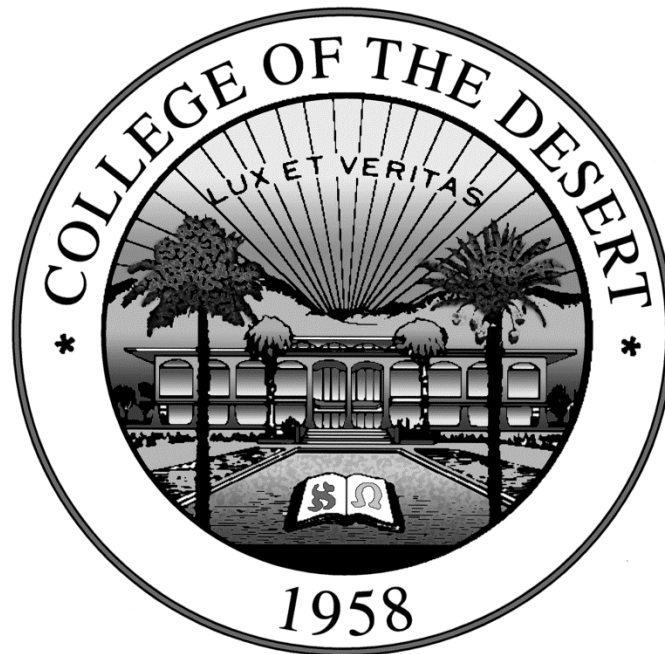


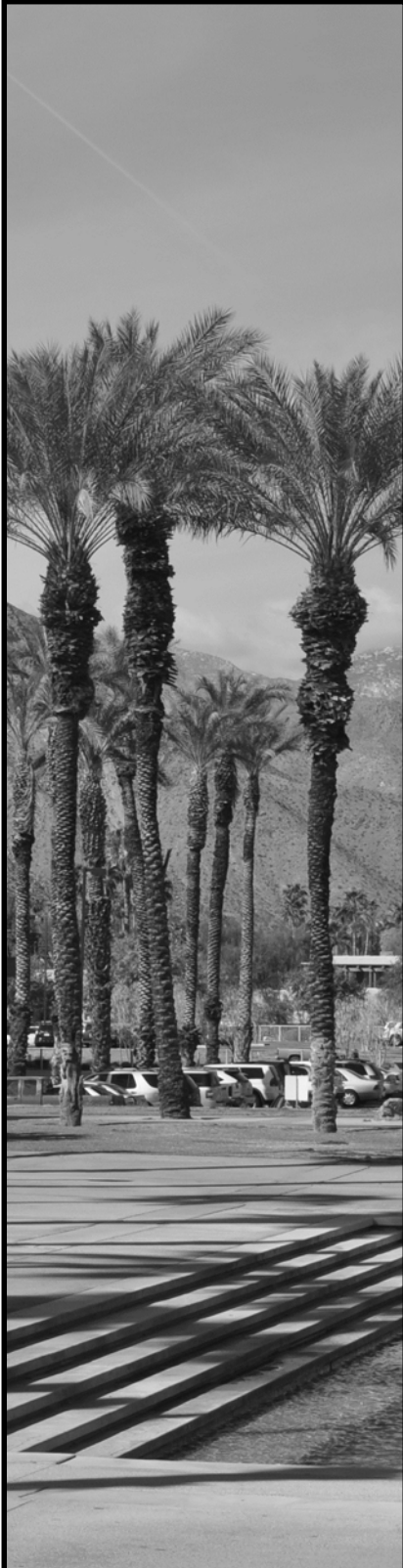
# CATALOG 2012 - 2013



College of the Desert is accredited by the Accreditation Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 10 Commercial Blvd., Suite 204, Novato, CA 94949, 415.506.0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.

43-500 Monterey Avenue  
Palm Desert, CA 92260  
760.346.8041

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



## **Welcome to College of the Desert**

Dr. Bonnie Stefan  
Chair, Board of Trustees

*I am delighted that you have made the decision to come to College of the Desert. In your hands you hold the blueprint to your future. The catalog lists the courses, programs, support services, degree offerings, and transfer information that you will need to chart your course to academic success.*

*We have helped thousands of students over the last fifty years to realize their dreams and achieve their potential. We have built an environment that is focused on learning and personal growth, a place where we help you open the doors to unlimited possibilities.*

*Our skilled faculty members are accomplished professionals who have published books, owned their own businesses, studied around the world, and are committed to teaching at COD because they want to be in the classroom interacting with students, or counseling students as they plan their educational careers. We expend a great deal of our energy and resources to help our students succeed, both by offering personal attention in terms of counseling, advising, tutoring and testing, and also by providing a variety of opportunities to participate in athletics, student government, and various campus clubs.*

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



Ms. Becky Broughton  
Elected 2006



Mr. Charles Hayden, Jr.  
Elected 1983



Mr. John Marman  
Elected 2006



Mr. Michael O'Neill  
Elected 2010



Dr. Bonnie Stefan  
Elected 1999

**COLLEGE OF THE DESERT**  
43-500 Monterey Avenue  
Palm Desert, CA 92260

[www.collegeofthedesert.edu](http://www.collegeofthedesert.edu)  
**(760) 346-8041**



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

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This catalog is valid from July 1, 2012 through June 30, 2013. It is in effect for the Fall and Spring semesters and any session (intersession) which commences within this defined period of time.

Every reasonable effort has been made to determine that everything stated in this Catalog is accurate. Because this publication must be prepared well in advance of the period of time it covers, changes in some programs inevitably will occur.

Courses and programs offered, together with other matters contained herein, are subject to change without notice by the Administration of the Desert Community College District or College of the Desert and, in addition, some courses or programs that are offered may have to be cancelled because of insufficient enrollment or because of elimination or reduction in programs or because of any other reason considered sufficient by the Superintendent/President or designee.

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

**Accredited by:**

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

**Approved by:**

California State Approving Agency for Veterans Education (CSAAVE)

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

**Accreditations and Certifications from:**

Automotive Youth Education System (AYES)

Bureau of Automotive Repair (BAR) Certified SMOG Training Facility

California Association of Alcohol/Drug Educators (CAADE)

California Association of Alcoholism and Drug Abuse Counselors (CAADAC)

California Board of Registered Nursing

California Board of Vocational Nursing and Psychiatric Technicians (BVNPT)

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

California State Fire Marshal

Commission on Peace Officer Standards and Training (POST)

National Association for the Education of Young Children (NAEYC)

National Automotive Technicians Education Foundation (NATEF)

State of California Department of Social Services, Community Care Licensing

The National League for Nursing Accrediting Commission (NLNAC)

The North American Board of Certified Energy Practitioners

**Institutional Memberships:**

Academic Senate for Community Colleges

Accrediting Commission for Community & Junior Colleges

American Association of Collegiate Registrars & Admission Officers (AACRAO)

APPA: Association of Higher Education Facilities Officers

Association of Community College Trustees

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

California Community Colleges Chief Instructional Officers (CCCCIO)

California Community Colleges Chief Student Services Administrators Association (CCCCSSAA)

Coachella Valley Economic Partnership

Commission on Athletics/3CAA

Community College Facility Coalition

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

Council for Higher Education Accreditation (CHEA)

Council for Opportunity in Education (COE)

Datatel Users Group

Equal Employment, Diversity & Equity Consortium (EEDEC)

Hispanic Association of Colleges and Universities (HACU)

Inland Valley Trustee & CEO Association

NAFSA: Association of International Educators

National Association of Student Financial Aid Administrators (NASFAA)

National Association of Veterans' Program Administrators (NAVPA)

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

The College Board

Western Association of Veterans Education Specialists (WAVES)

## Fall 2012 Semester

**August 27**

September 03

November 12

November 22 - 23

December 11 - 17

**December 17**

## Fall Classes Begin

Labor Day - HOLIDAY

Veterans' Day - HOLIDAY, Observed

Thanksgiving - HOLIDAY

Final Exams

**Fall Classes End**



## Spring 2013 Semester

**January 28**

February 15

February 18

March 25 - 29

May 18 - 24

**May 24**

## Spring Classes Begin

Lincoln's Day - HOLIDAY, Observed

Washington's Day - HOLIDAY, Observed

Spring Break

Final Exams

**Graduation, Spring Classes End**

AUGUST 2012						
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## HISTORY OF THE COLLEGE

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

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

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

The College currently enrolls over 10,000 students and with a student body that is over 55% Hispanic, COD is a federally recognized Hispanic Serving Institution (HSI).

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## MISSION

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

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## VISION

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

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## VALUES

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

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

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

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

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

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

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

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

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

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## INSTITUTIONAL OUTCOMES

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### CRITICAL THINKING AND COMMUNICATION

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



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## SCIENTIFIC INQUIRY

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

## GLOBAL CITIZENSHIP

### Scientific & Technological Literacy

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

### Ethical Behavior

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

## AESTHETICS

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

## PERSONAL AND PROFESSIONAL DEVELOPMENT

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

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## STUDENT LEARNING OUTCOMES AND ASSESSMENT

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

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

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

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## GENERAL EDUCATION PHILOSOPHY

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

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

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

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## SUPPORTING ORGANIZATIONS

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### ALUMNI ASSOCIATION

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

The Alumni Association annually budgets over \$270,000 in scholarships and student financial aid which are awarded to college, high school and middle school students.

The Alumni Scholarship Endowment Fund now totals in excess of \$700,000. The Alumni Association Academic Enrichment Endowment Fund of \$1,000,000 has been

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

### COLLEGE OF THE DESERT FOUNDATION

College of the Desert Foundation is a nonprofit organization whose primary purpose is to provide financial support from the private and public sectors to help underwrite those programs and facilities at the College which cannot be funded through other means. The Foundation Board and committees are composed of community leaders who volunteer to work with college staff to support the college's specific needs, present and future.

Donations to the COD Foundation can be of any size and may be designated to a particular department or project. Estate planning information is available for wills, bequests, and charitable trusts. For more information call (760) 773-2561, or go the foundation website at [www.codfoundation.org](http://www.codfoundation.org).

### AUXILIARY WOMEN IN PHILANTHROPY

This organization is made up of over 300 members whose purpose is to serve as Goodwill Ambassadors for College of the Desert and to assist the Foundation in pursuing its goals. The organization hosts luncheons, events and guest speakers throughout the year to raise funds for scholarships and other College programs and services. Membership dues range from \$100 per year to \$2,500 for a life membership. For more information call (760) 346-3363, or go to their website at [www.codfoundation.org](http://www.codfoundation.org).

### PRESIDENT'S CIRCLE AND GOLD PARTNERS

The President's Circle was created by the Foundation in 1983. It is comprised of an exceptional group of individuals and business leaders who are committed to the Mission of COD and its Foundation. The President's Circle is the largest and most important resource of unrestricted gifts to the College, helping provide critical resources to meet educational needs, as well as help the Foundation and its support mission-critical programs and services for the College. Members enjoy a variety of benefits and dues range from \$1,000 to \$50,000. For more information on any of the Annual Giving opportunities at the Foundation, contact the Foundation at (760) 773-2561 or via email [Jhummer@collegeofthedesert.edu](mailto:Jhummer@collegeofthedesert.edu).

### FRIENDS OF THE LIBRARY

The Friends of the Library is a dedicated group that supports the College's Palm Desert Campus library. The Desert Collection Bibliography, focusing on the uniqueness of the region, is regularly updated by the Friends with new and rare books. For more information about Friends of the Library call (760) 776-7299.

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## ORGANIZATION OF THE COLLEGE

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The chief administrator of the District is the Superintendent/President, who is also the chief administrative officer of the college. The Superintendent/President serves as the Secretary to the Board.

The Vice President of Business Affairs functions as the chief financial officer of the college. He directs the development and administration of the college's budgeting process. Fiscal Services, Business Services, Facilities Services, Human Resources & Labor Relations, Security and Emergency Preparedness, Food Services, and the Bookstore are under the supervision of the Vice President of Business Affairs.

The Vice President of Academic Affairs is the chief academic officer of the college responsible for academic schools, the college library, instructional support services, career-technical education, and off-campus programs. 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 Affairs is the chief student services officer of the college responsible for student enrollment services, student support programs and services, student leadership, and student due process and discipline.

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

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## OFF-CAMPUS LOCATIONS

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There are several Education Centers located throughout the eastern and western Coachella Valley where college credit and noncredit courses are offered.

### EASTERN VALLEY CENTER

The Eastern Valley Center (EVC) houses and coordinates educational programs in Indio and Mecca-Thermal. These programs offer academic courses as well as noncredit Adult School classes (ESL & GED/Secondary Education Completion) that are more accessible to residents of the eastern Coachella Valley.

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

The Eastern Valley Center staff is committed to offering a wide array of courses and providing student and faculty support at all satellite locations. Please refer to the current Schedule of Classes for starting dates and meeting times. For further information, please call the office of the Director of Education Centers at (760) 776-7200.

### INDIO

Located at 44-199 Monroe Street in Indio, the EVC/Indio offers day and evening classes, as well as limited counseling, assessment testing, registration, Financial Aid and referral services. In addition, limited English as a Second Language (ESL) classes are held at the EVC in Indio. For additional information call (760) 776-7200.

### MECCA-THERMAL

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

### WESTERN VALLEY CLASSES

In order to provide local access to college classes for students living in the western Coachella Valley, College of the Desert offers a wide variety of evening credit courses at Palm Springs High School.

Please refer to the current Schedule of Classes, or visit the college website at [www.collegeofthedesert.edu](http://www.collegeofthedesert.edu) for starting dates and meeting times of Western Valley classes. For further information, please call the office of the Director of Education Centers at (760) 776-7200.



**OFFICE OF THE SUPERINTENDENT/PRESIDENT**  
 (All telephone numbers are area code 760)

**Superintendent/President ..... 773-2500**
**INFORMATION TECHNOLOGY AND INSTITUTIONAL  
RESEARCH**

Dean (Chief Technology Officer) ..... 862-1300

**INSTITUTIONAL ADVANCEMENT OFFICE**

Executive Director ..... 773-2508

Public Relations Office ..... 773-2589

**INTERNATIONAL EDUCATION PROGRAM**

Director ..... 776-7205

**ACADEMIC AFFAIRS**  
 (All telephone numbers are area code 760)

**Vice President ..... 773-2506**
**SCHOOL OF APPLIED SCIENCES & BUSINESS**
**Dean ..... 773-2571**

Partnership &amp; Community Education (PaCE) .. 773-2596

Economic &amp; Workforce Development Centers..773-2595

Advanced Transportation Technology and Energy Center

Desert Energy Enterprise Center

Public Safety Academy ..... 568-3083

CTE Transitions ..... 636-7945

**SCHOOL OF COMMUNICATION & HUMANITIES**
**Dean ..... 773-2572**

English, Reading and Languages ..... 773-2572

Noncredit ..... 773-2559

**SCHOOL OF HEALTH SCIENCES & EDUCATION**
**Dean ..... 773-2579**

Kinesiology and Athletics ..... 773-2581

McCarthy Family Child Development

&amp; Training Center ..... 862-1308

Nursing and Allied Health ..... 773-2579

**SCHOOL OF ARTS & SCIENCES**
**Dean ..... 773-2574**

Arts and Media ..... 773-2574

Math and Science ..... 773-2573

**SCHOOL OF LIBRARY & LEARNING RESOURCES**
**Dean ..... 568-3099**

Academic Skills Center ..... 773-2557

Education Centers ..... 776-7200

Library ..... 773-2563

**BUSINESS AFFAIRS**  
 (All telephone numbers are area code 760)

**Vice President ..... 773-2511**

Bookstore ..... 773-2564

Facilities Services ..... 773-2551

Fiscal Services ..... 773-2513

Food Services ..... 773-2554

Golf Range ..... 341-2491

Security Services ..... 341-2111

**HUMAN RESOURCES & LABOR RELATIONS**

Executive Director ..... 773-2529

**STUDENT AFFAIRS**  
 (All telephone numbers are area code 760)

**Vice President ..... 773-2590**
**ENROLLMENT SERVICES**
**Dean ..... 776-7444**

Admissions &amp; Records ..... 773-2516

Financial Aid ..... 773-2532

Veterans ..... 773-2536

**STUDENT HEALTH & DISABILITY SERVICES**
**Director ..... 773-2534**

Disabled Students Programs &amp; Services ..... 773-2534

Student Health Services ..... 776-7211

Student Psychological Services ..... 862-1304

**STUDENT SUPPORT PROGRAMS AND SERVICES**
**Dean ..... 773-2522**

ACES ..... 776-7347

Articulation Officer ..... 773-2593

Assessment Center ..... 776-7413

CalWORKs ..... 862-1343

Career Center ..... 862-1351

Counseling ..... 773-2520

EOPS/CARE ..... 773-2539

Matriculation Officer ..... 773-2522

Student Government ..... 776-7317

Student Life ..... 773-2566

Transfer Center ..... 862-1351

TRiO Student Support Services DSPS ..... 636-7940

TRiO Student Support Services EVC ..... 396-2390

Upward Bound ..... 773-2541

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## MATRICULATION PROCESS

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Matriculation is a partnership between College of the Desert and the student for the purpose of assisting students in selecting, planning and achieving their educational and career goals (Title 5, §55520). Through this partnership, there are responsibilities for the College and for the individual student.

### College Responsibilities Include:

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

### Student Responsibilities Include:

1. Participating in assessment, orientation, counseling/advisement services and other follow-up services deemed necessary by the College in order to complete their stated educational goal.
2. Acquiring and reading the College catalog, schedule of classes, hand outs and other student materials which detail College policies and procedures.
3. Submitting *unofficial* transcripts for all high schools and/or colleges attended to their counselor/advisor if the student would like prior coursework to be utilized for course placements.
4. Submitting **official** transcripts to the Admissions and Records Office if the student is requesting official course

credit for prior coursework. All official transcripts submitted to Admissions and Records Office become the property of College of the Desert.

5. Indicating at least a broad educational goal upon admission.
6. Declaring a specific educational goal after completing a minimum of 15 units.
7. Attending all classes and completing all course assignments.
8. Completing courses and maintaining progress toward their stated goals.

## STEPS TO ENROLLMENT

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

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

The completion of these steps will expedite the enrollment process and greatly enhance chances for educational success. The College requires all NEW students to participate in these steps.

### 1. Admission Application

Complete the COD admission application and submit all necessary transcripts to the Admissions & Records Office.

- The COD admission application is available online at [www.cccapply.org](http://www.cccapply.org) 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.

### 2. Assessment

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

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

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

### **3. Orientation**

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

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

### **4. Counseling/Advising**

All matriculating students must meet with a counselor prior to beginning classes.

- Counselors 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 (please see Student Education Plan description on page 15).
- Faculty Advisors are available in every academic department (see pages 71-129). 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.

### **5. Financial Aid Application (optional)**

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

- Complete the Free Application for Federal Student Aid (FAFSA) available on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
- To participate in the Board of Governors Tuition Waiver (BOG) you should complete the FAFSA (see above).
- Visit the COD Financial Aid Office website at [www.collegeofthedesert.edu](http://www.collegeofthedesert.edu) and click on the Financial Aid at the top for more details. See page 32 for more information about available financial aid resources.

### **6. Registration**

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

- After completing the application, the Admissions & Records Office will email all New Students their assigned College of the Desert Student ID Number to the email address provided on the admission application.

During orientation, students will be provided their WebAdvisor Username and password. Additionally,

students will receive assistance navigating the WebAdvisor Registration System along with setting up their @mycod.us email account.

- The College has established a priority registration system in keeping with Title V guidelines. More information can be obtain under the Admissions & Records area of the COD website.
- Students are solely responsible for maintaining their class schedule and should review the Schedule of Classes each semester to ensure that they are aware of important registration deadlines.
- For assistance with registration activity, students may contact the Admissions & Records Office or the Counseling Center.

#### **Waitlist**

Once a class is closed, you will have the option to place yourself on a waitlist. Please note, you must meet all prerequisites before placing yourself on the waitlist. Students who enrolled in a course requiring a prerequisite may be dropped if prerequisite is not met. You can not place yourself on more than one waitlist per class.

Once you have elected to place yourself on a waitlist, if a seat becomes available, our registration system will attempt to register you for the course you have "waitlisted." Once registered, you must pay for the course within 3 days of registration, or be dropped from the waitlist and notified at the College of the Desert email address on file in the Admissions and Records Office.

Students, who seek to enter a full class during late registration and are on a waitlist, must attend the first day of class and be on time. If space is available, the instructor will provide you with an Add Permit Code, which will allow you to go online via WebAdvisor and register for the course, prior to the last day to add a course. Please see the Schedule of Classes for Important Dates.

#### **Add Permit Codes**

Classes filled on the first day of the term will require Add Permit Codes given by faculty member to enroll via WebAdvisor only. Instructors have the ability, if space is available, to issue "Add Permit Codes" to students who seek to enter a full class. Please check the Schedule of Classes for deadlines to add.

Students, with issued Add Permit Codes do not have to stand in line. They may use any computer with internet access to log in to WebAdvisor and add the course. Add codes may only be used by the students to whom they were given by a faculty member or another college official. Students may not sell or give add codes to another student. Students who misuse add codes may be subject to disciplinary action under the College's Student Code of Conduct procedures. For more information, please check the COD website.

## MATRICULATION EXEMPTIONS

Some students may be exempt from the assessment, orientation, and/or the counseling/advising components of matriculation if they meet certain criteria (Title 5 §55532). However, students will not be exempt from the admissions and follow-up components of matriculation. Information about matriculation exemption eligibility is available in the Counseling Center or online at [www.collegeofthedesert.edu/matricexemption](http://www.collegeofthedesert.edu/matricexemption).

Students wishing to obtain a matriculation exemption in any of the three areas mentioned should submit a Matriculation Exemption Request, along with supporting documentation, to the Counseling Center. If approved, the Counseling Center staff will clear the student to register for classes. For more information, contact the Counseling Center at (760) 773-2520.

## MATRICULATION COMPLAINTS

If it is thought that the assessment, orientation, counseling or any other matriculation procedure is being applied in a discriminatory manner, the student may file a written complaint. For information regarding the complaint procedures contact the Dean of Student Support Programs & Services at (760) 773-2522.

## STUDENT EDUCATION PLANS (SEPs)

Upon admission to the College all students will be required to express a broad educational goal. A specific educational goal, along with a Student Educational Plan (SEP) should be declared after the student has completed 15 semester units of degree applicable coursework. It is the responsibility of the student to contact a counselor to complete an educational plan. Failure to specify the goal, complete the SEP, diligently attend classes, complete assignments, and maintain progress toward that goal may result in the suspension or termination of further matriculation services to the student by the College and the District. For more information, contact the Counseling Center at (760) 773-2520.

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## ADMISSION

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

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

Certain two-year programs have special admission requirements.

## NON-GRADUATES OF HIGH SCHOOL

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

## CONCURRENT ENROLLMENT OF HIGH SCHOOL STUDENTS

In accordance with the California Education Code 76000-76002, College of the Desert (COD) will consider students in 11th and 12th grades only for concurrent enrollment as Special Admit Students. The intent of the "Presley Bill" allows for enrollment of high school students to provide an opportunity for students who are capable of *advanced work that is not offered in the high schools*. Students will be considered for admission only for reasons consistent with the intent of the program. **Examples of unacceptable reasons include** decreasing the time needed to graduate from high school, substituting for course work not available in home-study programs or private schools, and taking course work equivalent to courses offered in high schools (below college-level).

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

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

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

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

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

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

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

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

### **PROBATIONARY TRANSFER STUDENTS**

Applicants whose scholastic achievement at another college represents less than a "C" average may be admitted for a restricted academic program. Satisfactory performance in this work may allow admission to subsequent semesters. Admission on probation is a privilege granted, not a right of the applicant.

### **SUPPLEMENTAL APPLICATION - NURSING PROGRAM**

Because of departmental requirements or enrollment limitations for Nursing, this department established screening procedures and a supplemental application for their candidates. Information regarding this application is available at: [www.collegeofthedesert.edu/students/ap/hs](http://www.collegeofthedesert.edu/students/ap/hs).

### **INTERNATIONAL STUDENTS with F-1 VISAS**

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

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

### **INTENSIVE ENGLISH ACADEMY**

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

For more information and an International Student Application, please visit the International Education Program website at: [www.collegeofthedesert.edu/international](http://www.collegeofthedesert.edu/international) or contact us at (760) 776-7205.



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## RESIDENCY REQUIREMENTS

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

### RESIDENT/NON-RESIDENT FEES

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

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

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

### ESTABLISHING RESIDENCE

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

#### Physical Presence

- a. A person capable of establishing residence in California must be physically present in California for one year prior to the residence determination date to be classified as a resident student.
- b. A temporary absence for business, education or pleasure will not result in loss of California residence if, during the absence, the person always intended to return to California and did nothing inconsistent with that intent.

- c. Physical presence within the state solely for educational purpose does not constitute establishing California residence regardless of the length of that presence.

#### Intent

- a. Intent to make California the home for other than a temporary purpose may be manifested in many ways. No one factor is controlling.
- b. A student who is 19 years of age or over and who has maintained a home in California continuously for the last two years shall be presumed to have the intent to make California home for other than a temporary purpose unless the student has evidenced a contrary intent by having engaged in any of the activities listed in subsection (f) of this section.
- c. A student who is under 19 years of age shall be presumed to have the intent to make California home for other than a temporary purpose if both the student has evidenced a contrary intent by having engaged in any of the activities listed in subsection (f) of this section.
- d. A student who does not meet the requirements of subsection (b) or subsection (c) of this section shall be required to provide evidence of intent to make California home for other than a temporary purpose as specified in subsection (e) of this section.
- e. The following factors are considered in determining California residency (a minimum of 3 must be provided):
  1. Ownership of residential property or continuous occupancy of rented or leased property in California;
  2. Registering to vote and voting in California;
  3. Licensing from California for professional practice;
  4. Presence of spouse, children or other close relatives in the state;
  5. Showing California as home address on federal income tax form;
  6. Payment of California state income tax as a resident;
  7. Possessing California motor vehicle license plates;
  8. Possessing a California driver's license;
  9. Maintaining a permanent military address or home of record in California while in the armed forces;
  10. Establishing and maintaining an active California bank account;
  11. Being the petitioner for a divorce in California.
- 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 institution as a resident of that state;
  4. Declaring non-residence for state income tax purposes.

## RECLASSIFICATION

Students who have been classified as non-residents are not automatically reclassified as residents. It is the responsibility of the student to request reclassification to residency status. The petition for reclassification to residency status must be submitted to the Admissions & Records Office no later than the first day of registration for the term in which the student is seeking reclassification. The petition must be accompanied by documentation verifying the student's intent to become a California resident, evidence of physical presence in California and/or evidence of financial independence. The law clearly states that the burden of proof of verifying residency rests with the applicant or student.

- A student seeking reclassification as a resident, who was classified a non-resident in the preceding term, shall be determined to be financially independent or dependent.
- A student who has established financial independence may be classified as a resident if the student has demonstrated clearly physical presence and intent to be a California resident for one year prior to the residence determination date.
- In determining whether the student has objectively manifested intent to establish California residence, financial independence shall weigh in favor of finding California residence, and financial dependence shall weigh against finding California residence.
- Financial dependence in the current or preceding calendar year shall weigh more heavily against finding California residence than shall financial dependence in earlier calendar years. Financial dependence in the current or preceding calendar year shall be overcome only if (1) the parent on whom the student is dependent is a California resident, or (2) there is no evidence of continuing residence in another state.

## EXCEPTIONS TO RESIDENCY RULE

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

### Examples of some exceptions are:

- A minor whose parents moved from California prior to the residency determination date will retain resident classification if he or she remains in California and continues full-time attendance at College of the Desert.
- A student who is a minor and who has been self-supporting and in California for one year preceding the day before the term will be granted resident classification.
- A child or spouse of a member of the armed forces stationed in California will be granted resident classification. A student who is a member of the armed forces not assigned to California for purposes of education will be entitled to resident classification.

- Adult aliens lawfully admitted for permanent residence and present for one year will be given resident classification. Minor aliens may use their parent's durational presence to satisfy the one-year requirement.
- A student holding a valid credential authorizing service in a public school and employed in a certificated position by a community college district will be given resident classification.
- Certain refugees may claim exception from non-resident tuition with documentation from the Immigration and Naturalization Service evidencing that the student is a refugee and establishing that he or she has been a California resident for one year.
- A student who is a full-time employee of a California school enrolling in courses necessary for credential qualifications will be given resident classification.

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

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

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

**Please note:** Students who hold non-immigrant visas, (for example, Tourist (B-1, B-2), Foreign Student (F-1), NAFTA (TN & TD) and Exchange Student (J), ECT.) are not eligible for this exemption. B1 & B2 (tourist visa) students are not allowed to attend College of the Desert.

Students who enroll into classes pending notification of approval for the qualifying semester are responsible for the quoted tuition.

Students, who are approved based on the submitted documents, will receive a refund on the nonresident tuition they have paid. The burden of residency proof rests with the applicant.

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# Can I earn college credit without taking classes at COD? 19

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## CREDIT BY EXAMINATION

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

If an examination shows that the student possesses adequate equivalency and mastery of the subject, credit is granted. A student seeking credit by examination will receive a letter grade (A, B, C, D, F, P, NP) and grade points in the same way as if enrolled in a regular course.

A student may challenge a course only once. Credit earned according to this policy shall not count toward determination of eligibility for veteran's benefits. Credit by examination is possible in selected courses only. Exceptions to the above may be made when necessary to meet provisions of California state law or the rules and regulations of state agencies governing programs of the California Community Colleges. Credit by examination may be granted only to a student who (1) is currently enrolled in at least one course in the College, (2) is not on academic probation, (3) has submitted transcripts of all previous course work, (4) has not earned college credit in more advanced subject matter, and (5) has not received a grade (A, B, C, D, F, P, NP), or equivalent, in the course for which he or she is seeking credit by examination at this or any other educational institution. Unit credit granted by examination to a student shall not count toward the minimum of 12 units required for College residency to earn a degree or certificate at COD. The 12 units College residency requirement is waived for high school students who have successfully completed a high school course that has been **articulated** with a COD course and have earned credit by Credit By Examination (CBE). Students interested in credit by examination will be required to submit a Credit by Examination form to the Admissions and Records Office to initiate the approval process. Prior to submitting the form, interested students should meet with a counselor or faculty advisor to discuss their eligibility for credit by examination. The signature of the appropriate Instructional Dean will also be required, prior to submitting the Credit by Examination form to Admissions & Records. Payment of a nonrefundable fee is required upon submission of the Credit by Examination form (see page 26 for more information about Credit by Examination fee.) The request must be approved by the midpoint of the semester, and the examination must be given prior to the last day of the final examination period.

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## CREDIT FROM HIGH SCHOOLS and REGIONAL OCCUPATIONAL PROGRAMS

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College of the Desert cooperates with high schools and Regional Occupational Programs (ROP) within the boundaries of the college district in an effort to assist students to transition from secondary to post-secondary levels without a duplication of learning. Opportunities to earn credit or request a prerequisite course waiver may be offered to qualifying high school and ROP students in approved areas of study. For complete information, please contact CTE Transitions Office at (760) 636-7945.

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## CREDIT FOR MILITARY SERVICE SCHOOLS

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College of the Desert awards elective college credit for certain military training, experiences and coursework. This credit is based on recommendations from the "American Council of Education: Guide to Evaluation of Educational Experiences in the Armed Forces."

Credit will be granted for those training courses substantially similar to coursework offered by College of the Desert. Usually credit earned is not transferable but may be applicable to some of the occupational degrees available at College of the Desert. Up to 4 units of PE credit may be transferable to the CSU and UC systems.

Veterans must have completed 12 units at College of the Desert (unless presently receiving V.A. benefits) before requesting the military credit evaluation.

Students must request official copies of either their AARTS (Army), SMART (Navy/Marine Corps) or CCAF (Air Force) transcripts. If these are not available, then their DD-214 form will be used for credit evaluations. Please contact COD Veterans Services for information regarding this process at (760) 773-2536.

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## INTERNATIONAL BACCALAUREATE (IB) CREDIT

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College of the Desert does not award International Baccalaureate (IB) credit at this time. IB credit is currently under Academic Senate review. CSU and UC does award IB credit. Please see a counselor for more information.

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


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College of the Desert grants credit for scores of 3 or higher on the Advanced Placement Examinations of the College Entrance Examination Board (CEEB). **Such credit may apply toward requirements for COD degrees and for transfer programs to both the California State University and University of California systems.** The CSU and UC campuses determine what courses and credits are awarded on their campus. AP Foreign Language credit may prevent you from earning credits in a lower level foreign language course. Please see a counselor for additional information.

High School students who intend to participate in this program should make the necessary arrangements with their high schools. Students should request that their test scores be sent to College of the Desert at the time they take the Advanced Placement Examinations. To apply for credit for advanced placement, students should contact the Admissions and Records Office at (760) 773-2516.

**CREDIT FOR CEEB ADVANCED PLACEMENT EXAMINATIONS**

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

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

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

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

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

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

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

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

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


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A maximum of 30 semester units of credit is given for CLEP (College Level Examination Program) with scores at the 50th percentile or higher. Credit is not awarded for English composition. Official CLEP examination results must be submitted to the Admissions and Records Office. CLEP exams are not offered on campus. CLEP credit will not be used to meet IGETC General Education Requirements for Certification. CLEP may be used to meet CSU General Education requirements for certification.

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

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

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

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

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

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

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## TRANSFER OF CREDIT FROM OTHER COLLEGES

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

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

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

acceptance of any course for the purpose of General Education, Associate Degree graduation requirements, or subject requirements.

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

### **Foreign Transcript Evaluations**

Students entering COD who have earned university/college credits in foreign countries, and believe the courses are comparable to those offered at COD can submit a foreign transcript evaluation at the time they request an evaluation of their college coursework by submitting an Application to Graduate to the Admissions & Records Office when they have completed 40 units, with at least 12 units completed in residence at COD. Students may obtain the Foreign Transcript Evaluation Application forms for the foreign transcript/credential evaluation services from the International Student Office or the Admissions and Records Office.



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## POLICY ON OPEN ENROLLMENT

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

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## ENROLLMENT PROCEDURES

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

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

## SCHEDULE OF CLASSES

The Schedule of Classes is the official list of courses offered each semester. The College reserves the right to make additions or deletions to the list of course offerings during the year or to cancel those classes in which enrollment is insufficient.

Every class offered, unless otherwise stated in the official catalog and schedule of classes, is fully open to enrollment and participation by any person who meets the academic prerequisites and/or corequisites of such class (subject to maximum enrollments) and who is otherwise eligible for admission to, and enrollment in, the College. Go to [www.collegeofthedesert.edu](http://www.collegeofthedesert.edu) for the online schedule.

## ADDING & DROPPING COURSES

Students have the ability to adjust their class schedule as needed via WebAdvisor or notification to the Admissions & Records Office, provided that they adhere to all registration deadlines as published each semester in the Schedule of Classes. A change of a student's class schedule can include the following: dropping a class, adding a class, adding or reducing units to a class for which the student is already registered, or changing sections of the same course.

## AUDITING A CLASS

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

- No student will be allowed to register to audit a full term course prior to the last day to add full term classes.

- Priority in class enrollment shall be given to students enrolling for credit towards a certificate or degree.
- Permission to audit a course is granted with the signed permission of the instructor and the appropriate Instructional Dean on an Audit Course Form, available at Admissions & Records, the Counseling Center or online at [www.collegeofthedesert.edu](http://www.collegeofthedesert.edu).
- A completed Audit Course Form with required signatures must be submitted with payment to Admissions & Records within 5 days following the last day to add full term courses.
- Concurrently enrolled high school students are not eligible to audit courses.
- A fee of \$15 per unit will be charged to audit a course.
- Students enrolled in classes to receive credit for ten (10) or more semester credit units shall not be charged a fee to audit three (3) or fewer units per semester.
- BOGW may not be applied to fees for courses being audited. BOGW can only be applied towards courses being completed for credit only.
- Students may not audit any course more than three (3) times.
- Students enrolled as auditors shall not be permitted to change their enrollment in the course to receive credit.

## WITHDRAWALS AND GRADE RESPONSIBILITY

Students are expected to plan their schedule carefully with the aid and approval of the advisor and endeavor to maintain that schedule throughout the semester. The student must attend all classes in which originally enrolled until the requested change is officially authorized.

**Students are held accountable for every course for which they have registered and are responsible for their own class schedule and any changes** made via the Web Advisor or notification to the Admissions and Records Office. Although faculty may drop students for non-attendance, students should not expect the faculty to drop them for non-attendance. If a student fails to drop or withdraw from a course by the established deadlines, the student may receive an "FW" grade for that course. To assure transactions are correct, College of the Desert recommends that students print out a class schedule after completing registration and/or after adding or dropping a course.

The designated student grade responsibility date shall occur at the 75 percent point of a semester or session. Students who do not withdraw by the deadline indicated in the class schedule will receive a grade of A, B, C, D, F, FW, P or NP. All grades become a part of the student's permanent record.

### **Conditions for Petition to Withdraw**

Extenuating circumstance petitions to withdraw from a class after the grade responsibility date must be presented within two years from the time the grade was assigned.

Effective with Fall 2009, only students who have received an FW grade are eligible to petition for a withdrawal (W). Students who have verifiable extenuating circumstances may petition for an exception to withdraw from a class once the grade is recorded. The student may petition for authorization to receive a withdrawal (W) in the following manner:

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

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### **LIMITATIONS ON ENROLLMENT**

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Limitations on enrollment are restrictions imposed due to the nature of the course such as prerequisites, corequisites, intercollegiate competition, honors, public performance or restrictions imposed in the number of students who may enroll in a course subject to "first come, first serve" or due to health and safety considerations, facilities limitations, faculty workload, the availability of qualified instructors, funding limitations, the constraints of regional planning, legal requirements imposed by statutes, regulations, or contracts, or other such limitations as designated by the District. Students on probation or who are subject to dismissal may also experience a limitation as to the number of units in which they are allowed to enroll until they have removed themselves from probation or dismissal status.

### **PREREQUISITES, COREQUISITES AND ADVISORIES**

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

**Prerequisite** is a course or courses, skills, or a body of knowledge that students should possess prior to enrolling in a course or program. Prerequisites indicate the College of the Desert course which **must be taken prior** to enrollment in a given course. (In A,B,C,D sequences, A is usually prerequisite to B, etc.) Prerequisite requirements must be met before enrollment is permitted. **Prerequisite courses must be completed with a grade of C or better.**

**Corequisite** is a course or courses students are required to take simultaneously in order to enroll in another course. Corequisite represents a set of skills or a body of knowledge students must acquire through concurrent and continued enrollment in another course or courses in order to receive a C or better in the course requiring the corequisite.

**Advisory** is a condition of enrollment that students are advised, but not required, to meet before or concurrently with enrollment in a course or educational program. An Advisory suggests skills, experiences, or a body of knowledge with which students would achieve a greater depth or breadth of knowledge or skill development, but without which students are likely to receive a satisfactory grade.

The District has established procedures by which any student who does not meet a prerequisite or corequisite or who is not permitted to enroll due to a limitation on enrollment, but who provides satisfactory evidence, may seek entry into the class according to a challenge process.

Any prerequisite or corequisite may be challenged by a student on one or more of the following grounds:

1. The prerequisite or corequisite has not been established according to the district's process of establishing prerequisites and corequisites;
2. The prerequisite or corequisite violates Title 5, § 55003 (Policies for Prerequisites);
3. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
4. The student has the knowledge or ability to succeed in the course or program despite not meeting the s t a t e d prerequisite or corequisite;
5. The student will be subject to undue delay in attaining the goal stated in the student's educational plan because the prerequisite or corequisite course has not been made reasonably available.

The determination of whether a student meets a prerequisite or corequisite shall be made prior to the student's enrollment in the course.

The student is responsible and bears the burden for showing that grounds exist for the challenge. To submit a challenge, a student should obtain a *Prerequisite Challenge* form from a counselor or faculty advisor and submit it to the Office of the Dean of Student Support Programs and Services (located on the second floor of the Cravens Student Services Center.) Along with the form, a student must submit compelling evidence demonstrating that they have met the prerequisite.



If appropriate, the submitted documents may be forwarded to the appropriate Instructional Dean and/or appropriate faculty for additional review and decision. A decision will be made on all submitted challenges within five (5) school days of the receipt of the challenge.

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

### BASIC SKILLS COURSE LIMITATION

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

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

### MAXIMUM UNIT LOAD

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

Students who wish to obtain a variance from the above unit limitations should meet with a counselor in the Counseling Center to discuss their need for an overload and for assistance in completing a *Request to Enroll in a Class* form. Upon completion of the form, students should set up a meeting with the Dean of Student Support Programs and Services (or the dean's designated representative) to discuss their prior academic performance and their reasons for requesting a unit overload. The Dean or the dean's 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 do not overlap with in the same term (Title 5, §55007.a).

### OVERLAPPING ENROLLMENTS – TIME CONFLICTS

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

### STUDENTS WITH MINIMUM UNIT REQUIREMENTS\*

<u>Category</u>	<u>Minimum Units</u>
Athletes .....	12
ASCOD Officers .....	5
CARE Students .....	12
EOPS Students .....	12
Financial Aid Recipients	
Full-time .....	12
3/4-time .....	9
Half-time .....	6
International Students .....	12
Veterans' Benefits Recipients .....	Varies by Program

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

### CLASSIFICATION OF STUDENTS

**Freshman:** A student who has completed fewer than 30 units of college credit.

**Sophomore:** A student who has completed 30 or more units of college credit.

**Post-Graduate:** A student who has been awarded a degree and has enrolled for further study.

**Full Time:** A student enrolled for 12 or more credit units.

**Part Time:** A student enrolled for fewer than 12 credit units.

### FEES

All fees must be paid within the time frame allotted, as stated in the current Schedule of Classes, to avoid being dropped from classes for non-payment.

