global and multicultural perspective.
2. Students will understand the critical role social factors play in determining the health of individuals, groups, and the larger society.
3. Students will have increased critical thinking skills that will enable them to analyze, evaluate, and make decisions concerning complex contemporary social issues.
4. Students will be able to evaluate the impact of culture, social class, sex, race/ethnicity, and age on people's life chances, practices, and attitudes.
5. Understand how their own culture and socialization, along with social inequality and institutions, have influenced their personal lives.
6. Demonstrate an understanding of the perspectives, methods and core concepts of sociology.
7. Demonstrate an understanding of and ability to describe the contribution and perspectives of women, ethnic and other minorities, and Western and non-Western peoples.
8. Explain the major problems and issues in the disciplines in their contemporary, historical, and geographical contexts.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Core Courses** | | |
| SOC 001 | Introductory Sociology | 3 |
| SOC 002 | Social Problems | 3 |

| | | |
|---|---|---|
| SOC 003 | Fundamentals of Statistics (preferred course) | 3-4 |
| or STAT C1000 | Introduction to Statistics | |
| **List A** | | |
| Select 2 courses from the following (6 units): | | |
| SOC 004 | Sociological Analysis& Critical Thinking | 3 |
| SOC 005 | Sociology of Gender and Sexuality | 3 |
| SOC 006 | Introduction to Criminology | 3 |
| SOC 014 | Introduction to Race & Ethnicity | 3 |
| PSY 025 | Intro to Research Methods for Soc Sciences | 3 |
| **List B** | | |
| Select one course from the following (3 units): | | 3 |
| Any course not already used above | | |
| ANTH 002 | Cultural Anthropology | 3 |
| PSYC C1000 | Introduction to Psychology | 3 |
| SOC 009 | Sociology of Sport | 3 |
| SOC 015 | Mexican American Culture & Society | 3 |
| **Required Subtotal** | | **18-19** |
| Cal-GETC (p. 90) [1] | | 34 |
| Transferable Electives (as needed to reach 60 units) [2] | | |
| **DEGREE TOTAL** | | **60** |

[1] Units for the major may be double counted for Cal-GETC, confer with Counselor.

[2] Elective units to reach 60 unit total must be CSU transferable, confer with Counselor.

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

# 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 Cal-GETC 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 "P) 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.

## Learning Outcomes

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

1. View their life within the broader society in which they live. This provides a more global and multicultural perspective.
2. Students will understand the critical role social factors play in determining the health of individuals, groups, and the larger society.
3. Students will have increased critical thinking skills that will enable them to analyze, evaluate, and make decisions concerning complex contemporary social issues.
4. Students will be able to evaluate the impact of culture, social class, sex, race/ethnicity, and age on people's life chances, practices, and attitudes.
5. Understand how their own culture and socialization, along with social inequality and institutions, have influenced their personal lives.
6. Demonstrate an understanding of the perspectives, methods and core concepts of sociology.
7. Demonstrate an understanding of and ability to describe the contribution and perspectives of women, ethnic and other minorities, and Western and non-Western peoples.
8. Explain the major problems and issues in the disciplines in their contemporary, historical, and geographical contexts.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Core Courses** | | |
| SOC 001 | Introductory Sociology | 3 |
| SOC 002 | Social Problems | 3 |
| SOC 003 | Fundamentals of Statistics (preferred course) | 3-4 |
| or STAT C1000 | Introduction to Statistics | |
| **List A** | | |
| Select 2 courses from the following (6 units): | | |
| SOC 004 | Sociological Analysis& Critical Thinking | 3 |
| SOC 005 | Sociology of Gender and Sexuality | 3 |
| SOC 006 | Introduction to Criminology | 3 |
| SOC 014 | Introduction to Race & Ethnicity | 3 |
| PSY 025 | Intro to Research Methods for Soc Sciences | 3 |
| **List B** | | |
| Select one course from the following (3 units): | | 3 |
| Any course not already used above | | |
| ANTH 002 | Cultural Anthropology | 3 |
| PSYC C1000 | Introduction to Psychology | 3 |
| SOC 009 | Sociology of Sport | 3 |
| SOC 015 | Mexican American Culture & Society | 3 |
| **Required Subtotal** | | **18-19** |
| Cal-GETC (p. 90) [1] | | 34 |
| Transferable Electives (as needed to reach 60 units) [2] | | |
| **DEGREE TOTAL** | | **60** |

[1] Units for the major may be double counted for Cal-GETC, confer with Counselor.

[2] Elective units to reach 60 unit total must be CSU transferable, confer with Counselor.

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

# Studio Art

Studio Art is the study of communicating concepts and ideas visually. The Studio Art program offers a wide range of courses in studio art

and design, including two and three-dimensional foundation courses, studio courses in drawing, painting, photography, printmaking, sculpture, ceramics, and digital art. The Studio Art program offers an Associate in Arts for Transfer (AA-T) degree in Studio Art, Certificate of Achievement in Art Entrepreneurship, Certificate of Achievement in Photography, and the AA-T in Art History. It is the goal of the Studio 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.
- Equip students with technical skills in both traditional and digital media and provide hands-on experience with the tools and technologies used in the art industry.
- Provide knowledge of art history and contemporary art practices and help students understand the cultural, social, and political contexts of art
- 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.
- Encourage critical analysis of art and foster creative problem-solving skills and develop students' ability to think conceptually and express their ideas visually.

Careers in the art field are diverse and encompass a wide range of opportunities, including studio artist, art educator, art consultant, art therapist, conservator, art historian, photographer, designer, illustrator, and animator. Additionally, professionals can find employment in museums and galleries in roles such as curatorial, administrative, educational, registration, installation, and conservation. Other career paths include art director, art critic and writer, exhibition designer, public art coordinator, creative director, art appraiser, and art entrepreneur. These roles allow individuals to contribute to society and the creative industries through their passion for creativity and culture.
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:**
**Erynn Richardson**
Studio Arts (2-D)
erichardson@collegeofthedesert.edu
(emaddigan@collegeofthedesert.edu)
760.636.7679
**Emily Maddigan**
Studio Arts (3-D)
emaddigan@collegeofthedesert.edu
760.862.1365

## 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:

| Course Code | Title | Units |
|---|---|---|
| **Related in Content:** | | |
| DESIGN & COLOR | | |
| ART 003A | Basic Design & Color | |
| ART 004 | Three-Dimensional Design | |
| ART 006A | Intermediate Design & Color | |
| DIGITAL ART | | |
| ART 034 | Introduction to Digital Art & Media | 3 |
| DRAWING | | |
| ART 001A | Beginning Drawing & Composition | |
| ART 001B | Intermediate Drawing & Composition | |
| ART 005A | Beginning Figure Drawing | |
| ART 005B | Intermediate Figure Drawing | |
| PAINTING | | |
| 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 | |
| PHOTOGRAPHY | | |
| ART 030A | Beginning Black & White Photography | |
| ART 030B | Intermediate Photography | |
| ART 031 | Digital Photography | |
| DDP 131 | Digital Photography | |
| DDP 132 | Commercial Photography | |
| PRINTMAKING | | |
| ART 009A | Beginning Printmaking | |
| ART 009B | Intermediate Printmaking | |
| ART 014A | Beginning Screen Printing | |
| ART 014B | Intermediate Screen Printing | |
| SCULPTURE | | |
| ART 011A | Beginning Sculpture | |
| ART 011B | Intermediate Sculpture | |
| ART 008 | Fiber Art | 3 |
| CERAMICS | | |
| ART 007 | Ceramics | 3 |
| ART 007B | Intermediate Ceramics | 3 |
| ART 020A | Beginning Ceramic Sculpture | |
| ART 020B | Intermediate Ceramic Sculpture | |
| ART 308 | Wheel Throwing Workshop | 0 |
| ART 309 | Raku Workshop | 0 |
| ART 310 | Clay Hand-Building Workshop | 0 |

# Arts Entrepreneurship in Ceramics Certificate of Achievement

Provide students and the community with the opportunity to develop and pair their artistic skill set in a specific medium with essential business skills to become the driving force of their own careers in the arts. This is a focus on ceramics.

This certificate focuses on starting and managing a visual arts business for students to represent and sell their artwork while developing their skill set in ceramics. It will serve the needs of students looking to start or further develop an independent arts business.
In completing the certificate students will:

- Demonstrate competence in the technical skills in ceramics.
- Produce a professional physical and digital art portfolio.
- Develop the basic entrepreneurial skills in marketing, self-promotion, and business planning.

## Learning Outcomes

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

1. Demonstrate competence in the technical skills in ceramics.
2. Produce a professional physical and digital art portfolio.
3. Develop the basic entrepreneurial skills in marketing, self-promotion, and business planning.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| ART 007 | Ceramics | 3 |
| BUMA 028 | Introduction To Entrepreneurship | 3 |
| BUMA 027 | Marketing Principles | 3 |
| DDP 195 | Business Practices and Portfolio Preparation for Creatives | 3 |
| **Electives** | | |
| Select 3 units from below: | | |
| DDP 116 | Social Media Design | 3 |
| BUMA 026 | Social Media Marketing | 3 |
| CIS 082C | Front End Web Development | 3 |
| **Art Concentrated Electives** | | |
| Select 6 units from below: | | |
| ART 007B | Intermediate Ceramics | 3 |
| ART 020A | Beginning Ceramic Sculpture | 3 |
| ART 020B | Intermediate Ceramic Sculpture | 3 |
| ART 004 | Three-Dimensional Design | 3 |

Total Units 21

# Arts Entrepreneurship in Drawing Certificate of Achievement

Provide students and the community with the opportunity to develop and pair their artistic skill set in a specific medium with essential business skills to become the driving force of their own careers in the arts. This is a focus on drawing.
This certificate focuses on starting and managing a visual arts business for students to represent and sell their artwork while developing their skill set in drawing. It will serve the needs of students looking to start or further develop an independent arts business.
In completing the certificate students will:

- Demonstrate competence in the technical skills in drawing.
- Produce a professional physical and digital art portfolio.
- Develop the basic entrepreneurial skills in marketing, self-promotion, and business planning.

## Learning Outcomes

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

1. Demonstrate competence in the technical skills of drawing.
2. Produce a professional physical and digital art portfolio.
3. Develop the basic entrepreneurial skills in marketing, self-promotion, and business planning.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| DDP 195 | Business Practices and Portfolio Preparation for Creatives | 3 |
| ART 001A | Beginning Drawing & Composition | 3 |
| BUMA 027 | Marketing Principles | 3 |
| BUMA 028 | Introduction To Entrepreneurship | 3 |
| **Electives** | | |
| Select 3 units from the following: | | |
| DDP 116 | Social Media Design | 3 |
| BUMA 026 | Social Media Marketing | 3 |
| CIS 082C | Front End Web Development | 3 |
| **Art Concentrated Electives** | | |
| Select 6 units from the courses below: | | |
| ART 005A | Beginning Figure Drawing | 3 |
| ART 001B | Intermediate Drawing & Composition | 3 |
| ART 005B | Intermediate Figure Drawing | 3 |
| ART 003A | Basic Design & Color | 3 |
| ART 006A | Intermediate Design & Color | 3 |
| **Total Units** | | **21** |

# Arts Entrepreneurship in Sculpture Certificate of Achievement

Provide students and the community with the opportunity to develop and pair their artistic skill set in a specific medium with essential business skills to become the driving force of their own careers in the arts. This is a focus on sculpture.
This certificate focuses on starting and managing a visual arts business for students to represent and sell their artwork while developing their skill set in ceramics. It will serve the needs of students looking to start or further develop an independent arts business.
In completing the certificate students will:

- Demonstrate competence in the technical skills in sculpture.
- Produce a professional physical and digital art portfolio.
- Develop the basic entrepreneurial skills in marketing, self-promotion, and business planning.

## Learning Outcomes

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

1. Demonstrate competence in the technical skills of sculpture.
2. Produce a professional physical and digital art portfolio.
3. Develop the basic entrepreneurial skills in marketing, self-promotion, and business planning.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Courses** | | |
| DDP 195 | Business Practices and Portfolio Preparation for Creatives | 3 |

| | | |
|---|---|---|
| ART 004 | Three-Dimensional Design | 3 |
| BUMA 028 | Introduction To Entrepreneurship | 3 |
| BUMA 027 | Marketing Principles | 3 |
| **Electives** | | |
| Select 3 units from the courses below: | | |
| DDP 116 | Social Media Design | 3 |
| BUMA 026 | Social Media Marketing | 3 |
| CIS 082C | Front End Web Development | 3 |
| **Art Concentrated Electives** | | |
| Select 6 units from the courses below: | | |
| ART 011A | Beginning Sculpture | 3 |
| ART 011B | Intermediate Sculpture | 3 |
| ART 020A | Beginning Ceramic Sculpture | 3 |
| ART 020B | Intermediate Ceramic Sculpture | 3 |
| **Total Units:** | | **21** |

# Arts Entrepreneurship in Painting Certificate of Achievement

Provide students and the community with the opportunity to develop and pair their artistic skill set in a specific medium with essential business skills to become the driving force of their own careers in the arts. This is a focus on painting.

This certificate focuses on starting and managing a visual arts business for students to represent and sell their artwork while developing their skill set in painting. It will serve the needs of students looking to start or further develop an independent arts business.

In completing the certificate students will:

- Demonstrate competence in the technical skills in painting.
- Produce a professional physical and digital art portfolio.
- Develop the basic entrepreneurial skills in marketing, self-promotion, and business planning.

## Learning Outcomes

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

1. Demonstrate competence in the technical skills of painting.
2. Produce a professional physical and digital art portfolio.
3. Develop the basic entrepreneurial skills in marketing, self-promotion, and business planning.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required** | | |
| DDP 195 | Business Practices and Portfolio Preparation for Creatives | 3 |
| ART 019 | Introduction to Painting | 3 |
| BUMA 028 | Introduction To Entrepreneurship | 3 |
| BUMA 027 | Marketing Principles | 3 |
| **Electives** | | |
| Select 3 units from the courses below: | | |
| DDP 116 | Social Media Design | 3 |
| BUMA 026 | Social Media Marketing | 3 |
| CIS 082C | Front End Web Development | 3 |
| **Art Concentrated Electives** | | |
| Select 6 units from the courses below: | | |
| ART 021A | Beginning Watercolor Painting | 3 |
| ART 021B | Intermediate Watercolor Painting | 3 |
| ART 025A | Beginning Acrylic Painting | 3 |
| ART 025B | Intermediate Acrylic Painting | 3 |
| **Total Units** | | **21** |

# Arts Entrepreneurship in Printmaking Certificate of Achievement

Provide students and the community with the opportunity to develop and pair their artistic skill set in a specific medium with essential business skills to become the driving force of their own careers in the arts. This is a focus on printmaking.

This certificate focuses on starting and managing a visual arts business for students to represent and sell their artwork while developing their skill set in printmaking. It will serve the needs of students looking to start or further develop an independent arts business.

In completing the certificate students will:

- Demonstrate competence in the technical skills in printmaking.
- Produce a professional physical and digital art portfolio.
- Develop the basic entrepreneurial skills in marketing, self-promotion, and business planning.

## Learning Outcomes

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

1. Demonstrate competence in the technical skills of Printmaking.
2. Produce a professional physical and digital art portfolio.
3. Develop the basic entrepreneurial skills in marketing, self-promotion, and business planning.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required** | | |
| DDP 195 | Business Practices and Portfolio Preparation for Creatives | 3 |
| ART 001A | Beginning Drawing & Composition | 3 |
| BUMA 027 | Marketing Principles | 3 |
| BUMA 028 | Introduction To Entrepreneurship | 3 |
| **Electives** | | |
| Select 3 units from the courses below: | | |
| DDP 116 | Social Media Design | 3 |
| BUMA 026 | Social Media Marketing | 3 |
| CIS 082C | Front End Web Development | 3 |
| **Art Concentrated Electives** | | |
| Select 6 units from the courses below: | | |
| ART 009A | Beginning Printmaking | 3 |
| ART 009B | Intermediate Printmaking | 3 |
| ART 014A | Beginning Screen Printing | 3 |
| ART 014B | Intermediate Screen Printing | 3 |
| **Total Units** | | **21** |

# 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, gallery assistant, preparator and

museum curator. 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 Cal-GETC 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 "P) or better in all courses required for the major or area of emphasis. There are no additional graduation requirements. Students should consult with a general counselor when planning to complete the degree for more information on university admission and transfer requirements.

## Learning Outcomes

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

1. Apply the principles, elements, and language of art/design by objectively critiquing their own work as well as work of their peers.
2. Develop individual and group aesthetic awareness.
3. Produce a complete portfolio or "body of work".
4. Analyze the variety of forms of expression and how those are used to communicate social, cultural, personal ideas, and concepts.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| **Required Core Courses** | | |
| ART 001A | Beginning Drawing & Composition | 3 |
| ART 003A | Basic Design & Color | 3 |
| ART 004 | Three-Dimensional Design | 3 |
| ARTH 002B | History of Art II: Renaissance to Contemporary | 3 |
| **List A** | | |
| Select one course from the following: | | |
| ARTH 002A | History of Art I: Prehistoric to Medieval | 3 |
| ARTH 002C | History of Modern Art | 3 |
| ARTH 012A | Arts of Asia | 3 |
| ARTH 012B | Arts of Africa, Oceania, & Indigenous North America | 3 |
| ARTH 012C | Arts of Latin America | 3 |
| **List B** | | |
| **Select three Curricular Areas:** | | **9** |
| **Drawing** | | |
| ART 005A | Beginning Figure Drawing | 3 |
| or ART 001B | Intermediate Drawing & Composition | |
| **Painting** | | |
| ART 019 | Introduction to Painting | 3 |
| **Printmaking** | | |
| ART 009A | Beginning Printmaking | 3 |
| **Ceramics** | | |
| ART 007 | Ceramics | 3 |
| **Sculpture** | | |
| ART 011A | Beginning Sculpture | 3 |
| **Photography** | | |
| ART 030A | Beginning Black & White Photography | 3 |
| **Color** | | |
| ART 006A | Intermediate Design & Color | 3 |
| **Digital** | | |
| ART 034 | Introduction to Digital Art & Media | 3 |
| **Applied Design** | | |
| ART 008 | Fiber Art | 3 |
| **Required Subtotal** | | **24** |
| Cal-GETC (p. 90) [1] | | 34 |
| Transferable Electives (as needed to reach 60 transferable units) [2] | | |
| **DEGREE TOTAL** | | **60** |

1. Units for the major may be double counted for Cal-GETC, confer with a Counselor.
2. Elective units to reach 60 unit total must be CSU transferable, confer with a Counselor.

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

# Using Employability/Soft Skills to Create Pathways

Workers in the 21st Century must be prepared for changes that could completely transform their careers at any time.

The "Using Employability/Soft Skills to Create Pathways" program provides curriculum that strengthens your skills in the areas identified as the top "Professional Competencies" required for success in the 21st Century workplace: solving problems; developing a design mindset; recognizing change as opportunity; facing challenges and accepting failure as a learning experience; communication, collaboration and empathy on the job; digital fluency; and social diversity awareness.

The "Using Employability/Soft Skills to Create Pathways" program was developed under the framework of the California Community College system and implemented at College of the Desert through Strong Workforce funds administered through the Inland Empire/Desert Regional Consortium (IEDRC).

**Ana Hernandez**
Employability Skills
anahernandez@collegeofthedesert.edu
760.674.7824

## Noncredit Certificates

- New World of Work Adaptability Certificate of Completion (p. 253)
- New World of Work Analysis/Solution Mindset Certificate of Completion (p. 253)
- New World of Work Collaboration Certificate of Completion (p. 253)
- New World of Work Communication on the Job Certificate of Completion (p. 253)
- New World of Work Digital Fluency Certificate of Completion (p. 253)
- New World of Work Empathy on the Job Certificate of Completion (p. 254)
- New World of Work Entrepreneurial Mindset Certificate of Completion (p. 254)
- New World of Work Resilience on the Job Certificate of Completion (p. 254)
- New World of Work Self-Awareness Certificate of Completion (p. 254)
- New World of Work Social Diversity Awareness Certificate of Completion (p. 255)

# New World of Work Adaptability Certificate of Completion

Twenty-first Century workers need to be tolerant of inevitable changes in the work environment and adapt accordingly. Improve your Adaptability strength by seeing change as opportunity; being open to new experiences; learning how to face challenges; considering a variety of viewpoints and suggestions to get the job done; learning techniques to handle a normal amount of stress; accepting feedback in a positive way and learning from things that go wrong.

## Learning Outcomes

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

1. Identify strategies for managing change, facing challenges, and reducing job stress.
2. Using critical thinking skills, demonstrate an awareness of one's own adaptability skills and areas where improvement could enhance employability, job satisfaction and opportunities for advancement.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| EMP 310A | New World of Work Skills: Recognizing Change as Opportunity | 0 |
| EMP 310B | New World of Work Skills: Facing Challenges | 0 |

# New World of Work Analysis/Solution Mindset Certificate of Completion

Twenty-first century workers need to be tolerant of inevitable changes in the work environment and adapt accordingly. Improve your Analysis strength in the workplace by learning how to collect relevant information; develop alternatives based on research; evaluate alternatives; reframe the problem based on research and development of alternatives; make and support the best decision. Learn the principles of design thinking including the roles of inspiration, ideation and implementation.

## Learning Outcomes

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

1. Demonstrate skills in collecting relevant information.
2. Demonstrate analysis skills in evaluating alternatives and making the best decision.
3. Use critical thinking skills to evaluate and reframe a problem based on research and development of alternatives.
4. Demonstrate appropriate use of inspiration, ideation and implementation in selecting the best decision.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| EMP 316A | New World of Work Skills: Solving Problems | 0 |
| EMP 316B | New World of Work Skills: Design Thinking | 0 |

# New World of Work Collaboration on the Job Certificate of Completion

Twenty-first Century workers need to be tolerant of inevitable changes in the work environment and adapt accordingly. Improve your Collaboration on the Job skills by recognizing and valuing diversity; building an effective team by recognizing people's differences and commonality; demonstrate leadership skills by gathering ideas; develop positive conflict resolution strategies and recognize failures as an opportunity to learn.

## Learning Outcomes

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

1. Recognize, build and value diversity.
2. Develop strategies for turning failures into a way to learn new lessons.
3. Demonstrate leadership by gathering ideas and using the skills of all team members..
4. Using critical thinking skills, develop positive conflict resolution strategies.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| EMP 314A | New World of Work Skills: Team Building | 0 |
| EMP 314B | New World of Work Skills: Transformational Leadership | 0 |

# New World of Work Communication on the Job Certificate of Completion

Twenty-first century workers need to be tolerant of inevitable changes in the work environment and adapt accordingly. Improve your Communication on the Job by becoming familiar with electronic communications tools used in the business world; developing a professional vocabulary, accurate spelling and good grammar; learning the implications of non-verbal communication; using social media appropriate for the workplace; and learning to evaluate the effectiveness of communication by listening attentively, asking questions, and repeating back to verify the message.

## Learning Outcomes

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

1. Demonstrate professional communication with appropriate content, correct spelling and grammar, and appropriate word choice.
2. Demonstrate competence with a variety of electronic communication tools including e-mail, PowerPoint, and LinkedIn.
3. Understand the implications of non-verbal communication.
4. Using critical thinking skills, evaluate the effectiveness of both written and oral communication through listening attentively and asking questions or repeating back to verify the message.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| EMP 313A | New World of Work Skills: Communication Etiquette | 0 |
| EMP 313B | New World of Work Skills: Communication Effectiveness | 0 |

# New World of Work Digital Fluency Certificate of Completion

Twenty-first Century workers need to be tolerant of inevitable changes in the work environment and adapt accordingly. Improve your Digital Fluency by becoming familiar with hardware and software used in the business world; understanding the technology tools that are available to help people work together; understand the moral and legal responsibilities of using and sharing pictures and document or accessing

personal or private information.  Be able to identify the “usefulness” and “truthfulness” of online information sources.

## Learning Outcomes

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

1. Demonstrate a basic understanding of workplace hardware and software.
2. Understand the moral and legal responsibilities in using or sharing documents or accessing private or personal information.
3. Using critical thinking skills, identify appropriate online tools and sources to find data, answer questions or solve a problem.
4. Using critical thinking skills identify the “truthfulness” and “usefulness” of an online resource.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| EMP 312A | New World of Work Skills: Online Presence and E-Resumes | 0 |
| EMP 312B | New World of Work Skills: Online Accountability | 0 |

# New World of Work Empathy on the Job Certificate of Completion

Twenty-first century workers need to be tolerant of inevitable changes in the work environment and adapt accordingly.  Improve your strength in the workplace by understanding the difference between Empathy and Sympathy; learning good listening skills and how to ask appropriate questions to know what the other person is feeling; using communications skills based on honesty to develop trust; developing relationships with  people from other cultures and backgrounds that show they are valued and respected;  make decisions based on customer needs and evaluate customer satisfaction.

## Learning Outcomes

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

1. Demonstrate how Empathy and good listening skills develop trust and strong relationships.
2. Use positive communication to build trust and build relationships that show people they are valued and respected.
3. Identify customer needs and understand the impact on decisions in the workplace.
4. Use critical thinking skills to evaluate customer satisfaction.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| EMP 315A | New World of Work Skills: Listening and Mirroring | 0 |
| EMP 315B | New World of Work Skills: Customer Service | 0 |

# New World of Work Entrepreneurial Mindset Certificate of Completion

Twenty-first century workers need to be tolerant of inevitable changes in the work environment and adapt accordingly.  Improve your Entrepreneurial Mindset by developing strategies for developing self-motivation and an interest in seeking more job responsibilities; recognizing the positive side of mistakes in the workplace; learning how to determine an acceptable level of risk-taking; and combining different kinds of information to create new ideas and ways of doing things.

## Learning Outcomes

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

1. Demonstrate professional responses to risk-taking.
2. Develop strategies for developing self-motivation to learn new things and seek more job responsibilities
3. Define the differences between Entrepreneurship, Intrepreneurship and Social Entrepreneurship.
4. Using critical thinking skills, analyze the skills required for success in the modern workplace.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| EMP 318A | New World of Work Skills: Modern Workforce | 0 |
| EMP 318B | New World of Work Skills: Intrapreneurship | 0 |

# New World of Work Resilience on the Job Certificate of Completion

Twenty-first century workers need to be tolerant of inevitable changes in the work environment and adapt accordingly.  Improve your Resilience on the Job by developing strategies for dealing with unintended consequences and understanding the importance of backup plans; learn to respond professionally to mistakes and failures in the workplace; improve listening and personal skills necessary to improve effectiveness in the workplace.

## Learning Outcomes

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

1. Demonstrate professional responses to unintended consequences in the workplace.
2. Develop strategies for dealing with mistakes and failures and respond professionally to feedback in the workplace.
3. Demonstrate effective listening skills.
4. Using critical thinking skills, evaluate personal skills necessary for improvement in the workplace.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| EMP 317A | New World of Work Skills: Growth Mindset | 0 |
| EMP 317B | New World of Work Skills: Learning from Failure | 0 |

# New World of Work Self-Awareness Certificate of Completion

Twenty-first Century workers need to be tolerant of inevitable changes in the work environment and adapt accordingly.  Improve your Self-Awareness strength by developing personal awareness of how personality, strengths, areas of knowledge, skills or habits impact success in the workplace; identify work opportunities that match personal strengths and skills; understand self-discipline and personal responsibility in social or work situations; develop a professional manner including appropriate clothing and appropriate ways of communication.

## Learning Outcomes

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

1. Recognize how their own personality, knowledge, skills and habits impact success in the workplace.
2. Identify work opportunities that are a good match for their strengths.
3. Understand the importance of self-discipline.
4. Recognize the key components of a professional manner in the workplace.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| EMP 311A | New World of Work Skills: Self Awareness at Work | 0 |
| EMP 311B | New World of Work Skills: Personal Assessments | 0 |

# New World of Work Social Diversity Awareness Certificate of Completion

Twenty-first century workers need to be tolerant of inevitable changes in the work environment and adapt accordingly. Improve your Social Diversity Awareness by recognizing the benefits of diverse backgrounds and cultures in the workplace; understanding the new "normal" in the workplace; learning how to develop and improve relationships with people of different backgrounds and beliefs by improving self-awareness; and how to be sensitive to others' feelings.

## Learning Outcomes

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

1. Demonstrate an awareness of how diverse backgrounds and generational differences strengthen the workplace both locally and globally.
2. Develop strategies for improving relationships with people of diverse backgrounds and beliefs.
3. Define an expanded version of "normal" in the workplace.
4. Using critical thinking skills, identify opportunities for strengthening the workplace by providing accommodations and increasing open awareness.

## Program Requirements

| Course Code | Title | Units |
|---|---|---|
| EMP 319A | New World of Work Skills: Gender and Ethnicity | 0 |
| EMP 319B | New World of Work Skills: Disabilities and Generations | 0 |

# Work Experience Education

Work Experience Education (WEE) provides College of the Desert students with an integrated instructional program that provides opportunities to apply classroom theory into applied experiential learning. WEE is integrated in educational pathways to allow students to achieve both educational and occupational goals. WEE involves jobs, internships, volunteer activities, fellowships, federal work study, and apprenticeships to provide meaningful work experiences related to the course of study, or specific career pathway training, combined with instruction in critical 21st century employability skills. Work experience education may include paid or unpaid employment, full or part-time employment, assists students in developing career awareness, knowledge of industry culture, competencies and norms, and develop professional networks in their desired filed to support career mobility. Additionally, WEE provides economically disadvantaged students with opportunities to earn a wage while completing program requirements and earning college credit.

**Work Experience Education provides students additional benefits such as:**

- Earning CSU transferable college units
- Career exploration
- Networking opportunities with professionals in desired field of study
- Practical hands-on experience
- Exposure to 21st century employability skills

## Types of Work Experience Education Courses

Students may use their current job, internship, volunteer, fellowship, federal work study, or apprenticeship

1. **General Work Experience (WEG095A)** 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. Credit may be accrued at the rate of one to five (1-5) units per semester based on the student's ability to meet the hours required per unit enrolled. Students must complete 54 hours per unit earned at their respective job site.
2. **Occupational Work Experience (i.e. AUTO095A, FIRE095A, BUHM095A, etc.)** 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. Credit may be accrued at the rate of one to five (1-5) units per semester based on the student's ability to meet the hours required per unit enrolled. Students must complete 54 hours per unit earned at their respective job site.

## Requirements to Enroll in Work Experience Education Courses

Students must:

1. Have a declared major or career goal.
2. Have a job, internship, student worker, or volunteer position secured before enrolling.
3. Commit to the work experience position for the duration of the enrollment term (for example: 16-weeks, 12-weeks, or 8-weeks during summer).
4. Be enrolled as a College of the Desert student.

**Note:** Students with an F-1 visa, please contact the International Student Office for more information. Students who are justice-impacted or AB540 without work authorization documentation, please contact the Work Experience Education Office for further assistance. Students participating in work-based learning opportunities, such as: internships (paid or unpaid) or volunteer activities, must consult with the Work Experience Education Office **prior to** start date.

## How to Enroll

- Visit the Work Experience Education webpage and follow the "Work Experience Guide" for step-by-step instructions.
- Once registered via Self-Service, log into Canvas the first day of class to begin course and submit initial required application form.

# Participating Programs

- Agriculture/Environmental Horticulture
- Air Conditioning Heating and Ventilation
- Automotive Technology
- Business Hospitality Management
- Business Accounting
- Business Finance Management
- Culinary Arts
- Computer Information Systems
- Criminal Justice
- Digital Design & Production
- Energy Systems Technology
- Film
- Fire Technology
- General Work Experience (for students who have a job or internship not related to their major)
- Golf Management
- Journalism
- Kinesiology
- Music
- Natural Resources
- Radio & Television

Additional work experience courses eligible as COD electives, but not included in the academic program:

- Anthropology
- Architecture
- Art
- Biology
- Computer Science
- Construction Management
- Emergency Medical Services
- English
- Health Science
- History
- Human Services/Alcohol & Drug Studies
- Mass Communication
- Mathematics
- Physics
- Political Science
- Psychology
- Sociology
- Theatre

# Contact Us

- Email: workexperience@collegeofthedesert.edu
- Phone: 760.862.1344
- In person: Palm Desert Campus, Administration Building, Rooms 5 & 6 inside the Career and Workforce Solutions Center.
- Online: Work Experience Education webpage for additional information and other career resources.

# 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 and Career Technical Education courses are offered in Adult Basic Education (ABE), Air Conditioning/HVAC (ACR), Applied Construction Technology (ACT), Automotive Technology (AUTO), Building Inspection Technology (BIT), Culinary Arts (CART), College (COLL), Counseling (COUN), Disabled Students Programs and Services (DSPS), Employability Skills (EMP), Energy Systems Technology (ESYS), English (ENG), English as a Second Language Noncredit (ESLN), Health Sciences (HS), Kinesiology (KINE), Mathematics (MATH), and Natural Resources (NR). All noncredit courses are graded only on a pass (P) and no pass (NP) basis

## 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

| Course Code | Title | Units |
|---|---|---|
| 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 | | |
| AIS - Applications and Information Systems | | |
| ANTH - Anthropology | | |
| ARCH - Architecture | | |
| ART - Art | | |
| ARTH - Art History | | |
| ASC - Academic Skills Center | | |
| ASL - American Sign Language | | |
| AUTO - Advanced Transportation Technology | | |
| AUTO - Automotive Technology | | |
| BCOT - Basic Correctional Officer Training | | |
| 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 | | |
| CDE - Child Development & Education | | |
| CH - Chemistry | | |
| CIS - Computer Information Systems | | |
| CJ - Criminal Justice | | |
| 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 | | |
| ECON - Economics | | |
| EDUC - Education | | |
| EMP - Employability Skills | | |
| EMR - Emergency Medical Responder | | |
| EMT - Emergency Medical Technology | | |
| ENG - English | | |
| ENGL-English | | |
| ENGR - Engineering, General | | |
| ENGT - Engineering Technology | | |
| ENTR - Entrepreneurship | | |
| ESL - English as a Second Language | | |
| ESLN - English as a Second Language Noncredit | | |
| ESYS - Energy Systems Technology | | |
| ETHN - Ethnic Studies | | |
| FILM - Film | | |
| FIRE - Fire Technology | | |
| FR - French | | |
| G - Geology | | |
| GEOG - Geography | | |
| GER - German | | |
| GIS - Geographic Information Systems | | |
| GOLF - Golf Management | | |
| GS - Global Studies | | |
| HIST - History | | |
| HS - Health Sciences | | |

HSAD - Human Services/Alcohol & Drug Studies
ICS - Incident Command System
J - Journalism
JPN - Japanese
KINE - Kinesiology
LIS - Library & Information Studies
MATH - Mathematics
MAKR - Makerspace
MESA - Math, Science, Engineering, Achievement
MC - Mass Communication
MUS - Music
N - Nursing
NRN - Nursing
NVN- Licensed Vocational Nursing
NR - Natural Resources
PH - Physics
PHIL - Philosophy
POLS- American Governmnet and Politics
PS - Political Science
PSY - Psychology
PSYC- Introduction to Psychology
PTA - Physical Therapy Assistant
RED - Real Estate Development
RTV - Radio-Television
SJS - Social Justice Studies
SOC - Sociology
SPAN - Spanish
STAT- Introduction to Statistics
TA - Theater Arts
VRN - 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

| Course Code | Title | Units |
|---|---|---|

Academic Skills Center - ASC
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 Governmnet and Politics-POLS
American Sign Language - ASL
Anthropology - ANTH
Applications and Information Systems - AIS
Applied Construction Technology - ACT
Architecture - ARCH
Art - ART
Art History - ARTH
Astronomy - A
Automotive Technology - AUTO
Basic Correctional Officer Training - BCOT
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 Mangement - BUHM
Business/Management - BUMA
California State Fire Marshal - CSFM
Chemistry - CH
Child Development & Education - CDE
College - COLL
Communication Studies - COMM
Computer Information Systems - CIS
Computer Science - CS
Construction Management - CM
Counseling - COUN
Criminal Justice - CJ
Culinary Arts - CART
Dance - DANC
Digital Design and Production - DDP
Disabled Students Programs and Services - DSPS
Drafting - DRA
Early Childhood Education - see CDE
Economics - ECON
Education - EDUC
Emergency Medical Responder - EMR
Emergency Medical Technology - EMT
Employability Skills - EMP
Energy Systems Technology - ESYS
Engineering, General - ENGR
Engineering Technology - ENGT
English as a Second Language - ESL
English as a Second Language Noncredit - ESLN
English - ENG
English-ENGL
Entrepreneurship - ENTR
Ethnic Studies - ETHN
Film - FILM
Fire Technology - FIRE
French - FR
General Drafting/CAD - DRA
Geographic Information Systems - GIS
Geography - GEOG
Geology - G
German - GER
Global Studies - GS
Golf Management - GOLF
Graphic Design - DDP

Health Sciences - HS
History - HIST
Human Services/Alcohol & Drug Studies - HSAD
Incident Command System - ICS
Introduction to Psychology-PSYC
Introduction to Statistics- STAT
Japanese - JPN
Journalism - J
Kinesiology - KINE
Licensed Vocational Nursing-NVN
Library & Information Studies - LIS
Makerspace - MAKR
Mass Communication - MC
Math, Science, Engineering, Achievement - MESA
Mathematics - MATH
Music - MUS
Natural Resources - NR
Nursing - N
Nursing - NRN
Nutrition - HS
Philosophy - PHIL
Physical Therapy Assistant - PTA
Physics - PH
Political Science - PS
Psychology - PSY
Public Health - HS
Radio-Television - RTV
Real Estate Development - RED
Social Justice Studies - SJS
Sociology - SOC
Spanish - SPAN
Theater Arts - TA
Varsity Sports, Men - VSM
Varsity Sports, Off-Season - VSO
Varsity Sports, Women - VSW
Vocational Nursing - VRN
Welding - WELD
Work Experience, General - WEG

# COURSE DESCRIPTIONS

## Academic Skills Center (ASC)

**ASC 300 Supervised Tutoring** **Units: 0**
Supervised Tutoring is an open entry/open exit environment where COD students with learning needs in academic subjects receive drop-in tutoring, small group instruction, and computer assisted or mediated instruction that supplements classroom instruction. Registration may be completed in the Tutoring and Academic Skills Center. The course is inclusive of discipline areas including, but not limited to, writing, English as a Second Language, foreign languages, math, sciences, and general tutoring.
Noncredit Hours: 96 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: 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.
Noncredit 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 CalGETC: 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.
Noncredit 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 CalGETC: 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.
Noncredit 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 CalGETC: 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.
Noncredit 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 CalGETC: None

**ABE 320D Fundamentals of English** **Units: 0**
This course prepares students to use critical thinking and dictionary skills.
Noncredit 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 CalGETC: 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.
Noncredit 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 CalGETC: 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.
Noncredit 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 CalGETC: None

**ABE 324A Reading Control Lab I** **Units: 0**
This course is designed to assess vocabulary and comprehension levels in students.
Noncredit 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 CalGETC: 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.
Noncredit 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 CalGETC: None

**ABE 326A U.S. History I** **Units: 0**
This course provides the history of the United States from exploration through the Civil War.
Noncredit 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 CalGETC: 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.
Noncredit 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 CalGETC: None

**ABE 328A American Government** **Units: 0**
This course is designed to give students an understanding of the principles and structure of government.
Noncredit 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 CalGETC: None

**ABE 328B Economics** **Units: 0**
This course is designed to help students recognize the role and importance of the individual consumer in the world economy.
Noncredit 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 CalGETC: 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.
Noncredit 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 CalGETC: 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.
Noncredit 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 CalGETC: None

**ABE 334 U.S. Citizenship** **Units: 0**
This course provides instruction of American History and United States Government in preparation for becoming a citizen of the United States.
Noncredit Hours: 40 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: 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.
Noncredit 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 CalGETC: 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.
Noncredit 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 CalGETC: 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.
Noncredit 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 CalGETC: 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.
Noncredit 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 CalGETC: 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.
Noncredit 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 CalGETC: 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.
Noncredit 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 CalGETC: 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.
Noncredit 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 CalGETC: 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.
Noncredit 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 CalGETC: 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.
Noncredit 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 CalGETC: 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.
Noncredit 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 CalGETC: 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.
Noncredit 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 CalGETC: None

**ABE 351A Marine Science** **Units: 0**
This high school level course provides the study and understanding of the ocean. Students will investigate the scientific world of ocean organisms and its physical characteristics. Science concepts such as plate tectonics, food and energy transfer and the properties of water will be comprehensively explained.
Noncredit 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 CalGETC: 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.
Noncredit 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 CalGETC: 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.
Noncredit 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 CalGETC: None

**ABE 361C Fine Arts: Theater** **Units: 0**
This course introduces and familiarizes the student with the various forms of theatrical performances.
Noncredit 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 CalGETC: None

**ABE 364 GED Test Preparation** **Units: 0**
This course is designed to prepare students for the GED examination.
Noncredit 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 CalGETC: 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.
Noncredit 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 CalGETC: 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.
Noncredit 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 CalGETC: 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.
Noncredit 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 CalGETC: 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 CalGETC: 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 CalGETC: None

**AGBU 095A Agriculture-Business Work Experience** **Units: 1-5**
This work experience course of supervised employment provides students the opportunity to connect academics to applied experiential learning in the workplace. It assists students in developing transferable employability skills, career awareness, learning industry culture, competencies and norms, and developing professional networks that support career mobility. To enroll, students must have a job or internship placement in a part-time or full-time capacity. Credit may be accrued at the rate of one to five (1-5) units per semester based on the student's ability to meet the hours required per unit enrolled. Students must work 54 hours per unit earned. This Work Experience course is available to students whose job or internship placement is directly related to Agriculture/Business.
Lecture Hours: None Lab Hours: 270 Repeatable: Yes
Grading: Letter
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: 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: A5 CalGETC: 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: A5 CalGETC: 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 CalGETC: 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 CalGETC: 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 CalGETC: 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 CalGETC: 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 CalGETC: 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 CalGETC: 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 CalGETC: 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 CalGETC: 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 CalGETC: 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 CalGETC: 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 CalGETC: 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 CalGETC: 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 CalGETC: None

**AGEH 095A Environmental Horticulture Turfgrass Work Experience** **Units: 1-5**
This work experience course of supervised employment provides students the opportunity to connect academics to applied experiential learning in the workplace. It assists students in developing transferable employability skills, career awareness, learning industry culture, competencies and norms, and developing professional networks that support career mobility. To enroll, students must have a job or internship placement in a part-time or full-time capacity. Credit may be accrued at the rate of one to five (1-5) units per semester based on the student's ability to meet the hours required per unit enrolled. Students must work 54 hours per unit earned. This Work Experience course is available to students whose job or internship placement is directly related to Environmental Horticulture Turf grass.
Lecture Hours: None Lab Hours: 270 Repeatable: Yes
Grading: Letter
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: 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 CalGETC: 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: A5 CalGETC: 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: A5 CalGETC: 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: A5 CalGETC: 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 CalGETC: 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 that 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 & ESYS 004.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**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. Laboratory experience allows the student to practice the methods and techniques presented in the classroom.
Lecture Hours: 36 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** ACR 060.
Advisory: ESYS 004 and RDG 061.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**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 air conditioning and refrigeration system electrical circuits. 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 & ESYS 004.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: 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: ESYS 004 and RDG 061.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**ACR 074A Residential System Installation** **Units: 3**
Residential Air Conditioning Installation, including residential split systems and Ductless mini-split, zoned systems. Title 24 requirements including proper duct sizing and sealing. The class will consist of air balance and basic unit sizing. Course material $70 for uniform, gloves, and safety glasses.
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 CalGETC: 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 CalGETC: 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 CalGETC: 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 CalGETC: 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 CalGETC: 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 CalGETC: 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 CalGETC: 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 CalGETC: None

**ACR 090 Introduction to Building Automation Systems** **Units: 3**
This course introduces the fundamental concepts of commercial HVAC control theory and its application to electric, pneumatic, and digital control systems. It covers the principles of chiller plant operation, air distribution, variable air volume (VAV), constant air systems, and multizone systems. Please note that students must wear a lab uniform during the course.
Lecture Hours: 36 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: ACR 064 and ESYS 004.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**ACR 091 Introduction to Building Automation Networks and Programming** **Units: 3**
This course introduces programming languages and Building Control Networks used in the Heating, Ventilation, and Air Conditioning (HVAC) building automation industry. The course will cover block, microblock, and line text-and-menu drop programming languages. Students can practice using these programming languages to monitor, schedule, and control the operations of various systems, such as rooftop units, variable air volume, water pump stations, chillers, and boiler systems. The course will introduce students to the various building automation control networks that transmit information between controllers and HVAC equipment. This includes understanding protocol standards, web-based applications, Building Automation and Control Networks (BACnet), and local operating networks (LonTalk). The protocol used in this course is a standard of ASHRAE, ANSI, and ISO 16484-5, and it will cover the installation, troubleshooting, and configuration of routers.
Lecture Hours: 36 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: ACR 064, ACR 090 and ESYS 004.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**ACR 092 Advanced Building Automation Networks and Programming** **Units: 3**
This class will present advanced programming and control network integration across automation platforms used in heating, ventilation, and air conditioning (HVAC). Students will write and execute programs used in direct digital controllers, including line (text) programming, icon-based programming, and template programming. The class stresses good programming practices, including complete program documentation.
Lecture Hours: 36 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** ACR 090 or ACR 091.
Advisory: ESYS 004.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**ACR 095A Air Conditioning Refrigeration Work Experience** **Units: 1-5**
This work experience course of supervised employment provides students the opportunity to connect academics to applied experiential learning in the workplace. It assists students in developing transferable employability skills, career awareness, learning industry culture, competencies and norms, and developing professional networks that support career mobility. To enroll, students must have a job or internship placement in a part-time or full-time capacity. Credit may be accrued at the rate of one to five (1-5) units per semester based on the student's ability to meet the hours required per unit enrolled. Students must work 54 hours per unit earned. This Work Experience course is available to students whose job or internship placement is directly related to Air Conditioning Refrigeration.
Lecture Hours: None Lab Hours: 270 Repeatable: Yes
Grading: Letter
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: 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.
Noncredit 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 CalGETC: 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.
Noncredit 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 CalGETC: 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.