**1. Enrollment Fees for Resident Students:** Fees are listed in the Schedule of Classes for each semester or intersession.

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

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

- a. Members of the military who are on active duty assigned to California, their spouse and dependent children.
- b. Students who have attended high school in California for three years or more, and will have earned a diploma or the equivalent before classes begin. Includes undocumented aliens and all others who meet the criteria even if they have established residency in another state subsequent to graduation from a California high school.

*Documentation is required for both categories.* Please contact the Admissions and Records Office for specific information.

3. **Tuition Fee for Foreign Students:** Foreign students will be charged the same fee as for Out-of-State Residents, which includes in state California fees, computed as stated in section 2 above. See Schedule of Classes for the current fee.
4. **Health Service Fee:** Assembly Bill No. 2236, passed by the California State Legislature, and under authority of Section #72246-72244 of the education code, authorizes College of the Desert to charge a health service fee for the operation of a Student Health Center. Exempted students include:
  - a. All active duty military personnel attending classes on a military base and their dependents.
  - b. Apprentice students.
  - c. All students who depend exclusively on prayer for healing in accordance with a bonafide religious sect.
5. **Student Center Fee:** Approved by student vote in accordance with section #79121 of the education code for the purpose of refinancing, constructing, enlarging, remodeling, refurbishing, and operating a student center.
6. **Student Representation Fee:** Approved by student vote, this fee is to support student government representatives who may be stating their positions and viewpoints before city, county, and district government, and before offices and agencies of the state and federal government. Students may refuse to pay, for religious, political, financial or moral reasons, in writing to the Admissions and Records Office at the time of initial payment of fees.
7. **International Student Insurance:** College policy requires all international students on the F-1 visa to purchase the COD health insurance plan while they are studying at College of the Desert and/or the Intensive English Academy. COD does not accept any health insurance provider other than the approved college policy, this includes both foreign and domestic policies. Information regarding benefits and costs can be obtained at the International Student Office.
8. **Parking Fee:** A fee is charged to students for parking permits. A valid permit must be displayed to park on

campus. There is a charge for replacement of parking permits. Penalties are assessed for violation of parking regulations.

9. **Health Occupations Programs:** College Policy requires each student enrolled in Health Occupations programs which require patient contact for the development of specific skills to secure insurance coverage against liability for malpractice.
10. **Student ID Card:** An optional student identification (ID) card fee is assessed to students who wish to purchase a picture ID.
11. **Transcript Fee:** An official transcript of a student's record is obtained by completing an online transcript request form. Sealed transcripts sent directly from the College to the destination requested by the student are considered official unless unsealed. There is no charge for the first two official transcripts provided a student orders the transcripts through the Admissions and Records Office (allow minimum of 21 working days).
12. **Duplicate Diploma/Certificate Fee:** A fee of \$25.00 for a duplicate diploma/certificate is currently being proposed for the 2012-2013 academic year. Please check the Admissions web page for current fees.
13. **Credit by Examination Fee:** A non-refundable application fee equal to State mandated enrollment fee, which is \$46 per unit, is currently being proposed for the 2012-2013 academic year. For example, a 3-unit course would have a credit by examination fee of \$138. Please check the Admissions web page for current fees.
14. **Enrollment Verification Fee:** Students requesting enrollment verification pay a nominal fee. Enrollment verifications are obtained by completing an online request form. Enrollment verifications requested for the purpose of student loan deferment are fee exempt. Additional information is available on the Admissions web page.
15. **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.
16. **Refund Processing Fee:** A refund processing fee in the amount of \$10 is currently being proposed for the 2012-2013 academic year. Please check the Admissions web page for additional information.

**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.

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## ACCIDENT INSURANCE

The Health Fee entitles students to accident insurance. This policy covers accidents on campus or campus-related activities only. Athletes engaged in interscholastic sports have separate coverage.

## MEDICAL INSURANCE

Students may voluntarily purchase supplementary health insurance to cover sickness and hospitalization at minimum cost. This insurance is required for all foreign students each semester.

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## FINANCIAL AID RECIPIENTS

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

- Verify financial aid application is completed by viewing award and document status information on WebAdvisor.
- Visit the Financial Aid Office website to view disbursement dates, satisfactory academic progress, withdrawal policy and other pertinent information.
- Check campus email for recent financial aid announcements and updates.
- Students picking up scholarship or loan checks will first need to go to the Financial Aid Office to receive their release form prior to picking up their check from the Bursar's Office. Please be sure to bring proper government ID when picking up your check.

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## PAYMENT PLAN

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

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## REFUND POLICY

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 fourth week of the semester and mailed to the student's address on file with Admissions and Records.

## LIMITATIONS ON FEE REFUNDS

Enrollment, Student Center, and Student Representation Fees are refundable if class is dropped on or before the "last day to drop and be eligible to receive a refund." See Schedule of Classes for deadline dates. Contact the Admissions and Records Office for deadlines attached to short-term classes.

The student health fee is refundable if classes are dropped on or before the "last day to drop and be eligible to receive a refund" if the student completely withdraws from school. It is not refundable for a reduction of program.

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

Refunds of \$10 or more are processed automatically beginning the fourth week of the semester and mailed to the student's address on file with Admissions and Records. Students may request a refund prior to that time by completing a refund request form available in the Bursar's Office or online under Student Services, Bursar, Refunds.

## PARKING FEE REFUNDS

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

## RETURNED CHECKS

### Business Services Office

A service charge of twenty-five dollars (\$25.00) will be assessed for any check returned to College of the Desert by a bank. Students who have a returned check will be notified by the Business Office. A hold will be placed on the students' records preventing any registration activity (including registration for subsequent terms), having transcripts sent, and verification of enrollment or other transactions. The hold will remain until the financial obligation is met.

### College Bookstore

A service charge of twenty-five dollars (\$25.00) will be assessed for any check returned to the College Bookstore by a bank. Students who have a returned check will be notified by FedChex, a recovery service working on behalf of the Bookstore. A hold will be placed on the students' records preventing any registration activity (including registration for subsequent terms), having transcripts sent, and verification of enrollment or other transactions. The hold will remain until the financial obligation is met.

### ASSOCIATED STUDENTS of COD (ASCOD)

In keeping with the philosophy of College of the Desert, the responsibility for student government is placed with the students. Regularly enrolled students of the college are encouraged to be participating members of ASCOD.

College of the Desert supports an active ASCOD organization. Leadership opportunities exist for COD students in elected and appointed officer positions. Some of these positions include President, Vice President, Officer of Academic Affairs, Officer of External Affairs and Independent Senators. Also, one student from campus is elected each year to serve as Student Trustee and to represent the general student population at the regular meetings of the Board of Trustees. ASCOD has adopted a constitution incorporating rules and regulations which provide for a governing body that reflects the interests of the entire student population. For more information, please visit the Office of Student Life located in the Cafe Building or call (760) 776-7317.

#### Activities and Clubs

Through the Office of Student Life, College of the Desert offers a variety of campus clubs and organizations for every phase of campus life. They provide opportunities for students in social, service, curricular, and special interest programs. Students are encouraged to participate in campus organizations.

Each year new clubs are chartered as they are requested by the students. Currently there are over 20 active clubs including:

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

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

### BOOKSTORE

The College of the Desert Bookstore, located on the first floor of the Cravens Student Services Center, contains all COD textbooks, whether required or optional. Textbooks are available for purchase both new and used, and there are also selective textbooks available for rental and in digital format. The bookstore also carries a wide variety of school supplies (imprinted and non-imprinted), BarCharts, and reference materials to assist students in their academic endeavors. In addition, College of the Desert clothing and giftware is also available, as well as a variety of snacks and sundries. The bookstore accepts all major credit cards, and personal checks for the amount of the purchase with appropriate ID. Gift cards are available for purchase and replenishment. Bookstore hours are listed in the class schedule each semester as well as on the bookstore website. The Bookstore is open extended and weekend hours during back to school periods. For all bookstore products and information, please visit the bookstore's website. From the main page of the College of the Desert website, click on "Student Services" at the top right side of the page. Then, click on "Bookstore," which we be listed under "Campus Services" on the right side.

### ENRICHMENT ACTIVITIES

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

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

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

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

**Art Exhibits** - The Walter N. Marks Center for the Arts offers regular art shows featuring student, faculty, and professional artists. The Cravens Student Services Center also serves as a student art gallery where students display, view, and discuss sculptures as well as fine and pop art, expressing intellectual and artistic growth.

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

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

## FOOD SERVICES

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

In addition, a limited snack and beverage service is available in the College Bookstore located in the Cravens Student Services Center and at So-lu-tions, an exciting student business project, located next to the Pollock Theatre.

## HOUSING

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

## PARKING

Students parking on the campus must purchase and properly display a College of the Desert parking permit. Parking permits may be purchased online at the College's website [www.collegeofthedesert.edu/parking](http://www.collegeofthedesert.edu/parking). Citations are issued by College Security. Parking citation fines shall be paid at the Bursar's Office. If you wish to dispute a citation, citation contest forms may be picked up at the Bursar's Office or the Security Office. Completed forms should be returned to the Bursar's Office. Motorcycles and motorbikes are to park in designated areas.

Conveniently located parking lots provide parking for students' and visitors' vehicles. Red, Yellow, Blue and Black curb markings, all No-Parking signs, and Emergency Parking zones are to be observed at all times, day and night. Parking on or in front of ramps is forbidden day and night. Restricted parking is in effect from 7:30 a.m. to 10:30 p.m. Monday through Friday of each school week. Parking regulations may be found on the College website, or obtained from the Bursar's Office. For more information, please call (760) 773-2515.

Parking for individuals with disabilities (blue curb marking) must be observed both day and evening. Permits are obtained from the Department of Motor Vehicles and must be displayed when parking in any designated blue zone.

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

## SECURITY AND SAFETY

The College encourages all persons on campus to practice low-risk and defensive behaviors, and to be especially alert at night. Students and others are advised to park in well-lighted and trafficked areas, and to always lock their vehicles. Students should not pick up strangers or accept rides from persons they do not know.

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

Safety and Security information published in accordance with the Crime Awareness and Campus Security Act is available upon request from the Security Office or on the college web site at [www.collegeofthedesert.edu](http://www.collegeofthedesert.edu).

### STUDENT HEALTH SERVICES

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

Office Phone: 760-776-7211

Nurses Cell Phone: 760-413-1278

### STUDENT PSYCHOLOGICAL SERVICES

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

Office Phone: 760-776-7211

### VARSITY SPORTS/ATHLETICS

College of the Desert is a member of the Foothill Athletic Conference. The conference includes these colleges: Antelope Valley, Barstow, Cerro Coso, Chaffey, College of the Desert, Mt. San Jacinto, Rio Hondo, San Bernardino Valley and Victor Valley. Football competes in a special football conference.

At this time, the college participates in the following sports: for **men** - baseball, basketball, cross-country, football, golf, soccer, and tennis; for **women** - basketball, cross-country, golf, soccer, softball, tennis, and volleyball. Students interested in participating in varsity sports should contact the Athletic Department at (760) 773-2591.



### **ACES (TRIO SSS)**

The Academic Counseling & Educational Services (ACES) program is a Student Support Services (SSS) funded under the U.S. Department of Education's TRiO Programs. The ACES program assists first generation and low-income students, and students with disabilities who are low-income to graduate and transfer from College of the Desert. Services include:

- One-on-one academic, career, and personal counseling services;
- COD graduation requirements and University/College transfer assistance;
- Academic tutoring services;
- Financial Aid/Scholarship and College Success Skills workshops;
- Priority One registration;
- Opportunities to attend University/College tours and cultural events;
- Desktop and laptop computers are available to use in the TRiO computer lab;
- Scientific calculators are available to check out on loan each semester on a no-charge basis.

For more information about ACES eligibility requirements or to request an application, please visit the TRiO Programs office located on the second floor of the Cravens Student Services Center, the COD webpage (Student Services/Student Programs), or call (760) 776-7347.

### **CALIFORNIA MINI-CORPS**

The California Mini-Corps program is a statewide program that places college students in local elementary and high schools in an effort to develop future teachers. College of the Desert students who join the Mini-Corps program will provide academic support to students from migrant family backgrounds and serve as a liaison between the child's parents and the local school systems. To be eligible to participate in the Mini-Corps program, a student should come from a migrant family background and be enrolled in 12 semester units. To learn more or to request an application, please call (760) 862-1316.

### **CalWORKs**

College of the Desert students who are also TANF recipients, as identified by the County of Riverside, are eligible to receive specialized services to assist them in achieving their educational goals. These services include assistance in obtaining County book vouchers, work study opportunities, referrals for child care, and academic support. For additional information about CalWORKs, please visit the CalWORKs office located within the EOPS/CARE office on the second floor of the Cravens Student Services Center or call (760) 862-1343.

### **CAREER CENTER**

Located next to the Counseling Center in the Cravens Student Services Center, the Career Center offers career exploration activities, career assessments and workshops to assist students to identify a career and strengthen job search techniques. The Center also offers information and resources regarding career outlook, training requirements, and educational opportunities. For more information, please call (760) 862-1351.

### **COUNSELING CENTER**

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

Toward this goal, our staff of highly trained and diversely experienced professional counselors 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) 773-2520.

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

## DISABLED STUDENTS PROGRAMS AND SERVICES (DSPS)

Students with disabilities at College of the Desert participate in the same activities and courses as any other student. Special services are offered to provide a more equitable classroom experience and to help successfully integrate the student into college life. Such services include: priority registration, tutoring, interpreters, note takers, specialized counseling and special equipment to those who qualify. Interested students must meet with a DSPS counselor to apply for these services.

Disabled Students Programs and Services (DSPS) provides special instructional opportunities to qualified students. Special instructional programs include the DSPS High Tech Center, WorkAbility III and Adapted Physical Educational courses.

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

Participation in DSPS services is voluntary.

Phone: (760) 773-2534; TDD (760) 773-2598  
Cravens Student Services Center, First Floor

## EOPS & CARE

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

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

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

## FINANCIAL AID

College of the Desert provides financial assistance in the form of grants, scholarships, loans, and part-time employment for students who meet specific financial aid program eligibility requirements. If you believe that you and your family will not be able to pay for all of your educational costs, you are encouraged to apply for financial aid.

### How to Apply

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

After the Financial Aid Office receives your FAFSA data, you may be required to submit additional documents directly to the office. This request may include copies of federal income tax transcripts, verification of income and other information reported on the FAFSA.

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

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

### Types of Financial Aid Programs Available at COD

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

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

**Cal Grants B & C** - State-funded grants awarded by the California Student Aid Commission to California residents who may apply for and qualify on the basis of merit, financial need or vocational objective.



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

**Federal Supplemental Educational Opportunity Grants (FSEOG)** - Federally funded grants awarded to a limited number of eligible students who can demonstrate exceptional financial need.

**Federal Work-Study Program (FWS)** - This program provides those students with financial need part-time work to earn money to help pay educational costs. The amount of a FWS award depends on the student's financial need, the amount of other financial aid being received and the availability of FWS funds at College of the Desert. Pay rates may vary, but will not be less than the current minimum wage. Students must be enrolled in a minimum of six (6) units to participate in the FWS program.

**Federal Direct Loans** - These are federal student loans and must be repaid. Direct Loans are low-interest loans made to undergraduate students attending accredited schools at least half-time. Eligible expenses covered by Direct Loans include tuition and fees, books and supplies, transportation, and living allowances.

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

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

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

**Scholarships** - Scholarships are awarded on the basis of merit and academic promise, financial need, major, or other criteria as specified by the donors of each fund. The number and types of scholarship awards available, as well as the scholarship application procedures, vary. The COD Scholarship application process is available online in November of each year and closes in March. Both continuing and transferring students are eligible for these awards which may range from \$100 to \$5,000 per academic year. Scholarship applicants must not yet have a Bachelor's degree, must have completed six (6) units at College of the Desert, and must be enrolled on at least a half-time basis (6 units or more) in order to be considered for most of the awards.

The following is a partial list of the donors and scholarships that may be awarded by the Financial Aid Office on an annual basis. Each program has specific eligibility criteria.

- John Arthur Memorial Scholarship for Economics Majors
- Nancy H. Bacon Endowment for Visual Arts
- Charlie and Idell Bannan Scholarship
- Coeta & Donald Barker Scholarship Fund for Nursing Majors
- Berger Foundation Nursing Scholarships
- Big Horn Country Club
- Frank Bogert Memorial Scholarship
- D. Gail Brumwell Perpetual Scholarship Fund
- California Community College/Osher Scholarship Endowment
- Cardenas Markets
- Dr. Reynaldo J. Carreon Perpetual Endowment Scholarship Fund
- Champions Volunteers Scholarship
- CMAA Roadrunners Chapter Scholarship
- Richard P. and Mary Enis Codd Memorial Scholarship
- COD 50<sup>th</sup> Anniversary Gala
- COD Community Memorial Scholarship Fund
- COD Faculty Women's Club Scholarship Fund
- COD Founding Leaders/Instructors Memorial Scholarship
- COD French Club Scholarship
- COD Memorial Scholarship for Music Majors
- COD Memorial Scholarship for Nursing Majors
- COD National Science Foundation and STEM Scholarship
- COD Student Memorial Scholarship
- Community Foundation of Riverside
- Culinary Arts Scholarship Fund
- Alex and Lila Dare Performing & Visual Arts Scholarship
- Nathaniel and Valerie Dumont Foundation Scholarship Endowment Fund
- Peter William Dykema Memorial Scholarship for Music Majors
- Endowment for Student Transfer Success
- Florence Nightingale Nursing Scholarship
- Follett Higher Education Group
- Michelle Gaines Theatre Arts Scholarship
- Garden Club of the Desert
- Kathy Goff Memorial Scholarship Endowment Fund for Music Majors

- Jack Greenberg Memorial Nursing Fund
- Skip Haynes Memorial Scholarship for Alternative Energy Programs
- Bruno Hirsch Memorial Scholarship Fund
- Ray House Scholarship Fund
- Joseph B. Iantorno/Street Fair Scholarship for Education Majors
- Dr. William and Paula Kroonen Scholarship
- Lofthus Scholarship
- LVN Scholarship
- Marich Scholarship
- Edeltraud McCarthy Science/Engineering Scholarship Fund
- Edgar McCoubrey Scholarship Fund
- Donna McLain Physical Education Scholarship for Disabled Students
- Herb Meinert Memorial Scholarship Fund
- Kim Miltenberger Memorial Scholarship
- Moeller Family Scholarship
- Lenore H. Morris Scholarship Fund
- Olaf Nordland Memorial Scholarship
- Joyce Norton Memorial Art Scholarship
- Jean O'Leary Scholarship
- Kenneth Kern/Edna O'Reilly Memorial Scholarship Fund for Nursing Majors
- Palm Desert Woman's Club Nursing Scholarship
- Palms Garden Club Scholarship Fund
- Arnold Palmer Scholarship Fund for Golf Majors
- Lena Pond Scholarship
- Joy Post Presidential Scholarship
- Rancho Mirage Women's Club Scholarship Fund
- Rotary, Palm Desert Palms to Pines Club Scholarship
- Judy Roth Scholarship
- Rose and Robert Rothstein Public Safety Academy Scholarship
- Scalzo/Chapman Athletic Scholarship
- Grace Schallies/Soroptimist Club Scholarship
- Anna Scholl Scholarship
- Al Shoopman Culinary Arts Scholarship
- Stephen W. Simonsen Memorial Scholarship
- Mrs. Nell M. H. Smith Endowment Fund
- Jackie Story Scholarship Fund

- Celeste Kawehelani Streuker Scholarship
- Marianne Timmins Endowment Fund
- University Club of the Desert Scholarship Program
- Nina Vairo Endowment Scholarship Fund for Nursing Majors
- Joseph Vierra Memorial Sports Scholarship Fund
- Thomas Walts Scholarship Fund
- Roy and Patricia Wilson Memorial Scholarship
- Wolper Nursing Scholarship
- Richard and Judy Ziegler Scholarship

In addition to the scholarship programs listed, College of the Desert is fortunate to assist in the coordination and delivery of a number of outside or private scholarship awards from various civic groups, clubs and agencies. Potential donors or scholarship committee chairpersons are encouraged to contact the COD Financial Aid Office or the COD Foundation Office if assistance is needed in establishing or implementing a private scholarship program. For more information call (760) 773-2532.

### Satisfactory Academic Progress

Federal and state regulations require all colleges to establish a policy to determine whether a student is making satisfactory academic progress (SAP) toward his or her educational goal (AA, AS, certificate or transfer). This policy must apply to all students whether or not they were recipients of financial aid previously at College of the Desert or at any other college. **All students receiving federal Title IV aid and Cal Grants are required to meet the following standards:**

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

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

### Repayment of Funds

In accordance with federal law, students who receive federal financial aid and withdraw from all of their classes on or before the 60 percent point of the semester may be required to repay any unearned grant and/or loan funds they have received. The amount will be calculated by the College using the formula specified by federal government. All money received in the form of Pell Grants, Supplemental Educational Opportunity Grants (SEOG) and/or Direct loans will be subject to repayment requirements.

## INTERNATIONAL EDUCATION PROGRAM

College of the Desert believes that international students add to the multiculturalism and diversity of our campus. We have an active International Education Program with over 200 international students from 40 different countries studying at our campus. The International Student Office is committed to assisting international students during their studies at the College. We offer extensive services to support international students throughout their studies at COD. Services include orientation, international student counseling, tutoring, university transfer assistance, academic advising, activities, immigration advising and housing assistance. Although there are no dormitories on-campus, this office offers an American Host Family program and assistance in securing off-campus apartments.

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

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

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

MESA is an academic enrichment program that serves educationally and financially disadvantaged students and emphasizes participation by students from groups with traditionally low rates of eligibility to four-year institutions. MESA offers curricular and extracurricular services to increase the numbers of students who transfer and ultimately graduate with degrees in math-based and science-based fields. These areas include, but are not limited to, physical sciences, life sciences, computer science, engineering, pre-medicine, pre-veterinary, and pre-pharmacy. The MESA Program provides support through the following:

- Academic Excellence Workshops
- Tutoring
- MESA Student Study Center (MSTC, Room 146)
- Textbook Loans
- Career Advising
- Internship and Job Information
- Transfer Assistance to Four-year Institutions
- Scholarship and Financial Aid Assistance
- Online orientation course for Math and Science Majors

- Field Trips to Universities, Industry Sites, and Special Events
- Part-time Student Employment

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

## MCCARTHY FAMILY CHILD DEVELOPMENT & TRAINING CENTER

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

## NEW HORIZONS BOOK LOAN PROGRAM

The New Horizons Book Loan program provides low-income students with books for eligible courses. The book loan program is funded through the Carl D. Perkins Vocational and Applied Technology Act of 1998 (VTEA), a state funded grant to improve the vocational and technical education programs in California. To be eligible to participate in this book loan program, students must be recipients of the Board of Governors tuition fee waiver (BOG) and meet other specified criteria. To learn more or to request an application, please call (760) 773-2571.

## 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, as well as a supply of applications for admission to the California State Universities and the University of California campuses. Counselors and university representatives are available by appointment to work with prospective transfer students.

Each fall the Transfer Center also 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. For more information about available transfer services, please call (760) 862-1351.

### TRIO SSS

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

SSS-ACES is open to any COD student who meets low-income criteria and who would be the first in their family to attain a college degree. SSS-EVC is open to any COD student who is primarily enrolled in courses at the Eastern Valley Center (EVC Indio or EVC Mecca/Thermal) and who is also a low-income, first generation college student. SSS-DSPS has similar eligibility criteria; however it has a special focus on assisting student who have verified disabilities. Students who are interested in participating in any of these programs should contact the appropriate TRiO SSS Office in the Cravens Student Services Center or call:

SSS-ACES ..... 760-776-7347  
 SSS-DSPS ..... 760-636-7940  
 SSS-EVC ..... 760-396-2390

### UPWARD BOUND

Upward Bound (UB) is a federally funded TRIO program supported by the U.S. Department of Education. The UB program provides academic and counseling support to local low-income high school students who would be first-generation college students. The UB program requires students to attend two Saturday Academies per month and a six-week summer program. Some benefits of the program include academic and cultural field trips, a laptop loan program, and financial support. Please visit the TRIO Programs office located on the second floor of the Cravens Student Services Center, or call (760) 773-2541 to request an application or to get more information.

### VETERANS SERVICES

The Veterans Services program was established to assist eligible veterans, dependents and reservists in obtaining their VA educational benefits and achieving their educational goals. Veterans Services provides information on veterans' benefits and services, assists applicants with completing applications and forms necessary for VA benefits, and assists veterans with referrals to other agencies and resources.

College of the Desert is approved for the training of veterans, dependents, and reservists leading to a Certificate, an Associate Degree or transfer to a four-year institution. Veterans Services is located on the first floor of the Cravens Student Services Center. For more information please call (760) 773-2536.



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## LEARNING LABS

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### COLLEGE LIBRARY

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

The Library provides access to:

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

#### Library and Research Instruction

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

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

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

The Library offers a two-unit course, LIS-001, Intro to Basic Research Methods, every semester as part of the COD curriculum. Students who have taken this course say that they are glad they took the course and that they feel very prepared to take any college course requiring research or a research paper.

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

### INTENSIVE ENGLISH ACADEMY

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

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

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

### MATH/SCIENCE STUDY CENTER

This Study Center is located in the Math Building and provides math and science students with a place to study. There are areas available for those who like to work in small groups. Mathematics and science adjunct faculty are available to assist students in this facility during their office hours. Tutoring is also occasionally available. Software and videos, as well as Internet access, are available in support of college-level mathematics and science classes. For more information please call (760) 674-3769.

### ONLINE CLASSES

College of the Desert offers nearly 100 sections of online classes covering a wide variety of academic disciplines. These include Administration of Justice, Computer Information Systems, Computer Graphics, Digital Design and Production, Economics, English, Health, Mathematics, Natural Resources, Programming, Sociology, Spanish, and Web Publishing. See the class schedule for a complete listing.

Online courses have the same transfer status and prerequisites as traditional on-campus classes, and are subject to the same standards of academic quality. The

difference is that the student completes his or her coursework at any time via email, electronic bulletin boards and chatrooms. This can be a tremendous advantage for those students who have trouble getting to the campus or who have schedules that do not allow them to take classes scheduled at specific times. Online students must have their own computers and Internet access, and must be proficient in using the Internet, a word processing program and email. For further information, please visit the College of the Desert home page at [www.collegeofthedesert.edu](http://www.collegeofthedesert.edu).

### **TUTORING AND ACADEMIC SKILLS CENTERS**

The purpose of the Tutoring and Academic Skills Centers (TASC) at College of the Desert is to provide learning opportunities that support regular classroom instruction. The staff of the TASC works closely with faculty to provide computer-aided instruction, video tape instruction, and tutoring which helps students to practice and reinforce what they are learning in their courses.

Priority is given in four areas: reading, writing, English as a Second Language (ESL) and foreign languages. Organized as a series of labs and tutoring areas, the TASC is located in the ASC Building and the Tutoring Center. The hours of operation are listed in the current class schedule. All TASC services described below are also available in TASC labs at the Eastern Valley Center and The Mecca Thermal Center. For more information, please call (760) 773-2553.

#### **TASC Language Lab**

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

#### **TASC Writing Lab**

The Writing Lab provides computer-based and tutorial support for students enrolled in English composition courses, but writing support for any course is also available. Students may enroll in a supplemental study lab section or ASC-100, Supervised Tutoring, and use this lab. The lab provides access to writing tutors, computers for word processing, Internet research, and a variety of software programs that teach grammar, punctuation, sentence structure, paragraph and essay composition, and study skills. Support staff helps students with using computer software, formatting papers,

and doing basic Internet research. The Writing Lab is located in room 6 of the ASC Building. For more information, please call 760 773-2557.

#### **Academic Skills Center Web Page**

The Academic Skills Center Web Page is an index of websites that support reading, writing, ESL, and the writing of research papers. All sites listed in the VASC have been reviewed and recommended by COD faculty. Available 24 hours a day, seven days a week, go to [www.collegeofthedesert.edu/vasc](http://www.collegeofthedesert.edu/vasc).

#### **The Tutoring Center**

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

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### **LEARNING OPPORTUNITIES**

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

Basic skills classes are offered in English, English as a Second Language (ESL), reading, writing, math, learning and study skills, and critical thinking for our students who need to increase their performance to the level required for completion of college-level classes. Basic skills classes assist our students to successfully meet their academic and career goals. In support of our basic skills experiences, the Academic Skills Center (ASC) provides additional learning opportunities through the language lab, writing lab and tutoring center. For more information please call (760) 773-2559.

#### **How can I be part of a Learning Community?**

Whether you are a first year student at College of the Desert or an adult student who just needs a little more personal attention from your teachers, in Learning Communities you will find a “family.” You, your classmates, and your teachers will get to know each other quickly because these classes are smaller than most. A counselor and class tutors facilitate the learning process through dedication to your community of classes.

Here’s how you can find out if a Learning Community is for you. Please call the Counseling Center at (760) 773-2520 and ask to speak with a Learning Communities counselor. The counselor will check your COD assessment scores and

help you choose the best courses for your needs. These courses usually include English (writing), Reading, and Math courses. Other learning communities take a different interdisciplinary approach, combining English 1A with Psychology, Sociology, Speech, or other transfer-level courses. A Counseling (COUN) class (*formerly Student Development*) is part of most Learning Communities. In these classes, taught by college counselors, you will learn student success strategies including how to apply for student scholarships. You will also learn about planning your career goals and how to transfer to universities. COD offers learning communities as a way of connecting students to one another, personally and academically.

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

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

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

### **PATHWAYS**

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

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

### **HIGH SCHOOL/ROP ARTICULATION**

Articulation is the process of developing formal, written agreements that identify High School and CTE ROP courses (or sequence of courses) that align with and recognized by postsecondary institutions. Ideally, it includes a seamless transition of course work where academic standards are designed, reviewed, and implemented to eliminate the duplication of skills and student learning outcomes. The primary goal is to avoid duplication of coursework required

of students as they move through our educational system and to speed the completion of a certificate or degree from a postsecondary institution. This increases secondary retention, eliminates duplication, reduces the cost of education and increases the likelihood of attendance at the postsecondary level. Articulation is student-focused and effective if college-discipline instructors and secondary CTE teachers collaborate and develop curriculum to best prepare students for success in their career.

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

### **BUSINESS AND INDUSTRY**

California education code requires advisory committees for specific CTE programs receiving funding from the federal Carl D. Perkins Act. Business and industry partners representing automotive, business, construction, agriculture, public safety, health education and more, are active leaders in providing input on programs and curriculum and serve as a liaison between educators and the broader employment community. Advisory members conduct a variety of activities, such as providing speakers for CTE classes, hosting workplace field trips, serving as mentors and providing internships and/or employment. Moreover, members strategize on what areas of improvement are needed in career technical education to maintain California's competitive edge in the global marketplace. For more information on Advisory Committee membership, please call the College of the Desert CTE Transitions office at (760) 636-7945.

## **NONCREDIT COURSES AND 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 development of necessary skills and knowledge in Adult Basic Education (reading, writing and math), High School Completion, 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. Admission of students occurs on a daily basis and no prior educational background is required. In addition to regular class offerings, emphasis is placed on self-paced, independent, student-centered learning. For more

information please call (760) 776-7318. Specifically, instruction is provided in the following areas:

### **Basic Skills**

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

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

### **General Education Development Test (GED)**

General Education Development (GED) is the study of social studies, math, reading, writing, and science. Students completing this course of study will be better prepared to take the GED test. The GED certificate (Certificate of Completion in Secondary Education/GED) is an alternative to a high school diploma and is accepted by many employers, community colleges, vocational training programs, and governmental agencies. For more information please call (760) 776-7318.

### **High School Completion**

High School Completion is the study of subjects required to obtain a high school diploma. Students completing their required coursework and passing the proficiency exams will receive a high school diploma (Certificate of Completion in Secondary Education) issued by College of the Desert. For more information please call (760) 776-7318.

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

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

Classes are open-entry, thereby allowing students to register at any time during the school year. Classes are held day and evening at Palm Desert and various campus sites.

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

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

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

Please refer to the sequence of noncredit ESL courses required for these certificates (page 106). For more information please call (760) 773-2559.

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## **WORKFORCE PARTNERSHIP TRAINING AND DEVELOPMENT**

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

The College has one of the nation's most established centers for training technicians who repair and maintain advanced fuel vehicles such as compressed natural gas (CNG) and liquid petroleum gas (LPG), and is preparing training programs in other advanced vehicle systems such as electric vehicles (EV). These technician training programs are designed to meet the needs of the emerging advanced transportation technology systems in the region and were developed in partnership with SunLine Transit Agency, the Southern California Gas Company and the Chancellor's Office.

New addition to the College's ATTE contribution to the Valley's workforce and economic development strategies are the Utility Scale Wind Turbine Technician Training and Utility Scale Solar Training. Entry level technicians will receive certification in industry-driven wind turbine and solar energy technology as the Coachella Valley becomes a regional leader in alternative energy generation. For more information please call (760) 773-2596.

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

Through College of the Desert's Partnership and Community Education Division (PaCE), we offer custom designed training programs for every level of employee from entry-level communication/basic skills to executive level specialized training. All programs are developed in consultation with the employer and delivered at a time and location suitable to the employer on a fee basis. Our content experts have successfully developed and delivered training programs to many area medium and large businesses, corporations and public agencies.

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



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## ATTENDANCE

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### STUDENT RESPONSIBILITIES

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

### FINAL EXAMINATIONS

All students are expected to complete a final examination for all their registered courses as assigned by their instructors. All examinations will, so far as practicable, be conducted in writing and a maximum time will be assigned before each examination. Students are required to take final examinations at the appointed time and place in order to secure credit. Students who are in need of special accommodations should arrange this with their instructors well in advance of taking final exams. Students who miss a final exam due to unforeseen circumstances such as a sudden illness, should file an Early/Late Exam Form and provide appropriate documentation to the Vice President Student Affairs (VPSA) if the student is seeking a make-up exam. Instructor approval is required. Students who are requesting an early exam also must file their request on the appropriate form with the VPSA and provide required documentation and receive instructor approval. Acceptable criteria are stated on the form.

Forms are available at all division offices or from the VPSA's office. Any challenge or exception to the Final Exam Schedule by a student must be approved by the VPSA or the VP's designated representative.

## FACULTY RESPONSIBILITIES

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

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## GRADING

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### 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:

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

\*For a student who has ceased to participate in a course after the last day to officially drop or withdraw without having achieved a passing grade. The FW grade shall be used in

determining academic standing. Students who have verifiable extenuating circumstances may petition to withdraw (W) after receiving an FW. A petition for extenuating circumstances, *with accompanying documentation*, must be submitted to the Dean of Enrollment Services no later than one semester after receiving the grade.

Students may choose the pass/no pass grading option on designated courses. This choice can be made at the time of registration, or a student may file a Petition in the Admissions and Records Office prior to the first 30% of the class.

Grades of **F** count as units attempted and completed with a failing grade. Such grades are computed in the grade point average (both semester and cumulative). Units for which grades of F are assigned do not earn units and do not fulfill course, certificate or degree requirements.

**GRADE POINTS**

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

- 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**

The grade point average (GPA) is computed by dividing all graded (A - F) units attempted into all grade points received. *Note: Do not include the marks of W, I, P or NP. The following example illustrates the grade point average calculation:*

Course	Units	Grade	Grade Points	
			Per Unit	For Class
ENG 1B	3	B	3	9
ART 7A	2	A	4	8
HE 1	3	C	2	6
NR 1	3	B	3	9
NR 1L	1	B	3	3
HIST 17	3	A	4	12
<b>TOTALS</b>	<b>15</b>			<b>47</b>
Total Grade Points .....				47
divided by Total Units Attempted .....				15
equals Grade Point Average (GPA) .....				3.13

**NON-EVALUATION SYMBOLS**

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

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

**DEFINITION ( Title 5, §55758):** Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term may result in an "I" symbol being entered in the student's record. The condition for removal of the "I" shall be stated by the instructor in a written record. This record shall contain the conditions for removal of the "I" and the grade assigned in lieu of its removal. This record must be given to the student with a copy on file with the Dean of Enrollment Services until the "I" is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed.

*The "I" must be made up no later than one semester following the end of the term in which it was assigned.*

*The "I" symbol shall not be used in calculating units attempted nor for grade points.*

An incomplete is issued only upon mutual agreement between the instructor and the student. The instructor and the student will agree upon course work and/or other requirements necessary for the removal of the incomplete mark and the grade to be assigned, as well as the grade to which the incomplete will default if the requirements are not met. The student is expected to make up the incomplete by the end of the semester immediately following the receipt of this mark or the grade will default to an "F." In unusual circumstances the student may petition the instructor for a one-semester extension.

The **Incomplete Grade Form** is issued only to instructors. In addition to the terms of agreement as outlined in the previous paragraph, this form will contain the student's signature and the instructor's signature. The student and the instructor will each retain a copy of this agreement. A third copy will be kept on file with the permanent roster in the Admissions and Records Office.

**"IP" (In Progress)** mark indicates that work is in progress and that upon completion of this work an evaluative symbol (grade) will be assigned. The "IP" shall not be used in calculating grade point average.

**"RD" (Report Delayed)** is a mark used when there is a delay in reporting the grade of a student due to circumstances beyond the student's control. This mark is a temporary notation and is to be replaced as soon as possible by a permanent symbol. Only the Admissions and Records Office may assign the "RD" mark. The "RD" notation shall not be used in calculating grade point average.

**"W" (Withdrawal)** is a mark assigned to students who withdraw after 30 percent, or the fourth week of the term (whichever is less), and prior to 75 percent of the term. Withdrawal after the 75 percent point is not possible.

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

### GRADE CHANGE POLICY

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

- Grade changes must be presented within two years from the time the grade was assigned.
- The instructor of record for the class has the right to issue a letter grade to a student. Once a grade has been given, that grade is final.
- A change of grade may be made in only one of two ways:
  - o A grade of Incomplete (I) is changed to a final grade. See GRADING SYSTEM, Non-Evaluation Symbols (page 41) for definition and limitations.
  - o The instructor is making a grade change for reasons other than the absence of demonstrated error, fraud, bad faith, or incompetence.
- The Dean of Enrollment Services shall approve all Change of Grade and Incomplete Grade forms based upon the Grading Policy adopted by the Board of Trustees.
- All requests for Grade Changes that do not adhere to the Grading Policy shall be returned to the Instructor submitting the request.

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

### GRADE APPEALS

The student shall first attempt to solve the problem with the instructor involved. If the problem is not solved, the student may follow the steps outlined in the *Grade Grievance Procedure*.

### GRADE GRIEVANCE PROCEDURE

By law, an instructor is solely responsible for the grades assigned; no instructor may be directed to change a grade except in certain narrow circumstances authorized by the California Education Code, Section 76224(a), which reads as follows: "When grades are given for any courses of instruction taught in a community college, the grade given to each student shall be that determined by the instructor of the course and its determination, in the absence of mistake, fraud, bad faith, or incompetency, shall be final."

When a student believes that the District grading policy has not been followed, and that the grade received **for the course** was the result of "mistake, fraud, bad faith, or incompetency," the student **MUST** discuss this concern with the course instructor by the end of the fourth week of the following semester (excluding summer). Any student who is not satisfied after meeting with the instructor, may choose to pursue a grievance.

**FRAUD:** A deliberate misrepresentation of the truth or a fact used to take money, rights, or other privilege or property away from a person or persons may be found to be fraud.

**BAD FAITH:** Bad faith may be found in an instance of an intent to deceive, in an act of dishonesty.

**INCOMPETENCY:** Incompetency may be found in a lack of ability, qualifications, fitness, or performance.

If a student files a grade grievance in accordance with the definitions and procedures described herein, and if, following the grievance procedures, it is found that the grade assigned has in fact been the result of "mistake, fraud, bad faith, or incompetency," then a new grade will be assigned, and that grade will become the final grade.

The student must observe the following procedures. The procedures must be completed by the end of the following semester (excluding Summer School) during which the cause for grievance occurred.

**LEVEL 1: The student meets with the instructor.** Prior to filing a formal written grievance, the student must attempt to solve the problem. When grades are available, the student is expected to contact his or her instructor directly to discuss their differences not later than the fourth week of the following semester. At this stage most differences will be resolved. This contact should be conducted in the privacy of the instructor's office whenever possible, and the pertinent issues should be well defined so that they may be discussed as objectively as possible.

If the problem cannot be resolved at this level, the student may, after informing the instructor that he or she plans to file a written grievance, progress to Level 2.

**LEVEL 2: The student submits a written request for a meeting with the instructor's dean to resolve the grievance.**

The written request must include, in detail, the student's basis for initiating the grievance. The student shall initiate this request within five (5) school days after meeting with the instructor. The dean shall meet with the instructor and student within five (5) school days of reception of the formal grievance accompanied by all supporting data supplied by the student in an attempt to resolve the issue at this level. Any such meeting regarding a grade grievance will be closed to all observers.

At this level, if the issue can be resolved to the satisfaction of the instructor and student, and the action to be taken is to change a grade due to a mistake, the incorrect grade shall be removed from the student's record. Within two (2) school days, the decision and proposed action of the dean will be communicated in writing with copies to the student involved, the faculty member involved, the Vice President of Academic Affairs or designee, and the Dean of Enrollment Services.