Noncredit Hours: 18 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 CalGETC: 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 Enviromental Protection Agency (EPA) laws.
Noncredit Hours: 18 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 CalGETC: 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.
Noncredit Hours: 18 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** ACR 378A.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: 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.
Noncredit Hours: 18 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 CalGETC: None

# American Sign Language (ASL)

**ASL 001 Elementary American Sign Language I** **Units: 5**
This course presents the fundamentals of American Sign Language with an introduction into Deaf Studies. The course is designed with a general orientation into American Sign Language as it is used within the Deaf culture. Instruction in the basic structure of the language and development of its use. Introduction to the history of Deaf culture and the language. Introduction to the Deaf perspective on the establishment of Deaf communities and ASL. Students will learn basic grammar and vocabulary, with an emphasis on both expressive and receptive skills. In addition, a historical, social, cultural and deaf education overview will be investigated with lab required hours. An emphasis on problems that impact the deaf culture and its origins will be provided as we delve into American Deaf Studies, encompassing the history, education, arts, language, and social issues, and its applicability to ASL language acquisition.
Lecture Hours: 72 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: A3 CalGETC: None

**ASL 002 Elementary American Sign Language II** **Units: 5**
This course further develops material introduced in American Sign Language 1. Increasingly complex grammar and vocabulary will be introduced, with the class conducted primarily in ASL. Equal focus is placed on expressive and receptive skill development. Students will explore simple Deaf humor and poetry, and examine writings by American Deaf persons to discover values, attitudes, and themes of the American Deaf culture.
Lecture Hours: 90 Lab Hours: 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: A3 CalGETC: 3B

**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: A3 CalGETC: 3B

**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: A3 CalGETC: 3B

# Anthropology (ANTH)

**ANTH 001 Human Evolution: Introduction to Biological 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. (C-ID ANTH 110)
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: A5 CalGETC: 5B

**ANTH 001L Human Evolution: Introduction to Biological Anthropology Lab** **Units: 1**
This laboratory course is offered as a complement to ANTH 001: Introduction to Biological Anthropology, either taken concurrently or in a subsequent term. Laboratory exercises are designed to introduce students to the scientific method and techniques used in physical/biological anthropology research. Application of the scientific method to explore molecular biology, Mendelian and population genetics, modern human variation, comparative human and non-human primate anatomy and behavior, the primate and hominin fossil record, forensic anthropology, forensic analysis, and other resources to investigate processes that affect human evolution. May require participation in field trips at alternative class meeting times. (C-ID: ANTH 115L)
Lecture Hours: None Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** Corequisite: ANTH 001 or prior completion
Advisory: ENG 061.
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: A5 CalGETC: 5C

**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: A4 CalGETC: 4

**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: A4 CalGETC: 4

**ANTH 007 Anthropology of Religion, Magic, Witchcraft, and Healing** **Units: 3**
This course is an introduction to the anthropological study of religion and examines the way religion is lived and practiced in diverse cultures and the role of religious beliefs in human experiences of health and healing. Topics include the origins, forms, functions, and expressions of belief systems and ritual within their cultural contexts, varieties of religious and spiritual beliefs and practices cross-culturally, mythology, symbolism, totemism, syncretism, shamanism, the healer, traditional healing and medical systems, magic, divination, witchcraft, ancestor worship, and death. Requires participation in field trips at alternative class meeting times.
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: A4 CalGETC: 4

**ANTH 095A Anthropology Work Experience** **Units: 1-5**
This work experience course of supervised employment provides students the opportunity to connect academics to applied experiential learning in the workplace. It assists students in developing transferable employability skills, career awareness, learning industry culture, competencies and norms, and developing professional networks that support career mobility. To enroll, students must have a job or internship placement in a part-time or full-time capacity. Credit may be accrued at the rate of one to five (1-5) units per semester based on the student's ability to meet the hours required per unit enrolled. Students must work 54 hours per unit earned. This Work Experience course is available to students whose job or internship placement is directly related to Anthropology.
Lecture Hours: None Lab Hours: 270 Repeatable: Yes
Grading: Letter
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

# Applications and Information Systems (AIS)

**AIS 002A Introductory Microsoft Outlook** **Units: 1**
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: 9 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 CalGETC: None

**AIS 003A Introductory 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 CalGETC: None

**AIS 004A Introductory 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 CalGETC: None

**AIS 005 Office Technology Skills** **Units: 3**
This course provides the introductory technology skills necessary for success in an entry level office support role. Students become comfortable with Learning Management System, email systems and file management; understand the basics of how computers and mobile devices work. Students learn how to use common functions of email, word processing, and presentation software, Internet basics, and exploring the web as tools for academic and vocational success. Students also have an opportunity to develop keyboarding skills. (C-ID BSOT 106X)
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 CalGETC: None

**AIS 006 Business Research** **Units: 2**
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: 36 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: AIS 005.
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**AIS 007A Introductory Excel** **Units: 1**
This course provides basic concepts and practical applications using Excel for Windows.
Lecture Hours: 9 Lab Hours: 27 Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: AIS 005.
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**AIS 007B Advanced Excel** **Units: 2**
Students receive instruction and computer experience using electronic spreadsheets to solve common numerical and business, finance and/or accounting-based problems.
Lecture Hours: 27 Lab Hours: 27 Repeatable: No
Grading: Letter
**Prerequisite:** AIS 007A or CIS 010.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**AIS 012 Office Support Skills** **Units: 3**
Topics covered in this course include a survey of office support skills and applied procedures; practical application of office technologies; applied organization skills; meeting and travel planning; human relations, company politics and ethics; job attitudes and burnout prevention tools; and servant leader office support role wellbeing.
Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: AIS 005.
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**AIS 013 Office Workplace Employment Preparation** **Units: 3**
Topics covered in this course will be intertwined with practical use of software, media, and technology; people and communication skills; creativity, collaboration, flexibility, and leadership skills; and employment preparation tools necessary for an office support work environment.
Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: Take AIS-005.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**AIS 020 Accessibility for Office Professionals** **Units: 3**
This class explores accessibility guidelines of The Americans with Disabilities Act (ADA) and Section 508 of the Rehabilitation Act. Students are guided through criteria and provided insight into the need and reality of implementing accessible material. Students will discover and apply criteria learned from Microsoft Office documents, and learn how those guidelines can also be applied when updating a business website. It is recommended that students have some experience with Microsoft Office (specifically Word and PowerPoint).
Lecture Hours: 36 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: AIS 005.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**AIS 021 Teleconferencing for Office Professionals** **Units: 1**
The fundamentals of Teleconferencing for Office Professionals course covers etiquette and basic procedures for online meetings and conferences. It gives the student the necessary skills to prepare and handle web conferencing meetings at a professional level. The course overviews the most popular teleconferencing software and video collaboration software available. This course is a fundamental part of the Business Information Remote Worker Certification.
Lecture Hours: 9 Lab Hours: 27 Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: AIS 005.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**AIS 023 Digital Security & Cloud Storage for Office Professionals** **Units: 2**
The Computer Security and Cloud Storage for Home Office Professionals course teaches the students how to protect proprietary digital data in their home office and mobile devices. It provides an introduction to security issues affecting individual computers and internet access. Protection strategies from viruses, Trojan-Horse programs, e-mail attacks, and other forms of intrusion. Selection, installation, and use of anti-virus software. It also covers the different cloud options and using it for digital encrypted data and information storage. This course is a key element of the Business Remote Worker Certificate of Achievement that allows the student the flexibility of working from home and for multiple employers.
Lecture Hours: 18 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: CIS 010.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**AIS 025 Medical Billing** **Units: 3**
This course covers the study of medical billing, along with its terminology and insurance principles. Focus is on Current Procedural Terminology (CPT), ICD-10 Clinical modification, Healthcare Common Procedure Coding System (HCPCS), and medical ethics. The course introduces the revenue cycle and helps prepare students to take the Certified Professional Biller (CPB) examination.
Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: HS 061.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**AIS 030 Real Estate Principles** **Units: 3**
The fundamental real estate course covering the basic laws and principles of California Real Estate. Required by CalBRE (California Bureau of Real Estate) for those preparing for the state Salesperson exam, and serves as an elective for those preparing for the state Broker exam. For professionals, consumers, and investors.
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 CalGETC: None

**AIS 032 Real Estate Practice** **Units: 3**
A foundational real estate course covering day-to-day operations in real estate sales and brokerage, including the following: listing, prospecting, advertising, financing, sale techniques, and escrow. Required course for Salesperson's and Broker's license by CalBRE (California Bureau of Real Estate). For professionals, consumers and investors.
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 CalGETC: None

**AIS 071 Microsoft Office Pro** **Units: 4**
Comprehensive course is an invaluable tool that helps you cover basic features and functions of Microsoft Office® applications (Outlook, Word, PowerPoint, Excel, and Access). Additionally, students will learn basics of how computers work as well as online essentials. Students will learn, practice, apply, and test their skills in real-world business scenarios that prepare them for careers.
Lecture Hours: 54 Lab Hours: 18 Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: AIS 005.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**AIS 072 Spreadsheet Software** **Units: 3**
This course provides basic concepts and practical applications using Excel for Windows and explores other spreadsheet modalities. 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:** None
Advisory: AIS 005.
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**AIS 073 Word Processing Software** **Units: 3**
Students will learn Word Processing software, concepts, procedures and skills in current applications used in Business. Specific topics covered include creating and formatting a document, creating a business memo, using graphics, tables, and styles, creating a research paper with references and sources, mail merge, integrating applications, automating tasks, working with forms and master templates, and using cloud storage.
Lecture Hours: 36 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: AIS 005.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**AIS 074 Presentation Software** **Units: 3**
This course provides common concepts and practical applications of creating effective slide presentations using different presentation software. 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: 36 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: AIS 005.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**AIS 095A Applications and Information Systems Work Experience** **Units: 1-5**
This work experience course of supervised employment provides students the opportunity to connect academics to applied experiential learning in the workplace. It assists students in developing transferable employability skills, career awareness, learning industry culture, competencies and norms, and developing professional networks that support career mobility. To enroll, students must have a job or internship placement in a part-time or full-time capacity. Credit may be accrued at the rate of one to five (1-5) units per semester based on the student's ability to meet the hours required per unit enrolled. Students must work 54 hours per unit earned. This Work Experience course is available to students whose job or internship placement is directly related to Applications and Information Systems.
Lecture Hours: None Lab Hours: 270 Repeatable: Yes
Grading: Letter
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: 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 or MATH 065.
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: 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 CalGETC: 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 CalGETC: None

**ACT 023 Framing Carpentry** **Units: 4**
This course provides the understanding of framing systems and the practical framing techniques used to construct the floor, walls, and roof of a simple structure. Topics include the fundamentals of wood, lumber, fasteners, adhesives, layout, assembly, bracing, sheathing, and truss identification. In addition to learning vocabulary associated with framing, students participate in Service Learning by way of a practical lab or an actual project site under close supervision of trade professionals.
Lecture Hours: 18 Lab Hours: 162 Repeatable: No
Grading: Letter
**Prerequisite:** ACT 020 or CM 020.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**ACT 024 Roofing Applications** **Units: 2**
This course introduces the application of typical roof materials on different types of residential and light commercial structures. Safety procedures are emphasized as preparation for roofing application is demonstrated. Topics include roofing tools and proper roof ventilation. Some of the roof materials discussed include composite shingles, shakes, metal roofing, slate and tile, single ply roofing and foam application. Students participate in Service Learning by way of a practical lab or an actual project site under close supervision of trade professionals.
Lecture Hours: 18 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** ACT 020 or CM 020.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**ACT 025 Thermal & Moisture Protection** **Units: 1**
This course covers the fundamentals of thermal insulation and vapor barriers for building structures, including topics such as requirements and characteristics of certain insulation and waterproofing. Hands-on application and proper installation of these materials are demonstrated by certified installers.
Lecture Hours: 9 Lab Hours: 27 Repeatable: No
Grading: Letter
**Prerequisite:** ACT 020 or CM 020.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**ACT 026 Drywall Installation & Finish** **Units: 1**
This course introduces the proper installation, types of application and the various finishes applied on gypsum board. Some of the topics covered include the tools, fasteners and materials used in the covering of the framed interior of a building. Other topics include soundproofing, estimating and problems that occur in drywall finishes for both new and remodeling projects. Students participate in Service Learning by way of a practical lab or an actual project site under close supervision of trade professionals.
Lecture Hours: 9 Lab Hours: 27 Repeatable: No
Grading: Letter
**Prerequisite:** ACT 020 or CM 020.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**ACT 027 Exterior Finish** **Units: 1**
This course covers the wide variety of siding materials used to finish the exterior of houses and some commercial buildings. Proper handling and installation for various materials such as wood, brick, vinyl, metal and stucco are demonstrated by industry professionals as well as by the students in a practical lab or actual project site.
Lecture Hours: 9 Lab Hours: 27 Repeatable: No
Grading: Letter
**Prerequisite:** ACT 020 or CM 020.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**ACT 028 Finish Carpentry** **Units: 4**
This course focuses on the variety of applications that occur within the interior of a building during the final stages nearing completion. Topics such as safety, door and window installation, door hardware, trims and molding, tools for installation, and cabinet installation are covered. Students participate in Service Learning by way of a practical lab or an actual project site under close supervision of trade professionals.
Lecture Hours: 18 Lab Hours: 162 Repeatable: No
Grading: Letter
**Prerequisite:** ACT 020 or CM 020.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**ACT 029 Masonry Fundamentals** **Units: 2**
This course explores masonry and its history as one of the oldest trades and method of construction. In addition, basic materials, tools, and techniques used by masons are discussedand 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:** ACT 020 or CM 020.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**ACT 030 Plumbing Fundamentals** **Units: 3**
This course is an introduction to the mechanics of plumbing including the design, installation, and maintenance of drain, waste, and vent systems in buildings in addition to significant code and health issues, violations, and consequences related to those systems. Methods of measuring, cutting, and joining different materials and schedules of plastic and copper piping are covered along with the peripheral types of fittings and valves used in plumbing. Installation of water heaters, gas piping, and finish fixtures are also demonstrated. Safety procedures are emphasized as students participate in Service Learning by way of a practical lab or an actual project site under close supervision of trade professionals.
Lecture Hours: 18 Lab Hours: 108 Repeatable: No
Grading: Letter
**Prerequisite:** ACT 020 or CM 020.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**ACT 031 Electrical Fundamentals** **Units: 3**
This course is an introduction to residential wiring and grounding, and covers the installation of panels, switches, receptacles, lighting, and other outlets. In addition, load calculations are used to size the electrical service for dwellings. Safety procedures are emphasized as students participate in Service Learning by way of a practical lab or an actual project site under close supervision of trade professionals.
Lecture Hours: 18 Lab Hours: 108 Repeatable: No
Grading: Letter
**Prerequisite:** ACT 020 or CM 020.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**ACT 095A Applied Construction Technology** **Units: 1-5**
This work experience course of supervised employment provides students the opportunity to connect academics to applied experiential learning in the workplace. It assists students in developing transferable employability skills, career awareness, learning industry culture, competencies and norms, and developing professional networks that support career mobility. To enroll, students must have a job or internship placement in a part-time or full-time capacity. Credit may be accrued at the rate of one to five (1-5) units per semester based on the student's ability to meet the hours required per unit enrolled. Students must work 54 hours per unit earned. This Work Experience course is available to students whose job or internship placement is directly related to Applied Construction Technology.
Lecture Hours: None Lab Hours: 270 Repeatable: Yes
Grading: Letter
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**ACT 320 Construction Safety** **Units: 0**
This course provides students with in-depth analysis of the organization and structure of the construction industry, a basic knowledge of construction safety issues and the practices and procedures required to ensure safety on the job site.
Noncredit Hours: 9 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**ACT 320A Construction Tools & Equipment** **Units: 0**
This course provides students with an overview of the construction industry; in-depth practical knowledge of tools and equipment used in the construction industry, basic rigging techniques, and communication. Guest speakers and site visits provide students a wide view of the expectations of entry-level work, wages, benefits, and work place culture.
Noncredit Hours: 27 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**ACT 320B Construction Math Concepts** **Units: 0**
This course provides students with basic construction math skills.
Noncredit Hours: 27 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**ACT 320C Construction Careers & Employability Skills** **Units: 0**
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 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.
Noncredit 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 CalGETC: None

**ACT 320D Construction & the Environment** **Units: 0**
This course emphasizes green construction practices and the impact of construction on the environment.
Noncredit Hours: 9 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**ACT 321 Site Preparation & Layout Essentials** **Units: 0**
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.
Noncredit Hours: 9 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** ACT 320A & ACT 320B.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**ACT 321A Site Preparation & Layout Lab** **Units: 0**
This course provides a practical lab or an actual project site where students apply the building construction site planning knowledge learned in ACT 321. General topics include project site clearance, reading and implementing the information from the Precise Grading Plan, concept of cutting and filling, and site layout.
Noncredit Hours: 27 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** ACT 321 or concurrent enrollment.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**ACT 322 Concrete & Formwork** **Units: 0**
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 also participate in a practical lab or an actual project site.
Noncredit Hours: 36 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** ACT 320.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**ACT 323 Construction Framing Essentials** **Units: 0**
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.
Noncredit 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 CalGETC: None

**ACT 323A Construction Framing - Walls Lab** **Units: 0**
This course provides the practical lab required to demonstrate understanding of framing systems and the practical framing techniques used to construct the walls of a simple structure. Topics include the fundamentals of wood, lumber, fasteners, adhesives, layout, assembly, bracing, sheathing, and truss identification. Students will demonstrate appropriate use of tools and equipment and awareness of construction safety issues.
Noncredit Hours: 24 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** ACT 320A and ACT 323 or concurrent enrollment.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**ACT 323B Construction Framing - Floors Lab** **Units: 0**
This course provides the practical lab required to demonstrate understanding of framing systems and the practical framing techniques used to construct the floor of a simple structure. Topics include the fundamentals of wood, lumber, fasteners, adhesives, layout, assembly, bracing, sheathing, and truss identification. Students will demonstrate appropriate use of tools and equipment and awareness of construction safety issues.
Noncredit Hours: 24 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** ACT 320A and ACT 323 or concurrent enrollment.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**ACT 323C Const Framing - Ceilings & Roofs Lab** **Units: 0**
This course provides the practical lab required to demonstrate understanding of framing systems and the practical framing techniques used to construct the ceiling and roof of a simple structure. Topics include the fundamentals of wood, lumber, fasteners, adhesives, layout, assembly, bracing, sheathing, and truss identification. Students will demonstrate appropriate use of tools and equipment and awareness of construction safety issues.
Noncredit Hours: 24 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** ACT 320A and ACT 323 or concurrent enrollment.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**ACT 324 Roofing Applications** **Units: 0**
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.
Noncredit Hours: 18 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** ACT 320.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**ACT 324A Roofing Applications Lab** **Units: 0**
Practical lab to demonstrate 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 a practical lab or an actual project site under close supervision of trade professionals.
Noncredit Hours: 54 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** ACT 324 or concurrent enrollment.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**ACT 325 Thermal & Moisture Protection** **Units: 0**
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.
Noncredit Hours: 36 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** ACT 320 or concurrent enrollment.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**ACT 326 Drywall Installation & Finish** **Units: 0**
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.
Noncredit Hours: 36 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** ACT 320 or concurrent enrollment.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**ACT 327 Exterior Finish** **Units: 0**
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.
Noncredit Hours: 36 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** ACT 320 or concurrent enrollment.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**ACT 328 Finish Carpentry Fundamentals** **Units: 0**
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.
Noncredit Hours: 9 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** ACT 320 or concurrent enrollment.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**ACT 328A Finish Carpentry - Doors and Windows Lab** **Units: 0**
Practical lab that focuses on safety, door and window installation, door and window trims and door and window hardware options. Students are introduced to a variety of options for materials tools and installation procedures and participate in a practical lab or on site project under the close supervision of a qualified instructor.
Noncredit Hours: 27 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** ACT 320 & ACT 320B or concurrent enrollment.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**ACT 328B Finish Carpentry - Moldings and Trims Lab** **Units: 0**
Practical lab that focuses on safety, molding and trim hardware, procedures and installation. Students are introduced to a variety of options for materials, tools and installation procedures and participate in a practical lab or on site project under the close supervision of a qualified instructor.
Noncredit Hours: 27 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** ACT 320 and ACT 320B or concurrent enrollment.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**ACT 328C Finish Carpentry - Cabinets Lab** **Units: 0**
Practical lab that focuses on safety, cabinet selection measurement, installation and trim. Students are introduced to a variety of options for materials, tools and installation procedures and participate in a practical lab or on site project under the close supervision of a qualified instructor.
Noncredit Hours: 27 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** ACT 320 and ACT 320B or concurrent enrollment.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**ACT 329 Masonry Fundamentals** **Units: 0**
This course explores masonry and its history as one of the oldest trades and methods 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.
Noncredit Hours: 36 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** ACT 320 ACT 321 and ACT 321A or concurrent enrollment.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**ACT 329A Masonry Fundamentals Lab** **Units: 0**
This course provides lab practice for the use of masonry as a method of construction. 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 a practical lab or an actual project site under close supervision of trade professionals.
Noncredit Hours: 36 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** ACT 329 or concurrent enrollment.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**ACT 330 Plumbing Fundamentals** **Units: 0**
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.
Noncredit Hours: 18 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** ACT 320 ACT 321 and ACT 321A or concurrent enrollment.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**ACT 330A Plumbing Fundamentals Lab** **Units: 0**
This course is a lab for demonstration of the skills learned in ACT 330 Plumbing Fundamentals. Students are introduced 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 a practical lab or an actual project site under close supervision of trade professionals.
Noncredit Hours: 48 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** ACT 330 or concurrent enrollment.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**ACT 331 Electrical Fundamentals** **Units: 0**
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.
Noncredit Hours: 18 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: ACT 320A.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**ACT 331A Electrical Fundamentals Lab** **Units: 0**
Practical lab demonstrate understanding of the 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 lab and job site electrical installations.
Noncredit Hours: 48 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** ACT 331 or concurrent enrollment.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: 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 CalGETC: 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 CalGETC: 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 CalGETC: 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 CalGETC: 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 CalGETC: 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 CalGETC: 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 CalGETC: 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 CalGETC: 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 CalGETC: 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 & RDG 061.
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: 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: A3 CalGETC: 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 CalGETC: None

**ARCH 095A Architecture Work Experience** **Units: 1-5**
This work experience course of supervised employment provides students the opportunity to connect academics to applied experiential learning in the workplace. It assists students in developing transferable employability skills, career awareness, learning industry culture, competencies and norms, and developing professional networks that support career mobility. To enroll, students must have a job or internship placement in a part-time or full-time capacity. Credit may be accrued at the rate of one to five (1-5) units per semester based on the student's ability to meet the hours required per unit enrolled. Students must work 54 hours per unit earned. This Work Experience course is available to students whose job or internship placement is directly related to Architecture.
Lecture Hours: None Lab Hours: 270 Repeatable: Yes
Grading: Letter
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**ARCH 100 Introduction to Design Theories and Methods** **Units: 3**
This foundational, First-Year Experience course introduces students to 'design thinking,' exploring the nature of design as a rational, problem-solving activity and the advantages and disadvantages of various systematic approaches. Includes typical modes of reasoning; philosophies and styles of design; and tools, techniques, and methods relevant in the design process.
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 CalGETC: None

**ARCH 101 Architectural Design Fundamentals 1** **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. (formerly ARCH 008)
Lecture Hours: 18 Lab Hours: 108 Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: ARCH 150 and DRA 001.
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CalGETC: None

**ARCH 102 Architectural Design Fundamentals 2** **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. (formerly ARCH 009)
Lecture Hours: 18 Lab Hours: 108 Repeatable: No
Grading: Letter
**Prerequisite:** ARCH 101.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CalGETC: None

**ARCH 120 Visual Literacy and Civilization: An Architect's View** **Units: 3**
This course focuses on the role of visual explanation in Western European civilization, while also emphasizing its cultural relativity. It analyzes the rules of representational conventions in the context of their rich cultural history and contrasts them with non-western traditions. The course introduces several 20th-century schools of thought that have been critical of the hegemonic visual regime of modernity, and its role in colonial expansion and domination of non-western cultures.
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 CalGETC: None

**ARCH 150 Foundation Digital Design** **Units: 3**
Facilitates student access to digital design drawing and modeling, tools, skills and concepts actively used in concurrent design studio. Assignments support concurrent design studio. Discussion with an emphasis on introductory digital design drawing. This course will provide a theoretical and practical step-by-step introducton to current digital 3D design modeling software paired with 2D editing software. In addition, students will be introduced to compositional and diagram making techniques as well as the use of info graphics.
Lecture Hours: None Lab Hours: 162 Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**ARCH 201 Architectural Design Fundamentals 3** **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:** ARCH 102 ARCH 250 or concurrent enrollment.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**ARCH 202 Architectural Design Fundamentals 4** **Units: 3**
Students will develop a variety of assigned Architectural projects that explore the use of new materials, construction technologies, and sustainable design strategies. Typically the studio will follow the following structure: 1) research and analysis of the design problem, 2) development of a design idea 3) iterative development that incorporates material studies, additional research, and external feedback, and 4) representation of project through drawings, models, and other media.
Lecture Hours: 18 Lab Hours: 108 Repeatable: No
Grading: Letter
**Prerequisite:** ARCH 201 ARCH 220.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**ARCH 210 Introduction to Sustainable Architectural Design** **Units: 3**
Basic principles for the design of sustainable, low carbon environments at the urban, site and building scale. Emphasis on site design and the design of sustainable buildings and their connection to the environment such as energy, materials, water and waste 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 CalGETC: None

**ARCH 220 Architectural Programming** **Units: 3**
Study of the role that architectural programming and behavioral factors play in the design of buildings. Architect's responsibility to respond to the physical, social and regulatory conditions of the building site and context.

Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** ARCH 017 & ARCH 210.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**ARCH 230 Structures 1** **Units: 3**
Theories of structural design and the relationship of structure to form, function and economics. Analysis of structural systems including statics, strength of materials and structural properties as well as the demonstration of forces and stresses.
Lecture Hours: 36 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** MATH 005 PH 002A.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**ARCH 250 Intermediate Digital Design** **Units: 3**
Facilitates student access to digital design drawing and modeling, tools, skills and concepts actively used in concurrent design studio. Use of sketching and digital modeling for design study, iteration and variation. Students work individually on weekly assignments, software training, and the application of acquired software skills in an exercise within their concurrent design studio project.
Lecture Hours: None Lab Hours: 162 Repeatable: No
Grading: Letter
**Prerequisite:** ARCH 150.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CalGETC: 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: A3 CalGETC: 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 CalGETC: None

**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, color theory, conceptual development, and organizational principles of compositional structure. 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: A3 CalGETC: 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: A3 CalGETC: None

**ART 005A Beginning Figure Drawing** **Units: 3**
Introduction to drawing the nude human figure from observation using a wide variety of drawing media and techniques. Topics include an introduction to human anatomy and the historical and contemporary roles of figure drawing in the visual arts. Students in this course will learn both descriptive and interpretive approaches to drawing the figure. This is a basic course in the study of the human figure from a nude 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: None
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: A3 CalGETC: None

**ART 005B Intermediate Figure Drawing** **Units: 3**
This is an intermediate course in the study of the human figure from a nude 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 CalGETC: 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 CalGETC: None

**ART 007 Ceramics** **Units: 3**
This course introduces the use of clay as an expressive medium on a global scale. The content includes: preparation of clay, hand building, wheel throwing, design,techniques and glaze application.
Lecture Hours: 36 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: ENG 001A.
Limitation on enrollment: Courses Related in Content
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: A3 CalGETC: 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 007.
Advisory: None
Limitation on enrollment: Courses Related in Content
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CalGETC: None

**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.
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 CalGETC: 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), 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 CalGETC: 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 CalGETC: None

**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 CalGETC: 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 CalGETC: None

**ART 014A Beginning Screen Printing** **Units: 3**
This is an introductory course in screen printing. Basic silkscreen printing techniques are studied, including stencil formation, edition printing, and various substrate concerns. Class work focuses on attaining competence in direct screen printing processes. Emphasis is placed on composition theory, print quality, concept, and design throughout the course. These techniques enable the student to communicate visual images as creative print statements. Basic drawing skills are recommended.
Lecture Hours: 36 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: ART 001A.
Limitation on enrollment: Courses Related in Content
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CalGETC: 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 CalGETC: 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:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CalGETC: 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 CalGETC: 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 CalGETC: 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: None
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CalGETC: 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 are developed 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 CalGETC: 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: None
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CalGETC: None

**ART 025B Intermediate Acrylic Painting** **Units: 3**
This is an intermediate course in acrylic painting. It concentrates on the further development of traditional techniques with specific investigations of theoretical concepts and personal subjects and techniques. Focus is on the development of images that are created through the use of intermediate applications of technical processes, color use, gels, mediums 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 CalGETC: 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 CalGETC: 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 including digital black and white. A 35mm film camera with manually adjustable f-stops and shutter speeds is required. (Equivalent to DDP 135.)
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 CalGETC: 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 CalGETC: 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 131.)
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 CalGETC: None

**ART 034 Introduction to Digital Art & Media** **Units: 3**
This overview course is open to all students wanting to know more about the different areas of Digital Art and Media. Introduction to fundamental concepts, practices and theories of digital art and media. Topics include: integration of traditional design, color, and compositional principles with contemporary digital tools. Demonstrations of digital image capture, image manipulation, illustration, layout, animation, 3D, and emerging technologies will also be given. (Equivalent to DDP 100.) (C-ID ARTS 250)
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: A3 CalGETC: None

**ART 095A Art Work Experience** **Units: 1-5**
This work experience course of supervised employment provides students the opportunity to connect academics to applied experiential learning in the workplace. It assists students in developing transferable employability skills, career awareness, learning industry culture, competencies and norms, and developing professional networks that support career mobility. To enroll, students must have a job or internship placement in a part-time or full-time capacity. Credit may be accrued at the rate of one to five (1-5) units per semester based on the student's ability to meet the hours required per unit enrolled. Students must work 54 hours per unit earned. This Work Experience course is available to students whose job or internship placement is directly related to Art.
Lecture Hours: None Lab Hours: 270 Repeatable: Yes
Grading: Letter
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**ART 308 Wheel Throwing Workshop** **Units: 0**
Introduction to the basic steps and techniques of using the pottery wheel. This course will cover the beginning practices, of centering clay, throwing simple cylindrical forms, trimming, embellishing techniques and simple glaze application. This course is to practice techniques to assist you in the ART 007 Ceramics course. Material fee of $30 for basic pottery tool kit and clay.
Noncredit Hours: 16 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**ART 309 Raku Workshop** **Units: 0**
An introductory course in ceramics focusing exclusively on the raku process. Projects will utilize a variety of forming methods including coil, slab, pinch, and wheel, which will be fired using the raku process.
Noncredit Hours: 16 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**ART 310 Clay Hand-Building Workshop** **Units: 0**
Introduction to the basic steps and techniques of hand-building functional and abstract forms with clay. This course will cover the beginning practices, pinch, coil and slab building techniques and simple glaze application. This course is to practice techniques to assist you in the ART 007 Ceramics course. Material fee of $30 for basic pottery tool kit and clay will be needed.
Noncredit Hours: 16 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

# Art History (ARTH)

**ARTH 002A History of Art I: Prehistoric to Medieval** **Units: 3**
This course provides an overview of art and architecture from the paleolithic era through the fourteenth century, to include Prehistoric, Mesopotamian, Egyptian, Aegean, Greek, Etruscan, Roman, Early Christian, Byzantine, Islamic, 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: A3 CalGETC: 3A

**ARTH 002B History of 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, Postmodernism, and the history of photography 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: A3 CalGETC: 3A

**ARTH 002C History of Modern Art** **Units: 3**
This course covers art and architecture of the major modern movements in global art, from the 19th 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; the history of photography; 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: A3 CalGETC: 3A

**ARTH 010 Understanding 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: A3 CalGETC: 3A

**ARTH 012A Arts of Asia** **Units: 3**
This course provides a select overview of art and architecture from India, Southeast Asia, China, Korea, and Japan. (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: A3 CalGETC: 3A

**ARTH 012B Arts 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: A3 CalGETC: 3A

**ARTH 012C Arts of Latin America Units: 3**
Survey of visual culture of ancient civilizations in Mexico, Central America, and South America up to European contact, and an overview of select artistic developments in these regions from the colonial period through the contemporary era. (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: A3 CalGETC: 3A

**ARTH 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: ENG 001A.
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: A3 CalGETC: 3A

# Astronomy (A)

**A 001 Descriptive Astronomy Units: 3**
This course is an introductory survey of planetary, stellar and galactic astronomy designed for students not majoring in science. This course reviews research techniques, current knowledge and theory about the planets, stars, galaxies and the age and origin of the universe.
Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: ENG 061 & MATH 049.
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: A5 CalGETC: 5A

**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 & MATH 049.
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: A5 CalGETC: 5A, 5C

**A 003 Planetary Astronomy Units: 4**
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 049.
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: A5 CalGETC: 5A, 5C

**A 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.
Lecture Hours: 18 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: ENG 061 & MATH 049.
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

# Automotive Technology (AUTO)

**AUTO 010 Introduction to Automotive Technology Units: 3**
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: 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 CalGETC: None

**AUTO 011B Auto Electronics & Electrical Systems Units: 4**
This course provides theory and hands-on experience in the fundamentals of automotive electricity and electronics 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 $20.00 test fee for the appropriate Automotive Service Excellent (ASE) Student Exam is required. A uniform is required for this course.
Lecture Hours: 54 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** AUTO 010 or concurrent enrollment.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**AUTO 011C Advanced Automotive Electrical Systems** **Units: 4**
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, an introduction to advanced driver assist systems (ADAS) 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. A uniform is required for this course.
Lecture Hours: 54 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** AUTO 011B.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: 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 $20.00 test fee for the appropriate Automotive Service Excellent (ASE) Student Exam is required. A uniform is required for this course.
Lecture Hours: 54 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** AUTO 010 or concurrent enrollment.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: 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 $20.00 test fee for the appropriate Automotive Service Excellent (ASE) Student Exam is required. A uniform is required for this course.
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 CalGETC: 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 $20.00 test fee for the appropriate Automotive Service Excellent (ASE) Student Exam is required. A uniform is required for this course.
Lecture Hours: 54 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** AUTO 010 or concurrent enrollment.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**AUTO 014B Advanced Engine Management** **Units: 4**
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. A uniform is required for this course.
Lecture Hours: 54 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** AUTO 014A.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: 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 $20.00 test fee for the appropriate Automotive Service Excellent (ASE) Student Exam is required. A uniform is required for this course.
Lecture Hours: 45 Lab Hours: 81 Repeatable: No
Grading: Letter
**Prerequisite:** AUTO 010 or concurrent enrollment.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**AUTO 016 Automotive Manual Transmissions & Drive Train Systems** **Units: 3**
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 $20.00 test fee for the appropriate Automotive Service Excellent (ASE) Student Exam is required. A uniform is required for this course.
Lecture Hours: 36 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** AUTO 010 or concurrent enrollment.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**AUTO 017 Automatic Transmissions & Transaxles** **Units: 3**
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 $20.00 test fee for the appropriate Automotive Service Excellent (ASE) Student Exam is required. A uniform is required for this course.
Lecture Hours: 27 Lab Hours: 81 Repeatable: No
Grading: Letter
**Prerequisite:** AUTO 010 or concurrent enrollment.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: 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 $20.00 test fee for the appropriate Automotive Service Excellent (ASE) Student Exam is required. A uniform is required for this course. C-ID: AUTO 170X
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 CalGETC: 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. A uniform is required for this course.
Lecture Hours: 18 Lab Hours: 108 Repeatable: No
Grading: Letter
**Prerequisite:** AUTO 011B AUTO-013A.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: 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 CalGETC: 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. A uniform is required for this course.
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 CalGETC: 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: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**AUTO 042B Automotive Mechatronics** **Units: 3**
This course provides the learners with the proper mindset and skills to service today's vehicles. The internal combustion motor is no longer the heart of vehicles, it is the electrical system. Vehicles are moving from a mechanical focused to an electrical focus. Automotive mechatronics will focus on the synergy between the mechanical, computer, software, and electrical systems of today's vehicle.
Lecture Hours: 36 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** AUTO 011B or concurrent enrollment.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: 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 will help prepare the learner 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: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**AUTO 043B Hybrid, Fuel-Cell & Electric Vehicle Diagnosis & Repair** **Units: 3**
This course provides the learners 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 AUTO 011B or concurrent enrollment.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**AUTO 044B Advanced Driver Assist Systems (ADAS) Level 1** **Units: 3**
This course offers knowledge and skills related to basic-level, advanced driver assist systems (ADAS). This will enhance the learner's knowledge and skills for employment and advancement within the automotive service industry.
Lecture Hours: 36 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** AUTO 011B or concurrent enrollment.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**AUTO 044C Advanced Driver Assist Systems (ADAS) Level 2** **Units: 2**
This course offers knowledge and skills related to intermediate-level, advanced driver assist systems (ADAS). This will enhance the learner's knowledge and skills for employment and advancement within the automotive service industry.
Lecture Hours: 18 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** AUTO 011B or concurrent enrollment.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: 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 CalGETC: None

**AUTO 046B Autonomous Vehicles** **Units: 3**
This course offers knowledge and skills related to autonomous vehicle operation and service. This will enhance the learner's knowledge and skills for employment and advancement within the automotive service industry.
Lecture Hours: 36 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** AUTO 011B and AUTO 044B or concurrent enrollment.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: 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: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: 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: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: 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: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: 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.
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: 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:** Prerequisite or
**Corequisite:** AUTO 093A.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**AUTO 095A Automotive Technology Work Experience** **Units: 1-5**
This work experience course of supervised employment provides students the opportunity to connect academics to applied experiential learning in the workplace. It assists students in developing transferable employability skills, career awareness, learning industry culture, competencies and norms, and developing professional networks that support career mobility. To enroll, students must have a job or internship placement in a part-time or full-time capacity. Credit may be accrued at the rate of one to five (1-5) units per semester based on the student's ability to meet the hours required per unit enrolled. Students must work 54 hours per unit earned. This Work Experience course is available to students whose job or internship placement is directly related to Automotive Technology.
Lecture Hours: None Lab Hours: 270 Repeatable: Yes
Grading: Letter
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: 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, and exhaust systems. This course is designed to prepare learners for entry-level employment in the automotive field of parts.
Noncredit Hours: 16 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: ESLN 310D.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**AUTO 304 Automotive Calculation** **Units: 0**
This course includes an overview of the automotive industry with an emphasis on shop safety and service information.
Noncredit Hours: 16 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: ESLN 310D.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**AUTO 305 Automotive Safety & Service Information** **Units: 0**
This course includes an overview of the automotive industry with an emphasis on shop safety and service information.
Noncredit Hours: 16 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: AUTO 301.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**AUTO 306 Automotive Service: Oil Change** **Units: 0**
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 entering the workforce as an automotive technician.
Noncredit Hours: 18 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** AUTO 305.
Advisory: AUTO 301.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**AUTO 307 Automotive Repair Facility Orientation** **Units: 0**
This course provides theory and hands-on experience of orientation procedures and required entry-level skills representative of someone newly hired by an automotive service facility. A uniform is required for this course.
Noncredit Hours: 9 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** AUTO 306.
Advisory: AUTO 301.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: 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.
Noncredit Hours: 16 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 CalGETC: 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.
Noncredit Hours: 24 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: AUTO 304 & ESLN 310A.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**AUTO 340 CNG Fundamentals & Safety** **Units: 0**
This course provides lecture/discussion on compressed natural gas (CNG) vehicle safety and operation. The course is designed to introduce the service technician to safety, operation, and basic practices and procedures unique to gaseous fuel vehicles.
Noncredit Hours: 36 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**AUTO 340A CNG Component Function & Operation** **Units: 0**
This course provides classroom lecture/discussion and interactive training on compressed natural gas (CNG) vehicle components, their function, and operation. This equips technicians to better service and repair CNG vehicles.
Noncredit Hours: 18 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** AUTO 340.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**AUTO 340B CNG Maintenance & Repair** **Units: 0**
This course provides classroom lecture/discussion and interactive training on compressed natural gas (CNG) maintenance and repair procedures. This class is targeting skills required to obtain an entry-level position working on CNG vehicles.
Noncredit Hours: 18 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** AUTO 340.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**AUTO 340C CNG Diagnosis & Troubleshoot** **Units: 0**
This course provides classroom lecture/discussion and interactive training on CNG vehicle diagnosis and repair. The course is designed to introduce the service technician to safety, diagnostic and troubleshooting practices and procedures unique to gaseous fuel vehicles including: ignition, fuel delivery and emissions systems design, operation, diagnosis and service.
Noncredit Hours: 18 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** AUTO 340.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**AUTO 340D CNG Diagnosis with Scan Tool** **Units: 0**
This course provides classroom lecture/discussion and interactive training on compressed natural gas (CNG) vehicle diagnosis utilizing current scan tool diagnostics. The course is designed to introduce the service technician to intermediate and advanced scan tool diagnosis.
Noncredit Hours: 18 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** AUTO 340.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**AUTO 341A CNG Conversion & Installation A** **Units: 0**
This course will introduce learners to basic compressed natural gas (CNG) conversion and installation, focusing on applicable legislation, regulations and procedures for conversion of vehicle from gasoline to CNG. Topics include: review of gaseous fuel safety, CNG conversion/ installation and advantages and disadvantages.
Noncredit Hours: 30 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** AUTO 340.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**AUTO 341B Compressed Natural Gas (CNG) Conversion & Installation B** **Units: 0**
This course is designed to introduce learners to compressed natural gas (CNG) conversion/ installation basic service and repair. The following topics are covered in this course: review of gaseous fuel safety, review of CNG conversion/installation and service and repair of CNG conversions/ installations.
Noncredit Hours: 30 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** AUTO 340.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**AUTO 349 CNG Fuel System Inspection** **Units: 0**
This course helps to prepare technicians for the (CNG) Fuel System Inspection Certification Exam. It covers safety, fundamental operation and the information related to the installation and conversion regulations of CNG vehicles.
Noncredit Hours: 18 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: AUTO 340.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**AUTO 380A Oscilloscope Basics** **Units: 0**
This course offers knowledge and skills related to an industry standard, automotive oscilloscopes. The learner will be shown navigation, interpretation, and application of state-of-the-art automotive oscilloscopes. This will enhance one of the required skills for employment and advancement within the automotive service industry.
Noncredit Hours: 6 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: AUTO 301.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**AUTO 385 ASE Exam Preparation** **Units: 0**
This 6-hour course is designed to help technicians, and those pursuing a career in the automotive service industry, understand critical Automotive Service Excellence (ASE) exam skills, review relevant information, and practice taking exams. Learners will be shown how to sign up for the ASE exams and navigate the ASE website. A study plan will be developed; homework is required.
Noncredit Hours: 6 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: AUTO 301.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**AUTO 390A ShopKey Pro Level-1** **Units: 0**
This course is an introduction to an industry standard, automotive, service information system, ShopKey Pro. The learner will be shown basic navigation, interpretation, and application of electronic (Internet based) automotive service information. This will enhance one of the required skills for employment and advancement within the automotive service industry.
Noncredit Hours: 6 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: AUTO 301.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**AUTO 390B ShopKey Pro Level-2** **Units: 0**
This course offers advanced-level knowledge and skills related to an industry standard, automotive, service information system, ShopKey Pro. The learner will be shown advanced navigation, interpretation, and application of electronic (Internet based) automotive service information. This will enhance one of the required skills for employment and advancement within the automotive service industry.
Noncredit Hours: 6 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: AUTO 301.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**AUTO 390E Snap-on Digital Multimeter** **Units: 0**
This course offers basic knowledge and skills related to industry standard digital multimeter (DMM) operation and usage. The learner will be shown navigation, interpretation, and application of a Snap-on digital multimeter. This will enhance one of the required skills for employment and advancement within the automotive service industry.
Noncredit Hours: 6 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: AUTO 301.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**AUTO 390G Snap-on Battery Charging** **Units: 0**
This course offers intermediate-level knowledge and skills related to an industry standard, automotive battery charging systems. The learner will be shown navigation, interpretation, and application of industry standard battery chargers and proper charging practices. This will enhance one of the required skills for employment and advancement within the automotive service industry.
Noncredit Hours: 6 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: AUTO 301.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**AUTO 390H Snap-on Battery, Starting, Charging Systems Basics Units: 0**
This course offers knowledge and skills related to an industry-standard, automotive battery, starting, and charging system testing. The learner will be shown navigation, interpretation, and application of industry standard battery, starting and charging testers. This will enhance one of the required skills for employment and advancement within the automotive service industry.
Noncredit Hours: 6 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: AUTO 301.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**AUTO 390J Snap-on Battery, Starting, Charging Systems Diagnosis** **Units: 0**
This course offers knowledge and skills related to an industry-standard basic, automotive battery, starting, and charging system diagnosis. The learner will be shown interpretation and diagnosis of common battery, starting, and charging system malfunctions. This will enhance one of the required skills for employment and advancement within the automotive service industry.
Noncredit Hours: 6 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: AUTO 301.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**AUTO 390M Snap-on Precision Measurement** **Units: 0**
This course offers basic knowledge and skills related to industry standard precision measurement tool care and operation. The learner will be shown how to locate specifications and procedures applicable to precision measurements. This will enhance one of the required skills for employment and advancement within the automotive service industry.
Noncredit Hours: 30 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: AUTO 301.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**AUTO 390R Snap-On Tire Changer** **Units: 0**
This course offers basic knowledge and skills related to industry tire changer operation. The learner will be shown how to locate specifications and procedures applicable to changing tires. This will enhance one of the required skills for employment and advancement within the automotive service industry.
Noncredit Hours: 6 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: AUTO 301.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**AUTO 390S Snap-On Scan Tool Basics** **Units: 0**
This course offers basic knowledge and skills related to industry-standard scan tool operation and usage. The learner will be shown navigation, interpretation, and application of Snap-on scan tools. This will enhance one of the required skills for employment and advancement within the automotive service industry.
Noncredit Hours: 8 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: AUTO 301.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**AUTO 390T Snap-on Torque Measurement** **Units: 0**
This course offers basic knowledge and skills related to industry-standard torque wrench operation and usage. The learner will be shown how to locate specifications and procedures applicable to fastener torque. This will enhance one of the required skills for employment and advancement within the automotive service industry.
Noncredit Hours: 16 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: AUTO 301.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**AUTO 390U Snap-on Tire Pressure Monitoring System (TPMS)** **Units: 0**
This course offers basic knowledge and skills related to industry-standard tire pressure monitoring system (TPMS) operation. The learner will be shown how to locate specifications and procedures applicable to the TPMS. This will enhance one of the required skills for employment and advancement within the automotive service industry.
Noncredit Hours: 6 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: AUTO 301.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**AUTO 410A Noise, Vibration, and Harshness** **Units: 0**
This course offers knowledge and skills related to vehicle noise, vibration, and harshness (NVH) customer concerns. This will enhance the learner's essential skills for employment and advancement within the automotive service industry.
Noncredit Hours: 15 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: AUTO 301.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**AUTO 410M Automotive Manufacturer Update** **Units: 0**
This course offers knowledge and skills relevant to service and repair of the latest vehicle systems and equipment updates provided by the manufacturers. This will enhance the learner's essential skills for employment and advancement within the automotive service industry.
Noncredit Hours: 30 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**AUTO 411A Automotive Electrical Review** **Units: 0**
This course offers an electrical review for those who have had some electrical exposure but need a refresher because they are trying to pass the Automotive Service Excellence (ASE) exam, better their position at their current job or gain employment in the automotive repair industry. This will enhance the learner's essential skills for employment and advancement within the automotive service industry.
Noncredit Hours: 8 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: AUTO 301.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**AUTO 777A Automotive Service Safety, Pollution Prevention, & Lift Institute** **Units: 0**
This course is designed to complete the safety, knowledge-based training required for all lab-oriented courses and automotive careers. This course covers in detail, safety in the shop environment, first aid, pollution prevention, and lift safety. This course is designed to instill a solid foundation of Automotive service safety. Pass/No Pass grading scale requiring complete completion of S/P2 web-based training modules including successfully passing the final exam.
Noncredit Hours: 8 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**AUTO 778A Automotive Shop Sustainability** **Units: 0**
This course is designed to complete the shop sustainability, knowledge-based training required for all lab-oriented courses and automotive careers. This course covers in detail, shop sustainability. Pass/No Pass grading scale requiring complete completion of SP2 web-based training modules including successfully passing the final exam.
Noncredit Hours: 4 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

# Basic Correctional Officer Training (BCOT)

**BCOT 010 Basic Correctional Officer Training** **Units: 16**
The Basic Correctional Officer Training provides entry-level training for correctional officers. The course will introduce the student to adult corrections procedure, interviewing, counseling techniques, defensive tactics, public relations, and oral and written communications. Security and supervision techniques in adult institutions are stressed. The Correctional Officer Training meets or exceeds the mandates of the California Board of Corrections and Rehabilitation. Check the program website for additional information.
Lecture Hours: 218.5 Lab Hours: 241.5 Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: KINE 037.
Limitation on enrollment: Completion of POST reading and writing,examination. Completion of POST physical fitness,assessment. Possession of a valid California,driver's license. Successful completion of medical,examination. Fingerprint clearance through the,California Department of Justice.
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**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.
Lecture Hours: 170 Lab Hours: 70 Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

# Basic Fire Fighter Academy (BFFA)

**BFFA 063 Basic Fire Fighter I Academy (Full Time) Units: 19**
Successful completion of BFFA 063 will 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 2019 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 (2019) Fire fighter I curriculum. Completion of this course requires students to complete all summative tests with aminimum of 80%, complete all activities and formative tests, and complete all mandatory skills testing as established by the State Fire Marshal Firefighter Firefighter I 2019 course plan. Students will be required to attend one of two Orientation sessions to be held during the Fall semester, after the initial application deadline. Students will be issued CSFM certificates upon successful completion of the scheduled training modules during the Fire Academy. Upon completion of a specific California State Fire Training modules a fee of $1,410.00 is required for this course to cover the California State Fire Training Certificate of Completion, CSFM Diploma For Individual Instructional Topics, CSFM Testing Fees, and helmet suspensions/helmet shield. Check the program website for additional information. Students will be required to rent NFPA compliant structural protective equipment to enroll in this course.
Lecture Hours: 206 Lab Hours: 431 Repeatable: No
Grading: Letter
**Prerequisite:** EMT 084 FIRE 001 or FIRE 001A & FIRE 001B;.
**Corequisite:** CSFM 070 or previous completion, KINE 037 or previous completion.
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 the BFFA 063 fire academy.
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**BFFA 063A Basic Fire Fighter I Academy (Part 1) Units: 9**
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 2019 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 (2019) 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 Firefighter I 2019 course plan. Students will be required to attend one of two orientation sessions to be held during the summer months prior to the Fall semester, after the initial application deadline. Students will be issued CSFM certificates upon successful completion of the scheduled training modules during the Fire Academy. Upon completion of a specific California State Fire Training modules, a fee of $300.00 is required for this course to cover the California State Fire Training Certificate of Completion. Check the program website for additional information. Students will be required to rent NFPA compliant structural protective equipment to enroll in this course. Students will be required to purchase black leather boots that include a vibrant rubber sole, steel shank, and steel toe. Students will be required to purchase two complete Fire Academy uniforms. Uniform specifications and vendors are identified in the Fire Academy Standard Operating Procedures Manual.
Lecture Hours: 81 Lab Hours: 243 Repeatable: No
Grading: Letter
**Prerequisite:** EMT 084 FIRE 001 or FIRE 001A & FIRE 001B Take FIRE-001A; Take FIRE-001B.
**Corequisite:** CSFM 070 or previous completion, KINE 037 or previous completion and.
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. KINE 037,may be substituted for this requirement. 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 Academy.
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**BFFA 063B Basic Fire Fighter I Academy (Part 2)** **Units: 9**
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 2019 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 Fire Fighter 1 and 2 (2019) 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 1 and 2 (2019) course plans. 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 the time of specific course completion at $75 each for an approximate total of $375.00. 5. Students will be required to pay for the California State Fire Marshal Fire Fighter 1 and 2 IFSAC and Pro Board written examination fees for a total of approximately $300.00. 6. Students will need to pay $5 for certification in Wildland Firefighter Safety and Survival through Cal-Fire. The BFFA 063B Firefighter 1 Academy has specific California State Fire Training courses built into the program.
Lecture Hours: 72 Lab Hours: 270 Repeatable: No
Grading: Letter
**Prerequisite:** BFFA 063A with a minimum grade of "B" .
**Corequisite:** Take KINE-038;.
Advisory: None
Limitation on enrollment: 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.
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: 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 2 knowledge based examinations administered during 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, AJ 001, & KINE 037.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: 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 is 1 knowledge based examination administered during the course that 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 CalGETC: None

**BPOT 003 Basic Peace Officer Training-Module I** **Units: 19**
This course is the third module in the Regular Basic Course-Modular Format training sequence. Intensive instruction designed to meet the minimum requirements of a peace officer, or Level I Police Reserve Officer as established by state law. Check the program website for additional information.
Lecture Hours: 288 Lab Hours: 186 Repeatable: No
Grading: Letter
**Prerequisite:** BPOT 002.
Advisory: None
Limitation on enrollment: Completion of Peace Officer Standards and Training,(POST) physical fitness assessment; possession of,a valid California driver?s license; successful,completion of a medical examination; and current,fingerprint clearance through the California State,Department of Justice.
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**BPOT 003A Basic Peace Officer Training-Module I** **Units: 17**
This course is the third module in the Regular Basic Course-Modular Format training sequence. Intensive instruction designed to meet the minimum requirements of a peace officer, or Level I Police Reserve Officer as established by state law. Check the program website for additional information.
Lecture Hours: 247 Lab Hours: 200 Repeatable: No
Grading: Letter
**Prerequisite:** BPOT 002.
Advisory: None
Limitation on enrollment: Completion of Peace Officer Standards and Training,(POST) physical fitness assessment; possession of,a valid California driver?s license; successful,completion of a medical examination; and current,fingerprint clearance through the California State,Department of Justice.
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: 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: A5 CalGETC: 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: structure and function of prokaryotic and eukaryotic cells, origin and evolution of cellular life and molecular evolution, organelle structure and function, membrane structure and function, cellular transport, cellular chemistry and biomolecules, cellular metabolism (respiration and photosynthesis), cell reproduction and its controls, cell communication, classic and molecular genetics, DNA structure and function, gene structure, gene expression and control of gene expression, biotechnology, and scientific inquiry. 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:** CH 001A BI 004 or high school biology Prior completion of or concurrent enrollment in ENG 001A.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: A5 CalGETC: 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:** BI 004 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: A5 CalGETC: 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 & ENG 001A.
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: A5 CalGETC: 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 & ENG 001A.
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: A5 CalGETC: 5C

**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: A5 CalGETC: 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: A5 CalGETC: 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 & CH 005 OR BI 013 & CH 007 CH 004 has become CH 007. Students who have already taken CH 004 will be allowed to register for this class and do not need to take CH 007. CH 004.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: A5 CalGETC: 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 micro-organisms.
Lecture Hours: 72 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** CH 007 BI-013.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: A5 CalGETC: 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 investigating 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 CalGETC: None

**BI 095A Biology Work Experience** **Units: 1-5**
This work experience course of supervised employment provides students the opportunity to connect academics to applied experiential learning in the workplace. It assists students in developing transferable employability skills, career awareness, learning industry culture, competencies and norms, and developing professional networks that support career mobility. To enroll, students must have a job or internship placement in a part-time or full-time capacity. Credit may be accrued at the rate of one to five (1-5) units per semester based on the student's ability to meet the hours required per unit enrolled. Students must work 54 hours per unit earned. This Work Experience course is available to students whose job or internship placement is directly related to Biology.
Lecture Hours: None Lab Hours: 270 Repeatable: Yes
Grading: Letter
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: 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 CalGETC: 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 CalGETC: 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).
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 CalGETC: 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.
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 CalGETC: 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 CalGETC: 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 CalGETC: 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 CalGETC: None

**BIT 095A Building Inspection Technology** **Units: 1-5**
This work experience course of supervised employment provides students the opportunity to connect academics to applied experiential learning in the workplace. It assists students in developing transferable employability skills, career awareness, learning industry culture, competencies and norms, and developing professional networks that support career mobility. To enroll, students must have a job or internship placement in a part-time or full-time capacity. Credit may be accrued at the rate of one to five (1-5) units per semester based on the student's ability to meet the hours required per unit enrolled. Students must work 54 hours per unit earned. This Work Experience course is available to students whose job or internship placement is directly related to Building Inspection Technology.
Lecture Hours: None Lab Hours: 270 Repeatable: Yes
Grading: Letter
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**BIT 310A California Building Codes Introduction** **Units: 0**
This course is an introduction to the 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 of code sections and provisions and the relationships between building, housing, energy and disabled access codes.
Noncredit 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 CalGETC: None

**BIT 310B California Building Codes ADA Requirements** **Units: 0**
This course is an introduction to the California Disabled Access Codes used for construction, maintenance, and use of buildings and grounds within the State of California. It emphasizes an understanding of code sections and provisions and the relationships between building, housing, energy and disabled access codes.
Noncredit Hours: 18 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** BIT 310A.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**BIT 310C California Building Codes Construction Materials** **Units: 0**
Introduction to how the California Building, Housing, and Disabled Access Codes are used for construction, maintenance, and use of buildings and grounds within the State of California apply to Construction Materials. It emphasizes an understanding of code sections and provisions and the relationships between building, housing, energy and disabled access codes.
Noncredit Hours: 18 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** BIT 310A.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**BIT 320A California Mechanical Codes Introduction** **Units: 0**
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 of code sections and provisions and the relationships between building and mechanical codes.
Noncredit 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 CalGETC: None

**BIT 320B California Mechanical Codes in Construction** **Units: 0**
This course covers application of the 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.
Noncredit Hours: 18 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** BIT 320A.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**BIT 324A California Energy Codes Introduction** **Units: 0**
This course introduces California's Building Energy Efficiency Standards for Residential and Nonresidential Buildings (Title 24, Part 6). It presents the history and development of the code, the need for regulation, navigation of the code manuals, and the fundamentals of meeting compliance.
Noncredit 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 CalGETC: None

**BIT 324B California Energy Codes Envelope & Mechanical** **Units: 0**
This course covers California's Building Energy Efficiency Standards for Residential and Nonresidential Buildings (Title 24, Part 6), specifically the building envelope and mechanical requirements for both residential and non-residential construction.
Noncredit Hours: 24 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** BIT 324A.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**BIT 324C California Energy Codes Water & Lighting** **Units: 0**
This course covers California's Building Energy Efficiency Standards for Residential and Nonresidential Buildings (Title 24, Part 6), specifically for Water and Lighting; Additions and Alterations.
Noncredit Hours: 18 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** BIT-324B.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**BIT 325A California Residential Code Administration & Planning Units: 0**
This course covers information from the most updated version of the California Residential Code and complies with all building, plumbing, mechanical, fuel gas, and electrical requirements for family dwellings from one 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 and Foundations.
Noncredit Hours: 27 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**BIT 325B California Residential Code for Construction Units: 0**
This course covers information from the most updated version of the California Residential Code and complies with all building, plumbing, mechanical, fuel gas, and electrical requirements for family dwelling from one 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.
Noncredit Hours: 27 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** BIT-325A.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**BIT 326A Building & Fire Codes Introduction Units: 0**
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 occupancy and building codes appendices as they apply to both building and fire applications.
Noncredit Hours: 27 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**BIT 326B Building & Fire Codes Applied to Construction Units: 0**
This course applies 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 occupancy, grading, fire and building material standards, and building codes appendices as they apply to both building and fire applications.
Noncredit Hours: 27 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** BIT-326A.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**BIT 330A California Plumbing Codes Introduction Units: 0**
This course introduces California Building and Plumbing Codes used for construction, maintenance, and use of buildings and grounds within the State.
Noncredit 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 CalGETC: None

**BIT 330B California Plumbing Codes in Construction Units: 0**
This course emphasizes an understanding of California Building and Plumbing Codes, application of code sections and provisions, and the relationships between building and plumbing codes.
Noncredit Hours: 18 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** BIT 330A.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**BIT 340A California Electrical Codes Introduction Units: 0**
This course introduces California Electrical Codes used for construction, maintenance, and use of buildings and grounds within the State. It emphasizes an understanding of code sections and provisions, and the relationships between building and electrical codes.
Noncredit 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 CalGETC: None