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 Academic Affairs to resolve the grievance.**

The written request must include, in detail, the student's basis for initiating the grievance. The student shall initiate this request within five (5) school days after meeting with the dean and instructor. The Vice President of Academic Affairs shall meet with the instructor, dean and student within five (5) school days of reception of the formal grievance accompanied by all supporting data supplied by the student in an attempt to resolve the issue at this level. Any such meeting regarding a grade grievance will be closed to all observers.

At this level, if the issue cannot be resolved to the satisfaction of the dean, instructor, and student, the Vice President of Academic Affairs assumes the responsibility for arriving at a decision regarding the validity of the grievance and appropriate action to be taken. If the action to be taken is to change a grade due to a mistake, the incorrect grade shall be removed from the student's record. Within two (2) school days, the decision and proposed action of the Vice President of Academic Affairs will be communicated in writing with copies to the student involved, the faculty member involved, the dean involved, and the Office of Admissions and Records. **The Vice President of Academic Affairs' decision completes and exhausts the Desert Community College District's Grade Grievance Procedure.**

The Superintendent/President or his/her designee may shorten or lengthen the times specified in these procedures. The intent, however, is to ensure that each and every step will take place as expeditiously as possible.

**ACADEMIC HONORS****Dean's List**

Students earning 12 or more credit units in a semester with a grade point average of 3.50 or better are named to the "Dean's List" in recognition of their academic achievements.

**Honor Roll**

Students earning 12 or more credit units in a semester with a grade point average between 3.00 and 3.49 are listed on the "Honor Roll."

**Phi Theta Kappa Honor Society**

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

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

Students interested in exploring membership in Phi Theta Kappa should contact faculty advisors Alex Jazan at [ajazan@collegeofthedesert.edu](mailto:ajazan@collegeofthedesert.edu) or Steven Acree at [sacree@collegeofthedesert.edu](mailto:sacree@collegeofthedesert.edu).

**Graduation Honors**

Students receiving associate degrees may graduate with honors as indicated below. All grades earned at all colleges attended will be included in the computation of the cumulative grade point average for graduation honors. Academic Renewal may not be used to qualify for graduation honors. Designations will be made on diplomas of all recipients and recognized at Graduation for students who participate. Academic honors are awarded as follows:

<b>Honor</b>	<b>Cumulative GPA</b>
Highest Honors	3.90 - 4.00
High Honors	3.75 - 3.89
Academic Distinction	3.50 - 3.74

## **PROBATION, DISQUALIFICATION, AND REINSTATEMENT**

Probation, disqualification, and reinstatement policies and procedures are an important part of the Follow-Up component of the College's MATRICULATION PROCESS 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 if the student remains on probation for three consecutive semesters

Students transferring to College of the Desert from another college are subject to the same probation and dismissal policies as College of the Desert students.

### **Notification of Probation**

The College shall make a reasonable effort to notify a student of their probationary status at or near the beginning of the semester in which the probation will take effect but, in any case, no later than the start of the fall semester. As a condition of continuing enrollment, a student placed on probation is required to receive counseling services, including the regulation and monitoring of his or her academic program. Each student shall also receive any other support services to help him or her overcome any academic difficulties. Prior to registration, a student on probation must have counselor approval of his or her educational program.

### **Removal from Probation**

A student on academic probation shall be removed from probation when the student's accumulated grade point average reaches 2.0 or higher.

A student on progress probation shall be removed from probation when the percent of units with an earned grade of "W," "I," "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.

Students on progress probation shall be subject to disqualification if progress probation has been earned for three (3) consecutive semesters of enrollment.

### **Notification of Disqualification**

The college shall make a reasonable effort to notify a student subject to disqualification at or near the beginning of the semester in which the disqualification will take effect but no later than the start of the fall semester. A student subject to disqualification has the right of appeal. An exception to disqualification may be made in the event of extreme and unusual circumstances that can be supported by documented evidence provided by the student. Requests for appeal shall be submitted in writing to the COD Counseling Center and it will be reviewed by the Dean of Student Support Programs & Services or the Dean's designated representative. Disqualified students who register for classes without prior approval from the Dean will be administratively dropped from classes.

### **Reinstatement**

A disqualified student applying for reinstatement shall not be reinstated until a minimum of one semester has elapsed since disqualification. A student applying for reinstatement must submit a written request to the Counseling Center. The request shall explain what circumstances or conditions would justify reinstatement. A student who is reinstated shall receive individual counseling to assess his or her academic and career goals and may be required to participate in periodic monitoring of their academic progress and/or take an assigned student development course. Prior to registration, a reinstated student must have counselor approval of his or her educational program.

#### **PLEASE NOTE**

Students on probation 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, or NC [as defined in Title 5 sections 55023 and 55030, AND 58161(d)] for a course may repeat the course twice to alleviate the substandard grade.

### Repeat Limitations

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

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

### Annotation of Record/Course Repetition

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

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

Where a substandard grade is received in the second repeat and extenuating circumstances exist, a student may be allowed to repeat a course a third time, by submitting a petition to the Faculty Petition Review Task Force. The petition must be submitted to Admissions and Records prior to the last day to add courses.

Extenuating circumstances are defined as:

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

### Grades of "C" or Better

Students may take courses designated as repeatable in which they have been granted grades of C or better a maximum of four times. Students are not eligible to repeat any other course for which they have been granted a grade of C or better except where special circumstances exist which justify repeating the course. Special circumstances include:

1. The lapse of time - a significant number of years since the course was completed; or
2. Changes in course content since the course was completed, or
3. Need to acquire knowledge or skills to be able to progress to higher level course work.

Grades earned in such cases are not included in the student's grade point average. The credit is not awarded. The courses, grades and units will be listed on the student's transcript.

Applications to repeat a course with a grade of "C" or better are available in the Admissions and Records Office. Students must apply well in advance of registration to allow time for the Faculty Petition Review Task Force to review.

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## ACADEMIC RENEWAL REGULATIONS

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

1. A student may request that up to 18 units substandard course work attempted be annotated and disregarded in the computation of the student's grade point average or requirements for a degree. Only those requested courses with substandard grades will be disregarded.
2. Twelve (12) months must have passed since attempting the course work to be excluded from GPA calculation.
3. Courses from other regionally accredited colleges or universities will be accepted to provide evidence of academic ability. Students must provide official transcripts.
4. Evidence of academic ability since the 18 units in question shall include one of the following:
  - 15 semester units with a minimum of 3.00 GPA
  - 30 semester units with a minimum of 2.50 GPA
  - 45 semester units with a minimum of 2.00 GPA

5. A student may be granted academic renewal only once.
6. No alleviated course work shall apply toward degree requirements.
7. In the petition, the student must specify the course(s) to be considered under the academic renewal policy as well as the term in which the course work was attempted.
8. Some institutions do not honor academic renewal. It is the student's responsibility to ensure that the transfer institution will approve of academic renewal from College of the Desert.

Petitions for Academic Renewal may be downloaded from the Admissions and Records Office website under online forms.

### **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 Dean of Enrollment Services along with the Educational Policies & Procedures Committee has established a Faculty Petition Review Task Force to review and take action on student requests for waiver of academic regulations and policies. Students may petition the Dean of Enrollment Services when, in the student's opinion, a particular academic regulation or policy is not applicable in a specific situation. It is the responsibility of the student petitioning to provide documentation along with the petition.

A student may petition the Dean of Enrollment Services (in writing) to request an exception to the Academic regulations and policies. A decision will be rendered within 10 business days and the student will be notified via College of the Desert email. In the event a petition is denied, a student may provide additional information to the Task Force and appeal the decision. The Task Force will review additional information and make a decision. Once the Task Force makes a decision on the appeal, the decision is final.

Petitions may be downloaded from the Admission & Records Office website.

### **PLAGIARISM AND CHEATING**

Plagiarism and Cheating are both forms of Academic Dishonesty. Academic honesty is a cornerstone of the educational community; therefore, students are expected to understand the standards of academic honesty as they pertain to students' behavior in the classroom. Students must acknowledge sources that are used for completing classroom assignments.

#### **Plagiarism may be any one of the following:**

1. Verbatim copying without proper documentation of the source(s).
2. Paraphrasing without proper documentation of the source(s).
3. Unacknowledged appropriation of information or ideas from someone else.

If students have any questions about these forms of plagiarism or about an assignment they are preparing, they should ask their instructors for clarification rather than risk unintentional plagiarism.

Students are expected to act in an honest and trustworthy manner. Work performed on examinations or other forms of evaluation must represent an individual's own work, knowledge and experience of the subject matter. Students are expected to follow the classroom rules established by each instructor.

#### **Cheating may be any one of the following:**

1. Unauthorized looking at or procuring information from any unauthorized sources or from another student's work during an examination or from any work that will be graded or given points.
2. Unauthorized acquiring, reading or learning of test questions prior to the testing date and time.
3. Changing any portion of a returned graded test or report and resubmitting it as an original work to be regraded.
4. Presenting the work of another as one's own for a grade or points.
5. Knowingly assisting another student in cheating.

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 the Vice President of Student Affairs and a recommendation is made to the Superintendent/President for final disciplinary action.

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

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### STUDENT CONDUCT STANDARDS

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

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

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a district employee, which is concurred on by the College 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.
4. Committing or attempting to commit robbery or extortion.
5. Causing or attempting to cause damage to district property or to non-district property on campus, or at college-sponsored or supervised functions.
6. Stealing or attempting to steal district property or private property on campus, or knowingly receiving stolen district property or private property on campus.
7. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the College or the District.
8. Committing sexual harassment as defined by law or by District policies and procedures.
9. Engaging in harassing or discriminatory behavior based on race, sex, religion, age, national origin, disability, sexual orientation, or any other status protected by law.
10. Willful misconduct which results in injury or death to a student or to college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
11. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
12. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.
13. Dishonesty; forgery; alteration or misuse of college documents, records or identification; or knowingly furnishing false information to the District.
14. Unauthorized entry upon or use of College facilities.
15. Lewd, indecent or obscene conduct or expression on college-owned or controlled property, or at college-sponsored or supervised functions.
16. Engaging in expression which is obscene, libelous or slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful college regulations, or the substantial disruption of the orderly operation of the College.
17. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
18. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any district policy or administrative procedures.

Students are guaranteed the rights of due process when charged with a violation of conduct standards. Copies of the Student Conduct Due Process Procedures are available in the office of the Vice President, Student Affairs, Counseling Center, ASCOD Office, and online.



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## STUDENT DISCIPLINARY SANCTIONS

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

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

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## STUDENT GRIEVANCE POLICY AND PROCEDURES

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### Purpose

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

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

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

**Please note:** If your complaint is related to a grade that has been issued, please refer to the Grade Grievance Procedures on page 43.

### **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.

### **Informal Procedure**

- A.** The student shall first discuss the matter with the faculty/staff member in question. If, however, the student cannot discuss the matter with the faculty/staff member or if the student is not satisfied with the discussion, he/she may proceed with the informal grievance process. A student must begin the grievance procedure within five (5) days from the date of the alleged grievance. The informal procedure must precede the formal procedure. The student may choose to terminate the grievance at any time during the informal procedure. A grievance filed within thirty (30) days of the end of the semester will be deferred until the following semester.
- B.** The informal procedure shall be completed within ten (10) days of reporting of the original complaint. It is the student's responsibility to describe to the parties involved the nature of the grievance so that involved parties understand that the grievance procedure has been initiated.
- C.** An informal meeting will be held by the student and appropriate college staff. The purpose of the meeting is to identify the perceived violation of the student's rights and to develop a resolution that is of mutual satisfaction to all parties involved. The student shall then discuss and attempt to resolve the matter with the faculty, the person's immediate supervisor or the administrator. If the student is satisfied with the outcome of the informal meeting, the process could end.

### **Formal Procedure:**

#### **Filing Statement of Student Grievance**

- A.** If the student is not satisfied with the outcome of the informal procedure, a formal written grievance may be filed within ten (10) days of the decision of the informal procedure. The student will bring the matter to the attention of the Vice President of Student Affairs, or a designee, by filing a Student Statement of Grievance Form within ten (10) days of the final meeting of the informal procedure. (Grievance Forms are available at the offices of the Vice President of Student Affairs, School Deans, and Counselors.) The student may choose to terminate the grievance at any time during the formal procedure.
- B.** If the faculty member is not satisfied with the outcome of the informal procedure, he/she may follow processes in Collective Bargaining CTA agreement and CODAA agreements.

- C.** A summary of the outcomes of the informal process will be prepared by the faculty or the immediate supervisor and forwarded to the Vice President of Student Affairs.
- D.** The Vice President of Student Affairs or designee shall investigate the nature of the grievance including meeting with the parties involved and possible witnesses for each, clarification of the perceived violation of rights and investigation of college policies that may or may not have been followed.
- E.** The Vice President of Student Affairs or designee, after conferring with student may determine that the grievance can be resolved by an informal procedure within ten (10) days. If the student isn't satisfied with the outcome of informal procedure, student may still request a formal hearing.
- F.** The determination of whether the Statement of Grievance presents sufficient grounds for a hearing shall be based on the following:
  - The statement contains facts which would constitute a grievance under these procedures;
  - The grievant is a student as defined in these procedures;
  - The grievant is personally and directly affected by the alleged grievance;
  - The grievance was filed in a timely manner;
  - The grievance is not frivolous, without foundation, or filed for purposes of harassment.
- G.** The Vice President of Student Affairs will, at that point, distribute the appropriate documents to appropriate parties regarding request for formal hearing.
- H.** A formal hearing will consist of the student, and if appropriate, his/her on-campus advocate, the party or parties being grieved and his/her on-campus advocate, the Vice President of Student Affairs or designee, supervisor of the accused and four (4) neutral faculty members, two (2) selected by the student, and two (2) selected by the accused.

If the results of the formal hearing are not satisfactory to the student, within ten (10) days of receiving that decision, the student desiring further appeal shall go to the College Superintendent/President, who shall then render a decision within ten (10) days.

- I.** At the completion of the investigation the Vice President of Student Affairs shall meet with the parties involved in an attempt to resolve the matter. A copy of the entire investigation file and formal resolutions will be given to the parties involved (faculty and student) upon request.
- J.** Either of the involved parties may appeal the formal resolution to the College Superintendent/President if agreement cannot be reached. Each party has ten (10) days to file this appeal.

- K. Further action may be taken to the Board of Trustees within thirty (30) days of the Superintendent/President's decision, if either party is not satisfied. The Board's decision will be final.

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

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

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

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## **STUDENTS WITH DISABILITIES**

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### **BACKGROUND**

The American with Disabilities Act (ADA) is a civil rights statute that prohibits discrimination against people with disabilities. The protection is similar to that given to women, minorities and others through the Civil Rights Act of 1964. Protected are an estimated 43 million Americans with disabilities that substantially limit a major life activity such as working, walking, talking, seeing, hearing or caring for oneself. People who have a record of such an impairment, and those regarded as having an impairment, are also protected. This federal legislation prohibits excluding individuals from jobs, services, activities or benefits based on their ability.

### **STUDENT RIGHTS**

Students have the following rights under Section 504 of the 1973 Rehabilitation Act, as revised (29 U.S.C. 794), The Americans with Disabilities Act (28 CFR 35.102-35104), California Assembly Bill 803 (Government Code Section 11135 at seq.) and Title 5 (section 56008) of the California Education Code.

- Right to voluntarily participate in the Disabled Students Programs & Services (DSPS).
- Right to confidentiality and protected disclosure of student records.
- Right to access college classes, programs, activities, services and facilities to facilitate learning. The college will make a very reasonable effort to provide access.

- Right to request an appropriate accommodation to facilitate participation in class and campus activities.
- Right to participate in campus activities, class demonstrations or laboratory experiments to the extent that the disability does not pose a risk to the student or to other students.
- Right to protection against discrimination and harassment. Students have the right to participate in class campus activities without being harassed or discriminated against.

If a student with a disability feels that he/she is the target of discriminatory treatment, the student can file a complaint with the 504 Coordinator.

Contact Person: Director of Student Health & Disability Services  
 Phone: 760/773-2534  
 TDD: 760/773-2598  
 Location: DSPS Office, Cravens Student Services Center, First Floor

### **STUDENT RESPONSIBILITIES**

- To provide DSPS documentation of disability.
- To request accommodations appropriately.
- To notify DSPS approximately 24 hours in advance for planned absences from classes where services are being provided (i.e., interpreters, readers.) Failure to notify DSPS may result in discontinued services.
- To abide by the College Student Conduct Standards.

### **DETERMINING NEED**

Students who need academic adjustments must meet with a Disabled Students Programs and Services counselor/specialist to complete an application form, determine educational limitations and services needed, and complete a student educational contract. The DSPS Student Handbook outlines the accommodations the college can arrange and specifies the process and timelines for requesting them.

### **CONTACT THE DSPS OFFICE**

The faculty and staff of the Disabled Students Programs and Services Office are available for consultation on any questions you may have related to accommodation for a disability. The highest standard of confidentiality is maintained.

### DISTRIBUTION OF NON-COLLEGE PUBLICATIONS

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

### DRUG-FREE WORKPLACE AND CAMPUS

The Desert Community College District intends to maintain a safe, healthful and productive work and learning environment for all employees and students. To accomplish this, the District will act to eliminate any drug abuse, which increases the potential for accidents, absenteeism, low academic and work performance, poor employee and student morale and damage to the District's reputation. The unlawful manufacture, distribution, dispensation, possession, or use of an illegal drug or the unlawful possession, use or distribution of alcohol is prohibited in all buildings, property, facilities, service areas, off-campus sites of the District, or in any location where any District activity is occurring.

The District shall discipline a student, up to and including expulsion, for the unlawful manufacture, distribution, dispensation, or possession of controlled substances on the District's property or as part of any of its activities.

Students who think they may have an alcohol or drug usage problem are urged to voluntarily seek confidential assistance from Student Health Services and/or Counseling Services. While the District will be supportive of those who seek help voluntarily, the District will be equally firm in identifying and disciplining those students who continue to be substance abusers and do not seek help or continue to abuse drugs or alcohol after treatment or counseling.

Materials and information on counseling, treatment and rehabilitation resources, health risks, Federal trafficking penalties, and uses and effects of controlled substances, are available in Counseling, the Student Health Center and the Library.

### 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 or gender,

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

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

### POLÍTICA SOBRE LA DISCRIMINACIÓN ILEGAL

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

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

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

### NON-SMOKING POLICY

Smoking of any form of tobacco or non-tobacco products is prohibited inside of any building, including, but not limited to, any restroom or in any corridor in any building on the campuses or centers which are part of Desert Community College District. Smoking is prohibited in all established eating areas and within twenty (20) feet of all public buildings entrances. Smoking is prohibited in the seating area of the campus stadium. The District is currently reviewing its non-smoking policy and changes may be forthcoming. Please check the COD website for updated information.

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## **PETS AND ANIMALS ON CAMPUS**

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

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## **PROHIBITION OF HARASSMENT**

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

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

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## **PROHIBICIÓN DEL ACOSO**

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

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

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## **SEXUAL AND OTHER ASSAULTS ON CAMPUS**

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

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

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## **STUDENT RECORDS AND PRIVACY ACT**

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

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

### **ANNUAL NOTIFICATION**

Students will be notified of their FERPA rights annually by publication in the schedule of classes and the college catalog. Questions regarding annual notification can be directed to the Dean of Enrollment Services.

### AMENDMENT OF STUDENT RECORDS

Students may file a written request with the Superintendent/President to correct or remove information recorded in their student records which they allege to be: (1) inaccurate; (2) an unsubstantiated personal conclusion or inference; (3) a conclusion or inference outside of the observer's area of competence; or (4) not based on the personal observation of a named person with the time and place of the observation noted.

Within 30 calendar days of receipt of such request, the Superintendent/President, or his designee, shall meet with the student and the employee who recorded the information in question, if such employee is presently employed by the District. The Superintendent/President, or his designee, shall then sustain or deny the allegations.

If any or all allegations are sustained, the Superintendent/President, or his designee, shall order the correction or removal and destruction of the information. If any or all of the allegations are denied, the student may appeal the decision in writing to the Board of Trustees within 30 calendar days of the denial.

Within 30 days of the receipt of an appeal, the Board of Trustees shall, in closed session with the student and employee who recorded the information in question, if presently employed by the District, determine whether to sustain or deny the allegation(s). If the Board sustains any or all of the allegations, it shall order the immediate correction or removal and destruction of the information. The decision of the Board shall be final.

Records of these administrative proceedings shall be maintained in a confidential manner and shall be destroyed one year after the decision of the Board, unless the student initiates legal proceedings relative to the disputed information within the prescribed period.

If the decision of the Board is unfavorable to the student, or the student accepts an unfavorable decision by the Superintendent/President, he/she shall have the right to submit a written statement of objections which shall become part of the student's records until such time as the information to which the objection is made is corrected or removed.

### DISCLOSURE OF EDUCATIONAL RECORDS

The District may permit access to student records to any person for whom the student has executed written consent specifying the records to be released and identifying the party or class of parties to whom the records may be released. The District may not permit access to student records to any person without the written consent of the student or under judicial order except:

1. To officials and employees of the District who have a legitimate educational interest to inspect a record. A school official is:
  - A person employed by the District in an administrative, supervisory, academic, research, support staff, or security position.
  - A person elected to the Board of Trustees.
  - A student government officer conducting student elections.
  - A person employed by or under contract to the District to perform a special task, such as the attorney or auditor.

School officials have a legitimate educational interest if they are:

- Performing a task that is specified in their position description or by a contract agreement.
  - Performing a task related to a student's education.
  - Performing a task related to the discipline of a student.
  - Providing a service or benefit relating to the student such as health care, counseling, job placement or financial aid.
2. To officials of another school or school system, upon request, in which a student seeks, intends, or is directed to enroll, including local, county or state correctional facilities where educational programs are provided.
  3. To certain officials of the U. S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.
  4. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
  5. To other state and local officials or authorities to the extent that information is specifically required to be reported pursuant to state law adopted prior to November 19, 1974.
  6. To organizations conducting certain studies for or on behalf of the College.
  7. To organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, student aid programs, and improving instruction.
  8. To accrediting organizations in order to carry out their accrediting functions.
  9. To comply with a judicial order or a lawfully issued subpoena.

10. To appropriate persons in connection with an emergency if the knowledge of that information is necessary to protect the health or safety of a student or other persons.
11. To an alleged victim of any crime of violence, or the results of an institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime.

### **INSPECTION AND REVIEW OF EDUCATIONAL RECORDS**

All currently enrolled or former students have a right to inspect and review all student records relating to them. Student record is defined according to the Family Educational Rights and Privacy Act (FERPA). To access their transcripts, students must file a letter of request with the Admissions and Records Office. To obtain access to other documents, students must submit a letter of request to the office of the Vice President, Student Affairs. Access shall be granted no later than 15 school days following the date the written request is received. Within the same 15 school days, the student will be notified of the location of all official student records if not centrally located and qualified personnel will be made available to interpret records where appropriate. At that time the student must present appropriate identification verifying their identity.

### **RELEASE OF STUDENT INFORMATION**

The Desert Community College District (DCCD) does not release student record information without the written consent of the student, except as outlined on page 54 under *Disclosure of Education Records*. Although the DCCD adheres to this policy, the law allows the College to release student directory information, except when students have specifically requested that directory information be kept confidential. Directory information may be released by exception upon determination of the Superintendent/President, the Vice President of Student Affairs, or the Dean of Enrollment Services, that such release is appropriate and not likely to put students at risk. DCCD directory information shall include:

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

In completing the admission application, students are provided the opportunity to request that their directory information be maintained as confidential. Students, who wish to change their request, may do so in writing to the Admissions and Records Office at any time. (Ed. Code §76200, et seq.; Title 5, § 54600, et seq.)

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

### **TRANSCRIPTS**

An official transcript of a student's record may be obtained by completing an online request form. To access this form, please go to: [www.collegeofthedesert.edu](http://www.collegeofthedesert.edu). This process has several options of delivery service and the processing time varies according to the service selected.

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

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

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

Beginning in Fall 2008, all certificate-, degree-, and transfer-seeking first-time, full-time students were tracked over a three-year period, and the completion and transfer rates of this group are listed below. This is a very narrowly defined group and does not reflect all transfer students. These rates do not represent the success rates of the entire student population at College of the Desert, nor do they account for all student outcomes occurring during and after this three-year tracking period.

Based upon the group defined above, 19% attained a certificate, degree, or became "transfer-prepared" during a three-year period (Fall 2008 to Spring 2011). Students who are "transfer-prepared" have completed 60 transferable units with a GPA of 2.0 or better.

Based upon the group defined above, 13% transferred to another postsecondary institution prior to attaining a degree, certificate, or becoming "transfer-prepared" during a five semester period (Spring 2009 to Spring 2011.)

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

### CATALOG RIGHTS

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

### DIPLOMAS

Diplomas are mailed to graduates approximately six weeks after the end of the semester in which students have satisfied all degree requirements and grades have been verified. Consequently, at the graduation ceremony, students are presented with a diploma cover. There is a fee of \$25.00 for a duplicate diploma.

### GRADE REQUIREMENT FOR ASSOCIATE DEGREE

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

The Associate Degree is not automatically awarded when a student completes required courses. Students must submit an Application to Graduate to the Admissions and Records Office. All transcripts from all colleges and universities attended must be on file in the Admissions and Records Office. At least 40 units must have been completed, including 12 in residence at COD before an application is accepted.

### GRADUATION

Once it has been determined that a student is eligible for graduation, an "Application to Graduate" form must be completed and submitted to the Admissions and Records Office. The deadline to submit this form is found in the Class Schedule. This requirement applies to all Associate Degrees.

Formal graduation activities are held at the end of the spring semester. Students who complete degree requirements during the spring, preceding fall, or subsequent summer term, are invited to participate in the ceremonies.

### EARNING AN ADDITIONAL ASSOCIATE DEGREE

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

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### CAREER AND TECHNICAL EDUCATION (CTE)

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

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



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## CERTIFICATE of ACHIEVEMENT

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A Certificate of Achievement may be awarded to a student who has completed a required sequence of courses in an occupational field. The Certificate is not automatically awarded when a student completes the requirements. Students must file an "Intent to Earn Certificate" in the Admissions and Records Office 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 of \$25.00 for a duplicate certificate is currently being proposed for the 2012-2013 academic year. Please check the Admissions web page for current fees.

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## ASSOCIATE DEGREES

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

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

Students planning to earn an Associate Degree with emphasis on career and technical preparation, and who have no plans to pursue a bachelor's degree, must follow the District's General Education requirements.

Students must complete the course requirements as specified in the program of study for the declared major, in addition to general education courses.

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

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

Students planning to earn an Associate Degree while preparing to transfer to a 4-year college or university must complete the appropriate transfer general education pattern as well as the course requirements specified in the program of study for the declared major. A minimum of 60 transferable units are required for upper division transfer.

Students preparing to transfer to the California State University (CSU) may follow the General Education requirements outlined in the CSU Certification pattern. This

is identified as the **CSU General Education Pattern** in the list of requirements for Transfer Degree programs.

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

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

## ASSOCIATE DEGREE REQUIREMENTS

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

### A. Competency Requirements

Reading Competency: All students earning an Associate Degree must demonstrate a reading proficiency at the collegiate level by passing RDG 51, or RDG 52, or RDG 61 with a grade of "C" or better, or the equivalent.

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

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

### B. General Education (GE) Requirements

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

### C. Major Requirements

Complete one of the degree programs listed in the Certificate and Degree Programs section of this catalog. Each course in the major 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 (PE) Activity Requirement

Two (2) units are required from kinesiology, *formerly physical education*, (KINE), health education (HE), recreation (RE) or

varsity sports (VSM, VSW). *Note:* If HE 1 is used to fulfill COD General Education Area C2 or C5, it may not be used to fulfill this requirement.

- E. A minimum of sixty (60) degree-applicable units with a 2.0 ("C") grade point average. 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 grade point average.
- F. Completion of twelve (12) units in residence at College of the Desert.

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

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

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

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

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

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

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

semester units of CSU-transferable coursework with a minimum GPA of 2.0. Students transferring to a CSU campus that does accept the AA-T or AS-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is a designated "high-unit" major).

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

At the time of catalog publication, a student may earn an AA-T in Communication Studies, Psychology and Sociology; and an AS-T in Administration of Justice. Additional majors are being developed. Please see a counselor for more information.

### Requirements

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

1. Completion of 60 CSU-transferable semester units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.
3. Completion of a minimum of 18 semester units in an "AA-T" or "AS-T" major as detailed in the Program of Study section of the catalog. All courses in the major must be completed with a grade of C or better or a "P" if the course is taken on a "pass-no pass" basis (title 5 § 55063).
4. Certified completion of the California State University General Education-Breadth (CSU GE Breadth) pattern (see page 64 for more information); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern (see page 66 for more information).
5. Students do not need to complete the local requirements of kinesiology (physical education) activity and Reading 51.



**Associate Degree  
for Transfer**  
*A Degree with a Guarantee.™*



The COD General Education program is intended to provide a broad educational foundation for students enrolled in one of the degree programs which terminates with an Associate's Degree.

<b>C1</b>	<p><b><u>NATURAL SCIENCES: 3 units</u></b>  Agriculture/Environmental Horticulture 1, 1L  Agriculture/Plant Science 2, 5, 5L  Anthropology 1  Astronomy 1, 1L  Biology 4, 5, 6, 10, 12, 13, 14, 15  Chemistry 1A, 1B, 3, 4  Engineering 6A  Geography 1, 1L  Geology 1, 5, 10, 17  Natural Resources 1, 1L  Physics 1, 2A, 2B, 4A, 4B, 4C, 6A, 17</p>
<b>C2</b>	<p><b><u>SOCIAL and BEHAVIORAL SCIENCES: 3 units</u></b>  Administration of Justice 1  Anthropology 2, 3  Counseling (<i>formerly Student Development</i>) 12  Economics 1, 2, 11, 12  Geography 2, 7  Health Education 1  History 3, 4, 17, 18, 21  Mass Communication 1  Health Sciences 13  Philosophy 13  Political Science 1, 2, 4  Psychology 1, 3, 7, 10, 12, 20, 23, 25, 27, 29, 33  Sociology 1, 2, 14, 15</p>
<b>C3</b>	<p><b><u>ARTS, HUMANITIES, and CULTURE: 3 units</u></b>  Administration of Justice 5A  American Sign Language 1, 1A, 1B, 2, 3, 4  Architecture 14  Art 2A, 2B, 2C, 3A, 7F, 10, 33  Dance 15  English 1B, 10A, 10B, 11A, 11B, 12A, 12B, 14, 15, 16, 17, 21, 22, 24, 25, 26, 31, 32, 35, 36, 37  French 1, 1A, 1B, 2, 2A, 2B, 3, 4  German 1, 1A, 1B, 2, 2A, 2B  Italian 1, 1A, 1B, 2, 2A, 2B  Japanese 1, 1A, 1B, 2, 2A, 2B  Music 1, 2, 5, 6, 7, 10, 12  Philosophy 6, 7, 12, 13, 14, 17  Radio-Television 6  Spanish 1, 1A, 1B, 2, 3, 4  Speech 2  Theatre Arts 1, 2, 32, 69A, 69B</p>
<b>C4</b>	<p><b><u>LANGUAGE and RATIONALITY: 6 units</u></b>  <b><i>C4.a – English Composition - 3 units</i></b>  English 1A, 41   <b><i>C4.b – Communication &amp; Analytical Thinking - 3 units</i></b>  Computer Information Systems 10  Library &amp; Information Studies 1  Math 1A, 1B, 2A, 2B, 2C, 5, 10, 12, 13, 14, 15, 40  Philosophy 10  Sociology 3, 4  Speech 1, 4, 5, 7, 15</p>
<b>C5</b>	<p><b><u>PERSONAL GROWTH and DEVELOPMENT: 3 units</u></b>  Counseling (<i>formerly Student Development</i>) 12  Health Education 1  Health Sciences 13  Kinesiology (<i>formerly Physical Education</i>) 6  Psychology 3, 10, 12, 20, 23, 33</p>

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

### PREPARATION FOR TRANSFER

As an integral unit of the California tripartite system of public higher education, the College provides programs of study providing students the opportunity to prepare for transfer to four-year colleges and universities. The College aspires to do this in such a manner that students may transfer without loss of time or credit.

Most professions and careers requiring study beyond that available at College of the Desert are such that the first 60 college level units may be completed before transferring from College of the Desert to another institution of higher education. To assure transfer students of obtaining the maximum benefit from their College of the Desert experience prior to transferring, it is important for students to engage in careful, long-range planning. In general, students planning to transfer should follow the procedure outlined below:

**1. Tentative Choice:** Because course requirements vary among colleges and universities, it is advantageous to research and select the school(s) to which you plan to transfer as early as practicable in your college career. The COD Transfer Center offers a research library to help you prepare to transfer, including catalogs from California public and private institutions, as well as from many out-of-state colleges. Transfer admission information, applications, and other reference materials are also available. The Transfer Center is located in the Cravens Student Services Center.

**2. Catalog:** Examine catalogs of prospective colleges and universities. Carefully study those sections that cover requirements for (a) transfer admission, (b) the major, and (c) graduation. Finding all requirements often warrants a review of the entire catalog, as requirements may be listed in different sections of the catalog. Many of these requirements must be taken during the freshman and sophomore years. Failure to do so can unduly extend the time required for transfer admission and graduation.

**3. Financial Aid:** Apply for financial aid as directed in the current COD class schedule. Application forms and other financial aid information are also available in the Financial Aid Office, located in the Cravens Student Services Center and on line at [www.fafsa.gov](http://www.fafsa.gov).

**4. General Education Requirements:** Students may complete their lower division general education or breadth requirements while at College of the Desert. COD has articulation agreements with the California State Universities (CSU) and the University of California (UC) systems that allow students to be certified for these requirements. To select the pattern that is most appropriate for you consult your counselor or faculty advisor.

**5. Application Filing Period:** Check carefully the dates of the application filing period. This is the time between the first date applications will be received and the deadline. Many colleges have initial filing periods ten months before admission. In all cases, submission of applications early within the filing period is recommended.

**6. Letters of Recommendation and Rating Forms:** Some independent colleges require letters of recommendation or rating forms. Students should get to know their instructors well enough so that they can comment accurately on the students' characteristics.

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

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

**9. Admission to Independent California or Out-of-State Colleges:** Students who follow transfer courses of study find they are given credit for most, if not all, courses when they transfer to independent or out-of-state colleges and universities. Some colleges require a certain number of completed units before considering students as eligible for transfer, while others accept students at any time. Admission requirements are outlined in the respective college catalogs. Catalogs are available for use in the College of the Desert Transfer Center. Independent colleges encourage students to make an appointment with their Office of Admissions in order to discuss transfer opportunities on a personal basis.

**10. Transferable Courses:** Courses transferable to the California State University system are indicated by "CSU" and those transferable to the University of California system are indicated by "UC" under the course description in the "Courses of Instruction" section of this catalog. The CSU or UC designates courses accepted for elective credit. Such courses count for the 60 units required for advanced standing transfer to CSU or UC. Students interested in transferring to the University of California should refer to the University of California Transfer Course Agreement, available in the Transfer Center, to make sure they have enough units, since we offer several UC transferable courses for which credit is decreased by one or more units by UC; such courses are marked in this catalog with an asterisk, as **CSU, UC\***. This acceptance can change annually. Consult the Transfer Center for more detailed information.

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

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COD has entered into Transfer Admissions Agreement (TAA) with CSU San Bernardino and Transfer Admissions Guarantee (TAG) with UC Riverside. These agreements guarantee university transfer admission to students who meet specified lower division requirements for course completion and grade point average. Students should request an agreement prior to completing thirty (30) semester units in order to ensure appropriate course planning and selection. Students interested in transferring to one of these campuses may schedule an appointment with a COD counselor to learn more about TAA options and opportunities and complete a Student Education Plan for transfer.

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

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Students transferring to the UC system from College of the Desert may, in most cases, follow the Intersegmental General Education Transfer Curriculum (IGETC) to meet lower-division general education requirements for the UC system. To meet the minimum UC system eligibility requirements, residents of California must have a grade point average of 2.4 and nonresidents must have a grade point average 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 grade point average actually required for admission to various major programs at various campuses, and to verify whether IGETC will meet their lower-division general education requirements.

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

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

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

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Students must complete either the CSU General Education Certification Course Pattern (page 63 ) or the IGETC (page 65) and the major requirements as specified in the program of study for the declared major for a total of 60 units. You may consult with a COD counselor or use [www.ASSIST.org](http://www.ASSIST.org) for the major requirements. Specified high unit majors do not complete the transfer general education certification and must meet with a COD Counselor for general education requirements for graduation. A student must complete 60 or more transferable semester units with a minimum GPA of 2.0 (C) or higher (2.4 for nonresidents), be in good standing at the last college or university attended, and have completed or made up any missing college preparatory subject requirements. Certain “impacted” programs, which have more applicants than there are spaces available, have additional screening requirements. Please see a COD counselor for details.

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

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

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

Courses must be completed for all areas with a grade of “C” or better. Completion of IGETC is not an admission requirement nor does completion of IGETC guarantee admission to the campus or program of choice; pattern is outlined on page 65.

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

The CSU General Education-Breadth (GE-Breadth) program allows California community college transfer students to fulfill lower-division general education requirements for any CSU campus prior to transfer. This curriculum provides an alternative to the IGETC requirements and campus-specific

GE-Breadth requirements. This can be a good option if you know you want to transfer to a CSU but don't know which campus you will attend, or if you know which campus you will attend but don't know which major you will pursue.

It is important to note that CSU GE-Breadth certification is not an admission requirement nor does completion guarantee admission to the campus or program of choice. The GE-Breadth program requires that students who select this option complete at least 48 semester units of general education to receive a baccalaureate degree. At least nine of these units must be upper-division level and taken at the university. (See page 63 for CSU General Education requirements.)

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

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

### **General Education Certification**

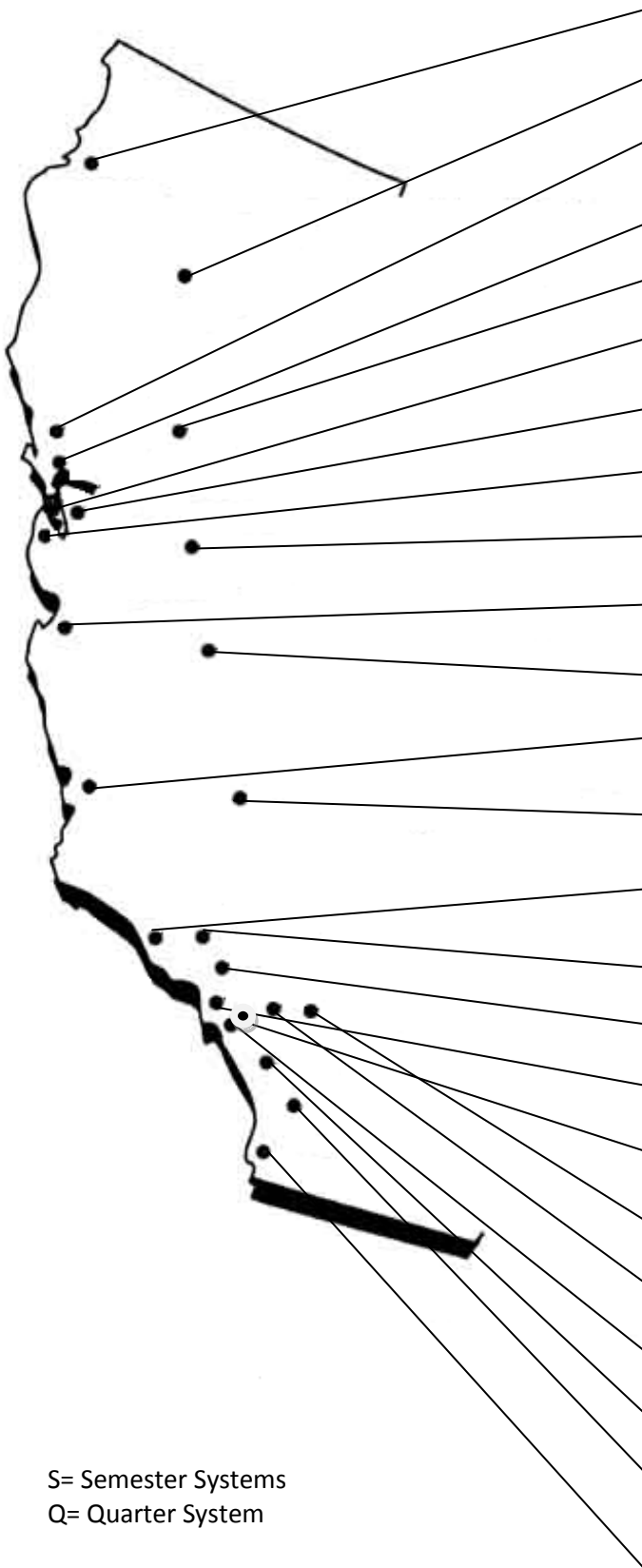
Verification by the College of a student's completion of lower division General Education/Breadth requirements for the California State University or the University of California must be requested by the student at the time transcripts are requested to be sent to the university.

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

College of the Desert, pursuant to Title 5 Section 40404 of the California Administrative Code and in accordance with Executive Order 405 from the Office of the Chancellor, California State University (effective date 11/15/82), certifies the following course/examination combinations as meeting the baccalaureate requirements in U.S. History, Constitution and American Ideals at CSU, except that no student may meet the requirement by examinations alone. It is important to note that certification may take place if and only if an entire history/government combination has been completed. (Requirements at CSU institutions may vary; consult your faculty advisor or counselor.)

A student may fulfill the history/government requirement by completing Political Science 1 (PS 1) **and** *either* History 17 (HIST 17) *or* History 18 (HIST 18). AP Government credit does not fulfill this requirement at CSU.





<b>Humboldt State University (S)</b> <a href="http://www.humboldt.edu">www.humboldt.edu</a> 1 Harpst Street Arcata, CA 95521 (707) 826-3011
<b>CSU Chico (S)</b> <a href="http://www.csuchico.edu">www.csuchico.edu</a> 400 West First Street Chico, CA 95929 (530) 898-4636
<b>Sonoma State University (S)</b> <a href="http://www.sonoma.edu">www.sonoma.edu</a> 1801 East Cotati Avenue, Rohnert Park, CA 94928 (707) 664-2880
<b>California Maritime Academy (S)</b> <a href="http://www.csum.edu">www.csum.edu</a> 200 Maritime Academy Drive. Vallejo, CA 94590 (707) 654-1000
<b>CSU Sacramento (S)</b> <a href="http://www.csus.edu">www.csus.edu</a> 6000 J Street, Sacramento, CA 95819 (916) 278-6011
<b>San Francisco State University (S)</b> <a href="http://www.sfsu.edu">www.sfsu.edu</a> 1600 Holloway Avenue, San Francisco, CA 94132 (415) 338-1111
<b>CSU Eastbay (Hayward) (Q)</b> <a href="http://www20.csueastbay.edu">www20.csueastbay.edu</a> 25800 Carlos Bee Boulevard, Hayward, CA 94542 (510) 885-3000
<b>San Jose State University (S)</b> <a href="http://www.sjsu.edu">www.sjsu.edu</a> One Washington Square, San Jose, CA 95192 (408) 924-1000
<b>CSU Stanislaus(S)</b> <a href="http://www.csustan.edu">www.csustan.edu</a> One University Circle, Turlock, CA 95380 (209) 667-3122
<b>CSU Monterey Bay (4-1-4)</b> <a href="http://www.csumb.edu">www.csumb.edu</a> 100 Campus Center, Seaside, CA 93955-8001 (831) 582-3357
<b>CSU Fresno (S)</b> <a href="http://www.csufresno.edu">www.csufresno.edu</a> 5241 North Maple Avenue, Fresno, CA 93740 (559) 278-4062
<b>California Polytechnic State University, San Luis Obispo (Q)</b> <a href="http://www.calpoly.edu">www.calpoly.edu</a> San Luis Obispo, CA 93407 (805) 756-2053
<b>CSU Bakersfield (Q)</b> <a href="http://www.csub.edu">www.csub.edu</a> 9001 Stockdale Highway, Bakersfield, CA 93311-1022 (661) 654-2782
<b>CSU Channel Islands (S)</b> <a href="http://www.csuci.edu">www.csuci.edu</a> One University Drive, Camarillo, CA 93012 (805) 437-8400
<b>CSU Northridge (S)</b> <a href="http://www.csun.edu">www.csun.edu</a> 18111 Nordhoff Street, Northridge, CA 91330 (818) 677-1200
<b>CSU Los Angeles (Q)</b> <a href="http://www.calstatela.edu">www.calstatela.edu</a> 5151 State University Drive, Los Angeles, CA 90032 (323) 343-3000
<b>CSU Dominguez Hills (S)</b> <a href="http://www.csudh.edu">www.csudh.edu</a> 1000 East Victoria Street, Carson, CA 90747-0005 (310) 243-3300
<b>CSU San Bernardino (Q)</b> <a href="http://www.csusb.edu">www.csusb.edu</a> 5500 University Parkway, San Bernardino, CA 92407-2397 (909) 537-5000
<b>California State Polytechnic University, Pomona (S)</b> <a href="http://www.csupomona.edu">www.csupomona.edu</a> 3801 West Temple Avenue, Pomona, CA 91768 (909) 869-7659
<b>CSU Long Beach (S)</b> <a href="http://www.csulb.edu">www.csulb.edu</a> 1250 Bellflower Boulevard, Long Beach, CA 90840-0115 (562) 985-4111
<b>CSU Fullerton(S)</b> <a href="http://www.fullerton.edu">www.fullerton.edu</a> 800 N. State College Boulevard, Fullerton, CA 92634-9480 (657) 278-3371
<b>CSU San Marcos(S)</b> <a href="http://www.csusm.edu">www.csusm.edu</a> 333 S. Twin Oaks Valley Road, San Marcos, CA 92096-0001 (760) 750-4000
<b>San Diego State University(S)</b> <a href="http://www.sdsu.edu">www.sdsu.edu</a> 5500 Campanile Drive, San Diego, CA 92182 (619) 594-5200

S= Semester Systems  
Q= Quarter System

**GENERAL EDUCATION REQUIREMENTS 2012-2013**

Students who plan to transfer to a CSU campus may complete their lower division General Education requirements for graduation at COD. Students may follow the CSU GE-Breadth Certification pattern listed below, which is accepted by all CSU campuses in most majors to fulfill these requirements. This course pattern also satisfies COD's General Education requirements.

To be fully certified, students must complete a minimum of 9 units each in Areas A, B, C, and D, and 3 units in Area E. At least 30 of these units must be completed with a grade of "C" or better, including the 9 units in Area A: Communication in the English Language; and 3 units in Area B-3: Mathematics.

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

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

<b>A</b>	<p><b>ENGLISH LANGUAGE COMMUNICATION and CRITICAL THINKING</b>  <i>Nine (9) units minimum; select 1 course from each of the 3 groups. (C or better required in all courses.)</i></p> <p><b>A-1. ORAL COMMUNICATION</b>                      Speech 1, 4, 5, 15</p> <p><b>A-2. WRITTEN COMMUNICATION</b>                      English 1A</p> <p><b>A-3. CRITICAL THINKING</b>                      Philosophy 10; Sociology 4; Speech 7</p>
<b>B</b>	<p><b>SCIENTIFIC INQUIRY and QUANTITATIVE REASONING</b>  <i>Nine (9) units minimum; select one course from each group. One course must include laboratory.</i></p> <p><b>B-1. PHYSICAL SCIENCE</b>                      Astronomy 1, 1L; Chemistry 1A, 1B, 3, 4, 5, 10A, 10B; Geography 1, 1L; Geology 1, 5, 10, 17;                      Physics 1, 2A, 2B, 4A, 4B, 4C, 17</p> <p><b>B-2. LIFE SCIENCE</b>                      Agriculture/Environmental Horticulture 1, 1L; Agriculture Plant Science 2, 5, 5L;                      Anthropology 1; Biology 4, 5, 6, 13, 14, 15; Natural Resources 1, 1L</p> <p><b>B-3. LABORATORY ACTIVITY</b> (One course in either B-1 or B-2 must include a laboratory.)</p> <p><b>B-4. MATHEMATICS/QUANTITATIVE REASONING</b>                      Math 1A, 1B, 2A, 2B, 2C, 5, 10, 12, 13, 14, 15; Sociology 3</p>
<b>C</b>	<p><b>ARTS and HUMANITIES</b>  <i>Nine (9) units minimum; one course must be in the ARTS and one in the HUMANITIES.</i></p> <p><b>C-1. ARTS (Arts, Cinema, Dance, Music, Theatre)</b>                      Architecture 14; Art 2A, 2B, 2C, 3A, 10, 33; Dance 10, 15; Kinesiology 15; Music 5, 6, 7, 10, 12; Radio-TV 6; Theatre Arts 1, 2</p> <p><b>C-2. HUMANITIES (Literature, Philosophy, Languages Other than English)</b>                      American Sign Language 1, 1A, 1B, 2, 3, 4; English 1B, 10A, 10B, 11A, 11B, 12A, 12B, 14, 15, 16, 17, 21, 22, 24, 25, 31,                      32, 35, 36; French 1, 1A, 1B, 2, 2A, 2B, 3, 4; German 1, 1A, 1B, 2, 2A, 2B; History 21; Italian 1, 1A, 1B, 2, 2A, 2B;                      Japanese 1, 1A, 1B, 2, 2A, 2B; Philosophy 6, 7, 12, 13, 14, 17, 18; Spanish 1, 1A, 1B, 2, 3, 4; Theatre Arts 69A, 69B</p>
<b>D</b>	<p><b>SOCIAL SCIENCES</b>  <i>Nine (9) units minimum, with courses taken in at least two disciplines. Note: The "American Institutions" requirement may be satisfied by taking either HIST 17 or 18, plus PS 1. AP Government credit does not count toward this requirement.</i></p> <p><b>D-0. SOCIOLOGY &amp; CRIMINOLOGY</b>                      Administration of Justice 1; Sociology 1, 2, 14, 15</p> <p><b>D-1. ANTHROPOLOGY &amp; ARCHAEOLOGY</b>                      Anthropology 2, 3</p> <p><b>D-2. ECONOMICS</b>                      Economics 1, 2, 11, 12</p> <p><b>D-3. ETHNIC STUDIES</b>                      Sociology 14, 15</p> <p><b>D-4. GENDER STUDIES</b>                      Psychology 10, 23</p> <p><b>D-5. GEOGRAPHY</b>                      Geography 2, 7, 10</p> <p><b>D-6. HISTORY</b>                      History 3, 4, 17, 18, 21</p> <p><b>D-7. INTERDISCIPLINARY SOCIAL OR BEHAVIORAL SCIENCE</b>                      Early Childhood Education 10, 12; Mass Communications 1; Psychology 12; Speech 15</p> <p><b>D-8. POLITICAL SCIENCE, GOVERNMENT, &amp; LEGAL INSTITUTIONS</b>                      Political Science 1, 2, 4</p> <p><b>D-9. PSYCHOLOGY</b>                      Psychology 1, 3, 20, 23, 27, 29, 33</p>
<b>E</b>	<p><b>LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT</b>                      Three (3) units minimum.</p> <p>Biology 10, 12; Counseling 12; Early Childhood Education 10, 12; Health Education 1; Health Sciences 13; Kinesiology 6;                      Philosophy 13; Psychology 3, 10, 12, 20, 23, 33</p>





<p><b><u>UC Davis (Q)</u></b> <a href="http://www.ucdavis.edu">www.ucdavis.edu</a> One Shields Avenue, Davis 95616 (530) 752-1011</p>
<p><b><u>UC Berkeley (S)</u></b> <a href="http://www.berkeley.edu">www.berkeley.edu</a> Berkeley 94720 (510) 642-6000</p>
<p><b><u>UC San Francisco (Q)</u></b> <a href="http://www.ucsf.edu">www.ucsf.edu</a> San Francisco 94143 (415) 476-9000 This is a Graduate-level, Professional Institution</p>
<p><b><u>UC Merced (S)</u></b> <a href="http://www.ucmerced.edu">www.ucmerced.edu</a> 5200 North Lake Road, Merced, CA 95343 (209)228-4400</p>
<p><b><u>UC Santa Cruz (Q)</u></b> <a href="http://www.ucsc.edu">www.ucsc.edu</a> 1156 High Street, Santa Cruz, CA 95064 (831) 459-4008</p>
<p><b><u>UC Santa Barbara (Q)</u></b> <a href="http://www.ucsb.edu">www.ucsb.edu</a> Santa Barbara, CA 93106 (805) 893-8000</p>
<p><b><u>UC Los Angeles (Q)</u></b> <a href="http://www.ucla.edu">www.ucla.edu</a> 405 Hilgard Avenue, Los Angeles 90095 (310) 825-4321</p>
<p><b><u>UC Riverside (Q)</u></b> <a href="http://www.ucr.edu">www.ucr.edu</a> 900 University Ave, Riverside, CA 92521 (951) 827-1012</p>
<p><b><u>UC Irvine (Q)</u></b> <a href="http://www.uci.edu">www.uci.edu</a> Irvine, CA 92697 (949) 824-5011</p>
<p><b><u>UC San Diego (Q)</u></b> <a href="http://www.ucsd.edu">www.ucsd.edu</a> 9500 Gilman Drive, La Jolla, CA 92093 (858) 534-2230</p>

S = Semester System  
Q = Quarter System

The course requirements for all areas must be **completed** before IGETC can be fully certified. After final grades are posted, you must **request** IGETC Certification at the time you request final transcripts to be sent to your chosen transfer campus(es). **The IGETC must be certified prior to transfer. All courses must be completed with grades of "C" or better.** Completion of area 1C (CSU) and/or area 6A (UC) must be completed for certification. Documentation of meeting this requirement must be on file in the Admissions and Records Office prior to granting certification. For more information, please see a Counselor.

Completion of the IGETC is not a requirement for transfer to a CSU or UC, nor is it the only way to fulfill the lower-division, general education requirements of the CSU or UC prior to transfer. Students may find it advantageous to take courses fulfilling CSU's general education requirements or those of a particular UC campus.

**Note: "+"** indicates that transfer credit is limited by either UC or CSU or both. Consult the University of California Transfer Course Agreement, available in the Transfer Center, or your faculty advisor/counselor, for specific information.

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

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

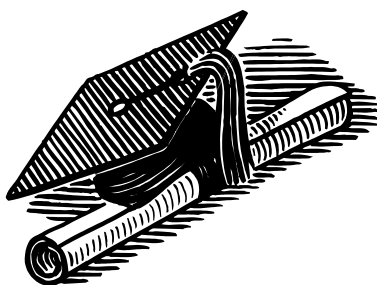
<b>1</b>	<p><b><u>ENGLISH COMMUNICATION</u></b> One course from each group:</p> <p><b>1-A. English Composition</b> English 1A</p> <p><b>1-B. Critical Thinking/English Composition</b> Sociology 4</p> <p><b>1-C. Oral Communication (required by CSU only)</b> Speech 4, 15</p>
<b>2</b>	<p><b><u>MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING</u></b> One course: Math 1A, 1B, 2A, 2B, 2C, 10<sup>+</sup>, 12<sup>+</sup>, 13, 14<sup>+</sup>, 15; Sociology 3<sup>+</sup></p>
<b>3</b>	<p><b><u>ARTS and HUMANITIES</u></b> At least three courses; minimum of one from the Arts and one from the Humanities (See "Language Other Than English")</p> <p><b>3-A. Arts</b> Art 2A, 2B, 2C, 10, 33; Dance 15; Music 5, 6, 7, 10, 12; Radio-Television 6</p> <p><b>3-B. Humanities</b> American Sign Language 2*, 3*, 4*; English 1B, 10A, 10B, 11A, 11B, 12A, 12B, 14, 15, 16, 17, 21, 22, 24, 25, 31, 32, 35, 36; French 2*, 2A*, 2B*, 3*, 4*; German 2*, 2A*, 2B*; History 3*, 4*, 17*(A), 18*(A), 21*; Italian 2*, 2A*, 2B*; Japanese 2*, 2A*, 2B*; Philosophy 6, 7, 12*, 13, 14, 17, 18; Spanish 2*, 3*, 4*; Theatre Arts 1, 69A, 69B</p>
<b>4</b>	<p><b><u>SOCIAL AND BEHAVIORAL SCIENCES</u></b> At least 3 courses, from at least two disciplines, or an interdisciplinary sequence:</p> <p><b>4-A. Anthropology &amp; Archaeology</b> Anthropology 2, 3</p> <p><b>4-B. Economics</b> Economics 1, 2, 11</p> <p><b>4-C. Ethnic Studies</b> Sociology 15</p> <p><b>4-E. Geography</b> Geography 2, 7, 10</p> <p><b>4-F. History</b> History 3*, 4*, 17*(A), 18*(A), 21*</p> <p><b>4-G. Interdisciplinary, Social/Behavioral Sciences</b> Mass Communication 1; Philosophy 12*; Psychology 12</p> <p><b>4-H. Political Science, Gov't, &amp; Legal Institutions</b> Political Science 1(A), 2, 4</p> <p><b>4-I. Psychology</b> Psychology 1, 3, 20, 23, 27, 29</p> <p><b>4-J. Sociology &amp; Criminology</b> Sociology 1, 2, 14, 15</p>

<b>5</b>	<p><b><u>PHYSICAL &amp; BIOLOGICAL SCIENCE</u></b> At least 2 courses; one physical science and one biological science; at least one must include a laboratory:</p> <p><b>5-A. Physical Science</b> Astronomy 1, 1L; Chemistry 1A, 1B, 3*, 5*, 10A*, 10B*; Geography 1, 1L; Geology 1, 5, 10, 17; Physics 1*, 2A*, 2B*, 4A*, 4B*, 4C, 17</p> <p><b>5-B. Biological Science</b> Agriculture/Plant Science 2, 5, 5L; Anthropology 1; Biology 4*, 5, 6, 13, 14, 15*; Natural Resources 1, 1L</p>
<b>6</b>	<p><b><u>Language Other Than English</u></b> <b>(UC Requirement Only)</b> <i>Students must complete two years of the same foreign language of high school work with a grade of "C" or better; <b>or</b>, earn a score of 3 or higher on the Foreign Language Advanced Placement test, or 550 on the College Board Achievement Test in Foreign Language; <b>or</b>, complete coursework from the following which meets the Level One proficiency requirement, e.g. SPAN 1, or 1B, <u>or higher</u>.</i></p> <p>American Sign Language 1, 1B, 2*, 3*, 4* French 1, 1B, 2*, 2A*, 2B*, 3*, 4* German 1, 1B, 2*, 2A*, 2B* Italian 1, 1B, 2*, 2A*, 2B* Japanese 1, 1B, 2*, 2A*, 2B* Spanish 1, 1B, 2*, 3*, 4*</p>

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

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

1. A single course, even though listed in more than one place, can only be used to satisfy one subject area of the IGETC.
2. IGETC is not advisable for high-unit majors, e.g. sciences, engineering.
3. Eleanor Roosevelt and Revelle Colleges at UC San Diego do not accept the IGETC.
4. IGETC may not be appropriate for students who have completed courses at a CSU or UC campus.
5. "Double counting" of courses toward the major is not limited by the IGETC, but is limited by other directives. The UC will also allow IGETC courses to count toward major requirements. CSU campus limitations on double-counting of general education courses toward major preparation are not changed by the IGETC.
6. If you are transferring to a UC campus, the UC Transfer Course Agreement lists unit limitations that might apply to the courses you have selected.
7. **See degree and graduation requirements in addition to General Education requirements. Also see COD's kinesiology (formerly physical education) requirement for an A.S. or A.A. degree, and English, reading, and math minimum competencies.**



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

#### **1 - CRITICAL THINKING**

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

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

#### **2 - QUANTITATIVE REASONING**

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

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

#### **3 - READING AND WRITING SKILLS**

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

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

#### **4 - PROBLEM SOLVING**

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

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

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

#### **5 - ACADEMIC BEHAVIORS**

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

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

#### **6 - INDEPENDENT STUDY SKILLS**

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

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



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

**GENERAL EDUCATION**

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

**C1 – NATURAL SCIENCES**

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

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

**C2 – SOCIAL AND BEHAVIORAL SCIENCES**

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

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

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

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

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

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

**C4 – LANGUAGE AND RATIONALITY**

***C4.A – English Composition***

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

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

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

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

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

**C5 – PERSONAL GROWTH AND DEVELOPMENT**

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

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

**CAREER AND TECHNICAL EDUCATION**

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

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

**What skills, attitudes and behaviors will I develop by participating in Student Services programs?****1 - PERSONAL DEVELOPMENT AND RESPONSIBILITY**

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

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

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

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

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

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

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

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

MAJOR/DEPARTMENT	CERTIFICATE	NON-TRANSFER DEGREE	TRANSFER DEGREE	Page
<b>Administration of Justice</b> .....	C .....	AS .....	AS-T* .....	74
<b>Adult Basic Education</b> .....				75
Basic English Completion .....	C .....			76
Advanced English Completion .....	C .....			76
Basic Math Completion .....	C .....			76
Advanced Math Completion .....	C .....			76
Reading Completion .....	C .....			76
Secondary Education Completion/GED .....	C .....			76
Secondary Education Completion/High School Diploma ....	C .....			76
<b>Advanced Transportation Technologies</b> .....		AS .....		77
Automotive Alternate Fuels .....	C .....			77
<b>Agriculture</b> .....				78
Agri-Business .....		AS .....	AS .....	78
Agriculture, General .....		AS .....		78
Arborist Technician .....	C .....			79
Environmental Horticulture .....	C .....	AS .....	AS .....	79
Landscape and Irrigation Technician .....	C .....			80
Natural Resources .....		AS .....	AS .....	80
Natural Resources - Desert Naturalist .....	L+ .....			81
Natural Resources - Field Ranger .....	L+ .....			81
Pest Management Technician .....	C .....			82
Plant Science .....		AS .....		82
Turfgrass Management Technician .....	C .....			82
Turfgrass Management .....	C .....	AS .....		82
<b>Air Conditioning /HVACR</b> .....	C .....	AS .....		83
<b>Alcohol and Drug Studies</b> .....	C .....	AA .....		84
<b>Architecture/Environmental Design</b> .....				86
Architectural Technology .....	C .....	AS .....	AS .....	86
Building Inspection Technology .....	C .....			86
Construction Management .....	C .....	AS .....	AS .....	87
General Drafting .....	C .....	AA .....		87
Real Estate Development .....	C .....			88
<b>Art</b> .....			AA .....	88
<b>Automotive Technology</b> .....		AS .....		89
Automotive Air Conditioning .....	C .....			90
Automotive Electrical .....	C .....			90
Automotive Emissions .....	C .....			90
Automotive Engine Management .....	C .....			90
Automotive Transmission & Axle .....	C .....			90
General Automotive Service .....	C .....			91
Steering, Suspension & Alignment .....	C .....			91

\*Student Transfer Achievement Reform Act (Senate Bill 1440) - see page 58 for more information.

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

MAJOR/DEPARTMENT	CERTIFICATE	NON-TRANSFER DEGREE	TRANSFER DEGREE	Page
<b>Business</b> .....				91
Accounting .....	C			92
Business Administration .....			AA	93
Business, General .....		AA		93
Computer Information Systems .....	C	AS		94
Economics .....			AA	95
Golf Management .....	C	AA		96
Hospitality Management .....			AA	97
Retail Management .....	C			97
<b>Communication Studies</b> .....			AA-T*	98
Communication .....			AA	98
<b>Computer Science</b> .....			AS	98
<b>Counseling</b> (formerly Student Development) .....				99
<b>Culinary Arts</b> .....				99
Basic Culinary Arts .....	C			99
Intermediate Culinary Arts .....	C			99
Culinary Management .....	C	AA		100
<b>Digital Design and Production</b> .....	C	AA		100
<b>Disabled Students Programs and Services</b> .....				101
<b>Early Childhood Education (ECE)</b> .....		AA		101
Associate Teacher .....	L <sup>+</sup>			102
Early Childhood Education-Teacher .....	C			102
Early Childhood Education-Master Teacher .....	C			103
<b>Emergency Medical Technician</b> .....	L <sup>+</sup>			103
<b>English</b> .....				104
Composition .....			AA	104
Literature .....			AA	105
<b>English as a Second Language</b> (el ingles como segundo idioma) .....				105
English Proficiency: Life & Work Skills .....	C			106
Academic English .....	C			106
<b>Fire Technology</b> .....	C	AS		106
<b>Foreign Language</b> .....				108
French .....			AA	108
Spanish .....			AA	108
<b>Health, Kinesiology, and Recreation</b> .....				108
Kinesiology (formerly Physical Education) .....			AA	109
Recreation .....			AA	109
Athletics .....				109

\*Student Transfer Achievement Reform Act (Senate Bill 1440) - see page 58 for more information.

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



MAJOR/DEPARTMENT	CERTIFICATE	NON-TRANSFER DEGREE	TRANSFER DEGREE	Page
<b>Health Sciences</b> .....				110
Home Health Aide .....	L <sup>+</sup>			111
Nurse Assistant .....	L <sup>+</sup>			111
Registered Nursing (ADN) .....		AS		113
Vocational Nursing (VN) .....	C	AS		114
<b>Liberal Arts with Emphasis in</b> .....				115
Arts, Humanities and Communications .....			AA	115
Business and Technology .....			AA	116
Health, Education and Nutrition .....			AA	116
Math and Science .....			AA	116
Recreation & Leisure and Sports Management .....			AA	117
Social and Behavioral Sciences .....			AA	117
<b>Mass Communication</b> .....				118
Journalism .....			AA	118
Mass Communication .....			AA	118
<b>Mathematics</b> .....			AS	119
<b>Music</b> .....			AA	120
Music Technology .....	C			120
Musical Theatre .....	C			120
<b>Sciences - Biological and Physical</b> .....				121
Biology .....			AS	122
Chemistry .....			AS	123
Environmental Sciences or Natural Resources .....			AS	123
Environmental Studies, Interdepartmental .....			AS	124
Geology .....			AS	124
Physics .....			AS	124
<b>Social Sciences</b> .....				125
Anthropology .....			AA	125
Geography .....			AA	126
History .....			AA	126
Philosophy .....			AA	126
Political Science .....			AA	126
Psychology .....			AA & AA-T*	127
Social Science .....			AA	127
Sociology .....			AA-T*	128
<b>Theatre Arts</b> .....			AA	129
<b>Work Experience Education</b> .....				129

*\*Student Transfer Achievement Reform Act (Senate Bill 1440) - see page 58 for more information.*

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

**ACCOUNTING**

See Business (page 92)

**ADMINISTRATION OF JUSTICE**

Students desiring careers in Administration of Justice may elect a program of study designed for upper division transfer, or one which is oriented toward job entry with employment at a local, State, or Federal Law Enforcement Agency.

Students intending to transfer to a four-year college should consult that college for specific requirements. Students planning to pursue a career in administration of justice after graduation should include more specialization and emphasis in these courses.

There are certain minimum physical and moral character requirements for peace officers. Students may obtain more specific information about those requirements from the department staff. Students who are transferring to College of the Desert from another college must take at least six units of administration of justice courses at College of the Desert, in addition to regular required courses to be eligible for graduation. Additional information on the programs is available on the Public Safety Academy's website at [collegeofthedesert.edu](http://collegeofthedesert.edu).

Certification and approval of the administration of justice curriculum has been received from the California State Commission on Peace Officer Standards and Training (POST).

**Advisor: Clayton Mayes**  
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**ADMINISTRATION OF JUSTICE  
CERTIFICATE OF ACHIEVEMENT**

Dept.	No.	Title .....	Units
<u>Required Courses:</u>			
AJ	1	Intro to Admin. of Justice .....	3
AJ	2	Criminal Law .....	3
AJ	4	Criminal Procedures .....	3
AJ	6	Principles of Investigation .....	3

Electives: 15 units to be chosen from the following:

AJ	3	Evidence .....	3
AJ	5A	Multicultural Issues/Public Safety .....	3
AJ	8	Patrol Operations .....	3
AJ	9	Traffic Control .....	3

AJ	10	Juvenile Law&Procedures .....	3
AJ	16	Narcotics Control .....	3
AJ	17	Natrl Res Law Enforcement .....	3
AJ	24	Report Writing .....	3
AJ	30	Correctional Systems .....	3
AJ	95A-C	AJ Work Experience .....	1-3
BPOT	61	Basic Peace Officer - Module III .....	7
BPOT	62	Basic Peace Officer - Module II .....	12
BPOT	63	Basic Peace Officer - Module I .....	16.5
Required Subtotal .....			12
Elective Subtotal .....			15
CERTIFICATE TOTAL .....			27

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

Dept.	No.	Title .....	Units
<u>Required Courses:</u>			
AJ	1	Intro to Admin. of Justice .....	3
AJ	2	Criminal Law .....	3
AJ	4	Criminal Procedures .....	3
AJ	6	Principles of Investigation .....	3

Electives: 15 units to be chosen from the following:

AJ	3	Evidence .....	3
AJ	5A	Multicultural Issues/Public Safety .....	3
AJ	8	Patrol Operations .....	3
AJ	9	Traffic Control .....	3
AJ	10	Juvenile Law&Procedures .....	3
AJ	16	Narcotics Control .....	3
AJ	17	Natrl Res Law Enforcement .....	3
AJ	24	Report Writing .....	3
AJ	30	Correctional Systems .....	3
AJ	95A-C	AJ Work Experience .....	1-3
BPOT	61	Basic Peace Officer - Module III .....	7
BPOT	62	Basic Peace Officer - Module II .....	12
BPOT	63	Basic Peace Officer - Module I .....	16.5

Required Subtotal .....			12
AJ Electives (with Advisor approval) .....			15
Other Electives (with Advisor approval) .....			13
COD General Education Pattern .....			18
Kinesiology (PE) Activities .....			2
DEGREE TOTAL .....			60

**ADMINISTRATION OF JUSTICE A.S. DEGREE  
for TRANSFER (AS-T)\***

The Associate in Science Degree in Administration of Justice for Transfer (“AJ AS-T”) is intended to prepare candidates academically to perform effectively in a host of careers pertaining to the Administration of Justice system. Students will be exposed to a series of courses within the major intended to develop social awareness, written communication skills, cultural sensitivity, concepts of law and the physical ability to cope with many of the demanding Administration of Justice careers.

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

AJ	1	Intro to Admin. of Justice .....	3
AJ	2	Criminal Law .....	3
AJ	4	Criminal Procedures .....	3
AJ	6	Principles of Investigation .....	3

Any 2 courses from the following ..... 6

AJ	3	Evidence (3)	
AJ	5A	Multicultural Issues/Public Safety (3)	
AJ	10	Juvenile Law&Procedures (3)	
AJ	30	Correctional Systems (3)	
PSY	1	General Psychology (3)	
SOC	1	Introductory Sociology (3)	
SOC	3	Fundamentals of Statistics (3)	

Required Subtotal .....	18
CSU General Education or IGETC Pattern .....	38-41
Transferable Electives <sup>1</sup> (as needed to reach 60 transferable units)	
<b>DEGREE TOTAL</b> .....	<b>60</b>

**\*Please refer to Associate Degree for Transfer (SB 1440) on page 58.**

<sup>1</sup> Elective units to reach 60 unit total must be CSU transferable.



**Associate Degree  
for Transfer**

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

**ADULT BASIC EDUCATION**

Recognizing the role of the community college in the area of adult education, College of the Desert makes available courses not for college credit (noncredit) for development of necessary skills and knowledge in Adult Basic Education (reading, writing and math), Completion in Secondary Education, and preparation for the General Education Development Test (GED). No enrollment fees are charged to students taking adult education courses.

Many courses are offered on an open-entry, open-exit basis. Admission of students occurs on a daily basis and no prior educational background is required. In addition to regular class offerings, emphasis is placed on self-paced, independent, student-centered learning. For more information please call (760) 776-7318. Specifically, instruction is provided in the following areas:

**Basic Skills**

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

**General Education Development Test (GED)**

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

**High School Completion**

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

**Advisor:**

**Tyrone Thomas**  
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**CERTIFICATE OF COMPLETION  
IN BASIC ENGLISH**

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

**CERTIFICATE OF COMPLETION  
IN ADVANCED ENGLISH**

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

**CERTIFICATE OF COMPLETION  
IN BASIC MATH**

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

**CERTIFICATE OF COMPLETION  
IN ADVANCED MATH**

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

**CERTIFICATE OF COMPLETION IN READING**

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

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

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

**CERTIFICATE OF COMPLETION  
IN SECONDARY EDUCATION  
(HIGH SCHOOL DIPLOMA)**

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

**ADVANCED TRANSPORTATION TECHNOLOGIES**

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

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

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

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

**Advisor: Douglas Redman**  
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**AUTOMOTIVE ALTERNATE FUELS CERTIFICATE OF ACHIEVEMENT**

Dept.	No.	Title .....	Units
<u>Required Courses:</u>			
AUTO	10	Intro Automotive Technology .....	4
AUTO	11B	Auto Electronics & Electrical Systems .....	4
AUTO	40C	CNG/LPG Diagnosis & Repair .....	7
AUTO	43A	Hybrid, Fuel-Cell & Electric Tech .....	3
AUTO	45A	Intro to Alternative Fuel Vehicles .....	2
AUTO	92A	Bio-diesel Char., Use & Production .....	2
AUTO	95B+	Automotive Work Experience .....	2
<b>CERTIFICATE TOTAL .....</b>			<b>24</b>

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

Dept.	No.	Title .....	Units
<u>Required Courses:</u>			
AUTO	10	Intro Automotive Technology .....	4
AUTO	11B	Auto Electronics & Electrical Systems .....	4
AUTO	11C	Adv. Auto Electrical Systems .....	5
AUTO	14A	Auto Engine Management .....	4
AUTO	21A	Auto Diagnosis & Troubleshooting .....	2
AUTO	40C	CNG/LPG Diagnosis & Repair .....	7
AUTO	43A	Hybrid, Fuel-Cell & Electric Tech .....	3
AUTO	45A	Intro to Alternative Fuel Vehicles .....	2
AUTO	92A	Bio-diesel Char., Use & Production .....	2
AUTO	95B	Automotive Work Experience .....	2
AUTO	99	Auto/Adv Transportation Summation .....	1
<b>Required Subtotal .....</b>			<b>36</b>
<u>Electives</u> - 8 units from the following:			
AUTO	14B	Advanced Engine Management .....	5
AUTO	16	Manual Drive Train & Axles .....	4
AUTO	17	Auto Transmissions & Transaxles .....	4
AUTO	18	Auto Heating & Air Conditioning .....	4
AUTO	30A	Consumer Auto Technology .....	3
AUTO	41	CNG/LPG Conversion/Installation .....	3
AUTO	54C	Basic & Adv Clean Air Car Course .....	7
AUTO	90B	BAR Update Training .....	1
AUTO	95A,B+	Auto Work Experience (In addition to required) .....	1-2
ACR	60	Air Conditioning/Refrigeration I .....	3
ACR	64	Air Cond/Refrig Electricity I .....	3
BUMA	94	Business Communications .....	3
WELD	10	Oxy-Acetylene Gas Welding .....	3
<b>Required Courses .....</b>			<b>44</b>
<b>COD General Education Pattern .....</b>			<b>18</b>
<b>Kinesiology (PE) Activities .....</b>			<b>2</b>
<b>DEGREE TOTAL .....</b>			<b>64</b>

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

## AGRICULTURE

The programs in Agriculture at College of the Desert are designed to serve both occupational and transfer students. Many courses primarily serve students who wish to enter an occupation after graduation. Courses are designed to provide practical experience, as well as academic background.

Students who wish to prepare for four-year colleges will find not only the necessary required transfer courses in English, science, mathematics, and related subjects available to them, but also departmental courses related to their majors. Students should see an advisor for additional information and program planning regarding their major.

Curricula leading to a Certificate or Associate in Science degree at College of the Desert, or transfer to a four-year college or university include:

### AGRI–BUSINESS

#### AGRICULTURE, GENERAL

#### ARBORIST TECHNICIAN

#### ENVIRONMENTAL HORTICULTURE

Including preparation for General Horticulture,  
Landscape Design/Contract and Nursery Management

#### LANDSCAPE AND IRRIGATION TECHNICIAN

#### NATURAL RESOURCES

**DESERT NATURALIST** - *not notated on the student's transcript*

**FIELD RANGER** - *not notated on the student's transcript*

#### PEST MANAGEMENT TECHNICIAN

#### PLANT SCIENCE

Including preparation for Soil Science and  
Pest Management

#### TURFGRASS MANAGEMENT

##### TURFGRASS MANAGEMENT TECHNICIAN

#### Advisors:

**Kurt Leuschner** ..... Natural Resources, Entomology,  
Environmental Studies  
kleuschner@collegeofthedesert.edu 760-776-7285

**Jeff Place** ..... Turfgrass Management, Environmental  
Horticulture, Plant Science, General Agriculture  
jplace@collegeofthedesert.edu 760-862-1335

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

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

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

Dept.	No.	Title .....	Units
<u>Required Courses:</u>			
AGBU	59A	Leadership .....	1
AGBU	59B	Careers .....	1
AGPS	1	Soils & Plant Nutrition .....	4
BUAC	66	Fundamentals of Bookkeeping .....	3
BUMA	20A	Business Law .....	3
CIS	10	Computer Literacy .....	4
ECON	1	Principles of Macroeconomics .....	3
Required Subtotal .....			19
Elective Subtotal (with Advisor approval) .....			13
COD General Education Pattern (confer with Counselor) ....			18
Transferable Electives (with Advisor approval) .....			8
Kinesiology (PE) Activities .....			22
<b>DEGREE TOTAL</b> .....			<b>60</b>
<i>Consult catalog of transfer institution for specific requirements.</i>			

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

Dept.	No.	Title .....	Units
<u>Required Courses:</u>			
AGBU	59A	Leadership .....	1
AGBU	59B	Careers .....	1
AGPS	1	Soils and Plant Nutrition .....	4
AGPS	2	Entomology - Gen & Applied .....	4
AGPS	5	Plant Science .....	3
AGPS	5L	Plant Science Lab .....	1
AGPS	32	Pesticide Laws/Reg .....	2

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

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

**ARBORIST TECHNICIAN  
CERTIFICATE OF ACHIEVEMENT**

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

**ENVIRONMENTAL HORTICULTURE  
CERTIFICATE OF ACHIEVEMENT**

Dept.	No.	Title .....	Units
<u>Required Courses:</u>			
AGEH	1	Horticulture .....	3
AGEH	1L	Horticulture Lab .....	1
AGEH	4	Turfgrass Management .....	2
AGEH	4L	Turfgrass Management Lab .....	1
AGEH	5	Ornamental Plant Id. ....	3
AGEH	8	Landscape Management. ....	3
AGEH	9	Landscape Planning/Design .....	3
<b>OR AGEH</b>	<b>27</b>	<b>Turfgrass/Landscape Pest Mgmt. (3)</b>	
AGEH	16	Arboriculture .....	2
AGEH	20	Landscape Construction .....	2
AGEH	30	Landscape Equipment .....	2
AGEH	46	Landscape Irrig. Systems .....	2
AGEH	46L	Landscape Irrig. Systems Lab .....	1
AGBU	59A	Leadership .....	1
AGBU	59B	Careers .....	1
AGPS	1	Soils and Plant Nutrition .....	4
<u>Electives - 7 units to be chosen from the following:</u>			
AGEH	24	Adv. Turfgrass Mgmt. ....	3
AGEH	33	Golf Car Maintenance .....	2
AGEH	34	Golf Course Management .....	3
AGEH	95B	AGEH Work Experience .....	2
AGPS	2	Entomology-General/Applied .....	4
AGPS	5	Plant Science .....	3
AGPS	5L	Plant Science Lab .....	1
BUAC	66	Fundamentals of Bookkeeping .....	3

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

Required Subtotal .....	31
Elective Subtotal (with Advisor approval) .....	7
<b>CERTIFICATE TOTAL .....</b>	<b>38</b>

**ENVIRONMENTAL HORTICULTURE A.S. DEGREE  
for employment preparation**

Dept.	No.	Title .....	Units
<u>Required Courses:</u>			
AGEH	1	Horticulture .....	3
AGEH	1L	Horticulture Lab .....	1
AGEH	4	Turfgrass Management .....	2
AGEH	4L	Turfgrass Management Lab .....	1
AGEH	5	Ornamental Plant Id. ....	3
AGEH	8	Landscape Management. ....	3
<b>OR AGEH</b>	<b>27</b>	<b>Turfgrass/Landscape Pest Mgmt. (3)</b>	
AGEH	9	Landscape Planning/Design .....	3
AGEH	16	Arboriculture .....	2
AGEH	20	Landscape Construction .....	2
AGEH	30	Landscape Equipment .....	2
AGEH	46	Landscape Irrig. Systems .....	2
AGEH	46L	Landscape Irrig. Systems Lab .....	1
AGEH	95A,B	AGEH Work Experience .....	2
AGBU	59A	Leadership .....	1
AGBU	59B	Careers .....	1
AGPS	1	Soils and Plant Nutrition .....	4

Electives - 8 units to be chosen from the following:

AGEH	24	Adv. Turfgrass Mgmt. ....	3
AGEH	33	Golf Car Maintenance .....	2
AGEH	34	Golf Course Management .....	3
AGEH	35	Intro to Water Systems Technology .....	3
AGEH	95C,D	AGEH Work Experience .....	3-4
AGPS	2	Entomology-General/Applied .....	4
AGPS	32	Pesticide Laws & Regulations .....	2
BUMA	31	Business Calculations .....	3
CIS	10	Computer Literacy .....	4
NR	1	Conserv of Natural Resources .....	3
NR	1L	Conserv of Natural Resources Lab .....	1

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

### ENVIRONMENTAL HORTICULTURE A.S. DEGREE and transfer preparation

Dept. No.	Title	Units
<u>Required Courses:</u>		
AGEH 1	Horticulture	3
AGEH 1L	Horticulture Lab	1
AGEH 5	Ornamental Plant Id.	3
AGEH 9	Landscape Planning/Design	3
AGEH 16	Arboriculture	2
AGEH 20	Landscape Construction	2
AGEH 46	Landscape Irrig. Systems	2
AGEH 46L	Landscape Irrig. Systems Lab	1
AGPS 1	Soils & Plant Nutrition	4
AGPS 2	Entomology - Gen & Applied	4
AGBU 59A	Leadership	1
AGBU 59B	Careers	1
Required Subtotal		27
COD General Education Pattern (confer with Counselor)		18
Transferable Electives (with Advisor approval)		13
Kinesiology (PE) Activities		2
<b>DEGREE TOTAL</b>		<b>60</b>

*Consult catalog of transfer institution for specific requirements.*

### LANDSCAPE AND IRRIGATION TECHNICIAN CERTIFICATE OF ACHIEVEMENT

Dept. No.	Title	Units
<u>Required Courses:</u>		
AGEH 8	Landscape Management	3
AGEH 16	Arboriculture	2
AGEH 27	Turfgrass/Landscape Pest Mgmt.	3
AGEH 30	Landscape Equipment	2
AGEH 46	Landscape Irrig. Systems	2
AGEH 46L	Landscape Irrig. Systems Lab	1
AGPS 5	Plant Science	3
AGPS 32	Pesticide Laws/Reg	2
<b>CERTIFICATE TOTAL</b>		<b>18</b>

### NATURAL RESOURCES

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

NR programs also serve students who wish to enter directly an environmentally-related occupation (e.g., park ranger, zookeeper) upon completion of the two-year associate's degree.