**BIT 340B California Electrical Codes in Construction Units: 0**
This course covers the application of the 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.
Noncredit Hours: 18 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** BIT 340A.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: 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: 36 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** BUAC 020A.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**BUAC 004 Income Tax - 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: 36 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: MATH 065.
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**BUAC 004A Income Tax - Individuals / CTEC** **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: 54 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: BUMA 031 or MATH 065 and BUAC 066.
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**BUAC 005 Income Tax - Corporations / Partnerships / Estates / Trusts** **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: 36 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** BUAC-020A.
Advisory: MATH-065.
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: 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: 18 Lab Hours: 108 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 CalGETC: 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: 36 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: BUAC 066 or BUAC 020.
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**BUAC 019 Excel Spreadsheets for Accounting** **Units: 2**
This course covers the fundamentals of electronic spreadsheets using Microsoft Excel software. Students will concentrate on solving accounting problems and completing accounting projects with Excel.
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 CalGETC: 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: MATH 065.
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CalGETC: 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 CalGETC: 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 CalGETC: 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 & RDG 061.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: 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: 36 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: MATH 065.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**BUAC 095A Accounting Work Experience** **Units: 1-5**
This work experience course of supervised employment provides students the opportunity to connect academics to applied experiential learning in the workplace. It assists students in developing transferable employability skills, career awareness, learning industry culture, competencies and norms, and developing professional networks that support career mobility. To enroll, students must have a job or internship placement in a part-time or full-time capacity. Credit may be accrued at the rate of one to five (1-5) units per semester based on the student's ability to meet the hours required per unit enrolled. Students must work 54 hours per unit earned. This Work Experience course is available to students whose job or internship placement is directly related to Business Accounting.
Lecture Hours: None Lab Hours: 270 Repeatable: Yes
Grading: Letter
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: 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: 36 Lab Hours: 54 Repeatable: No
Grading: Student Option
**Prerequisite:** None
Advisory: ENG 061 and MATH 065.
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: 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: 36 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: ENG 061 and MATH 065.
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

# Business/Hotel & Restaurant Management (BUHM)

**BUHM 011 Leadership and Management in the Hospitality Industry** **Units: 3**
This course is designed to provide students with a basic understanding of the hospitality industry while studying in partnership with students in Japan. The class culminates with a two week trip to Japan where students will meet with hospitality industry leaders to compare and contrast how the hospitality industry is viewed in the USA vs. Japan.
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 CalGETC: None

**BUHM 014 Hotel and Restaurant Accounting** **Units: 3**
This course provides students with the comprehensive application of accounting principles to the hotel and restaurant industry. Students learn accounting practices, financial statements, income/expense accounts and statements, budgeting, and forecasting. Also included is the application of accounting information for financial analysis.
Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: BUAC 066.
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**BUHM 024 Hospitality Sales and Marketing** **Units: 3**
This class will introduce students to the trends shaping the lodging and foodservice industries, including technology and social media, marketing to Millennials, sustainability, and the "farm-to-fork" movement. Sales and prospecting techniques, the Marketing plan, marketing to various customer segments, distribution, revenue management, marketing for restaurants, and catered events, and customer relationship management will be discussed in this class.
Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: BUHM 050.
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**BUHM 031 Customer Service Management** **Units: 3**
This course provides an in-depth study of the methods and techniques employed by the hospitality and tourism industry to accomplish effective and efficient customer service operation. Includes combined discussions of management theory, systems, decision-making, and leadership directly relevant to any profession with emphasis on the hospitality industry. Also covers the business facets of human resource management, finance, ethics, and total quality management within a business environment.
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 CalGETC: None

**BUHM 047 Hospitality Law** **Units: 3**
Legal issues that can affect properties are numerous, and ignorance of the law is no excuse. This class explores laws and regulations affecting the U.S. hospitality industry with many examples, and case histories. Topics include protecting guests, loss of property, wages and hours, labor relations, worker's compensation, franchising, and the Internet. (C-ID HOSP 150)
Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: BUHM 050.
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**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. (C-ID HOSP 100)
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 CalGETC: None

**BUHM 051 Introduction to Food and Beverage Management** **Units: 3**
Techniques and procedures of management are explored and developed as they relate to commercial and institutional food and beverage facilities. Topics include: functions of management, marketing, menu development, effective cost controls in purchasing, labor and service techniques. (C-ID HOSP 130)
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 CalGETC: None

**BUHM 054 Hospitality Supervision** **Units: 3**
The Hospitality Supervision course teaches the skills that can help a student develop effective supervision and management skills that are essential to success in the industry. Topics include how to recruit, select, and train; increase productivity; control labor costs; communicate effectively; manage conflict and change; and use time management techniques. Resources on creating a professional development plan for your hospitality career can help you set the direction for future educational and professional endeavors.
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 CalGETC: None

**BUHM 055 Hotel Front Office and Housekeeping Operations** **Units: 3**
Front office operations and housekeeping operations work hand in hand to provide the guest with an exemplary experience. In this class, students will learn about both of these vital departments and how to manage them properly and professionally to provide the guest with an exemplary experience.
Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: BUHM 050.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**BUHM 095A Hotel & Restaurant Management Work Experience** **Units: 1-5**
This work experience course of supervised employment provides students the opportunity to connect academics to applied experiential learning in the workplace. It assists students in developing transferable employability skills, career awareness, learning industry culture, competencies and norms, and developing professional networks that support career mobility. To enroll, students must have a job or internship placement in a part-time or full-time capacity. Credit may be accrued at the rate of one to five (1-5) units per semester based on the student's ability to meet the hours required per unit enrolled. Students must work 54 hours per unit earned. This Work Experience course is available to students whose job or internship placement is directly related to Hotel & Restaurant Management.
Lecture Hours: None Lab Hours: 270 Repeatable: Yes
Grading: Letter
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: 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 CalGETC: None

**BUMA 003 Business Statistics** **Units: 3**
This course is intended for business administration majors or anyone who wishes to gain an understanding of elementary data analysis, probability, and statistics. It introduces students to the use of probability techniques, hypothesis testing, and predictive techniques to facilitate decision-making. Topics include descriptive statistics; probability and sampling distributions; statistical inference; correlation and linear regression; analysis of variance; chi-square and t-tests, central tendency and dispersion measures; index numbers (CPI, deflators); time series analysis (trends, seasonal variations); probability theory; probability and sampling distributions (normal, exponential, binomial, Poisson); central limit theorem; and application of technology for statistical analysis, including the interpretation of the relevance of the statistical findings.
Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** MATH 045 or MATH 049.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU/UC* Degree Applicable: AA/AS
COD GE: A2 CalGETC: 2

**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: None
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CalGETC: None

**BUMA 015 Business Communication for Transfer** **Units: 3**
This course applies the principles of ethical and effective communication to the creation of letters, memos, e-mail and written and oral reports for a variety of business situations. The course emphasizes planning, organizing, composing, and revising business documents using word processing software for written documents and presentation-graphics software to create and deliver professional-level oral reports. This course is designed for students who already have college-level writing skills. C-ID: BUS 115
Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** ENG 001A Composition.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: 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 CalGETC: None

**BUMA 026 Social Media Marketing** **Units: 3**
This course introduces social media and online marketing tools and strategy for businesses. Topics include social networking, online marketing channels, and creating an online presence for businesses. (Equivalent to ENTR 026)
Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: BUMA 027 BUMA 031 & BUMA 094.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**BUMA 027 Marketing Principles** **Units: 3**
This course introduces core marketing activities, including target segmentation, the marketing mix, and an introduction to 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 CalGETC: None

**BUMA 028 Introduction To Entrepreneurship** **Units: 3**
This course is designed for those interested in starting their own business, either as their primary income or extra income, now or in the future, including individual contributor businesses such as freelancers, contractors, consultants, and others in the gig economy. The curriculum is centered on three key aspects of entrepreneurship: 1) the individual, their traits, skills, and attributes that make entrepreneurs successful, 2) the business ideas, how to generate them, where to look for them, how to expand them and how to ensure they are valid business ideas with potential to meet profit goals, 3) focusing strategy and plans for the business via an appropriate business plan format. These elements, developed in the course, will assist any current or potential entrepreneur develop and grow a business now or in the future.
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: A7 CalGETC: 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 CalGETC: 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 CalGETC: 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: A4, A7 CalGETC: None

**BUMA 064 Human Resource Management** **Units: 3**
Introduction to the human resource management concepts and applications including the impact HR management has on the organization in terms of human resource activities, global human resource strategies, social and organizational realities, legal implications affecting people at work, union/non-union practices, comparable work, employee compensation and benefits, and employee rights.
Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: 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 CalGETC: None

**BUMA 095A Business Management Work Experience** **Units: 1-5**
This work experience course of supervised employment provides students the opportunity to connect academics to applied experiential learning in the workplace. It assists students in developing transferable employability skills, career awareness, learning industry culture, competencies and norms, and developing professional networks that support career mobility. To enroll, students must have a job or internship placement in a part-time or full-time capacity. Credit may be accrued at the rate of one to five (1-5) units per semester based on the student's ability to meet the hours required per unit enrolled. Students must work 54 hours per unit earned. This Work Experience course is available to students whose job or internship placement is directly related to Business Management.
Lecture Hours: None Lab Hours: 270 Repeatable: Yes
Grading: Letter
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**BUMA 121 Principles of Advertising and Promotions** **Units: 3**
This course will help the student develop a thorough understanding of the various forms of marketing communications, such as advertising, sales promotion, social media, and direct-response. The focus will be on the concept of Integrated Marketing Communications as one of the functions of marketing strategy and a core element of the marketing mix. The course will include a study of advertising, media, and sales promotion as tools in marketing activities.
Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** BUMA 027.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**BUMA 125 Marketing Research** **Units: 3**
This course provides information for decision-making by providing guidance in developing, analyzing, and using data. Emphasis is placed on marketing research as a tool in decision-making. Upon completion, students should be able to design and conduct a marketing research project and interpret the results.
Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: BUMA 027.
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**BUMA 130 Introduction to Project Management** **Units: 3**
Introduction to project management providing students with proficiency in the processes, organizational structure, and tools that assure that project work yields the desired business results. Project management principles and methodology are provided with special focus on planning, controlling, and managing projects to successful completion.
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 CalGETC: None

**BUMA 131 Project Management CAPM and PMP Exam Prep** **Units: 3**
Preparation for Project Management Professional (PMP) exam or the Certified Associate in Project Management (CAPM) exam. Highlights fundamental knowledge, terminology and processes of effective project management. Provides direction and strategies to improve the ability to successfully pass the certification test.
Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** BUMA 130.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**BUMA 331 Project Management Capm and Pmp Exam Prep: Non-Credit** **Units: 0**
Preparation for the Project Management Professional (PMP) exam or the Certified Associate in Project Management (CAPM) exam. Non-credit option.
Noncredit 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 CalGETC: None

# California State Fire Marshal (CSFM)

**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). The CSFM 070 course is a California State Fire Marshal (CSFM) course. Upon successful completion of the course, a CSFM diploma fee of $75 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 CalGETC: None

**CSFM 071 Rapid Intervention Crew Operations** **Units: 0.5**
The Rapid Intervention Crew Operations course trains volunteer and career students to rescue a downed fire fighter in an immediately dangerous to life and health (IDLH) environment. Students will learn about the continuing effort of how to reduce the number of fire fighter injuries and deaths that occur annually in the fire service. Students will learn Rapid Intervention Crew terminology and study Line of Duty Death case studies. Course content will include the three phases of a Rapid Intervention Crew operation that consists of Pre-deployment, Deployment and Rescue. The CSFM 071 course is a California State Fire Marshal (CSFM) course. Upon successful completion of the course, a CSFM diploma fee of $75 is required for this course to cover the California State Fire Training Certificate of Completion.
Lecture Hours: 4 Lab Hours: 20 Repeatable: No
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: Fire Fighter I training, Fire Fighter Survival or,IAFF course Fire Ground Survival.
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: 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. Upon successful completion of the course, a CSFM diploma fee of $75 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 CalGETC: 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. The CSFM 076 course is a California State Fire Marshal (CSFM) course. Upon successful completion of the course, a CSFM diploma fee of $75 is required for this course to cover the California State Fire Training Certificate of Completion.
Lecture Hours: 2 Lab Hours: 22 Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: 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. The CSFM 077A course is a California State Fire Marshal (CSFM) course. Upon successful completion of the course, a CSFM diploma fee of $140 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 CalGETC: 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. The CSFM 077B course is a California State Fire Marshal (CSFM) course. Upon successful completion of the course, a CSFM diploma fee of $140 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 CalGETC: None

**CSFM 079B Basic ICS for Initial Response** **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. The CSFM 079B course is a California State Fire Marshal (CSFM) course. Upon successful completion of the course, a CSFM diploma fee of $75 is required for this course to cover the California State Fire Training Certificate of Completion. (Equivalent to ICS 200.)
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 CalGETC: 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. Upon successful completion of the course, a CSFM diploma fee of $75 is required for this course to cover the California State Fire Training Certificate of Completion.
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 CalGETC: 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. The CSFM 079D course is a California State Fire Marshal (CSFM) course. Upon successful completion of the course, a CSFM diploma fee of $75 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 CalGETC: 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 diploma fee of $140 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: Hold a valid Class C driver's license (minimum)
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: 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. The CSFM 082B course is a California State Fire Marshal (CSFM) course. Upon successful completion of the course, a CSFM diploma fee of $140 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:** CSFM 082A.
Advisory: ENG 061 & ESYS 004.
Limitation on enrollment: Valid California Class C Firefighter Endorsed,driver's license and meet the educational,requirements for OSFM Firefighter I.
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: 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. Upon successful completion of the course, a CSFM diploma fee of $140 is required for this course to cover the California State Fire Training Certificate of Completion. (C-ID FIRE 200 X)
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 process.
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: 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. Upon successful completion of the course, a CSFM diploma fee of $140 is required for this course to cover the California State Fire Training Certificate of Completion. (C-ID FIRE 210 X)
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 process.
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: 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. Upon successful completion of the course, a CSFM diploma fee of $140 is required for this course to cover the California State Fire Training Certificate of Completion. (C-ID FIRE 220 X)
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 process.
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: 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. Upon successful completion of the course, a CSFM diploma fee of $140 is required for this course to cover the California State Fire Training Certificate of Completion. (C-ID FIRE 230 X)
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 process.,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 CalGETC: 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. Upon successful completion of the course, a CSFM diploma fee of $140 is required for this course to cover the California State Fire Training Certificate of Completion. (C-ID FIRE 240 X)
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 process.
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: 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. Upon successful completion of the course, a CSFM diploma fee of $140 is required for this course to cover the California State Fire Training Certificate of Completion. (C-ID FIRE 250 X)
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 CalGETC: 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. Upon successful completion of the course, a CSFM diploma fee of $140 is required for this course to cover the California State Fire Training Certificate of Completion.
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 CalGETC: 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. Upon successful completion of the course, a CSFM diploma fee of $140 is required to cover the California State Fire Training Certificate of Completion.
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 CalGETC: 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. This includes 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. Upon successful completion of the course, a CSFM diploma fee of $140 is required to cover the California State Fire Training Certificate of Completion.
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 CalGETC: 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. Upon successful completion of the course, a CSFM diploma fee of $140 is required to cover the California State Fire Training Certificate of Completion.
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 CalGETC: 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 110; CHEM 120S)
Lecture Hours: 72 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** CH 003 or one year high school chemistry MATH 012.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: A5 CalGETC: 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, chemical equilibrium, acid-base equilibria in aqueous solutions, electrochemistry. There is a brief introduction to organic, biological and nuclear chemistry. The laboratory part of the course complements the lectures and also includes one experiment on qualitative analysis of cations and anions. (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: A5 CalGETC: 5A, 5C

**CH 002 Chemistry and Society** **Units: 3**
This course explores chemical concepts and their applications to everyday life. Topics cover the fundamental concepts by analyzing environmental, health, social, historical, economic, cultural, and current scientific issues in chemical contexts. The course also reviews properties of elements and compounds, energy and matter, chemical bonding, and major scientific discoveries.
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: A5 CalGETC: 5A

**CH 003 Introductory General Chemistry** **Units: 4**
This course is the study of the principles of inorganic chemistry. Instruction is given in calculations, atomic theory, periodic law, compounds, bonding, nomenclature, states of matter, reaction types, composition, stoichiometry, acids, bases, pH, gas laws, and solutions. 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: A5 CalGETC: 5A, 5C

**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 007, 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 007 Students who have already taken CH 004 will be allowed to register for this class and do not need to take CH 007.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: A5 CalGETC: 5A, 5C

**CH 007 Fundamentals of Chemistry** **Units: 5**
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. Beginning Fall 2023 CH 004 is becoming CH 007. CH 004 will be offered one last time during Summer 2023 before the course transitions to CH 007.
Lecture Hours: 72 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: A5 CalGETC: 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: A5 CalGETC: 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 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 includes IR, Mass Spectroscopy, NMR Spectroscopy, kinetics, thermodynamics, and molecular orbital theory. 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: A5 CalGETC: 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 CalGETC: None

# Child Development & Education (CDE)

**CDE 095A Child Development & Education Work Exper** **Units: 1-5**
This work experience course of supervised employment provides students the opportunity to connect academics to applied experiential learning in the workplace. It assists students in developing transferable employability skills, career awareness, learning industry culture, competencies and norms, and developing professional networks that support career mobility. To enroll, students must have a job or internship placement in a part-time or full-time capacity. Credit may be accrued at the rate of one to five (1-5) units per semester based on the student's ability to meet the hours required per unit enrolled. Students must work 54 hours per unit earned. This Work Experience course is available to students whose job or internship placement is directly related to Child Development & Education.
Lecture Hours: None Lab Hours: 270 Repeatable: Yes
Grading: Letter
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**CDE 101 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 maturation 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 001A.
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: A4, A7 CalGETC: None

**CDE 102 Child, Family, & Community** **Units: 3**
Introduces the processes of socialization focusing on the interrelationship of family, school, peers, and community. Examines the influence of multiple societal contexts. Explore the role of collaboration between family, community, and schools in supporting children's development, birth through adolescence. Required for teachers in all early childhood education programs as a part of the 12 units for the Child Development Permit and licensing requirements for the State of California.(C-ID CDEV 110)
Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: CDE 101.
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: A7 CalGETC: None

**CDE 103 Principles & Practices of Teaching** **Units: 3**
This course presents an examination of the underlying theoretical principles of developmentally appropriate practice in early care and education. Emphasis on the role of the early childhood educator, the importance of teacher-child relationships, and effective teaching strategies and environmental design for supporting development in young 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 001A.
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CalGETC: None

**CDE 104 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:** CDE 101 or ECE 010 or concurrent enrollment CDE 102 or ECE 012 or concurrent enrollment.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**CDE 201 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 001A.
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**CDE 202 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:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CalGETC: None

**CDE 203 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: 36 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** CDE 104.
Advisory: ENG 001A.
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**CDE 204 Practicum in Early Childhood Education** **Units: 4**
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: 36 Lab Hours: 108 Repeatable: No
Grading: Letter
**Prerequisite:** CDE 203 (formerly ECE 046B).
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**CDE 220 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:** None
Advisory: CDE 101.
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CalGETC: None

**CDE 221 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:** CDE 220.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**CDE 223 The Mentor Teacher/Adult Supervision** **Units: 2**
Methods and principles of supervising student teachers, volunteers, staff, and other adults in early care and education settings. Emphasis is on the role and development of early childhood education professionals as mentors and leaders.
Lecture Hours: 36 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** CDE 203.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**CDE 224 Administration of Programs for Young Children** **Units: 3**
Introduction to the administration of early childhood programs. Covers program types, budget, management, regulations, laws, development and implementation of policies and procedures. Examines administrative tools, philosophies, and techniques needed to organize, open, and operate 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:** CDE 101 & completion of 9 additional units of CDE coursework.
Advisory: ENG 001A, CDE 102, CDE 103 and CDE 104.
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**CDE 225 Advanced Administration of Programs for Young Children** **Units: 3**
Effective strategies for personnel management and leadership in early care and education settings. Includes legal and ethical responsibilities, supervision techniques, professional development, and reflective practices for a diverse and inclusive early care and education program.
Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** CDE 224.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**CDE 226A 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 CalGETC: None

**CDE 226B 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 CalGETC: None

**CDE 226C 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 CalGETC: None

**CDE 227 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 familiy 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: CDE 101 & ENG 001A.
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CalGETC: None

**CDE 228 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: ENG 001A.
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CalGETC: None

**CDE 229 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. (Equivalent to ENG 036.)(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: A3 CalGETC: 3B

**CDE 230 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:** None
Advisory: CDE 101.
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**CDE 231 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:** None
Advisory: CDE 101.
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**CDE 232 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:** None
Advisory: CDE 101.
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**CDE 233 Introduction to Young Children with Special Needs** **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:** CDE 101.
Advisory: CDE 102.
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CalGETC: None

**CDE 234 Inclusion Strategies for Children with Special Needs** **Units: 3**
This course prepares students to become professionals in programs serving children with special needs and their families. Covers curriculum and intervention strategies for working with children with special needs in partnership with their families and communities. Focuses on the use of observation and assessment in meeting the individualized needs of children in inclusive and natural environments. Including the role of the teacher and other professionals working with families, collaboration with interdisciplinary teams and cultural competence. Strategies to support children with challenging behaviors are emphasized.
Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** CDE 233.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**CDE 236 Music and Movement 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:** None
Advisory: CDE 101.
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**CDE 237 Inclusion Practicum** **Units: 3**
Designed to develop both planning and intervention skills for working with 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. Students will be required to complete 54 hours of supervised field experience in an approved inclusion classroom.
Lecture Hours: 36 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** CDE 234.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**CDE 240 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:** CDE 101.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**CDE 241 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:** CDE 204.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**CDE 245 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 CalGETC: None

**CDE 326A Parenting Infants & Toddlers** **Units: 0**
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.
Noncredit 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 CalGETC: None

**CDE 326B Parenting the Preschool Child** **Units: 0**
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.
Noncredit 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 CalGETC: None

**CDE 326C Parenting the Young Child** **Units: 0**
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.
Noncredit 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 CalGETC: 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/UC Degree Applicable: AA/AS
COD GE: A7 CalGETC: None

**COLL 301 STEM Enrichment Camp** **Units: 0**
The STEM enrichment camp is open to any student who wishes to explore and review science-related topics and their allied math components. Importance will be placed on difficult concepts and common pitfalls so that students will be more successful during the coming semester. This class is designed to improve student success rates and increase student interest and curiosity for STEM majors. The Stem enrichment camp is not a requirement for majoring in a STEM-related major. The class offers one-on-one time with a faculty member to practice skills as well as the opportunity for participation in science labs, demos, or projects.
Noncredit Hours: 35 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

# Communication Studies (COMM)

**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 examine and practice human communication principles and theories to develop critical thinking and communication competencies in a variety of contexts. This course exposes students to rhetorical theory and public speaking fundamentals within the contexts of their interpersonal interactions, group communication processes, and live presentations (including informative and persuasive speeches). (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: A1b CalGETC: 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, and improvement of listening skills. (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: A1b CalGETC: 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. This course exposes students to rhetorical theory, small group theory, and public speaking fundamentals within the contexts of their interpersonal interactions, group communication processes, and live presentations (including informative and persuasive speeches). (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: A1b CalGETC: 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 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: A1b CalGETC: None

**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: A1b CalGETC: 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: A1b CalGETC: None

**COMM 030 Forensics** **Units: 2**
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 CalGETC: None

**COMM C1000 Introduction to Public Speaking** **Units: 3**
In this course, students learn and apply foundational rhetorical theories and techniques of public speaking in a multicultural democratic society. Students discover, develop, and critically analyze ideas in public discourse through research, reasoning, organization, composition, delivery to a live audience and evaluation of various types of speeches, including informative and persuasive speeches. (C-ID COMM 110); formerly COMM 001
Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** .
Advisory: ENG 001A or ENGL C1000 or ENGL C1000E or college-level composition or equivalent.
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: A1b CalGETC: 1C

# Computer Information Systems (CIS)

**CIS 009 Mathematical Modeling for Business** **Units: 3**
The study of functions including polynomial, rational, radical, exponential, absolute value, logarithmic, and power equations and functions. Applications to business, technology, government, science, and other fields. Use of spreadsheets and other technologies for visualization, experimentation, and problem solving. This college level course is designed for students majoring in Business Administration or Computer Information Systems (CIS) for transfer to California State University system.
Lecture Hours: 36 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** MATH 040 or MATH 049 .
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CalGETC: None

**CIS 010 Introduction to Information Systems** **Units: 4**
Examination of information technologies and information systems used in business. Focus on information systems, database management systems, networking, ethics and security, computer hardware, and software applications and development. Lab sessions on popular software applications and enterprise resource planning systems are provided. (C-ID ITIS 120; BUS 140)
Lecture Hours: 54 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: AIS 005.
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: A7 CalGETC: None

**CIS 023A Introduction to Amazon Web Services** **Units: 2**
This course introduces the fundamentals of cloud computing including the different cloud computing models; Infrastructure as a Service, Platform as a Service, and Software as a Service on cloud platform. This course reviews the basic concepts of server, networking, and storage virtualization. Course participants will develop the knowledge and skills necessary to effectively demonstrate an overall understanding of the Amazon Web Services (AWS) Cloud Environment.
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 CalGETC: None

**CIS 023B Developing Using AWS Cloud Services** **Units: 2**
This course will introduce the fundamentals of developing and deploying applications within the cloud using Amazon Web Services (AWS) technologies. The course delves into topics such as developing using cloud storage, NoSQL, REST APIs, event-driven solutions, containers, caching, messaging services, secure applications, and automated deployment.
Lecture Hours: 18 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** CIS 023A.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**CIS 023C Architecting Using AWS Cloud Services** **Units: 2**
This course will introduce the fundamentals of building IT Infrastructure on the AWS platform. The course delves into topics such as securing access, adding storage, computing, and database layers as well as creating network environments while securing users, applications, and data. The course also discusses the implementation of monitoring, elasticity and high availability, caching content, building decoupled architectures, building serverless architectures, microservices, and planning for disasters.
Lecture Hours: 18 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** CIS 023A.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**CIS 023D AWS SysOps Administrator** **Units: 2**
This course prepares you with the knowledge in monitoring and maintaining AWS workloads, implementing security controls and networking concepts, performing business continuity procedures, and implementing cost and performance optimizations. You will learn how to create automatable and repeatable deployments of networks and systems on the AWS platform. This course is for system administrators and developer operations personnel. It will cover the specific AWS features and tools related to configuration and deployment and common techniques used throughout the industry for configuring and deploying systems.
Lecture Hours: 18 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** CIS 023A.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**CIS 030 Introduction to Linux Operating System** **Units: 3**
Introduction to the Linux operating system primarily focused on command line usage. Covers the history, kernel, file systems, shells and user utilities. Also introduces students to the fundamentals of shell programming, processes, communications, and basic security.
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 CalGETC: 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+ Core 1 (220-1001) and Core 2 (220-1002) industry certification exams. (C-ID ITIS 110)
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 CalGETC: None

**CIS 053 Computer Networks and Security** **Units: 3**
This course ensures a student has the knowledge and skill to design and implement functional networks, configure, manage and maintain essential network devices, use devices such as switches and routers to segment network traffic and create resilient networks, identify benefits and drawbacks of existing network configurations, implement network security, standards, and protocols, troubleshoot network problems, support the creation of virtualized networks. Successful completion of this course prepares the student to take the CompTIA Network+ N10-008 certification exam. C-ID: ITIS 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 CalGETC: 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. C-ID: ITIS 151
Lecture Hours: 36 Lab Hours: 54 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 CalGETC: None

**CIS 055 Systems and Network Administration** **Units: 3**
This course will provide a student with the knowledge and skills at the administrator level to be able to do the job in any environment. The course covers essential hardware and software technologies of on-premise and hybrid server environments including high availability, cloud computing, and scripting. The course includes performance-based questions that require the candidate to demonstrate multi-step knowledge to securely deploy, administer and troubleshoot servers. This course requires the student 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 to take the current version of CompTIA's Server+ Certification exam. C-ID: ITIS 155
Lecture Hours: 36 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** CIS-053.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**CIS 060 Information Systems Security** **Units: 3**
This course ensures that students gain hands-on practical skills, ensuring they are better prepared to problem solve a wider variety of today's complex issues. The baseline cybersecurity skills are applicable across more of today's job roles to secure systems, software, and hardware. This course covers the most core technical skills in risk assessment and management, incident response, forensics, enterprise networks, hybrid/cloud operations, and security controls, ensuring high-performance on the job.
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 CalGETC: None

**CIS 064 Intro to Ethical Hacking** **Units: 3**
This course introduces the network security specialist working in a red team environment to the various methodologies for attacking a network and gaining access to networks, applications, databases, and other critical data on a secured system. Students will be introduced to the concepts, principles, and the latest hacking techniques, supplemented by hands-on exercises, for attacking and disabling a network within the context of properly securing a network, along with the most advanced hacking tools and exploits, the 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. (C-ID ITIS 164)
Lecture Hours: 36 Lab Hours: 54 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 CalGETC: None

**CIS 065 Computer Forensics Fundamentals** **Units: 3**
This course is an introduction to the methods used to properly conduct a computer forensics investigation beginning with a discussion of ethics while mapping to the objectives of the International Association of Computer Investigative Specialists (IACIS) certification. Topics covered include an overview of computer forensics as a profession, the computer investigation process, understanding operating systems boot processes, and disk structures, data acquisition and analysis, technical writing, and a review of familiar computer forensics tools. C-ID: ITIS 165
Lecture Hours: 36 Lab Hours: 54 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 CalGETC: None

**CIS 080 Database Management Systems** **Units: 3**
This course provides the students with an introduction to the core concepts in data and information management. It is centered around the core skills of identifying organizational information requirements, modeling them using conceptual data modeling techniques, converting the conceptual data models into relational data models and verifying its structural characteristics with normalization techniques, and implementing and utilizing a relational database using an industrial-strength database management system. The course will also include coverage of basic database administration tasks and key concepts of data quality and data security. Moreover, students will develop practical skills in the use of SQL for data design, manipulation, interrogation, and application development. In addition to developing database applications, the course helps the students understand how large-scale packaged systems are highly dependent on the use of Database Management Systems (DBMSs). Building on the transactional database understanding, the course provides an introduction to data and information management technologies that provide decision support capabilities under the broad business intelligence umbrella. C-ID: ITIS 180
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 CalGETC: None

**CIS 081 Introduction to Data Analytics** **Units: 3**
This course presents a gentle introduction to the concepts of data analysis, the role of a Data Analyst, and the tools that are used to perform daily functions. The student will gain an understanding of the data ecosystem and the fundamentals of data analysis, such as data gathering or data mining. The student will then learn the soft skills that are required to effectively communicate your data to stakeholders, and how mastering these skills can give you the option to become a data-driven decision-maker. This course will help the student differentiate between the roles of a Data Analyst, Data Scientist, and Data Engineer. They will learn the responsibilities of a Data Analyst and exactly what data analysis entails. They will be able to summarize the data ecosystem, such as databases and data warehouses. You will then uncover the major vendors within the data ecosystem and explore the various tools on-premise and in the cloud. Continue this exciting journey and discover Big Data platforms such as Hadoop, Hive, and Spark. By the end of this course, you will be able to visualize the daily life of a Data Analyst, understand the different career paths that are available for data analytics, and identify the many resources available for mastering this profession.
Lecture Hours: 36 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** CIS-080 CIS-087.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**CIS 082C Front End Web Development** **Units: 3**
This course teaches students to format World Wide Web pages using Hypertext Markup Language (HTML), Cascading Style Sheets (CSS) and other technologies including Content Management Systems (CMS). Emphasis is placed on development of effective pages. Students learn to incorporate text, graphics, audio files, video files, animation, forms, and eCommerce databases, among others, into their web pages.
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 CalGETC: 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 CalGETC: None

**CIS 087 Introduction to Programming Using Python** **Units: 3**
This course provides an introduction to programming and business applications using Python. The course focuses on developing the fundamental concepts and models of application development including the basic concepts of program design, debugging, data structures, structured and object-oriented programming, problem solving, programming logic, and fundamental design techniques. C-ID: ITIS 130
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 CalGETC: None

**CIS 088 Introduction To Programming Using Java** **Units: 3**
This course is an introduction to the fundamentals concepts of computer programming using Java. The course focuses on learning the basic concepts of program design, problem-solving, data structures, and programming logic. The course heavily relies on hands-on experience using Java and a modern integrated development environment (IDE) such as but not limited to Eclipse or IntelliJ. C-ID: ITIS 130
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 CalGETC: None

**CIS 095A Computer Information Systems Work Experience Units: 1-5**
This work experience course of supervised employment provides students the opportunity to connect academics to applied experiential learning in the workplace. It assists students in developing transferable employability skills, career awareness, learning industry culture, competencies and norms, and developing professional networks that support career mobility. To enroll, students must have a job or internship placement in a part-time or full-time capacity. Credit may be accrued at the rate of one to five (1-5) units per semester based on the student's ability to meet the hours required per unit enrolled. Students must work 54 hours per unit earned. This Work Experience course is available to students whose job or internship placement is directly related to Computer Information Systems.
Lecture Hours: None Lab Hours: 270 Repeatable: Yes
Grading: Letter
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**CIS 097 CODe Computer Lab Units: 0.5**
CODe Computer Lab is an open entry/open exit lab designed to develop coding and programming skills for all students in the College community. Emphasis is on high school concurrent enrollment for students who wish to do so. Enrollment in CODe Summer Computer Lab is not a requirement for participation in the CODe Program. Lab will focus on a one-to-one tutorial approach, with time devoted to completing assigned lab projects.
Lecture Hours: None Lab Hours: 27 Repeatable: No
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NAA
COD GE: None CalGETC: None

**CIS 311 PreCybersecurity Units: 0**
This PreSecurity course is designed to provide beginners with a solid foundation in cybersecurity concepts and skills. Throughout the course, participants will delve into various topics essential for understanding and mitigating common security threats. You will learn basic skills necessary for transfer-level cybersecurity coursework and competitions.
Noncredit Hours: 40 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**CIS 312 Cybersecurity Beginner Units: 0**
This course covers getting familiar with the Linux command line, web application security concepts through the OWASP Top 10, using essential tools like Nmap to enumerate infrastructure, using Python and Bash to carry out different tasks, and lastly Privilege Escalation.
Noncredit Hours: 40 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** CIS 311.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**CIS 313 Junior Penetration Tester Units: 0**
This Jr. Penetration Tester course covers the core technical skills that will allow you to succeed as a junior penetration tester. Upon completing this path, you will have the practical skills necessary to perform security assessments against web applications and enterprise infrastructure.
Noncredit Hours: 64 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** CIS 312.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**CIS 314 Red Team Operator Units: 0**
This pathway aims to show you how to emulate a potential adversary attack in complex environments. Going beyond penetration testing, you will learn to conduct successful Red Team engagements and challenge the defense capability of your clients. After completing this pathway, you will have the advanced skills needed to pursue new career opportunities in offensive security.
Noncredit Hours: 48 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** CIS 313 The student needs a basic understanding of fundamental computing principles and a broad understanding of the different areas of cyber security to complete this pathway.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**CIS 315 Blue Team Operator Units: 0**
The student will have the fundamental components of detecting and responding to cyber security threats in a corporate environment and using these core concepts to build your understanding of more complex topics within this field.
Noncredit Hours: 48 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** CIS 311 Students need a basic understanding of fundamental computing principles and a broad understanding of the different areas of cyber security to complete this pathway. If you do not already have these prerequisites complete the Cybersecurity Bootcamp Pathway.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**CIS 323A Introduction to Amazon Web Services Units: 0**
This course introduces the fundamentals of cloud computing including the different cloud computing models; Infrastructure as a Service, Platform as a Service, and Software as a Service on cloud platform. This course reviews the basic concepts of server, networking, and storage virtualization. Course participants will develop the knowledge and skills necessary to effectively demonstrate an overall understanding of the Amazon Web Services (AWS) Cloud Environment.
Noncredit Hours: 72 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**CIS 330 Introduction to Linux Operating System** **Units: 0**
Introduction to the Linux operating system primarily focused on command line usage. Covers the history, kernel, file systems, shells and user utilities. Also introduces students to the fundamentals of shell programming, processes, communications, and basic security.
Noncredit Hours: 90 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: 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. Completion of this course prepares students for the CompTIA A+ 220-901 industry certification exam.
Noncredit Hours: 27 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: 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. Completion of this course prepares students for the CompTIA A+ 220-902 industry certification exam.
Noncredit Hours: 27 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** CIS 340A.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: 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. Completion of the this course, in conjunction with CIS 353B, prepares students for the CompTIA Network+ N10-006 industry certification exam.
Noncredit Hours: 27 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: 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. Completion of this course, together with CIS 353A, prepares students for the CompTIA Network+ N10-006 industry certification exam.
Noncredit Hours: 27 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** CIS 353A.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: 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. 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.
Noncredit Hours: 27 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 CalGETC: 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. 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.
Noncredit Hours: 27 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** CIS 360A.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: 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 majors. Its main objective is to teach principles and practices of computer science, but students will also engage in 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.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CalGETC: 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 & MATH 012.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CalGETC: 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 CalGETC: 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.
**Corequisite:** MATH 015 or previously completed.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CalGETC: None

**CS 095A Computer Science Work Experience** **Units: 1-5**
This work experience course of supervised employment provides students the opportunity to connect academics to applied experiential learning in the workplace. It assists students in developing transferable employability skills, career awareness, learning industry culture, competencies and norms, and developing professional networks that support career mobility. To enroll, students must have a job or internship placement in a part-time or full-time capacity. Credit may be accrued at the rate of one to five (1-5) units per semester based on the student's ability to meet the hours required per unit enrolled. Students must work 54 hours per unit earned. This Work Experience course is available to students whose job or internship placement is directly related to Computer Science.
Lecture Hours: None Lab Hours: 270 Repeatable: Yes
Grading: Letter
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: 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 CalGETC: 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 CalGETC: 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 CalGETC: 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 CalGETC: 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 CalGETC: 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 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 or MATH 065.
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**CM 095A Construction Management Work Experience** **Units: 1-5**
This work experience course of supervised employment provides students the opportunity to connect academics to applied experiential learning in the workplace. It assists students in developing transferable employability skills, career awareness, learning industry culture, competencies and norms, and developing professional networks that support career mobility. To enroll, students must have a job or internship placement in a part-time or full-time capacity. Credit may be accrued at the rate of one to five (1-5) units per semester based on the student's ability to meet the hours required per unit enrolled. Students must work 54 hours per unit earned. This Work Experience course is available to students whose job or internship placement is directly related to Construction Management.
Lecture Hours: None Lab Hours: 270 Repeatable: Yes
Grading: Letter
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: 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 mange 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: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: 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 CalGETC: 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 CalGETC: None

**COUN 101 Career/Life Planning & Personal Exploration** **Units: 3**
This course is designed to teach strategies for success to promote academic and lifelong learning through the integration of career and academic planning. Topics include: intensive career investigation; assessment of interests, personality, skills, values, and other personal qualities that coincide with educational and career success; application of career and lifespan development theory; psychological and social issues that impact career and life choices; decision-making; time management; goal setting; learning and life management strategies; job search and career building techniques. The course emphasizes on empowering students to take charge of their academic, career, and personal decisions through the integration of career exploration and individual educational planning. (Letter Grade, or Pass/No Pass option.)
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: C5, A7 CalGETC: None

**COUN 102 Strategies for College Transfer** **Units: 1**
This course provides an introduction to the transfer process. Includes an in-depth exploration of transfer requirements, admission procedures, requirements for majors, and financial aid opportunities. The information learned will enable students to make informed choices on majors, four-year institutions and in academic planning. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)
Lecture Hours: 18 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: None CalGETC: None

**COUN 300 Student Development Edge** **Units: 0**
This course provides an introduction to College of the Desert for all incoming college students. Through this course, students will gain an understanding of our college structure, academic programs offered, student planning, financial aid, college expectations and support services.
Noncredit 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 CalGETC: None

**COUN 301 Career Exploration** **Units: 0**
This course is designed for students who are undecided about or validating their educational or career goals. Using a career planning process, students assess interests, skills, personality, values, and life/work style choices. Students research potential educational and careers goals, and relate their self-assessment information to occupational possibilities and college majors.
Noncredit Hours: 9 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**COUN 302 Career Readiness** **Units: 0**
Students will learn strategies for successfully entering and transitioning in the workplace. Students will learn how to maximize their strengths, skills, and college learning for gainful and satisfying employment. Students will create a personal brand and professional in-person and online presence to optimize their career opportunities. Resumes, interviewing, professional etiquette, job search, networking, are discussed, developed, and practiced.
Noncredit Hours: 9 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

# Criminal Justice (CJ)

**CJ 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 that 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: A4 CalGETC: 4

**CJ 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 CJ 001 or concurrent enrollment.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU/UC* Degree Applicable: AA/AS
COD GE: None CalGETC: None

**CJ 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 CJ 001 or concurrent enrollment.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**CJ 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 CJ 001 or concurrent enrollment.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**CJ 005 Racial Issues and the Police** **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 Culture, Religion, and Law. (C-ID AJ 160)
Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** AJ 001 or CJ 001 or concurrent enrollment.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU/UC* Degree Applicable: AA/AS
COD GE: None CalGETC: None

**CJ 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 CJ 001 or concurrent enrollment.
Advisory: ENG 061.
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**CJ 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 CJ 001 or concurrent enrollment.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**CJ 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 CJ 001 or concurrent enrollment.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**CJ 010 Juvenile Procedures** **Units: 3**
This course introduces major types of criminal behavior, role of offenders and factors that 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 CJ 001 or concurrent enrollment.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**CJ 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 CJ 001 or concurrent enrollment.
Advisory: ENG 061.
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**CJ 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 CalGETC: None

**CJ 020 Introduction to Social Justice Studies** **Units: 3**
Introduction to Social Justice Studies is an interdisciplinary course introducing students to the history, psychology and sociology of racial, ethnic, class, gender and sexual oppression in the United States and the history, strategy and structure of movements for social justice and liberation. It will explore the major theories of race, ethnicity, class, gender and sexuality as they are linked to social structures and institutional processes. Specific examples of persecution, segregation, and asymmetric power relations will be drawn from the testimony of the oppressed throughout American history - in art, film, literature and music. The practices of oppression and resistance in the United States will be compared and contrasted to the experiences of other nations and cultures.
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: A4 CalGETC: 4

**CJ 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 CJ 001 or concurrent enrollment.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**CJ 024 Investigative 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 CJ 001 or concurrent enrollment.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**CJ 025 Introduction to Homeland Security & Terrorism** **Units: 3**
This course is a study of the fundamental components and historical evolution of terrorism. Included is an examination of the differences of international terrorism and domestic terrorism, with a focus on the modern-day terrorist mindset. Within this examination is an analysis of national, ethnic, ideological, and religious movements involved in the rapidly changing social construct of terrorism. The course identifies governmental and non-governmental organizations involved in the homeland security apparatus, and provides an in-depth evaluation of law enforcement's expanding role in the future of homeland security.
Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** AJ 001 or CJ 001 or concurrent enrollment.
Advisory: ENG 061.
Limitation on enrollment: None
Transfer Status: CSU/UC* Degree Applicable: AA/AS
COD GE: C2, A4 CalGETC: None

**CJ 026 Homeland Security and Intelligence Gathering** **Units: 3**
This course is a study of the fundamental components and historical evolution of intelligence. Included is an examination of the different methods of intelligence collection, the need for analysis, and the measurement of success in meeting the requirements of the policymaker. This examination will address the evolution of intelligence collection from the basic concept of spying to the latest methods of employing technology and Open Source methods. The course focuses on the intelligence process from the defining of the requirements, to collection, analysis, distribution and the use of feedback to optimize the results. The Intelligence course is a vital supplement to our counterterrorism efforts and to law enforcement's expanding role in the future of homeland security.
Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** AJ 001 or CJ 001 or concurrent enrollment.
Advisory: ENG 061.
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**CJ 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:** None
Advisory: AJ 001 or CJ 001.
Limitation on enrollment: None
Transfer Status: CSU/UC* Degree Applicable: AA/AS
COD GE: None CalGETC: None

**CJ 095A Criminal Justice Work Experience** **Units: 1-5**
This work experience course of supervised employment provides students the opportunity to connect academics to applied experiential learning in the workplace. It assists students in developing transferable employability skills, career awareness, learning industry culture, competencies and norms, and developing professional networks that support career mobility. To enroll, students must have a job or internship placement in a part-time or full-time capacity. Credit may be accrued at the rate of one to five (1-5) units per semester based on the student's ability to meet the hours required per unit enrolled. Students must work 54 hours per unit earned. This Work Experience course is available to students whose job or internship placement is directly related to Criminal Justice.
Lecture Hours: None Lab Hours: 270 Repeatable: Yes
Grading: Letter
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

# Culinary Arts (CART)

**CART 002 Kitchen Basics** **Units: 0.5**
Skills and knowledge required to safely work within a commercial or training kitchen environment including cleaning and sanitation, safety, knife skills, equipment identification and usage, and uniform policy.
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 CalGETC: 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. POS and control systems are examined as an efficient tool, costs and procedures for ordering, receiving, storing, and issuing are discussed. Concepts of food sales, revenue, and labor costs are studied.
Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: ENG 061 and MATH 060.
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**CART 012 Culinary Nutrition Fundamentals** **Units: 3**
This course studies sound nutrition principles and healthy preparation techniques to create nutrient-dense foods, beverages, and menus.
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 CalGETC: None

**CART 013 Culinary Measurements** **Units: 3**
This course studies types of measurements, scaling recipes, converting units of measure, costing ingredients, setting menu prices, conversions, and determining food yields.
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 CalGETC: None

**CART 014 Managing the Professional Kitchen** **Units: 3**
This course studies back-of-house management in a professional kitchen. Students will analyze cost and sales, manage inventory, manage food production, design and manage the menu, and require standardized recipes.
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 CalGETC: None

**CART 015 Your Culinary Career** **Units: 3**
This course studies types of culinary careers, goal setting for your culinary career, résumés and cover letters geared toward professional food service, soft skills and culinary uniform, interviewing with a chef, and salaries in the culinary industry.
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 CalGETC: None

**CART 016 Culinary Supervision** **Units: 3**
This course offers insight into the various aspects of supervision in the hospitality industry. Supervisory roles, responsibilities, and essential managerial skills shall be discussed. The goal of the course is to equip students with the necessary authoritative and decision-making skills to be used in the workplace. This course may be offered in a distance education format. C-ID: HOSP 170 X
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 CalGETC: None

**CART 020 Baking and Pastries I** **Units: 3**
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. Note: No credit for CART 020 if student has successfully completed CART 033. Culinary Uniform and Lab Requirements
Lab courses require hands-on participation in the kitchen, physical attendance is required in each class. Students must provide their own culinary uniforms. The uniform requirements include a cook's coat (white with logo and name), cook's pants (black), apron (white), cook's beanie (white), and non-slip kitchen shoes (black). Order uniforms in advance, delivery typically takes two weeks. Use the link below for ordering your required uniform from Chefworks. Note: kitchen shoes will be purchased separately. https://orderentry.chefworks.com/cotd
Lecture Hours: 18 Lab Hours: 108 Repeatable: No
Grading: Letter
**Prerequisite:** CART-060 or concurrent enrollment.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**CART 021 Baking and Pastries II** **Units: 3**
This course provides the student with the knowledge and skills necessary for the production of cakes, meringues, Bavarian cremes, mousses, buttercream, and ice cream. A classic chef uniform is required for this course. Culinary Uniform and Lab Requirements Lab courses require hands-on participation in the kitchen, physical attendance is required in each class. Students must provide their own culinary uniforms. The uniform requirements include a cook's coat (white with logo and name), cook's pants (black), apron (white), cook's beanie (white), and non-slip kitchen shoes (black). Order uniforms in advance, delivery typically takes two weeks. Use the link below for ordering your required uniform from Chefworks. Note: kitchen shoes will be purchased separately. https://orderentry.chefworks.com/cotd
Lecture Hours: 18 Lab Hours: 108 Repeatable: No
Grading: Letter
**Prerequisite:** CART 033 or CART 020.
**Corequisite:** CART 060.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**CART 030 Whole Food Natural Cooking** **Units: 3**
This course builds a foundation of sustainable foods and a comprehensive relationship to natural whole food and meal composition including: food groups, lifestyle diets, organically grown, non-processed ingredients, and locally sourced food.
Lecture Hours: 18 Lab Hours: 108 Repeatable: No
Grading: Letter
**Prerequisite:** CART 060 or concurrent enrollment CART 040.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**CART 040 Culinary Fundamentals** **Units: 3**
Fundamental concepts, skills and techniques involved in basic cookery are covered in this course. Special emphasis is given to the study of ingredients, cooking theories and preparation of stocks, broths, glazes, soups, thickening agents, grand sauces and emulsion sauces. Lectures and demonstrations teach organizational skills in the kitchen, work coordination and knife skills. The basics of vegetable cookery, starch cookery and meat, fish, and poultry cookery will be covered, as well as basic cooking methods such as sauteing, roasting, poaching, braising and frying. Students must successfully pass a practical cooking examination covering a variety of cooking methods. A Classic Chef uniform in required for this class. Note: No credit for CART 040 if student has successfully completed CART 003. Culinary Uniform and Lab Requirements Lab courses require hands-on participation in the kitchen, physical attendance is required in each class. Students must provide their own culinary uniforms. The uniform requirements include a cook's coat (white with logo and name), cook's pants (black), apron (white), cook's beanie (white), and non-slip kitchen shoes (black). Order uniforms in advance, delivery typically takes two weeks. Use the link below for ordering your required uniform from Chefworks. Note: kitchen shoes will be purchased separately. https://orderentry.chefworks.com/cotd
Lecture Hours: 18 Lab Hours: 108 Repeatable: No
Grading: Letter
**Prerequisite:** CART 060 or concurrent enrollment.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**CART 041 Culinary Production and Operations** **Units: 3**
This course studies a la carte and batch cooking emphasizing high-volume food production, station setup, timing, and menu concept development and execution. High-production preparation and serving are taught reinforcing learned basic skills. Accommodations of guest eating trends and dietary restrictions will be discussed.
Lecture Hours: 18 Lab Hours: 108 Repeatable: No
Grading: Letter
**Prerequisite:** CART-060 and CART 040.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**CART 042 Catering and Production Cooking** **Units: 3**
This course focuses on volume preparation and presentation of foodservice, both "in house" and "off premise" Catering. This course is designed to teach proper techniques and approaches to volume catering, including safe handling and transportation. Students will participate in lab assignments that could include both on-site and off-site events.
Lecture Hours: 18 Lab Hours: 108 Repeatable: No
Grading: Letter
**Prerequisite:** CART 002 or CART 060 or concurrent enrollment.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**CART 043 Hors d'oeuvres & Appetizers** **Units: 2**
This course focuses on the preparation and presentation of first course food items, highlighting a variety of classical, traditional, regional, ethnic, and modern dishes. Students will also learn to demonstrate a variety of presentation concepts, including balance, unity, focal point, and flow.
Lecture Hours: 18 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** CART 040 CART 060 or concurrent enrollment.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**CART 044 Charcuterie** **Units: 2**
This course focuses on the total utilization concept and preparation of classical and modern charcuterie products, including terrines, pates, ballotines, and other forcemeats with their accompanying garnishes, sauces, and presentations. Plate presentation, mise en place, organization, and utilizing the fundamental techniques of cooking will be reinforced at all times.
Lecture Hours: 18 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** CART 040 CART 060 or concurrent enrollment.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**CART 045 Deli and Lunch Cookery** **Units: 2.5**
This course covers the principles and practices used in producing Deli items in a commercial environment. A variety of menu items are prepared including salads, salad dressings, and sandwiches. A Classic Chef uniform is required for this course.
Lecture Hours: 9 Lab Hours: 108 Repeatable: No
Grading: Letter
**Prerequisite:** CART 060 or concurrent enrollment.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**CART 046 Breakfast Cookery** **Units: 1.5**
This course covers the principles and practices used in producing commercial breakfast and brunch items in a commercial environment. A variety of menu items are prepared including meats, eggs, grill and breakfast items, and sandwiches. A Classic Chef uniform is required for this course.
Lecture Hours: 9 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** CART 002 or CART 060 or concurrent enrollment.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**CART 060 Sanitation and Safety** **Units: 2**
Principles of hygiene and sanitation and the control and prevention of food borne illnesses in food service operations. Emphasis is placed on the food handler's responsibility in maintaining high sanitation and safety standards. Note: No credit for CART 060 if student has successfully completed CART 001.
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 CalGETC: None

**CART 064 Taste, Smell, & Flavor** **Units: 2**
The course focuses on the intricate relationship between taste, smell, and flavor and the participant's ability to perceive the basic gustatory and olfactory sensations. Developing dishes requires an ability to recognize and describe the balance of flavors.
Lecture Hours: 18 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** CART 060 or concurrent enrollment.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**CART 073 Culture and Cuisine** **Units: 2**
This course is a study of the evolution of food production, food preservation and preparation techniques, and food habits and beliefs about food. We will delve into geographical, historical, technological and religious factors that have influenced the food-related behaviors of various ethnic groups in the past and present. We will explore how all cultures impact individual's beliefs about food. Several areas of the world will be focused on to help demonstrate the relationship between food and culture. The United States (U.S.) has been referred to as a "melting pot" of many different cultures, which have been, and are being, fused to form the "American" culture. The influence of this fusion on food processing, and culinary methods in the home and in food service establishments will be examined. An introduction to cultural differences in verbal and non-verbal communication-styles will also be examined in-order to prepare students to work most effectively with co-workers and clients.
Lecture Hours: 18 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** CART 060 or concurrent enrollment CART 040.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**CART 074 Advanced Cooking** **Units: 2**
This course will incorporate techniques from International Cuisine including history, culture, indigenous ingredients, major flavors, cooking styles, and techniques. Focus is on Classical French cooking, plating, and the science of cooking.
Lecture Hours: 18 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** CART 060 and CART 040 or CART 003.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**CART 095A Culinary Arts Work Experience** **Units: 1-5**
This work experience course of supervised employment provides students the opportunity to connect academics to applied experiential learning in the workplace. It assists students in developing transferable employability skills, career awareness, learning industry culture, competencies and norms, and developing professional networks that support career mobility. To enroll, students must have a job or internship placement in a part-time or full-time capacity. Credit may be accrued at the rate of one to five (1-5) units per semester based on the student's ability to meet the hours required per unit enrolled. Students must work 54 hours per unit earned. This Work Experience course is available to students whose job or internship placement is directly related to Culinary.