Short term certificates (Desert Naturalist, Field Ranger) provide a well-rounded introduction to the desert environment. These certificates are of special interest to nature enthusiasts including: docents, volunteers, and paid employees who work at museums, libraries, schools, zoos, botanical gardens, parks and other local, state, and federal agencies. In addition, teachers will be able to add many natural science activities to their current curriculum. Either certificate can be easily completed over two semesters and will provide students with academic training and skills necessary for job advancement or employment at any of the natural resource-related agencies in and around the Coachella Valley. These certificates are locally approved and are NOT notated on the student's academic transcript in accordance with State regulations.

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

Dept. No.	Title	Units
<u>Required Courses-</u> With advisor approval, choose 30 units from the following:		
NR 1	Conserv of Natural Resources	3
NR 1L	Conserv of Natural Resources Lab	1
NR 3	Intro to Wildlife Mgmt	3
NR 4	Intro to Ecosystem Mgmt	3
NR 10	Wildland Fire Technology	3
NR 20	GPS and Map Use	1
NR 21	Introduction to GIS	3
NR 41A,B	Native Plants	1-3
NR 50	Winter Birds	1
NR 51A	Migrant Birds - Fall	1
NR 51B	Migrant Birds - Spring	1
NR 95A-C	Work Experience	1-3
AGBU 59A	Leadership	1
AGBU 59B	Careers	1
AGPS 1	Soils & Plant Nutrition	4
AGPS 2	Entomology-Gen & Applied	4
AGPS 32	Pesticide Laws & Regulations	2
BUAC 66	Fundamentals of Bookkeeping	3
CIS 10	Computer Literacy	4
Required Subtotal		30
Elective Subtotal (with Advisor approval)		10
COD General Education Pattern*		18
Kinesiology (PE) Activities		2
<b>DEGREE TOTAL</b>		<b>60</b>

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



**NATURAL RESOURCES A.S. DEGREE  
and transfer preparation**

Dept.	No.	Title .....	Units
<u>Required Courses:</u>			
NR	1	Conserv of Natural Resources .....	3
NR	1L	Conserv of Natural Resources Lab .....	1
BI	5	Molecular & Cell Biology .....	5
BI	6	Biology of Organisms .....	5
CH	1A	General Chemistry .....	5
or CH	3	Intro General Chemistry (4)	
G	1	Physical Geology .....	4
or G	10	The Earth Sciences (4)	
MATH	10	College Algebra .....	4
AGBU	59A	Leadership .....	1
AGBU	59B	Careers .....	1
Required Subtotal .....			28-29

Electives - 12 units to be chosen from the following:

NR	3	Intro to Wildlife Mgmt .....	3
NR	4	Intro to Ecosystem Mgmt .....	3
NR	10	Wildland Fire Technology .....	3
NR	17	Natrl Res Law Enfrcmnt .....	3
NR	20	GPS and Map Use .....	1
NR	21	Introduction to GIS .....	3
NR	41A,B	Native Plants .....	1-3
NR	50	Winter Birds .....	1
NR	51A,B	Migrant Birds .....	1-2
AGPS	1	Soils and Plant Nutrition .....	4
AGPS	2	Entomology - Gen & Applied .....	4
AGPS	32	Pesticide Laws & Regulations .....	2
BUAC	66	Fundamentals of Bookkeeping .....	3
CIS	10	Computer Literacy .....	4
Required Subtotal .....			28-29
Electives (with Advisor approval) .....			12
COD General Education Pattern (confer with Counselor) ....			18
Kinesiology (PE) Activities .....			2
DEGREE TOTAL .....			60-61

*Consult catalog of transfer institution for specific requirements.*

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

Dept.	No.	Title .....	Units
<i>With advisor approval, complete a total of 12 units:</i>			
<u>Required Courses:</u>			
NR	1	Conserv of Natural Resources .....	3
NR	1L	Conserv of Natural Resources Lab .....	1
Required Subtotal .....			4

Group A: Choose 0-4 units from the following:

AGPS	2	Entomology - Gen & Applied .....	4
AGPS	5	Plant Science .....	3
and AGPS	5L	Plant Science Lab .....	1
G	5	Environmental Geology .....	4
A	1	Descriptive Astronomy .....	3
and A	1L	Descriptive Astronomy Lab .....	1
Group A Subtotal .....			0-4

Group B: Choose 4-8 units from the following:

NR	20	GPS and Map Use .....	1
NR	41A	Native Plants - Mountain .....	1
NR	41B	Native Plants - Desert .....	1
NR	50	Winter Birds .....	1
NR	51A	Migrant Birds - Fall .....	1
NR	51B	Migrant Birds - Spring .....	1
NR	48A-C	Seminar (Desert Studies, San Jacinto Mts., Yosemite) .....	1-3
NR	95A,B	NR Work Experience .....	1-2
Group B Subtotal .....			4-8

CERTIFICATE TOTAL .....

**NATURAL RESOURCES -  
FIELD RANGER CERTIFICATE  
for employment preparation**

Dept.	No.	Title .....	Units
<u>Required Courses:</u>			
NR	1	Conserv of Natural Resources .....	3
NR	1L	Conserv of Natural Resources Lab .....	1
NR	17	Natrl Res Law Enfrcmnt .....	3
NR	41A	Native Plants - Mountain .....	1
or NR	41B	Native Plants - Desert (1)	
NR	50	Winter Birds .....	1
or NR	51A	Migrant Birds - Fall (1)	
or NR	51B	Migrant Birds - Spring (1)	
Required Subtotal .....			9

Electives - 8 units to be chosen from the following:

AGPS	32	Pesticide Laws & Regulations .....	2
G	5	Environmental Geology .....	4
G	10	The Earth Sciences .....	4
KINE	1	First Aid & Safety .....	3
NR	3	Intro to Wildlife Mgmt .....	3
NR	4	Intro to Ecosystem Mgmt .....	3
NR	10	Wildland Fire Technology .....	3
NR	20	GPS and Map Use .....	1
NR	21	Introduction to GIS .....	3
NR	48	Seminar - Desert/Mountain Study ..	1-3
NR	95A,B	NR Work Experience .....	1-2
Elective Subtotal .....			8
CERTIFICATE TOTAL .....			17

**PEST MANAGEMENT TECHNICIAN  
CERTIFICATE OF ACHIEVEMENT**

Dept. No.	Title	Units
<u>Required Courses:</u>		
AGEH 4	Turfgrass Management	2
AGEH 4L	Turfgrass Management Lab	1
AGEH 8	Landscape Management	3
AGEH 27	Turfgrass/Landscape Pest Mgmt.	3
AGPS 1	Soils and Plant Nutrition	4
AGPS 5	Plant Science	3
AGPS 32	Pesticide Laws/Reg	2
<b>CERTIFICATE TOTAL</b>		<b>18</b>

**PLANT SCIENCE A.S. DEGREE  
for employment preparation**

Dept. No.	Title	Units
<u>Required Courses:</u>		
AGPS 1	Soils & Plant Nutrition	4
AGPS 2	Entomology - Gen & Applied	4
AGPS 5	Plant Science	3
AGPS 5L	Plant Science Lab	1
AGPS 32	Pesticide Laws & Regulations	2
AGBU 59A	Leadership	1
AGBU 59B	Careers	1
BUAC 66	Fundamentals of Bookkeeping	3
CIS 10	Computer Literacy	4
Required Subtotal		23
Elective Subtotal (with Advisor approval)		18
COD General Education Pattern*		18
Kinesiology (PE) Activities		2
<b>DEGREE TOTAL</b>		<b>61</b>

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

**TURFGRASS MANAGEMENT TECHNICIAN  
CERTIFICATE OF ACHIEVEMENT**

Dept. No.	Title	Units
<u>Required Courses:</u>		
AGEH 4	Turfgrass Management	2
AGEH 8	Landscape Management	3
AGEH 24	Adv Turfgrass Mgmt	3
AGEH 27	Turfgrass/Landscape Pest Mgmt.	3
AGEH 30	Landscape Equipment	2
AGPS 5	Plant Science	3
AGPS 32	Pesticide Laws/Reg	2
<b>CERTIFICATE TOTAL</b>		<b>18</b>

**TURFGRASS MANAGEMENT  
CERTIFICATE OF ACHIEVEMENT**

Dept. No.	Title	Units
<u>Required Courses:</u>		
AGEH 1	Horticulture	3
AGEH 1L	Horticulture Lab	1
AGEH 4	Turfgrass Management	2
AGEH 4L	Turfgrass Management Lab	1
AGEH 8	Landscape Management	3
OR AGEH 27	Turfgrass Pest Mgmt (3)	
AGEH 16	Arboriculture	2
AGEH 24	Adv Turfgrass Mgmt	3
AGEH 30	Landscape Equipment	2
AGEH 46	Landscape Irrig. Systems	2
AGEH 46L	Landscape Irrig. Systems Lab	1
AGEH 95A,B	Work Experience (Internship)	2
AGBU 59A	Leadership	1
AGBU 59B	Careers	1
AGPS 1	Soils and Plant Nutrition	4
AGPS 32	Pesticide Laws & Regulations	2

Electives - 8 units to be chosen from the following:

AGPS 2	Entomology - Gen & Applied	4
AGPS 5	Plant Science	3
AGPS 5L	Plant Science Lab	1
AGEH 5	Ornamental Plant Id.	3
AGEH 9	Landscape Planning/Design	3
AGEH 33	Golf Car Maintenance	2
AGEH 34	Golf Course Management	3
AGEH 95A,B	Work Experience (Internship)	1-2
NR 1	Conserv of Natural Resources	3
NR 1L	Conserv of Natural Resources Lab	1
NR 41A,B	Native Plants	1-3
NR 59	Careers in NR and Agri Science	3
BUAC 66	Fundamentals of Bookkeeping	3
BUMA 31	Business Calculations	3
CIS 10	Computer Literacy	4

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

**TURFGRASS MANAGEMENT A.S. DEGREE  
for employment preparation**

Dept. No.	Title	Units
<u>Required Courses:</u>		
AGEH 1	Horticulture	3
AGEH 1L	Horticulture Lab	1
AGEH 4	Turfgrass Management	2
AGEH 4L	Turfgrass Management Lab	1

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AGEH 8	Landscape Management	3
AGEH 16	Arboriculture	2
AGEH 24	Adv Turfgrass Mgmt	3
AGEH 27	Turfgrass Pest Management	3
AGEH 30	Landscape Equipment	2
AGEH 46	Landscape Irrig. Systems	2
AGEH 46L	Landscape Irrig. Systems Lab	1
AGEH 95A,B	Work Experience (Internship)	2
AGPS 1	Soils and Plant Nutrition	4
AGPS 32	Pesticide Laws & Regulations	2
AGBU 59A	Leadership	1
AGBU 59B	Careers	1

Electives - 8 units to be chosen from the following:

AGPS 2	Entomology-Gen. & Applied	4
AGEH 5	Ornamental Plant Id.	3
AGEH 9	Landscape Planning/Design	3
AGEH 20	Landscape Construction	2
AGEH 33	Golf Car Maintenance	2
AGEH 34	Golf Course Management	3
AGEH 95A-D	Work Experience (Internship)	1-4
NR 1	Conserv of Natural Resources	3
NR 1L	Conserv of Natural Resources Lab	1
NR 41A,B	Native Plants	1-3
NR 59	Careers in NR and Agri Science	3
BUAC 66	Fundamentals of Bookkeeping	3
BUMA 31	Business Calculations	3
CIS 10	Computer Literacy	4

Required Subtotal	33
Elective Subtotal (with Advisor approval)	8
COD General Education Pattern	18
Kinesiology (PE) Activities	2
<b>DEGREE TOTAL</b>	<b>61</b>

## AIR CONDITIONING/HVACR

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

### AIR CONDITIONING AND REFRIGERATION CERTIFICATE OF ACHIEVEMENT

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

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

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

Electives - 13 units from the following courses:

ACR 77	Energy Conservation Methods	3
ACR 95A-D	Work Experience	1-4
ARCH 11	Architectural Blueprint Reading	3
AUTO 18	Auto Heating & Conditioning	4
BIT 1	California Building Codes	3
BIT 2	Building & Mechanical Codes	3
BUAC 20A	Financial Accounting	4
BUAC 66	Fundamentals of Bookkeeping	3
BUMA 20A	Business Law	3
BUMA 28	Small Business Management	3
BUMA 31	Business Calculations	3
BUMA 94	Business Communications	3
CIS 10	Computer Literacy	4
WELD 10	Oxy-acetylene Gas Welding	3
WELD 11	Shielded Metal Arc Welding	3
WELD 12	Basic Gas Metal Arc Welding	3
Required Courses		27
Approved Electives		13
COD General Education Pattern		18
Kinesiology (PE) Activities		2
<b>DEGREE TOTAL</b>		<b>60</b>

## ALCOHOL AND DRUG STUDIES

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

The College offers a Certificate of Achievement in Alcohol and Drug Studies and a non-transferable Associate of Arts degree in Alcohol and Drug Studies. The Certificate of Achievement is designed to provide students with skills necessary for employment as supervised chemical dependency counselors, as well as advancement toward the California Association of Alcoholism and Drug Abuse Counselors (CAADAC), CAADE, and CAARR certification. Students earning the certificate may also choose to continue their study toward an Associate of Arts degree in the field. Past recipients of the COD Certificate of Achievement in Alcohol and Drug Studies have obtained positions as supervised chemical dependency counselors, locally and throughout California. Students earning an associate's degree in Alcohol and Drug Studies may pursue entry level positions as supervised chemical dependency counselors or may 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.

### Advisors:

#### Linda Emerson

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#### Chris Jones

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### Requirements for Internship

1. Completion of the COD application.
2. Completion of the eight core courses - HSAD 1, HSAD 2, HSAD 4, HSAD 20, HSAD 22, HSAD 24, HSAD 30, and HSAD 34 with a minimum grade of "C".
3. Course currency - completing the eight core courses within five years of applying for the internship OR currently working directly with clients at a substance abuse facility.
4. 24 months of continuous sobriety - required for placement in many facilities.

## ALCOHOL AND DRUG STUDIES CERTIFICATE OF ACHIEVEMENT

A minimum grade of "C" (CAADAC requirement for accreditation) must be earned in all courses for the certificate. In addition, students will be required to have 70% attendance in these courses.

Dept. No. Title ..... Units

### Required Courses:

#### Fall Semester

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

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

#### Spring Semester

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

#### Internship/Practicum

HSAD 32A	Supervised Practicum I .....	2
HSAD 32B	Supervised Practicum II .....	2
HSAD 33A	Supervised Internship I .....	3
HSAD 33B	Supervised Internship II .....	3
HSAD 36	Counseling Diverse Populations .....	3

**Note:** HSAD 36 can be taken while completing the internship - Fall only.

CERTIFICATE TOTAL ..... 36

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Fall Semester**

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

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

**Spring Semester**

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

**Internship/Practicum**

HSAD 32A	Supervised Practicum I .....	2
HSAD 32B	Supervised Practicum II .....	2
HSAD 33A	Supervised Internship I .....	3
HSAD 33B	Supervised Internship II .....	3
HSAD 36	Counseling Diverse Populations .....	3

**Note:** HSAD 36 can be taken while completing the internship - Fall only.

Electives: 6 units to be chosen from the following:

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

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

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

**ANTHROPOLOGY**

See Social Sciences (page 125)

## 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 CERTIFICATE OF ACHIEVEMENT

Dept.	No.	Title	Units
<u>Required Courses:</u>			
ARCH	1	Intro to Architectural Professions	3
ARCH	2	Materials of Construction	4
ARCH	3A	Architectural Practice I	3
ARCH	3B	Architectural Practice II	3
ARCH	5A	Intro to Drawing & Perspective	3
ARCH	5B	Architectural Delineation	3
ARCH	11	Architectural Blueprint Reading	3
BIT	1	California Building Codes	3
DRA	1	Technical Drafting I	3
DRA	8	AutoCAD Level I	2
DRA	9	AutoCAD Level II	2
DRA	10	Drafting/Design CAD Project	2
DRA	11	Intro to SketchUp & Revit	3
CERTIFICATE TOTAL			37

### ARCHITECTURAL TECHNOLOGY A.S. DEGREE for employment preparation

Dept.	No.	Title	Units
<u>Required Courses:</u>			
ARCH	1	Intro to Architectural Professions	3
ARCH	2	Materials of Construction	4
ARCH	3A	Architectural Practice I	3
ARCH	3B	Architectural Practice II	3
ARCH	5A	Intro to Drawing & Perspective	3
ARCH	5B	Architectural Delineation	3
ARCH	8	Architectural Design Fund I	3
ARCH	9	Architectural Design Fund II	3
ARCH	10	Environmental Control Systems	3

ARCH	11	Architectural Blueprint Reading	3
DRA	1	Technical Drafting I	3
DRA	8	AutoCAD Level I	2
DRA	9	AutoCAD Level II	2
DRA	11	Intro to SketchUp & Revit	3
Required Subtotal			41
COD General Education Pattern			18
Kinesiology (PE) Activities			2
DEGREE TOTAL			61

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

Dept.	No.	Title	Units
<u>Required Courses:</u>			
ARCH	2	Materials of Construction	4
ARCH	3A	Architectural Practice I	3
ARCH	3B	Architectural Practice II	3
ARCH	5A	Intro to Drawing & Perspective	3
ARCH	5B	Architectural Delineation	3
ARCH	8	Architectural Design Fund I	3
ARCH	9	Architectural Design Fund II	3
ARCH	10	Environmental Control Systems	3
ARCH	17	Arch. Design Fund. III	3
Required Subtotal			28
CSU General Education or IGETC Pattern			38-41
Kinesiology (PE) Activities			2
DEGREE TOTAL			68-71

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

### BUILDING INSPECTION TECHNOLOGY CERTIFICATE OF ACHIEVEMENT

Dept.	No.	Title	Units
<u>Required Courses:</u>			
BIT	1	California Building Codes	3
BIT	2	Building & Mechanical Codes	3
BIT	3	Building & Plumbing Codes	3
BIT	4	Building & Electrical Codes	3
BIT	26	Building II and Fire Codes	3
ARCH	2	Materials of Construction	4
ARCH	11	Architectural Blueprint Reading	3
CIS	10	Computer Literacy	4
CERTIFICATE TOTAL			26

**CONSTRUCTION MANAGEMENT  
CERTIFICATE OF ACHIEVEMENT**

Dept.	No.	Title .....	Units
<u>Required Courses:</u>			
ARCH	1	Intro to Architectural Professions .....	3
ARCH	2	Materials of Construction .....	4
ARCH	3A	Architectural Practice I .....	3
ARCH	11	Architectural Blueprint Reading .....	3
BIT	1	California Building Code .....	3
BIT	26	Building II & Fire Codes .....	3
CM	1	Intro to Construction Mgmt .....	2
CM	2	Intro to Urban Planning .....	3
DRA	8	AutoCAD Level I .....	2
DRA	9	AutoCAD Level II .....	2
<b>CERTIFICATE TOTAL .....</b>			<b>28</b>

**CONSTRUCTION MANAGEMENT A.S. DEGREE  
for employment preparation**

Dept.	No.	Title .....	Units
<u>Required Courses:</u>			
ARCH	1	Intro to Architectural Professions .....	3
ARCH	2	Materials of Construction .....	4
ARCH	3A	Architectural Practice I .....	3
ARCH	11	Architectural Blueprint Reading .....	3
BIT	1	California Building Code .....	3
BIT	26	Building II & Fire Codes .....	3
CM	1	Intro to Construction Mgmt .....	2
CM	2	Intro to Urban Planning .....	3
DRA	8	AutoCAD Level I .....	2
DRA	9	AutoCAD Level II .....	2
<b>Required Subtotal .....</b>			<b>28</b>

Electives - 12 units to be chosen from the following:

ARCH	3B	Architectural Practice II .....	3
BIT	2	Building & Mechanical Codes .....	3
BIT	3	Building & Plumbing Codes .....	3
BIT	4	Building & Electrical Codes .....	3
CM	3	Site & Terrain Analysis .....	3
CM	4	Construction Law Survey .....	3
CM	5	Construction Planning .....	3
<b>Required Subtotal .....</b>			<b>28</b>
<b>Elective Subtotal .....</b>			<b>12</b>
<b>COD General Education Pattern .....</b>			<b>18</b>
<b>Kinesiology (PE) Activities .....</b>			<b>2</b>
<b>DEGREE TOTAL .....</b>			<b>60</b>

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

Dept.	No.	Title .....	Units
<u>Required Courses:</u>			
ARCH	1	Intro to Architectural Professions .....	3
ARCH	2	Materials of Construction .....	4
ARCH	3A	Architectural Practice I .....	3
ARCH	5A	Intro to Drawing & Perspective .....	2
BIT	1	California Building Code .....	3
BIT	26	Building II & Fire Codes .....	3
CM	1	Intro to Construction Mgmt .....	2
CM	2	Intro to Urban Planning .....	3
DRA	8	AutoCAD Level I .....	2
<b>Required Subtotal .....</b>			<b>26</b>
<b>CSU General Education or IGETC Pattern .....</b>			<b>38-41</b>
<b>Kinesiology (PE) Activities .....</b>			<b>2</b>
<b>DEGREE TOTAL .....</b>			<b>66-69</b>

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

**GENERAL DRAFTING  
CERTIFICATE OF ACHIEVEMENT**

Dept.	No.	Title .....	Units
<u>Required Courses:</u>			
DRA	1	Technical Drafting I .....	3
DRA	8	AutoCAD Level I .....	2
DRA	9	AutoCAD Level II .....	2
DRA	10	Drafting/Design CAD Project .....	2
DRA	11	Intro to SketchUp and Revit .....	3
ARCH	1	Intro to Architectural Professions .....	3
ARCH	2	Materials of Construction .....	4
ARCH	3A	Architectural Practices I .....	3
ARCH	3B	Architectural Practices II .....	3
ARCH	5A	Intro to Drawing & Perspective .....	3
ARCH	5B	Architectural Delineation .....	3
ARCH	11	Architectural Blueprint Reading .....	3
<b>CERTIFICATE TOTAL .....</b>			<b>34</b>

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

Dept.	No.	Title .....	Units
<u>Required Courses:</u>			
DRA	1	Technical Drafting I .....	3
DRA	8	AutoCAD Level I .....	2
DRA	9	AutoCAD Level II .....	2
DRA	10	Drafting/Design CAD Project .....	2

Continued on next page.....>

DRA	11	Intro to SketchUp and Revit .....	3
ARCH	1	Intro to Architectural Professions .....	3
ARCH	2	Materials of Construction .....	4
ARCH	3A	Architectural Practice I .....	3
ARCH	3B	Architectural Practice II .....	3
ARCH	5A	Intro to Drawing & Perspective .....	3
ARCH	5B	Architectural Delineation .....	3
ARCH	11	Architectural Blueprint Reading .....	3
BIT	1	California Building Codes .....	3
DDP	1A	Computer Graphics 1A .....	3
Required Subtotal .....			40
COD General Education Pattern .....			18
Kinesiology (PE) Activities .....			2
DEGREE TOTAL .....			60

### REAL ESTATE DEVELOPMENT

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

### REAL ESTATE DEVELOPMENT CERTIFICATE OF ACHIEVEMENT

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

Dept.	No.	Title .....	Units
<u>Required Courses:</u>			
RED	10	Intro to Real Estate Professions .....	3
RED	20	Intro to Real Estate Development .....	3
ARCH	2	Materials of Construction .....	4
ARCH	11	Architectural Blueprint Reading .....	3
BUAC	8	Real Estate & Construction Acctg. ....	3
BUMA	27	Marketing .....	3
CIS	5	Computer Survival Skills .....	2
ECON	1	Principles of Macroeconomic .....	3
WEG	95C	Work Experience .....	3

Elective Courses - 3 units from the following:

RED	90A	Real Estate Roles .....	0.5
RED	90B	Real Estate Enterprise Valuation .....	0.5
RED	90C	Feasibility of Development. ....	0.5
RED	90D	The Value of Building Green .....	0.5
RED	90E	Real Estate Capital & Financing .....	0.5
RED	90F	Land Use Regulation .....	0.5
RED	91A	Real Estate Consulting & Advising ..	0.5
RED	91B	Real Estate Property Management .	0.5
RED	92A	Case Study:Developing Central Station	0.5
RED	92B	Agricultural Properties .....	0.5
CERTIFICATE TOTAL .....			30

## ART

Art is the study of communicating concepts and ideas visually.

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

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

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

The College offers an Associate of Arts degree in Art, as well as courses leading to transfer. Students earning an associate degree in art may pursue entry level positions as designers, illustrators, art consultants or gallery assistants or may choose to continue their study in the discipline toward a bachelor's or graduate degree. COD has transfer agreements with twenty different California State Universities and University of California systems in this discipline/program. California State University at Long Beach, Chico, Los Angeles, Fullerton and San Bernardino as well as University of California at Berkley, Los Angeles, Riverside and San Diego are some examples of these schools. However, transfer requirements at four-year colleges and universities vary from institution to



institution; students should consult with a counselor for specific information regarding the transfer requirements of their preferred college or university.

**Advisors:**

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**ART A.A. DEGREE  
and transfer preparation**

Dept.	No.	Title .....	Units
<b>Required Courses:</b>			
ART	1A	Drawing/Composition .....	3
ART	2A	History of Art .....	3
or ART	2B	History of Art (3)	
ART	2C	History of Modern Art .....	3
ART	3A	Basic Design/Color .....	3
ART	4	Three Dimensional Design .....	3
ART	27	Art Portfolio Preparation .....	1
Total Required Art Courses .....			16
Additional Art Electives** .....			9
ART Total .....			25
CSU General Education or IGETC Pattern .....			38-41
Kinesiology (PE) Activities .....			2
<b>DEGREE TOTAL .....</b>			<b>65-68</b>

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

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

**ASSOCIATE TEACHER (ECE)**

See Early Childhood Education (page 102)

**ATHLETICS**

See Health, Kinesiology & Recreation (page 109)

**AUTOMOTIVE TECHNOLOGY**

Automotive Technology is the study of automotive systems as they relate to the current generation of computer-controlled vehicles. Career paths in this discipline include automotive service technician, automotive service consultants, automotive parts sales people, vehicles modifiers in the alternate fuels and fuel cells. Even students who choose not to major in automotive technology find that course work in the field can improve their ability to solve complex problems, improve diagnostic skills and research complex problems. College of the Desert's automotive curriculum includes course offerings that provide a general overview of the discipline as well as specific courses in steering, suspension, braking systems, both automatic and manual transmission, air conditioning, electrical systems, engine performance and emission control systems. The College also offers certificates of achievement for student who specialize in the areas. Students earning the certificates of achievement in the various specialty areas may choose to continue towards an associate's degree or go directly to entry-level jobs in that aspect of the automotive service industry. Past recipients of COD automotive certificates have obtained positions as service technicians, service advisors, heavy-duty technicians, alternate fuels technicians and alternate fuel system up fitters.

**NATEF Certification**

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

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

**Advisor: Douglas Redman**

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

Dept.	No.	Title .....	Units
<b>Required Courses:</b>			
AUTO	10	Intro Automotive Technology .....	4
AUTO	11B	Auto Electronics & Electrical Sys .....	4
AUTO	11C	Adv. Auto Electrical Systems .....	5
AUTO	12A	Auto Steering & Suspension Sys .....	4
AUTO	13A	Auto Braking Systems .....	4

Continued on next page.....>

AUTO 14A	Auto Engine Management	4
AUTO 15	Auto Engine Diagnosis & Repair	4
AUTO 20A	Auto Quick Service	3
AUTO 21A	Auto Diagnosis & Troubleshooting	2
AUTO 95B <sup>+</sup>	Automotive Work Experience	2
AUTO 99	Auto/Adv Transportation Summation	1
Required Subtotal		37

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

AUTO 14B	Advanced Engine Management	5
AUTO 16	Manual Drive Train & Axles	4
AUTO 17	Auto Transmissions & Transaxles	4
AUTO 18	Auto Heating & Air Conditioning	4
AUTO 30A	Consumer Auto Technology	3
AUTO 43A	Hybrid, Fuel-Cell & Electric Tech	3
AUTO 45A	Intro to Alternative Fuel Vehicles	2
AUTO 54C	Basic & Adv Clean Air Car Course	7
AUTO 90B	BAR Update Training	1
AUTO 95A,B <sup>+</sup>	Auto Work Experience (In addition to required)	1-2
ACR 60	Air Conditioning/Refrigeration I	3
ACR 64	Air Cond/Refrig Electricity I	3
WELD 10	Oxy-Acetylene Gas Welding	3
Required Courses		43
COD General Education Pattern		18
Kinesiology (PE) Activities		2
DEGREE TOTAL		63

### AUTOMOTIVE AIR CONDITIONING CERTIFICATE OF ACHIEVEMENT

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

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

AUTO 13A	Auto Braking Systems	4
AUTO 14A	Auto Engine Management	4
AUTO 14B	Advanced Engine Management	5
AUTO 16	Manual Drive Train & Axles	4
AUTO 17	Auto Transmissions & Transaxles	4
AUTO 21A	Auto Diagnosis & Troubleshooting	2
AUTO 30A	Consumer Auto Technology	3
AUTO 43A	Hybrid, Fuel-Cell & Electric Tech	3
AUTO 54C	Basic & Adv Clean Air Car Course	7
AUTO 90B	BAR Update Training	1
AUTO 95A,B <sup>+</sup>	Auto Work Experience (In addition to required)	1-2
ACR 60	Air Conditioning/Refrigeration I	3
ACR 64	Air Cond/Refrig Electricity I	3
WELD 10	Oxy-Acetylene Gas Welding	3
CERTIFICATE TOTAL		18

### AUTOMOTIVE ELECTRICAL CERTIFICATE OF ACHIEVEMENT

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

### AUTOMOTIVE EMISSIONS CERTIFICATE OF ACHIEVEMENT

Dept. No.	Title	Units
<b>Required Courses:</b>		
AUTO 10	Intro Automotive Technology	4
AUTO 11B	Auto Electronics & Electrical Systems	4
AUTO 54C	Basic & Adv Clean Air Car Course	7
AUTO 90B	BAR Update Training	1
AUTO 95B <sup>+</sup>	Automotive Work Experience	2
CERTIFICATE TOTAL		18

### AUTOMOTIVE ENGINE MANAGEMENT CERTIFICATE OF ACHIEVEMENT

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

### AUTOMOTIVE TRANSMISSION & AXLE CERTIFICATE OF ACHIEVEMENT

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

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

**GENERAL AUTOMOTIVE SERVICE  
CERTIFICATE OF ACHIEVEMENT**

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

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

Dept.	No.	Title .....	Units
<u>Required Courses:</u>			
AUTO	10	Intro Automotive Technology .....	4
AUTO	11B	Auto Electronics & Electrical Systems ...	4
AUTO	12A	Auto Steering & Suspension Systems ...	4
AUTO	95B+	Automotive Work Experience .....	2
<u>Electives</u> - 4 units from the following:			
AUTO	13A	Auto Braking Systems .....	4
AUTO	14A	Auto Engine Management .....	4
AUTO	14B	Advanced Engine Management .....	5
AUTO	16	Manual Drive Train & Axles .....	4
AUTO	17	Auto Transmissions & Transaxles .....	4
AUTO	18	Auto Heating & Air Conditioning .....	4
AUTO	21A	Auto Diagnosis & Troubleshooting .....	2
AUTO	30A	Consumer Auto Technology .....	3
AUTO	43A	Hybrid, Fuel-Cell & Electric Tech .....	3
AUTO	54C	Basic & Adv Clean Air Car Course .....	7
AUTO	90B	BAR Update Training .....	1
AUTO	95A,B+	Auto Work Experience (In addition to required)	1-2
ACR	60	Air Conditioning/Refrigeration I .....	3
ACR	64	Air Cond/Refrig Electricity I .....	3
WELD	10	Oxy-Acetylene Gas Welding .....	3
CERTIFICATE TOTAL .....			18

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

**BIOLOGY**

See Sciences - Biological (page 122)

**BUILDING INSPECTION  
TECHNOLOGY**

See Architecture/Environmental Design (page 86)

**BUSINESS**

Courses in the Business Department have been developed for students who wish to:

1. Meet occupational qualifications of business and industry, or
2. Meet lower division requirements for transfer to a four-year college or university to obtain a bachelor's and/or advanced degree in business, or
3. Survey the business field to determine personal aptitudes for, and interests in, a business career or as general preparation for dealing with the business community.

Occupational curricula are designed to prepare students, in two years or less, to enter a vocational field and successfully pursue an occupation. Students having such occupational goals should follow suggested curricula listed in this department section. Included in the suggested curricula are the core business courses basic to each occupational program. Students should consult their advisors to determine additional courses, within and outside the School of Applied Sciences and Business, which are most appropriate to individual objectives.

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**ACCOUNTING CERTIFICATE**

Accounting is the study of the process of analyzing, recording, summarizing, and reporting financial information to managers, owners, customers, investors, and other decision makers inside and outside a business organization. Career paths chosen by students pursuing undergraduate studies in accounting commonly include financial accounting, management accounting, tax accounting, auditing, governmental and not-for-profit accounting. Careers in the discipline that generally require graduate-level degrees include management consulting services and education. Even students who choose not to major in accounting find that coursework in the field can improve their ability to understand the role of accounting as a part of the overall business management team, as well as their ability to comprehend financial information as it pertains to their personal wealth management.

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

COD has transfer agreements with most four-year universities in this program. However, transfer requirements at four-year colleges and universities vary from institution to institution. Students should consult with a counselor for specific information regarding the transfer requirements of their preferred college or university. For more information please call (760) 776-7316.

**ACCOUNTING  
CERTIFICATE OF ACHIEVEMENT**

Dept.	No.	Title .....	Units
<u>Required Courses:</u>			
BUAC	4	Tax Accounting I-Individuals .....	3
<b>OR</b>	BUAC	5	Tax Accounting II-Small Bus/Corp (3)
BUAC	10	Accounting with Quickbooks .....	3
BUAC	20A	Financial Accounting .....	4
BUAC	20B	Managerial Accounting.....	4
BUAC	50	Accounting/Business Environment .....	3
CIS	72D	Excel .....	3
Required Subtotal .....			20

Recommended Electives - Select 3 courses:

BUAC	4	Tax Accounting I-Individuals .....	3
<b>OR</b>	BUAC	5	Tax Accounting II-Small Bus/Corp (3)
BUAC	8	Real Estate and Const. Accounting .....	3
BUAC	9	Hospitality Mgmt. Accounting .....	3
BUFI	12	Money Mgmt/Planning .....	3
BUFI	13	Investment Opportunities .....	3
BUMA	1	Principles of Management .....	3
BUMA	10	Introduction to Business .....	3
<b>OR</b>	BUMA	20A	Business Law (3)
BUMA	94	Business Communications .....	3
ECON	1	Principles of Macroeconomics .....	3
ECON	2	Principles of Microeconomics .....	3
MATH	14	Statistical Methods .....	4
<b>OR</b>	SOC	3	Fund. of Statistics (3)

Required Courses .....	20
Elective Subtotal .....	<u>9-10</u>
<b>CERTIFICATE TOTAL .....</b>	<b>29-30</b>

**BUSINESS ADMINISTRATION**

Business Administration is the study of basic principles and techniques to effectively manage and lead organizations. This curriculum is designed for students planning to transfer to a four-year college and major in general business or a more specialized field of business such as finance, accounting, international business, marketing, or management. COD has transfer agreements with many of the California State Universities and University of California systems in this discipline/program. However, transfer requirements at four-year colleges and universities tend to vary from institution to institution; students should consult with a counselor for specific information regarding the transfer requirements of their preferred college or university. Even students who choose not to major in business administration find that coursework in the field can improve their ability to think

critically, problem-solve, manage their lives, and understand the economic issues that engage our world, our country, and our communities. For more information please call (760) 776-7224.

**BUSINESS ADMINISTRATION A. A. DEGREE  
and transfer preparation**

Dept.	No.	Title .....	Units
<u>Required Courses:</u>			
BUAC	20A	Financial Accounting .....	4
BUAC	20B	Managerial Accounting .....	4
BUMA	10	Intro to Business.....	3
or BUMA	94	Business Communications (3)	
BUMA	20A	Business Law .....	3
CIS	10	Computer Literacy .....	4
ECON	1	Principles of Macroeconomics .....	3
ECON	2	Principles of Microeconomics.....	3
MATH	14	Statistical Methods .....	4
or SOC	3	Fund. of Statistics (3)	

Required Courses .....	27-28
CSU General Education or IGETC Pattern .....	38-41
Kinesiology (PE) Activities .....	2
<b>DEGREE TOTAL .....</b>	<b>67-71</b>

**Note:** CSU San Bernardino (CSUSB) transfer students take one math course as core and the other as General Education. CSUSB requires at least 8 units of college level math. Math requirements depend on transfer university. See advisor or counselor.

**BUSINESS, GENERAL**

General Business is the study of basic principles, concepts and the language of organizations. The General Business AA Degree focuses on employment preparation. This program was not developed to be transferable to a four-year university. Changing academic goals will generally require additional courses. See the Business Administration Transfer Preparation AA Degree for further information.

Career paths chosen by students pursuing the General Business AA Degree include not only entry level general business positions. The program provides the flexibility for students to pursue other more specialized interests in business. These would include areas like finance, human resources, hospitality, information technology and public administration. Even students who choose not to major in general business find that coursework in the field can improve their ability to think critically, problem-solve, manage their lives, and understand the business issues that engage our world, our country, and our communities. For more information please call (760) 776-7224.

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

Dept.	No.	Title .....	Units
<u>Required Courses:</u>			
BUAC	10	Accounting with Quickbooks .....	3
BUAC	20A	Financial Accounting .....	4
BUMA	1	Principles of Management .....	3
BUMA	10	Intro to Business.....	3
CIS	10	Computer Literacy .....	4
ECON	1	Principles of Macroeconomics .....	3
ECON	2	Principles of Microeconomics.....	3
or ECON	11	Int'l Econ. Relations (3)	

Elective Courses - Select 18 units from the following:

AGBU	59A	Leadership .....	1
AGBU	59B	Career .....	1
CIS	72D	Excel .....	3
BUFI	12	Money Management .....	3
BUFI	13	Investment Opportunities .....	3
BUHM	63	Hotel & Restaurant Operations .....	3
BUMA	27	Marketing .....	3
BUMA	29	Retail Merchandise Management .....	3
BUMA	31	Business Calculations .....	3
BUMA	32	Human Relations .....	3
BUMA	64	Human Resource Mgmt. ....	3
BUMA	94	Business Communications .....	3

Required Courses .....	23
Elective Subtotal .....	18
COD General Education Pattern .....	18
Kinesiology (PE) Activities .....	2
<b>DEGREE TOTAL .....</b>	<b>61</b>

**COMPUTER INFORMATION SYSTEMS**

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

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

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

Even students who choose not to major in CIS find that coursework in the field can improve their ability to think analytically, solve problems, organize thoughts and

information, and utilize new technology more efficiently and effectively.

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

The College offers appropriate certificates and degrees in computer information systems. In addition to the immediate employment benefits of certificates and associate degrees, coursework at College of the Desert prepares the way for further study at the Baccalaureate level within the California State Universities and University of California systems, and other colleges nationwide. For more information please call (760) 776-7476.

**COMPUTER INFORMATION SYSTEMS  
CERTIFICATE OF ACHIEVEMENT**

Dept.	No.	Title .....	Units
<u>Required Courses</u> - 5 units:			
CIS	6	Business Research .....	1
CIS	10*	Computer Literacy .....	4

Computer Applications - Select 14 units from the following:

CIS	5*	Computer Survival Skills .....	2
CIS	11	Current Topics/Technology .....	3
CIS	12	Professional Office Procedures .....	3
CIS	16	Effective Presentations .....	4
CIS	17	Records Management .....	4
CIS	20	Integrated Office Technology .....	4
CIS	72D	Excel .....	3
CIS	82C	Web Publishing I .....	3
CIS	85C	Web Programming .....	3
CIS	86	Visual Basic Programming .....	3

Required Electives - Select 12 units from the following:

BUAC	20A	Financial Accounting .....	4
BUAC	66	Fundamentals of Bookkeeping .....	3
BUMA	1	Principles of Management .....	3
BUMA	10	Intro to Business .....	3
BUMA	28	Small Business: Dev/Mgmt .....	3
BUMA	31	Business Calculations .....	3
BUMA	32	Human Relations .....	3
BUMA	94	Business Communications .....	3
CIS	81A	Computer Graphics 1A .....	3
CIS	81B	Computer Graphics 1B .....	3

CIS	83D	Computer Graphics 2 .....	3
CIS	95A-D	CIS Work Experience .....	1-4
or	BUAC	95A-D Accounting Work Experience .....	1-4
or	BUMA	95A-D Management Work Experience .....	1-4

Required Courses .....	5
Computer Applications .....	14
Required Electives .....	12
<b>CERTIFICATE TOTAL .....</b>	<b>31</b>

\*CIS 10 is equivalent to CIS 70A + CS 73; no credit for both.

\* No credit for CIS 5 if taken after CIS 10.

**COMPUTER INFORMATION SYSTEMS  
A.S. DEGREE for employment preparation**

Dept.	No.	Title .....	Units
<u>Required Courses</u> - 5 units:			
CIS	6	Business Research .....	1
CIS	10*	Computer Literacy .....	4

Computer Applications - Select 18 units from the following:

CIS	5*	Computer Survival Skills .....	2
CIS	11	Current Topics/Technology .....	3
CIS	12	Professional Office Procedures .....	3
CIS	16	Effective Presentations .....	4
CIS	17	Records Management .....	4
CIS	20	Integrated Office Technology .....	4
CIS	72D	Excel .....	3
CIS	82C	Web Publishing I .....	3
CIS	85C	Web Programming .....	3
CIS	86	Visual Basic Programming .....	3

Required Electives - Select 19 units from the following:

BUAC	20A	Financial Accounting .....	4
BUAC	66	Fundamentals of Bookkeeping .....	3
BUMA	1	Principles of Management .....	3
BUMA	10	Intro to Business .....	3
BUMA	20A	Business Law .....	3
BUMA	20B	Business Law .....	3
BUMA	27	Marketing .....	3
BUMA	28	Small Business: Dev/Mgmt .....	3
BUMA	31	Business Calculations .....	3
BUMA	32	Human Relations .....	3
BUMA	94	Business Communications .....	3
CIS	81A	Computer Graphics 1A .....	3
CIS	81B	Computer Graphics 1B .....	3
CIS	83D	Computer Graphics 2 .....	3
CIS	95A-D	CIS Work Experience .....	1-4

Continued on next page.....>

- or BUAC 95A-D Accounting Work Experience ..... 1-4
- or BUMA 95A-D Management Work Experience ..... 1-4

Required Courses .....	5
Computer Applications .....	18
Required Electives .....	19
COD General Education Pattern .....	18
Kinesiology (PE) Activities .....	2
DEGREE TOTAL .....	62

**Note:** To ensure an individualized educational plan, we **strongly** urge students to meet with an Academic Advisor before selecting courses from these categories. Some course substitutions may be approved.

### ECONOMICS

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

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

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

The two principle economic courses are transferable to California State Universities and University of California systems as general education courses as well as core courses for economics and business degree programs. Students may acquire an AA degree in economics or use the courses for transfer credit to universities. The economics program and courses prepare students for more advanced degrees in a variety of disciplines including economics, social sciences, business, and law. The program also provides a basic understanding of the economic and business environment for those interested in owning and operating a business or those who seek a career in private or government establishments. For more information please call (760) 776-7304.

### ECONOMICS A. A. DEGREE and transfer preparation

Dept. No.	Title .....	Units
<b>Required Courses:</b>		
BUAC 20A	Financial Accounting .....	4
BUAC 20B	Managerial Accounting .....	4
BUMA 20A	Business Law .....	3
CIS 10	Computer Literacy .....	4
ECON 1	Principles of Macroeconomics .....	3
ECON 2	Principles of Microeconomics .....	3
SOC 3	Fund. of Statistics .....	3
<b>OR MATH 14</b>	<b>Statistical Methods(4)</b>	

Required Courses .....	24-25
CSU General Education or IGETC Pattern .....	38-41
Kinesiology (PE) Activities .....	2
DEGREE TOTAL .....	64-68

### GOLF MANAGEMENT

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

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

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

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

The College offers a Certificate of Achievement in Golf Management, an Associate of Arts degree, as well as courses leading to transfer. The certificate of achievement is designed to provide students with skills necessary for employment or advancement as entry level golf course employees. Students earning the certificate may also choose to continue their study toward an associate, baccalaureate or advanced degree in the field. Past recipients of the COD Certificate of Achievement in Golf Management have obtained positions as directors of golf at golf facilities nationwide. Students earning an associate’s degree in golf management may pursue entry-level positions as apprentice PGA golf professionals or may choose to continue their study in the discipline toward a bachelor’s or graduate degree. For more information please call (760) 341-2491.

(See Course Sequence on the following page.)

**GOLF MANAGEMENT  
CERTIFICATE OF ACHIEVEMENT**

Dept.	No.	Title .....	Units
<u>Required Courses:</u>			
GOLF	29	Methods of Teaching Golf .....	2
GOLF	30	Short Game and Putting .....	2
GOLF	32	Teaching Lab .....	2
GOLF	34	Club Design and Repair .....	2
GOLF	36	Fund. and Rules of Golf .....	2
AGEH	33	Golf Car Maintenance .....	2
AGEH	34	Golf Course Management .....	3
AGPS	5	Plant Science .....	3
AGPS	5L	Plant Science Lab .....	1
BUMA	10	Intro to Business.....	3
BUMA	25	Golf Shop Operations .....	2
SP	4	Public Speaking .....	3
CERTIFICATE TOTAL .....			27

**GOLF MANAGEMENT A. A. DEGREE  
for employment preparation**

Dept.	No.	Title .....	Units
<u>Required Courses:</u>			
GOLF	29	Methods of Teaching Golf .....	2
GOLF	30	Short Game and Putting .....	2
GOLF	32	Teaching Lab .....	2
GOLF	34	Club Design and Repair .....	2
GOLF	36	Fund. and Rules of Golf .....	2
AGEH	33	Golf Car Maintenance .....	2
AGEH	34	Golf Course Management .....	3
AGPS	5	Plant Science .....	3
AGPS	5L	Plant Science Lab .....	1
BUMA	10	Intro to Business.....	3
BUMA	25	Golf Shop Operations .....	2
SP	4	Public Speaking .....	3
Required Subtotal .....			27

Recommended Electives (15 units):

AGEH	4	Turfgrass Management .....	2
AGEH	8	Park and Landscape Mgmt .....	3
AGEH	9	Landscape Planning&Design .....	3
AGEH	20	Landscape Construction .....	2
AGEH	30	Landscape Equipment .....	3
AGEH	46	Landscape Irrigation Systems .....	2
AGPS	1	Soils and Plant Nutrition .....	4
BUMA	1	Principles of Management .....	3
BUMA	20A	Business Law .....	3
BUMA	27	Marketing .....	3
CIS	10	Computer Literacy .....	4
ECON	1	Principles of Macroeconomics .....	3

KINE	86	Tennis .....	1
RE	1	Intro to Community Recreation .....	3
RE	2A	Recreation Field Work .....	1
Required Subtotal .....			27
Elective Subtotal .....			15
COD General Education Pattern .....			18
Kinesiology (PE) Activities .....			2
DEGREE TOTAL .....			62

**HOSPITALITY MANAGEMENT**

Hospitality Management is the study of different aspects of management and leadership as they relate to the hospitality industry. Included in the hospitality industry are such sectors as hotels, restaurant, travel services, gaming and entertainment, recreation, managed services, and special events. The AA degree in Hospitality Management will enable students to transfer to universities, including California State Polytechnic University Pomona where a transfer agreement is in place. Transfer requirements at other 4-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.

(See Course Sequence on the following page.)



**HOSPITALITY MANAGEMENT A. A. DEGREE  
and transfer preparation**

This degree satisfies the lower division core courses and general education requirements leading to a B.S. degree in Hotel and Restaurant Management from California State Polytechnic University, Pomona.

Dept. No. Title ..... Units

Required Courses:

BUAC 20A	Financial Accounting .....	4
BUAC 20B	Managerial Accounting .....	4
BUHM 50	Intro to Hospitality Industry .....	3
BUHM 63	Hotel & Restaurant Operations .....	3
BUMA 20A	Business Law .....	3
CART 1	Sanitation, Safety & Equipment .....	3
CART 3	Principles of Cooking .....	5

Required Subtotal .....	25
CSU General Education or IGETC Pattern .....	38-41
Kinesiology (PE) Activities .....	2
<b>DEGREE TOTAL</b> .....	<b>65-68</b>

**RETAIL MANAGEMENT**

Retail Management program is approved by the Western Association of Food Chains, and persons completing these courses are eligible to receive both the COD Certificate of Achievement and the WAFC Retail Management Certificate.

The Retail Management Certificate is a specially recognized program designed to prepare individuals for the fast-paced retail industry. This program is also intended to help students develop an understanding of the retail manager’s job and the requirements for success in the retail environment. Retail Management is an expanding career path supported by industries such as electronics, clothing, food, entertainment, home furnishings, children’s supplies, publishing, cosmetics, educational materials, gift, athletic equipment, pet supplies, and just about every other imaginable consumer product and service.

This program, designed in collaboration with industry leaders, is intended to provide the student with many of the competencies required for success at the management level within the vast retail industry. This program encompasses business essentials such as accounting and marketing, and also emphasizes the “soft skills” of management and communication required for career success. For more information please call (760) 776-7224.

**RETAIL MANAGEMENT  
CERTIFICATE OF ACHIEVEMENT**

Dept. No. Title ..... Units

Required Courses:

BUMA 1	Principles of Management .....	3
BUMA 27	Marketing .....	3
BUMA 29	Retail Merchandise Mgmt. ....	3
BUMA 31	Business Calculations .....	3
<b>or</b> *College Level Mathematics .....	4-5	
BUMA 32	Human Relations .....	3
BUMA 64	Human Resource Mgmt. ....	3
BUMA 94	Business Communications .....	3
<b>or</b> *ENG 1A	Composition .....	4
BUAC 50	Accounting/Business Environment .....	3
<b>or</b> *BUAC 20A	Financial Accounting .....	4
*CIS 10	Computer Literacy .....	4
*SP 4	Public Speaking .....	3

<b>CERTIFICATE TOTAL</b> .....	<b>31-35</b>
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*\*will not only satisfy a requirement for the certificate but will also contribute towards the goal of a transfer AA degree, see Counselor or Advisor for more information.*

**CERTIFIED NURSING ASSISTANT**

See Health Sciences (page 111)

**CHEMISTRY**

See Sciences - Physical (page 123)

**COMMUNICATION STUDIES**

The Communication Studies program exists to improve the communication skills of students at College of the Desert. Each course gives COD students the experience needed in applying communication theory in a variety of contexts. In each course, students learn how to think in a clear and logical manner, analyze information critically, and deliver those arguments both orally and in written form. There are six different speech courses offered: Speech 1, Speech 2, Speech 4, Speech 5, Speech 7, and Speech 15.

**Advisors:**

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(See Course Sequence on the following page.)

**COMMUNICATION STUDIES A. A. DEGREE  
for TRANSFER (AA-T)\***

Dept. No.	Title	Units
<u>Required Courses:</u>		
SP 4	Public Speaking	3
<u>Group A: Any 2 courses from the following</u> 6		
SP 1	Intro Interpersonal Comm (3)	
SP 5	Group Discussion/Leadership (3)	
SP 7	Decision Making & Advocacy (3)	
<u>Group B: Any 2 courses from the following</u> 6		
MC 1	Intro to Mass Media (3)	
SP 2	Oral Interpretation of Lit (3)	
SP 7	Decision Making & Advocacy (3)	
SP 15	Intercultural Communication (3)	
<u>Group C: Any 1 course from the following</u> 3		
Any Group A or Group B course not used above(3)		
ANTH 2	Cultural Anthropology (3)	
ENG 1B	Literature & Composition (3)	
J 3A	News Reporting & Writing (3)	
or MC 1	Intro to Mass Media (3)	
PSY 1	General Psychology (3)	
SOC 1	Introductory Sociology (3)	
Required Subtotal		18
CSU General Education or IGETC Pattern		38-41
Transferable Electives <sup>1</sup> (as needed to reach 60 transferable units)		
<b>DEGREE TOTAL</b>		<b>60</b>

\* Please refer to Associate Degree for Transfer (SB 1440) on page 58.

<sup>1</sup> Elective units to reach 60 unit total must be CSU transferable.

**COMMUNICATION A. A. DEGREE  
and transfer preparation**

Dept. No.	Title	Units
<u>Required Core Courses:</u>		
ENG 1A	Composition	4
ENG 1B	Literature & Composition	3
SP 1	Intro to Interpersonal Comm.	3
SP 7	Decision Making/Advocacy	3
MC 1	Intro to Mass Media	3
SP 4	Public Speaking	3
or SP 5	Group Discussion/Leadership (3)	
<b>AND</b>	One of the following	3
ENG 5A or 5B	Creative Writing (3)	
ENG 41	Technical & Professional Writing (3)	
J 3A	News Reporting & Writing (3)	
J 10	Magazine Writing & Production (3)	
RTV 5	Radio & Television Writing (3)	
Required Subtotal		22
CSU General Education or IGETC Pattern		38-41
Kinesiology (PE) Activities		2
<b>DEGREE TOTAL</b>		<b>62-65</b>

**COMPUTER INFORMATION  
SYSTEMS**

See Business (page 94)

**COMPUTER SCIENCE**

The Associate in Science degree in Computer Science prepares students for transfer to the four year college or university to complete a bachelor's degree program. The program covers courses typically offered in freshman and sophomore years of an accredited computer science curriculum in the United States. Students are strongly recommended to keep themselves informed of the rules and requirements related to the major department at the transfer institution. Students are advised to use the counseling expertise available via the Counseling Center and faculty advisors to establish an individual educational plan specific to their academic goals.

**Advisor: Geoff Hagopian**

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**COMPUTER SCIENCE A. S. DEGREE  
and transfer preparation**

Dept. No.	Title	Units
<u>Required Courses:</u>		
CS 7A	Computer Science I	4
CS 7B	Computer Science II	4
CS 9	Data Structures and Algorithms	4
MATH 1A	Calculus	5
MATH 1B	Calculus	5
MATH 15	Discrete Mathematics for Computers	4
PH 4A	Engineering Physics	5
PH 4B	Engineering Physics	5

Electives - A minimum of 2 courses to be chosen from the following:

CS 87	Assembler Language Programming	4
CH 1A	General Chemistry	5
MATH 2A	Multivariate Calculus	5
MATH 2B	Linear Algebra	4
MATH 2C	Ordinary Differential Equations	4
PH 4C	Engineering Physics	5
PH 6A	Electric Circuits for Engr & Science	4
Required Courses		36
Electives		8-10
COD General Education (confer with Counselor)		18
Kinesiology (PE) Activities		2
<b>DEGREE TOTAL</b>		<b>64-66</b>

Consult catalog of transfer institution for specific requirements.

**CONSTRUCTION MANAGEMENT**

See Architecture/Environmental Design (page 87)

**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.

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**CULINARY ARTS**

The Culinary Arts program at College of the Desert provides training for careers in the food service and lodging industries, one of the fastest growing sectors in today's job market. The program includes training at three levels: entry, intermediate and advanced.

This program is designed to prepare future working cooks and chef apprentices, provide courses for the student desiring personal enrichment, and enhance the skills and professional qualifications of cooks and chefs employed in the local industry.

**Advisor: Steve Beno**  
sbeno@collegeofthedesert.edu 760-776-7384

**BASIC CULINARY ARTS  
CERTIFICATE OF ACHIEVEMENT**

Dept.	No.	Title .....	Units
<u>Required Courses:</u>			
CART	01	Sanitation & Safety .....	3
CART	03	Principles of Cooking.....	5
CART	04	Pantry .....	5
CART	33	Intro to Baking .....	4
BUHM	50	Intro to Hospitality Industry .....	3
CERTIFICATE TOTAL .....			20

**INTERMEDIATE CULINARY ARTS  
CERTIFICATE OF ACHIEVEMENT**

Dept.	No.	Title .....	Units
<u>Required Courses:</u>			
CART	01	Sanitation & Safety .....	3
CART	03	Principles of Cooking.....	5
CART	04	Pantry .....	5
CART	06	Garde Manger .....	5
CART	33	Intro to Baking .....	4
CART	34	Intermediate Baking.....	4
CART	35	Operations Mgmt (Production Cooking) ..	4
BUHM	50	Intro to Hospitality Industry .....	3
BUMA	01	Principles of Management .....	3
Required Business Elective .....			3
CERTIFICATE TOTAL .....			39

**CULINARY MANAGEMENT A. A. DEGREE  
for employment preparation  
(Includes Certificate Program)**

Dept.	No.	Title .....	Units
<b>Required Courses:</b>			
CART	01	Sanitation & Safety .....	3
CART	03	Principles of Cooking .....	5
CART	04	Pantry .....	5
CART	06	Garde Manger .....	5
CART	10	Food Procurement & Cost Control .....	3
CART	11	Menu Planning .....	3
CART	33	Intro to Baking .....	4
CART	34	Intermediate Baking .....	4
BUHM	50	Intro to Hospitality Industry .....	3
BUHM	63	Hotel & Restaurant Operations .....	3
BUMA	01	Principles of Management .....	3
CIS	10	Computer Literacy .....	4
CERTIFICATE TOTAL .....			45
COD General Education Pattern .....			18
Kinesiology (PE) Activities .....			2
DEGREE TOTAL .....			65

## DESERT NATURALIST

See Agriculture, Natural Resources (page 81)

## DIGITAL DESIGN AND PRODUCTION

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

College of the Desert's DDP curriculum includes course offerings that provide a general overview of the discipline, as well as specific courses in Photoshop, Illustrator, InDesign, Flash (including basic animation, basic web content, and basic ActionScript), and Applied Digital Photography.

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

**Advisor: David Acquistapace**  
acquistapace@collegeofthedesert.edu 760-776-7286

## DIGITAL DESIGN & PRODUCTION CERTIFICATE OF ACHIEVEMENT

Dept.	No.	Title .....	Units
<b>Required Courses:</b>			
DDP	1A	Computer Graphics 1A .....	3
DDP	1B	Computer Graphics 1B .....	3
DDP	2	Computer Graphics 2 .....	3
DDP	10	Graphic Design I .....	3
DDP	11	Graphic Design II .....	3
DDP	20	New Media I .....	3
Required Subtotal .....			18
<b>Electives - 6 units to be chosen with advisor approval:</b>			
DDP	21	New Media II .....	3
DDP	30	Intro/Applied Digital Photography .....	3
DDP	32	Applied Digital Photography .....	3
ART	1A	Drawing and Composition .....	3
ART	3A	Basic Design and Color .....	3
ART	30A	Beg. Black & White Photography .....	3
CIS	10	Computer Literacy .....	4
CIS	82C	Web Publishing I .....	3
MUS	78A	Digital Audio I .....	3
Elective Subtotal .....			6
CERTIFICATE TOTAL .....			24

**DIGITAL DESIGN & PRODUCTION A. A. DEGREE  
for employment preparation**

Dept.	No.	Title .....	Units
<b>Required Courses:</b>			
DDP	1A	Computer Graphics 1A .....	3
DDP	1B	Computer Graphics 1B.....	3
DDP	2	Computer Graphics 2 .....	3
DDP	10	Graphic Design I .....	3
DDP	11	Graphic Design II .....	3
DDP	20	New Media I .....	3
Required Subtotal .....			18
<b>Electives - 24 units to be chosen with advisor approval:</b>			
DDP	21	New Media II .....	3
DDP	30	Intro/Applied Digital Photography .....	3
DDP	32	Applied Digital Photography .....	3
ART	1A	Drawing and Composition .....	3
ART	3A	Basic Design and Color .....	3
ART	10	Introduction to Art .....	3
ART	30A	Beg. Black & White Photography .....	3
CIS	10	Computer Literacy .....	4
CIS	82C	Web Publishing I .....	3
MUS	78A	Digital Audio I .....	3
Required Subtotal .....			18
Elective Subtotal .....			24
COD General Education Pattern (confer with Advisor) ..			18
Kinesiology (PE) Activities .....			2
<b>DEGREE TOTAL .....</b>			<b>62</b>

**DISABLED STUDENTS  
PROGRAMS AND SERVICES**

Students with disabilities at College of the Desert participate in the same activities and courses as any other student. Special services are offered to provide a more equitable classroom experience and to help successfully integrate the student into college life. Such services include: priority registration, tutoring, interpreters, note takers, specialized counseling and special equipment to those who qualify. Interested students must meet with appropriate DSPS counselor to apply for these services.

Disabled Students Programs and Services (DSPS) provides special instructional opportunities to qualified students. Special instructional programs include the DSPS High Tech Center, WorkAbility III and Adapted Physical Educational courses.

The WorkAbility III program also offers specialized courses, employment counseling and placement

assistance in cooperation with the California Department of Rehabilitation.

Participation in DSPS services is voluntary.

(760) 773-2534; TDD (760) 773-2598

Cravens Student Services Center, First Floor

**Counseling Faculty:**

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**DRAFTING**

See Architecture/Environmental Design (page 87)

**DRUG AND ALCOHOL**

See Alcohol and Drug (page 84)

**EARLY CHILDHOOD EDUCATION**

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

College of the Desert's ECE curriculum includes course offerings that provide a general overview of the discipline, as well as teaching strategies that are developmentally appropriate for young children. Students earning ECE certificates may also choose to continue their study toward an associate, baccalaureate or advanced degree in the field. Students earning an associate's degree in ECE may pursue entry-level positions as preschool teachers or may choose to continue their study in the

discipline toward a bachelor's or graduate degree. COD has transfer agreements with CSUSB, in this discipline/program. However, transfer requirements at four-year colleges and universities tend to vary from institution to institution; students should consult with a counselor for specific information regarding the transfer requirements of their preferred college or university.

**Advisors:****Donna Greene**

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**EARLY CHILDHOOD EDUCATION A. A. DEGREE  
for employment preparation  
and State of California**

**SITE Supervisor Credential preparation**

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

ECE	1	Principles & Practices of Teaching .....	3
ECE	10	Child Growth & Development .....	3
ECE	12	Child, Family and Community .....	3
ECE	40	Intro to Curriculum .....	3
ECE	44	Health, Safety & Nutrition .....	3
ECE	45	Teaching in a Diverse Society .....	3

Continued on next page.....&gt;

ECE	46B	Observation & Assessment .....	3
ECE	47A	Practicum in ECE .....	3

Required Core Subtotal ..... 24

Electives (with Advisor approval) ..... 14

Recommended COD General Education Courses:

ENG	1A	Composition .....	4
MATH	40	Intermed. Algebra .....	4
NR	1	OR (Natural Sciences selected course) .....	3
PSY	1	OR (Social/Behavioral Sciences selected course) ..	3
ASL	1A	OR (Humanities selected course) .....	3
Any course	C5	(Personal Growth & Development) .....	3

Core Requirements ..... 24

Electives (with Advisor approval) ..... 14

COD General Education Pattern ..... 20

Kinesiology (PE) Activities ..... 2

DEGREE TOTAL ..... 60

**Note:** State of California requires 350 days of experience working in a child care program for a Site Supervisor Permit.

**For transfer please consult with a COD Counselor or an ECE Advisor for course selection.** Admission and General Education requirements vary depending on transfer institution.

**State Requirements for ECE Associate  
Teachers**

The following courses fulfill the California State requirement of 12 semester units for fully qualified associate teachers in private nursery schools and child care centers (Title 22). The State of California also requires 50 days of experience working in a child care program to apply for an Associate Teacher Credential. This certificate is locally approved and is NOT notated on the student's academic transcript in accordance with State regulations.

**ASSOCIATE TEACHER CERTIFICATE  
and Preparation for State Permit**

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

ECE	1	Principles & Practices of Teaching .....	3
ECE	10	Child Growth & Development .....	3
ECE	12	Child, Family & Community .....	3
ECE	40	Intro to Curriculum .....	3
ECE	46B	Observation & Assessment .....	3

CERTIFICATE TOTAL ..... 15

**EARLY CHILDHOOD EDUCATION  
TEACHER CERTIFICATE  
and preparation for State Permit**

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

ECE	1	Principles & Practices of Teaching .....	3
ECE	10	Child Growth & Development .....	3
ECE	12	Child, Family & Community .....	3
ECE	31	Child Abuse and Neglect .....	3
ECE	40	Intro to Curriculum .....	3
ECE	44	Health, Safety & Nutrition .....	3
ECE	45	Teaching in a Diverse Society .....	3
ECE	46B	Observation & Assessment .....	3
ECE	47A	Practicum in ECE .....	3
ENG	1A	Composition .....	4

Required Core Subtotal ..... 31

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

Required Core Subtotal ..... 31

COD General Education Subtotal ..... 12

CERTIFICATE TOTAL ..... 43

**Note:** State of California also requires 175 days of experience working in a child care program to apply for a Teacher Permit.

**EARLY CHILDHOOD EDUCATION  
MASTER TEACHER CERTIFICATE  
and preparation for State Permit**

Dept.	No.	Title .....	Units
<u>Required Courses:</u>			
ECE	1	Principles & Practices of Teaching .....	3
ECE	10	Child Growth & Development .....	3
ECE	12	Child, Family & Community .....	3
ECE	23	Mentor Teacher/Adult Supervision .....	2
ECE	31	Child Abuse and Neglect .....	3
ECE	40	Intro to Curriculum .....	3
ECE	44	Health, Safety & Nutrition .....	3
ECE	45	Teaching in a Diverse Society .....	3
ECE	46B	Observation & Assessment .....	3
ECE	47A	Practicum in ECE .....	3
ENG	1A	Composition .....	4

ECE Emphasis Courses ..... 6

*Infant/Toddler Education:*

ECE	20	Infant/Toddler Grwth & Devel. (3) and	
ECE	21	Infant/Toddler Curriculum (3)	

Continued on next page.....>

*Or Early Childhood Special Education:*

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

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

ECE	19	Children's Language & Lit (3)	
ECE	38	Science & Number Concepts (3)	

Required Subtotal ..... 39

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

Required Core Subtotal ..... 39

General Education Subtotal ..... 12

CERTIFICATE TOTAL ..... 51

**Note:** State of California also requires 350 days of experience working in a child care program to apply for a Master Teacher Permit.

**EMERGENCY MEDICAL  
TECHNICIAN**

The Emergency Medical Technician program prepares individuals to recognize illnesses and injury symptoms and to provide legal permissible emergency treatment set forth by the standards of the Riverside County EMS Agency.

The curriculum meets the state coursework minimum requirements for EMT-I programs. Field and clinical experience is arranged outside of scheduled theory and skills lab time. CPR certification will be required prior to students attending clinical experience. Students must be eighteen (18) years of age to enroll in this course. Students are required to purchase malpractice insurance in conjunction with this course. Students will be required to provide a negative criminal background clearance. You will be required to provide proper identification including your Social Security number. The student shall be responsible for paying any associated costs of program requirements. Information sessions are provided for prospective students. Call (760) 568-3083 or visit the department website for dates and times of sessions.

On completion of this 6-unit course with an 80% or higher, the student is eligible to apply to the local EMS Authority for the county-issued certification as an Emergency Medical Technician-I which is valid for 2 years.

A 2-unit EMT refresher course is offered each Fall and Spring semester. The course meets the requirements for EMT-I recertification.

This program meets all criteria of the Riverside County EMS Agency for the Emergency Medical Technician-I training.

This will serve to advise you that, pursuant to California Health and Safety code Section 1799.100, by participating in a course of instruction in emergency medical training you have waived your rights to collect civil damages against the College in the event you sustain an injury.

The code states: "No local agency, entity of state or local government, or other public or private organization which sponsors, authorizes, supports, finances, or supervises the training of people, excluding physicians and surgeons, registered nurses, and licensed vocational nurses, as defined, in emergency medical services in training programs under this part, shall be liable for any civil damages alleged to result from such training program."

**Advisor: Chris Madigan**

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**ECONOMICS**

See Business (page 95)

## ENGLISH

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

The English program also offers an AA degree in Composition or Literature as well as courses leading to transfer to a four-year college. Students earning an AA degree in Composition or Literature are well prepared for myriad career fields in the liberal arts. These programs also provide an excellent preparation for the competitive admission to such professional schools as law and medicine. Students may also choose to continue their study in the discipline toward a bachelor's degree. Transfer requirements at four-year colleges and universities tend to vary from institution to institution; students should consult with a counselor for specific information regarding the transfer requirements of their preferred college or university. For more information please call (760) 773-2572.

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## COMPOSITION A. A. DEGREE and transfer preparation

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

ENG	1A	Composition .....	4
ENG	1B	Composition/Literature .....	3

### Plus two courses from the following:

ENG	5A	Creative Writing .....	3
J	3A	News Reporting .....	3
J	10	Magazine Writing & Production .....	3
RTV	5	Radio & Television Writing .....	3

### At least three courses from the following:

ENG	10A	American Literature I .....	3
ENG	10B	American Literature II .....	3
ENG	11A	Survey of English Lit .....	3
ENG	11B	Survey of English Lit .....	3
ENG	12A	World Literature I .....	3
ENG	12B	World Literature II .....	3
ENG	14	Shakespeare .....	3
ENG	15	The Short Story .....	3
ENG	16	Literature of the Desert .....	3
ENG	17	Women in Literature .....	3
ENG	21	Intro to Latin American/Chicano Lit ....	3
ENG	22	Intro to African American Literature ....	3
ENG	24	Native American Literature .....	3
ENG	25	Intro to the Novel .....	3
ENG	26	The Lesbian, Gay, Bisexual, and Transgender Literary Experience .....	3
ENG	31	The Old Testament .....	3
ENG	32	The New Testament .....	3
ENG	35	Myth and Legend .....	3
ENG	36	Children's Literature .....	3
ENG	37	Methods of Tutoring Writing .....	3
SP	4	Public Speaking .....	3
SP	7	Decision Making/Advocacy .....	3
TA	69A,B	Dramatic Literature .....	3,3
MC	1	Intro to Mass Media .....	3

Required Subtotal .....	22
CSU General Education or IGETC Pattern .....	38-41
Kinesiology (PE) Activities .....	2
<b>DEGREE TOTAL .....</b>	<b>62-65</b>



**LITERATURE A. A. DEGREE  
and transfer preparation**

Dept.	No.	Title .....	Units
<u>Required Courses:</u>			
ENG	1A	Composition .....	4
ENG	1B	Composition/Literature .....	3
ENG	10A	American Literature I .....	3
or	ENG 10B	Amer. Literature II (3)	
or	ENG 11A	Survey of English Lit (3)	
or	ENG 11B	Survey of English Lit (3)	
Plus four courses from the following:			
ENG	5A	Creative Writing .....	3
ENG	10A	American Literature I .....	3
ENG	10B	American Literature II .....	3
ENG	12A	World Literature I .....	3
ENG	12B	World Literature II .....	3
ENG	14	Shakespeare .....	3
ENG	15	The Short Story .....	3
ENG	16	Literature of the Desert .....	3
ENG	17	Women in Literature .....	3
ENG	21	Intro to Latin American/Chicano Lit ....	3
ENG	22	Intro to African American Literature ....	3
ENG	24	Native American Literature .....	3
ENG	25	Intro to the Novel .....	3
ENG	26	The Lesbian, Gay, Bisexual, and Transgender Literary Experience .....	3
		Continued on next page.....>	
ENG	31	The Old Testament .....	3
ENG	32	The New Testament .....	3
ENG	35	Myth and Legend .....	3
ENG	36	Children's Literature .....	3
ENG	37	Methods of Tutoring Writing .....	3
SP	4	Public Speaking .....	3
TA	69A,B	Dramatic Literature .....	3,3
Required Subtotal .....			22
CSU General Education or IGETC Pattern .....			38-41
Kinesiology (PE) Activities .....			2
<b>DEGREE TOTAL .....</b>			<b>62-65</b>

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

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

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

The Credit ESL program is for non-native speakers of English and for those who speak English as a second language. The credit ESL program offers multi-level courses in writing, reading and speaking to prepare students for the demands of higher education or a vocational certificate.

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

The Noncredit ESL program is an intensive series of multi-skill courses which meet the needs of students not fluent in English. Persons from the literacy level to advanced level of English proficiency acquire the skills required for their daily lives and prepare themselves to enter high school completion, vocational or academic programs.

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

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

The Noncredit ESL program also offers two noncredit certificate options to students. The English Proficiency Certificate focuses on the essential English language skills needed in day-to-day living and working situations. The Academic English Certificate is for students who are planning on pursuing a college degree or vocational certificate. Please refer to the sequence of noncredit ESL courses required for these certificates. For more information please call (760) 773-2559.

**EL INGLES COMO SEGUNDO IDIOMA**

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

Desert Campus). Las clases que se ofrecen en este departamento reciben nuevos estudiantes todos los días. Cada persona de 18 años o más, sin tener en cuenta su educación previa, es bienvenida a este programa.

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**Fred Vescial**

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### ENGLISH PROFICIENCY CERTIFICATE: LIFE & WORK SKILLS

Dept.	No.	Title
ESLN	310C	ESL - Comprehensive III
ESLN	324A	ESL - Reading Lab
ESLN	399	ESL - Language Lab

### ACADEMIC ENGLISH CERTIFICATE

Dept.	No.	Title
ESLN	310D	ESL - Comprehensive IV
ESLN	310E	ESL - Comprehensive V
ESLN	324A	ESL - Reading Lab
ESLN	399	ESL - Language Lab

## ENVIRONMENTAL HORTICULTURE

See Agriculture (page 79)

## ENVIRONMENTAL SCIENCES

See Sciences - Physical (page 123)

## FIELD RANGER

See Agriculture (page 81)

## FIRE TECHNOLOGY

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

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

College of the Desert's fire technology curriculum includes course offerings that provide a general overview of the discipline, as well as specific courses in design and operation of fire detection and alarm systems; fire protection features in building design and construction; wildland fire behavior and fireline techniques; trench rescue, confined space awareness and automobile extraction. Additional information on the programs is available on the Public Safety Academy's website at [collegeofthedesert.edu](http://collegeofthedesert.edu).

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

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

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(See Course Sequence on the following page.)

**FIRE TECHNOLOGY  
CERTIFICATE OF ACHIEVEMENT**

Dept.	No.	Title .....	Units
<u>Required Courses:</u>			
FIRE	1	Fire Protection Organizations .....	3
FIRE	2	Fire Prevention .....	3
FIRE	3	Fire Protection Equipment/Systems ...	3
FIRE	4	Bldg Construction/Fire Protection .....	3
FIRE	5	Fire Behavior & Combustion .....	3
FIRE	6	Hazardous Materials/ICS .....	3
EMT	84	Emergency Medical Tech I .....	6
Required Subtotal .....			24

Electives - Choose 4 units (with Advisor approval):

FIRE	10	Wildland Fire Technology .....	3.0
FIRE	70	Confined Space-Awareness .....	0.5
FIRE	71	Confined Space-Operational .....	1.0
FIRE	72	Trench Rescue .....	0.5
FIRE	73	Automobile Extrication .....	0.5
FIRE	74	Fire Control 3 .....	1.5
FIRE	75	Hazardous Materials 1st Responder	1.0
FIRE	76	Intro to Rescue Systems .....	1.0
FIRE	77A	Fire Investigation 1A .....	2.5
FIRE	77B	Fire Investigation 1B .....	2.5
FIRE	78A	Fire Instructor 1A .....	2.5
FIRE	78B	Fire Instructor 1B .....	2.5
FIRE	79A	I-100: Intro to ICS .....	0.5
FIRE	79B	I-200: Basic ICS .....	1.0
FIRE	79C	I-300: Intermediate ICS .....	1.5
FIRE	79D	I-400: Advanced ICS .....	1.5
FIRE	80	S-404: Safety Officer .....	2.0
FIRE	81	S-339: Div/Group Supervisor .....	1.5
FIRE	90A	Fire Prevention 1A .....	2.0
FIRE	90B	Fire Prevention 1B .....	2.0
FIRE	91A	Fire Command 1A .....	2.0
FIRE	91B	Fire Command 1B .....	2.0
FIRE	92	Fire Management (Supervision) .....	2.0
Elective Subtotal .....			4
<b>CERTIFICATE TOTAL .....</b>			<b>28</b>

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

Dept.	No.	Title .....	Units
<u>Required Courses:</u>			
FIRE	1	Fire Protection Organizations .....	3
FIRE	2	Fire Prevention .....	3
FIRE	3	Fire Protection Equipment/Systems ...	3
FIRE	4	Bldg Construction/Fire Protection .....	3
FIRE	5	Fire Behavior & Combustion .....	3
FIRE	6	Hazardous Materials/ICS .....	3
EMT	84	Emergency Medical Tech I .....	6

Electives - Choose 10 units (with Advisor approval):

FIRE	10	Wildland Fire Technology .....	3.0
FIRE	70	Confined Space-Awareness .....	0.5
FIRE	71	Confined Space-Operational .....	1.0
FIRE	72	Trench Rescue .....	0.5
FIRE	73	Automobile Extrication .....	0.5
FIRE	74	Fire Control 3 .....	1.5
FIRE	75	Hazardous Materials 1st Responder	1.0
FIRE	76	Intro to Rescue Systems .....	1.0
FIRE	77A	Fire Investigation 1A .....	2.5
FIRE	77B	Fire Investigation 1B .....	2.5
FIRE	78A	Fire Instructor 1A .....	2.5
FIRE	78B	Fire Instructor 1B .....	2.5
FIRE	79A	I-100: Intro to ICS .....	0.5
FIRE	79B	I-200: Basic ICS .....	1.0
FIRE	79C	I-300: Intermediate ICS .....	1.5
FIRE	79D	I-400: Advanced ICS .....	1.5
FIRE	80	S-404: Safety Officer .....	2.0
FIRE	81	S-339: Div/Group Supervisor .....	1.5
FIRE	90A	Fire Prevention 1A .....	2.0
FIRE	90B	Fire Prevention 1B .....	2.0
FIRE	91A	Fire Command 1A .....	2.0
FIRE	91B	Fire Command 1B .....	2.0
FIRE	92	Fire Management (Supervision) .....	2.0
Required Courses .....			24
Fire Electives (with Advisor approval) .....			10
Other Electives (with Advisor approval) .....			6
COD General Education Pattern .....			18
Physical Education Activities .....			2
<b>DEGREE TOTAL .....</b>			<b>60</b>

## FOREIGN LANGUAGES

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

Any student who feels qualified to take a more advanced course than indicated in his prior work will be encouraged to do so by recommendation of the instructor.

Colleges and universities consider it essential that any student receiving the Bachelor of Arts degree have at least some knowledge of a language and civilization of other cultures. Students who are planning to transfer to a four-year institution should consult their respective catalogs for more specific information.

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### FRENCH OR SPANISH A. A. DEGREE and transfer preparation

Dept.	No.	Title .....	Units
<b>Required Courses:</b>			
FL	1, 2	Elementary .....	10
or FL	1AB,2AB	Elementary (12)	
FL	3, 4	Intermediate .....	8
FL		Another language .....	3-5
Required Subtotal .....			21-25
CSU General Education or IGETC Pattern .....			38-41
Physical Education Activities .....			2
<b>DEGREE TOTAL .....</b>			<b>61-68</b>

## GENERAL BUSINESS

See Business (page 93)

## GEOGRAPHY

See Social Sciences (page 126)

## GEOLOGY

See Sciences - Physical (page 123)

## GOLF MANAGEMENT

See Business (page 95)

## HEALTH, KINESIOLOGY AND RECREATION

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

Even students who choose not to major in Kinesiology find that coursework in the field can improve their ability to: think critically, recognize and value the human body as an integrated organism with systematic functions such as movement, nutrition, growth, reproduction, and aging, exhibit habits of intellectual exploration, personal responsibility and well being, value diverse cultures and populations, and integrate research in the field to contribute to personal and community well being.

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

Students earning an AA degree in Kinesiology may pursue (*entry-level*) positions such as personal fitness trainer, community recreation and youth sports coordinator, or may choose to continue their study in the discipline toward a bachelor's or graduate degree. COD has transfer agreements with the California State Universities and University of California systems in this discipline/program. However, transfer requirements at four-year colleges and universities vary from institution to institution;

students should consult with a counselor for specific information regarding the transfer requirements of their preferred college or university.

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**KINESIOLOGY A. A. DEGREE  
and transfer preparation**

Dept.	No.	Title .....	Units
<u>Required Courses:</u>			
KINE	1	First Aid and Safety .....	3
KINE	2*	Sports Officiating .....	3
KINE	3*	Athletic Training I .....	3
KINE	5*	Foundations of Coaching .....	3
KINE	8*	Intro to Kinesiology .....	3
KINE	40-99**	Kinesiology (PE) Activity .....	2
RE	1*	Intro to Comm. Recreation .....	3
RE	2A-D	Recreation Field Work .....	2
Required Subtotal .....			19
CSU General Education or IGETC Pattern .....			38-41
Transferable Electives (as needed to get to 60)			
DEGREE TOTAL .....			60

- \* Student completes 4 of the 5 required core courses.
- \*\* May double count for Degree Kinesiology (PE) Requirement

**RECREATION A.A. DEGREE  
and transfer preparation**

Dept.	No.	Title .....	Units
<u>Required Courses:</u>			
KINE	1	First Aid and Safety .....	3
KINE	2*	Sports Officiating .....	3
KINE	5*	Foundations of Coaching .....	3
KINE	8*	Intro to Kinesiology .....	3
KINE	40-99**	Kinesiology (PE) Activity .....	2
RE	1*	Intro to Comm. Recreation .....	3
RE	2A-D	Recreation Field Work .....	2
Required Subtotal .....			19
CSU General Education or IGETC Pattern .....			38-41
Transferable Electives (as needed to get to 60)			
DEGREE TOTAL .....			60

- \* Scheduling priority: Course is offered only every other year
- \*\* May double count for Degree Kinesiology (PE) Requirement

**ATHLETICS**

Athletic programs at College of the Desert are sanctioned by the California Community College Athletic Association, under the authority of the California State Legislature. COD offers competitive opportunities for full-time female students in Cross Country, Soccer, Basketball, Tennis, Golf, Volleyball and Softball. Opportunities for full-time male students include Cross Country, Soccer, Basketball, Tennis, Football, Golf and Baseball. Students competing in our programs can expect to progress academically and athletically in a way that allows them to be able to transfer to a university with an athletic scholarship, as well as provide an opportunity for those with athletic talent who might not otherwise consider entering higher education.