Lecture Hours: None Lab Hours: 270 Repeatable: Yes
Grading: Letter
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**CART 300 Employment Preparation: Entry Cook** **Units: 0**
Short-term vocational training leading to jobs in the culinary profession.
Noncredit Hours: 16 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**CART 301 Culinary Interview Preparation** **Units: 0**
This course is the second of the Employment Preparation-Entry Cook certificate and focuses on cover letter and resume development, attitude, attire, and the culinary interview.
Noncredit Hours: 16 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**CART 302 Kitchen Basics** **Units: 0**
This course will provide the skills and knowledge required to safely work within a commercial or training kitchen environment including cleaning and sanitation, safety, knife skills, equipment identification and usage, and uniform policy.
Noncredit Hours: 9 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**CART 310 Bakery Sanitation & Organization** **Units: 0**
Short term vocational training leading to jobs in bread baking.
Noncredit Hours: 16 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**CART 311 Lean Dough** **Units: 0**
This course prepares the student for employment as a bread baker focused on yeast breads and rolls.
Noncredit Hours: 16 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** CART 310.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**CART 312 Rich Dough** **Units: 0**
This course prepares the student for employment as a bread baker focused on yeast breads, rich doughs and rolls.
Noncredit Hours: 16 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** CART 310.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**CART 320 Baking Fundamentals** **Units: 0**
This course prepares the student for employment as a baker focused on quick breads and cakes.
Noncredit Hours: 16 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** CART 310.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**CART 321 Quick Breads** **Units: 0**
This course prepares the student for employment as a baker focused on quick breads.
Noncredit Hours: 16 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** CART 320.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**CART 322 Breakfast Breads & Pastry Dough** **Units: 0**
This course prepares the student for employment as a baker focused on breakfast breads and pastry dough.
Noncredit Hours: 16 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** CART 320.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**CART 323 Cakes** **Units: 0**
This course prepares the student for employment as a baker focused on cakes.
Noncredit Hours: 16 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** CART 320.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**CART 330 Introduction to the Kitchen** **Units: 0**
This course prepares the student for employment as a prep cook.
Noncredit Hours: 16 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**CART 331 Meat & Potato Preparation** **Units: 0**
This course prepares the student for employment as a prep cook.
Noncredit Hours: 16 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** CART 330.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**CART 332 Fish & Shellfish** **Units: 0**
This course prepares the student for employment as a prep cook.
Noncredit Hours: 16 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** CART 330.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**CART 333 Grains, Legumes & Vegetables** **Units: 0**
This course prepares the student for employment as a prep cook.
Noncredit Hours: 16 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** CART 330.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**CART 334 Poultry** **Units: 0**
This course prepares the student for employment as a prep cook.
Noncredit Hours: 16 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** CART 330.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**CART 335 Culinary Production and Operations** **Units: 0**
This course studies a la carte and batch cooking emphasizing high-volume food production, station setup, timing, and menu concept development and execution. High-production preparation and serving are taught reinforcing learned basic skills. Accommodations of guest eating trends and dietary restrictions will be discussed.
Noncredit Hours: 112 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**CART 336 Breakfast Cookery** **Units: 0**
This course covers the principles and practices used in producing commercial breakfast and brunch items in a commercial environment. A variety of menu items are prepared including meats, eggs, grill and breakfast items. A Classic Chef uniform is required for this course.
Noncredit Hours: 16 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**CART 337 Deli and Lunch Cookery** **Units: 0**
This course covers the principles and practices used in producing deli and lunch items in a commercial environment. A variety of menu items are prepared including salads, salad dressings, and sandwiches. A Classic Chef uniform is required for this course.
Noncredit Hours: 16 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** CART 060 or concurrent enrollment.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**CART 340 Volume Food Production** **Units: 0**
This course focuses on volume preparation of food service, both "in house" and "off premise" catering. This course is designed to teach proper techniques and approaches to volume catering, including safe handling and transportation. Students will participate in lab assignments that could include both on-site and off-site events.
Noncredit Hours: 32 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** Corequisite: CART 060.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**CART 341 Banquet and Catering** **Units: 0**
This course focuses on presentation of food service, both "in house" and "off premise" catering. This course is designed to teach proper techniques and approaches to banquet and catering 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 Hours: 32 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** Corequisite: Corequisite CART-060.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**CART 342 Starting a Food Truck** **Units: 0**
The Starting a Food Truck course focuses on the logistics to start a legal and successful food truck business. This course is designed to teach proper techniques and approaches to choosing the right truck, the food truck market, and successfully operating the food truck, including building a business plan, menu, licenses and permits. Students will participate in lab assignments that could include both on-site and off-site events.
Noncredit Hours: 48 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** Corequisite: CART 360A or CART 360B or CART 060.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**CART 342B Catering and Banquet** **Units: 0**
This course focuses on presentation of food service, both "in house" and "off premise" catering. This course is designed to teach proper techniques and approaches to volume catering, including safe handling and transportation. Students will participate in lab assignments that could include both on-site and off-site events.
Noncredit Hours: 63 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**CART 345 Food Truck Daily Operations** **Units: 0**
This course focuses on the daily operations of a legal and profitable food truck business. This course is designed to teach the student daily operations, pre-planning food, maintanence, locations, and hands-on techniques to successfully operate the food truck. Students will participate in lab assignments that could include both on-site and off-site events.
Noncredit Hours: 48 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** Corequisite: CART 360A CART 360B CART 060.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**CART 350A Food Procurement** **Units: 0**
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.
Noncredit Hours: 27 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**CART 350B Food Cost Control** **Units: 0**
This course studies the basic principles of estimating and purchasing food and beverages, as well as nonfood items, with particular attention to cost control.
Noncredit Hours: 27 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**CART 351A Commercial Menu Design** **Units: 0**
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.
Noncredit Hours: 36 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**CART 351B Commercial Menu Economics** **Units: 0**
This course studies the economic requirements and impact of commercial menu design. Students are introduced to the basic concepts of procurement for both food and non-food items; the importance of developing provider relationships with providers; and how to manage and modify menus to take advantage of seasonal pricing opportunities.
Noncredit Hours: 18 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** CART 351A or concurrent enrollment.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**CART 360A Safety & Sanitation Basics** **Units: 0**
This is a study of principles of hygiene and sanitation and the control and prevention of foodborne illnesses in food service operations. Emphasis is placed on the food handler's responsibility in maintaining high sanitation and safety standards.
Noncredit Hours: 8 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**CART 360B Safety & Sanitation in Culinary Facilities** **Units: 0**
Principles of safety and maintenance of sanitation and hygiene in food service facilities. Emphasis is placed on management's responsibility in maintaining high sanitation and safety standards.
Noncredit Hours: 8 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**CART 370 Home Culinary Enterprises** **Units: 0**
This class will explore ways for students to legally start their own culinary business from home.
Noncredit 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 CalGETC: 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 CalGETC: 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: A3 CalGETC: 3A

**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 CalGETC: 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 CalGETC: None

**DANC 073A Dance, Jazz** **Units: 1**
This course introduces instruction in jazz dance technique. (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 CalGETC: None

**DANC 073B Dance, Jazz** **Units: 1**
This course builds on beginning jazz dance movement vocabularies, techniques, and fundamentals.
Lecture Hours: 9 Lab Hours: 27 Repeatable: No
Grading: Letter
**Prerequisite:** DANC 073A or KINE 053 .
Advisory: None
Limitation on enrollment: Courses Related in Content
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CalGETC: 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 CalGETC: None

**DANC 076A Dance, Ballet** **Units: 2**
This course provides instruction in beginning 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 CalGETC: None

**DANC 076B Dance, Ballet** **Units: 2**
This course builds upon basic ballet technique and terminology, expanding skills in ballet movement vocabulary, proprioception and other ballet fundamentals.
Lecture Hours: 18 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** DANC 076A.
Advisory: None
Limitation on enrollment: Courses Related in Content
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CalGETC: None

# Digital Design & Production (DDP)

**DDP 095A Digital Design & Production Work Experience** **Units: 1-5**
This work experience course of supervised employment provides students the opportunity to connect academics to applied experiential learning in the workplace. It assists students in developing transferable employability skills, career awareness, learning industry culture, competencies and norms, and developing professional networks that support career mobility. To enroll, students must have a job or internship placement in a part-time or full-time capacity. Credit may be accrued at the rate of one to five (1-5) units per semester based on the student's ability to meet the hours required per unit enrolled. Students must work 54 hours per unit earned. This Work Experience course is available to students whose job or internship placement is directly related to Digital Design and Production.
Lecture Hours: None Lab Hours: 270 Repeatable: Yes
Grading: Letter
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**DDP 100 Introduction to Digital Art & Media** **Units: 3**
This overview course is open to all students wanting to know more about the different areas of Digital Art and Media. Introduction to fundamental concepts, practices and theories of digital art and media. Topics include: integration of traditional design, color, and compositional principles with contemporary digital tools. Demonstrations of digital image capture, image manipulation, illustration, layout, animation, 3D, and emerging technologies will also be given. (Equivalent to ART 034.) (C-ID ARTS 250)
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: A3 CalGETC: None

**DDP 101 Digital Imaging** **Units: 3**
This course is an introduction to the use of industry standard digital imaging software. Students will learn image capture, creation, enhancing, retouching, color correction, restoring, balancing, filtering and applying special effects will be explored as well as, type effects, patterns, icons, textures, montages and composites. Emphasis on image formats, resolution, workflows, automated processing, and output for multiple applications.
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 CalGETC: None

**DDP 102 Digital Illustration** **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 CalGETC: None

**DDP 103 Publication Design & Production** **Units: 3**
This hands-on course focuses on the principles of graphic design to create multi-page solutions using industry standard software. Students learn to integrate typography, photography and graphics into projects that explore the technical and aesthetic nature of digital publication design through print and electronic publication (EPUB). Advanced typographic controls and production specifications, multi-page document management, output solutions including print, Extensible Markup Language (XML) capabilities and the creation of interactive documents for online distribution are also discussed. The creation of portfolio level work is stressed throughout the course. Verbal and visual presentation skills are emphasized to communicate with future clients. Critiques focus on appropriate solutions, visual interest and craftsmanship.
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 CalGETC: None

**DDP 104 Print Production** **Units: 1.5**
This course provides an overview of print history and its impact on society as well as current trends. Learn the life cycle of a print job and how to prepare your artwork to be professionally printed. Discover how to better communicate with your printer. Think about printing as you're designing. Choose the correct paper, inks, colors, and fonts for your project.
Lecture Hours: 18 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 CalGETC: None

**DDP 106 Generative AI for Creatives** **Units: 3**
Learn to use Generative AI (Gen AI) creatively, legally and ethically to develop content of all kinds-text, images, video, audio, and more. For creative professionals, this power also brings important content considerations and ethical issues. Explore the benefits and issues behind different generative AI tools-unearthing the potential, but also investigating the bigger picture and ramifications of this incredible technology. Learn through the ideation design process to improve your independent thinking skills while using GenAI software, and understanding both its potential benefits and pitfalls of these technologies.
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 CalGETC: None

**DDP 110 Graphic Design** **Units: 3**
In this course, students learn about graphic design terminology, history, career options, concepts, the design process, project research, generating ideas, elements and principles. Emphasis is placed on the process of design development from research, brainstorming ideas, thumbnail sketches, digital roughs to final comprehensive layouts. Students use current industry software working individually and in groups on assignments and projects developing concept, visualization, documentation, and professional presentations. With an emphasis on visual communication strategies, students explore the fundamental text and image interaction to develop graphic design solutions for web, film, and print.
Lecture Hours: 36 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: ART 003A and DDP 102.
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CalGETC: None

**DDP 111 Advertising Design** **Units: 3**
This studio course introduces students to type and typography, grid systems, visual coding, interaction and motion design as well as what it takes to become a designer/content creator. With an emphasis on visual problem-solving strategies, students will generate design criteria research, analysis, design implications, and design system development. Students will work individually and in groups to development of multi-faceted promotional design programs with an emphasis on unifying concepts with meaning for various formats.
Lecture Hours: 36 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** DDP 102
Advisory: DDP 110 .
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CalGETC: None

**DDP 112 Digital Typography** **Units: 3**

This comprehensive course emphasizes the use of typography in the design process for use in branding, marketing collateral, web development, and film. The study of letter forms and fundamental typographic principles will be covered. Students study typography terms, type as image, and typography's relationship to message making and meaning with an emphasis on understanding current and historical typographic trends including the importance of technology in the development of their own type face including digitizing for use on the computer.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: DDP 102.
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CalGETC: None

**DDP 113 Design for Social Change** **Units: 3**

This course examines the history, theory and mechanisms through which content creators, designers, artists, photographers and other socially-conscious activists put their professional skills in service to an idea of social justice. In this course, instead of selling shoes, students will explore design as a catalyst for social change with a focus on marrying design to activism, and examine established methodologies for developing and fostering a successful call to action. Through lectures, in-class activities, and critiques, students learn the role design and designers play in social activism, as well as strategies for research, ideation, prototyping, and testing design solutions. This course is open to all levels, though a very basic familiarity with Adobe CC (or equivalent software) is useful.

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 CalGETC: None

**DDP 116 Social Media Design** **Units: 3**

Social Media enables individuals to create, collaborate, and share information with others. Students will explore the possibilities and limitations of social media and will have hands-on experience to create content for several forms of social media technology, such as Facebook, Twitter, blogs, and wikis. Those who complete this course will know how to use social media productively and have a framework for understanding and evaluating new tools and platforms.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: ENG 001A, DDP 110 and DDP 101 or DDP 102 strongly recommended.
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**DDP 120 Video Post Production** **Units: 3**

This course focuses on the fundamental techniques, skills, and theories of editing as well as the technical requirements for assembling digital video projects. Through a series of hands-on projects, students will put traditional theories of picture and sound editing into practice. The course will also cover the history of non-linear editing and provide an overview of the post production process. Students use the computer to create digital presentations that synthesize photography, graphics, video, sound, and animation. This introductory course familiarizes students with the fundamental aspects of digital video production. Covering acquisition formats, authoring formats and delivery formats, the class provides a strong foundation for working with digital picture (both motion picture and still pictures) and digital sound in non-linear digital video post production. Topics will include digital vs. analog, time code, frame rates, frame size, frame aspect ratio, pixel aspect ratio, data transfer rates, key frames, NTSC and PAL television standards, image composition and acquisition, video capture, compression and output.

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 CalGETC: None

**DDP 121 Motion Graphics** **Units: 3**

Motion Graphics is a form of communication with a range of applications: film, television, graphic design, branding, advertising and web. This hands-on course focuses on communication design and common professional uses of motion graphics. Students will conceptualize, design and produce innovative time-based visual communication solutions using motion design theory and techniques. Exploring a wide range of applications (film, web, television, communication design, branding and advertising), students will create projects with advanced techniques for animation and visual effects in broadcast design, film titles and video production by combining typography, graphics and narrative storytelling.

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 CalGETC: None

**DDP 128 Portfolio Preparation** **Units: 1.5**
This course will concentrate on developing students' soft skills and preparing students to enter a professional creative environment. Students will create an online portfolio, curriculum vitae, artist statement, and a personal marketing plan. The course is designed for those students preparing to enter a professional creative environment or transfer to a bachelor's program. The course is also recommended for students pursuing a degree or certificate at College of the Desert with an emphasis in Film, Photography, Digital Design and Production, Architecture, Art or other creative fields. The course is organized for students who work two-dimensionally, three-dimensionally or in mixed-media formats. Students will develop a custom marketing plan and will work on real-world assignments designed around students' marketing plan. Final Capstone Assignment will consist of students working collaboratively to design and execute a public exhibition of student work.
Lecture Hours: 18 Lab Hours: 27 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 CalGETC: None

**DDP 130 Digital Darkroom** **Units: 1.5**
This digital photography course teaches students valuable skills in asset management and image processing, using cutting edge, industry software. Students will check the camera before a session and follow post-capture steps of transferring pictures from the camera; reviewing, organizing, and ranking them; then adjusting, publishing and archiving them. Students need to bring their own Digital Single-Lens Reflex (DSLR camera). Field trips may be required.
Lecture Hours: 18 Lab Hours: 27 Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CalGETC: None

**DDP 131 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 CalGETC: None

**DDP 132 Commercial Photography** **Units: 3**
This course provides intermediate and advanced instruction in digital photography. Students expand their basic digital photography skills to produce digital photographs for the web, advertising, print and 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 image editing 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 131 or ART 031.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CalGETC: None

**DDP 133 Nature Photography** **Units: 1.5**
This course teaches you how to take beautiful nature and wildlife photographs. Learn to fine-tune your technical skills while examining the aesthetics of nature photography Nature locations are designed to offer a wide variety of opportunities and challenges while photographing on location at places like Joshua Tree, The Living Desert, Big Morongo Canyon Preserve, Painted Canyons, Anza Borrego, etc.. You will learn to identify your creative point of view, provide constructive feedback to others and prepare images for your portfolio. Topics include exposure, depth of field, simple close-up techniques and helpful equipment. Wildlife photography also will be discussed. Weather permitting: a chance to practice photography around campus will be included. Bring camera and camera manual to class. Students will learn to identify their creative point of view, sharpen their skills through participation in field trips, and prepare a selected group of images for sale and/or exhibition in a show.
Lecture Hours: 18 Lab Hours: 27 Repeatable: No
Grading: Letter
**Prerequisite:** DDP 131 Digital Photography or ART 031 Digital Photography.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**DDP 135 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 including digital black and white. A 35mm film camera with manually adjustable f-stops and shutter speeds is required. (Equivalent to ART 030A.)
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 CalGETC: None

**DDP 136 Introduction to Drone Imaging** **Units: 3**
This course provides instruction in digital imaging, cinematography, colorization and photo editing while participating in hands-on or virtual flight activities to develop, practice, and optimize Unmanned Aircraft System flight and photography skills. Students will learn how to manage and edit photographic imagery captured by drones. High-end photo equipment and drones or drone-simulators will be used. This course is a media management and image editing course for drone operators, which focuses on developing careers in digital media capturing and editing images for a variety of industries across multiple sectors. Some information pertaining to FAA certifications will be discussed; this is not an FAA certification course.
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 CalGETC: None

**DDP 140 Character Animation** **Units: 3**
This course will introduce students to the basic forms and terminology of animation, and provide training in fluid representations of motion and expression. Instruction will emphasize traditional character animation techniques such as character development, exaggeration, timing, acting and weight. The course will provide a good grounding for basic animation skills and production processes. The classes will often include film screening from across styles and animation historical contexts to further demonstrate the topics covered in class.
Lecture Hours: 36 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: ART 001A & DDP 102.
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CalGETC: None

**DDP 142 Digital Storyboarding** **Units: 3**
This course is an introduction to the methods and tools of digital storytelling. It includes creating visual story images from written or spoken ideas, development of story structure, and honing verbal storytelling skills using industry standard software. Students explore fundamentals of the storyboarding process used in the entertainment industry. Through the use of computer software and the digital drawing tablet, students will learn the basic principles of visual storytelling including techniques such as staging, composition and camera movement. The class will analyze and discusses the various applications of digital storyboarding for advertising, film, games, web, 2D and 3D animation, video, and visual effects.
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 CalGETC: None

**DDP 144 3D Animation** **Units: 3**
Students will learn the basics of industry standard 3D animation software, user interface, essential modeling, rendering, character set up, and animation tools and techniques. This course is intended to provide students with an understanding of theoretical concepts and will provide conceptually based guidelines that evoke personal creativity, and design fundamentals. This hands-on introductory course provides a basic overview of the tools used in the creation of 3D digital animation. Topics covered include modeling, character rigging, animation, shading, lighting and rendering. This course emphasizes the fundamental concepts of 3D digital animation as well as an understanding of the software. In addition to completing weekly exercises, students will apply the skills they learn to create an individual project.
Lecture Hours: 36 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: ART 003A, ART 005A, & ART 011A.
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CalGETC: None

**DDP 150 Web Design & Development** **Units: 3**
With an emphasis on design and conceptual skills, students explore internet history, web usability, interface, navigation, information design as well as creating dynamic content for websites. Students analyze historical examples, contemporary user interfaces, image optimization and their own creative content. HTML, CSS and CMS will be introduced to explore simple to complex interactive projects for the Web.
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 CalGETC: None

**DDP 151 User Experience Design** **Units: 3**
Focuses on the quality of experience a person has when interacting with a specific design. A UX Designer focuses on the needs and wants of the user, as well as ease-of-use, and designs for the best possible user experience. Covers the design process, documentation, and tools used within the UX field. Topics include user research, information architecture, interaction design, prototyping, and usability testing. Following a design process, students will collaborate to research, critique, and design a project that includes prototyping and user-testing.
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 CalGETC: None

**DDP 160 History of Games** **Units: 3**
This course includes a comprehensive study of the evolution of games throughout human history, with an emphasis on early games' impact and influence on video games. Review of the technological and artistic antecedents, with analysis of how video games reflect the beliefs, aspirations and values of the cultures where they flourish. Study includes gameplay experience and analysis of notable game genres, identifying significant artistic and technological innovations. Students will investigate gameplay and create a non-digital game that is informed by the study of game history.
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 CalGETC: None

**DDP 161 Introduction to Game Design** **Units: 3**
This course will introduce students to the basics of game design and theory using analysis, research, critiques and projects. Students will learn about the game industry and what is required to develop a video game through assignments. Students will design, model and build working video game prototypes.
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 CalGETC: None

**DDP 162 Introduction to Game Development** **Units: 3**
Learn the fundamentals, concepts, and vocabulary of computer game tools and techniques to develop 2D and 3D games. Explore a variety of digital tools and game engines, common legal and ethical concerns in the game development industry. Examine game design technologies, virtual world building, game flow, pacing, production processes, play testing to create playable environments. Use game analysis, game story development, game pitches, game development tools to create simple prototypes that emphasize concepts learned during the course.
Lecture Hours: 36 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: DDP 140, DDP 142, DDP 144, DDP 160 and DDP 161.
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**DDP 195 Business Practices and Portfolio Preparation for Creatives** **Units: 3**
This course will cover business-related topics including project management, estimating, billing, record keeping and taxes. Students will learn best practices for working with clients, vendors, and colleagues. Whether you plan to run a graphic design company or work as a freelancer, understanding the nuts and bolts of running a creative business is essential.
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 CalGETC: None

**DDP 200 Accessibility Compliance** **Units: 3**
This course is an introduction to the law, policies, history, and foundations related to accessibility for persons with disabilities. Students will investigate the history, legal issues, and compliance with government laws 504, 508, ADA, and WCAG Guidelines.
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 CalGETC: None

**DDP 201 Creating Accessible Content** **Units: 3**
In this course, we will be covering methods of creating, evaluating, and optimizing accessible documents with Word, PowerPoint, and Adobe PDF with all accessibility requirements and laws. This course will include activities that include remediating a document that is not accessible and creating documents with accessibility up front.
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 CalGETC: None

**DDP 202 Accommodations and Assistive Technology** **Units: 3**
This course is designed for people who want to learn various Assistive Learning Technologies (ALT). This course will include activities utilizing different assistive technologies in educational and vocational environments. This course will also cover skills in matching appropriate assistive technology to disabilities.
Lecture Hours: 36 Lab Hours: 54 Repeatable: No
Grading: Student Option
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**DDP 301A Digital Imaging A** **Units: 0**
This course introduces basic tools and techniques of Adobe Photoshop. Students explore digital imaging using industry standard software. Image manipulation and creation of original work using layers, masking, digital painting techniques and photo montage are covered. No prior Photoshop knowledge or art background required.
Noncredit Hours: 45 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**DDP 301B Digital Imaging B** **Units: 0**
This course prepares you to take the Adobe Certified Associate (ACA) exam for Photoshop. A Photoshop ACA earned certification validates entry-level skills in visual communication, for careers including, but not limited to, marketing, Web development, photography, digital media, and graphic design. It indicates an intermediate level of depth and breadth of Photoshop knowledge and experience and enhances the recipients' value in the job market. You will continue your Photoshop training and begin taking practice tests in preparation for the ACA exam. You will also develop Photoshop projects to build your online portfolio.
Noncredit Hours: 45 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**DDP 302A Illustrator A** **Units: 0**
This noncredit course provides an introduction to the process of creating vector based content using Adobe Illustrator, the industry standard vector graphics editor for digital media and graphic design professionals. Adobe Illustrator is used for creating graphic design, typography, logos, animations, social media and artistic illustrations on the computer. No prior Illustrator knowledge or art background required.
Noncredit Hours: 45 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**DDP 302B Illustrator B** **Units: 0**
In this noncredit course students develop an online portfolio while preparing to take the Adobe Certified Associate (ACA) exam for Illustrator. An Illustrator ACA earned certification validates entry-level skills in visual communication, for careers including, but not limited to, marketing, web development, digital media, social media, animation, and graphic design. It indicates an intermediate level of depth and breadth of Illustrator knowledge and experience and enhances the recipients' value in the job market. In this class you will continue your Illustrator training and begin taking practice tests in preparation for the ACA exam. You will also develop Illustrator projects to build your online portfolio.
Noncredit Hours: 45 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** DDP 302A.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**DDP 303A InDesign A** **Units: 0**
This noncredit course introduces basic tools and techniques of Adobe Indesign. In this course students explore digital page layout for publishing using industry standard software. Layout organization using layers, masking, typography and creative content are covered. No prior Indesign knowledge or art background required.
Noncredit Hours: 45 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**DDP 303B InDesign B** **Units: 0**
This noncredit course prepares you to take the Adobe Certified Associate (ACA) exam for InDesign. An InDesign ACA earned certification validates entry-level skills in visual communication, for careers including, but not limited to, marketing, Web development, photography, digital media, and graphic design. It indicates an intermediate level of depth and breadth of InDesign knowledge and experience and enhances the recipients' value in the job market. In eight weeks you will continue your InDesign training and begin taking practice tests in preparation for the ACA exam. You will also develop InDesign projects to build your online portfolio.
Noncredit Hours: 45 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** DDP 303A.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**DDP 320A Premiere Pro A** **Units: 0**
This non-credit course introduces basic tools and techniques of Adobe Premiere Pro and focuses on the fundamental techniques, skills, and theories of editing as well as the technical requirements for assembling digital video projects. Covering acquisition formats, authoring formats and delivery formats, the class provides a strong foundation for working with digital picture (both motion picture and still pictures) and digital sound in non-linear digital video post production. Topics will include digital vs. analog, time code, frame rates, frame size, frame aspect ratio, pixel aspect ratio, data transfer rates, key frames, NTSC and PAL television standards, image composition and acquisition, video capture, compression and output.
Noncredit Hours: 45 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**DDP 320B Premiere Pro B** **Units: 0**
This non-credit course prepares you to take the Adobe Certified Associate (ACA) exam for Premiere Pro. A Premiere Pro ACA earned certification validates entry-level skills in visual communication, for careers including, but not limited to, marketing, web development, photography, digital media, and graphic design. It indicates an intermediate level of depth and breadth of Premiere Pro knowledge and experience and enhances the recipients' value in the job market. In this class you will continue your Premiere Pro training and begin taking practice tests in preparation for the ACA exam. You will also develop Premiere Pro projects to build your online portfolio.
Noncredit Hours: 45 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** DDP 320A.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**DDP 321A After Effects A** **Units: 0**
This non-credit course introduces basic tools and techniques of Adobe After Effects. Motion Graphics is a form of communication with a range of applications: film, television, graphic design, branding, advertising and web. This hands-on course focuses on communication design and common professional uses of motion graphics. Exploring a wide range of applications (film, web, television, communication design, branding and advertising), students will create projects with advanced techniques for animation and visual effects in broadcast design, film titles and video production by combining typography, graphics and narrative storytelling. No prior After Effects knowledge or art background required.
Noncredit Hours: 45 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**DDP 321B After Effects B** **Units: 0**
This non-credit course prepares you to take the Adobe Certified Associate (ACA) exam for After Effects. An After Effects ACA earned certification validates entry-level skills in visual communication, for careers including, but not limited to, marketing, web development, photography, digital media, and graphic design. It indicates an intermediate level of depth and breadth of After Effects knowledge and experience and enhances the recipients' value in the job market. In eight weeks you will continue your After Effects training and begin taking practice tests in preparation for the ACA exam. You will also develop After Effects projects to build your online portfolio.
Noncredit Hours: 45 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** DDP 321A.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**DDP 331 Digital Photo for Non Credit** **Units: 0**
This non-credit 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.
Noncredit Hours: 90 Repeatable: No
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

# Disabled Students Programs & Services (DSPS)

**DSPS 021 Wellness and Stress Management** **Units: 3**
This specific course is designed to teach students with disabilities evidence-based wellness and stress management strategies for academic, personal, and workplace success. Topics will include identifying stress, the human stress response system, resiliency, perseverance, and stress management techniques.
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 CalGETC: None

**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 CalGETC: 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 CalGETC: 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 CalGETC: 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 CalGETC: 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 a 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 CalGETC: 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 CalGETC: 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.
Noncredit 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 CalGETC: None

**DSPS 305 Career Development for Students With Disabilities** **Units: 0**
This course is designed to support college students with disabilities in developing specific goals for career development. The course focuses on personal and vocational assessment, clarification of values, identification of skills, and the development of educational and vocational goals.
Noncredit 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 CalGETC: None

**DSPS 306 Career Exploration for Students With Disabilities** **Units: 0**
This course is designed to support college students with disabilities who want to improve their ability to develop specific employment goals. It focuses on adaptability, digital fluency, and exploring college majors and careers.
Noncredit 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 CalGETC: None

**DSPS 307 Career Preparation for Students With Disabilities** **Units: 0**
This course is designed to support college students with disabilities in developing specific goals for career preparation. The course focuses on completing job applications and writing a resume, complete with a cover letter, and developing competitive job interview skills.
Noncredit 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 CalGETC: None

**DSPS 308 Career Success for Students With Disabilities** **Units: 0**
This course is designed to assist students with disabilities in successfully obtaining an internship and/or employment directly related to their vocational goal. Students will learn about accommodations in the workplace, adaptability, analysis and solutions mindset and self-awareness in the workplace.
Noncredit Hours: 54 Repeatable: Yes
Grading: Letter
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**DSPS 312 Social Skills 1 for Students with Disabilities** **Units: 0**
This course is designed for students with disabilities who want to learn how to improve in-person and online social skills. This course will include activities to enhance social interaction skills, including unstated rules in a variety of social situations. This course will also cover skills related to relationships, verbal and non-verbal communication, conflict resolution, and planning and attending social events.
Noncredit 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 CalGETC: None

**DSPS 313 Social Skills 2 for Students with Disabilities** **Units: 0**
This course is designed for student with disabilities who want to continue to learn how to improve in-person and online social skills. This course will cover social skills related to interacting with strangers, acquaintances, friends, and personal relationships. Further, this course will cover skills for self-regulation, assertiveness, handling teasing and bullying, rumors and gossip, conflict and disagreements, and engaging at social events.
Noncredit 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 CalGETC: None

**DSPS 315 DSPS Transition to College** **Units: 0**
This course is designed to support new college students with disabilities. The course covers several important skills required to succeed in the college environment. Some of these include navigating college systems, technology skills for college, and self-advocacy.
Noncredit Hours: 42 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**DSPS 317 Community Living Skills for Students with Disabilities** **Units: 0**
This course is designed to support college students with disabilities who want to improve community skills, including mobility, safety, consumer skills, recreation, and work readiness.
Noncredit 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 CalGETC: None

**DSPS 319 Relationships and Sexual Health for Students with Disabilities** **Units: 0**
This course is designed to support college students with disabilities who want to explore their attitudes and values regarding healthy sexual relationship development. Topics include human anatomy, reproduction, contraception choices, sexual orientation, sexually transmitted infections, and sexual coercion. Students will learn about building relationships with an emphasis on the development of positive personal strategies.
Noncredit 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 CalGETC: None

**DSPS 321 Wellness and Stress Management for Students with Disabilities** **Units: 0**
This specific course is designed to teach students with disabilities evidence-based wellness and stress management strategies for academic, personal, and workplace success. Topics will include identifying stress, the human stress response system, resiliency, perseverance, and stress management techniques.
Noncredit 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 CalGETC: None

**DSPS 330 Introduction to Computers for Students with Disabilities** **Units: 0**
This course is designed to help students with disabilities learn basic computer skills with the benefit of limited class size and individually paced instructions. Topics will include knowledge of computer components, care and maintenance of hardware, peripherals, accessories, the basic operation of a computer, and keyboard skills. Topics will also include introductory internet skills, community resources, email, social media, and online safety. Assistive technology will be made available to facilitate general computer use for students with disabilities.
Noncredit 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 CalGETC: None

**DSPS 332 Assistive Learning Technologies** **Units: 0**
This course is designed for students with disabilities who want to learn various Assistive Learning Technologies (ALT). This course will include activities that utilize different assistive technologies in both educational and vocational environments. This course will also cover skills in matching appropriate assistive technology to disabilities.
Noncredit 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 CalGETC: None

**DSPS 338 Adaptive Basic Makerspace Skills for Students with Disabilities 1** **Units: 0**
Introduces Students with Disabilities and other individuals to the skills and equipment used in makerspaces. Skills include but are not limited to basic makerspace safety, basic equipment safety, and basic prototyping. Equipment includes 3D printers, vinyl/paper printers & cutters, sewing/embroidery, soldering, etc. Students will be able to learn independently and in groups to enhance their personal skills in using equipment safely and effectively to create and build items for personal and educational uses. After completing the two-course sequence of DSPS 338 and DSPS 339, students will receive training, badges, and a certificate of completion to safely use equipment at a beginning level. Students will be more prepared for entering STEM and maker career paths in education, community centers, and libraries. This course cannot be taken for credit.
Noncredit Hours: 42 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**DSPS 339 Adaptive Basic Makerspace Skills for Students with Disabilities 2** **Units: 0**
Provides additional instruction on the skills and equipment used in makerspaces. More advanced practice is provided for skills related to makerspace safety, equipment safety, and prototyping. Students with Disabilities will be using adaptive/assistive technology to utilize the makerspace equipment. Makerspace equipment includes a CNC machine, resin 3D printer, resin casting, laser engraver/cutter, airbrush painting, vacuum forming, etc. Students will be able to learn independently and in groups to enhance their personal skills in using equipment safely and effectively to create and build items for personal and educational uses. After completing the two-course sequence of DSPS 338 and 339, students will receive training, badges, and a certificate of completion to safely use equipment at a beginning level. Students will be more prepared for entering STEM and maker career paths in education, community centers, and libraries. This course cannot be taken for credit.
Noncredit Hours: 42 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: DSPS 338.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**DSPS 340 College Preparatory Writing Skills for Students with Disabilities** **Units: 0**
This course is designed to assist students with disabilities in developing essential pre-college writing skills.
Noncredit Hours: 90 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: 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 CalGETC: 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 CalGETC: 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 CalGETC: 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 CalGETC: 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. Note: All students now can enroll in this transfer-level course without completing posted requisites. Please refer to AB 705 (under How do I enroll in courses at COD?) or see a Counselor. C-ID: ECON 202
Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** MATH 054.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: A4 CalGETC: 4

**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. Note: All students now can enroll in this transfer-level course without completing posted requisites. Please refer to AB 705 (under How do I enroll in courses at COD?) or see a Counselor. (C-ID ECON 201)
Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** Math 054.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: A4 CalGETC: 4

**ECON 011 International Economics** **Units: 3**
This course examines the international economy and globalization, international trade relations and international monetary relations. Topics of discussion include: sources of comparative advantage, tariffs and nontariff trade barriers, trade regulations, balance of payment problems, trade policies for developing nations and regional trading agreements. In addition, foreign exchange and macroeconomic policy in an open market are discussed.
Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** MATH 054.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: A4 CalGETC: 4

**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: A4 CalGETC: 4

# Education (EDUC)

**EDUC 001 Introduction to Elementary Classroom Teaching** **Units: 4**
This course introduces students to the concepts and issues related to teaching diverse learners in today's contemporary schools, Kindergarten through grade 12 (K-12). Topics include teaching as a profession and career, historical and philosophical foundations of the American education system, contemporary education issues, California's common core standards, PTKLF standards, and teacher performance standards. In addition to class time, the course requires a minimum of 45 hours of structured field work in public school elementary classrooms that represent California's diverse student population, and includes cooperation with at least one carefully and campus-approved certificated classroom teacher. (C-ID EDUC 200)
Lecture Hours: 54 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** CDE 101.
Advisory: ENG 001A or ENGL C1000 or ENGL C1000E or,college-level composition or equivalent.
Limitation on enrollment: None
Transfer Status: CSU/UC* Degree Applicable: AA/AS
COD GE: A7 CalGETC: None

# Emergency Medical Responder (EMR)

**EMR 080 Emergency Medical Responder** **Units: 3**
This course prepares the EMR student to provide emergency prehospital 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 prehospital setting. "Cardiopulmonary resuscitation" (CPR) means establishing and maintaining an open airway, ensuring adequate respiration, and ensuring adequate circulation either spontaneously or by means of closed-chest cardiac compression, according to standards promulgated by the current American Heart Association (AHA) Guidelines for Cardiopulmonary Resuscitation (CPR) and Emergency Cardiovascular Care (ECC). A $12.50 fee is required for this course to cover the AHA Basic Life Support (BLS) certificate. Students are required to purchase a uniform and attend a mandatory orientation prior to the start of the course. Check the program website for additional information. Note: Authority cited: Section 1797.107, Health and Safety Code. Reference: Sections 1797.182 and 1797.183, Health and Safety Code; and Section 13518, Penal Code.
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 CalGETC: None

**EMR 080A Emergency Medical Responder 1A** **Units: 1.5**
This two-course sequence 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: 18 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 CalGETC: None

**EMR 080B Emergency Medical Responder 1B** **Units: 1.5**
This second course in the two-course sequence 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: 18 Lab Hours: 27 Repeatable: No
Grading: Letter
**Prerequisite:** EMT 080A EMR 080A or EMR 380A.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**EMR 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.
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**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, Title 22, Division 9, Chapters 1.5. 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.
Lecture Hours: 9 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 CalGETC: None

**EMR 380A Emergency Medical Responder 1A** **Units: 0**
This two-course sequence 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.
Noncredit Hours: 45 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**EMR 380B Emergency Medical Responder 1B** **Units: 0**
This second course in the two-course sequence prepares the Emergency Medical Responder (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.
Noncredit Hours: 45 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** EMR 380A or EMR 080A with a passing grade of B.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**EMR 381 Ambulance Operations** **Units: 0**
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.
Noncredit Hours: 36 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** EMR 080 or EMR 080B or EMR 380B.
Advisory: None
Limitation on enrollment: Valid driver's license, DMV H6 printout.
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**EMR 386 Public Safety First Aid** **Units: 0**
This course will provide 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 California Health and Safety Code, Division 2.5, CCR Title 22, Division 9 and American Heart Association (AHA). A Public Safety First Aid (PSFA) Certificate and BLS CPR/AED cards will be issued upon completion. Public Safety First Aid 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. This course meets the prerequisite for the Cal Fire Basic Wildland Academy. A $12.50 fee is required for the BLS certificate.
Noncredit Hours: 36 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**EMR 387 AHA Basic Life Support (BLS) Healthcare Provider** **Units: 0**
The goal of the Basic Life Support (BLS) Course is to train healthcare providers students to save the lives of victims in cardiac arrest through high-quality CPR as individuals or as part of a team. The course is designed for healthcare providers caring for patients in prehospital and hospital settings. A $12.50 fee is required for the BLS certificate and a $25.00 fee is required for a pocket mask.
Noncredit Hours: 8 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

# Emergency Medical Technology (EMT)

**EMT 084 Emergency Medical Technician I** **Units: 9**
This course prepares students for National Registry of Emergency Medical Technicians (NREMT) EMT-Basic Written Examination. 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, California Health and Safety Code and California Code of Regulations, Title 22 requirements. This course provides training in basic emergency care skills, theory instruction, use of definitive airway adjuncts and assisting patients with certain medications. All students must be eighteen years of age (18) on the first day of class, have a current TB test, have a current AHA Healthcare Provider Level CPR certification and meet the functional job requirements of the Emergency Medical Technician (Title 22, Division 9, Chapter 2, Section 100066b2 California Code of Regulations.) Check the program website for additional information.
Lecture Hours: 135 Lab Hours: 81 Repeatable: No
Grading: Letter
**Prerequisite:** EMR 080 or EMR 080A & EMR 080B with a passing grade of B.
Advisory: ENG 061, EMR 081, HS 062.
Limitation on enrollment: Students must be eighteen (18) years of age on the,first day of class. Students must have an American,Heart Association BLS certification current,through the end of the course. Students will need,proof of a negative TB test or chest X-ray and,will need to provide proof of vaccinations and/or,titer. Current American Heart Association BLS,certification valid till the last day of the,semester.
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: 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 and/or be a current NREMT.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NAA
COD GE: None CalGETC: None

**EMT 088 Geriatric Education for Emergency Medical Services** **Units: 3**
Geriatric Education for EMS (GEMS) provides EMS practitioners the skills and knowledge to handle the unique medical, social, environmental, and communications challenges of older adults This course prepares EMS practitioners for the array of medical, mobility, psychosocial, and communications issues found in older patients.
Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** EMT 084 or EMT 384.
Advisory: ENG 050, ENG 061, HS 061, and HS 062.
Limitation on enrollment: Students must be eighteen (18) years of age on the,first day of class. Students must have an American,Heart Association BLS certification current,through the end of the course. Students will need,proof of a negative TB test or chest X-ray and,will need to provide proof of vaccinations and/or,titer. Current American Heart Association BLS,certification valid till the last day of the,semester.
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**EMT 095A Emergency Medical Services Work Experience** **Units: 1-5**
This work experience course of supervised employment provides students the opportunity to connect academics to applied experiential learning in the workplace. It assists students in developing transferable employability skills, career awareness, learning industry culture, competencies and norms, and developing professional networks that support career mobility. To enroll, students must have a job or internship placement in a part-time or full-time capacity. Credit may be accrued at the rate of one to five (1-5) units per semester based on the student's ability to meet the hours required per unit enrolled. Students must work 54 hours per unit earned. This Work Experience course is available to students whose job or internship placement is directly related to Emergency Medical Services.
Lecture Hours: None Lab Hours: 270 Repeatable: Yes
Grading: Letter
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**EMT 384 Emergency Medical Technician I** **Units: 0**
This course prepares students for National Registry of Emergency Medical Technicians (NREMT) EMT-Basic Written Examination. 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, California Health and Safety Code and California Code of Regulations, Title 22 requirements. This course provides training in basic emergency care skills, theory instruction, use of definitive airway adjuncts and assisting patients with certain medications. All students must be eighteen years of age (18) on the first day of class, have a current TB test, have a current AHA Healthcare Provider Level CPR certification and meet the functional job requirements of the Emergency Medical Technician (Title 22, Division 9, Chapter 2, Section 100066b2 California Code of Regulations.) Check the program website for additional information.
Noncredit Hours: 324 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** EMR 380B passing grade of P or EMR 080 or EMR 080B with a passing grade of B.
Advisory: None
Limitation on enrollment: Students must be eighteen (18) years of age on the,first day of class. Students must have an American,Heart Association BLS certification current,through the end of the course. Students will need,proof of a negative TB test or chest X-ray and,will need to provide proof of vaccinations and/or,titer. Current American Heart Association BLS,certification valid till the last day of the,semester.
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

# Employability Skills (EMP)

**EMP 010 New World of Work Skills: Adaptability** **Units: 0.5**
Develop or improve your Adaptability strength in the workplace by seeing change as an opportunity; being open to new experiences; considering a variety of viewpoints; and being able to handle a normal amount of stress and accept feedback in a positive way.
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 CalGETC: None

**EMP 011 New World of Work Skills:Self-Awareness** **Units: 0.5**
Develop or improve your Self-Awareness strength in the workplace by knowing your own personality, skills, and knowledge; recognizing habits that can be improved; looking for opportunities that are a good match for your strengths; maintaining self-discipline; taking personal responsibility for your actions; and improving your professional manner.
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 CalGETC: None

**EMP 012 New World of Work Skills: Digital Fluency** **Units: 0.5**
Develop or improve your Digital Fluency by becoming familiar with a variety of technology tools that are available to assist in the workplace; by understanding the moral and legal consequences of sharing documents and pictures; and by developing competence with online research tools to find data and information.
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 CalGETC: None

**EMP 013 New World of Work Skills: Communication** **Units: 0.5**
Develop or improve your Communication strength in the workplace by understanding appropriate content and professional delivery; learning to use technology tools like PowerPoint effectively; recognizing where and how social media is appropriate for the workplace; learning tools for effective listening and appropriate body-language.
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 CalGETC: None

**EMP 014 New World of Work Skills: Collaboration** **Units: 0.5**
Develop or improve your ability to Collaborate in the workplace by recognizing the benefits of a diverse team; respecting people's differences; sharing leadership; gathering ideas; offering help; encouraging others; and finding positive ways to resolve conflict.
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 CalGETC: None

**EMP 015 New World of Work Skills: Empathy** **Units: 0.5**
Understand the difference between Empathy and Sympathy and learn how to improve your ability to connect with others; develop good relationships with people from diverse cultures and backgrounds; work with clients and customers; make decisions based on client and customer needs; and understand the importance of client satisfaction.
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 CalGETC: None

**EMP 016 New World of Work Skills: Analysis and Solution Mindset** **Units: 0.5**
Learn to become an effective problem solver in the workplace by developing analytical skills, examining data and information, considering different viewpoints, and looking at the bigger picture.
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 CalGETC: None

**EMP 017 New World of Work Skills: Resilience** **Units: 0.5**
Develop or improve your Resilience in the workplace by understanding the importance of personal growth; setting priorities and goals; creating contingency and back up plans; being able to bounce back when things go wrong and learn from mistakes; listen to other's views.
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 CalGETC: None

**EMP 018 New World of Work Skills: Entrepreneurial Mindset** **Units: 0.5**
Learn how to develop an Entrepreneurial Mindset by becoming self-motivated and seeking greater responsibilities; accepting risk and learning from mistakes; developing new ideas by drawing connections, comparisons and combinations differently; recognizing the importance of customer satisfaction.
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 CalGETC: None

**EMP 019 New World of Work Skills: Social Diversity/ Awareness** **Units: 0.5**
Improve your Social Diversity Awareness by recognizing the benefits of diverse backgrounds and cultures in the workplace; understanding the new "normal" in the workplace; learning how to develop and improve relationships with people of different backgrounds and beliefs by improving self-awareness; and how to be sensitive to others' feelings.
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 CalGETC: None

**EMP 020 General Employability Skills** **Units: 4**
Develop or improve your knowledge of skills required for general employment, such as: adaptability, self-awareness, digital fluency, communication, collaboration, empathy, analysis and solution mindset, resilience, entrepreneurial mindset, and social diversity/awareness. Employability skills include fundamentals of workforce readiness and career exploration that links skills, abilities, interests, values, needs, and work environment preferences as part of the process of obtaining experiential learning opportunities.
Lecture Hours: 72 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 CalGETC: None

**EMP 310A New World of Work Skills: Recognizing Change as Opportunity** **Units: 0**
Twenty-first Century workers need to be tolerant of inevitable changes in the work environment and adapt accordingly. Improve your Adaptability strength in the workplace and learn to manage stress by seeing change as an opportunity, being open to new experiences, and learning to manage job stress caused by the need to learn new technologies or new responsibilities on the job.
Noncredit Hours: 5 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**EMP 310B New World of Work Skills: Facing Challenges** **Units: 0**
Improve your Adaptability strength in the workplace by learning how to face challenges; being open to considering a variety of viewpoints and suggestions to get the job done; learning techniques to handle a normal amount of stress; accepting feedback in a positive way and learning from things that go wrong.
Noncredit Hours: 4 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** EMP 310A or concurrent enrollment.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**EMP 311A New World of Work Skills: Self Awareness at Work** **Units: 0**
Develop or improve your Self-Awareness strength in the workplace by knowing your own personality, skills, and knowledge and looking for opportunities that are a good match for your strengths.
Noncredit Hours: 5 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**EMP 311B New World of Work Skills: Personal Assessments** **Units: 0**
Develop or improve your Self-Awareness strength in the workplace by assessing your own personality, skills, and knowledge; recognizing habits that can be improved; maintaining self-discipline; taking personal responsibility for your actions; and improving your professional manner.
Noncredit Hours: 4 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** EMP 311A or concurrent enrollment.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**EMP 312A New World of Work Skills: Online Presence and E-Resumes** **Units: 0**
Develop or improve your Digital Skills becoming familiar with a variety of technology tools that are available to assist in the workplace and developing competence with online resume tools.
Noncredit Hours: 5 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**EMP 312B New World of Work Skills: Online Accountability** **Units: 0**
Develop or improve your Digital Fluency by understanding the moral and legal consequences of sharing documents and pictures; and developing competence with online research tools to find data and information.
Noncredit Hours: 4 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** EMP 312A or concurrent enrollment.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**EMP 313A New World of Work Skills: Communication Etiquette** **Units: 0**
Develop or improve your Communication strength in the workplace by understanding appropriate content and professional delivery; recognizing where and how social media is appropriate for the workplace; learning tools for effective listening and appropriate body-language.
Noncredit Hours: 5 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**EMP 313B New World of Work Skills: Communication Effectiveness** **Units: 0**
Develop or improve your Communication strength in the workplace by understanding appropriate content and professional delivery; learning to use technology tools like PowerPoint effectively; recognizing where and how social media is appropriate for the workplace; learning tools for effective listening and appropriate body-language.
Noncredit Hours: 4 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** EMP 313A.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**EMP 314A New World of Work Skills: Team Building** **Units: 0**
Develop or improve your ability to Collaborate in the workplace by recognizing the benefits of a diverse team; respecting people's differences; and sharing leadership.
Noncredit Hours: 5 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**EMP 314B New World of Work Skills: Transformational Leadership** **Units: 0**
Develop or improve your ability to lead in the workplace by recognizing the benefits of a diverse team; respecting people's differences; sharing leadership; gathering ideas; offering help; encouraging others; and finding positive ways to resolve conflict.
Noncredit Hours: 4 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** EMP 314A or concurrent enrollment.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**EMP 315A New World of Work Skills: Listening and Mirroring** **Units: 0**
Understand the difference between Empathy and Sympathy and learn how to improve your ability to connect with others by employing communications skills based on honesty and mirroring positive nonverbal communication to build trust.
Noncredit Hours: 5 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**EMP 315B New World of Work Skills: Customer Service** **Units: 0**
Understand the difference between Empathy and Sympathy and learn how to develop good relationships with people from diverse cultures and backgrounds; work with clients and customers; make decisions based on client and customer needs; and understand the importance of client satisfaction.
Noncredit Hours: 4 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** EMP 315A or concurrent enrollment.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**EMP 316A New World of Work Skills: Solving Problems** **Units: 0**
Learn to become an effective problem solver in the workplace by developing analytical skills that identify the problem, collect relevant information, develop alternatives, evaluate alternatives, select the best alternate and implement the selected solution.
Noncredit Hours: 5 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**EMP 316B New World of Work Skills: Design Thinking** **Units: 0**
Learn to become an effective decision maker in the workplace by developing techniques for recognizing inspiration, ideation and implementation opportunities. Understand the importance of ethics in the decision making process.
Noncredit Hours: 4 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** EMP 316A or concurrent enrollment.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**EMP 317A New World of Work Skills: Growth Mindset** **Units: 0**
Develop or improve your Resilience in the workplace by understanding the importance of personal growth; setting priorities and goals; understanding consequences and the need for back-up plans; and actively listening to feedback and criticism.
Noncredit Hours: 5 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**EMP 317B New World of Work Skills: Learning from Failure** **Units: 0**
Develop or improve your Resilience in the workplace by being able to bounce back when things go wrong and learn from mistakes; listen to other's views; and understand the importance of back up and contingency plans.
Noncredit Hours: 4 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** EMP 317A or concurrent enrollment.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**EMP 318A New World of Work Skills: Modern Workforce** **Units: 0**
Learn how to develop an Entrepreneurial Mindset by becoming self-motivated and seeking greater responsibilities; accepting risk and learning from mistakes; developing new ideas by drawing connections, comparisons and combinations differently; and recognizing the importance of customer satisfaction.
Noncredit Hours: 5 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**EMP 318B New World of Work Skills: Intrapreneurship** **Units: 0**
Learn how to develop an Intrapreneurial Mindset by becoming self-motivated and seeking greater responsibilities; accepting risk and learning from mistakes; developing new ideas by drawing connections, comparisons and combinations differently; recognizing the importance of customer satisfaction.
Noncredit Hours: 4 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** EMP 318A or concurrent enrollment.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**EMP 319A New World of Work Skills: Gender and Ethnicity** **Units: 0**
Develop or improve your Social Diversity Awareness strength in the workplace by recognizing the benefits of diverse backgrounds and cultures both locally and globally.
Noncredit Hours: 5 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**EMP 319B New World of Work Skills: Disabilities and Generations** **Units: 0**
Develop or improve your Social Diversity Awareness strength in the workplace by recognizing the benefits of working with multiple generations and recognizing the value of providing accommodations for disabilities.
Noncredit Hours: 4 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** EMP 319A or concurrent enrollment.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: 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 CalGETC: 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 CalGETC: None

**ESYS 003 Energy Systems Technology** **Units: 3**
This course will explore various methods of power generation with an emphasis on renewable energy technologies. Students will take a hands on approach in the examination of the rankin cycle, steam generation, gas turbine operation, biofuel production, geoexchange systems, solar power production, wind power production and hydro-power production. Students will engage in discussion regarding cost effectiveness, viability and practicality of each of these technologies. 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 CalGETC: 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, subracting, 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 CalGETC: 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 CalGETC: 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, & ARCH 011.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**ESYS 011 Residential Solar Surveying and Planning** **Units: 3**
This course is for students engaged or interested in a solar-related field who need to expand their knowledge and skills of solar function and design of solar photovoltaics (PV). 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 advisers.
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 CalGETC: None

**ESYS 011L Solar Site Planning Project Lab** **Units: 1**
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 011 by providing students a hands-on approach surveying multiple buildings and making energy recommendations based on current California's energy code.
Lecture Hours: None Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: ESYS 011.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**ESYS 012 Residential Solar Installation** **Units: 4**
This entry-level course is for students interested in installing and maintaining photovoltaic (PV) systems and obtain or furthering a career in the solar industry. The installation principles, techniques, and functions of the PV systems will be presented along with installation and maintenance of all necessary components. Discussion and instruction will also serve current solar installers wanting to earn an industry-recognized credential. Installation practices will be aligned to help students prepare for the North American Board of Certified Energy Practitioners (NABCEP). Per NABCEP website, "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: 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 CalGETC: 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, & ESYS 005.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: 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 CalGETC: 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 & ESYS 004.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**ESYS 034 Lighting Efficiency Technology** **Units: 3**
This course will review the current technology in energy efficient lighting controls and systems; the latest advances in lamp, ballast, luminaire and control technologies, as well as recent developments in energy legislation.
Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: ESYS 005.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: 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 & ESYS 005.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**ESYS 095A Energy Systems Technology Work Experience** **Units: 1-5**
This work experience course of supervised employment provides students the opportunity to connect academics to applied experiential learning in the workplace. It assists students in developing transferable employability skills, career awareness, learning industry culture, competencies and norms, and developing professional networks that support career mobility. To enroll, students must have a job or internship placement in a part-time or full-time capacity. Credit may be accrued at the rate of one to five (1-5) units per semester based on the student's ability to meet the hours required per unit enrolled. Students must work 54 hours per unit earned. This Work Experience course is available to students whose job or internship placement is directly related to Energy Systems Technology.
Lecture Hours: None Lab Hours: 270 Repeatable: Yes
Grading: Letter
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: 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.
Noncredit 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 CalGETC: 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.
Noncredit Hours: 18 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** ESYS 311A.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: 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.
Noncredit Hours: 18 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** ESYS 311B.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: 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.
Noncredit Hours: 18 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 CalGETC: 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.
Noncredit Hours: 18 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: ESYS 311C.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: 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). 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.
Noncredit Hours: 36 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: ESYS 311C.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: 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). 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.
Noncredit Hours: 36 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** ESYS 312A.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: 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). 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.
Noncredit Hours: 36 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** ESYS 312B.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: 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: None CalGETC: 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. (C-ID ENGR 110)
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 CalGETC: 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:** PH 003A & MATH 001B .
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CalGETC: 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 CalGETC: 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 CalGETC: None

# Engineering Technology (ENGT)

**ENGT 009 Introduction to Robotics** **Units: 2**
This course is an introduction to robotics. The history of robots along with the components that constitute a robot will be covered. Students will learn to manipulate the basic building blocks of a robot by programming a microcontroller and interfacing with basic circuits, sensors and motors.
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 CalGETC: None

**ENGT 015A Computer Numerical Controls IA** **Units: 1**
This course is the first of an introduction to Computer Numerical Control (CNC) programming course series. Students will learn about the manufacturing processes, product design, robotics and automation. Computer Aided Design and Manufacturing skills will be utilized to produce products using a Computer Numerical Control (CNC) mill.
Lecture Hours: 9 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 CalGETC: None

**ENGT 015B Computer Numerical Controls IB** **Units: 2**
This course is the second of an introduction to Computer Numerical Control (CNC) programming course series. The use of M&G code programming to produce CNC programs for machined parts will be taught. Specific areas of programming including linear and circular interpolation, canned cycles, drilling, reaming, tapping, boring, face milling, end milling and the use of sub programs will be covered. Machine operation will be covered and used to proof run programs.
Lecture Hours: 18 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** ENGT 015A.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**ENGT 016 Computer Numerical Controls II** **Units: 3**
This advanced course in Computer Numerical Controls (CNCs) is a continuation of ENGT 015A and ENGT 015B with great depth and scope. An introduction to a CNC lathe with advanced part geometry will be covered along with an introduction to CNC Wire Electrical Discharge Machining (EDM). Emphasis is placed on cycle time efficiency and the incorporation of flexible manufacturing concepts.
Lecture Hours: 36 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** ENGT 015B
Advisory: ESYS 004.
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**ENGT 020 DC Circuit Analysis I** **Units: 3**
This is the first course in a two-part series in Direct Current (DC) circuit analysis. Topics to be covered include Ohm's Law, series and parallel circuit analysis, voltage and current dividers.
Lecture Hours: 36 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: MATH 060, PH 001, ESYS 004.
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**ENGT 021 DC Circuit Analysis II** **Units: 3**
This is the second course in a two-part series of DC Circuit Analysis courses. Topics covered in this course include: Ohm's Law, series and parallel circuit analysis, voltage and current dividers, Kirchhoff's laws, magnetic circuits, and network theorems.
Lecture Hours: 36 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** ENGT 020.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**ENGT 022 AC Circuit Analysis I** **Units: 4**
This course is an in depth study in Alternating Current (AC) circuit analysis. Topics to be covered include AC generation and transformation, inductance and inductive circuits, capacitance and capacitive circuits, time constants, rectangular and polar notation, AC circuit analysis, resonance, and filters.
Lecture Hours: 54 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** ENGT 021.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**ENGT 024 Manufacturing of Circuits** **Units: 3**
This course covers electronic schematic capture, simulation, export to printed circuit board design, layout and auto-routing software. It includes basic Computer Aided Design (CAD) drafting, block diagrams, library component templates, and printed circuit baord (PCB) design, fabrication, and assembly, using through-hole and surface-mount technology and devices (SMT and SMD).
Lecture Hours: 36 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** ENGT 022
Advisory: MATH 060 or ESYS 004.
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**ENGT 030 PLCs and Industrial Controls I** **Units: 3**
This course offers students the fundamentals of a Programmable Logic Controller (PLC). Students learn the basic parts of a PLC system, digital fundamentals, and PLC addressing.
Lecture Hours: 36 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: MATH 060 or ESYS 004.
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**ENGT 031 PLCs and Industrial Controls II** **Units: 3**
In this course students learn to program a PLC for advanced sequencing operation. Students also learn to program timers and counters that are used in a PLC application, as well as to write a PLC program using advanced math and data functions. An introduction of SCADA systems and ControlLogix Controllers will also be given.
Lecture Hours: 36 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** ENGT 030.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**ENGT 050 Digital Logic Analysis** **Units: 3**
This course covers combinational logic utilizing Boolean algebra and the binary numbering system. Topics include Karnaugh maps, truth tables, coding, switching circuits, converters, logic circuit elements, timers, digital-to-analog and analog-to-digital conversions, decoders, multiplexers, demultiplexers, and displays.
Lecture Hours: 36 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: MATH 060 or ESYS 004.
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**ENGT 060 Industrial Electronics** **Units: 4**
This course includes basic topics related to industrial electronics. A brief review of analog circuits is expanded upon to develop more advanced circuit concepts. Topics include FETs, SCRs, basic components involved in motor control, DC and AC motors, and their controller circuits will be covered. Operational amplifiers will be covered, and their applications to sensor instrumentation. Transducers and applications to various sensors for heat, flow, force, etc. will be developed. Troubleshooting techniques for the above topics will be incorporated with each section.
Lecture Hours: 54 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** ENGT 022.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**ENGT 061 Industrial Sensors and Advanced Applications** **Units: 2**
Course includes topics related to basic process instrumentation and control. A brief review of industrial electronics is expanded upon to develop more advanced process instrumentation and control concepts. Topics include advanced applications of components used in both DC and AC motor control, recorders, control valves and actuators, temperature sensors, pressure sensors, level sensors, flow sensors and instrumentation maintenance techniques.
Lecture Hours: 36 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** ENGT 060.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

# English (ENG)

**ENG 002 Argumentative Writing and Critical Thinking through Literature** **Units: 4**
This course offers expanded instruction in analytical and argumentative writing, critical thinking, research strategies, information literacy, and textual documentation through the study of literary works from multiple genres. Students develop close-reading skills and an appreciation for the aesthetic qualities of literature. This course builds upon the skills begun in ENG 001A. (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: A3, A1a CalGETC: 1B, 3B

**ENG 005A Introduction to Creative Writing** **Units: 3**
This course introduces students to the theories, 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: A7 CalGETC: None

**ENG 005B Advanced Creative Writing** **Units: 3**
This is an advanced course in creative writing, designed to enable students to refine their creative writing skills in their chosen genre(s).
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 CalGETC: None

**ENG 010A American Literature I** **Units: 3**
This course is a survey of American literature from its beginnings through 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 or ENG 001X.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: A3 CalGETC: 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: A3 CalGETC: 3B

**ENG 011A English Literature I** **Units: 3**
This course surveys the major writers and works of English literature, spanning from Old English through the late Eighteenth Century (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: A3 CalGETC: 3B

**ENG 011B English Literature II** **Units: 3**
This course surveys the major writers and works of English literature of the Romantic, Victorian, and Twentieth and Twenty-First Centuries (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: A3 CalGETC: 3B

**ENG 012A Global Literature 1** **Units: 3**
Global Literature 1 is a survey course, exploring major works of literature from early civilizations to the 17th century. Students will increase their awareness of social and historical events that contributed to literary development, engage in critical reading, thinking, and writing, and deepen their cultural sensitivity. Classics in a variety of genres are studied for their artistic merit and their contributions to the development of literature. (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: A3 CalGETC: 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: A3 CalGETC: 3B

**ENG 014 Shakespeare** **Units: 3**
This course is an introductory survey of Shakespeare's histories, comedies, tragedies, and sonnets.
Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** ENG 001A or ENGL C1000 or ENGL C1000E or college-level composition or equivalent.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: A3 CalGETC: 3B

**ENG 015 The Short Story** **Units: 3**
This course introduces students to the short story, through critical discussion and analysis of the genre's elements, structure, devices, and meanings. Students will read a substantial and representative collection of short stories, all while considering the genre's characteristics and its relationship to other literary genres.
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: A3 CalGETC: 3B

**ENG 017 Literature by Women** **Units: 3**
This course is a survey of literature written by and about women. Students examine the relationships between and among feminist movements, women's identities and experiences, and women's literature as a genre.
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: A3 CalGETC: 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/UC Degree Applicable: AA/AS
COD GE: A3 CalGETC: 3B

**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: A3 CalGETC: 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: A3 CalGETC: 3B

**ENG 024 Native American Literature** **Units: 3**
This course is a survey of Native American literature, from oral tradition through European contact, assimilation, and contemporary narrative, taught through the lenses of Native American ethnic studies, anti-colonialism, decolonization, intersectional identity, and the politics of literary canonization.
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: A3 CalGETC: 3B

**ENG 025 Introduction to the Novel** **Units: 3**
This course introduces students to the literary genre of the novel. Emphasis is given to the novel's historical development, its formal characteristics, and its place within literary studies and the broader social world.
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: A3 CalGETC: 3B

**ENG 026 LGBTQ+ Literature** **Units: 3**
This course is a survey of literature written by and about LGBTQ+ people. The course explores representations of LGBTQ+ people in fiction, poetry, and drama, as well as the social, historical, and political contexts in which queer identity is and has been rooted. Appropriate literary and cultural criticism is introduced.
Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** ENG 001A or ENG 001X.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: A3 CalGETC: 3B

**ENG 035 Myths and Legends** **Units: 3**
This course introduces students to myths and legends as they figure into various and diverse literary traditions, including the role that myths and legends play as literary tropes and their role in sustaining and challenging cultural and national traditions. The course also includes focused study on contemporary myths and legends, particularly in popular culture.
Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** ENG 001A or ENG 001X.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: A3 CalGETC: 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. (Equivalent to CDE 229.)(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: A3 CalGETC: 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: None CalGETC: 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 CalGETC: None

**ENG 095A English Work Experience** **Units: 1-5**
This work experience course of supervised employment provides students the opportunity to connect academics to applied experiential learning in the workplace. It assists students in developing transferable employability skills, career awareness, learning industry culture, competencies and norms, and developing professional networks that support career mobility. To enroll, students must have a job or internship placement in a part-time or full-time capacity. Credit may be accrued at the rate of one to five (1-5) units per semester based on the student's ability to meet the hours required per unit enrolled. Students must work 54 hours per unit earned. This Work Experience course is available to students whose job or internship placement is directly related to English.
Lecture Hours: None Lab Hours: 270 Repeatable: Yes
Grading: Letter
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**ENG 300 English Edge** **Units: 0**
This course prepares incoming college students for the rigors of college-level reading and writing, and college-level English courses specifically. Students will learn and/or review the academic norms that lead to academic success and some foundational essay-writing concepts.
Noncredit Hours: 24 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**ENG 301 Basic Grammar and Punctuation** **Units: 0**
This course provides an overview of grammar and punctuation concepts that are essential to composing academic English. Emphasis is on concepts that directly impact college-level reading and writing. (Noncredit In-class Hours: 10)
Noncredit Hours: 10 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: 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. (Noncredit In-class Hours: 10)
Noncredit Hours: 10 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: 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 practice composing paragraphs using these foundational components. (Noncredit In-class Hours: 10)
Noncredit Hours: 8 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**ENG 304 Basic Essay Principles** **Units: 0**
This course develops a student's ability to compose well-developed essays that include 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. (Noncredit In-class Hours: 10)
Noncredit Hours: 8 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**ENG 305 Language in Context** **Units: 0**
In this course, students examine the use of language in context. The course requires students to explore the cultural, social, and political meanings behind language, and to recognize 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 and then moves to the examination of phrases and sentences. (Noncredit In-class Hours: 10)
Noncredit Hours: 8 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**ENG 306 Narrative Writing and Writing from Personal Experience Units: 0**
In this course, students practice the skills required for composing narratives. Students examine how narrative accounts can support and explain ideas, opinions, and research. This course examines how composing narratives about personal accounts of events can be used in academic and professional contexts. (Noncredit In-class Hours: 10)
Noncredit Hours: 10 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**ENG 307 Introduction to Research and 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. (Noncredit In-class Hours: 10)
Noncredit Hours: 10 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**ENG 308 Introduction to Rhetoric and Argument** **Units: 0**
This course provides an overview of rhetorical analysis and basic written argumentation. Students learn how to analyze various genres of argument that are commonly read in college courses, such as academic, editorial, and political arguments. In addition, students learn how to compose argumentative thesis statements, how to organize argumentative essays, and how to anticipate and respond to counterarguments. (Noncredit In-class Hours: 10)
Noncredit Hours: 10 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: 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 CalGETC: None

**ESL 053 Speech Pronunciation & Listening** **Units: 3**
This course is designed to enable English as a Second Language (ESL) speakers 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 CalGETC: None

**ESL 070 ESL/Academic English I** **Units: 4**
This is the first in a series of two reading and writing courses to help English as a Second Language (ESL) 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 CalGETC: 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 CalGETC: 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:** None
Advisory: Advisory Corequisite: ESL 071A.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NAA
COD GE: None CalGETC: 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. Strongly recommended corequisite for students enrolled in ESL 71 Academic English II.
Lecture Hours: 36 Lab Hours: None Repeatable: No
Grading: Student Option
**Prerequisite:** None
Advisory: Advisory Corequisite: ESL 071.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NAA
COD GE: None CalGETC: 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.
Noncredit 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 CalGETC: None

**ESL 353 Speech Pronunciation & Listening** **Units: 0**
This course is designed to enable English as a Second Language (ESL) speakers 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.
Noncredit 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 CalGETC: 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.
Noncredit Hours: 72 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 CalGETC: 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.
Noncredit Hours: 36 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: Advisory corequisite: ESL 370.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: 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.
Noncredit Hours: 72 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: Advisory Corequisite: ESL 371A.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: 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.
Noncredit Hours: 36 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: Advisory Corequisite: ESL 371.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: 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.
Noncredit Hours: 192 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**ESLN 310A ESL - Comprehensive I** **Units: 0**
This Level I (low-beginning) 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.
Noncredit Hours: 192 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** ESLN 309A or self-placement or instructor recommendation.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**ESLN 310B ESL - Comprehensive II** **Units: 0**
This Level II 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.
Noncredit Hours: 192 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** ESLN 310A or self-placement or instructor recommendation.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**ESLN 310C ESL - Comprehensive III** **Units: 0**
This Level III 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 past, present perfect, and present perfect progressive tenses. Emphasis is placed on expanding the students' oral, reading, and writing fluency in English.
Noncredit Hours: 192 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** ESLN 310B or self-placement or instructor recommendation.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**ESLN 310D ESL - Comprehensive IV** **Units: 0**
This Level IV 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.
Noncredit Hours: 192 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** ESLN 310C or self-placement or instructor recommendation.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**ESLN 310E ESL - Comprehensive V** **Units: 0**
This Level V comprehensive 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.
Noncredit Hours: 192 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** ESLN 310D or self-placement or instructor recommendation.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: 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.
Noncredit Hours: 64 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 CalGETC: 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.
Noncredit Hours: 64 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** ESLN 360A or 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 CalGETC: None

**ESLN 387A ESL Conversation & Vocabulary - Foundations** **Units: 0**
This foundations-level course in English as a Second Language Conversation focuses on vocabulary building and communication skills relevant to the students' daily lives.
Noncredit Hours: 64 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: 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.
Noncredit Hours: 64 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** ESLN 387A or appropriate ESLN Placement Test or Instructor recommendation.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: 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.
Noncredit Hours: 64 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 CalGETC: None

**ESLN 388C ESL Conversation III - Low Intermediate** **Units: 0**
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.
Noncredit Hours: 64 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 CalGETC: 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.
Noncredit Hours: 64 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 CalGETC: 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. and current topics. Students will engage in conversations, discussions, and presentations.
Noncredit Hours: 64 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 CalGETC: 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.
Noncredit Hours: 64 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 CalGETC: 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.
Noncredit 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 CalGETC: 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.
Noncredit 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 CalGETC: None

**ESLN L1 ESLN Placement Test Level 1** **Units: 0**

**ESLN L2 ESLN Placement Test Level 2** **Units: 0**

**ESLN L3 ESLN Placement Test Level 3** **Units: 0**

**ESLN L4 ESLN Placement Test Level 4** **Units: 0**

**ESLN L5 ESLN Placement Test Level 5** **Units: 0**

**ESLN V310D ESLN 310D VALIDATED** **Units: 0**

# Entrepreneurship (ENTR)

**ENTR 001 Introduction to Entrepreneurship** **Units: 3**
This course is designed for those interested in starting their own business, either as their primary income or extra income, now or in the future, including individual contributor businesses such as freelancers, contractors, consultants, and others in the gig economy. The curriculum is centered on three key aspects of entrepreneurship: 1) the individual, their traits, skills, and attributes that make entrepreneurs successful, 2) the business ideas, how to generate them, where to look for them, how to expand them and how to ensure they are valid business ideas with potential to meet profit goals, 3) focusing strategy and plans for the business via an appropriate business plan format. These elements, developed in the course, will assist any current or potential entrepreneur develop and grow a business now or in the future.
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: A7 CalGETC: None

**ENTR 004 Entrepreneurship Basics** **Units: 3**
Entrepreneurship has been described as the capacity and willingness to develop, organize and manage a business venture along with any of its risks in order to make a profit. This course will expose students to the basics of entrepreneurship, including design thinking, customer assessment, and problem-solving. Additionally, students will focus on lean market strategies for testing product/service validity.
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 CalGETC: None

**ENTR 005 Starting a Business with Limited Resources** **Units: 3**
Entrepreneurs start and grow businesses in home offices, garages, and even on public transportation using a laptop or smartphone. Social media and technology have leveled the playing field for the ordinary person wanting to become an entrepreneur. These entrepreneurs are finding creative ways of starting businesses, in spite of limited networks and financial resources. This course will introduce students to bootstrapping (limited-resource startup concepts and strategies), social media strategies and platforms, cybersecurity, and tactics to launch their business or expand their reach. Students will experience entrepreneurial situations and best practices through case studies, interactive sessions, and class exercises.
Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: BUMA 031 or MATH 060.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**ENTR 008 Business Model Canvas and Presentations** **Units: 3**
This course is designed to utilize the Business Model Canvas technique, such as value proposition, customer relationships, revenue streams, and key resources. Students will learn how to translate Business Model Canvas into powerful sales tools using technology to create presentations using video, animation, visuals, stories, and simulations.
Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: ENTR 004, ENTR 005, & BUAC 051.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**ENTR 010 Entrepreneurial Simulation** **Units: 3**
This course challenges students to apply entrepreneurial strategies and concepts to the development of a business. Students will employ strategic planning, communication, conflict management and negation, team-building, creative problem solving, self-management, resourcing, and operating a small business. Student entrepreneurs will be challenged with the opportunity of assembling a complete start-up utilizing the tools and concepts from all previous entrepreneurship courses in a competency-based computer simulation.
Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** ENTR 001 ENTR 004 ENTR 005 ENTR 008 & BUAC 051.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**ENTR 012 Building an Entrepreneurial Team** **Units: 3**
The composition of the entrepreneurial founding team can be an important indicator of future revenue and project success. This course will provide students with critical insights into the often-overlooked basics of founding-team formation. Why are some motivations of the team more profitable than others? This course covers finding the right hires for your team and common mistakes in hiring key players. At the successful completion of this course, students will be better prepared to position their start-up for success by making evidence-based decisions about founding partners, early hires, first managers and distribution of ownership.
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 CalGETC: None

**ENTR 026 Social Media Marketing** **Units: 3**
This course introduces social media and online marketing tools and strategy for businesses. Topics include social networking, online marketing channels, and creating an online presence for businesses. (Equivalent to BUMA 026)
Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: BUMA 027 BUMA 031 & BUMA 094.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

# Ethnic Studies (ETHN)

**ETHN 001 Introduction to Ethnic Studies** **Units: 3**
This introductory course is a comparative and interdisciplinary examination of the experiences of Black, Native American, and People of Color in the United States from the colonial era to today. Students will analyze historical themes through an intersectional analysis that interrogates categories of identity and power including race, ethnicity, class, gender, sexuality, religion, etc. The course explores theoretical concepts and social processes including colonization and migration; racialization and the development of race as a social category; the relationship between race and U.S. imperialism; the persistence of social inequalities; and the long historical struggle for racial justice.
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: A4 CalGETC: 4, 6

**ETHN 002 Introduction to Chicanx & Latinx Studies** **Units: 3**
The course is an introduction to the interdisciplinary and comparative field of Chicanx & Latinx Studies. Utilizing critical theoretical frameworks, it examines the Mesoamerican, African, and Spanish colonial roots of Chicanx and Latinx culture and communities in the United States, with particular attention to historic and contemporary inequalities and movements for equality and justice. This course provides the basis for a general understanding of the social, economic, cultural, and political conditions among Chicanx and Latinx populations and other racialized minority groups through historical consideration of the creation and development of Ethnic Studies programs and fields of study in the United States.
Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: ENG 001A & ETHN 001.
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: A4 CalGETC: 4, 6

**ETHN 003 Introduction to Black Studies** **Units: 3**
This survey course will introduce the methods, theories, conceptual frameworks, and key debates in black studies. The identity and meaning of Blackness in relation to class, gender, and sexuality and essential role of people of African descent in development of capitalism, liberalism, and democracy will be covered. Key thinkers and ideas from across political science, humanities and social sciences are highlighted.
Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: ENG 001A & ETHN 001.
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: A4 CalGETC: 4, 6

**ETHN 004 Introduction to Native American Studies** **Units: 3**
This course is an introduction to the interdisciplinary field of Native American Studies. It is designed to acquaint students with the most significant social, political, religious, and artistic aspects of various Native American peoples of North America within a transnational context, focusing on the twentieth century to the present. Students will critically analyze topics including Native philosophy and religious traditions, settler colonialism, urbanization, intertribal relations, identity, gender and sexuality, art, literature, cultural production, environmental justice, and the context in which Native American peoples have sought to maintain their sovereignty.
Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: ENG 001A & ETHN 001.
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: A4 CalGETC: 4, 6

**ETHN 005 Introduction to Asian American Studies** **Units: 3**
This course is an interdisciplinary field of study that explores historical and contemporary Asian American political, social, economic issues, and cultural practices and experiences in the United States. This course examines the foundations of and contemporary approaches to Asian Americans, with emphasis placed on the processes of colonialism, migration and exclusion; issues of citizenship; racial and ethnic identity formation; practices of resistance; work and labor relations; acculturation, family and community formation; transnational networks; and, representations of Asian Americans. The represented groups and communities include Chinese, Japanese, Koreans, Filipinos, South Asians, and Southeast Asians.
Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: ENG 001A & ETHN 001.
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: A4 CalGETC: 4, 6

# Film (FILM)

**FILM 001 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: A3 CalGETC: 3A

**FILM 002A 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: FILM 001.
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CalGETC: None

**FILM 002B Film Production II: Advanced Film Production** **Units: 3**
This course builds on the skills students acquired in FILM 002A, 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:** FILM 002A.
Advisory: FILM 001 & FILM 003.
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**FILM 002C Film Production III: Capstone** **Units: 3**
This course builds on the skills students acquired in FILM 002B, offering them more advanced and detailed theory and terminology and immersing them more professionally and independently into the narrative filmmaking process. Student apply skills in production design, narrative screenplay writing and development by directing actors, managing key personnel, producing, budgeting, scheduling, negotiating, and implementing highly developed narrative picture and sound editing techniques.
Lecture Hours: 36 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** FILM 002B & FILM 003
Advisory: FILM 001.
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**FILM 003 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: FILM 001.
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CalGETC: None

**FILM 004 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: FILM 001 & FILM 002A.
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CalGETC: None

**FILM 005 On-Camera Acting & Voice Over** **Units: 3**
This course is designed to introduce actors and filmmakers to the challenges of on-camera film and voiceover acting with additional focus on 21st century tools. Students will learn how to adjust the acting process for camera and microphone and produce web-ready demo reels for casting and self-promotion.
Lecture Hours: 36 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: FILM 001 & FILM 002A.
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CalGETC: None

**FILM 006 Documentary Filmmaking** **Units: 3**
At a time when filmmaking is undergoing rapid change and new forms of documentary filmmaking are emerging across digital platforms, we seek to challenge and train a new generation of film documentarians to find innovative and socially responsible ways to create non-fiction film stories. The focus in this course is on finding and telling the visual story, story development and focusing on the crucial third act climax/resolution, difficult enough in scripted films, far more elusive in documentaries. Students produce short-form documentary films with the emphasis on developing the producer/director's craft through practice and repetition.
Lecture Hours: 36 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: FILM 001 & FILM 002A.
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CalGETC: None

**FILM 007 Film Editing** **Units: 3**
A movie is made three times: when it's written; when it's shot; when it's edited. Jean Luc Goddard said, "Film is truth at twenty four frames per second," and no one knows this better than a film editor. He or she must decide frame by frame where the audience needs to be in relation to the story. Stay in a shot or transition to another and if so, what shot and how to get there? Working side-by-side with the director to craft the movie that ultimately hits the screen, large or small, editing is about manipulating the audience, in the best possible way, in the service of storytelling. In this immersive class, students study the terminology and concepts of narrative film editing. Students experience hands-on the film editing process, learning aesthetic principles of narrative continuity editing and the technological workflow for picture and sound editing.
Lecture Hours: 36 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: FILM 001 & FILM 002A.
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CalGETC: None

**FILM 008 Film Production Design** **Units: 3**
Production Design is an intensive hands-on course designed to equip those interested in production design with the latest conceptual and practical skills needed to successfully create a production design for a narrative film. The course encourages student designers to discover their own conceptual approach to design for film while incorporating production and visual effects in the realization of short movies with high production values.
Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: FILM 002A.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**FILM 009 Film Producing & Distribution** **Units: 3**
This course is designed for students who want to produce a movie through all stages of a film's journey: buying/development, financing, pre-production, production, post-production, and release/marketing. While key components of the pre-production and production aspects are explored in depth in the Production Management series of courses, the focus of this course is to explore the effect each stage has on the others, and how the producer guides their interdependency. Students learn to recognize and solve problems before they turn in a full-blown crisis and how to make good decisions that help drive a project forward.
Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: FILM 002A.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**FILM 010 Film Directing** **Units: 3**
Film directing is serious business. In fact, it is the business. So much so that the French, in defining their New Wave movement decided the "author" of a film was not the screenwriter but the director. This lofty idea affected filmmakers and the films they made the world over. But one thing did not change. The director's job. A director must understand the practical application of a vision communicated to a group of collaborators and brought to fruition through the contributions of that group of creatives. That "author" must be one part visionary, one part tactician, one part psychologist and one part deal closer. He or she must know what a film story requires structurally in order to be told effectively and must have the discipline and skill necessary to deliver it. The director is the only contributor, other than the producer, who shepherds the vision through from beginning to end. The artistry and vision required can't be taught but can be discovered through process and discipline. The collaborative and business aspects required to support process and deliver the product can be learned and applied as well. This course is designed to offer a student both: first, for those who will direct, to teach them how to lead the filmmaking process; and then, for those who will work with directors, to teach them how to support and enrich a director's vision.
Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: Take Film-002A.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**FILM 010A Film Production Management: Scheduling** **Units: 1.5**
Movies are make-believe. The work done to make them is not. Long before cameras roll, and continuing when and long after they do, line producers, production managers, locations managers, first assistant directors and others are working hard to prepare for, manage and carry out a process that will utilize the talents of a small army of creative and technical filmmakers and allocate valuable, irreplaceable resources not the least of which are time and money. There is no just "going out and shooting" this. The seeming madness of the creative process that is filmmaking is in reality managed in a process of its own that evolved with the medium. Scheduling is the basis of the entire film production. This course will teach students one of the most important parts of this process - creating a shooting schedule. In doing so, they will learn how to allocate the resources allowed by the budget in a day-to-day schedule that incorporates talent, crew, equipment, locations settings, costumes, props, effects and other elements that are required to shoot on any given day. And they will learn to manage one of the two most valuable resources required to make a film - time. This course is valuable for anyone interested in producing, line producing, production managing, set managing, location scouting and managing and producing or directing a movie.
Lecture Hours: 27 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: FILM 002A.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**FILM 010B Film Production Management: Budgeting** **Units: 1.5**
Movies are make-believe. The work done to make them is not. Long before cameras roll, and continuing when and long after they do, line producers, production managers, locations managers, first assistant directors and others are working hard to prepare for, manage and carry out a process that will utilize the talents of a small army of creative and technical filmmakers and allocate valuable, irreplaceable resources not the least of which are time and money. There is no just "going out and shooting" this. The seeming madness of the creative process that is filmmaking is in reality managed in a process of its own that evolved with the medium. This course will teach students one of the most important parts of this process - creating a line item budget. In doing so, they will learn all of the various departments, resources and personnel that are required to make a film production possible. And they will learn to allocate one of the two most valuable resources required to make a film - money. This course is valuable for anyone interested in producing, line producing, production managing, set managing, location scouting and managing and producing or directing a movie.
Lecture Hours: 27 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: FILM 002A.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**FILM 010C Film Production Management: Set Management** **Units: 1.5**
Movies are make-believe. The work done to make them is not. Long before cameras roll, and continuing when and long after they do, line producers, production managers, locations managers, first assistant directors and others are working hard to prepare for, manage and carry out a process that will utilize the talents of a small army of creative and technical filmmakers and allocate valuable, irreplaceable resources not the least of which are time and money. There is no just "going out and shooting" this. The seeming madness of the creative process that is filmmaking is in reality managed in a process of its own that evolved with the medium. This course will teach students how to manage a set, whether it's in a studio or on location. In doing so, they will learn the personnel required to run a set, the processes they support, the protocols that help govern those processes and the best practices that will result in a well-run, productive movie set. This course is valuable for anyone interested in producing, line producing, production managing, set managing, location scouting and managing and directing a movie.
Lecture Hours: 27 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: FILM 002A.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**FILM 010D Film Production Management: Location Management** **Units: 1.5**

Movies are make-believe. The work done to make them is not. Long before cameras roll, and continuing when and long after they do, line producers, production managers, locations managers, first assistant directors and others are working hard to prepare for, manage and carry out a process that will utilize the talents of a small army of creative and technical filmmakers and allocate valuable, irreplaceable resources not the least of which are time and money. There is no just "going out and shooting" this. The seeming madness of the creative process that is filmmaking is in reality managed in a process of its own that evolved with the medium. "Where's the bathroom?!" These are the first words out of the grip's mouth - or the steely eyed Production Manager of a film upon arriving at a location set. This course will teach students how to manage a location setting. In doing so, they will learn how to scout a location, the legal and financial requirements of securing one, prepping it for production, managing it, locking it down, "owning it" and eventually leaving it in the same or better condition than when production began. This course is valuable for anyone interested in producing, line producing, production managing, set managing, location scouting and managing and producing or directing a movie.

Lecture Hours: 27 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: FILM 002A.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**FILM 011A Film Production Management: Scheduling & Budgeting** **Units: 3**

Movies are make-believe. The work done to make them is not. Long before cameras roll, and continuing when and long after they do, line producers, production managers, locations managers, first assistant directors and others are working hard to prepare for, manage and carry out a process that will utilize the talents of a small army of creative and technical filmmakers and allocate valuable, irreplaceable resources not the least of which are time and money. There is no just "going out and shooting" this. The seeming madness of the creative process that is filmmaking is in reality managed in a process of its own that evolved with the medium. Scheduling is the basis of the entire film production. This course will teach students one of the most important parts of this process - creating a shooting schedule. In doing so, they will learn how to allocate the resources allowed by the budget in a day-to-day schedule that incorporates talent, crew, equipment, locations settings, costumes, props, effects and other elements that are required to shoot on any given day. And they will learn to manage one of the two most valuable resources required to make a film - time. This course will also teach students one of the most important parts of this process - creating a line item budget. In doing so, they will learn all of the various departments, resources and personnel that are required to make a film production possible. And they will learn to allocate one of the two most valuable resources required to make a film - money. This course is valuable for anyone interested in producing, line producing, production managing, set managing, location scouting and managing and producing or directing a movie.

Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: Take FILM-002A.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**FILM 011B Production Management: Location & Set Management** **Units: 3**

Movies are make-believe. The work done to make them is not. Long before cameras roll, and continuing when and long after they do, line producers, production managers, locations managers, first assistant directors and others are working hard to prepare for, manage and carry out a process that will utilize the talents of a small army of creative and technical filmmakers and allocate valuable, irreplaceable resources not the least of which are time and money. There is no just "going out and shooting" this. The seeming madness of the creative process that is filmmaking is in reality managed in a process of its own that evolved with the medium. "Where's the bathroom?!" These are the first words out of the grip's mouth - or the steely eyed Production Manager of a film upon arriving at a location set. This course will teach students how to manage a location setting. In doing so, they will learn how to scout a location, the legal and financial requirements of securing one, prepping it for production, managing it, locking it down, "owning it" and eventually leaving it in the same or better condition than when production began. This course will also teach students how to manage a set, whether it's in a studio or on location. In doing so, they will learn the personnel required to run a set, the processes they support, the protocols that help govern those processes and the best practices that will result in a well-run, productive movie set. This course is valuable for anyone interested in producing, line producing, production managing, set managing, location scouting and managing and producing or directing a movie.

Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: Take FILM-002A.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**FILM 012A Creative Content - Basic** **Units: 1**

This beginning course facilitates participation and employment of skills in creative content production progressing from a basic to an intermediate level of work. Starting with the fundamentals of creative content production, students get hands-on experience in execution of budgeting, scheduling, producing, editing and delivering videos for clients. Students work as members of a small production company and the tools and processes of filmmaking are applied to the client's creative content needs.

Lecture Hours: None Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** FILM 002A.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**FILM 012B Creative Content - Intermediate** **Units: 1**
This intermediate course further facilitates participation and employment of skills in creative content production progressing from an intermediate to an advanced level of work. Building on the fundamentals of creative content production, students get hands-on experience in execution of budgeting, scheduling, producing, editing and delivering videos for clients but with an emphasis on managing production. Students begin to lead members of a small production company as they apply more complex tools and processes of filmmaking to the client's creative content needs.
Lecture Hours: None Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** FILM 012A.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**FILM 012C Creative Content - Advanced** **Units: 1**
This advanced course further facilitates participation and employment of skills in creative content production progressing from an advanced to a professional level of work. Continuing to build on the fundamentals of creative content production, students get hands-on experience in execution of budgeting, scheduling, producing, editing and delivering videos for clients but with an emphasis on managing production. Students lead all members of a small production company as they apply still more complex tools and processes of filmmaking to the client's creative content needs.
Lecture Hours: None Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** FILM 012B.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**FILM 021 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: None
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: A3 CalGETC: 3A

**FILM 022 American Film to the 1960s** **Units: 3**
Study of the development, history and aesthetics of the Hollywood studio system, as well as its impact on our culture. Study of classic films as forms of popular entertainment and cinematic art, including various Hollywood genres and their independent counterparts. Lectures, discussions and readings are supplemented by the screening and critical analysis of representative films.
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: A3 CalGETC: 3A

**FILM 023 Contemporary American Film** **Units: 3**
Study of the changes of the Hollywood studio system, alternative productions, and independent film since the 1960s. Covers the decline of the studio system, the rise of American New Wave cinema, the history of the blockbuster, the parallel histories of independent and underground film, changing audiences, the effects of new technology, the presence of media conglomerates, women in U.S. cinema, and the popularity of documentary films.
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: A3 CalGETC: 3A

**FILM 095A Film Work Experience** **Units: 1-5**
This work experience course of supervised employment provides students the opportunity to connect academics to applied experiential learning in the workplace. It assists students in developing transferable employability skills, career awareness, learning industry culture, competencies and norms, and developing professional networks that support career mobility. To enroll, students must have a job or internship placement in a part-time or full-time capacity. Credit may be accrued at the rate of one to five (1-5) units per semester based on the student's ability to meet the hours required per unit enrolled. Students must work 54 hours per unit earned. This Work Experience course is available to students whose job or internship placement is directly related to Film.
Lecture Hours: None Lab Hours: 270 Repeatable: Yes
Grading: Letter
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**FILM 301A Introduction to Film** **Units: 0**
Roger Ebert wrote, "We live in a box of space and time. "Movies are windows in its walls." Movies play a tremendously important role in our culture. But how much do we know about the history and making of our favorite films and do we really know how to watch them? This class provides an introduction to the basic tools of film analysis. We will examine how elements like narrative & genre, mise-en-scene, camera work, editing and sound work together to create meaning in films. We will examine the business of film, other narrative forms of cinema such as documentary, animated and experimental films and the history of film. And we will examine writing about films, such as Roger Ebert, and others have done since film began. Students will: Analyze elements including narrative & genre, mise-en-scene, camera work, editing and sound in a film and evaluate how well they are used to communicate the film's major themes; Analyze film writing and write about film's themselves.
Noncredit Hours: 27 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**FILM 301B Introduction to Film 2** **Units: 0**
Roger Ebert wrote, "We live in a box of space and time. Movies are windows in its walls." Movies play a tremendously important role in our culture. But how much do we know about the history and making of our favorite films and do we really know how to watch them? This class provides an introduction to the basic tools of film analysis. We will examine how elements like narrative & genre, mise-en-scene, camera work, editing and sound work together to create meaning in films. We will examine the business of film, other narrative forms of cinema such as documentary, animated and experimental films and the history of film. And we will examine writing about films, such as Roger Ebert and others have done since film began. Students will: Analyze how a film reflects the social and moral attitudes at the time of the film's original release; Analyze the business of film, it's financing, marketing and distribution and assess how these forces shape the films we watch; Analyze other narrative forms like documentary, animation and experimental film; Analyze the history of Hollywood, European, non-western and independent film.
Noncredit Hours: 27 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** FILM-301A.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**FILM 302D Film Production IA: Basic Film Production** **Units: 0**
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 abstract short films and music videos that help 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.
Noncredit Hours: 45 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**FILM 302E Film Production IB: Basic Film Production** **Units: 0**
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 films that help the students find their filmmaking voice and style. Students learn more complex production management and directing skills as well as more complex scripting, camera operation, picture editing and sound editing and mixing.

Noncredit Hours: 45 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** FILM-302D.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**FILM 303A Screenwriting 1** **Units: 0**
This course is a basic introduction to writing for film and electronic media. Students will explore conceptual and stylistic issues related to writing fiction scripts for entertainment purposes. The course gives students hands-on experience and significant critical feedback in developing, writing and re-writing original scripts for film and electronic media.
Noncredit Hours: 27 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**FILM 303B Screenwriting 2** **Units: 0**
This course is a continuation of the introduction to writing for the film and electronic media begun in FILM 303A. 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 scripts for entertainment purposes. The course gives students hands-on experience and significant critical feedback in developing, writing and re-writing original scripts for film and electronic media.
Noncredit Hours: 27 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** FILM-303A.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**FILM 310A Film Production Management: Scheduling** **Units: 0**
Movies are make-believe. The work done to make them is not. Long before cameras roll, and continuing when and long after they do, line producers, production managers, locations managers, first assistant directors and others are working hard to prepare for, manage and carry out a process that will utilize the talents of a small army of creative and technical filmmakers and allocate valuable, irreplaceable resources not the least of which are time and money. There is no just "going out and shooting" this. The seeming madness of the creative process that is filmmaking is in reality managed in a process of its own that evolved with the medium. Scheduling is the basis of the entire film production. This course will teach students one of the most important parts of this process - creating a shooting schedule. In doing so, they will learn how to allocate the resources allowed by the budget in a day-to-day schedule that incorporates talent, crew, equipment, locations settings, costumes, props, effects and other elements that are required to shoot on any given day. And they will learn to manage one of the two most valuable resources required to make a film - time. This course is valuable for anyone interested in producing, line producing, production managing, set managing, location scouting and managing and producing or directing a movie.
Noncredit Hours: 27 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** FILM-302E.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**FILM 310B Film Production Management: Budgeting** **Units: 0**
Movies are make-believe. The work done to make them is not. Long before cameras roll, and continuing when and long after they do, line producers, production managers, locations managers, first assistant directors and others are working hard to prepare for, manage and carry out a process that will utilize the talents of a small army of creative and technical filmmakers and allocate valuable, irreplaceable resources not the least of which are time and money. There is no just "going out and shooting" this. The seeming madness of the creative process that is filmmaking is in reality managed in a process of its own that evolved with the medium. This course will teach students one of the most important parts of this process - creating a line item budget. In doing so, they will learn all of the various departments, resources and personnel that are required to make a film production possible. And they will learn to allocate one of the two most valuable resources required to make a film - money. This course is valuable for anyone interested in producing, line producing, production managing, set managing, location scouting and managing and producing or directing a movie.
Noncredit Hours: 27 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** FILM-310A.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: 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. This Course meets the Fire and Emergency Services Higher Education (FESHE) model curriculum for an Associates Degree as recognized by the National Fire Academy. (C-ID FIRE 100 X)
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 CalGETC: 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 CalGETC: 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 CalGETC: 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 CalGETC: 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 CalGETC: 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 CalGETC: 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 CalGETC: 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 CalGETC: 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 CalGETC: 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. (C-ID FIRE 160 X)
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 CalGETC: None

**FIRE 009 Fire Protection Hydraulics and Water Supply** **Units: 3**
This course provides the Fire Technology student with a foundation of theoretical knowledge in order to understand the principles of water usage in fire protection. Students learn to apply hydraulic principles to analyze and solve water supply problems. Topics include the design principles of fire service pumping apparatus, community fire flow demand criteria, pump theory, pumping and hydraulic calculations, fire ground hydraulics, drafting operations, and the testing and inspecting of water-based suppression systems.
Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: ENG 061 & MATH 065.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: 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 CalGETC: None

**FIRE 016 Emergency Service Leadership Through Team Building Units: 3**
This course serves as an introduction to leadership theory and team development practice for first responders. The course will examine various aspects of leadership through a team-building philosophy, provide practical guidance for developing leadership skills, and offer actionable steps to develop and lead a team as an emergency service provider.
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 CalGETC: None

**FIRE 024 Report Writing for the Fire Service** **Units: 3**
This course covers forms, formats, and techniques of written reports used in the Fire Service. Topics report content and form; principles of clear writing; report writing steps; applications of report writing that meet statistical, legal requirements in the Fire Service; and the use of report writing technology. Students learn how to gather, record, and organize facts from a fire or Emergency Medical Services (EMS) incident and then use those facts to describe the incident in a complete, clear, concise, and correctly formatted narrative report. Students also learn to prepare various personnel-related reports. This course is intended for students majoring in Fire Prevention, Fire Investigation or preparing for employment as a firefighter.
Lecture Hours: 54 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 CalGETC: None

**FIRE 095A Fire Technology Work Experience** **Units: 1-5**
This work experience course of supervised employment provides students the opportunity to connect academics to applied experiential learning in the workplace. It assists students in developing transferable employability skills, career awareness, learning industry culture, competencies and norms, and developing professional networks that support career mobility. To enroll, students must have a job or internship placement in a part-time or full-time capacity. Credit may be accrued at the rate of one to five (1-5) units per semester based on the student's ability to meet the hours required per unit enrolled. Students must work 54 hours per unit earned. This Work Experience course is available to students whose job or internship placement is directly related to Fire Technology.
Lecture Hours: None Lab Hours: 270 Repeatable: Yes
Grading: Letter
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: 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: A3 CalGETC: None

**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: A3 CalGETC: 3B

**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: A3 CalGETC: 3B

**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: A3 CalGETC: 3B

# Geographic Information Systems (GIS)

**GIS 021 Introduction to GIS** **Units: 3**
Geographic Information Systems (GIS) are software systems that allow users to integrate spatially related information from spreadsheets with smart mapping capabilities. In this course, students work with ESRI ArcGIS software to learn fundamental concepts of performing GIS tasks: identification and acquisition of GIS data; assessment of vector and raster systems, scale, resolution, map projection, coordinate systems; georeferencing and Global Positioning Systems (GPS); spatial analysis and modeling with GIS. Students will also learn how GIS technology can be applied to many fields including environmental research, government, business, real estate, health care, urban planning, fire technology, agriculture, landscape design, anthropology, and more. (Equivalent to NR 021.)(C-ID GEOG 155)
Lecture Hours: 36 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: AIS 005.
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CalGETC: None

**GIS 022 Data Acquisition and Management in Geographic Information Systems** **Units: 3**
This course provides a general survey of basic methods of data acquisition, database design and management for Geographic Information System (GIS) and focuses on the specific data requirements of GIS. Students will examine methods of digitizing preexisting data and explore database development and management. Students will use their knowledge to complete GIS projects.
Lecture Hours: 36 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** NR 021 or GIS 021.
Advisory: AIS 005 or CIS 010.
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CalGETC: None

**GIS 023 Spatial Analysis in Geographic Information Systems** **Units: 3**
This course provides a general survey of the fundamentals of spatial information systems and a survey of quantitative techniques applicable to spatial data. This course is focused on the functionality of GIS as an effective tool for modeling and analyzing complex spatial relationships. The applications of a variety of quantitative methods will be explored using GIS software including ArcGIS and AcrInfo. Students will use their knowledge to complete a GIS project.
Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** NR 021 or GIS 021.
Advisory: AIS 005 or CIS 010.
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CalGETC: None

**GIS 024 Geographic Information Systems for Business** **Units: 3**
This introductory course focuses on understanding and utilizing Geographic Information Systems (GIS) solutions in business. It is not a substitute for the basic GIS course. Students will apply the use of ArcGIS to identify and display retail markets, evaluate the suitability of sites for establishing or relocating a business or to expand sales territories.
Lecture Hours: 36 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** NR 021 or GIS 021.
Advisory: AIS 005 or CIS 010.
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**GIS 321A Map Layout & Presentation** **Units: 0**
Geographic Information Systems (GIS) are software systems that allow users to integrate spatially related information from spreadsheets with smart mapping capabilities. In this course, students work with ESRI ArcGIS software to learn fundamental concepts of performing GIS tasks: identification and acquisition of GIS data; assessment of vector and raster systems, scale, resolution, map projection, coordinate systems; georeferencing and Global Positioning Systems (GPS). Students will also learn how GIS technology can be applied to many fields including environmental research, government, business, real estate, health care, urban planning, fire technology, agriculture, landscape design, anthropology, and more. (Equivalent to NR 321A.)
Noncredit Hours: 45 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**GIS 321B Editing & Analyzing Map Data** **Units: 0**
Geographic Information Systems (GIS) are software systems that allow users to integrate spatially related information from spreadsheets with smart mapping capabilities. In this course, students work with ESRI ArcGIS software to learn fundamental concepts of performing GIS tasks: assessment of vector and raster systems, scale, resolution, map projection, coordinate systems; (GPS); querying and editing spatial analysis and modeling with GIS. Students will also learn how GIS technology can be applied to many fields including environmental research, government, business, real estate, health care, urban planning, fire technology, agriculture, landscape design, anthropology, and more. Students will learn how to create web-based interactive maps and web applications using ESRI's ArcGIS Online platform. (Equivalent to NR 321B.)
Noncredit Hours: 45 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** NR-321A or GIS-321A or concurrent enrollment.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**GIS 322 Data Acquisition and Management in Geographic Information Systems** **Units: 0**
This course provides a general survey of basic methods of data acquisition, database design and management for Geographic Information System (GIS) and focuses on the specific data requirements of GIS. Students will examine methods of digitizing preexisting data and explore database development and management. Students will use their knowledge to complete GIS projects.
Noncredit Hours: 90 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** NR 321B or GIS 321B.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**GIS 323 Spatial Analysis in Geographic Information Systems** **Units: 0**
This course provides a general survey of the fundamentals of spatial information systems and a survey of quantitative techniques applicable to spatial data. This course is focused on the functionality of GIS as an effective tool for modeling and analyzing complex spatial relationships. The applications of a variety of quantitative methods will be explored using GIS software including ArcGIS and AcrInfo. Students will use their knowledge to complete a GIS project.
Noncredit Hours: 54 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** GIS 321B or NR 321B or GIS 021 or NR 021 or concurrent enrollment.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**GIS 324 Geographic Information Systems for Business** **Units: 0**
This introductory course focuses on understanding and utilizing Geographic Information Systems (GIS) solutions in business. It is not a substitute for the basic GIS course. Students will apply the use of ArcGIS to identify and display retail markets evaluate the suitability of sites for establishing or relocating a business or to expand sales territories.
Noncredit Hours: 90 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** GIS 321B or NR 321B or GIS 021 or NR 021 or concurrent enrollment.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

# 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: A5 CalGETC: 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: A5 CalGETC: 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: A4 CalGETC: 4

**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: A4 CalGETC: 4

**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: A4 CalGETC: 4

# 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: A5 CalGETC: 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 & G 001.
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: A5 CalGETC: 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 & MATH 054.
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: A5 CalGETC: 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 & MATH 040.
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: A5 CalGETC: 5A, 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. C-ID: ENVS 100
Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: MATH 054 & ENG 061.
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: A5 CalGETC: 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: A3 CalGETC: None

**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: A3 CalGETC: 3B

# 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: A4 CalGETC: 4

**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: A4 CalGETC: 4

# Golf Management (GOLF)

**GOLF 025 Golf Shop Operations** **Units: 3**
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 the golf shop is the heart of all golf activity at the facility. The ability to purchase, price, control and sell golf equipment, golf apparel, and golf accessories is an important aspect of this course. The course emphasizes the principles of organizing, financing, budgeting and controlling a golf facility's revenue and cost centers.
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 CalGETC: None

**GOLF 029 Methods of Teaching Golf** **Units: 3**
This course will provide students a foundation in the methods of teaching the game of golf. Students in the course will learn how to take a systematic approach to helping clients improve their golf game. Students will learn best practices about how to give a golf lesson. Students will understand the cause and effect in terms of golf ball flight and will learn to use that information to improve outcomes of their clients. Students will be able to diagnose golf swing errors, relate them to ball flight, and offer corrections and ways to practice the corrections.
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 CalGETC: 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 CalGETC: 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: None Lab Hours: 108 Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU/UC* Degree Applicable: AA/AS
COD GE: None CalGETC: None

**GOLF 036 Fundamentals & Rules of Golf** **Units: 2**
This course is the study of the basic fundamentals of playing golf and the application of the rules of the game of golf. It emphasizes understanding of the rules of golf and the responsibility of the golf professional to ensure compliance with the rules in order to uphold the integrity of the sport. Students will learn the fundamental skills and knowledge necessary to play the game. 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 CalGETC: None

**GOLF 038 Golf Tournament Administration** **Units: 2**
Students taking Golf Tournament Administration will gain valuable skills and hands-on experience at running golf events. Students will learn all aspects of running a golf tournament program from best practices of marketing the events, planning a tournament schedule, daily tournament operations, and the business and sales of golf events. This class will provide marketable skills for students looking to join the golf industry.
Lecture Hours: 18 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: GOLF-036.
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**GOLF 040 Advanced Methods of Golf Instruction** **Units: 2**
Students in this course will learn advanced techniques to help golf instruction clients improve and reach their goals. Students will access the latest teaching technology and learn the best practices that top instructors and coaches use to help players reach their potential. Students will also learn about how to build a coaching business and ways to make themselves more marketable to golf facilities and potential clients.
Lecture Hours: 18 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** GOLF-036 and GOLF-029.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**GOLF 042 Clubfitting and Golf Club Repair** **Units: 2**
Students in this course will learn the essential skills in custom fitting a set of clubs for a golfer. Students will also learn some basic elements of club repair and how to evaluate a client's current set of clubs by doing a "bag check." This course will cover all elements of clubfitting such as clubhead design, club length, lie angle, loft, swing weight, and the process of a clubfitting session. Students will also get hands-on training in a clubfitting environment.
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 CalGETC: None