## HEALTH SCIENCES

The Department of Health Sciences offers associate degrees in Nursing (Registered Nursing) and Vocational Nursing as well as certificates for Nurse Assistant (NA), Home Health Aide (HHA) and Vocational Nursing (VN). These are highly impacted programs that are highly regulated. NA and HHA certificates are locally approved and are NOT notated on the student's academic transcript in accordance with the State regulations. Please consult our website for policies and procedures for each of the programs at [www.collegeofthedesert.edu/students/ap/hs](http://www.collegeofthedesert.edu/students/ap/hs). For specific questions please call (760) 568-3093 or (760) 773-2579.

College policy requires each student enrolled in Health Sciences programs with clinical components to purchase insurance coverage against liability for malpractice, as well as materials for nursing student practice kits. A materials fee may be required for Nursing kits. Refer to the class schedule for current fee. These fees are paid at the time of registration. All programs offered by the Health Sciences Department demand a grade of "C" or better (2.0) in any course fulfilling program requirements.

### Hospital Requirements:

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

Policies and procedures for the criminal background check are available on the School web page, [www.collegeofthedesert.edu/students/ap/hs](http://www.collegeofthedesert.edu/students/ap/hs). You will be required to provide proper identification including your Social Security number. The student shall be responsible for paying any associated costs of program requirements. Some costs may be assessed and collected by the Office of Admissions and Records.

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

### Core Performance Standards:

In compliance with the Americans with Disabilities Act, students must be, with reasonable accommodation, physically and mentally capable of performing the essential functions of the program. The Core Performance Standards adopted by the Department of Health Sciences include the following.

#### Physical Demands - Must be able to:

- be on your feet 6 - 12 hours at a time and perform activities that include reaching, balancing, carrying, pushing, pulling, stooping, bending and crouching;
- lift and transfer adults and children from a stooped to an upright position to accomplish bed-to-chair and chair-to-bed transfers;
- lift and adjust positions of bedridden patients, including pulling as much as 12 inches toward the head of the bed;
- physically apply up to ten pounds pressure to bleeding sites or to chest in the performance of CPR using hands, wrists and arms;
- maneuver in small spaces quickly and with ease;
- perform fine motor skills that require hand-eye coordination in the use of small instruments, equipment, and syringes;
- feel and compress tissues to assess for size, shape, texture, and temperature.

#### Senses - Must be able to:

- visually read calibrated scales in increments of one-hundredth of an inch in not more than a three inch space;
- perform close and distinct visual activities involving persons and paperwork;
- visually discriminate depth and color perception;
- identify and distinguish odors that are pungent, or the products of infection or metabolic imbalance (e.g., ketones);
- respond and react immediately to auditory instruction, requests, signals, and monitoring equipment;
- perform auditory assessments requiring the distinguishing of variances in sounds (e.g., tones and pitches).

#### Attitudes/Aptitudes - Must be able to:

- learn to perform mathematical calculation for medication preparation and administration in a timely manner;
- learn to communicate effectively, both orally and in writing, using appropriate grammar, vocabulary, and word usage as well as medical terminology;
- work and make competent/safe decisions in stressful environments;
- work and make competent/safe decisions in stressful environments.

Students enrolled in the clinical program are subject to special guidelines developed to protect patient safety. A student may be asked to withdraw from a program in the Health Science Department for academic reasons or for other reasons such as drug/alcohol abuse, inappropriate social or emotional behavior or documented acts of dishonesty. The faculty reserves the right to remove from the clinical area any student who, in the faculty member's professional judgment, places the patient in physical or emotional jeopardy.

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### **HOME HEALTH AIDE**

The Home Health Aide program prepares men and women to assist with the routine care and treatments of clients in their homes. These services include personal health care as well as food purchasing, meal planning, laundry, and light housekeeping. Successful completion of the program results in eligibility to take the state approved tests that lead to certification as a Home Health Aide.

The course of study includes 27 hours of classroom instruction and 27 hours of supervised clinical experience. Students wishing to enter the program must be certified as a nursing assistant in California or currently enrolled in HS-064. Specific information regarding the program may be obtained by contacting the School of Health Sciences & Education.

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### **NURSE 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 Department of Health Services, the student will not be able to continue in the class.

Students must provide a valid social security number as required by the Department of Health Services, Licensing and Certification, Aide and Technician Certification Section (ATCS) under Health and Safety Code, Sections 1337 through 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 School of Health Sciences & Education.

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### **ASSOCIATE DEGREE NURSING PROGRAM (REGISTERED NURSING)**

Acceptance criteria, program eligibility and selection processes are subject to change. Prospective students are encouraged to check the school website periodically to remain updated or call (760) 773-2579 or (760) 568-3093.

#### **Program Description**

The Associate Degree Nursing Program prepares graduates to care for individuals in hospitals, long term care facilities, doctors' offices and clinics in a beginning staff nurse position. The curriculum consists of courses in general education and science in addition to prescribed nursing courses. Once accepted to the nursing program, the student will complete four semesters of nursing courses.

The nursing program is approved by the California Board of Registered Nursing and is accredited by the National League for Nursing Accrediting Commission (NLNAC), 61 Broadway, New York, NY 10006, (212) 363-5555 extension 153.

College of the Desert is designated as a continuing education provider by the Board of Registered Nursing. The provider number is 00284.

#### **Licensing Requirements**

Graduates are awarded the Associate in Science Degree in Nursing and are eligible to apply to the state board of nursing to take the National Council Licensing Examination (NCLEX) and become licensed as a registered nurse. The California Board of Registered Nursing role is to protect the public by screening applicants for licensure to identify potentially unsafe practitioners. A state board of nursing may deny applications for permanent licensure, interim permits, and temporary licensures if the applicant has been found guilty of dishonesty, fraud or deceit, acts which

deceive the public; felony; child abuse, sex offender crimes; acts involving narcotics, dangerous drugs or devices, assault and/or battery and other crimes. Fingerprints are required when applying for licensure. Students interested in a career as a nurse who have questions regarding licensure limitations should contact the California Board of Registered Nursing at (916) 322-3350.

**Graduation from the Associate Degree Nursing Program does not guarantee licensure.** To apply for licensure, disclosure of your social security number is mandatory on the California Application for Licensure by Examination form.

### **Program Application Process**

Application to the nursing program is separate from application to the College. A letter of application is available during specific application periods and can be obtained from the school web page, [www.collegeofthedesert.edu/students/ap/hs](http://www.collegeofthedesert.edu/students/ap/hs) or from the School of Health Sciences & Education office located in the Barker Nursing Complex at College of the Desert, 43-500 Monterey Avenue, Palm Desert, CA, 92260.

Enrollment into the registered nursing program is limited. Detailed information regarding the nursing program, selection, and other important particulars is available on the School of Health Sciences & Education web page.

### **Entrance and Selection Process**

#### **Program Eligibility:**

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

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

**Selection Process:** Please see the School website for specific selection processes and application dates:

1. Applications are accepted twice a year. Please see the School website for dates.
2. A random selection process of qualified applications will be used to determine entrants once all applications are evaluated.
3. A diagnostic readiness test will be required of all accepted students. Details are on the school web page, [www.collegeofthedesert.edu/students/ap/hs](http://www.collegeofthedesert.edu/students/ap/hs).
4. Applicants will be notified of acceptance status within 6-8 weeks after the application deadline. All initial communication will be by email.

### **Nursing Program Options**

#### **Advanced Placement Options**

Prospective students who have had prior education in nursing or other health related areas may request consideration for entry into the nursing program with advanced placement. Applicants would include licensed Vocational/Practical Nurses, Licensed Psychiatric Technicians, Corpsmen, and transfer students from accredited nursing programs. Specific information regarding the advanced placement procedure is available through the School of Health Sciences, Early Childhood Education & Physical Education/Athletics. All advanced placement applicants are accepted to the program on a space available basis.

Current policy information for the following policies is available on the school webpage at [www.collegeofthedesert.edu/students/ap/hs](http://www.collegeofthedesert.edu/students/ap/hs).

- LVN-RN (Transition Option)
- LVN-RN (Non-Degree Option)
- Transfer
- Challenge
- International Nurses Seeking Coursework

#### **Associate Degree in Nursing for the Advanced Placement Diploma Graduate**

Associate Degree in Nursing for the Diploma Graduate California licensed registered nurses who have graduated from a hospital-based program may earn an associate in science degree upon completing 30 units of general education requirements. 30 units of nursing credit will be given for the diploma certificate. 12 units of general education courses must be completed at College of the Desert.



**REGISTERED NURSING COURSE SEQUENCE**

Students can complete the nursing program in two years **once accepted to the nursing program**.

It is recommended that students interested in a Nursing degree to see a counselor in the counseling department and read the information on the school web page at [www.collegeofthedesert.edu/students/ap/hs](http://www.collegeofthedesert.edu/students/ap/hs).

**Please note:** Students are strongly encouraged to complete all general education courses while waiting for program entry. Licensure can be achieved when all courses required for the degree are completed. Recommended courses prior to program entrance include: HS 13, HS 61, HS 64, HS 67, HS 70, HS 71, HS 81 and COUN 11; and a keyboarding course.

**REGISTERED NURSING A. S. DEGREE  
and employment preparation**

(Graduates eligible for Registered Nurse  
Licensing Examination in California)

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

All courses must be completed with a grade "C" or better:

Dept.	No.	Title .....	Units
BI	13	Human Anatomy & Physiology I .....	4
BI	14	Human Anatomy & Physiology II .....	5
BI	15	General Microbiology .....	5
PSY	1	General Psychology .....	3
SOC	1, 14, 15, or ANTH 2 .....		3
ENG	1A	Composition .....	4
SP	1, 4, 5 or 15 .....		3
Humanities		Area C3 requirements for Associate Degree Occupational/Vocational .....	3
MATH	40	Intermediate Algebra .....	4
KINE		Kinesiology (PE) .....	2
		(or 1 unit of KINE + HS 70; or HE 1)	
N	1	Basic Concepts of Nursing Practice ....	8
N	2	Concepts of Nursing Practice/ Commonly Occurring Alterations in Health .....	9
N	3A	Concepts of Nursing Practice/ Complex Alterations in Health .....	9
N	3B	Issues in Nursing .....	0.5
N	4A	Concepts of Nursing Practice for Acute Complex Alterations in Health ...	9
N	4B	Management Concepts in Nursing. <u>0.5</u>	
DEGREE TOTAL .....			72

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**VOCATIONAL NURSING PROGRAM  
(LICENSED VOCATIONAL NURSING)**

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

The Vocational Nursing (VN) Program prepares graduates to qualify to take the national licensing examination (NCLEX-PN) to become a Licensed Vocational Nurse. Licensed vocational nurses assist in data collection, plan and implement nursing care, administer medications and treatments, and maintain a safe environment for patients and families.

Accredited by the California Bureau of Vocational Nursing and Psychiatric Technicians (BVNPT), the 12-month, full-time VN program provides student-centered instruction and meets all state regulations. Classroom instruction is offered concurrent with clinical practice, assisting the student in the application of nursing theory to actual nursing situations. Students are in class and clinical instruction approximately 34 hours each week. A minimum grade of "C" must be earned in all courses taken for the Vocational Nursing certificate.

Upon program completion, students are awarded a vocational certificate and become eligible to apply to the California Bureau of Vocational Nurses and Psychiatric Technicians (BVNPT) to take the licensure examination. Students may also earn a non-transfer Associate of Science degree in Vocational Nursing, if desired. For more information please call (760) 773-2579 or (760) 568-3093.

**Completion of the VN program does not guarantee licensure.**

The program is three semesters long, commencing each fall. It is a limited enrollment program.

**The following policies are currently under revision.** Current policy information is available on the school webpage at [www.collegeofthedesert.edu/students/ap/hs](http://www.collegeofthedesert.edu/students/ap/hs).

- Program eligibility
- Acceptance criteria
- Selection process
- Required prerequisites
- Additional program requirements

**Students interested in the Vocational Nursing Program should:**

1. Visit the school web page, [www.collegeofthedesert.edu/students/ap/hs](http://www.collegeofthedesert.edu/students/ap/hs) for detailed information.
2. Attend one of the monthly informational sessions during fall semester. Call (760) 773-2579 or (760) 568-3093 or visit the school web page for dates and times of sessions.

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### VOCATIONAL NURSING CERTIFICATE for employment preparation

#### (Graduates eligible for Vocational Nurse Licensing Examination in California)

*Program Acceptance Requirements:* See division website. All courses must be completed with a grade "C" or better:

Dept.	No.	Title .....	Units
HS	13	General Nutrition .....	3
HS	62	Your Living Body .....	3
HS	67	Intro Med/Dosage Calculations .....	1
PSY	1	General Psychology .....	3
VN	10	Vocational Nursing I .....	9
VN	10L	Vocational Nursing I Lab .....	7
VN	20	Vocational Nursing II .....	9
VN	20L	Vocational Nursing II Lab .....	7
VN	30	Vocational Nursing III .....	5
VN	30L	Vocational Nursing III Lab .....	4
CERTIFICATE TOTAL .....			51

### VOCATIONAL NURSING A. S. DEGREE for employment preparation

*Program Acceptance Requirements:* See division website. All courses must be completed with a grade "C" or better:

Dept.	No.	Title .....	Units
HS	13	General Nutrition .....	3
HS	62	Your Living Body .....	3
HS	67	Intro Med/Dosage Calculations .....	1
PSY	1	General Psychology .....	3
VN	10	Vocational Nursing I .....	9
VN	10L	Vocational Nursing I Lab .....	7
VN	20	Vocational Nursing II .....	9
VN	20L	Vocational Nursing II Lab .....	7
VN	30	Vocational Nursing III .....	5
VN	30L	Vocational Nursing III Lab .....	4
Required Subtotal .....			51
COD General Education Pattern .....			18
Physical Education Requirement .....			2
DEGREE TOTAL .....			71

## HISTORY

See Social Sciences (page 126)

## HOME HEALTH AIDE

See Health Sciences (page 111)

## HORTICULTURE (Environmental)

See Agriculture (page 79)

## HOSPITALITY MANAGEMENT

See Business (page 97)

## JOURNALISM

See Mass Communication (page 118)

## LANDSCAPE and IRRIGATION

See Agriculture (page 80)

**LIBERAL ARTS**

The Associate of Arts degree in Liberal Arts is designed for students who wish a broad knowledge of liberal arts and sciences plus additional coursework in an "Area of Emphasis". This area of emphasis would be an ideal choice for students planning on transferring to the California State University or University of California as the student can satisfy their general education requirements, plus focus on transferable course work that relates to majors at CSU or UC. Please consult with a counselor for specific information regarding your intended major or the specific colleges/university of your choice. For more information please contact the COD Counseling Center at (760) 773-2520.

- Choose either the California State University General Education Certification (Option 1) or the Intersegmental General Education Transfer Curriculum (Option 2) for the General Education pattern related to your educational goal;
- Complete 18 units in one "Area of Emphasis" from those outlined below. (Note: Where appropriate, courses in the "area of emphasis may also be counted for a GE area; see a counselor for appropriate course selection).
- For ALL OPTIONS: complete necessary College of the Desert Graduation and Proficiency requirements.
- All courses listed below transfer to CSU. Courses in **BOLD** are also transferable to UC. Refer to [www.assist.org](http://www.assist.org) for transfer details or see a counselor or faculty advisor for additional details.

**Counseling Faculty:**

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<b>Basil Augustine</b> baugustine@collegeofthedesert.edu	760-773-2524
<b>Khanh Hoang</b> khoang@collegeofthedesert.edu	760-776-7424
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<b>Fred Sangiorgio</b> fsangiorgio@collegeofthedesert.edu	760-776-7345
<b>Jose Simo</b> jsimo@collegeofthedesert.edu	760-776-7356

**LIBERAL ARTS A. A. DEGREE  
with emphasis in Arts, Humanities &  
Communications**

These courses emphasize the study of cultural, literary, humanistic activities and artistic expression of human beings. Students will evaluate and interpret the ways in which people through the ages in different cultures have responded to themselves and the world around them in artistic and cultural creation. Students will also learn to value aesthetic understanding and incorporate these concepts when constructing value judgments.

Required Courses .....	Units
CSU General Education or IGETC Pattern .....	38-41
Area of Emphasis .....	18
<i>(18 units required from courses listed below with at least 2 or more courses from 1 discipline)</i>	

- Architecture **14**
- Art **2A, 2B, 2C, 3A, 10, 33**
- American Sign Language **1, 1A, 1B, 2, 3, 4**
- Dance **10, 15**
- English **1A, 1B, 10A, 10B, 11A, 11B, 12A, 12B, 14, 15, 16, 17, 21, 22, 24, 25, 26, 31, 32, 35, 36**
- French **1, 1A, 1B, 2, 2A, 2B, 3, 4**
- German **1, 1A, 1B, 2, 2A, 2B**
- History **3, 4, 17, 18, 21**
- Italian **1, 1A, 1B, 2, 2A, 2B**
- Japanese **1, 1A, 1B, 2, 2A, 2B**
- Mass Communication **1**
- Music **5, 6, 7, 10, 12**
- Philosophy **6, 7, 10, 12, 13, 14, 17**
- Sociology **4**
- Spanish **1, 1A, 1B, 2, 3, 4**
- Speech **1, 4, 5, 7, 15**
- Theatre Arts **1, 2, 69A, 69B**

*Courses selected can be used to also fulfill GE area, see a counselor for appropriate course selection; all courses transfer to CSU; courses in **BOLD** also transfer to UC (\*indicates that transfer credit is limited depending on UC)*

Transferable Electives (as needed to reach 60 transferable units)	
Kinesiology (PE) Activities .....	2
<b>DEGREE TOTAL</b> .....	<b>60-61</b>

**LIBERAL ARTS A. A. DEGREE  
with emphasis in Business and Technology**

These courses emphasize the integration of theory and practice within the fields of business and technology. Students will develop the ability to effectively manage and lead organizations. Students will demonstrate an understanding of the place of business and technology within the global economy. Students will critically apply ethical standards to business practices and decisions.

Required Courses .....	Units
CSU General Education or IGETC Pattern .....	38-41
Area of Emphasis .....	18
<i>(18 units required from courses listed below with at least 2 or more courses from 1 discipline)</i>	
Business Accounting 4, 8, 9, 10, <b>20A, 20B</b>	
Business Finance 12, 13	
Business Hotel & Restaurant Mgmt. 50, 63	
Business Mgmt. 1, <b>10, 20A*, 20B*</b> , 27, 28, 32, 64	
Computer Information Systems <b>10, 81A, 81B, 82C, 83D, 85C, 86</b>	
Computer Science <b>7A, 7B, 87</b>	
Economics <b>1, 2, 11</b>	
Math <b>10*, 14*, 15</b>	
Philosophy <b>14</b>	
Political Science <b>4</b>	
Sociology <b>3*</b>	
<i>Courses selected can be used to also fulfill GE area, see a counselor for appropriate course selection; all courses transfer to CSU; courses in <b>BOLD</b> also transfer to UC (*indicates that transfer credit is limited depending on UC)</i>	
Transferable Electives (as needed to reach 60 transferable units)	
Kinesiology (PE) Activities .....	<u>2</u>
DEGREE TOTAL .....	60-61

**LIBERAL ARTS A. A. DEGREE  
with emphasis in Health Education and Nutrition**

These courses introduce the basic competencies and practice within the various fields of health. These include: Health Education, Public Health & Wellness Promotion, and Nutrition. Courses are designed to introduce the student to the broad base of study needed for the future health professional who will design, conduct, promote, evaluate, and manage activities to help improve the health of people. Students will develop the necessary skills to work within various population groups. Students gain exposure to the different needs within these diverse population groups in the context of eliminating health disparities and to identify possible obstacles to their access to the various services provided by health professionals. Students will be introduced to the effective management of public, private, and government organizations.

Required Courses .....	Units
CSU General Education or IGETC Pattern .....	38-41
Area of Emphasis .....	18
<i>18 units required: 2 courses each from area I and II, 1 course each from area III and IV (must include HS 13)</i>	
<b>Area I - Nutrition &amp; Health (6 units)</b>	
Early Childhood Education 44	
Health Education <b>1*</b>	
Health Sciences <b>13</b>	
Kinesiology <b>8</b>	
<b>Area II - Child Development &amp; Community Health (6 units)</b>	
Early Childhood Education <b>10A*, 10B*, 12</b>	
Health Education <b>1*</b>	
Alcohol & Drug Studies 1, 24	
Recreation 1	
Sociology <b>14</b>	
<b>Area III - Business/Human Relations &amp; Communication (3 units)</b>	
Business/Management 1, <b>10, 20A*, 27, 32</b>	
Sociology <b>14</b>	
Speech <b>15</b>	
<b>Area IV - Biology and Anatomy (3 units)</b>	
Biology <b>4*, 10*, 13*, 14*</b>	
<i>Courses selected can be used to also fulfill GE area, see a counselor for appropriate course selection; all courses transfer to CSU; courses in <b>BOLD</b> also transfer to UC (*indicates that transfer credit is limited depending on UC)</i>	
Transferable Electives (as needed to reach 60 transferable units)	
Kinesiology (PE) Activities .....	<u>2</u>
DEGREE TOTAL .....	60-61

**LIBERAL ARTS A. A. DEGREE  
with emphasis in Math and Science**

These courses emphasize the natural sciences which examine the physical universe, its life forms and its natural phenomena. Courses in Math emphasize the development of mathematical and quantitative reasoning skills beyond the level of intermediate algebra. Students will be able to demonstrate an understanding of the methodologies of science as investigative tools. Students will also examine the influence that the acquisition of scientific knowledge has on the development of the world's civilizations.

Required Courses .....	Units
CSU General Education or IGETC Pattern .....	38-41
Area of Emphasis .....	18
<i>(18 units required from courses listed below with 2 or more courses in science <b>and</b> 2 or more courses in math)</i>	
Astronomy <b>1, 1L</b>	

Continued on next page.....>

Agriculture/Environmental Horticulture **1, 1L**  
 Agriculture/Plant Science **2, 5, 5L**  
 Anthropology **1**  
 Biology **4\*, 5, 6, 13\*, 14\*, 15**  
 Chemistry **1A, 1B, 3\*, 4, 5\*, 10A\*, 10B\***  
 Computer Science **7A, 7B, 87**  
 Geology **1, 5, 10, 17**  
 Geography **1, 1L**  
 Mathematics **1A, 1B, 2A, 2B, 2C, 5, 10\*, 12\*, 13, 14\*, 15**  
 Natural Resources **1, 1L**  
 Physics **1\*, 2A\*, 2B\*, 4A\*, 4B\*, 17**  
 Sociology **3\***

*Courses selected can be used to also fulfill GE area, see a counselor for appropriate course selection; all courses transfer to CSU; courses in **BOLD** also transfer to UC (\*indicates that transfer credit is limited depending on UC)*

Transferable Electives (as needed to reach 60 transferable units)  
 Kinesiology (PE) Activities .....**2**  
 DEGREE TOTAL ..... **60-61**

**LIBERAL ARTS A. A. DEGREE  
 with emphasis in Recreation & Leisure  
 and Sports Management**

These courses introduce the basic competencies and practice within the various fields of Leisure studies. These include: Recreation & Leisure studies and Sport Management. Courses are designed to introduce the student to the broad base of study needed for the future leisure and sports management professional who will design, conduct, promote, evaluate, and manage activities involved in the successful operation of a variety of sport & leisure organizations and operations. Students will begin to develop the necessary skills to work within various population groups. Students gain exposure to the different types of recreation & leisure activities engaged in, within these groups. Students learn to identify possible obstacles to their access to the variety of leisure services and recreation programs provided by these professionals. Students will be introduced to the effective management of public, private, and government organizations, as it relates to the successful operation of a variety of sport & leisure organizations & operations.

Required Courses ..... Units  
 CSU General Education or IGETC Pattern ..... **38-41**  
 Area of Emphasis ..... **18**  
*18 units required: 2 courses each from area I and II, 1 course each from area III and IV (with at least 2 units from Recreation Field Work )*

**Area I** - Business & Business Management (6 units)  
 Agriculture/Environmental Horticulture **34**  
 Business/Management **1, 10, 20A\*, 27, 32**

**Area II** - Community Health & Recreation (6 units)  
 Health Education **1\***  
 Health Sciences **13**  
 Kinesiology **8**  
 Recreation **1**

**Area III** - Health Safety & Field Work (3 units)  
 Agriculture/Environmental Horticulture **34**  
 Golf **36\***  
 Physical Education **1, 2\*, 8**  
 Recreation **1, 2A, 2B, 2C**

**Area IV** - Child Development/Human Relations and Communication (3 units)  
 Early Childhood Education **10A\*, 10B\*, 12**  
 Alcohol & Drug Studies **1, 24**  
 Sociology **14**  
 Speech **15**

*Courses selected can be used to also fulfill GE area, see a counselor for appropriate course selection; all courses transfer to CSU; courses in **BOLD** also transfer to UC (\*indicates that transfer credit is limited depending on UC)*

Transferable Electives (as needed to reach 60 transferable units)  
 Kinesiology (PE) Activities .....**2**  
 DEGREE TOTAL ..... **60-61**

**LIBERAL ARTS A. A. DEGREE  
 with emphasis in Social & Behavioral Sciences**

These courses emphasize the perspective, concepts, theories and methodologies typically found in the vast variety of disciplines that comprise study in the Social and Behavioral Sciences. Students will study about themselves and others as members of a larger society. Topics of discussion will stimulate critical thinking about ways people have acted in response to their societies and will allow students to evaluate how societies and social subgroups operate.

Required Courses ..... Units  
 CSU General Education or IGETC Pattern ..... **38-41**  
 Area of Emphasis ..... **18**  
*(18 units required from courses listed below with at least 2 or more courses from 1 discipline)*  
 Administration of Justice **1**  
 Anthropology **2, 3**  
 Economics **1, 2, 11, 12**

Continued on next page.....>

- Early Childhood Education **10**, 12, 31
- Geography **2**, **7**, **10**
- History **3**, **4**, **17**, **18**, 21
- Mass Communication **1**
- Mathematics **14\***
- Philosophy **12**, **13**
- Political Science **1**, **2**, **4**
- Psychology **1**, **3**, 7, 10, **12**, **20**, **23**, **25**, **27**, **29**, 33
- Sociology **1**, **2**, **3\***, **14**, **15**
- Speech **15**

*Courses selected can be used to also fulfill GE area, see a counselor for appropriate course selection; all courses transfer to CSU; courses in **BOLD** also transfer to **UC** (\*indicates that transfer credit is limited depending on UC)*

Transferable Electives (as needed to reach 60 transferable units)  
 Kinesiology (PE) Activities ..... 2  
 DEGREE TOTAL ..... 60-61

**LITERATURE**

See English (page 105)

**LICENCED VOCATIONAL NURSING**

See Health Sciences (page 114)

**MASS COMMUNICATION**

College of the Desert’s Mass Communication program offers an Associate of Arts degree in Journalism, and Mass Communication. Students earning an associate’s degree in one of these disciplines are well prepared for career fields in radio broadcasting, journalism, and motion picture, television, and video production. Students may also choose to continue their study in the discipline toward a bachelor’s or graduate degree. Transfer requirements at four-year colleges and universities tend to vary from institution to institution; students should consult with a counselor for specific information regarding the transfer requirements of their preferred college or university. For more information please call (760) 773-2574.

**JOURNALISM A. A. DEGREE  
and transfer preparation**

Dept.	No.	Title .....	Units
<b>Required Courses:</b>			
MC	1	Intro to Mass Media .....	3
J	3A	News Reporting & Writing .....	3
J	4A	Basic Newspaper Production .....	3
J	4B	Intro to Newspaper Editing & Design ...	3
J	4C	Intro to Newspaper Management .....	3
J	10	Magazine Writing & Production .....	3
RTV	5	Radio & Television Writing .....	3
Required Subtotal .....			21
CSU General Education or IGETC Pattern .....			38-41
Kinesiology (PE) Activities .....			2
<b>DEGREE TOTAL .....</b>			<b>61-64</b>

**MASS COMMUNICATION A.A. DEGREE  
and transfer preparation**

Dept.	No.	Title .....	Units
<b>Required Courses:</b>			
MC	1	Intro to Mass Media .....	3
J	3A	News Reporting and Writing .....	3
Five courses from the following:			
MC	5	Intro to Public Relations .....	3
J	4A	Basic Newspaper Prod .....	3
J	4B	Intro to Newspaper Editing & Design ...	3
J	4C	Intro to Newspaper Management .....	3
RTV	2	Radio & TV Announcing .....	2
RTV	4A	Motion Picture/TV Production .....	3
RTV	4B	Adv. Motion Picture/TV Production .....	3
RTV	5	Radio Television Writing .....	3
<b>OR</b>	RTV 7	Introduction to Radio Production (3)	
Required Subtotal .....			20-21
CSU General Education or IGETC Pattern .....			38-41
Kinesiology (PE) Activities .....			2
<b>DEGREE TOTAL .....</b>			<b>60-64</b>

**MASTER TEACHER/ECE**

See Early Childhood Education (page 103)

**MATHEMATICS**

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

Career paths chosen by students pursuing undergraduate studies in mathematics commonly include teaching, actuary, computer science, statistics, physics and engineering. Careers in the discipline that generally require graduate-level degrees include mathematics, engineering and the natural sciences. Even students who choose not to major in mathematics find that coursework in the field can improve their ability to think critically, solve complex problems, perform research and analysis and improve their writing skills.

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

In addition, the Mathematics Department offers an extensive remedial Mathematics curriculum to assist the large portion of students that enter the College and are not prepared for college level mathematics. For more information please call (760) 773-2573.

**Advisors:**

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**MATHEMATICS A. S. DEGREE  
and transfer preparation**

Dept.	No.	Title .....	Units
<u>Required Courses:</u>			
MATH	1A	Calculus .....	5
MATH	1B	Calculus .....	5
MATH	2A	Multivariate Calculus .....	5
MATH	2B	Linear Algebra .....	4
<b>AND/OR</b>	<b>MATH 2C</b>	Ordinary Differential Equations (4)	
PH	4A	Engineering Physics .....	5
PH	4B	Engineering Physics .....	5
PH	5	Computer Programming I: C++ for Sciences & Engineering .....	3
<b>OR</b>	<b>CS 7A</b>	Computer Science I (4)	

Required Subtotal .....	32-33
COD General Education (confer with Counselor) .....	18
Transferable Electives (with Advisor approval) .....	8
Kinesiology (PE) Activities .....	2
<b>DEGREE TOTAL</b> .....	<b>60-61</b>

*Consult catalog of transfer institution for specific requirements.*

## MUSIC

The Music program offers a wide range of courses in music fundamentals, musicianship, harmony, appreciation, history, technology and musical theatre, as well as group instruction in piano, voice and guitar. Private lessons are available to music majors through the applied music program. Public performance opportunities are provided to both majors and non-majors enrolled in instrumental ensembles, vocal ensembles, and musical theatre productions. It is the goal of the music program to:

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

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

Degrees and Certificates offered:

- Associate of Arts: Music
- Music Technology Certificate of Achievement
- Musical Theatre Certificate of Achievement

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

### Advisors:

**Anthony Fesmire** (instrumental)  
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**Darlene Romano** (vocal)  
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## MUSIC A. A. DEGREE and transfer preparation

Dept.	No.	Title .....	Units
<b>Required Courses:</b>			
MUS	1	Music Theory I .....	4
MUS	2	Music Theory II .....	4
MUS	3	Music Theory III .....	4
MUS	21A	Piano I .....	2
MUS	21B	Piano II .....	2
MUS	21C	Piano III .....	2
MUS	99	Applied Music (1,1,1,1) .....	4

Performance Ensembles - 4 units chosen from the following in consultation with Music advisor:

MUS	27	Jazz Band .....	1
MUS	28	Jazz Ensembles .....	1
MUS	29	Jazz Singers .....	1
MUS	31	Chamber Singers .....	1
MUS	33	Symphonic Band .....	1

Music Subtotal .....	26
CSU General Education or IGETC Pattern .....	38-41
Kinesiology (PE) Activities .....	2
<b>DEGREE TOTAL .....</b>	<b>66-69</b>

## MUSIC TECHNOLOGY CERTIFICATE OF ACHIEVEMENT

Dept.	No.	Title .....	Units
MUS	12	Fundamentals of Music .....	3
MUS	21A	Piano I .....	2
MUS	21B	Piano II .....	2
MUS	21C	Piano III .....	2
MUS	78A	Digital Audio I .....	3
MUS	78B	Digital Audio II .....	3
MUS	78C	Digital Audio III .....	3
<b>CERTIFICATE TOTAL .....</b>			<b>18</b>

## MUSICAL THEATRE CERTIFICATE OF ACHIEVEMENT

Dept.	No.	Title .....	Units
MUS	7	History of Musical Theatre .....	3
MUS	22A	Voice I .....	2
MUS	22B	Voice II .....	2
MUS	23	Broadway Voice .....	2
MUS	86	Musical Theatre Performance .....	3
MUS	90	Musical Theatre Workshop .....	1
DANC	73	Dance, Jazz .....	1
DANC	76	Dance, Ballet .....	1
TA	2	Acting I .....	3
TA	3	Acting II .....	3
<b>CERTIFICATE TOTAL .....</b>			<b>21</b>



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**NATURAL RESOURCES**

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See Agriculture (page 80)

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**NURSING (ADN/RN)**

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See Health Sciences (page 113)

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**NURSING ASSISTANT (CNA)**

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See Health Sciences (page 111)

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**PEST MANAGEMENT**

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See Agriculture (page 82)

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**PHILOSOPHY**

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See Social Sciences (page 126)

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**PHYSICAL EDUCATION**

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See Health, Kinesiology and Recreation (page 109)

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**PHYSICS**

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See Sciences - Physical (page 124)

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**PLANT SCIENCE**

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See Agriculture (page 82)

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**POLITICAL SCIENCE**

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See Social Sciences (page 126)

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**PSYCHOLOGY**

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See Social Sciences (page 127)

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**REAL ESTATE DEVELOPMENT**

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See Architecture/Environmental Design (page 88)

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**RECREATION**

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See Health, Kinesiology and Recreation (page 109)

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**REGISTERED NURSING (ADN/RN)**

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See Health Sciences (page 113)

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**RETAIL MANAGEMENT**

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See Business (page 97)

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**SCIENCES**

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**BIOLOGICAL AND PHYSICAL**

The Science Department has available a broad offering of courses in the biological and physical science disciplines. The aim of the department is to provide instruction to a large number of general students as well as those with a goal of majoring in science. To this end, courses for the non-science major are transferable to other institutions for general education requirements. Courses designed for science majors parallel content, level of instruction and units found in university systems. The department also offers a complete sequence of science courses leading to a nursing program and related paramedical qualifications.

Specified high-unit majors do not complete the transfer general education certification and must meet with their faculty advisors for general education requirements for graduation.

**BIOLOGICAL SCIENCES**

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

Career paths chosen by students pursuing undergraduate

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

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

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

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

#### Advisors:

**Robert Rosteck** .... Biology, Microbiology, Pre-medicine,  
Pre-dentistry, Pre-optometry, Pre-veterinary Medicine  
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**Anthony Tesch** ..... Biology, Nursing, Pre-medicine  
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**Roderick Tracey** ..... Bacteriology, Microbiology, Nursing,  
Pre-medicine, Pre-dentistry  
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### BIOLOGY, PRE-PROFESSIONAL A. S. DEGREE and transfer preparation

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

Dept. No. Title ..... Units

#### Required Courses:

(Based on minimum prior preparation)\*

BI	5	Molecular & Cell Biology .....	5
BI	6	Biology of Organisms .....	5
CH	1A	General Chemistry .....	5
CH	1B	General Chemistry .....	5
MATH	1A	Calculus .....	5
MATH	1B	Calculus .....	5
PH	2A,B	College Physics .....	4,4
OR PH	4A,B	Engineering Physics (5,5)	

(Physics selection depends on requirements of transfer institution)

Required Subtotal .....	38-40
COD General Education (confer with Counselor) .....	18
Transferable Electives (as needed to reach 60 transferable units)	
Kinesiology (PE) Activities .....	2
DEGREE TOTAL .....	60

\*Consult catalog of transfer institution for specific requirements.  
Consult course descriptions for prerequisites.

**\*IMPORTANT NOTE:** The student must see a counselor or advisor depending on proposed career, as some courses listed are not required. Thus, the total units will vary depending on the individual student's career objective and prior preparation.

Students majoring in biological science, medicine, pharmacy, dentistry, or allied fields should complete Biology 5 & 6, Chemistry 1A & 1B, and two semesters of calculus to establish a strong foundation prior to transfer.

### PHYSICAL SCIENCES

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

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

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

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

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

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**CHEMISTRY A. S. DEGREE  
and transfer preparation**

(Includes Bio-Chemistry)

Dept.	No.	Title .....	Units
<u>Required Courses:</u>			
CH	1A	General Chemistry .....	5
CH	1B	General Chemistry .....	5
CH	10A	Organic Chemistry .....	5
CH	10B	Organic Chemistry .....	5
BI	5	Molecular & Cell Biology .....	5
BI	6	Biology of Organisms .....	5
MATH	1A	Calculus .....	5
MATH	1B	Calculus .....	5
PH	2A,B	College Physics .....	4,4
OR	PH 4A,B	Engineering Physics (5,5)	
<b>(Physics selection depends on requirements of transfer institution)</b>			
Required Subtotal .....			48-50
COD General Education (confer with Counselor) .....			18
Kinesiology (PE) Activities .....			2
DEGREE TOTAL .....			68-70

\*Consult catalog of transfer institution for specific requirements.

**ENVIRONMENTAL SCIENCES  
OR NATURAL RESOURCES A. S. DEGREE  
and transfer preparation**

Dept.	No.	Title .....	Units
<u>Required Courses:</u>			
BI	5	Molecular & Cell Biology .....	5
BI	6	Biology of Organisms .....	5
CH	1A	General Chemistry .....	5
OR	CH 3	Intro General Chem (4)	
G	1	Physical Geology .....	4
OR	G 5	Environmental Geology (4)	
NR	1	Conserv of Natural Resources .....	3
NR	1L	Conserv of Natural Res Lab .....	1
MATH	10	College Algebra .....	4
Required Subtotal .....			26-27

**ENVIRONMENTAL SCIENCES OPTION:**

14 to 19 additional units to be chosen from the following (confer with Advisor):

AGPS	1	Soils and Plant Nutrition .....	4
AGPS	2	Entomology - Gen. & Applied .....	3
ECON	1	Principles of Macroeconomics .....	3
G	1	Physical Geology .....	4
G	5	Environmental Geology .....	4
G	10	The Earth Sciences .....	4
G	17	Intro to Oceanography .....	3
GEOG	1	Physical Geography .....	3
MATH	1A	Calculus .....	5
MATH	1B	Calculus .....	5
MATH	14	Statistical Methods .....	4
NR	3	Intro to Wildlife Management .....	3
PH	2A,B	College Physics .....	4,4
OR	PH 4A,B	Engineering Physics (5,5)	

**(Physics selection depends on requirements of transfer institution)**

PH	17	Intro to Meteorology .....	3
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Computer courses .....

For other course selections confer with Advisor

Required Subtotal .....			26-27
Elective Subtotal (with Advisor approval) .....			14-19
COD General Education (confer with Counselor) .....			18
Kinesiology (PE) Activities .....			2
DEGREE TOTAL .....			60-66

Consult catalog of transfer institution for specific requirements.

**NATURAL RESOURCES OPTION:**

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

**INTERDEPARTMENTAL  
ENVIRONMENTAL STUDIES A. S. DEGREE  
and transfer preparation**

Dept.	No.	Title .....	Units
<u>Required Courses:</u>			
G	1	Physical Geology .....	4
OR	G 5	Environmental Geology (4)	
OR	G 10	The Earth Sciences (4)	
BI	5	Molecular & Cell Biology .....	5
OR	BI 4	Elements of Biology (4)	
CH	3	Intro General Chemistry .....	4
OR	CH 4	Fund. of Chemistry (4)	
NR	1	Conserv of Natural Resources .....	3
NR	1L	Conserv of Natural Res Lab .....	1
GEOG	1	Physical Geography .....	3
MATH	10	College Algebra .....	4
Required Subtotal .....			23-24

A minimum of 17 additional units to be chosen from the following (confer with Advisor):

AGPS	1	Soils and Plant Nutrition .....	4
AGPS	2	Entomology .....	3
AGEH	1	Horticulture .....	3
AGEH	1L	Horticulture Lab .....	1
ECON	1	Principles of Macroeconomics .....	3
GEOG	2	Cultural Geography .....	3
MATH	14	Statistical Methods .....	4
NR	3	Intro to Wildlife Management .....	3
PS	1	Intro to Government .....	3
Architecture Elective(s) .....			2-6
Biology Elective(s) .....			3-8
Computer Courses .....			3-6
Geology Elective(s) .....			3-8
Speech Elective .....			3
Required Subtotal .....			23-24
Elective Subtotal (with Advisor approval) .....			17
COD General Education (confer with Counselor) .....			18
Kinesiology (PE) Activities .....			2
DEGREE TOTAL .....			60-61

*Consult catalog of transfer institution for specific requirements.*

**GEOLOGY A. S. DEGREE  
and transfer preparation**

(Includes Earth Science, Paleontology, Physical Oceanography)

Dept.	No.	Title .....	Units
<u>Required Courses:</u>			
G	1	Physical Geology .....	4
CH	1A	General Chemistry .....	5
CH	1B	General Chemistry .....	5
PH	2A,B	College Physics .....	4,4
OR PH	4A,B	Engineering Physics (5,5)	
<b>(Physics requirement depends on transfer institution.)</b>			
BI	5	Molecular & Cell Biology .....	5
BI	6	Biology of Organisms .....	5
MATH	1A	Calculus .....	5
MATH	1B	Calculus .....	5
<i>Consult course descriptions for prerequisites.</i>			
Required Subtotal .....			42-44
COD General Education (confer with Counselor) .....			18
Kinesiology (PE) Activities .....			2
DEGREE TOTAL .....			62-64

*Consult catalog of transfer institution for specific requirements.*

*(Consult with advisor before embarking on program.)*

**PHYSICS A. S. DEGREE  
and transfer preparation**

Dept.	No.	Title .....	Units
<u>Required Courses:</u>			
MATH	1A	Calculus .....	5
MATH	1B	Calculus .....	5
MATH	2A	Multivariate Calculus .....	5
MATH	2C	Differential Equations .....	4
CH	1A	General Chemistry .....	5
CH	1B	General Chemistry .....	5
PH	4A	Engineering Physics .....	5
PH	4B	Engineering Physics .....	5
PH	5	Computer Programming I (recommended) 3	
<i>Consult course descriptions for prerequisites.</i>			
Required Subtotal .....			39-42
COD General Education (confer with Counselor) .....			18
Transferable Electives (as needed to reach 60 transferable units)			
Kinesiology (PE) Activities .....			2
DEGREE TOTAL .....			60-62

*Consult catalog of transfer institution for specific requirements.*

**SOCIAL SCIENCES**

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

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

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

agreements with the California State Universities and University of California systems in the disciplines contained within the social sciences program. However, transfer requirements at four-year colleges and universities tend to vary from institution to institution; students should consult with a counselor for specific information regarding the transfer requirements of their preferred college or university. For more information please call (760) 773-2574.