**GOLF 044 Golf Player Development** **Units: 1**
Students in this course will learn the techniques to become better golfers and improve their scoring average dramatically. Students will work with their instructor to set goals, and then they will build and execute a plan to reach that goal. Topics in this course will include practice planning, assessing your game, making swing changes, tracking golf statistics, improving play with the scoring clubs, as well as course strategy.
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 CalGETC: None

**GOLF 046 Golf Career Pathways** **Units: 2**
Students in this course will learn about the many diverse and exciting career opportunities in the one-billion dollar golf industry. Students will be able to understand important aspects about each career path in the industry to help them make decisions about the career options best for them. In addition, students will receive best practices about job preparedness and applying for jobs specific to the golf industry.
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 CalGETC: None

**GOLF 080 Golf History and Culture** **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 the golf shop is the heart of all golf activity at the facility. The ability to purchase, price, control and sell golf equipment, golf apparel, and golf accessories is an important aspect of this course. The course emphasizes the principles of organizing, financing, budgeting and controlling a golf facility's revenue and cost centers.
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 CalGETC: None

**GOLF 081 Golf Courses - Public, Private and Resort** **Units: 2**
This course offers a glimpse into the world of private, resort and public golf courses. We see the many different advantages and disadvantages, from access and price to service level and pace of play. What are players picking these days and why? We will examine all aspects of all 3 options and what the future looks like for Golf Courses set up under each structure.
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 CalGETC: None

**GOLF 082 The Mental Game** **Units: 2**
This course examines the basic principles of the mental game with practical application in developing strategies for maintaining strengths and improving weaknesses by integrating physical, technical, mental, emotional, and social practice routines into the game. Topics include psychological factors involved in playing the game of golf, personal strengths and weaknesses, emotional and social aspects to the game, and golf course management skills.
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 CalGETC: None

**GOLF 085 Careers In Golf** **Units: 2**
How many careers in golf are there? Most people think of a golf pro and a golf superintendent when it comes to making a living in golf, but this course will investigate a world of golf careers that will help continue your love of the game. Golf has only become bigger in recent years, leading to more careers in different avenues not seen in years past. If you want a career in golf but want to think outside the box, this course will set you on your way!
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 CalGETC: None

**GOLF 086 Golf Event Administration** **Units: 2**
Students will learn and become proficient with everything that goes into running a golf tournament. These skills are in high demand at golf facilities looking for employees to organize and manage their golf tournament operations. Learn specific skills with hands-on training concerning setting up, running day-to-day operations, scoring, and more with tournament software.
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 CalGETC: None

**GOLF 095A Golf Work Experience** **Units: 1-5**
This work experience course of supervised employment provides students the opportunity to connect academics to applied experiential learning in the workplace. It assists students in developing transferable employability skills, career awareness, learning industry culture, competencies and norms, and developing professional networks that support career mobility. To enroll, students must have a job or internship placement in a part-time or full-time capacity. Credit may be accrued at the rate of one to five (1-5) units per semester based on the student's ability to meet the hours required per unit enrolled. Students must work 54 hours per unit earned. This Work Experience course is available to students whose job or internship placement is directly related to Golf.
Lecture Hours: None Lab Hours: 270 Repeatable: Yes
Grading: Letter
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: 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 fitness, energy balance, disease risk, and lifespan. 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: A7 CalGETC: 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 CalGETC: None

**HS 015 Advanced Nutrition: Modified Diets** **Units: 3**
This course covers principles of nutrition care for acute and chronic illnesses in order to provide modified diets and menu development for individuals with a variety of health care conditions and needs. The focus is on how dietary modifications improve a person's food intake and health.
Lecture Hours: 36 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** HS 013.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**HS 016 Certified Dietary Manager** **Units: 3**
Techniques and procedures of management roles are explored and developed as they relate to food handling and preparation within commercial and institutional facilities. Topics include: functions of management, marketing, menu development, effective cost controls in purchasing, as well as food labor and service techniques.
Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** HS 013 HS 015.
Advisory: ENG 061.
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**HS 017 Certified Dietary Manager: Clinical Lab Experience** **Units: 3**
Application of techniques and procedures of management roles are explored and developed as they relate to food preparation, food handling, food safety and sanitation, and nutrient composition of food within the following types of facilities: general acute-care hospitals, psychiatric hospitals, skilled nursing facilities, and residential-care facilities.
Lecture Hours: 36 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** HS 013 HS 015 and HS 016.
Advisory: ENG 061.
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**HS 061 Medical Terminology** **Units: 3**
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: 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 CalGETC: 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 CalGETC: 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 CalGETC: 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. The content emphasizes personal care, basic communications, safety, meal planning, and maintaining a healthful environment. With a blend of theoretical knowledge and hands-on experiences, students will be well-equipped to provide high-quality care in home health settings, and ready to meet the demands of the contemporary health care landscape.
Lecture Hours: 27 Lab Hours: 27 Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NAA
COD GE: None CalGETC: 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 & ENG 061.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**HS 068 Pharmacy Technician** **Units: 4**
This course provides technical and practical training to prepare students for the Pharmacy Technician Certification Board exam and to function as a competent entry-level assistant to the pharmacist. Topics covered include pharmacy law and regulations, sterile and non-sterile compounding, pharmacy billing and reimbursement, pharmacy inventory management, and pharmacy system usage and application.
Lecture Hours: 54 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** Take HS-067 Take HS-065.
Advisory: Take Math-060, Take ENG-061, Take HS-074.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**HS 069 Optical Dispensing Technician** **Units: 4**
This course provides technical and practical training to prepare students for the National Opticianry Competency Examination (NOCE) and the Contact Lens Registry Examination (CLRE). Topics covered include optical principles and lens technology, frame materials and measurements, contact lens fitting and evaluation, ocular anatomy and physiology, and optical laws and regulations.
Lecture Hours: 54 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: HS 061, HS 067, HS 074, ENG 061 and MATH 060.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: 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 CalGETC: None

**HS 071 Strategies for Success/Nursing Program** **Units: 2**
This course is designed to prepare students for the successful completion of any undergraduate nursing program. Students will be given an overview of nursing program requirements and expectations and they will acquire information and skills that facilitate student success once admitted into a 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 CalGETC: 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 officals 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: A7 CalGETC: 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 CalGETC: None

**HS 075 Cultural Competence in Health and Social Services** **Units: 3**
This course provides a comprehensive exploration of cultural competence within the context of health and social services. Students will learn about the diversity of cultures, races, and ethnicities and their implications on health and wellness. The course covers topics such as the definitions of culture, race, and ethnicity; characteristics of diverse population groups; common health and social service needs; and the impact of socioeconomic status, racism, prejudices, and stereotyping on access to health and social services. Through this course, students will develop the skills necessary for effective care coordination, case management, and system navigation, preparing them for culturally competent practice in diverse health and social service settings.
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 CalGETC: None

**HS 076 Essential Skills for Community Health** **Units: 1**
This introductory course equips students with fundamental skills critical for effective community health work and broader health-related careers. Focusing on personal care, safety protocols, basic health assessments, and communication, students engage in hands-on workshops and simulation exercises designed to provide a practical understanding of home health care. The course aims not only to prepare students for immediate roles in community health but also to foster personal growth and interest in the health sciences field. Ideal for those looking to enhance their caregiving abilities or explore health care as a potential career path, the course offers valuable insights and skills for professional and personal development.
Lecture Hours: 9 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 CalGETC: 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 CalGETC: 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 CalGETC: 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 CalGETC: None

**HS 095A Health Sciences Work Experience** **Units: 1-5**
This work experience course of supervised employment provides students the opportunity to connect academics to applied experiential learning in the workplace. It assists students in developing transferable employability skills, career awareness, learning industry culture, competencies and norms, and developing professional networks that support career mobility. To enroll, students must have a job or internship placement in a part-time or full-time capacity. Credit may be accrued at the rate of one to five (1-5) units per semester based on the student's ability to meet the hours required per unit enrolled. Students must work 54 hours per unit earned. This Work Experience course is available to students whose job or internship placement is directly related to Health Science.
Lecture Hours: None Lab Hours: 270 Repeatable: Yes
Grading: Letter
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**HS 300 Nursing Skills Lab** **Units: 0**
This course provides an 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 a review of nursing procedures. Students must complete at least 1 hour and a maximum of 54 hours to pass the course.
Noncredit Hours: 54 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: Acceptance/enrollment in a nursing or HS program,(HHA, CNA, LVN, RN)
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: 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: A3, A4 CalGETC: 3B, 4

**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: A3, A4 CalGETC: 3B, 4

**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: A3, A4 CalGETC: 3B, 4

**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: A3, A4 CalGETC: 3B, 4

**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: A3, A4 CalGETC: 3B, 4

**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: A3, A4 CalGETC: 3B, 4

**HIST 021 California History** **Units: 3**
California history covers 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: A3, A4 CalGETC: 3B, 4

**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: A3, A4 CalGETC: 4

**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: A3, A4 CalGETC: 3B, 4

**HIST 095A History Work Experience** **Units: 1-5**
This work experience course of supervised employment provides students the opportunity to connect academics to applied experiential learning in the workplace. It assists students in developing transferable employability skills, career awareness, learning industry culture, competencies and norms, and developing professional networks that support career mobility. To enroll, students must have a job or internship placement in a part-time or full-time capacity. Credit may be accrued at the rate of one to five (1-5) units per semester based on the student's ability to meet the hours required per unit enrolled. Students must work 54 hours per unit earned. This Work Experience course is available to students whose job or internship placement is directly related to History.
Lecture Hours: None Lab Hours: 270 Repeatable: Yes
Grading: Letter
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: 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. (C-ID ADS 110X)
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: A7 CalGETC: 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. (C-ID ADS 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 CalGETC: 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 CalGETC: 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. (C-ID ADS 140X)
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 CalGETC: 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 CalGETC: 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. (C-ID ADS 160X)
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 CalGETC: None

**HSAD 025 Prevention, Intervention and Recovery** **Units: 3**
This course provides a comprehensive overview of theories and strategies for the prevention of substance use disorders. Primary, secondary and tertiary and evidence based prevention models will be introduced. Prevention programs and activities appropriate for community, school, parents, families, and work sites will be presented. Strategies on treatment intervention, information dissemination and relapse prevention will be covered. The course will also provide examples of harm reduction or environmental risk reduction strategies targeting different populations. This course is required for completion of the Alcohol & Drug Studies AS degree and/or certificate. (C-ID ADS 150X)
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 CalGETC: 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 family situations of those with alcohol/drug abuse and dependence. 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. (C-ID ADS 130X)
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 CalGETC: 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. (C-ID ADS 200 X)
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 CalGETC: 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. (C-ID ADS 210 X)
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 CalGETC: 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. (C-ID ADS 200 X)
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 CalGETC: 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. (C-ID ADS 210 X)
Lecture Hours: 18 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** HSAD 032A HSAD 033A & HSAD 095B .
**Corequisite:** HSAD 032B & HSAD 095B.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: 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 CalGETC: 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. C-ID: ADS 195X
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 CalGETC: None

**HSAD 095A Alcohol and Drug Work Experience** **Units: 1-5**
This work experience course of supervised employment provides students the opportunity to connect academics to applied experiential learning in the workplace. It assists students in developing transferable employability skills, career awareness, learning industry culture, competencies and norms, and developing professional networks that support career mobility. To enroll, students must have a job or internship placement in a part-time or full-time capacity. Credit may be accrued at the rate of one to five (1-5) units per semester based on the student's ability to meet the hours required per unit enrolled. Students must work 54 hours per unit earned. This Work Experience course is available to students whose job or internship placement is directly related to Alcohol and Drug treatment.
Lecture Hours: None Lab Hours: 270 Repeatable: Yes
Grading: Letter
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: 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 & HSAD 002 & HSAD 004 & HSAD 020 & HSAD 022 & HSAD 024 & HSAD 030 & HSAD 034..
**Corequisite:** HSAD 033A, HSAD 032B.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

# Japanese (JPN)

**JPN 001 Elementary Japanese I** **Units: 5**
This course concentrates on developing basic skills in listening, reading, speaking and writing of Japanese. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Japanese at the Novice Low to Novice mid-range of the ACTFL Proficiency Guidelines. As articulated in Standards for Foreign Language Learning in the 21st Century. The course also prepares students to be able to demonstrate their proficiencies across the three communication modes: interpretive, interpersonal, and presentational. In addition to communication, the 5 C's of the National Standards for Japanese Language Learning are integrated in instruction. The student will through the coursework to cover the area of cultural competence, connections to other disciplines, comparisons between the Japanese language and culture and those of the students, and the use of the language in multilingual communities beyond the school setting.
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: A3 CalGETC: None

**JPN 002 Elementary Japanese II** **Units: 5**
This is a continuation course of Japanese 1. In this interactive course, students use listening, reading, speaking and writing at a complex level. The students further develop their Japanese proficiencies at the Novice high to Novice mid range of the ACTFL Proficiency Guidelines. As articulated in Standards for Foreign Language Learning in the 21st Century, the course also prepares students to be able to demonstrate their proficiencies across the three communication modes: interpretive, interpersonal, and presentational. In addition to communication, the 5 C's of the National Standards for Japanese Language Learning are integrated in instruction. The student will through the coursework to cover the area of cultural competence, connections to other disciplines, comparisons between the Japanese language and culture and those of the students, and the use of the language in multilingual communities beyond the school setting.
Lecture Hours: 90 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** JPN 001 or two years of high school Japanese.
Advisory: None
Limitation on enrollment: Japanese-1 Evaluation Test
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: A3 CalGETC: 3B

# 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:** None
Advisory: ENG 001A.
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CalGETC: None

**J 004A News Media Production** **Units: 3**
This course offers a dynamic, hands-on journalism lab where students create and distribute content across multiple platforms, including print, online, video, and radio/podcasts, reaching both campus and community audiences. Through this practical experience, students gain valuable skills in design, visual storytelling, multimedia journalism, and leadership. (C-ID JOUR 130)
Lecture Hours: 18 Lab Hours: 108 Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: J 003A.
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**J 004B Intermediate News Media Production** **Units: 3**
This course offers more advanced hands-on experience in a dynamic student media lab, where students produce and distribute news and feature content for campus and community audiences. Students will engage in every aspect of content creation, from reporting and writing to editing and publishing, with a focus on journalistic integrity and professionalism. The course emphasizes multi-platform journalism, providing opportunities to work in print, broadcast, and digital media formats. Students will collaborate on real-time news production, honing skills in research, storytelling, and multimedia integration while meeting deadlines and addressing audience needs.(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 CalGETC: None

**J 004C Advanced News Media Production** **Units: 3**
Students in this course will develop the leadership and technical skills required to manage various roles within a student-run newspaper, including editor-in-chief, production supervisor, advertising manager, and circulation manager. They will gain hands-on experience in guiding a publication through all stages of production-both print and online-ensuring it meets professional standards in content, design, and execution. Students will also learn to set and enforce publishing deadlines, take responsibility for the entire publishing process, and maintain a consistent and professional newspaper presence across multiple platforms.
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 CalGETC: None

**J 005 News Literacy** **Units: 3**
In an era where the digital news media is generating an unprecedented amount of information and misinformation, it's important for journalists and citizens to be news literate. How do you decipher fact from fiction? Through critical-thinking skills, news literacy students will learn how to deconstruct stories, break down broadcast, print, web, and social media messages to determine those that are factual, well-sourced and can be considered real news. Students will also discuss concepts such as objectivity, opinion, bias and fairness and how all contribute to the mix of news reports in today's digital landscape.
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 CalGETC: None

**J 006 Introduction to Multimedia Storytelling** **Units: 3**
This course will provide an introduction to multimedia storytelling with a journalism emphasis. Techniques that will be explored include the use of video, photos, audio, animation, and text to convey interactive news and feature stories through the Internet and other electronic media. It also will include techniques in digital research, critical thinking, and synthesis.
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 CalGETC: None

**J 007 Introduction to Photojournalism** **Units: 3**
This course deals with the photographer as a journalist, focusing on theory and practice in press and publications photography, with emphasis on using the camera as a reporting and communications tool. Covered are news and feature photography and photographic essays, including composition, impact, and creativity, for newspaper, magazines, internet, and other mass communications media.
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 CalGETC: 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, creativity and the fundamentals of good writing. The course also focuses on the strategies and techniques of magazine production.
Lecture Hours: 36 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: J 003A or ART 031 or DDP 103.
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**J 095A Journalism Work Experience** **Units: 1-5**
This work experience course of supervised employment provides students the opportunity to connect academics to applied experiential learning in the workplace. It assists students in developing transferable employability skills, career awareness, learning industry culture, competencies and norms, and developing professional networks that support career mobility. To enroll, students must have a job or internship placement in a part-time or full-time capacity. Credit may be accrued at the rate of one to five (1-5) units per semester based on the student's ability to meet the hours required per unit enrolled. Students must work 54 hours per unit earned. This Work Experience course is available to students whose job or internship placement is directly related to Journalism.
Lecture Hours: None Lab Hours: 270 Repeatable: Yes
Grading: Letter
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: 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, students may have the option to perform a skills test for certification cards in first aid and CPR, when available. 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: A7 CalGETC: None

**KINE 003 Introduction to Sports Medicine** **Units: 3**
This course provides an introduction to the principles and scientific foundations of sports medicine, including prevention, evaluation, treatment and rehabilitation of common athletic injuries. It includes the career options under the sports medicine umbrella, job responsibilities of certified athletic trainers, and taping and wrapping of athletic injuries.
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 CalGETC: None

**KINE 004 Advanced Sports Medicine** **Units: 3**
This course provides an overview of the principles and scientific foundation of managing athletic injuries for students considering a career in Sports Medicine. Topics include injury prevention techniques, injury evaluation techniques, treatment and rehabilitation techniques for common athletic injuries.
Lecture Hours: 54 Lab Hours: None 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 CalGETC: None

**KINE 006 Women's Self Defense, Health & Fitness** **Units: 3**
This course is designed for women focusing on developing the self defense skills and mindset required to make decisions to enhance one's personal safety and build upon empowerment. Students will learn how to assess and avoid dangerous situations as well as how to utilize their bodies and voices as weapons. They will be exposed to the civil and legal aspects of self defense along with effective crime reporting of physical assaults, sexual assaults and harassment. Students will have an understanding of the diverse roles of the (SART) sexual assault response team. There will be topics to promote optimal health and wellness such as; nutrition, weight management and positive body image. There will be a individualized personal fitness program design topics to include; cardio-respiratory conditioning, muscular strength, muscular endurance, flexibility and mobility movements.
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: A4, A7 CalGETC: None

**KINE 007 Introduction to Strength and Conditioning** **Units: 3**
This course is designed to study the principles and techniques involved in designing strength and conditioning plans to prepare students to become certified personal trainer. 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 CalGETC: 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: ENG 061.
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: A7 CalGETC: None

**KINE 009 Essentials for Group Fitness Professionals** **Units: 3**
This course provides students with guidance in professional development and client interaction in the fitness industry. There is emphasis on group fitness and individual fitness assessment as related to gender, age and special health circumstances. The class will cover the industry of group fitness, foundations of exercise science, the human movement system, integrated fitness, teaching methodologies, teaching multi-training and exercise technique, class planning and preparation, and adapting to class dynamics. The course will expand upon diverse communication and learning styles, how to increase class engagement and motivation and professional and legal responsibilities for group fitness professionals. The course will examine principles of adherence and motivation, and the role of positive psychology to increase motivation. Current, future and past group fitness trends will be analyzed as a way to compliment exercise program design and progression of vast individual and group 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 group fitness industry. The students will also be exposed and learn from community leaders in fitness, health and wellness in the Coachella Valley.
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 CalGETC: 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: A7 CalGETC: 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 consequenes 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: A4, A7 CalGETC: None

**KINE 012 Clinical Experiences In Sports Medicine** **Units: 2**
This course will expose students to basic injury prevention and care. The student will observe and assist sports medicine clinicians in administering health care to their clientele. 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.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CalGETC: None

**KINE 013 Clinical Experiences in Sports Medicine II** **Units: 2**
This course will expose students to injury evaluation, treatment, and rehabilitation and career exploration in the area of sports medicine. Students will observe patients and athletes in a variety of sports medicine settings.
Lecture Hours: None Lab Hours: 108 Repeatable: No
Grading: Letter
**Prerequisite:** KINE 003 & KINE 012.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CalGETC: 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 CalGETC: 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, integration of pranayama and meditation, yoga philosophies, asana progressions and regressions, introduction to physical adjustments, principles of functional anatomy, the subtle energy systems of the chakras, lifestyle and ethics for yoga teachers, 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 CalGETC: None

**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 the field of health and wellness coaching.
Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** KINE 010.
Advisory: ENG 061.
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**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.
Lecture Hours: None Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** Corequisite: KINE 020.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**KINE 027 Techniques and Methods in Strength and Conditioning Units: 2**
This course studies strength and conditioning techniques and methods used by fitness professionals. The supporting exercise physiology and biomechanics for maximizing technique, physical capacity, training outcomes and safety are covered. Emphasis is on the practical application and demonstration of strength and conditioning techniques for developing physical and functional capacity. Effective coaching and leadership techniques are presented for maximizing strength and conditioning results. (formerly KINE 095)
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 CalGETC: 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 CalGETC: 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 CalGETC: None

**KINE 039 TRX & Kettlebell Training Units: 1**
This course provides instruction in the most current and up-todate 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: None 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 CalGETC: 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: None Lab Hours: 54 Repeatable: No
Grading: Student Option
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU/UC* Degree Applicable: AA/AS
COD GE: None CalGETC: 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 CalGETC: 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: None 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 CalGETC: 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: None 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 CalGETC: 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 CalGETC: 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: None 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 CalGETC: None

**KINE 048 Dance, Ballroom (Social & Latin)** **Units: 1**
This course provides the student with an appreciation for the art of Ballroom, Social and Latin dancing.
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 CalGETC: 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 CalGETC: 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 73A)
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 CalGETC: None

**KINE 057 Fencing** **Units: 1**
This course provides beginning instruction and performance in fencing skills and body development pertinent to fencing, (with emphasis on saber fencing).
Lecture Hours: None 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 CalGETC: 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: None Lab Hours: 54 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 CalGETC: 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: None 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 CalGETC: 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 CalGETC: 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: None Lab Hours: 54 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 CalGETC: None

**KINE 065 Adapted Physical Activity** **Units: 1**
This course for students with disabilities emphasizes the development of an individualized strength training and fitness program. Mobility assistants are provided.
Lecture Hours: None Lab Hours: 54 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 CalGETC: None

**KINE 066 Adapted Fitness Aquatics** **Units: 1**
This course for students with disabilities emphasizes physical fitness, flexibility, and balance through resisance 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 CalGETC: None

**KINE 067 Adapted Golf** **Units: 1**
This course provides golf instruction and practice that is adapted for students with disabilities.
Lecture Hours: None Lab Hours: 54 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 CalGETC: 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: None Lab Hours: 54 Repeatable: No
Grading: Student Option
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU/UC* Degree Applicable: AA/AS
COD GE: None CalGETC: 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 prescriptions for interval training, endurance and trail running. It will include a component of injury prevention and exercise prescription designed 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: None 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 CalGETC: 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 CalGETC: 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: None 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 CalGETC: 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 CalGETC: None

**KINE 078 Martial Arts** **Units: 1**
This course provides foundational techniques in martial arts with an emphasis on physical conditioning, flexibility, mobility, sport, philosophy, and aesthetic appreciation of form and motion.
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 CalGETC: 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: None 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 CalGETC: None

**KINE 082 Swimming** **Units: 1**
This course provides beginning, intermediate, and advanced instruction and practice in the various swimming techniques.
Lecture Hours: None Lab Hours: 54 Repeatable: No
Grading: Student Option
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU/UC* Degree Applicable: AA/AS
COD GE: None CalGETC: 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 willimprove 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 CalGETC: 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: None 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 CalGETC: 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 and improve flexibility, balance and strength. Students are introduced to the theory, form, alignment and benefits of basic yoga postures. The students will gain an understanding of the practices of relaxation techniques and breathing practices. The course is designed for students who want to embrace and learn more about yoga and how it can possibly increase their health and longevity.
Lecture Hours: None Lab Hours: 54 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 CalGETC: 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: None 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 CalGETC: None

**KINE 087 Pickleball** **Units: 1**
This course provides beginning, intermediate, and advancedinstruction 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 CalGETC: 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 CalGETC: 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: None 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 CalGETC: 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: None 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 CalGETC: 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: None 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 CalGETC: 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: None Lab Hours: 54 Repeatable: No
Grading: Student Option
**Prerequisite:** None
Advisory: None
Limitation on enrollment: Courses Related in Content
Transfer Status: CSU/UC* Degree Applicable: AA/AS
COD GE: None CalGETC: None

**KINE 095A Kinesiology Work Experience** **Units: 1-5**
This work experience course of supervised employment provides students the opportunity to connect academics to applied experiential learning in the workplace. It assists students in developing transferable employability skills, career awareness, learning industry culture, competencies and norms, and developing professional networks that support career mobility. To enroll, students must have a job or internship placement in a part-time or full-time capacity. Credit may be accrued at the rate of one to five (1-5) units per semester based on the student's ability to meet the hours required per unit enrolled. Students must work 54 hours per unit earned. This Work Experience course is available to students whose job or internship placement is directly related to Kinesiology.
Lecture Hours: None Lab Hours: 270 Repeatable: Yes
Grading: Letter
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**KINE 095B Kinesiology Health and Wellness Coach Work Experience** **Units: 1-2**
This work experience course of supervised employment provides students the opportunity to connect academics to applied experiential learning in the workplace. It assists students in developing transferable employability skills, career awareness, learning industry culture, competencies and norms, and developing professional networks that support career mobility. To enroll, students must have a job or internship placement to develop health and wellness coaching skills. Credit may be accrued at the rate of one to two (1-2) units per semester based on the student's ability to meet the hours required per unit enrolled. Students must work 54 hours per unit earned. This Work Experience course is available to students whose job or internship placement and education or occupational goals are directly related to Kinesiology - Health and Wellness Coaching. 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.
Lecture Hours: None Lab Hours: 108 Repeatable: Yes
Grading: Letter
**Prerequisite:** KINE 020.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: 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: None Lab Hours: 54 Repeatable: No
Grading: Student Option
**Prerequisite:** None
Advisory: None
Limitation on enrollment: Courses Related in Content
Transfer Status: CSU/UC* Degree Applicable: AA/AS
COD GE: None CalGETC: 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: None 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 CalGETC: 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: None 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 CalGETC: 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: None Lab Hours: 54 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/UC* Degree Applicable: AA/AS
COD GE: None CalGETC: 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: None Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: KINE 098B or equivalent of Beginning Yoga.
Limitation on enrollment: Courses Related in Content
Transfer Status: CSU/UC* Degree Applicable: AA/AS
COD GE: None CalGETC: 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: None Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: KINE 098C or equivalent of Intermediate Yoga.
Limitation on enrollment: Courses Related in Content
Transfer Status: CSU/UC* Degree Applicable: AA/AS
COD GE: None CalGETC: None

**KINE 099 Vinyasa Power Yoga** **Units: 1**
Vinyasa Power Yoga is a vigorous approach to Yoga that emphasizes improvements in joint flexibility, mobility, strength and balance. The course will present multiple levels of challenging sequences to include the following standing postures, core, arm balances, back bends, twists, forward bends, hip openers and inversions.
Lecture Hours: None 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 CalGETC: 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 American Heart Association. This course provides valuable retraining for employment opportunities.
Noncredit Hours: 4 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: 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 American Heart Association. The American Heart Association certificate fees are required of each student that successfully completes this course.
Noncredit Hours: 4 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: 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.
Noncredit Hours: 36 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 CalGETC: 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.
Noncredit Hours: 10 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** KINE 303.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: 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.
Noncredit Hours: 20 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: 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.
Noncredit Hours: 20 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** KINE 306.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

# Library & Information Studies (LIS)

**LIS 001 An Introduction to Basic Research Skills** **Units: 3**
Appropriate for students pursuing almost any major, this course presents an introduction to the basic concepts and tools used in research. Emphasis is placed on how to develop a research topic and how to locate, evaluate, use, and cite relevant information. Students will learn to develop strategies for finding relevant research information in different modalities to address a variety of information needs.
Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Student Option
**Prerequisite:** None
Advisory: CIS 010 & RDG 051.
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CalGETC: None

**LIS 301 Introduction to Academic Research 1** **Units: 0**
Applicable to almost all majors, this course is designed to support college students to develop or strengthen their information competency and academic research skills. In this course, students will learn what it means to be information competent, how to obtain assistance in completing research assignments, and the different types of information sources.
Noncredit Hours: 2 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**LIS 302 Introduction to Academic Research 2** **Units: 0**
Applicable to almost all majors, this course is designed to support college students develop or strengthen their information competency and academic research skills. In this course, students will learn how to create an answerable research topic, select the right keywords, select and evaluate research databases, and evaluate information sources. Advisory: LIS 301
Noncredit Hours: 2 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**LIS 303 Introduction To Academic Research 3** **Units: 0**

**LIS 304 Introduction to Academic Research 4** **Units: 0**
Applicable to almost all majors, this course is designed to support college students to develop or strengthen their academic citation skills. In this course, students will learn the concepts of academic integrity and plagiarism, paraphrasing, and the basic steps to creating citations in MLA or APA.
Noncredit Hours: 2 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: 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: A4 CalGETC: 4

**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 CalGETC: None

**MC 095A Mass Communication Work Experience** **Units: 1-5**
This work experience course of supervised employment provides students the opportunity to connect academics to applied experiential learning in the workplace. It assists students in developing transferable employability skills, career awareness, learning industry culture, competencies and norms, and developing professional networks that support career mobility. To enroll, students must have a job or internship placement in a part-time or full-time capacity. Credit may be accrued at the rate of one to five (1-5) units per semester based on the student's ability to meet the hours required per unit enrolled. Students must work 54 hours per unit earned. This Work Experience course is available to students whose job or internship placement is directly related to Mass Communication.
Lecture Hours: None Lab Hours: 270 Repeatable: Yes
Grading: Letter
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

# Makerspace (MAKR)

**MAKR 301 Basic Makerspace Skills I** **Units: 0**
Introduces students and other individuals to the skills and equipment used in makerspaces. Skills include but are not limited to basic makerspace safety, basic equipment safety, and basic prototyping. Equipment includes 3D printers, vinyl/paper printers & cutters, sewing/embroidery, soldering, etc. Students will be able to learn independently and in groups to enhance their personal skills in using equipment safely and effectively to create and build items for personal and educational uses. After completing the two-course sequence of ENTR 301 and 302, students will receive training, badges, and a certificate of completion to safely use equipment at a beginning level. Students will be more prepared for entering STEM and maker career paths in education, community centers, and libraries. This course cannot be taken for credit.
Noncredit Hours: 5 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**MAKR 302 Basic Makerspace Skills II** **Units: 0**
Provides additional instruction on the skills and equipment used in makerspaces. More advanced practice is provided for skills related to makerspace safety, equipment safety, and prototyping. Equipment includes a CNC machine, resin 3D printer, resin casting, laser engraver/cutter, airbrush painting, vacuum forming, etc. Students will be able to learn independently and in groups to enhance their personal skills in using equipment safely and effectively to create and build items for personal and educational uses. After completing the two-course sequence of ENTR 301 and 302, students will receive training, badges, and a certificate of completion to safely use equipment at a beginning level. Students will be more prepared for entering STEM and maker career paths in education, community centers, and libraries. This course cannot be taken for credit.
Noncredit Hours: 5 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**MAKR 700 Introduction to Makerspaces** **Units: 3**
Introduction to the Maker Movement, a survey of cultures, disciplines, materials, and technologies related to the traditions of making through time and around the world. Students will recognize key materials and techniques of disciplines including the arts, construction, engineering, and computer science to critically analyze and apply ways of creating that support an understanding of culturally significant work of diverse peoples and eras. Through readings, discussion, and hands-on building, students construct insights, strategies, and skills to bring their ideas and projects from concept to completion.
Lecture Hours: 36 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: Take MAKR-301, Take MAKR-302.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NAA
COD GE: None CalGETC: 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: A2 CalGETC: 2

**MATH 001B Calculus II** **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: A2 CalGETC: 2

**MATH 001P Calculus Preparation** **Units: 4**
This course is for students in science, mathematics, engineering, and technology programs that require calculus. The course covers a combination of topics that have greatest impact on student success in calculus courses through active learning. These topics include but are not limited to plane geometry, inductive & deductive reasoning, modeling with functions, analytical reading with a focus on reading and applying proofs, and study skills.
Lecture Hours: 54 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** MATH 049 or qualifying placement.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: NAA
COD GE: None CalGETC: None

**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: A2 CalGETC: 2

**MATH 002B Linear Algebra** **Units: 4**
This course is a standard introductory course in linear algebra. Topics include vectors in Rn, 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: A2 CalGETC: 2

**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: A2 CalGETC: 2

**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 049 or qualifying placement.
Advisory: ENG 001A, Advisory Corequisite: MATH 355A.
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: A2 CalGETC: 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.
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: A2 CalGETC: 2

**MATH 009S Business Calc Support - Credit** **Units: 0.5**
This is a course that supports students who are enrolled in business calculus. It consists of hands-on assignments and guided study that focuses on functions and their rates of change; the graphs and general behavior of polynomial, rational, exponential, and logarithmic functions; algebra skills required in business calculus; limits; derivatives; integrals; reading and writing related to mathematics and its business application; and preparing students for assessments in a business calculus course.
Lecture Hours: None Lab Hours: 27 Repeatable: No
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NAA
COD GE: None CalGETC: None

**MATH 010 College Algebra** **Units: 4**
This is a function oriented course that includes an examination of the general concept of a function and function notation, as well as an in depth investigation of polynomial, rational, exponential, and logarithmic functions, particularly their equations, graphs, and behavior. Other topics include the binomial theorem, conic sections, and matrices as they apply to systems of linear equations. (C-ID MATH 150) Note: All students now can enroll in this transfer-level course without completing posted requisites. Please refer to AB 705 (under How do I enroll in courses at COD?) or see a Counselor.
Lecture Hours: 54 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** MATH 049 or qualifying placement.
Advisory: ENG 001A, Advisory Corequisite: MATH 351.
Limitation on enrollment: None
Transfer Status: CSU/UC* Degree Applicable: AA/AS
COD GE: A2 CalGETC: 2

**MATH 010S College Algebra for STEM Support** **Units: 0.5**
This course is designed to support students learning college algebra while earning additional units. The focus of this course is to review core prerequisite skills and concepts with an emphasis on critical thinking and problem solving to increase likelihood of success in College Algebra. This course builds quantitative literacy, connecting learning strategies and mathematical knowledge necessary for success in learning college algebra.
Lecture Hours: None Lab Hours: 27 Repeatable: No
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NAA
COD GE: None CalGETC: None

**MATH 011 Math Concepts for Elementary School Teachers - Number Systems** **Units: 3**
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, numeration systems, computation algorithms, problem solving strategies, and elementary number theory. The course meets requirements for elementary school teacher certification. (C-ID MATH 120) Note: All students now can enroll in this transfer-level course without completing posted requisites. Please refer to AB 705 (under How do I enroll in courses at COD?) or see a Counselor.
Lecture Hours: 36 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** MATH 045.
Advisory: ENG 001A, Advisory Corequisite: MATH 061 or MATH 361 or MATH 374.
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: A2 CalGETC: None

**MATH 011B Math Concepts for Elementary School Teachers - Geometry** **Units: 3**
This course is the second course in a one-year sequence in the study of mathematical concepts needed for teaching elementary school mathematics with an emphasis on geometry and measurement. This course also promotes an appreciation of the importance of logical thinking and applications of mathematics in problem solving and critical thinking. It studies the understanding and explanation of basic mathematical concepts and the connections between them. Analytical reading and problem solving are required for success in this course. The course meets requirements for elementary school teacher certification.
Lecture Hours: 36 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** MATH-011.
Advisory: ENG 001A or ENGL C1000 or ENGL C1000E or,college-level composition or equivalent, MATH 061 or MATH,361 or MATH 374.
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: A2 CalGETC: 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 or qualifying placement.
Advisory: Advisory Corequisite: MATH 355B.
Limitation on enrollment: None
Transfer Status: CSU/UC* Degree Applicable: AA/AS
COD GE: A2 CalGETC: 2

**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 and linear programming, scheduling, statistics, mathematics of finance and other applications for liberal arts majors. Note: All students now can enroll in this transfer-level course without completing posted requisites. Please refer to AB 705 (under How do I enroll in courses at COD?) or see a Counselor.
Lecture Hours: 54 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** MATH 045 or MATH 049 or qualifying placement.
Advisory: ENG 001A, Advisory Corequisite: MATH 061 or MATH 361 .
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: A2 CalGETC: 2

**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: A2 CalGETC: 2

**MATH 016 Finite Mathematics** **Units: 3**
This course covers linear functions, systems of linear equations, matrices, linear programming, mathematics of finance, sets and Venn diagrams, combinatorial techniques and an introduction to probability as well as applications from business, economics, social science, and personal finance.
Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** MATH 049 or MATH 045 or qualifying placement.
Advisory: ENG 001A.
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: A2 CalGETC: 2

**MATH 020 Programming and Problem Solving in MATLAB** **Units: 3**
This course utilizes the MATLAB environment to provide students with a working knowledge of computer-based problem-solving methods relevant to science and engineering. It introduces the fundamentals of procedural and object-oriented programming, numerical analysis, and data structures. Examples and assignments in the course are drawn from practical applications in engineering, physics, and mathematics.
Lecture Hours: 36 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: None CalGETC: 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 CalGETC: None

**MATH 045 Math Fundamentals for Social Science** **Units: 3**
This course focuses on solving problems using linear, exponential, and other models with an introduction to the concept of a function. Topics include solving and graphing linear and exponential functions, systems of linear equations and inequalities, evaluating rational exponential functions, evaluating and solving root functions and equations, evaluating multivariate functions, creating and analyzing a variety of tables and diagrams, and applications to social sciences and financial mathematics. This course satisfies the Math Competency for an Associate Degree.
Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** MATH 054 or qualifying placement.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**MATH 049 Intermediate Algebra** **Units: 3**
This course focuses on solving problems using linear, quadratic and exponential models with an introduction to the concept of a function in preparation for the STEM pathway. Topics include solving and graphing linear, quadratic and exponential equations, systems of linear equations, rational exponents, root equations, quadratic inequalities, circles and applications. This course satisfies the Math Competency for an Associate Degree.
Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** MATH 054 or qualifying placement.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: 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 or MATH 065.
Advisory: ENG 061.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NAA
COD GE: None CalGETC: None

**MATH 061 Math Study Skills** **Units: 1**
This course aids students in cultivating personal strategies to improve success in math courses. During this course, which may be taken concurrently with or before taking other mathematics courses, students will develop study skills specific for learning mathematics. Students receive a Pass/No Pass grade mark.
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: NAA
COD GE: None CalGETC: None

**MATH 065 College Arithmetic with Algebra** **Units: 4**
This is a course on arithmetic and algebra with an emphasis on the development of fundamental skills needed to succeed in college mathematics. Topics include adding, subtracting, multiplying, and dividing integers, decimals, fractions, and mixed numbers with an introduction to the concept and uses of variables. Other topics include percents; ratios; rates and proportions; the metric and American systems of measurement, including the conversion of units; simplifying algebraic expressions; and elementary geometry concepts such as perimeter, area, and volume.
Lecture Hours: 54 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NAA
COD GE: None CalGETC: None

**MATH 080 Mathematics in Science Support** **Units: 0.5**
This course is designed to support students currently enrolled in or planning to enroll in a science course at College of the Desert (although all students are welcome). Topics include: scientific notation, unit conversions, computing averages and percentages, mathematics vocabulary, interpreting and creating graphs and charts, logarithmic scales, and general problem-solving. Advisory: MATH 372 and ENG 061
Lecture Hours: None Lab Hours: 27 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: MATH 372 and ENG 061.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NAA
COD GE: None CalGETC: None

**MATH 089 Math/Science Study Center Lab Credit** **Units: 1**
The Math/Science study center is an open entry/open exit environment that provides opportunities for students to develop mathematical and scientific skills. Emphasis is on independent study, with some instructor guidance/assistance. Students receive a Pass/No Pass grade mark.
Corequisite: Enrollment in a credit mathematics or science course.
Lecture Hours: None Lab Hours: 54 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** Corequisite: Enrollment in a credit mathematics or science course.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NAA
COD GE: None CalGETC: None

**MATH 095A Math Work Experience** **Units: 1-5**
This work experience course of supervised employment provides students the opportunity to connect academics to applied experiential learning in the workplace. It assists students in developing transferable employability skills, career awareness, learning industry culture, competencies and norms, and developing professional networks that support career mobility. To enroll, students must have a job or internship placement in a part-time or full-time capacity. Credit may be accrued at the rate of one to five (1-5) units per semester based on the student's ability to meet the hours required per unit enrolled. Students must work 54 hours per unit earned. This Work Experience course is available to students whose job or internship placement is directly related to Mathematics.
Lecture Hours: None Lab Hours: 270 Repeatable: Yes
Grading: Letter
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**MATH 150 College Algebra for Liberal Arts and Humanities** **Units: 3**
This is a function oriented course that includes an examination of the general concept of a function and function notation. Topics include: Linear, polynomial, rational, exponential, and logarithmic functions, particularly their equations, graphs, and behavior. Other topics include: Transformations of functions, inverses, linear and non-linear inequalities and systems of equations.
Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** MATH 049 or qualifying placement.
Advisory: ENG 001A, MATH 150S.
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: A2 CalGETC: 2

**MATH 150S College Algebra for Liberal Arts Corequisite Support Lab** **Units: 1**
This is a laboratory course that supports students who are enrolled in college algebra. Hands on assignments and guided study that focuses on the 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. Additional topics include; improving arithmetic and algebra skills, reading and writing in mathematics, and preparing students for quizzes and tests in a college algebra course.
Lecture Hours: None Lab Hours: 54 Repeatable: Yes
Grading: Student Option
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NAA
COD GE: None CalGETC: None

**MATH 210S Calculus I Support** **Units: 0.5**
This course is designed to be taken concurrently with MATH 001A. The focus of this course is to review core prerequisite skills and concepts that are essential for calculus. Topics include recognizing, graphing, and solving equations and word problems involving polynomial, rational, exponential, logarithmic, trigonometric, and inverse trigonometric functions.
Lecture Hours: None Lab Hours: 27 Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NAA
COD GE: None CalGETC: None

**MATH 300 Math Edge** **Units: 0**
Students taking this course will review mathematical concepts and skills necessary for success in mathematics courses required for their general education and/or degree(s). They will also learn about the mathematics courses College of the Desert offers to help inform their future decisions. Students will also be guided in their transition from high school to college mathematics.
Noncredit Hours: 36 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**MATH 310 Statistics Support** **Units: 0**
This noncredit course helps students develop and practice concepts needed from arithmetic and algebra that are essential to understanding the basics of college-level statistics. The course is open to anyone but is intended for students taking statistics courses now or in the future.
Noncredit Hours: 27 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: Math 372.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**MATH 340 Business Calculus Support - Noncredit** **Units: 0**
This is a noncredit course that supports students who are enrolled in business calculus. It consists of hands-on assignments and guided study that focuses on functions and their rates of change; the graphs and general behavior of polynomial, rational, exponential, and logarithmic functions; algebra skills required in business calculus; limits; derivatives; integrals; reading and writing related to mathematics and its business application; and preparing students for assessments in a business calculus course.
Noncredit Hours: 36 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**MATH 350 College Algebra for Liberal Arts Corequisite Support Units: 0**
This is a noncredit course that supports students who are enrolled in college algebra. It consists of hands-on assignments and guided study that focuses on the general concept of a function and function notation; polynomial, rational, exponential, and logarithmic functions and their graphs and behavior; arithmetic and algebra skills; reading and writing in mathematics; and preparing students for quizzes and tests in a college algebra course.
Noncredit 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 CalGETC: None

**MATH 351 College Algebra for STEM Support Units: 0**
This course is designed to support students learning college algebra. The focus of this course is to review core prerequisite skills and concepts with an emphasis on critical thinking and problem solving to increase likelihood of success in College Algebra. This course builds quantitative literacy, connecting learning strategies and mathematical knowledge necessary for success in learning college algebra.
Noncredit Hours: 36 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**MATH 355A Trigonometry Support Units: 0**
This course is designed to be taken concurrently with MATH 005: Trigonometry. The focus of this course is to review core skills and concepts with an emphasis on critical thinking and problem solving to increase likelihood of success in Trigonometry. This course builds quantitative literacy, connecting learning strategies and mathematical knowledge necessary for successful completion of MATH 005. Advisory: Math 374
Noncredit Hours: 36 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: Math 374 .
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**MATH 355B Pre-Calculus Support Units: 0**
This course is designed to support students learning Pre-Calculus. The focus of this course is to review core prerequisite skills and concepts with an emphasis on critical thinking and problem solving to increase likelihood of success in Pre-Calculus. This course builds quantitative literacy, connecting learning strategies and mathematical knowledge necessary for success when learning Pre-Calculus.
Noncredit Hours: 36 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**MATH 361 Math Study Skills - Noncredit Units: 0**
This course aids students in cultivating personal strategies to improve success in math courses. During this course, which may be taken concurrently with or before taking other mathematics courses, students will develop study skills specific for learning mathematics. Students receive a Pass/No Pass grade mark.
Noncredit 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 CalGETC: None

**MATH 370A Arithmetic of Whole Numbers-Module 1 Units: 0**
This is a course in basic operations of arithmetic of whole numbers. Topics include the definition of whole numbers; adding and subtracting whole numbers; writing whole numbers in standard and expanded notation; and applications of adding and subtracting whole numbers.
Noncredit 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 CalGETC: None

**MATH 370B Arithmetic of Whole Numbers-Module 2 Units: 0**
This is a course in basic operations of arithmetic of whole numbers. Topics include the definitions of prime and composite numbers; multiplying and dividing whole numbers; factoring whole numbers into products of prime numbers; finding the quotient and remainder in a division problem; and applications of operations with whole numbers. Additional emphasis includes basic whole number facts, such as multiplication tables, divisibility criteria, and the order of operations on whole numbers.
Noncredit 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 CalGETC: None

**MATH 370C Arithmetic of Integers-Module 1 Units: 0**
This is a course in basic operations of arithmetic of integers. Topics include the definition of integers; adding and subtracting integers; graphing integers on the real number line; using absolute value to calculate distance between two integers; and applications of integers and their sums and differences.
Noncredit Hours: 18 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: MATH 370A & MATH 370B.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**MATH 370D Arithmetic of Integers-Module 2** **Units: 0**
This is a course in basic operations of arithmetic of integers. Topics include multiplying and dividing integers; graphing integers on the real number line; exponents; the order of operations; and applications of integers and their products and quotients.
Noncredit Hours: 18 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: MATH 370A, MATH 370B, & MATH 370C.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**MATH 370E Arithmetic of Rational Numbers-Module 1** **Units: 0**
This is a course in basic arithmetic of rational numbers. Topics include the definitions of rational numbers and proper and improper fractions; multiplying and dividing 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.
Noncredit Hours: 18 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: MATH 370B, MATH 370C & MATH 370D.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**MATH 370F Arithmetic of Rational Numbers-Module 2** **Units: 0**
This is a course in basic arithmetic of rational numbers. Topics include the definition of mixed numbers; adding and subtracting fractions with common denominators; converting between mixed numbers and improper fractions; graphing rational numbers on the real number line; finding the least common denominators of two or more fractions using prime factorization; adding and subtracting fractions with different denominators; and applications of rational numbers. Additional emphasis includes the order of operations on rational numbers and natural number exponents with mixed number bases.
Noncredit 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 CalGETC: None

**MATH 372 Foundations of Mathematics Support - Noncredit** **Units: 0**
This is a noncredit course focusing on the fundamental mathematical principles needed for success in mathematics and science courses requiring skills in algebra. Topics include operations on integers, decimals, fractions, and mixed numbers; the concept and uses of variables; percents, ratios, rates, and proportions; the metric and American systems of measurement, including the conversion of units; and simplifying algebraic expressions.
Noncredit 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 CalGETC: None

**MATH 374 Algebra Concepts Support - Noncredit** **Units: 0**
This is a noncredit course on algebra concepts that focuses on the real number system and the use of algebraic expressions, equations, and inequalities in problem solving. Topics include properties of the real numbers; arithmetic of algebraic expressions including polynomials; solving linear equations and inequalities in one variable; factoring polynomials; the Cartesian coordinate system; and equations and graphs of linear equations in two variables. The proper use of math notation and precise language is emphasized. Applications problems will include various phenomena that can be modeled with algebraic expressions, equations, and/or inequalities. Optional topics include rational, radical, exponential and logarithmic equations and their applications, and an introduction to functions.
Noncredit 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 CalGETC: None

**MATH 380 Mathematics in Science Support - Noncredit** **Units: 0**
This noncredit course is designed to support students currently enrolled in or planning to enroll in a science course at College of the Desert (although all students are welcome). Topics include: scientific notation, unit conversions, computing averages and percentages, mathematics vocabulary, interpreting and creating graphs and charts, logarithmic scales, and general problem-solving.
Noncredit Hours: 27 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: MATH 372 and ENG 061.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**MATH 387 Math/Science Study Center Lab 1** **Units: 0**
The Math/Science study center is an open entry/open exit environment which provides opportunities to develop mathematical and scientific skills. Emphasis is on independent study, with some instructor guidance/assistance. Corequisite: Enrollment in a credit mathematics or science course.
Noncredit Hours: 27 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**MATH 388 Math/Science Study Center Lab 2** **Units: 0**
The Math/Science study center is an open entry/open exit environment which provides opportunities to develop mathematical and scientific skills. Emphasis is on independent study, with some instructor guidance/assistance. Corequisite: Enrollment in a credit mathematics or science course.
Noncredit 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 CalGETC: None

**MATH 410 Calculus I Support** **Units: 0**
This noncredit course is designed to be taken concurrently with MATH 001A. The focus of this course is to review core prerequisite skills and concepts that are essential for calculus. Topics include recognizing, graphing, and solving equations and word problems involving polynomial, rational, exponential, logarithmic, trigonometric, and inverse trigonometric functions.
Noncredit Hours: 36 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**MATH 420 Calculus II Support** **Units: 0**
This noncredit course is designed to be taken concurrently with MATH 001B. The focus of this course is to review core prerequisite skills and concepts that are essential for second semester calculus. Topics include limits, derivatives, graphing functions, applications of derivatives, the Fundamental Theorem of Calculus, and integration basics.
Noncredit Hours: 36 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**MATH 955 Precalculus & Trigonometry** **Units: 6**
This course is an intense course covering both trigonometry and precalculus topics to prepare students for calculus. In this course, students will study: polynomial, absolute value, radical, rational, exponential, and logarithmic functions; analytic geometry; polar coordinates; trigonometric functions, their inverses, and their graphs; trigonometric identities and proofs; trigonometric equations; solving right triangles; solving triangles using the Law of Cosines and the Law of Sines; and vectors.
Lecture Hours: 90 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** MATH 049 or qualifying placement.
Advisory: ENG 001A, Advisory Corequisites: MATH 355A, MATH 355B.
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: A2 CalGETC: 2

# 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: None
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CalGETC: 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: None
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CalGETC: 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 CalGETC: 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: None
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CalGETC: 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: A3 CalGETC: 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: A3 CalGETC: 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: A3 CalGETC: 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: A3 CalGETC: 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: A3 CalGETC: 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: A3 CalGETC: 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 CalGETC: None

**MUS 021A Piano I** **Units: 1**
This course is an introduction to beginning keyboard skills, including notation. It includes basic technique, major and minor five finger patterns, major scales, sight reading and basic chord progressions, as they are encountered in beginning piano music. (C-ID MUS 170)
Lecture Hours: None 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 CalGETC: None

**MUS 021B Piano II** **Units: 1**
In this course students refine and further develop beginning keyboard skills. This includes piano technique, major scales and arpeggios, sight-reading, chord progressions and harmonization and transposition skills, as encountered in upper-beginning/early intermediate piano music. C-ID: MUS 171
Lecture Hours: None 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 CalGETC: None

**MUS 021C Piano III** **Units: 1**
This course will allow students to refine and develop beginning keyboard skills. Piano technique, major and minor scales and arpeggios, sight-reading, expanded chord progressions, and harmonization and transposition skills are encountered in intermediate piano music. (C-ID MUS 172)
Lecture Hours: None 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 CalGETC: 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 CalGETC: 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 CalGETC: 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 CalGETC: None

**MUS 023A Jazz/Rock/Pop Voice I** **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 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 CalGETC: None

**MUS 023B Jazz/Rock/Pop Voice II** **Units: 2**
This course involves group study of interpretation and presentation of solo contemporary and commercial vocal idioms, including popular songs, jazz, gospel, show tunes, and track singing. It is designed for those pursuing certificates in commercial music and/or musical theatre.
Lecture Hours: 18 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** MUS 023A.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CalGETC: 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 CalGETC: 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 CalGETC: 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 CalGETC: 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: None
Limitation on enrollment: Audition required to confirm eligibility for,enrollment
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CalGETC: None

**MUS 033 Symphonic Band** **Units: 1**
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 CalGETC: None

**MUS 039A Beginning Class Guitar** **Units: 2**
This is a beginning course designed for the non-music major covering fundamentals of guitar technique and reading basic musical notation. Emphasis is on beginning sound production for guitar. Music from Classical, Flamenco, Latin, and popular songs will be covered.
Lecture Hours: 18 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: MUS 012.
Limitation on enrollment: Courses Related in Content
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CalGETC: None

**MUS 039B Intermediate Class Guitar** **Units: 2**
This is an intermediate course designed for the non-music major that continues the development of guitar technique introduced in MUS 039A. Emphasis on perfecting sound production and mastery of all aspects of the guitar. Music from Classical, Flamenco, Latin, and popular songs will be covered.
Lecture Hours: 18 Lab Hours: 54 Repeatable: No
Grading: 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 CalGETC: None

**MUS 039C Advanced Class Guitar** **Units: 2**
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 CalGETC: None

**MUS 050A Beginning Jazz/Rock Guitar** **Units: 2**
This is a beginning course designed for the non-music major covering fundamentals of guitar technique, reading music notation, improvisation, and the history of the guitar beginning in 1920. Music from jazz, rock, country, and other contemporary styles will be explored.
Lecture Hours: 18 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: MUS 012.
Limitation on enrollment: Courses Related in Content
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CalGETC: None

**MUS 050B Intermediate Jazz/Rock Guitar** **Units: 2**
This is an intermediate course designed for the non-music major that continues the development of concepts introduced in MUS 050A. Music from jazz, rock, country, and other contemporary styles will be covered.
Lecture Hours: 18 Lab Hours: 54 Repeatable: No
Grading: 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 CalGETC: None

**MUS 050C Advanced Jazz/Rock Guitar** **Units: 2**
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 CalGETC: None

**MUS 078A Electronic Music Production** **Units: 3**
This course is an introduction to the history, theory and practice of using MIDI (Musical Instrument Digital Interface), hardware and software synthesizers, drum machines, samplers and other electronic instruments along with software Sequencers.
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 CalGETC: None

**MUS 078B Audio Recording Fundamentals** **Units: 3**
This course is an introduction to audio and music recording concepts, techniques, terminology and practices. Topics covered include acoustics, psychoacoustics, console/mixer topology, microphones, magnetism, audio processors, loudspeakers and recording software (Digital Audio Workstations).
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 CalGETC: None

**MUS 078C Live Sound Reinforcement I** **Units: 3**
This course is an introduction to live sound reinforcement. Topics will primarily be focused on reinforcement for live music performance, but will also touch upon public address systems, live sound for theatrical productions, sound system design and maintenance.
Lecture Hours: 36 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: MUS 078B.
Limitation on enrollment: Courses Related in Content
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**MUS 078D Digital Audio IV Capstone** **Units: 1**
This is the culminating course for the Basic and Advanced Commercial Music certificate programs. Students will apply knowledge and skills obtained in Digital Audio I through III with those obtained in theory, songwriting, and performance courses within the Commercial Music program. Students will create a multiple song/composition recording project by serving as recording engineer and any combination of performer, composer, or songwriter. In addition, students will utilize business skills obtained through courses within the commercial music certificate programs to create a marketing and distribution plan for the recording.
Lecture Hours: None Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** MUS 078C and MUS 003 or MUS 021C or MUS 023 or MUS 050B.
Advisory: None
Limitation on enrollment: Courses Related in Content
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**MUS 079 Introduction to Music Business** **Units: 3**
This course covers a wide range of topics specifically related to the Music Industry. Topics such as copyright, publishing, licensing, distribution, artist management, music attorneys, record label structure and personnel, administration, multimedia and promotion will be covered throughout the course to provide students with the necessary knowledge to begin a career in the Music Industry or to continue studies in the field.
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 CalGETC: None

**MUS 080B Audio recording II: Multitrack Recording** **Units: 3**
This course is a continuation of Audio Recording Fundamentals (MUS 078B). Skills acquired in MUS 078B will be developed and built-upon, as well as introduction and development of new skill sets in Audio Recording. This course will focus primarily on studio recording topics and skills in a studio recording environment like intermediate/advanced recording console topology, band or ensemble recording/tracking, patchbays, outboard gear, acoustic isolation, headphone/monitor mixes, basic mixing techniques, and others.
Lecture Hours: 36 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** MUS 078B and.
Advisory: MUS 021A.
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**MUS 080C Live Sound Reinforcement II** **Units: 3**
Live Sound Reinforcement II covers more advanced topics and techniques in live sound including hanging and tuning line array systems, advanced mixing techniques for music, theater, and corporate events, speaker time alignment, wireless microphones, and in-ear monitor systems.
Lecture Hours: 36 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** MUS 078C.
Advisory: None
Limitation on enrollment: Courses Related in Content
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**MUS 081E Live Sound Primer for Amp Summer Camp** **Units: 1**
This course is a basic primer on the basics of live sound reinforcement. A brief introduction on the topics of PA Setup, live sound mixers, microphones, loudspeakers, gain staging, cabling, and room acoustics will be covered. This is designed to be offered as a concurrent enrollment course for high school students in the AMP (Academy of Musical Performance)/COD Summer Camp program.
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 CalGETC: 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 CalGETC: 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 CalGETC: 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 CalGETC: 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 CalGETC: 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 CalGETC: 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 CalGETC: None

**MUS 095A Music Work Experience** **Units: 1-5**
This work experience course of supervised employment provides students the opportunity to connect academics to applied experiential learning in the workplace. It assists students in developing transferable employability skills, career awareness, learning industry culture, competencies and norms, and developing professional networks that support career mobility. To enroll, students must have a job or internship placement in a part-time or full-time capacity. Credit may be accrued at the rate of one to five (1-5) units per semester based on the student's ability to meet the hours required per unit enrolled. Students must work 54 hours per unit earned. This Work Experience course is available to students whose job or internship placement is directly related to Music.
Lecture Hours: None Lab Hours: 270 Repeatable: Yes
Grading: Letter
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: 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
**Prerequisite:** Corequisite: MUS 027 or MUS 028 or MUS 033 and MUS 012 or MUS 001 or MUS 002 or MUS 003.
Advisory: None
Limitation on enrollment: Successful music major audition
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CalGETC: 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
**Prerequisite:** Corequisite: MUS 029 or MUS 031 and MUS 012 or MUS 001 or MUS 002 or MUS 003.
Advisory: None
Limitation on enrollment: Successful music major audition
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CalGETC: None

**MUS 333 Symphonic Band** **Units: 0**
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.
Noncredit Hours: 54 Repeatable: Yes
Grading: Letter
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: 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: NR 001L .
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: A5 CalGETC: 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: A5 CalGETC: 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 CalGETC: 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 CalGETC: 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 CalGETC: 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 CJ 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 CalGETC: 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 CalGETC: None

**NR 021 Introduction to GIS** **Units: 3**
Geographic Information Systems (GIS) are software systems that allow users to integrate spatially related information from spreadsheets with smart mapping capabilities. In this course, students work with ESRI ArcGIS software to learn fundamental concepts of performing GIS tasks: identification and acquisition of GIS data; assessment of vector and raster systems, scale, resolution, map projection, coordinate systems; georeferencing and Global Positioning Systems (GPS); spatial analysis and modeling with GIS. Students will also learn how GIS technology can be applied to many fields including environmental research, government, business, real estate, health care, urban planning, fire technology, agriculture, landscape design, anthropology, and more. (Equivalent to GIS 021.)(C-ID GEOG 155)
Lecture Hours: 36 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: AIS 005.
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CalGETC: 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: Letter
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: 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 may be required.
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 CalGETC: 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 CalGETC: 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 CalGETC: 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 CalGETC: 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 CalGETC: 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 CalGETC: 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 CalGETC: None

**NR 095A Natural Resources Work Experience** **Units: 1-5**
This work experience course of supervised employment provides students the opportunity to connect academics to applied experiential learning in the workplace. It assists students in developing transferable employability skills, career awareness, learning industry culture, competencies and norms, and developing professional networks that support career mobility. To enroll, students must have a job or internship placement in a part-time or full-time capacity. Credit may be accrued at the rate of one to five (1-5) units per semester based on the student's ability to meet the hours required per unit enrolled. Students must work 54 hours per unit earned. This Work Experience course is available to students whose job or internship placement is directly related to Natural Resources.
Lecture Hours: None Lab Hours: 270 Repeatable: Yes
Grading: Letter
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**NR 321A Map Layout & Presentation** **Units: 0**
Geographic Information Systems (GIS) are software systems that allow users to integrate spatially related information from spreadsheets with smart mapping capabilities. In this course, students work with ESRI ArcGIS software to learn fundamental concepts of performing GIS tasks: identification and acquisition of GIS data; assessment of vector and raster systems, scale, resolution, map projection, coordinate systems; georeferencing and Global Positioning Systems (GPS). Students will also learn how GIS technology can be applied to many fields including environmental research, government, business, real estate, health care, urban planning, fire technology, agriculture, landscape design, anthropology, and more. (Equivalent to GIS 321A.)
Noncredit Hours: 45 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**NR 321B Editing & Analyzing Map Data** **Units: 0**
Geographic Information Systems (GIS) are software systems that allow users to integrate spatially related information from spreadsheets with smart mapping capabilities. In this course, students work with Environmental Systems Research Institute (ESRI) ArcGIS software to learn fundamental concepts of performing GIS tasks: assessment of vector and raster systems, scale, resolution, map projection, coordinate systems; (GPS); querying and editing spatial analysis and modeling with GIS. Students will also learn how GIS technology can be applied to many fields including environmental research, government, business, real estate, health care, urban planning, fire technology, agriculture, landscape design, anthropology, and more. Students will learn how to create web-based interactive maps and web applications using ESRI's ArcGIS Online platform. (Equivalent to GIS 321B.)
Noncredit Hours: 45 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** NR 321A or GIS 321A or concurrent enrollment.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: 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 CalGETC: None

**N 003A Concepts of Nursing Practice - 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 $80.00 - $175.00 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 CalGETC: None

**N 003B Issues in Nursing** **Units: 0.5**
This course introduces the student to the non-clinical aspects of nursing and discusses professional, credentialing, collective bargaining, nursing organizations, and legal, ethical and bioethical issues frequently encountered by the new graduate. This course may be used for continuing education credit.
Lecture Hours: 9 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** N 002.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**N 004 Concepts of Nursing Practice-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. A materials fee of $20.00 - $50.00 is required for this course to cover lab learning activities.
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 CalGETC: None

**N 057 Transition to Registered Nursing** **Units: 2.5**
This course is designed for licensed vocational nurses (LVN) seeking to transition into the role of a registered nurse (RN). It provides theoretical knowledge and practical skills necessary for success in the second year of the Associate Degree Nurse (ADN) program. Students will gain a deeper understanding of nursing concepts and refine their clinical skills through both theoretical and hands-on-laboratory experiences. This course is required for application to the LVN to RN program and must occur within 2 years of successful completion of the course. A materials fee of $90.00-$135.00 is required for this course to cover lab learning activities skills kit.
Lecture Hours: 27 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: BI 013, BI 014, BI 015, ENG 001A.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**NRN 110 Foundations of Nursing Practice** **Units: 3.5**
This Foundational course introduces students to the organizing framework of the program and to basic concepts of the nursing process. Optimum wellness concepts, and promoting, maintaining, or restoring health for the client are presented in the classroom. Concepts of professionalism, evidenced-based practice, holistic client-centered care, communication, and safety are integrated throughout the course. Students must be concurrently enrolled in NRN 110C. Students entering into the advanced placement option requesting credit for prior learning will receive "credit" as a grade for this course. Limitation on enrollment: Acceptance into the registered nursing program.
Lecture Hours: 63 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** BI 013 BI 014 BI 015 ENG 001A.
**Corequisite:** NRN 110C.
Advisory: None
Limitation on enrollment: Acceptance to the Registered Nursing Program

Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**NRN 110C Foundations of Nursing Practice: Clinical** **Units: 3.5**
This course focuses on learning and applying the skills required to meet the basic needs and maintenance of clients to achieve optimal wellness. Students will care for clients with common alterations in health. Program concepts of professionalism, evidenced-based practice, holistic patient-centered care, communication, and safety are integrated throughout this clinical course. Students must be concurrently enrolled in NRN 110. Learning will take place in various clinical settings. A materials fee of $45-$90 is required for this course to cover lab learning activities. Students entering into the advanced placement option requesting credit for prior learning will receive "credit" as a grade for this course.
Lecture Hours: None Lab Hours: 189 Repeatable: No
Grading: Pass/No Pass
**Prerequisite:** BI 013 BI 014 BI 015 ENG 001A.
**Corequisite:** NRN 110, NRN 110C.
Advisory: None
Limitation on enrollment: Acceptance to the Registered Nursing Program

Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**NRN 120 Concepts of Nursing: Commonly Occurring Alterations** **Units: 3.5**
This course focuses on promoting, maintaining, and/or restoring the health of adult clients experiencing commonly occurring alterations in health. Previously learned nursing principles will be used as building blocks to plan holistic care and promote optimal wellness. Program concepts of professionalism, evidenced-based practice, holistic client-centered care, communication, and safety are integrated throughout the course. Students must be concurrently enrolled in NRN 120C and NRN 120L. Students entering into the advanced placement option requesting credit for prior learning will receive "credit" as a grade for this course.
Lecture Hours: 63 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** NRN 110 NRN 110C BI 013 BI-014 BI-015 ENG-001A.
**Corequisite:** NRN 120C, NRN-120L.
Advisory: None
Limitation on enrollment: Acceptance to the Registered Nursing Program

Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**NRN 120C Concepts of Nursing: Commonly Occurring Alterations: Clinical** **Units: 3**
This course focuses on learning and applying skills required to meet the basic needs and maintenance of clients to achieve optimal wellness. Students will care for clients with alterations in health. Program concepts of professionalism, evidenced-based practice, holistic client-centered care, communication, and safety are integrated throughout this clinical course. Learning will take place in various clinical settings. Students must be concurrently enrolled in NRN 120 and NRN 120L. Students entering into the advanced placement option requesting credit for prior learning will receive "credit" as a grade for this course.
Lecture Hours: None Lab Hours: 162 Repeatable: No
Grading: Pass/No Pass
**Prerequisite:** NRN 110 NRN 110C.
**Corequisite:** NRN 120, NRN 120L.
Advisory: None
Limitation on enrollment: Acceptance to the Registered Nursing Program

Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**NRN 120L Alterations in Health: Lab** **Units: 0.5**
This course applies theoretical concepts to psychomotor skills for the care of clients with alterations in health. The course builds on previously learned concepts as well as concepts introduced in NRN 120. A course material fee range of $175-$210 covers the lab kit. Students entering into the advanced placement option requesting credit for prior learning will receive "credit" as a grade for this course.
Lecture Hours: None Lab Hours: 27 Repeatable: No
Grading: Pass/No Pass
**Prerequisite:** NRN 110C.
**Corequisite:** NRN 120, NRN 120C.
Advisory: None
Limitation on enrollment: Acceptance to the Registered Nursing Program

Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**NRN 130 Concepts of Nursing: Mental Health** **Units: 1**
This course focuses on promoting, maintaining, or restoring the health of clients with alterations in mental health. Previously learned nursing principles will be used as building blocks to plan care for the needs of clients. Program concepts of professionalism, evidenced-based practice, holistic client-centered care, communication, and safety are integrated throughout the course. Students must be concurrently enrolled in NRN 130C. Students entering into the advanced placement option requesting credit for prior learning will receive "credit" as a grade for this course. Limitation on enrollment: Acceptance into the registered nursing program.
Lecture Hours: 18 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** Corequisite: NRN 130C.
Advisory: None
Limitation on enrollment: Acceptance to the Registered Nursing Program

Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**NRN 130C Concepts of Nursing: Mental Health Clinical** **Units: 1**
This course focuses on promoting, maintaining, or restoring health of clients with alterations in mental health. Previously learned nursing principles will be used as building blocks to plan care for the needs of clients. Program concepts of professionalism, evidenced-based practice, holistic client-centered care, communication, and safety are integrated throughout the course. Students must be concurrently enrolled in NRN 130. Students entering into the advanced placement option requesting credit for prior learning will receive "credit" as a grade for this course. Limitation on enrollment: Acceptance into the registered nursing program.
Lecture Hours: None Lab Hours: 54 Repeatable: No
Grading: Pass/No Pass
**Prerequisite:** NRN 110C NRN 110 or credit for prior learning.
**Corequisite:** NRN 130.
Advisory: None
Limitation on enrollment: Acceptance to the Registered Nursing Program

Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**NRN 140 Concepts of Nursing: Gerontology** **Units: 1**
This course focuses on promoting, maintaining, or restoring the health of older adult clients. Previously learned nursing principles will be used as building blocks to plan care for the needs of clients. Program concepts of professionalism, evidenced-based practice, holistic client-centered care, communication, and safety are integrated throughout the course. Students must be concurrently enrolled in NRN 140C. Students entering into the advanced placement option requesting credit for prior learning will receive "credit" as a grade for this course. Limitation on enrollment: Acceptance into the registered nursing program.
Lecture Hours: 18 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** Corequisite: NRN 140C.
Advisory: None
Limitation on enrollment: Acceptance to the Registered Nursing Program

Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**NRN 140C Concepts of Nursing: Gerontology Clinical** **Units: 1**
This course focuses on promoting, maintaining, or restoring the health of older adult clients. Previously learned nursing principles will be used as building blocks to plan care for the needs of clients. Program concepts of professionalism, evidenced-based practice, holistic client-centered care, communication, and safety are integrated throughout the course. Students must be concurrently enrolled in NRN 140. Students entering into the advanced placement option requesting credit for prior learning will receive "credit" as a grade for this course. Limitation on enrollment: Acceptance into the registered nursing program.
Lecture Hours: None Lab Hours: 54 Repeatable: No
Grading: Pass/No Pass
**Prerequisite:** NRN 110 NRN 110C or credit for prior learning.
**Corequisite:** NRN 140.
Advisory: None
Limitation on enrollment: Acceptance to the Registered Nursing Program

Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**NRN 210 Chronic Alterations in Health** **Units: 3.5**
This course focuses on promoting, maintaining, or restoring health of adult clients with chronic alterations in health. Previously learned nursing principles will be used as building blocks to plan care for the needs of clients. Program concepts of professionalism, evidenced-based practice, holistic client-centered care, communication, and safety are integrated throughout the course. Students must be concurrently enrolled in NRN 210C and NRN 210L.
Lecture Hours: 63 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** NRN 120.
**Corequisite:** NRN 210C, NRN 210L.
Advisory: None
Limitation on enrollment: Acceptance to the Registered Nursing Program

Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**NRN 210C Chronic Alterations in Health: Clinical** **Units: 3**
This course provides an opportunity to apply the knowledge from co-requisite courses to the care of adult clients experiencing chronic alterations in health. Previously learned nursing principles will be used as building blocks to plan care for the needs of clients. Program concepts of professionalism, evidenced-based practice, holistic client-centered care, communication, and safety are integrated throughout the course. Learning will take place in various clinical settings. Students must be concurrently enrolled in NRN 210 and NRN 210L.
Lecture Hours: None Lab Hours: 162 Repeatable: No
Grading: Pass/No Pass
**Prerequisite:** NRN 120C.
**Corequisite:** NRN 210, NRN 210L.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**NRN 210L Chronic Alterations in Health: Lab** **Units: 0.5**
This course applies theoretical concepts to psychomotor skills for the care of clients with chronic alterations in health. The course builds on previously learned concepts as well as concepts introduced in NRN 210. This course has a material fee of $80.00-175.00. Students must be concurrently enrolled in NRN 210 and NRN 210C.
Lecture Hours: None Lab Hours: 27 Repeatable: No
Grading: Pass/No Pass
**Prerequisite:** NRN 120L.
**Corequisite:** NRN 210, NRN 210C.
Advisory: None
Limitation on enrollment: Acceptance to the Registered Nursing Program

Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**NRN 220 Acute Complex Alterations in Health** **Units: 3**
This course focuses on promoting, maintaining, or restoring the health of adult clients with acute and complex alterations in health. Previously learned nursing principles will be used as building blocks to plan care for the needs of clients. Program concepts of professionalism, evidence-based practice, holistic client-centered care, communication, and safety are integrated throughout the course. Students must be concurrently enrolled in NRN 220C and 220L. Prerequisite: NRN 210
Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** NRN 210.
**Corequisite:** NRN 220L, and NRN 220C.
Advisory: None
Limitation on enrollment: Acceptance to the Registered Nursing Program

Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**NRN 220C Acute Complex Alterations in Health Clinical** **Units: 3**
This course provides an opportunity to apply the knowledge from co-requisite courses to the care of adult clients experiencing acute and complex alterations in health. Previously learned nursing principles will be used as building blocks to plan care for the needs of clients. Program concepts of professionalism, evidenced-based practice, holistic client-centered care, communication, and safety are integrated throughout the course. Learning will take place in various clinical settings. Students must be concurrently enrolled in NRN 220 and NRN 220L.
Lecture Hours: None Lab Hours: 162 Repeatable: No
Grading: Pass/No Pass
**Prerequisite:** NRN 210C.
**Corequisite:** NRN 220, NRN 220L.
Advisory: None
Limitation on enrollment: Acceptance to the Registered Nursing Program

Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**NRN 220L Acute Complex Alterations in Health Lab** **Units: 0.5**
This course applies theoretical concepts to psychomotor skills for the care of clients with acute and complex alterations in health. This course has a materials fee of $0-50.00. The course builds on previously learned concepts as well as concepts introduced in NRN 220 and NRN 220C.
Lecture Hours: None Lab Hours: 27 Repeatable: No
Grading: Pass/No Pass
**Prerequisite:** NRN 210 NRN 210C NRN 210L.
**Corequisite:** NRN 220, NRN 220C.
Advisory: None
Limitation on enrollment: Acceptance to the Registered Nursing Program

Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**NRN 230 Pediatric Health and Wellness** **Units: 1**
This course focuses on promoting, maintaining, and restoring health of the growing child. Emphasis is on the pediatric client whose optimum level of wellness is altered by common conditions. Program concepts of professionalism, evidenced-based practice, holistic patient-centered care, communication, and safety are integrated throughout this course. Students must be concurrently enrolled in NRN 230C. Students entering into the advanced placement option requesting credit for prior learning will receive "credit" as a grade for this course. Limitation on enrollment: Acceptance into the registered nursing program.
Lecture Hours: 18 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** Corequisite: NRN 230C.
Advisory: None
Limitation on enrollment: Acceptance to the Registered Nursing Program

Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**NRN 230C Pediatric Health & Wellness Clinical** **Units: 1**
This course focuses on promoting, maintaining, and restoring health of the growing child. Emphasis is on the pediatric client whose optimum level of wellness is altered by common conditions. Program concepts of professionalism, evidenced-based practice, holistic client-centered care, communication, and safety are integrated throughout this course. Students must be concurrently enrolled in NRN 230. Students entering into the advanced placement option requesting credit for prior learning will receive "credit" as a grade for this course. Limitation on enrollment: Acceptance into the registered nursing program.
Lecture Hours: None Lab Hours: 54 Repeatable: No
Grading: Pass/No Pass
**Prerequisite:** Corequisite: NRN 230.
Advisory: None
Limitation on enrollment: Acceptance to the Registered Nursing Program

Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**NRN 240 Health & Wellness in Growing Families** **Units: 1**
This course focuses on promotion, maintaining, and restoring health of growing families. Emphasis is on the woman during the antepartum, intrapartum, postpartum phases of pregnancy, as well as newborn nursing care. Program concepts of professionalism, evidenced-based practice, holistic patient-centered care, communication, and safety are integrated throughout this course. Students must be concurrently enrolled in NRN 240C. Students entering into the advanced placement option requesting credit for prior learning will receive "credit" as a grade for this course. Limitation on enrollment: Acceptance into the registered nursing program.
Lecture Hours: 18 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** Corequisite: NRN 240C.
Advisory: None
Limitation on enrollment: Acceptance to the Registered Nursing Program

Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**NRN 240C Health & Wellness in the Growing Family : Clinical** **Units: 1**
This course focuses on promoting, maintaining, and restoring health of growing families and applying theoretical concepts to clinical practice. Emphasis is on the nursing care of the woman during the antepartum, intrapartum, postpartum phases of pregnancy, as well as newborn nursing care. Program concepts of professionalism, evidenced-based practice, holistic client-centered care, communication, and safety are integrated throughout this clinical course. Students must be concurrently enrolled in NRN 240. Students entering into the advanced placement option requesting credit for prior learning will receive "credit" as a grade for this course. Limitation on enrollment: Acceptance into the nursing program.
Lecture Hours: None Lab Hours: 54 Repeatable: No
Grading: Pass/No Pass
**Prerequisite:** NRN 210C NRN 210.
**Corequisite:** NRN 240.
Advisory: None
Limitation on enrollment: Acceptance to the Registered Nursing Program

Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**NRN 250 Transition to Practice** **Units: 0.5**
This course focuses on the role transition from Student Nurse to Professional Nurse. Activities will prepare students to apply for, interview for, and begin employment as new graduate nurses. The program concept of professionalism is the primary emphasis of this course.
Lecture Hours: 9 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** NRN 220 or concurrent enrollment.
Advisory: None
Limitation on enrollment: Acceptance to the Registered Nursing Program

Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

# Philosophy (PHIL)

**PHIL 001 Logic & Critical Thinking** **Units: 3**
An introduction to the principles of inductive and deductive inference and their practical applications in everyday situations such as problem solving and the evaluation of arguments. The uses of language, formal and informal fallacies, syllogistic argument forms, and scientific method will be examined. Emphasis is placed on developing the ability to integrate the principles of critical thinking with the techniques of effective written argument.
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 CalGETC: None

**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:** None
Advisory: ENG 001A or ENGL C1000 or ENGL C1000E or college-level composition or equivalent.
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: A4 CalGETC: 4

**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: A3 CalGETC: 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: A3 CalGETC: 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: A2 CalGETC: 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: A3 CalGETC: 3B, 4

**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: A3, A4, A7 CalGETC: 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: A3 CalGETC: 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 & ENG 061.
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: A3 CalGETC: 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:** .
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 CalGETC: 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: A5 CalGETC: 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 100S; PHYS 105)
Lecture Hours: 54 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** MATH 005 .
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU/UC* Degree Applicable: AA/AS
COD GE: A5 CalGETC: 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: A5 CalGETC: 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: A5 CalGETC: 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 MATH 001B or concurrent enrollment.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU/UC* Degree Applicable: AA/AS
COD GE: A5 CalGETC: 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: A5 CalGETC: 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: None CalGETC: 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:** PH 003A & MATH 001B.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CalGETC: 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:** ENGR 011 or PH 011.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CalGETC: 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: A5 CalGETC: 5A

**PH 017L Introduction to Meteorology Lab** **Units: 1**
This laboratory course is designed to reinforce and enhance the material covered in PH 017, Introduction to Meteorology. It includes activities about the earth's atmosphere, energy budgets, air pollution and global warming, clouds and precipitation, weather systems and forecasting, and severe weather.
Lecture Hours: None Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** MATH 054 & ENG 061.
**Corequisite:** PH 017 or previously completed.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: A5 CalGETC: 5C

**PH 020A Physics for Life Sciences Majors I** **Units: 4**
This is a calculus-based physics course designed for life science majors and transfers. This course is the first semester of the two semester Physics 20 sequence. Topics include mechanics, simple harmonic motion, fluids, and thermodynamics. This course is offered in Fall semesters.
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: A5 CalGETC: 5A

**PH 020B Physics for Life Sciences Majors II** **Units: 4**
This is a calculus-based physics course designed for majors not seeking a degree in the sciences or engineering. This course is the second semester of the Physics 20 sequence. Topics include electricity, magnetism, waves, optics, and selected topics from modern physics. This course is offered in the Spring semester of odd-numbered years. Note: The Physics 20 sequence satisfies the physics requirement for some pre-professional students. (C-ID PHYS 100 S and PHYS 110)
Lecture Hours: 54 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** PH 020A MATH 001B or concurrent enrollment.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: A5 CalGETC: 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 CalGETC: None

**PH 095A Physics Work Experience** **Units: 1-5**
This work experience course of supervised employment provides students the opportunity to connect academics to applied experiential learning in the workplace. It assists students in developing transferable employability skills, career awareness, learning industry culture, competencies and norms, and developing professional networks that support career mobility. To enroll, students must have a job or internship placement in a part-time or full-time capacity. Credit may be accrued at the rate of one to five (1-5) units per semester based on the student's ability to meet the hours required per unit enrolled. Students must work 54 hours per unit earned. This Work Experience course is available to students whose job or internship placement is directly related to Physics.

Lecture Hours: None Lab Hours: 270 Repeatable: Yes
Grading: Letter
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

# Political Science (PS)

**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:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: A4 CalGETC: 4

**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:** None
Advisory: ENG 001A or ENGL C1000 or ENGL C1000E or college-level composition or equivalent.
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: A4 CalGETC: 4

**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:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: A4 CalGETC: 4

**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 or ENGL C1000 or ENGL C1000E or college level composition or equivalent.
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CalGETC: None

**PS 006 Latinx Politics** **Units: 3**
This course provides an examination of United States structures of political, social, and economic power from the history and experiences of the Latinx population. Students will survey demographic research on the diversity of Latinx identity and political behavior in the U.S. as well as the institutional relationship that Latinx groups have established and challenged within the U.S. political system. Students will also analyze the political relationship Latinx groups have with the U.S. Constitution and civil society organizations.
Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** POLS C1000.
Advisory: ENG 001A or ENGL C1000 or ENGL C1000E or,college-level composition or equivalent.
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: A4 CalGETC: 4

**PS 007 African American Politics** **Units: 3**
Students will analyze the relationship African Americans have within the US American political system. This course will provide an in-depth understanding of how enslaved Africans and African Americans were able to shape American political thought and culture since the framing of the nation. This course will analyze their influence in the distribution of political power at all levels of the local, state, and federal governments. The course will evaluate African American political movements, and their contribution to feminism, socialist, and nationalist ideology.
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: None CalGETC: None

**PS 008 Women and Politics** **Units: 3**
This course focuses on how women participate in and effect political change. It examines women's subordination and political underrepresentation through an intersectional lens, as well as the wide-range of emancipatory struggles women have undertaken to achieve equality.
Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** POLS C1000.
Advisory: ENG 001A or ENGL C1000 or ENGL C1000E or,college-level,composition or equivalent.
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: A4 CalGETC: None

**PS 095A Political Science Work Experience** **Units: 1-5**
This work experience course of supervised employment provides students the opportunity to connect academics to applied experiential learning in the workplace. It assists students in developing transferable employability skills, career awareness, learning industry culture, competencies and norms, and developing professional networks that support career mobility. To enroll, students must have a job or internship placement in a part-time or full-time capacity. Credit may be accrued at the rate of one to five (1-5) units per semester based on the student's ability to meet the hours required per unit enrolled. Students must work 54 hours per unit earned. This Work Experience course is available to students whose job or internship placement is directly related to Political Science.
Lecture Hours: None Lab Hours: 270 Repeatable: Yes
Grading: Letter
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

# Psychology (PSY)

**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: A4, A7 CalGETC: 4

**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: A4, A7 CalGETC: None

**PSY 009 Psychology of Prejudice and Discrimination** **Units: 3**
This course focuses on the psychology of stereotyping, prejudice, and discrimination. An examination of phenomena and processes associated with one's beliefs, attitudes and evaluative responses and behaviors toward members of a social group will be included. Traditional and contemporary theories are covered and applied to current events and issues. The course will primarily concentrate on group differences or identity such as race, ethnicity, gender, sexual orientation, and religion.
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: A4 CalGETC: 4

**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/UC Degree Applicable: AA/AS
COD GE: A4, A7 CalGETC: 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: A4, A7 CalGETC: 4

**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: A4, A7 CalGETC: 4

**PSY 023 Psychology of Women and Gender** **Units: 3**
This course presents an overview of the psychological and physiological development and perspectives of gender. Theories, myths, and stereotypes in society about gender and femininity along with differences and arguments identified in research will be covered. Topics include research used to study gender, sex-related comparisons and the influence of gender in many areas including relationships, health and communication. This course is offered in the Spring 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: A4, A7 CalGETC: 4

**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: None CalGETC: 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. (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: A4 CalGETC: 4

**PSY 029 Abnormal Psychology** **Units: 3**
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: A4 CalGETC: 4

**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/UC Degree Applicable: AA/AS
COD GE: A4, A7 CalGETC: 4

**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/UC Degree Applicable: AA/AS
COD GE: A4, A7 CalGETC: None

**PSY 095A Psychology Work Experience** **Units: 1-5**
This work experience course of supervised employment provides students the opportunity to connect academics to applied experiential learning in the workplace. It assists students in developing transferable employability skills, career awareness, learning industry culture, competencies and norms, and developing professional networks that support career mobility. To enroll, students must have a job or internship placement in a part-time or full-time capacity. Credit may be accrued at the rate of one to five (1-5) units per semester based on the student's ability to meet the hours required per unit enrolled. Students must work 54 hours per unit earned. This Work Experience course is available to students whose job or internship placement is directly related to Psychology.
Lecture Hours: None Lab Hours: 270 Repeatable: Yes
Grading: Letter
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

# Radio-Television (RTV)

**RTV 002 Broadcast Announcing** **Units: 3**
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, Roadrunner Radio.
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 CalGETC: None

**RTV 003 Sports Media** **Units: 3**
Have you ever dreamed about becoming a sports announcer? This course will give you an exciting inside look into the sports broadcasting industry. Students will explore the many aspects of sports media and learn how to break into this field and succeed. Students will gain basic sports media knowledge including, research, writing, reporting and play-by-play techniques to help them create content for radio, television, and new media. Students will report and write about COD sports for Roadrunner Radio and The Chaparral.
Lecture Hours: 36 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: RTV 002 & J 003A.
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: 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 CalGETC: None

**RTV 007 Introduction to Podcasting/Radio Production** **Units: 3**
Students will gain a basic understanding of broadcasting, radio production and producing. Students will learn about the phases of production while creating radio elements and projects including sweepers, campus news updates, PSAs and shows. They will learn about all of the departments and careers in radio and students will understand the basics of operating a radio station. Students will take on the role of independent creative producers by producing a show using the knowledge and skills learned over the course of the semester and their projects will air on the campus radio station.
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 CalGETC: None

**RTV 007A Intermediate Podcasting/Radio Production** **Units: 3**
Students will be responsible for producing and performing content for the campus radio station including 30-minute talk programs or 60-minute music programs, recurring shows, elements for radio including sweepers, campus updates, and PSAs and specialty programs. This course provides more advanced audio techniques and opportunities to create and produce content for the campus radio station.
Lecture Hours: 36 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** RTV 007.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**RTV 007B Advanced Podcasting/Radio Production** **Units: 3**
Students in this course will become part of the station management team and learn leadership across the various departments in radio and podcasting. They will learn about the positions of the station manager, music programmer, news director, promotions director, social media director, sports director and learn to pass on the skills and understand how to run a professional radio station. Students will also follow and enforce FCC rules and regulations while producing content for the campus radio station.
Lecture Hours: 36 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** RTV 007A.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**RTV 016 Television Field Production** **Units: 3**
The course provides an introduction to the theory, terminology, and operation of single camera video production, including composition and editing techniques, camera operation, portable lighting, video recorder operation, audio control and basic editing. This course focuses on the aesthetics and fundamentals of scripting, producing, directing on location, postproduction, and exhibition/distribution. Students will develop both their creative and technical skills through a combination of production exercises projects, readings, and critiques.
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 CalGETC: None

**RTV 017 Television Studio Production** **Units: 3**
This introductory course explores the techniques and purpose of various television studio productions through theory, terminology and direct hands-on experience and offers students the opportunity to engage in a variety of projects and exercises. Topics include studio signal flow, directing, theory and operation of camera and audio equipment, switcher operation, fundamentals of lighting, graphics, video control, video recording, and real-time video production.
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 CalGETC: None

**RTV 095A Radio & TV Work Experience** **Units: 1-5**
This work experience course of supervised employment provides students the opportunity to connect academics to applied experiential learning in the workplace. It assists students in developing transferable employability skills, career awareness, learning industry culture, competencies and norms, and developing professional networks that support career mobility. To enroll, students must have a job or internship placement in a part-time or full-time capacity. Credit may be accrued at the rate of one to five (1-5) units per semester based on the student's ability to meet the hours required per unit enrolled. Students must work 54 hours per unit earned. This Work Experience course is available to students whose job or internship placement is directly related to Radio & Television.
Lecture Hours: None Lab Hours: 270 Repeatable: Yes
Grading: Letter
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: 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 CalGETC: 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 & MATH 060.
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: 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 CalGETC: None

# Social Justice Studies (SJS)

**SJS 020 Introduction to Social Justice Studies** **Units: 3**
Introduction to Social Justice Studies is an interdisciplinary course introducing students to the history, psychology and sociology of racial, ethnic, class, gender and sexual oppression in the United States and the history, strategy and structure of movements for social justice and liberation. It will explore the major theories of race, ethnicity, class, gender and sexuality as they are linked to social structures and institutional processes. Specific examples of persecution, segregation, and asymmetric power relations will be drawn from the testimony of the oppressed throughout American history - in art, film, literature and music. The practices of oppression and resistance in the United States will be compared and contrasted to the experiences of other nations and cultures.
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: A4 CalGETC: 4

**SJS 021 Introduction to LGBTQIA Studies** **Units: 3**
An introduction to the sociological analysis of the Lesbian, Gay, Bisexual, Transgender, Queer/Questioning, Intersex and Asexual (LGBTQIA) community. Course introduces students to contemporary issues, theories, and research on the LGBTQIA community with a focus on social institutions, history, politics and social movements. Course explores LGBTQIA community through intersectional lens including race, class, and gender.
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: A4 CalGETC: 4

# 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: A4 CalGETC: 4

**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: A4 CalGETC: 4

**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; MATH 110) Note: All students now can enroll in this transfer-level course without completing posted requisites. Please refer to AB 705 (under How do I enroll in courses at COD?) or see a Counselor.
Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** MATH 049 OR MATH 045 and ENG 061.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU/UC* Degree Applicable: AA/AS
COD GE: A2 CalGETC: 2

**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: A1b CalGETC: 1B

**SOC 005 Sociology of Gender and Sexuality** **Units: 3**
This course is an examination of the social construction of gender, femininity, and masculinity in the United States. Topics include historical, cross-cultural, and societal forces and change that influence gender socialization, expectations, and practices with an emphasis on social institutions and some focus on global contemporary trends. (C-ID SOCI 140)
Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: ENG 001A & SOC 001.
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: A4 CalGETC: 4

**SOC 006 Introduction to Criminology** **Units: 3**
This course is an introduction to the fundamentals of Criminology. Topics include the nature and extent of crime, victims and victimization, macro and micro theories of crime causation, crime typologies such as interpersonal violence, political crime and terrorism, property crime, enterprise crime, public order crimes, crimes of the new millennium, and inequalities such as race, class, and gender as related to crime. The goal of this course is to critically examine the social, cultural, political, and economic significance of crime and the criminal justice system in our society. (C-ID SOCI 160)
Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: SOC 001 & ENG 001A.
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: A4 CalGETC: 4

**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.
Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: SOC 001.
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**SOC 009 Sociology of Sport** **Units: 3**
This course provides an analysis of sports in contemporary society. This course examines a wide range of issues related to sports and society, such as sports and socialization, violence and substance abuse, race, class and gender stratification, race, class and gender socialization, economics of sports, media and politics of sporting institutions. The goal of this class is to critically examine the social, cultural, political and economic significance of sports in our contemporary society.
Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: ENG 001A & SOC 001.
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: A4 CalGETC: 4

**SOC 014 Introduction to Race & Ethnicity** **Units: 3**
Racial and Ethnic Relations focuses on 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: A4 CalGETC: 4

**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: A4 CalGETC: 4

**SOC 095A Sociology Work Experience** **Units: 1-5**
This work experience course of supervised employment provides students the opportunity to connect academics to applied experiential learning in the workplace. It assists students in developing transferable employability skills, career awareness, learning industry culture, competencies and norms, and developing professional networks that support career mobility. To enroll, students must have a job or internship placement in a part-time or full-time capacity. Credit may be accrued at the rate of one to five (1-5) units per semester based on the student's ability to meet the hours required per unit enrolled. Students must work 54 hours per unit earned. This Work Experience course is available to students whose job or internship placement is directly related to Sociology.
Lecture Hours: None Lab Hours: 270 Repeatable: Yes
Grading: Letter
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**SOC 300 Statistics Edge** **Units: 0**
This course prepares incoming college students for college-level statistics. Students will learn and/or review statistical calculations, analysis, and interpretation. The foundational statistical concepts learned in this course will help lead to academic success in statistics courses.
Noncredit Hours: 15 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: 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: A3 CalGETC: None

**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: A3 CalGETC: 3B

**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: A3 CalGETC: 3B

**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: A3 CalGETC: 3B

**SPAN 007 Spanish Conversation and Composition** **Units: 3**
This course develops proficiency in writing and presentational modes of communication, through more complex forms of expression, including advanced grammar and formal structures of communication. Thematically, the course examines representative Hispanic cinema that emphasize historical social issues to explore cultural topics in their social context while learning formal and informal registers as well as the linguistic variation of Spanish. The course familiarizes students with authentic texts written in different styles to provide a platform from which to practice the presentational mode and various rhetorical modes of writing, such as description, compare, exposition, and argumentation.
Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** SPAN 004.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: A3 CalGETC: 3B

**SPAN 020 Latin American Culture and Civilization** **Units: 3**
Traces the development of the culture of Hispanic-speaking nations including history, philosophy, political ideas, literature, music, art, science, geography, 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 faculty approval.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: A3, A4 CalGETC: 3B, 4

**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. (C-ID SPAN 220)
Lecture Hours: 90 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** SPAN 003 or Heritage Speaker of Spanish or equivalent.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: A3 CalGETC: 3B

**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. (C-ID SPAN 230)
Lecture Hours: 90 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** SPAN 021 or Heritage Speaker of Spanish or equivalent.
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: A3, A4 CalGETC: 3B, 4

**SPAN 024 Latin American Short Story** **Units: 4**
This course introduces students to the Latin American short story, through critical discussion and analysis of the genre's elements, structure, devices, and meanings. Students will read a substantial and representative collection of short stories, all while considering the genre's characteristics and its relationship to other literary genres. Focus is primarily in the twentieth and/or twenty-first century.
Lecture Hours: 72 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: SPAN 021 and SPAN 022.
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: A3 CalGETC: 3B

**SPAN 325A Translating in Spanish in the School Environment** **Units: 0**
This course provides a basic training in translating in Spanish to students who are interested in pursuing a career as translators in the school environment. It also supports students who are already working as translators in this field but need the appropriate training. This course will be conducted in both Spanish and English. Students need to take a proficiency exam in Spanish and English as a requirement to be enrolled in the course.
Noncredit Hours: 16 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**SPAN 325B Interpreting in Spanish in the School Environment** **Units: 0**

**SPAN 326A Translating in Spanish in Health Care** **Units: 0**
This course provides a basic training in translating in Spanish to students who are interested in pursuing a career as translators in health care. It also supports students who are already working as translators in this field but need the appropriate training. This course will be conducted in both Spanish and English. Students need to take a proficiency exam in Spanish and English as a requirement to be enrolled in the course.
Noncredit Hours: 16 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**SPAN 326B Interpreting in Spanish in Health Care** **Units: 0**
This course provides a basic training in interpreting in Spanish to students who are interested in pursuing a career as interpreters in health care. It also supports students who are already working as interpreters in different health care settings but need the appropriate training. This course will be conducted in both Spanish and English.
Noncredit Hours: 16 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** SPAN-326A.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: 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, characteristics 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: A3 CalGETC: 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: A3 CalGETC: 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 CalGETC: 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 CalGETC: 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: A3 CalGETC: 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 CalGETC: 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 CalGETC: None

**TA 012 Introduction to Costume Design** **Units: 3**
This course explores the study of costume history, design, and basic construction techniques as an introduction to basic costuming for Theatre, Film, Television, and Live Events. Topics covered include the design process, drawing and rendering, fabrics and their various uses, and costume construction.
Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: TA-001 or concurrent enrollment recommended.
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CalGETC: None

**TA 013 Introduction to Lighting Design** **Units: 3**
This course explores the study of lighting history, design, and implementation, as an introduction to basic lighting design for Theatre, Film, Television, and Live Events. Topics covered include the design process, the use of equipment, control, color, and their relationship to lighting design.
Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** .
Advisory: TA 001 completed or concurrent enrollment recommended.
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CalGETC: 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 CalGETC: 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 CalGETC: 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 CalGETC: None

**TA 028 Introduction to Stage Management** **Units: 3**
This course explores the artistic and organizational techniques and practices required of Stage Managers for Theatre, Film, Television, and Live Events. Topics covered include production preparation, safety, rehearsal documentation styles, execution, and calling of shows. The course also addresses the necessary collaborations and relationships with other artists and staff.
Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** None
Advisory: TA 001 or concurrent enrollment recommended.
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CalGETC: None

**TA 029 Fabrication Techniques - Props, Furniture, and Detailed Objects** **Units: 3**
This course introduces the student to the processes and skill-sets that are used on a daily basis in the field of stage properties for Theatre, Film, Television, and Live Events. Topics covered include the design process, research methods, the study and execution of property construction, upholstery, molding, and casting. This course will also introduce students to the various facets of properties, as they relate to a Properties Master and a Properties Artisan or Designer.
Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** .
Advisory: TA 009 completed or concurrent enrollment recommended.
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CalGETC: 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 CalGETC: 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 CalGETC: 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: None CalGETC: 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 CalGETC: 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 (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 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 CalGETC: 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 (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 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 CalGETC: None

**TA 095A Theatre Arts Work Experience** **Units: 1-5**
This work experience course of supervised employment provides students the opportunity to connect academics to applied experiential learning in the workplace. It assists students in developing transferable employability skills, career awareness, learning industry culture, competencies and norms, and developing professional networks that support career mobility. To enroll, students must have a job or internship placement in a part-time or full-time capacity. Credit may be accrued at the rate of one to five (1-5) units per semester based on the student's ability to meet the hours required per unit enrolled. Students must work 54 hours per unit earned. This Work Experience course is available to students whose job or internship placement is directly related to Theatre Arts.
Lecture Hours: None Lab Hours: 270 Repeatable: Yes
Grading: Letter
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: 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 (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 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 CalGETC: 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 CalGETC: None

**VSM 014A Varsity Basketball Fall - Men** **Units: 2**
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: 108 Repeatable: Yes
Grading: Letter
**Prerequisite:** None
Advisory: None
Limitation on enrollment: Successful tryout
Transfer Status: CSU/UC* Degree Applicable: AA/AS
COD GE: None CalGETC: None

**VSM 014B Varsity Basketball Spring - Men** **Units: 1**
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: 58 Repeatable: Yes
Grading: Letter
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU/UC* Degree Applicable: AA/AS
COD GE: None CalGETC: 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 CalGETC: 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 CalGETC: 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 CalGETC: 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 CalGETC: 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 CalGETC: None

# Varsity Sports, Off-Season (VSO)

**VSO 001A Water Polo** **Units: 2**
This course is designed to give students the opportunity to condition off season to improve one's cardiorespiratory endurance, stamina, muscular, core strength and endurance to benefit the water polo player. There will be off season skill training promoting improvement and development in the intercollegiate water polo player.
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 CalGETC: None

**VSO 001B Water Polo** **Units: 2**
This course is designed to give students the opportunity to condition off season to improve one's cardiorespiratory endurance, stamina, muscular, core strength and endurance to benefit the water polo player. There will be off season skill training promoting improvement and development in the intercollegiate water polo player.
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 CalGETC: None

**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 CalGETC: 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 CalGETC: 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 CalGETC: 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 CalGETC: 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 CalGETC: 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 CalGETC: 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 CalGETC: None

**VSO 015C Basketball-Women, Summer** **Units: 1**
This is a summer semesteroff- 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 CalGETC: None

**VSO 024A Cross Country** **Units: 2**
This is an 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: None
Transfer Status: CSU/UC* Degree Applicable: AA/AS
COD GE: None CalGETC: None

**VSO 024B Cross Country** **Units: 1**
This is an 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: None
Transfer Status: CSU/UC* Degree Applicable: AA/AS
COD GE: None CalGETC: None

**VSO 033A Football** **Units: 2**
This is an 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 CalGETC: 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 CalGETC: None

**VSO 040 Golf-Men** **Units: 2**
This is an 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 CalGETC: 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 CalGETC: 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 CalGETC: 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 CalGETC: 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 CalGETC: 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 CalGETC: 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 CalGETC: 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 CalGETC: 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 CalGETC: None

**VSO 065A Tennis** **Units: 2**
This is an 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 CalGETC: None

**VSO 065B Tennis** **Units: 1**
This is a 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: None
Transfer Status: CSU/UC* Degree Applicable: AA/AS
COD GE: None CalGETC: None

**VSO 074A Volleyball** **Units: 2**
This is an 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 CalGETC: 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 CalGETC: None

**VSO 075 Beach Volleyball, Fall** **Units: 2**
This is a fall semester off season conditioning course providing training and skill development for intercollegiate beach volleyball. There will be fitness and sport designed workouts to improve muscular strength, endurance, cardio-respiratory endurance and increased muscular elasticity for injury prevention for the beach athletes to thrive and prepare in the off season.
Lecture Hours: None Lab Hours: 117 Repeatable: Yes
Grading: Letter
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

# Varsity Sports, Women (VSW)

**VSW 001 Varsity Water Polo** **Units: 3**
This course provides the women the opportunity to develop advanced skills and strategies in intercollegiate water polo which will be applied to competitive situations. 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 CalGETC: None

**VSW 015A Varsity Basketball Fall - Women** **Units: 2**
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: 108 Repeatable: Yes
Grading: Letter
**Prerequisite:** None
Advisory: None
Limitation on enrollment: Successful tryout
Transfer Status: CSU/UC* Degree Applicable: AA/AS
COD GE: None CalGETC: None

**VSW 015B Varsity Basketball Spring - Women** **Units: 1**
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: 58 Repeatable: Yes
Grading: Letter
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU/UC* Degree Applicable: AA/AS
COD GE: None CalGETC: None

**VSW 023 Varsity Cross Country-Women** **Units: 3**
This course is intercollegiate competition for performanceoriented 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 CalGETC: 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 CalGETC: 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 CalGETC: 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 CalGETC: 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 CalGETC: 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 CalGETC: 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 CalGETC: None

# Vocational Nursing (VN)

**VN 010 Vocational Nursing I** **Units: 9**
Introduction to the role of vocational nurse, nursing skills and the nursing process. Care of the client with various alterations in health systems. Prerequisite: ENG 061, & HS 013, & HS 062, & HS 067, & PSY 001 Corequisite: VN 010L Limitation on Enrollment: Acceptance to the Vocational Nursing Program.
Lecture Hours: 162 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** TAKE HS-013 TAKE HS-062 TAKE HS-067 TAKE PSY-001.
**Corequisite:** TAKE VN-010L.
Advisory: TAKE ENG-001A.
Limitation on enrollment: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**VN 010L Vocational Nursing I Lab** **Units: 7**
This course provides opportunity for the practice and application of skills needed to meet the clients' basic needs and the maintenance of optimum wellness. Prerequisite: HS 013 and HS 062 and HS 067 Corequisite: VN 010 Limitation on Enrollment: Acceptance to the Vocational Nursing Program.
Lecture Hours: None Lab Hours: 378 Repeatable: No
Grading: Letter
**Prerequisite:** TAKE HS-013 TAKE HS-062 TAKE HS-067 TAKE PSY-001.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: 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.
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 CalGETC: None

**VN 020L Vocational Nursing II Lab** **Units: 7**
Students will identify the role of the vocational nurse (VN) as a member of the healthcare team caring for the adult and/or older adult client with alterations of body systems. Prerequisite: VN 010 & VN 010L Corequisite: VN 020. Limitation on Enrollment: Acceptance into the Vocational Nursing Program.
Lecture Hours: None Lab Hours: 378 Repeatable: No
Grading: Letter
**Prerequisite:** TAKE VN-010 TAKE VN-010L.
**Corequisite:** TAKE VN-020.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**VN 030 Vocational Nursing III** **Units: 4**
This semester builds on previously learned nursing concepts and focuses on the care of pediatrics, obstetrics, and mental health clients. Prerequisites: VN 20 and VN 20L. Corequisites: VN 30L. Limitation on Enrollment: Must be accepted into the vocational nursing program. Prerequisite: VN 020 & VN 020L Corequisite: VN 030L Limitation on Enrollment: Acceptance into the vocational nursing program.
Lecture Hours: 72 Lab Hours: None Repeatable: No
Grading: Letter
**Prerequisite:** TAKE Vn-020 TAKE VN-020L.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**VN 030L Vocational Nursing III Lab** **Units: 3.5**
This course is a co-requisite of VN 030. Students care for clients in specialty areas such as pediatrics, obstetrics, and mental health. Prerequisite: VN 020 & VN 020L Corequisite: VN 030 Limitation on Enrollment: Acceptance into the vocational nursing program.
Lecture Hours: None Lab Hours: 189 Repeatable: No
Grading: Letter
**Prerequisite:** TAKE VN-020 TAKE VN-020L.
**Corequisite:** TAKE VN-030.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

# Welding (WELD)

**WELD 011A Introduction to Shielded Metal Arc Welding** **Units: 2**
This course covers basic or beginning level SMAW welding. This course includes safe work practices, safety in the welding industry, welding equipment selection, beginning technical drawings used in the welding industry, measuring and cutting, the five basic welds, and thermal cutting processes including OFC and Plasma. Students will demonstrate the ability to weld the five basic welds (Butt, Lap, Outside corner, Tee, and Edge) in the horizontal and flat positions using the SMAW process.
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 CalGETC: None

**WELD 011B Intermediate Shielded Metal Arc Welding** **Units: 2**
This course covers intermediate level SMAW welding. This course includes safe work practices, safety in the welding industry, CNC plasma cutting processes, and the four positions of welding: Horizontal, Flat, Vertical, and Overhead. Student will demonstrate the ability to select the proper machine and settings and to perform the five basic welds in the four welding positions.
Lecture Hours: 18 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** WELD 011A.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**WELD 011C Advanced Shielded Metal Arc Welding** **Units: 2**
This capstone course covers the necessary information, preparation, and application to prepare for the AWS Welding Certification in SMAW welding. The completion of the course will include the opportunity to test for AWS SMAW welding certifications in all positions as defined in the SENSE certification.
Lecture Hours: 18 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** WELD 011B.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**WELD 012A Introduction to Gas Metal Arc Welding** **Units: 2**
This course covers basic or beginning level GMAW welding. This course includes safe work practices, safety in the welding industry, welding equipment selection, beginning technical drawings used in the welding industry, measuring and cutting, the five basic welds, and thermal cutting processes including OFC and Plasma. Students will demonstrate the ability to weld the five basic welds (Butt, Lap, Outside corner, Tee, and Edge) in the horizontal and flat positions using the GMAW Process.
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 CalGETC: None

**WELD 012B Intermediate Gas Metal Arc Welding** **Units: 2**
This course covers intermediate level GMAW welding. This course includes safe work practices, safety in the welding industry, CNC plasma cutting processes, and the four positions of welding: Horizontal, Flat, Vertical, and Overhead. Student will demonstrate the ability to select the proper machine and settings and to perform the five basic welds in the four welding positions.
Lecture Hours: 18 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** WELD 012A.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**WELD 012C Advanced Gas Metal Arc Welding** **Units: 2**
This capstone course covers the necessary information, preparation, and application to prepare for the AWS Welding Certification in GMAW welding. The completion of the course will include the opportunity to prepare sample welds and written tests for certification in all positions as defined in the SENSE certification.
Lecture Hours: 18 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** WELD 012B.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**WELD 013A Introduction To Gas Tungsten Arc Welding** **Units: 2**
This course covers basic or beginning level GTAW welding. This course includes safe work practices, safety in the welding industry, welding equipment selection, beginning technical drawings used in the welding industry, measuring and cutting, the five basic welds, and thermal cutting processes including OFC and Plasma. Students will demonstrate the ability to weld the five basic welds (Butt, Lap, Outside corner, Tee, and Edge) in the horizontal and flat positions using the GTAW process.
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 CalGETC: None

**WELD 013B Intermediate Gas Tungsten Arc Welding** **Units: 2**
This course covers intermediate level GTAW welding. This course includes safe work practices, safety in the welding industry, CNC plasma cutting processes, and the four positions of welding: Horizontal, Flat, Vertical, and Overhead. Student will demonstrate the ability to select the proper machine and settings and to perform the five basic welds in the four welding positions.
Lecture Hours: 18 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** WELD 013A.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**WELD 013C Advanced Gas Tungsten Arc Welding** **Units: 2**
This capstone course covers the necessary information, preparation, and application to prepare for the AWS Welding Certification in GTAW welding. The completion of the course will include the opportunity to prepare sample welds and written tests for certification in all positions.
Lecture Hours: 18 Lab Hours: 54 Repeatable: No
Grading: Letter
**Prerequisite:** WELD 013B.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CalGETC: None

**WELD 095A Welding Work Experience** **Units: 1-5**
This work experience course of supervised employment provides students the opportunity to connect academics to applied experiential learning in the workplace. It assists students in developing transferable employability skills, career awareness, learning industry culture, competencies and norms, and developing professional networks that support career mobility. To enroll, students must have a job or internship placement in a part-time or full-time capacity. Credit may be accrued at the rate of one to five (1-5) units per semester based on the student's ability to meet the hours required per unit enrolled. Students must work 54 hours per unit earned. This Work Experience course is available to students whose job or internship placement is directly related to Welding.

Lecture Hours: None Lab Hours: 270 Repeatable: Yes
Grading: Letter
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**WELD 311A Introduction to Shielded Metal Arc Welding** **Units: 0**
This course covers basic or beginning level Shielded Metal Arc Welding (SMAW) welding. This course includes safe work practices, safety in the welding industry, welding equipment selection, beginning technical drawings used in the welding industry, measuring and cutting, the five basic welds, and thermal cutting processes including Oxyacetalyne Cutting OFC) and Plasma. Students will demonstrate the ability to weld the five basic welds (Butt, Lap, Outside corner, Tee, and Edge) in the horizontal and flat positions using the SMAW process.
Noncredit Hours: 72 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**WELD 311B Intermediate Shielded Metal Arc Welding** **Units: 0**
This course covers intermediate level Shielded Metal Arc (SMAW) welding. This course includes safe work practices, safety in the welding industry, Computer Numerical Control (CNC) plasma cutting processes, and the four positions of welding (Horizontal, Flat, Vertical, and Overhead). Students will demonstrate the ability to select the proper machine and settings and to perform the five basic welds in the four welding positions.
Noncredit Hours: 72 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** WELD 311A or WELD 011A.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**WELD 311C Advanced Shielded Metal Arc Welding** **Units: 0**
This capstone course covers the necessary information, preparation, and application to prepare for the American Welding Society (AWS) Certification in Shielded Metal Arc (SMAW) welding. The completion of the course will include the opportunity to test for AWS SMAW welding certifications in all positions as defined in the Schools Excelling through National Skills Education (SENSE) certification.
Noncredit Hours: 72 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** WELD 311B or WELD 011B.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**WELD 312A Introduction to Gas Metal Arc Welding** **Units: 0**
This course covers basic or beginning level Gas Metal Arc Welding (GMAW). This course includes safe work practices, safety in the welding industry, welding equipment selection, beginning technical drawings used in the welding industry, measuring and cutting, the five basic welds, and thermal cutting processes including Oxyacetylene (OFC) and Plasma. Students will demonstrate the ability to weld the five basic welds (Butt, Lap, Outside corner, Tee, and Edge) in the horizontal and flat positions using the GMAW Process.
Noncredit Hours: 72 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**WELD 312B Intermediate Gas Metal Arc Welding** **Units: 0**
This course covers intermediate level Gas Metal Arc Welding (GMAW). This course includes safe work practices, safety in the welding industry, Computer Numerical Control (CNC) plasma cutting processes, and the four positions of welding (Horizontal, Flat, Vertical, and Overhead). Students will demonstrate the ability to select the proper machine and settings and to perform the five basic welds in the four welding positions.

Noncredit Hours: 72 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** WELD-312A or WELD-012A.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**WELD 312C Advanced Gas Metal Arc Welding** **Units: 0**
This capstone course covers the necessary information, preparation, and application to prepare for the American Welding Society (AWS) Welding Certification in Gas Metal Arc Welding (GMAW). The completion of the course will include the opportunity to prepare sample welds and written tests for certification in all positions as defined in the SENSE (Schools Excelling through National Skills Education) certification.
Noncredit Hours: 72 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** WELD-312B or WELD-012B.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**WELD 313A Introduction to Gas Tungsten Arc Welding** **Units: 0**
This course covers basic or beginning level Gas Tungsten Arc Welding (GTAW). This course includes safe work practices, safety in the welding industry, welding equipment selection, beginning technical drawings used in the welding industry, measuring and cutting, the five basic welds, and thermal cutting processes including Oxyacetylene (OFC) and Plasma. Students will demonstrate the ability to weld the five basic welds (Butt, Lap, Outside corner, Tee, and Edge) in the horizontal and flat positions using the GTAW process.
Noncredit Hours: 72 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**WELD 313B Intermediate Gas Tungsten Arc Welding** **Units: 0**
This course covers intermediate level Gas Tungsten Arc Welding (GTAW). This course includes safe work practices, safety in the welding industry, Computer Numerical Control (CNC) and plasma cutting processes, and the four positions of welding (Horizontal, Flat, Vertical, and Overhead). Students will demonstrate the ability to select the proper machine and settings and to perform the five basic welds in the four welding positions.

Noncredit Hours: 72 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** WELD-313A or WELD-013A.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

**WELD 313C Advanced Gas Tungsten Arc Welding** **Units: 0**
This capstone course covers the necessary information, preparation, and application to prepare for the American Welding Society (AWS) Welding Certification in Gas Tungsten Arc Welding (GTAW). The completion of the course will include the opportunity to prepare sample welds and written tests for certification in all positions.
Noncredit Hours: 72 Repeatable: Yes
Grading: Pass/No Pass
**Prerequisite:** WELD-313B or WELD-013B.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CalGETC: None

# Work Experience, General (WEG)

**WEG 095A Work Experience, General** **Units: 1-5**
This work experience course of supervised employment provides students the opportunity to connect academics to applied experiential learning in the workplace. It assists students in developing transferable employability skills, career awareness, learning industry culture, competencies and norms, and developing professional networks that support career mobility. To enroll, students must have a job or internship placement in a part-time or full-time capacity. Credit may be accrued at the rate of one to five (1-5) units per semester based on the student's ability to meet the hours required per unit enrolled. Students must work 54 hours per unit earned. This General Work Experience course is available to students whose job or internship placement is not directly related to his/her educational or occupational goal.
Lecture Hours: None Lab Hours: 270 Repeatable: Yes
Grading: Letter
**Prerequisite:** None
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CalGETC: None

**WEG 395A Work Exp. General** **Units: 0**
General Work Experience
Noncredit 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 CalGETC: None

# ANNOUNCEMENT OF FACULTY AND ADMINISTRATION

## 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

**MARI ABRIL** (2019)
Professor, Digital Design and Production
B.F.A. 1994 California State University - Long Beach
M.A. 2007 Syracuse University
**ROSA M. ACOSTA** (2015)
Associate Professor, Architecture
A.S. 1996 College of the Desert
B.A. 2001 California Polytechnic State University - San Luis Obispo
**ALISON AIRHART-BOLZE** (2017)
Professor, English as a Second Language Noncredit
B.A. 1986 University of Southern California
M.S. 2012 California State University - San Bernardino
Ed.D. 2022 Kansas State University
**ANDREW C. ALEMAN** (2021)
Assistant Professor, Sociology
B.A. 2017 University of California - Los Angeles
M.A. 2019 University of Chicago
**BETH J. ALLAN-BENTLEY** (2018)
Associate Professor, Business
B.A. 1989 Michigan State University
M.B.A. 1992 Michigan State University
Ed.D. 2021 Kansas State University
**HYE CHIN AN-DUNNING** (2017)
Associate Professor, Library and Information Studies
B.A. 2006 University of Memphis
M.S. 2010 Florida State University
**DOROTHY ANDERSON** (2014)
Professor, Automotive Technology
A.S. 2011 Mt. San Jacinto College
B.S. 2020 California State University - San Bernardino
M.A. 2022 California State University - San Bernardino
**WENDY E. ANSLEY** (1998)
Professor, Kinesiology
A.A. 1993 Palomar Community College
B.A. 1995 Adams State College
M.A. 1997 San Diego State University
**MARIA AVALOS** (2016)
Associate Professor, Early Childhood Education
B.A. 2011 Chapman University
M.A. 2012 Brandman University
**MARIA CONCEPCION AYON** (2024)
Dean of Enrollment Services, Student Services
B.A. 1998 California State University Northridge
M.A. 2002 California State University Northridge
Ed.D. 2013 University of La Verne
**HEATHER BASYE** (2019)
Assistant Professor, Counseling
B.A. 2010 Chapman University
M.S. 2017 California State University - San Bernardino
**BRYAN BATRES** (2023)
Assistant Professor, Nursing
A.S. 2014 College of the Desert
B.S.N. 2019 University of Texas at Arlington
M.S.N. 2021 Grand Canyon University
**VICTORIA BAUTISTA** (2019)
Assistant Professor, Counseling
A.A. 2010 Ventura Community College
B.S. 2014 California State University - Northridge
M.S. 2018 California Lutheran University
**ELIU BENAVIDES** (2015)
Professor, History
B.A. 1998 California State University - San Bernardino
M.A. 2004 California State University - Fullerton
Ed.D. 2013 Argosy University - Inland Empire
**YOLANDA BENDER** (2020)
Assistant Professor, Hospitality Management
B.A. 1979 University of Southern California
M.B.A. 2022 University of the People
**DONBERT M. BITANGA** (2002)
Professor, Architecture
B.ARCH. 1992 California Polytechnic State University - San Luis Obispo
M.ARCH. 2010 Woodbury University
**AMBER BLACK** (2016)
Professor, Sociology
B.A. 2004 California State University - San Marcos
M.A. 2011 California State University - San Marcos
**DONNA BLANTON** (2017)
Associate Professor, Mathematics
B.A. 2005 California State University - Long Beach
M.S. 2010 California State University - Long Beach
**JOACHIM BOWLES** (2024)
Professor, Chemistry
B.S. 2009 Oregon State University
M.S. 2014 University of Oregon
**TANNER BOWN** (2024)
Instructor, Small Business Development
B.S. 2007 Saint Cloud State University
M.S. 2014 Canisius University
**KIMBERLY BROOKS** (2018)
Associate Professor, Counseling, Disabled Students Programs and Services
B.A. 2004 California State University - San Bernardino
M.A. 2008 California State University - San Bernardino
**GEORGE J. BROWN** (2012)
Professor, Heating, Air Conditioning, and Ventilation
A.S. 2012 El Camino College
**RICHARD BURNS** (2017)
Associate Professor, Geology
B.S. 2013 East Carolina University
M.S. 2015 East Carolina University
**MISTY BURRUEL** (2024)
Interim Vice President, Instruction
A.A. 1996 Victor Valley College
B.A. 2000 California State University San Bernardino
M.F.A. 2002 Claremont Graduate University
**ADELL BYNUM** (2000)
Professor, Coordinator/Counseling, TRiO ACES
B.A. 1975 University of California - Berkeley
M.P.A. 1982 California State University - East Bay
**KRISTIE CAMACHO** (2017)
Professor, English
B.A. 2003 California State University - San Bernardino
M.A. 2007 National University
**MONICA CAMARGO** (1998)
Professor, Nursing
B.S.N. 1995 Southern Connecticut State University
M.S.N. Ed 2019 Grand Canyon University
**PAULINA CAMBRON** (2024)
Assistant Professor, Counseling, Disabled Students Programs and Services
B.S. 2015 California State University Los Angeles
M.S. 2017 California State University Los Angeles

**JENNE CAREY** (2021)
Professor, Music
B.S. 2006 McGill University
M.M. 2012 Westminster College of the Arts Rider University
M.S. 2021 Purdue University
**TYLER CARLISLE** (2024)
Instructor, Welding
A.S. 2016 Palomar College
**ADRIAN CASAS** (2021)
Associate Professor, Health Science
B.S. 2006 University of California - Los Angeles
M.P.H. 2014 Loma Linda University
M.S. 2018 Concordia University Chicago
**MARICELA CASTILLO** (2022)
Associate Professor, Nursing
B.S.N. 2017 Grand Canyon University
M.S.N. 2021 Grand Canyon University
**JERMAINE CATHCART** (2017)
Professor, Sociology
A.A. 2007 Orange Coast College
B.A. 2009 California State University - Long Beach
M.A. 2011 University of California - Riverside
Ph.D. 2016 University of California - Riverside
**SURIA Y. CEJA VAZQUEZ** (2021)
Professor, Spanish
B.A. 2009 University of California - Riverside
M.A. 2011 University of California - Riverside
Ph.D. 2015 University of California - Riverside
**CARL CHRISTMAN** (2016)
Professor, Speech
B.A. 2001 La Sierra University
M.A. 2005 California State University - Fullerton
**OCEANA COLLINS** (2015)
Professor, History
B.A. 2004 University of California - Santa Cruz
M.A. 2010 California State University - San Bernardino
**SCOTT M. COOPER** (2011)
Professor, Counseling, Transfer Center
B.A. 1996 Hanover College
M.A. 2000 Chapman University
**MARIA ELENA CRUZ SANTOYO** (2018)
Professor, Counseling, English as a Second Language Noncredit
B.A. 2005 California State University - Long Beach
M.A. 2008 California State University - Long Beach
**DUSTIN S. CULHAN** (2005)
Professor, Mathematics
B.S. 1999 University of California - Riverside
M.S. 2001 University of California - Riverside
Ph.D. 2005 University of California - Riverside
**VICTORIA CURRY** (2016)
Professor, Counseling, Disabled Students Programs and Services
B.A. 1990 San Diego State University
M.A. 1994 California State University - San Bernardino
M.B.A. 1994 California State University - San Bernardino
**VERONICA DAUT** (2016)
Associate Professor, Sociology
B.A. 2006 Vanguard University
M.S. 2011 National University
Ed.D. 2017 Concordia University
**Ismael Davila** (2024)
Instructor, Counselor/Coordinator, Counseling, Rising Scholars
A.A. 2001 Riverside City College
B.A. 2011 California State University San Bernardino
M.A. 2018 California Baptist University
**AHRON deGRASSI** (2023)
Assistant Professor, Geography
B.A. 2000 University of California-Berkley
M.A. 2004 University of Sussex
Ph.D. 2015 University of California-Berkley
**MARIA G. DeSANTIAGO** (2004)
Professor, Counseling, EOPS/CARE
A.A. 1998 San Diego City College
B.A. 2000 University of California - Berkeley
M.S. 2002 San Francisco State University
**MARIA ELENA DIAZ** (2015)
Professor, Speech
B.A. 2005 California Baptist University
M.A. 2008 University of Southern California
**MEREDITH DILLON** (2017)
Professor, Kinesiology
A.A. 1996 Santa Barbara City College
A.A. 1998 Santa Barbara City College
B.S. 1998 California Polytechnic State University - San Luis Obispo
M.A. 2000 San Jose State University
Ed.D. 2014 San Francisco State University
**KIMBERLY S. DOZIER** (2005)
Professor, English
B.A. 1991 University of California - Riverside
M.A. 1994 California State University - Sacramento
Ph.D. 1998 Illinois State University
M.A. 2018 Lenoir-Rhyne University
**GWENDOLYN D. EARLE** (2019)
Associate Professor, Business
B.S. 1981 California State University - Fullerton
M.B.A. 2015 Webster University
**MARY EDEN** (2021)
Instructor, Counseling, Black Student Success Center
M.A. 2017 San Diego State University
**AHMED ELSHAFIE** (2015)
Associate Professor, Astronomy/Physics
B.S. 2005 Cairo University
M.S. 2012 University of Arkansas
Ph.D. 2012 University of Arkansas
**LINDA EMERSON** (2004)
Professor, Psychology
B.A. 1995 California State University - San Bernardino
M.S. 1998 California State University - San Bernardino
**JOSEPH C. FARMER** (2000)
Professor, MESA Program Director, Math & Science
B.S. 1974 California State University - Fresno
M.S. 1975 California State University - Fresno
Ph.D. 1982 University of Arizona
**ANTHONY FESMIRE** (2008)
Professor, Music
B.M. 1997 Berklee College of Music
M.M. 2000 University of Southern California
D.A. 2006 University of Northern Colorado
**MELISSA FLORA** (2008)
Professor, Mathematics
B.A. 2003 University of California - Santa Barbara
M.A. 2005 University of California - Santa Barbara
**MARTIN FLORES** (2019)
Assistant Professor, Cyber Security
B.S. 2018 California State University - San Bernardino
**BRIAN FOTINAKES** (2015)
Professor, English

B.A. 2005 California Polytechnic State University - San Luis Obispo
M.A. 2007 California Polytechnic State University - San Luis Obispo
Ph.D. 2014 Indiana University of Pennsylvania
**DIANA GALINDO** (2022)
Vice President, Human Resources and Employee Relations
B.A. 2010 California State University - San Bernardino
M.P.A. 2015 California State University - Long Beach
**RODRIGO GARCIA** (2023)
Vice President, Administrative Services
B.S. 2001 California State Polytechnic University - Pomona
C.P.A. 2005 State of California
M.B.A. 2011 California State University - Fullerton
**RAMIRO GARCIA-GALICIA** (2015)
Associate Professor, Heating, Air Conditioning, and Ventilation
B.S. 2012 California State University - Los Angeles
M.S. 2013 California State University - Los Angeles
**MICHAEL GARIETY** (2020)
Assistant Professor, Physics
B.S. 2006 California State University - Stanislaus
M.S. 2011 California State University - Fresno
**REBECCA GAYDOS** (2019)
Assistant Professor, English
B.A. 2006 Reed College
Ph.D. 2015 University of California - Berkeley
**JOHN A. GERARDI** (2011)
Professor, Accounting
A.A. 1996 College of the Desert
B.S. 1997 California State University - San Bernardino
M.B.A. 2000 California State University - San Bernardino
**ADAM GILL** (2021)
Associate Professor, Chemistry
B.S. 2015 University of California - Riverside
M.S. 2016 University of California - Riverside
**DONNA GREENE** (2008)
Professor, Distance Education & Instructional Design Coordinator
A.S. 1993 Mt. San Jacinto College
B.A. 2000 Chapman University
M.A. 2004 California State University - San Bernardino
**GABRIELA GUDINO MARTINEZ** (2023)
Assistant Professor, Counseling
B.A. 2010 University of California-Irvine
M.A. 2018 University of Redlands
**ROBERT GUINN** (2015)
Professor, Chemistry
B.S. 2009 University of Hawaii
M.S. 2011 Northern Illinois University
**MICHAEL HAMILTON** (2020)
Professor, Economics
B.A. 2007 Pepperdine University
M.A. 2012 California State University - Los Angeles
**ELLEN T. HARDY** (2002)
Professor, Anthropology
B.A. 1981 University of California - Los Angeles
M.A. 1983 University of California - Los Angeles
Ph.D. 1992 University of California - Los Angeles
**RUSTY A. HARLING** (2023)
Professor, Construction Management
B.S. 2023 California Southern University
**TALON HART** (2023)
Assistant Professor, Nursing
A.S.N. 2018 Copper Mountain College
B.S.N. 2019 University of Phoenix
M.B.A. 2023 Quantic School of Business & Technology
**STANLEY HENRY** (2018)
Professor, Administration of Justice
A.A. 1989 Fullerton Community College
B.S. 1989 University of Redlands
**MITZY HERNANDEZ** (2023)
Assistant Professor, Nursing
B.S.N. 2020 Grand Canyon University
M.S.N. 2021 Grand Canyon University
**MARIA HERRERA** (2016)
Professor, Counseling, EOPS
B.A. 2002 University of California - Santa Barbara
M.S.W. 2010 University of Southern California
**AMY HETHERINGTON** (2017)
Associate Professor, Nursing
A.S. 2007 College of the Desert
B.S. 2010 California State University - San Bernardino
M.S.N. 2012 California State University - San Bernardino
D.N.P. 2016 Brandman University
**D'ARCY HLAVIN** (2023)
Instructor, Physical Therapy
B.S. 2010 Baldwin Wallace University
D.P.T 2012 Chatham University
**KHANH Q. HOANG** (1998)
Professor, Counseling, International Education Program
A.A. 1990 Cypress College
B.A. 1992 California State University - Fullerton
M.A. 1997 California State University - Dominguez Hills
**LAURA L. HOPE** (2023)
Interim Superintendent/President
B.A. 1987 California State University-San Bernardino
M.A. 1990 California State University-San Bernardino
**JESSICA HUFFMAN** (2023)
Instructor, Early Childhood Education
B.S. 2009 University of Mount Olive
M.S. 2014 Walden University
**JENNA HUNTZINGER** (2016)
Professor, Counseling, EDGE
B.A. 2006 University of California - San Diego
M.A. 2015 University of Redlands
**LAURILIE JACKSON** (2017)
Associate Professor, Media Production
B.A. 1991 Biola University
M.A. 1995 Regent University
**PATRICK JACOBS** (2024)
Assistant Professor, Computer Information Systems
B.S. 2022 California State Polytechnic University
**ALEJANDRO JAZÁN** (2023)
Dean, School of Social Sciences & Arts
A.A. 2002 Cerritos College
B.A. 2005 California State University - Fullerton
M.A. 2007 California State University - Fullerton
Ed.D. 2019 California State University - San Bernardino
**CHRIS JONES** (2008)
Professor, Psychology
B.A. 1997 University of Illinois - Chicago
M.A. 2000 University of Illinois - Chicago
Ph.D. 2013 Capella University
**LEIF JORDAN** (2007)
Professor, Mathematics
B.A. 1996 University of California - Berkeley
M.S. 1999 California State University - East Bay
M.A. 2002 University of California - Santa Cruz
Ph.D. 2006 University of California - Santa Cruz

**BARBARA JORDAN** (2024)
Associate Professor, Nursing
B.S. 2007 University of Phoenix
M.S. 2009 University of Phoenix
M.S.N. 2018 University of Phoenix
**KAMALLAH KAPLAN** (2023)
Associate Professor, Library and Information Studies
B.A. 2013 Columbia College
M.S. 2017 Dominican University
**ROBERT KELBLEY** (2022)
Associate Professor, Computer Science
B.S. 2004 Ohio Northern University
M.S. 2006 University of California - Santa Cruz
**LISA KINSEY** (2015)
Professor, Nursing
A.S. 2001 Excelsior College
M.S. 2011 Walden University
**DANIEL KLEINFELTER** (2005)
Professor, Mathematics
A.S. 1996 Grossmont College
B.A. 1999 San Diego State University
M.A. 2001 San Diego State University
**MZILIKAZI A. KONÉ** (2019)
Professor, Political Science
B.A. 2005 Indiana University
M.A. 2007 University of Chicago
Ph.D. 2014 University of California - Los Angeles
**THANG D. LE** (2002)
Professor, Mathematics
B.A. 1996 University of California - Riverside
M.A. 1997 University of California - Riverside
Ph.D. 2002 University of California - Riverside
**JOHN LEARNED** (2007)
Professor, Mathematics
B.S. 2001 Rensselaer Polytechnic Institute
M.A. 2004 University of California - Santa Barbara
Ph.D. 2007 University of California - Santa Barbara
**CORA LEIGHTON** (2023)
Professor, Distance Education & Instructional Design Coordinator
B.A. 2002 San Francisco State University
M.A. 2005 California State University
M.A. 2022 San Francisco State University
Ph.D. 2009 Louisiana State University
**KURT M. LEUSCHNER** (1999)
Professor, Natural Resources
B.A. 1988 University of California - Santa Barbara
M.A. 1994 University of Florida
**NEIL LINGLE** (2024)
Dean, School of Applied Science & Business
B.S. 1984 California State University - Long Beach
M.S. 1992 California State Polytechnic University - Pomona
**MONICA LOPEZ** (2016)
Professor, Counseling
B.A. 2007 University of California - Riverside
M.S. 2011 National University
Ed.D. 2022 Kansas State University
**AMY GLOVER LOUNSBURY** (2019)
Associate Professor, Biology
B.S. 2009 Central Michigan University
M.S. 2012 University of Southern Mississippi
**EMILY MADDIGAN** (2014)
Professor, Studio Art
B.F.A. 2001 Michigan State University
M.F.A. 2004 California State University - Long Beach
**CARLOS MALDONADO** (2007)
Interim Dean, Student Support Services
A.A. 1996 Crafton Hills College
B.A. 1999 University of Redlands
M.A. 2007 University of Redlands
**FÉLIX J. MARHUENDA-DONATE** (2006)
Professor, Computer Information Systems
B.S. 1999 Universidad del Sagrado Corazón
M.A. 2006 University of California - Riverside
**VALENTINE MARTINEZ GARCIA** (2023)
Vice President, Student Services
A.A. 1992 Bakersfield College
B.S. 1994 University of La Verne
M.S. 1998 University of La Verne
**D. CLAYTON MAYES** (2002)
Professor, Criminal Justice
A.A. 1968 East Los Angeles College
B.S. 1972 Pepperdine University
M.P.A. 1973 Pepperdine University
**AMBER McCARTNEY** (2025)
Instructor, Nursing
B.A. 2007 Stanford University
B.S. 2023 University of Texas at Arlington
M.S. 2001 University of Leeds
**MICHAEL P. McJILTON** (2003)
Professor, Mathematics
A.S. 1997 Santa Rosa Junior College
B.S. 1998 Sonoma State University
M.S. 2001 California Polytechnic State University - San Luis Obispo
**MICHAEL McKAIL** (2025)
Professor, Sociology
B.A. 2007 University of California Riverside
M.A. 2010 University of California Riverside
**LAKESHIA McKENZIE** (2021)
Assistant Professor, Sociology
M.A. 2011 California State University - Dominguez Hills
Ed.D. 2022 Alliant International University
**CHRISTINE MELTON** (2015)
Associate Professor, Chemistry
B.S. 2006 Northern Illinois University
M.S. 2008 University of California - San Diego
**ANGELA MERAZ** (2015)
Assistant Professor, Counseling, Athletics
B.A. 2004 University of California - Los Angeles
M.Ed. 2006 University of Maryland - College Park
Ed.D. 2022 Kansas State University
**WALTER MEYER, JR.** (2024)
Director, Public Safety Academy
B.A. 2000 Chapman University
M.A. 2002 Chapman University
**JANET MILLER** (2018)
Professor, Theatre Arts
B.A. 1993 California State University - Northridge
M.A. 2007 California State University - Los Angeles
M.F.A. 2016 California State University - Los Angeles
**CAMERON MILLER** (2016)
Associate Professor, Fire Technology
B.A. 2004 University of Redlands
M.A. 2020 California State University - San Bernardino
**DAVID MONTOYA, III** (2024)
Instructor, Ethnic Studies
B.A. 2005 University of California Irvine

M.A. 2009 University of California Los Angeles
J.D. 2009 University of California Los Angeles
**REBECA MORENO** (2024)
Instructor, Coordinator/Counseling, CalWORKs
A.A. 2018 College of the Desert
B.A. 2018 Bradman University
M.A. 2021 University of Redlands
**JUAN JOSE MORENO IBARRA** (2024)
Associate Professor, Counseling, English as a Second Language
B.A. 2011 California State University-Fullerton
M.A. 2016 University of Redlands
**JAMIL W. MORTADA** (2019)
Professor, Mathematics
B.S. 2003 University of Arizona
M.S. 2007 Florida State University
Ph.D. 2011 Florida State University
**ALI MOUSSAOUI** (2023)
Professor, Physics
B.S. 1985 University of Texas at Arlington
M.S. 2000 California State University - Los Angeles
**GERMAN MUSCH** (2023)
Professor, Biology
B.S. 2002 University of Wisconsin-La Crosse
M.A. 2006 University of Wisconsin-La Crosse
**RUTH M. NOLAN** (1999)
Professor, English Composition
A.A. 1985 Victor Valley College
B.A. 1988 California State University - San Bernardino
M.A. 1995 Northern Arizona University
M.F.A. 2014 University of California - Riverside
**THOMAS O'GRADY** (2016)
Associate Professor, American Sign Language
B.A. 2008 Gallaudet University
M.A. 2013 Teachers College Columbia University
**DONALD O'LOGHLIN** (2008)
Professor, Employment Specialist, Disabled Students Programs & Services
B.A. 1997 University of California - Irvine
M.S. 1980 University of Arizona
**CONSTANTINE DEAN PAPAS** (2016)
Dean, School of Communication & Humanities
B.A. 1993 Villanova University
M.A. 1995 Claremont Graduate University
**HOLLY K. PAQUETTE** (2022)
Professor, Biology
B.A. University of California-Berkeley
M.S. University of Montana
**JORGE PEREZ** (2016)
Associate Professor, Mathematics
B.S. 2008 University of California - Riverside
M.S. 2009 University of California - Riverside
**DUYEN PHAM** (2023)
Assistant Professor, Chemistry
B.S. 2019 University of California-Riverside
M.S. 2023 California State University-Northridge
**AMANDA F. PHILLIPS** (2012)
Dean, Counseling Services
B.A. 2001 Randolph Macon Woman's College
M.A. 2008 University of Redlands
**JEFFREY W. PLACE** (1997)
Professor, Turfgrass Management and Ornamental Horticulture
A.A. 1973 College of the Desert
B.S. 1975 California State Polytechnic University - Pomona
**GARY PLUNKETT** (2014)
Dean, School of Health Sciences & Education
B.S. 1998 California State University - Dominguez Hills
M.S. 2003 California State University - Long Beach
**BARTLOMIEJ S. PODLESNY** (2005)
Professor, Mathematics
B.S. 2002 California State Polytechnic University - Pomona
M.S. 2004 University of California - Riverside
**FRANCISCO RAMIREZ** (2014)
Professor, Counseling, Career Workforce Solutions Center
B.A. 1999 University of California - Los Angeles
M.Ed. 2003 University of California - Los Angeles
Ed.D. 2019 California State University - San Bernardino
**ABRAHAM S. RAMIREZ** (2024)
Professor, Ethnic Studies
B.A. 2008 California State University Fullerton
M.A. 2011 University of California Berkeley
Ph.D. 2022 University of California Berkeley
**CHRISTOPHER H. REBA** (2019)
Professor, Commercial Music
A.A. 2001 MiraCosta Community College
B.A. 2004 University of California - San Diego
M.A. 2006 University at Buffalo
**DOUGLAS REDMAN** (2007)
Professor, Automotive
A.A. 1994 Fullerton College
B.A. 1998 California State University - Fullerton
M.S. 2006 California State University - Fullerton
**EDWIN A. REED** (2006)
Professor, Speech
B.S. 1995 Bradley University
M.S. 1997 Illinois State University
**MICHELLE A. RICHARDS** (2000)
Professor, Application and Information Systems
B.S. 1990 Oregon State University
M.Ed. 1994 Oregon State University
**ERIN RICHARDSON** (2023)
Professor, Art
B.A. 2007 California State University - Northridge
M.A. 2009 California State University - Northridge
M.F.A. 2013 California State University - Long Beach
**NICHOLAS ROBLES** (2024)
Interim Director, Educational Partnerships & Outreach
B.A. California State University Northridge
M.A. 2017 National University
**EDITH ROJAS SALAZAR** (2018)
Assistant Professor, Geology
B.A. 2013 California State University - Los Angeles
M.A. 2016 California State University - Los Angeles
**JOSE PABLO ROMERO** (2016)
Professor, Accounting
B.A. 2011 California State University - San Bernardino
M.S. 2011 California State University - San Bernardino
**ROBERT ROSTECK** (2007)
Professor, Biology
B.A. 1987 Georgetown College
M.S. 1993 University of Tennessee - Knoxville
**REID T. SAGARA** (2014)
Professor, English
B.A. 1998 University of Hawaii
M.A. 2000 University of California - Riverside
M.Ed. 2013 University of Washington
**PHILIP SALAS** (2016)

Associate Professor, Counseling, Nextup, Student Support Services
B.A. 2007 University of California - Irvine
M.S. 2009 California State University - San Bernardino
**SENORINA S. SALDIVAR** (2008)
Professor, Counseling
A.A. 2003 College of the Desert
B.A. 2004 California State University - San Bernardino
M.A. 2008 Chapman University
Ed.D. 2022 University of Maryland
**HEATHER SANCHEZ** (2008)
Professor, English
A.A. 2003 Copper Mountain College
B.A. 2005 California State University - San Bernardino
M.A. 2007 California State University - San Bernardino
**FREDERICK SANGIORGIO** (2006)
Professor, Counseling
A.A. 1997 Lake Tahoe Community College
B.A. 2000 California State University - San Francisco
M.S. 2003 California State University - San Francisco
**ALEXA SAWA** (2012)
Professor, Biology
B.S. 1997 Stanford University
Ph.D. 2004 University of California - Berkeley
**TIFFANIE SCHNABEL-MORENO** (2023)
Instructor, Early Childhood Education
B.S. 2017 University of LaVerne
M.S. 2021 University of LaVerne
**RENATE SENTERS** (2008)
Professor, English as a Second Language
B.A. 1985 Ludwig Maximillian University Munich
M.A. 1987 Ludwig Maximillian University Munich
**WHITNEY SHAW** (2020)
Professor, Communication Studies
B.A. 2008 California State University - Chico
M.A. 2010 California State University - Chico
**MICHAEL SILVEIRA** (2024)
Dean, School of Mathematics & Sciences
B.S. 2006 San Diego State University
M.S. 2010 San Diego State University
Ed.D. 2021 Kansas State University
**JOSE SIMO** (2000)
Professor, Counseling
B.S. 1989 Franciscan University of Steubenville
M.S. 1996 California State University - San Bernardino
**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
**MICHELLE SMITH** (2024)
Instructor, Nursing
A.S. 2017 College of the Desert
B.S. 2013 University of California Los Angeles
B.S.N. 2021 Aspen University
**LISA SOCCIO** (2006)
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
**KURT SPURGIN** (2018)
Professor, Health Science
B.A. 1994 University of California - Santa Barbara
D.C. 1998 Southern California University of Health Sciences
Ph.D. 2014 University of California - Riverside
**PAMELA STEGEMAN** (2017)
Professor, Business
B.A. 1985 Hamilton College
M.B.A. 1990 Cornell University
Ed.D. 2021 Kansas State University
**ANA M. STOCKWELL** (2007)
Professor, Counseling, Health Sciences
B.A. 2004 California State University - San Bernardino
M.S.W. 2006 California State University - San Bernardino
Psy.D. 2021 California Southern University
**KURT STRUWE** (2017)
Professor, Culinary Arts
B.S. 2006 Art Institute of California
M.B.A. 2010 Southwest Minnesota State University
Ed.D. 2021 Kansas State University
**MARY ROSE SUAREZ** (2021)
Associate Professor, Simulation R.N.
B.S.N. 2011 California State University - San Bernardino
M.S. 2018 Western Governors University
**DIANE E. TARAS** (2006)
Professor, English as a Second Language, English
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
**MARTHA TORRES-MENDEZ** (2022)
Associate Professor, Spanish
B.A. 2013 California State University - Channel Islands
M.A. 2015 University of California - Irvine
Ph.D. 2020 University of California - Irvine
**EVELYN TREJO** (2016)
Professor, Counseling, Veterans
B.A. 2014 California State University - San Bernardino
M.S. 2017 California State University - San Bernardino
**EDUARDO VACA** (2016)
Associate Professor, Environmental Horticulture / Turfgrass Management
A.S. 2005 College of the Desert
B.A. 2021 California State University - San Bernardino
**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)
Professor, Biology
B.S. 2002 Universita degli Studi di Milano
M.S. 2006 Universita degli Studi di Milano
Ph.D. 2014 University of California - Davis
**SHARON VILARINO** (2023)
Professor, Kinesiology
B.A. 1991 San Diego State University
M.A. 1999 Adams State College
**KALEIGH VILCHEZ-RUSSELL** (2023)
Assistant Professor, Biological Sciences
B.S. 2012 University of California Riverside

M.S. 2014 James Cook University
Ph.D. 2021 University of California Riverside
**ELIZABETH WALKER** (2021)
Professor, Political Science
B.A. 2004 Pepperdine University
M.P.A. 2006 Seton Hall University
M.A.Ed. 2011 Claremont Graduate University
M.P.S. 2012 Claremont Graduate University
Ph.D. 2020 Claremont Graduate University
**CORBYN WILD** (2015)
Associate Professor, English
B.A. 2012 California State University - San Bernardino
M.A. 2013 California State University - San Bernardino
Ed.D. 2022 Kansas State University
**CHANTAE WILSON** (2018)
Professor, EMT Paramedic
B.S. 2009 Grand Canyon University
M.S. 2017 Grand Canyon University
**MATTHEW WILSON** (2019)
Assistant Professor, Phyiscal Therapy
B.S. 2012 University of Miami
D.P.T. 2015 University of St. Augustine for Health Sciences
**MARIANA ZEPEDA** (2017)
Associate Professor, Counseling
B.A. 2012 University of California - Los Angeles
M.S. 2016 California State University - San Bernardino
Ed.D. 2022 Kansas State University

# 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
**PILAR AGUDELO** (2006-2021)
Professor Emeritus, Spanish
**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
**BASIL M. AUGUSTINE** (2006-2022)
Professor Emeritus, Counseling
**BETTY BALUSKI** (2006-2015)
Associate Professor Emeritus, Nursing
**MARISSA BAÑUELOS** (2018)
Professor Emeritus, Sociology
**ZERRYL BECKER** (1999-2021)
Professor Emeritus, Business
**ARTHUR W. BENDER** (1969-1994)
Professor Emeritus, Microbiology
**STEPHEN BENO** (1985-2017)
Professor Emeritus, Culinary Arts
**GARY R. BERGSTROM** (1992-2021)
Professor Emeritus, Reading
**ROBIN A. BEST** (1997-2022)
Professor Emeritus, Applications Information Systems
**BARBARA A. BOLAÑOS** (1971-1995)
Professor Emeritus, Sociology
**PAUL D. BOWIE** (1970-2006)
Professor Emeritus, Biology and Botany
**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
**JOANA G. CIURASH** (2006-2024)
Professor Emeritus, Chemistry
**JOHN R. COEFIELD** (1963-1995)
Professor Emeritus, Health, Physical Education and Recreation
**JOHN COLLIGAN** (1987-1999)
Professor Emeritus, English and Reading, Copper Mountain Campus
**JUDITH E. COOK** (1994-2021)
Professor Emeritus, Art
**LUIS CORONA** (1975-2000)
Counselor Emeritus
**JOHN D. CRAIG** (1972-1983)
Professor Emeritus, Engineering, Copper Mountain Campus
**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
**CLAUDIA F. DERUM** (1997-2021)
Reference Librarian Emeritus, Library and Learning Resources
**DENISE DIAMOND** (2002-2021)
Professor Emeritus, English
**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
**STEVE E. DOSTAL** (1985-2018)
Professor Emeritus , Mathematics
**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
**JONATHAN D. FERNALD** (2021-2020)
Profesor Emeritus, Library and Learning Resources
**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

**DAVID A. GEORGE** (1986-2021)
Professor Emeritus, Business
**DEEANN GERKEN** (1992-2006)
Professor Emeritus, Nursing
**RICHARD O. GILLICK** (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
**EDWARD GROFER** (1998-2015)
Adjunct Instructor Emeritus, Journalism and Speech
**WILLIAM A. GUDELUNAS** (1990-2012)
Professor Emeritus, Political Science and American History
**EILEEN C. HACKETT** (1993-2006)
Professor Emeritus, Nursing
**GEOFF HAGOPIAN** (1989-2021)
Professor Emeritus, Mathematics
**KELLY HALL** (2008-2019)
Dean Emeritus, School of Social Sciences & Arts
**CELIA C. HARTLEY** (1992-1999)
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
**SANDRA D. HAUF** (2006-2022)
Professor Emeritus, Counseling
**CYNTHIA HAY** (2000-2014)
Associate Professor Emeritus, Nursing
**FRANCIS J. HEDQUIST** (1970-1991)
Professor Emeritus, Psychology
**STEPHANIE HERRINGTON** (1999-2015)
Adjunct Instructor Emeritus, Early Childhood Education
**WENDY J. HINRICHS SANDERS** (2005-2022)
Professor Emeritus, Early Childhood Education
**DEAN W. HOOVER** (1973-1992)
Professor Emeritus, Reading
**JAMES M. HOPP** (1974-2001)
Professor Emeritus, English
**CHERYL HOUSTON** (1981-2017)
Adjunct Instructor Emeritus, Kinesiology
**KATHLEEN HUDGINS** (2006-2014)
Associate Professor Emeritus, Nursing
**JOSEPH B. IANTORNO** (1974-1986)
Professor Emeritus, English
**C.D. JACKSON Jr.** (1988-2012)
Professor Emeritus, Developmental Education
**MARIA C. JASSO** (1996-2022)
Professor Emeritus, Counseling
**PENNY S. JENISON** (1999-2009)
Professor Emeritus, History / Political Science
**DORIS F. KELLER** (1972-1987)
Professor Emeritus, Nursing
**ELISE KING** (1996-2022)
Professor Emeritus, Counseling
**JOEL L. KINNAMON** (2012-2021)
President Emeritus
**CHARLES D. KROLL** (2001-2014)
Associate Professor Emeritus, History
**PAULA N. KROONEN** (1984-2001)
Adjunct Instructor Emeritus, Japanese and ESL
**WILLIAM R. KROONEN** (1969-2001)
Superintendent/President
**JOHN B. LaFONTAINE** (1996-2005)
Assistant Professor Emeritus , Air Conditioning and Refrigeration
**IRENE M. LARSEN** (1995-2014)
Professor Emeritus, Nursing
**CAROL A. LASQUADE** (2005-2015)
Counselor Emeritus, Coordinator EOPS & CARE Programs
**JAN B. LAWSON** (1970-1994)
Professor Emeritus, English
**MARIAN T. LEE** (1973-1981)
Professor Emeritus, Mathematics, Copper Mountain Campus
**JUAN LUJAN** (1989-2012)
Director Emeritus, Education Centers
**PAUL MAAG** (2000-2015)
Counselor Emeritus, Alternative Media Specialist
**DOUG A. MacINTIRE** (2002-2015)
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** (1977-1989)
Counselor Emeritus
**ELIZABETH MARTIN** (1979-1994)
Professor Emeritus, Nursing
**JOHN W. MARZICOLA** (1972-1985)
Professor Emeritus, Mathematics
**DIANNE S. MATHEWSON** (1992-2004)
Professor Emeritus, Psychology
**MICHAEL McCABE** (2003-2016)
Professor Emeritus, Administration of Justice
**ASHLEY T. McDERMOTT** (1964-1999)
Professor Emeritus, Astronomy and History
**LISA McFADDEN** (1997-2022)
Professor Emeritus, Counseling
**DONNA J. McLAIN** (1968-1996)
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** (1970-1995)
Professor Emeritus, History, Copper Mountain Campus
**GEORGE L. MEYER** (1969-2002)
Professor Emeritus, Geology
**ALFRED D. MILLER** (1971-1993)
Counselor Emeritus, Copper Mountain Campus
**DARRELL MILLER** (1985-2016)
Adjunct Instructor Emeritus, Culinary Arts
**NANCY E. MOLL** (2002-2019)
Professor Emeritus, Geology
**MATTEO MONICA III** (1973-2006)
Counselor Emeritus, Financial Aid
**EDWARD A. MORANTE** (1991-2005)
Counselor Emeritus
**LINDA A. MORANTE** (1993-2005)
Associate Professor Emeritus, English
**LINDA A. MURPHY** (2008-2012)
Professor Emeritus, Nursing
**HOVAK NAJARIAN** (1966-1994)

Professor Emeritus, Art
**CHRISTOPHER E. NELSON** (1996-2014)
Coordinator Emeritus, Academic Skills Center
**JOHN L. NORMAN** (1962-1999)
Professor Emeritus, Music
**MICHAEL J. O'NEILL** (1990-2008)
Professor Emeritus, Special Education, Coordinator, DSPS
**BETTY J. OEDING** (1967-1992)
Professor Emeritus, Nursing
**JAMES C. ONEY** (1970-1997)
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** (1971-1994)
Professor Emeritus, Business
**SAMUEL H. PLUMER** (1975-1986)
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
**RICHARD W. RAWNSLEY** (1999-2021)
Professor Emeritus, English
**VICTOR RIOS, JR.** (1999-2016)
Professor Emeritus, Sociology
**DARLENE ROMANO** (1988-2020)
Professor Emeritus, Music
**BRETT ROMER** (1964-2002)
Professor Emeritus, Physics and Mathematics, Division Chair, Science and Mathematics
**MARGARET K. ROSE** (1994-2014)
Professor Emeritus, Nursing
**VIDA ROSSI** (2007-2022)
Professor Emeritus, English
**DAVID SALTER** (1975-2004)
Professor Emeritus, Biology
**CHRISTINE SCHAEFER** (2016-2024)
Professor Emeritus, Counseling
**HUSHANG SHAHIDI** (1989-2020)
Professor Emeritus, Economics and Finance
**MARIA C. SHEEHAN** (2001-2007)
Superintendent/President Emeritus
**GWENDOLYN J. SMITH** (1980-1992)
Professor Emeritus, Nursing
**DOMENICO SOTTILE** (1969-2010)
Professor Emeritus, Italian and Spanish
**KAREN TABOR-REGIS** (1992-2019)
Dean Emeritus, School of Mathematics & Sciences
**JOHN C. TAMULONIS** (1971-2004)
Professor Emeritus, Automotive Technology
**JACK R. TAPLESHAY** (1986-2017)
Professor Emeritus, Communication
**TYRONE R. THOMAS** (1990-2021)
Professor Emeritus, Adult Basic Education
**DONALD D. THOMPSON** (1965-1996)
Professor Emeritus, Physical Education
**NORMAN THU** (1975-2001)
Professor Emeritus, Political Science
**LESLIE TODD** (1995-2006)
Professor Emeritus, Nursing
**CHRISTINE J. TOMLINSON** (1976-1982)
Professor Emeritus, Music
**MARY K. (CHRIS) TOTTEN** (1994-2012)
Professor Emeritus, Biology
**RODERICK S. TRACEY** (1984-2014)
Professor Emeritus, Chemistry
**DAVID VALENZUELA** (2002-2016)
Adjunct Instructor Emeritus, Art
**ALLEN SCOTT VENTURA** (2014-2021)
Associate Professor Emeritus, Fire Technology
**ANTHONY VERIVE** (2003-2018)
Adjunct Instructor Emeritus, Early Childhood Education
**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** (2004-2014)
Assistant Professor Emeritus , Nursing
**HARRY WALTHALL** (1962-1994)
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
**LYNN K. YORK** (1998-2018)
Adjunct Instructor Emeritus, Computer Information Systems
**LESLIE YOUNG** (1998-2019)
Dean Emeritus, School of Health Sciences & Education

# Faculty and Administration In Memoriam

**MARISSA BAÑUELOS** (2018)
Professor Emeritus, Sociology
**HAROLD L. BIRD, JR** (1974-1976)
Professor Emeritus, Nursing
**MARION BLONDIS** (1965-1976)
Professor Emeritus, Nursing
**PAUL D. BOWIE** (1970-2006)
Professor Emeritus, Biology and Botany
**MARY A. BOYD** (1989-2012)
Professor Emeritus, Reading
**SANDRA R. BRANDON** (1990-2007)
Professor Emeritus, Computer Information Systems
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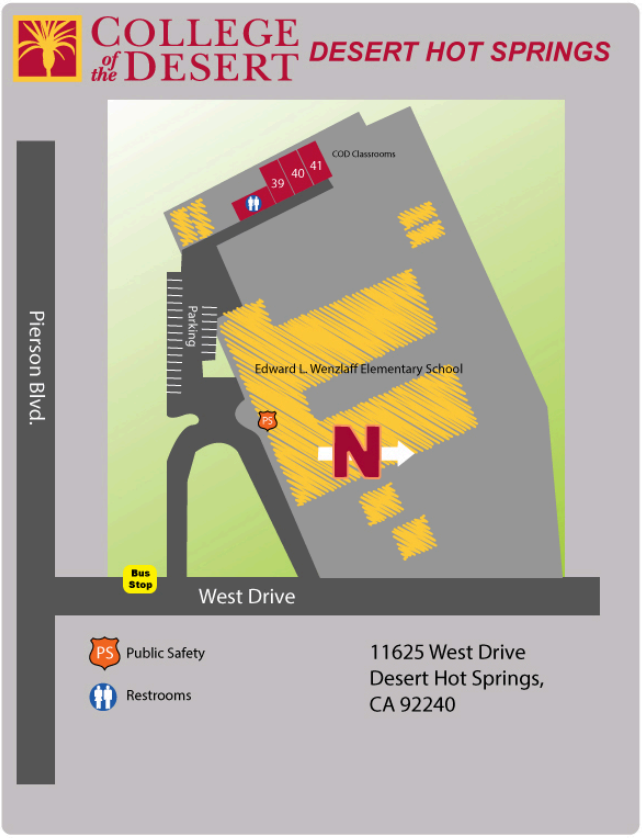
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Professor Emeritus, Nursing
**RAYMOND L. TRAYNOR** (1974-1987)
Professor Emeritus, Developmental Education, Copper Mountain Campus
**JOYCE WADE-MALTAIS** (1966-1999)
Professor Emeritus, English and Speech

**LISA WILANDER** (1997-2021)
Professor Emeritus and Learning Disability Specialist, Disabled Students Programs & Services
**FRANCES De LONG WILSON** (1969-1984)
Professor Emeritus, Developmental Education

# PALM DESERT CAMPUS GUIDE



# DESERT HOT SPRINGS CAMPUS GUIDE



# INDIO CAMPUS GUIDE

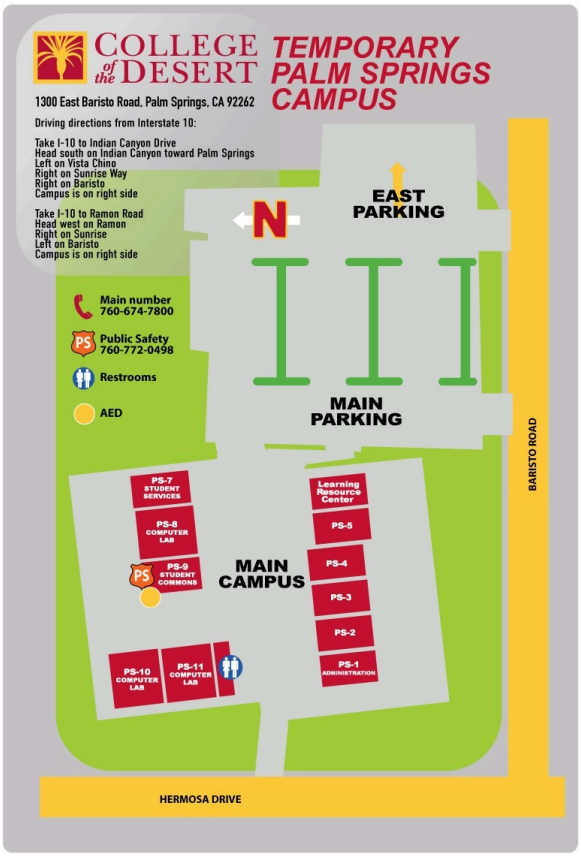





# MECCA-THERMAL CAMPUS GUIDE



# PALM SPRINGS CAMPUS GUIDE



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### Members of the 2024-2025 Curriculum Committee:

John Learned, Chair
Erynn Richardson, Eddie Vaca, Lisa Davenport,
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Mariana Zepeda, Sharon Vilarino, Dan Kleinfelter,
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# College of the Desert

43-500 Monterey Avenue
Palm Desert, CA 92260
760.346.8041