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**ANTHROPOLOGY A. A. DEGREE  
and transfer preparation**

Dept.	No.	Title .....	Units
<u>Required Courses:</u>			
ANTH	1	Intro to Physical Anthropology .....	3
ANTH	2	Cultural Anthropology .....	3
ANTH	3	Archaeology, An Intro to Prehistory .....	3

Electives - 12 units to be chosen from the following:

AGEH	1	Horticulture .....	3
ART	2A	History of Art .....	3
ART	31	Digital Photography .....	3
BI	4	Elements of Biology .....	4
ENG	35	Myth and Legend .....	3
G	1	Physical Geology .....	4
G	5	Environmental Geology .....	4
GEOG	1	Physical Geography .....	3
GEOG	2	Cultural Geography .....	3
GEOG	7	Regional Geography .....	3
GEOG	10	Geography of California .....	3
HIST	3	History of World Civilization .....	3
NR	1	Conservation of Natural Resources ....	1
NR	41A	Native Plants – Mountain .....	1

Continued on next page.....>

NR	41B	Native Plants – Desert .....	1
PH	1	Introductory Physics .....	4
PHIL	12	Religions of the World .....	3
SOC	3	Fundamentals of Statistics .....	3
Required Subtotal .....			9
Elective Subtotal .....			12
CSU General Education or IGETC Pattern .....			38-41
Kinesiology (PE) Activities .....			2
DEGREE TOTAL .....			61-64

### **GEOGRAPHY A. A. DEGREE and transfer preparation**

Dept. No.	Title .....	Units	
<u>Required Courses:</u>			
GEOG 1	Physical Geography .....	3	
GEOG 2	Cultural Geography .....	3	
GEOG 7	Regional Geography .....	3	
GEOG 10	Geography of California .....	3	
<u>Electives</u> - 9 units to be chosen from the following:			
AGEH 1	Horticulture .....	3	
ANTH 2	Cultural Anthropology .....	3	
ANTH 3	Archaeology, An Intro to Prehistory .....	3	
ART 31	Digital Photography .....	3	
BI 4	Elements of Biology .....	4	
ENG 35	Myth and Legend .....	3	
G 1	Physical Geology .....	4	
G 5	Environmental Geology .....	4	
HIST 3	History of World Civilization .....	3	
MATH 14	Statistical Methods .....	4	
NR 1	Conservation of Natural Resources .....	1	
NR 21	Introduction to GIS .....	3	
NR 41A	Native Plants – Mountain .....	1	
NR 41B	Native Plants – Desert .....	1	
PH 1	Introductory Physics .....	4	
PH 17	Intro to Meteorology .....	3	
PHIL 12	Religions of the World .....	3	
Required Subtotal .....			12
Elective Subtotal .....			9
CSU General Education or IGETC Pattern .....			38-41
Kinesiology (PE) Activities .....			2
DEGREE TOTAL .....			61-64

### **HISTORY A. A. DEGREE and transfer preparation**

Dept. No.	Title .....	Units
<u>Required Courses:</u>		
HIST 3	History of World Civilization I .....	3
HIST 4	History of World Civilization II .....	3
HIST 17	United States History .....	3
HIST 18	United States History .....	3

Electives - 9 units to be chosen from the following:

ANTH 2	Intro to Cultural Anthropology .....	3	
GEOG 1	Physical Geography .....	3	
HIST 21	History of California .....	3	
PHIL 10	General Logic .....	3	
PS 1	Introduction to Government .....	3	
Required Subtotal .....			12
Elective Subtotal .....			9
CSU General Education or IGETC Pattern .....			38-41
Kinesiology (PE) Activities .....			2
DEGREE TOTAL .....			61-64

### **PHILOSOPHY A. A. DEGREE and transfer preparation**

Dept. No.	Title .....	Units	
<u>Required Courses:</u>			
PHIL 6	Introduction to Philosophy .....	3	
PHIL 10	General Logic .....	3	
Plus one course from the following .....			3
PHIL 7	Ideas of the Great Philosophers (3) .....	3	
PHIL 12	Religions of the World (3) .....	3	
<u>Electives</u> - 12 units to be chosen from the following:			
HIST 3	History of World Civilization I .....	3	
HIST 4	History of World Civilization II .....	3	
ANTH 2	Cultural Anthropology .....	3	
PSY 1	General Psychology .....	3	
PHIL 13	Perspectives on Death & Dying .....	3	
PHIL 14	Introduction to Ethics .....	3	
PHIL 17	Philosophy of Religion .....	3	
PHIL 18	Philosophy of Science .....	3	
Required Subtotal .....			9
Elective Subtotal .....			12
CSU General Education or IGETC Pattern .....			38-41
Kinesiology (PE) Activities .....			2
DEGREE TOTAL .....			61-64

### **POLITICAL SCIENCE A. A. DEGREE and transfer preparation**

Dept. No.	Title .....	Units	
<u>Required Courses:</u>			
PS 1	Intro to Government .....	3	
PS 2	Intro to Comparative Gov't .....	3	
OR PS 4	Intro to Internat'l Relations (3) .....	3	
Social Science courses (confer w/advisor) .....			14-15
Required Subtotal .....			20-21
CSU General Education or IGETC Pattern .....			38-41
Kinesiology (PE) Activities .....			2
DEGREE TOTAL .....			60-64

**Psychology A.A. Degrees**

A diverse field of academic study and practical application, psychology deals with personal behaviors, such as a single individual’s mental life and personal development, abstract and philosophical issues such as the nature of knowledge, and how that knowledge depends on individual and cultural experience and biological variables. Students investigate how humans adapt to everyday problems, and how maladaptive behavior creates personal, interpersonal, cultural, and species difficulties, and how these difficulties can be avoided or removed. This psychology program offers students a comprehensive education in the content and method of the discipline. A variety of courses allow students to expand their intellectual horizons and acquire the core ideas and skills of psychology. The missions of the program are to provide a major that presents psychology as a rational science of affect, behavior and cognition; and to provide a major that fulfills the general requirements of the California State University transfer requirements. Two tracks are offered: the Psychology A.A. and the Psychology AA-T. Students who complete the AA-T or “associate degree for transfer” will receive “priority admission with junior status to the California State University system.”

**PSYCHOLOGY A. A. DEGREE  
and transfer preparation**

Dept.	No.	Title .....	Units
<u>Required Courses:</u>			
PSY	1	General Psychology .....	3
PSY	3	Developmental Psychology .....	3
SOC	1	Introduction to Sociology .....	3
SOC	3	Fundamentals of Statistics .....	3
or MATH	14	Statistical Methods (4)	

Electives - 12 units to be chosen with advisor approval:

BI	5	Molecular & Cell Biology .....	5
CIS	10	Computer Literacy .....	4
PSY	7	Positive Psychology .....	3
PSY	10	Psychological Aspects/Marriage&Family .	3
PSY	12	Human Sexuality .....	3
PSY	20	Adolescent Psychology .....	3
PSY	23	Psychology of Women .....	3
PSY	25	Intro Research Methods .....	3
PSY	27	Biological Psychology .....	3
PSY	29	Abnormal Psychology .....	3
PSY	33	Personal & Social Adjustment .....	3
Required Subtotal .....			12-13
Elective Subtotal .....			12
CSU General Education or IGETC Pattern .....			38-41
Kinesiology (PE) Activities .....			2
DEGREE TOTAL .....			64-68

**PSYCHOLOGY A. A. DEGREE  
for TRANSFER (AA-T)\***

Dept.	No.	Title .....	Units
<u>Required Core Courses:</u>			
PSY	1	General Psychology .....	3
PSY	25	Intro Research Methods .....	3
SOC	3	Fundamentals of Statistics (preferred) ..	3
or MATH	14	Statistical Methods (4)	
BI	4	Elements of Biology .....	4
PSY	3	Developmental Psychology .....	3
Select 1 course from the following .....			3
PSY	7	Positive Psychology (3)	
PSY	10	Psych Aspects/Marriage&Family (3)	
PSY	12	Human Sexuality (3)	
PSY	20	Adolescent Psychology (3)	
PSY	23	Psychology of Women (3)	
PSY	27	Biological Psychology (3)	
PSY	29	Abnormal Psychology (3)	
PSY	33	Personal & Social Adjustment (3)	
SOC	1	Introduction to Sociology (3)	

Required Subtotal .....	19-20
CSU General Education or IGETC Pattern <sup>1</sup> .....	38-40
Transferable Electives <sup>2</sup> (as needed to reach 60 transferable units)	
DEGREE TOTAL .....	60

\* Please refer to Associate Degree for Transfer (SB 1440) on page 58.

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

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

**SOCIAL SCIENCE A. A. DEGREE  
and transfer preparation**

Dept.	No.	Title .....	Units
<u>Required Courses:</u>			
ECON	1	Principles of Economics .....	3
HIST	3	History of World Civ .....	3
HIST	18	United States History .....	3
PHIL	6	Introduction to Philosophy .....	3
PS	1	Introduction to Government .....	3
PS	2	Comparative Government .....	3
PSY	1	General Psychology .....	3

Required Subtotal .....	21
CSU General Education or IGETC Pattern .....	38-41
Kinesiology (PE) Activities .....	2
DEGREE TOTAL .....	61-64

**Sociology A.A. Degree for Transfer**

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 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 (AA-T) are guaranteed admission to the CSU system, but not to a particular campus or major.

**SOCIOLOGY A. A. DEGREE  
for TRANSFER (AA-T)\***

Dept.	No.	Title .....	Units
<b>Required Core Courses:</b>			
SOC	1	Introduction to Sociology .....	3
Group A: Any 2 courses from the following .....			
SOC	2	Social Problems (3)	
SOC	3	Fundamentals of Statistics (3)	
PSY	25	Intro Research Methods (3)	
Group B: Any 2 courses from the following.....			
Any Group A course not used above (3)			
SOC	4	Soc Analysis/Critical Thinking (3)	
SOC	14	Minority Groups in Americas (3)	
PSY	10	Psych Aspects/Marriage&Family (3)	
Group C: Any 1 course from the following.....			
Any Group A or Group B course not used above (3)			
SOC	15	Mexican American Culture (3)	
ANTH	2	Cultural Anthropology (3)	
PSY	1	General Psychology (3)	
Required Subtotal .....			18
CSU General Education or IGETC Pattern .....			38-41
Transferable Electives <sup>1</sup> (as needed to reach 60 transferable units)			
<b>DEGREE TOTAL .....</b>			<b>60</b>

\* Please refer to Associate Degree for Transfer (SB 1440) on page 58.

<sup>1</sup> Elective units to reach 60 unit total must be CSU transferable.

**SPANISH**

See Foreign Languages (page 108)

**SPEECH**

See Communication Studies (page 98)

**STEERING, SUSPENSION AND  
ALIGNMENT**

See Automotive Technology (page 91)

**STUDENT DEVELOPMENT**

See Counseling (page 99)

**TEACHER/ECE**

See Early Childhood Education (page 102)

**THEATRE ARTS**

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

College of the Desert’s Theatre Arts curriculum includes course offerings that provide a general overview of the discipline, as well as training in acting, makeup, design, and technical production.

The College offers an Associate of Arts degree, as well as courses leading to transfer. Students earning an associate’s degree in Theatre Arts may pursue entry-level positions as performers and technicians or may choose to continue their study in the discipline toward a bachelor’s



or graduate degree. COD has transfer agreements with California State Universities, the University of California systems and independent colleges and universities in this discipline/program. However, transfer requirements at four-year colleges and universities tend to vary from institution to institution; students should consult with a counselor for specific information regarding the transfer requirements of their preferred college or university.

**Advisor: Russell "Tres" Dean**  
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**THEATRE ARTS A. A. DEGREE  
 and transfer preparation**

Dept. No.	Title	Units
<u>Required Courses:</u> (12 units)		
TA 1	Introduction to Theatre	3
TA 2	Acting I	3
TA 3	Acting 2	3
TA 10	Intro to Design & Production	3

<u>Elective Courses:</u> (12 units to include minimum of 6 units of Production Courses)		
TA 9	Stagecraft	3
TA 69A	Dramatic Literature	3
TA 69B	Dramatic Literature	3
TA 80	Theatre Makeup	3

<u>Production Courses:</u> (6 units)		
TA 20	Play Production, Acting	1
TA 21	Play Production, Acting	2
TA 22	Play Production, Acting	3
TA 30	Technical Theatre Production	1
TA 31	Technical Theatre Production	2
TA 32	Technical Theatre Production	3

Required Courses	12
Elective Courses	12
CSU General Education or IGETC Pattern	38-41
Kinesiology (PE) Activities	2
<b>DEGREE TOTAL</b>	<b>64-67</b>

**TURFGRASS MANAGEMENT**

See Agriculture (page 82)

**VOCATIONAL NURSING**

See Health Sciences (page 114)

**WORK EXPERIENCE EDUCATION**

Cooperative Work Experience Education is an important component of the education and training that students receive at College of the Desert. The program is a hands-on learning tool that links academics to their current real-world work environment. Work Experience provides an opportunity for students to create and accomplish their own measurable learning outcomes that are new or expanded responsibilities. The goal is for students to become better employees, work on new projects that add to their resume, and enhance their job skills. Work Experience is a course designed for students who are cross training at their current worksite or intern site for upward mobility or possible career changes as well as those looking for entry-level occupational training through work-based learning experiences. College of the Desert recognizes job experience as a valuable learning resource. It has the uniqueness of turning community business, industry, and public agencies into an extended educational training.

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**Work Experience can offer you:**

- An opportunity to link classroom learning on the job
- College units
- A chance to learn if you are in the right academic/career field
- An environment to find out what you like and do well
- A reason to stay in college
- An appropriate bullets on your resume
- An up to date laboratory experience
- Job contacts
- Practical experience
- Confidence building skills at work

**Types of Work Experience**

1. **General Work Experience Education** is supervised employment of students with the intent to assist them in acquiring desirable work habits, positive job attitudes, and career awareness. Students' jobs need not be directly related to their educational goals. Students may register for 1-6 units per semester with a maximum of 12 units in General Work Experience during their college career.

2. **Occupational Work Experience Education** is supervised employment of students designed to extend their classroom-based occupational learning at an on-the-job site in fields directly related to their educational or occupational goals. Students may register for 1-8 Occupational Work Experience units per semester with a maximum of 16 Work Experience units during their college career. Students must work in the same field as their declared major.

Students may utilize their present work sites for improving skills or choose internships in another area through the Work Experience Office. Certain volunteer training activities may also qualify for college credit through Work Experience, provided that meaningful objectives are set and accomplished.

#### **Transferrable Units**

Up to 16 units may be used as elective credit for the AA/AS degree. Certain COD programs require Work Experience units and/or allow them as electives within the requirements. All CSU campuses accept COD Work Experience units for elective transfer credit. *(There are CSU campus limits on the maximum number of Work Experience transfer units accepted.)*

#### **Eligibility**

In order to be eligible for Cooperative Work Experience Education, students must:

1. For each unit earned, Work Experience participants are required to complete:
  - \* 75 hours of paid work, or
  - \* 60 hours of volunteer work
2. Be enrolled as a College of the Desert student
3. Pursue a planned program of Work Experience that includes new or expanded responsibilities or learning opportunities beyond those of previous employment and training.

**Note:** Students with an F-1 visa must make a formal application to US Immigration and Naturalization Service before they can begin any paid employment. Contact the International Student Office for more information.

#### **How to Enroll**

- Register for the appropriate section (see current class schedule). For Occupational Work Experience sections, students must be working or interning in a field directly related to their declared major. All others must register for a General Work Experience section.
- **Pick-up and complete the required application packet** in Business Building Room 1K, or online at

[collegeofthedesert.edu](http://collegeofthedesert.edu), click on "Programs" then "Work Experience"

- **Attend an orientation** and bring the completed application packet with you. Students who complete the orientation online will need to return their application to Business Building Room 1K, during the first two days of the session.

#### **Academic Areas**

Work Experience credit is available in the following fields:

- Accounting
- Administration of Justice
- Agriculture
- Air Conditioning
- Anthropology
- Architecture
- Art
- Automotive Technology
- Biology
- Business Administration
- Culinary Arts
- Computer Information Systems
- Computer Science
- Construction Management
- Digital Design & Production
- Economics
- Early Childhood Education
- English
- Fire Technology
- General Work Experience
- Golf Management
- Health Sciences
- HS/Alcohol & Drug Studies
- Hotel & Restaurant Management
- Journalism
- Kinesiology (*formerly Physical Education*)
- Mass Communication
- Mathematics
- Music
- Natural Resources
- Political Science
- Psychology
- Radio & Television
- Sociology
- Theater Arts

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## CLASSIFICATION AND NUMBERING OF COURSES

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There are three types of courses/classes offered by College of the Desert:

**1. Credit Courses** - Courses numbered 1-99 are credit courses. A credit course is a part of an approved educational program or major. The credit awarded by College of the Desert for completion of most courses is accepted as a completion of a portion of an appropriate educational sequence leading to an Associate Degree or Baccalaureate Degree by the University of California, the California State University or an accredited independent college or university. A few remedial courses in Basic Skills are offered for credit but do not count toward completion of a program or major.

**2. Noncredit Courses** - Courses numbered 100 and above are designed for students who are not candidates for degree programs and work in such courses is not applicable toward graduation. Non-credit developmental courses are offered in Adult Basic Education (ABE), high school completion (GED), English as a Second Language Noncredit (ESLN), and DSPS courses designed for students with disabilities. All noncredit courses are graded only on a pass (P) and no pass (NP) basis.

**3. Community Education Classes** - Classes are designed for students whose primary motive for activity and learning is personal enrichment only. The classes carry no academic credit and are supported by class fees.

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## ABBREVIATIONS AND SYMBOLS

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### Kind of Grading

- L = Letter Grade Only
- K = Pass/No Pass Only
- O = Option: Letter Grade or Pass/No Pass. The default for this option is Letter Grade.

### Transfer Status

- CSU = meets baccalaureate criteria for the California State University system.
- UC = accepted by the University of California system.
- UC\* = University of California will accept course but with some unit limitations or other stipulations. Please consult with a counselor.

### Degree Applicability

- AA/AS = applies to the Associate of Arts or Associate of Science degree.
- NAA = offered for credit but does not apply to the A.A. or A.S. degree
- NONC = noncredit course
- COD GE = meets General Education criteria for COD's occupational/vocational non-transfer degrees
- CSU GE = meets criteria for California State University and College of the Desert General Education
- IGETC = meets criteria for Intersegmental General Education Transfer Curriculum (applicable to both the California State University system and the University of California system)

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**School of Applied Sciences & Business**  
**(760) 773-2571**


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Administration of Justice (AJ)  
 Advanced Officer Training (AOT)  
 Agriculture/Business (AGBU)  
 Agriculture/Environmental Horticulture (AGEH)  
 Agriculture/Plant Science (AGPS)  
 Air Conditioning (ACR)  
 Applied Construction Technology (ACT)  
 Architecture (ARCH)  
 Automotive Technology (AUTO)  
 Basic Peace Officer Training (BPOT)  
 Building Inspection Technology (BIT)  
 Business/Accounting (BUAC)  
 Business/Finance (BUFI)  
 Business/Hotel & Restaurant (BUHM)  
 Business/Management (BUMA)  
 Computer Information Systems (CIS)  
 Construction Management (CM)  
 Culinary Arts (CART)  
 Digital Design and Production (DDP)  
 Drafting/CAD (DRA)  
 Economics (ECON)  
 Emergency Medical Technician (EMT)  
 Engineering Technology (ENGT)  
 Fire Technology (FIRE)  
 Golf Management (GOLF)  
 Natural Resources (NR)  
 Real Estate Development (RED)  
 Welding (WELD)  
 Work Experience – General (WEG)  
 Work Experience – Vocational (WEV)

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**School of Communication & Humanities**  
**(760) 773-2572**


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Adult Basic Education (ABE)  
 American Sign Language (ASL)  
 English (ENG)  
 English as a Second Language – Credit (ESL)  
 English as a Second Language – Noncredit (ESLN)  
 Foreign Language (FL)  
 French (FR)  
 German (GER)  
 Italian (ITAL)  
 Japanese (JPN)  
 Reading (RDG)  
 Spanish (SPAN)  
 Speech (SP)

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**School of Arts & Sciences**  
**(760) 773-2574**


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Alcohol and Drug Studies (HSAD)  
 Anthropology (ANTH)  
 Art (ART)  
 Astronomy (A)  
 Biology (BI)  
 Chemistry (CH)  
 Computer Science (CS)  
 Dance (DANC)  
 Engineering – General (ENGR)  
 Geography (GEOG)  
 Geology (G)  
 History (HIST)  
 Journalism (J)  
 Mass Communication (MC)  
 Mathematics (MATH)  
 Music (MUS)  
 Philosophy (PHIL)  
 Physics (PH)  
 Political Science (PS)  
 Psychology (PSY)  
 Radio – Television (RTV)  
 Sociology (SOC)  
 Theater Arts (TA)

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**School of Health Sciences & Education**  
**(760) 773-2579**


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Early Childhood Education (ECE)  
 Health Education (HE)  
 Health Sciences (HS)  
 Kinesiology (KINE)  
 Nursing (N)  
 Recreation (RE)  
 Varsity Sports – Men (VSM)  
 Varsity Sports – Women (VSW)  
 Vocational Nursing (VN)

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**School of Library & Learning Resources**  
**(760) 568-7517**


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Academic Skills Center (ASC)  
 Library and Information Systems (LIS)

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**Student Support Programs & Services**  
**(760) 773-2520**


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Counseling (COUN)  
 Disabled Students Programs & Services (DSPS)

KEY TO SUBJECTS

COURSE CODE ..... SUBJECT

A ..... Astronomy  
 ABE ..... Adult Basic Education  
 ACR ..... Air Conditioning/HVAC  
 ACT ..... Applied Construction Technology  
 AGBU ..... Agriculture/Business  
 AGEH ..... Agriculture/Environmental Horticulture  
 AGPS ..... Agriculture/Plant Science  
 AJ ..... Administration of Justice  
 ANTH ..... Anthropology  
 AOT ..... Advanced Officer Training  
 ARCH ..... Architecture  
 ART ..... Art  
 ASC ..... Academic Skills Center  
 ASL ..... American Sign Language  
 AUTO ..... Advanced Transportation Technologies  
 AUTO ..... Automotive Technology  
 BI ..... Biology  
 BIT ..... Building Inspection Technology  
 BPOT ..... Basic Peace Officer Training  
 BUAC ..... Business/Accounting  
 BUFI ..... Business/Finance  
 BUHM ..... Business/Hotel & Restaurant Management  
 BUMA ..... Business/Management  
 CART ..... Culinary Arts  
 CH ..... Chemistry  
 CIS ..... Computer Information Systems  
 CM ..... Construction Management  
 COUN ..... Counseling  
 CS ..... Computer Science  
 DANC ..... Dance  
 DDP ..... Digital Design and Production  
 DRA ..... General Drafting/CAD  
 DSPS ..... Disabled Students Programs and Services  
 ECE ..... Early Childhood Education  
 ECON ..... Economics  
 EMT ..... Emergency Medical Technology  
 ENG ..... English/Composition  
 ENGR ..... Engineering, General  
 ENGT ..... Engineering Technology  
 ESL ..... English as a Second Language (Credit)  
 ESLN ..... English as a Second Language (Noncredit)

COURSE CODE ..... SUBJECT

FIRE ..... Fire Technology  
 FL ..... Foreign Language  
 FR ..... French  
 G ..... Geology  
 GEOG ..... Geography  
 GER ..... German  
 GOLF ..... Golf Management  
 HE ..... Health Education  
 HIST ..... History  
 HS ..... Health Sciences  
 HSAD ..... Human Services/Alcohol & Drug Studies  
 ITAL ..... Italian  
 J ..... Journalism  
 JPN ..... Japanese  
 KINE ..... Kinesiology  
 LIS ..... Library & Information Studies  
 MATH ..... Mathematics  
 MC ..... Mass Communication  
 MUS ..... Music  
 N ..... Nursing  
 NR ..... Natural Resources  
 PE ..... see KINE - *Kinesiology*  
 PH ..... Physics  
 PHIL ..... Philosophy  
 PS ..... Political Science  
 PSY ..... Psychology  
 RDG ..... Reading  
 RE ..... Recreation  
 RED ..... Real Estate Development  
 RTV ..... Radio-Television  
 SOC ..... Sociology  
 SP ..... Speech  
 SPAN ..... Spanish  
 STDV ..... see COUN - *Counseling*  
 TA ..... Theatre Arts  
 VN ..... Vocational Nursing  
 VSM ..... Varsity Sports-Men  
 VSW ..... Varsity Sports-Women  
 WEG ..... Work Experience, General  
 WELD ..... Welding  
 WEV ..... Work Experience, Occupational

## KEY TO COURSE CODES

SUBJECT .....	COURSE CODE
Academic Skills Center .....	ASC
Administration of Justice .....	AJ
Adult Basic Education .....	ABE
Advanced Officer Training .....	AOT
Advanced Transportation Technologies .....	AUTO
Agriculture/Business .....	AGBU
Agriculture/Environmental Horticulture .....	AGEH
Agriculture/Plant Science .....	AGPS
Air Conditioning/HVAC .....	ACR
Alcohol & Drug Studies .....	HSAD
American Sign Language .....	ASL
Anthropology .....	ANTH
Applied Construction Technology .....	ACT
Architecture .....	ARCH
Art .....	ART
Astronomy .....	A
Automotive Technology .....	AUTO
Basic Peace Officer Training .....	BPOT
Biology .....	BI
Building Inspection Technology .....	BIT
Business/Accounting .....	BUAC
Business/Finance .....	BUFI
Business/Hotel & Restaurant Management .....	BUHM
Business/Management .....	BUMA
Chemistry .....	CH
Communication Studies .....	SP
Computer Information Systems .....	CIS
Computer Science .....	CS
Construction Management .....	CM
Counseling .....	COUN
Culinary Arts .....	CART
Dance .....	DANC
Digital Design and Production .....	DDP
Disabled Students Programs and Services .....	DSPS
Early Childhood Education .....	ECE
Economics .....	ECON
Emergency Medical Technology .....	EMT
Engineering Technology .....	ENGT
Engineering, General .....	ENGR
English as a Second Language (Credit) .....	ESL
English as a Second Language (Noncredit) .....	ESLN
English/Composition .....	ENG

SUBJECT .....	COURSE CODE
Fire Technology .....	FIRE
Foreign Language .....	FL
French .....	FR
General Drafting/CAD .....	DRA
Geography .....	GEOG
Geology .....	G
German .....	GER
Golf Management .....	GOLF
Health Education .....	HE
Health Sciences .....	HS
History .....	HIST
Human Services/Alcohol & Drug Studies .....	HSAD
Italian .....	ITAL
Japanese .....	JPN
Journalism .....	J
Kinesiology .....	KINE
Library & Information Studies .....	LIS
Mass Communication .....	MC
Mathematics .....	MATH
Music .....	MUS
Natural Resources .....	NR
Nursing .....	N
Nutrition .....	HS
Philosophy .....	PHIL
Physics .....	PH
Physical Education .....	KINE
Political Science .....	PS
Psychology .....	PSY
Radio-Television .....	RTV
Reading .....	RDG
Real Estate Development .....	RED
Recreation .....	RE
Sociology .....	SOC
Spanish .....	SPAN
Speech .....	SP
Student Development .....	COUN
Theatre Arts .....	TA
Varsity Sports-Men .....	VSM
Varsity Sports-Women .....	VSW
Vocational Nursing .....	VN
Welding .....	WELD
Work Experience, General .....	WEG
Work Experience, Occupational .....	WEV

**ANY DEPARTMENT****DEPARTMENTAL SEMINARS**

Departmental Seminars, designated as Course Number 48A, 48B, 48C (1, 2, and 3 units respectively) may be conducted by any department. They are designed to provide an opportunity for students to work in small groups with one or more instructors. The course provides the students an opportunity to participate and interact with their instructors and colleagues to extend their knowledge and understanding of some particular problem or topic within the general scope of departmental offerings which are not contained in scheduled courses.

The exact nature of the individual assignments depends upon the nature of the study and topic involved, but all seminar students are expected to complete at least one of the following: a project, field study, survey, written report, and/or term paper.

Seminars bring together active and retired personnel resources in the community to work with faculty and students to extend depth, imagination, and applicability to the programs of instruction. A maximum of six seminar units are accepted for the A.A. or A.S. Degree.

**INDEPENDENT STUDY**

Independent Study, designated as Course Number 49A, 49B, 49C (1, 2, and 3 units respectively) credit is given on a "lab" value basis (1 unit=54 hours, 2 units=108 hours, 3 units=162 hours) in which students work independently under the direction and guidance of an instructor. A maximum of six units of individual study is accepted toward the A.A. and A.S. Degree.

Available to students carrying six or more units, Independent Study is designed to:

- 1) extend students' knowledge and understanding of subject matter beyond the stated objectives of the course in which they are registered; or
- 2) provide means to earn credit in an academic area where they have exhausted all available course options. In this case, the Independent Study course should be degree or certificate applicable.

The appropriate Dean must approve the project before the student registers for the course. It is recommended that Independent Study Projects for 3 units begin prior to the 4th week of the semester; for 2 units, prior to the 7th week; and for 1 unit, prior to the 10th week. Please call the School Dean for further information.

**ACADEMIC SKILLS CENTER (ASC)****ASC-005 TUTOR TRAINING Units: ½**

This course provides the training, practicum, and applied projects necessary for success in peer tutoring.

Lecture Hours: 4 Lab Hours: 16 Repeatable: No Grading: L

**Prerequisite:** Grade of C or better in course being tutored

Transfer Status: None

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

**ASC-097 WRITING ACROSS THE CURRICULUM LAB Units: ½**

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

**ASC-098 WRITING ACROSS THE CURRICULUM LAB Units: 1**

Lecture Hours: 0 Lab Hours: 54 Repeatable: 3 Grading: K

This is a self-paced, lab-based course that provides tutoring and computer-assisted instruction to help students improve their ability to compose essays and/or research papers. Students take this course to improve writing and editing skills and receive assistance in completing essay or research paper assignments from other academic courses. In other words, if a student is taking a history course, sociology course, etc. and needs help with essay or research paper assignments, this course will provide the help. It will not help with history or sociology, but it will help with writing effective and properly formatted papers for such courses. May be taken for a total of four times for credit.

**Corequisite:** Enrollment in a credit course

Transfer Status: None

Degree Applicable: NAA

COD GE: None

CSU GE: None

IGETC: None

**ASC-100 SUPERVISED TUTORING Units: 0**

Supervised Tutoring is an open entry/open exit environment where COD students with learning needs in academic subjects receive drop in tutoring, small group instruction, and computer assisted or mediated instruction that supplements classroom instruction. A student does not have to register at formal registration. In order to register for this course, students must be referred by a counselor or an instructor. Registration may be completed in the Tutorial Center or the Academic Skills Center. The course includes multiple sections focusing on specific discipline areas including, but not limited to, writing, ESL, foreign languages, math, sciences, and general tutoring.

Class Hours: Open

Repeatable: Yes Grading: K

Transfer Status: None

Degree Applicable: NONC

COD GE: None

CSU GE: None

IGETC: None

**ACCOUNTING (BUAC)**

**See Business/Accounting (page 161)**

**ADMINISTRATION OF JUSTICE (AJ)****AJ-001 INTRODUCTION TO THE ADMINISTRATION OF JUSTICE Units: 3**

This is a study of the History and Philosophy of Administration of Justice in America. It includes a recapitulation of the system, identification of the various sub-systems, role expectations, and their inter-relationships. It covers theories of crime, punishment, and rehabilitation; ethics, education and training for professionals in the system.

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

Advisory: ENG-050, RDG-050

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

COD GE: C2 CSU GE: D0 IGETC: None

**AJ-002 CRIMINAL LAW Units: 3**

This is a study of the historical development, philosophy of law and constitutional provisions, definitions, classification of crimes, and their application to the system of administration of justice. It includes legal research, study of case law, methodology, and concepts of law as a social force.

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

**Prerequisite:** AJ-001 or concurrent enrollment

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

COD GE: None CSU GE: None IGETC: None

**AJ-003 EVIDENCE Units: 3**

This course includes a study of the origin, development, philosophy and constitutional basis for the Rules of Evidence. It includes constitutional and procedural considerations affecting search and seizure, the kinds of degrees of evidence and the rules governing admissibility at trial, and judicial decisions interpreting individual rights and case studies.

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

**Prerequisite:** AJ-001 or concurrent enrollment

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**AJ-004 CRIMINAL PROCEDURES Units: 3**

This is an in-depth study of the role and responsibility of each segment within the Administration of Justice System, Law Enforcement, Judicial and Corrections. It includes exposure to past, present and future sub-system procedures from initial entry to final disposition, and the relationship each segment maintains with its system members and the community.

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

**Prerequisite:** AJ-001 or concurrent enrollment

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

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

The purpose of this course is to present students with a perspective of major cultural groups in California that transcends the views commonly found in society. The course explores how differences in culture, ethnicity, race, prejudice, and ethnocentrism are addressed in the Justice System.

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

**Prerequisite:** AJ-001 or concurrent enrollment

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

COD GE: C3 CSU GE: None IGETC: None

**AJ-006 PRINCIPLES OF INVESTIGATION Units: 3**

This course includes the study of basic principles of all types of investigations utilized in the Justice System. Coverage includes human aspects in dealing with the public, specific knowledge necessary for handling crime scenes, interviews, evidence, surveillance, follow-up, technical resources, and case preparation.

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

**Prerequisite:** AJ-001 or concurrent enrollment

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**AJ-008 PATROL OPERATIONS Units: 3**

Topics discussed in this course include: exploration of theories, philosophies, and concepts related to the role expectations of the line enforcement officer which include patrol, traffic, and public service responsibilities.

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

**Prerequisite:** AJ-001 or concurrent enrollment

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**AJ-009 TRAFFIC CONTROL Units: 3**

Students study basic accident investigation, the use of the State Accident Report Form, the principles of "selective" enforcement, parking and intersection control, basic provisions of the California Vehicle Code governing the operation of motor vehicles, and the responsibilities of the community in traffic control.

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

**Prerequisite:** AJ-001 or concurrent enrollment

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**AJ-010 JUVENILE LAW & PROCEDURE Units: 3**

This course introduces major types of criminal behavior, role careers of offenders and factors which contribute to criminality or delinquency. It covers methods used in dealing with offenders in the justice system; the changing role of law enforcement and judicial, probation, parole and institutions; changes of the law in crime control and treatment processes, and techniques of handling juveniles.

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

**Prerequisite:** AJ-001 or concurrent enrollment

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None



**AJ-016 NARCOTICS CONTROL Units: 3**

This is a study of the laws relating to narcotics and dangerous drugs as well as the procedures and problems in investigations and the control of violations of narcotic laws. Students learn how to identify narcotics and dangerous drugs, how to assess their effect on users, and how to prepare a case for court presentation.

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

**Prerequisite:** AJ-001 or concurrent enrollment

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

**AJ-017 NATURAL RESOURCES LAW ENFORCEMENT Units: 3**

This course provides information relating to enforcement of natural resources and wildlife laws in the United States and California. Topics studied include the relationships between Federal and State natural resources and wildlife laws and regulations, laws as resource and wildlife management tools, conservation and perpetuation of wildlife and other natural resources, review of State and Federal resource management agencies, law enforcement officer qualifications, duties and responsibilities, enforcement procedures, court systems, fines and forfeitures, hunter safety program, public responsibilities, preservation of the environment and conservation of wildlife. (Equivalent to NR-017.)

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

*Advisory:* ENG-050

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

**AJ-024 REPORT WRITING Units: 3**

This course emphasizes the procedures and practices commonly used to gather data and information and prepare a variety of written reports and records. Students learn to write criminal justice reports that meet statistical, legal, and prosecution requirements of the criminal justice system. The course provides students with abundant practice in writing effective reports, bulletins, memos, letters, and other short papers.

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

**Prerequisite:** AJ-001 or concurrent enrollment

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

**AJ-030 CORRECTIONAL SYSTEMS Units: 3**

Criminals and institutional personnel involved in corrections at all levels are reviewed in depth. History, politics, and contemporary correction issues such as punishment, theories, sentencing alternatives, prison experience, and prisoner rights, female and juvenile incarceration problems, overcrowding, and 21<sup>st</sup> century corrections are examined.

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

**Prerequisite:** AJ-001 or concurrent enrollment

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

**ADULT BASIC EDUCATION (ABE)**

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

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

Class Hours: Open Repeatable: Yes Grading: K

Transfer Status: None Degree Applicable: NONC

COD GE: None CSU GE: None IGETC: None

**ABE-320A FUNDAMENTALS OF ENGLISH Units: 0**

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

Class Hours: Open Repeatable: Yes Grading: K

Transfer Status: None Degree Applicable: NONC

COD GE: None CSU GE: None IGETC: None

**ABE-320B FUNDAMENTALS OF ENGLISH Units: 0**

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

Class Hours: Open Repeatable: Yes Grading: K

*Advisory:* ABE-320A and/or transcript evaluation

Transfer Status: None Degree Applicable: NONC

COD GE: None CSU GE: None IGETC: None

**ABE-320C FUNDAMENTALS OF ENGLISH Units: 0**

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

Class Hours: Open Repeatable: Yes Grading: K

*Advisory:* ABE-320B and/or transcript evaluation

Transfer Status: None Degree Applicable: NONC

COD GE: None CSU GE: None IGETC: None

**ABE-320D FUNDAMENTALS OF ENGLISH Units: 0**

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

Class Hours: Open Repeatable: Yes Grading: K

*Advisory:* ABE-320C and/or transcript evaluation

Transfer Status: None Degree Applicable: NONC

COD GE: None CSU GE: None IGETC: None

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

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

Class Hours: Open Repeatable: Yes Grading: K

*Advisory:* ABE-320D and/or transcript evaluation

Transfer Status: None Degree Applicable: NONC

COD GE: None CSU GE: None IGETC: None

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

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

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

**ABE-323A AMERICAN LITERATURE Units: 0**

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

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

**ABE-323B WORLD LITERATURE Units: 0**

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

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

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

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

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

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

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

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

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

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

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

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

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

Class Hours: Open Repeatability: Yes Grading: K

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

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

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

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

**ABE-332A WORLD HISTORY I Units: 0**

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

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

**ABE-332B WORLD HISTORY II Units: 0**

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

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

**ABE-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.

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

**ABE-335A WORLD GEOGRAPHY I Units: 0**

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

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

**ABE-335B WORLD GEOGRAPHY II Units: 0**

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

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

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

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

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

**ABE-344A MATH FOR LIVING I Units: 0**

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

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

**ABE-344B MATH FOR LIVING II Units: 0**

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

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

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

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

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

**ABE-348A LIFE SCIENCE Units: 0**

This course is designed to provide students with the basic knowledge of science as related to all living things. Students study animals, plants, the human body, ecology, heredity and evolution.

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

**ABE-348B PHYSICAL SCIENCE Units: 0**

This course is designed to provide students with an understanding of the forms of matter and energy that make up the physical universe. Students study the things around them. Two areas covered are chemistry and physics.

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

**ABE-348C EARTH SCIENCE Units: 0**

This course is designed to provide students with the basic knowledge of science as related to themselves and their range of experiences. Students study the earth's land, water and air. Fields of focus are geology, oceanography, meteorology and astronomy.

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

**ABE-351A SCIENCE: LAND & WATER LIFE Units: 0**

This high school level course provides the study and understanding of the origin of water and land animals. Students learn invertebrates, amphibians, mammals, animal adaptation and conservation.

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

**ABE-361A FINE ARTS: ART Units: 0**

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

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

**ABE-361B FINE ARTS: MUSIC Units: 0**

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

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

**ABE-361C FINE ARTS: THEATER Units: 0**

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

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

**ABE-364 GED TEST PREPARATION Units: 0**

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

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

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

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

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

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

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

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



**AOT-077A INTERVIEW & INTERROGATION Units: 1½**  
**COURSE - BASIC**  
*(formerly AOT-077)*

This course will provide the student with the fundamentals and techniques for properly interviewing victims, witnesses, and suspects in a field setting. Methods for preparing for an interview, establishing a rapport with people, and interview strategies will be discussed. Additionally, methods for using a tape recorder and techniques for manually recording an interview, along with dealing with different personalities and ethnic groups will be covered. This class is POST Certified and will be taught with the Riverside Sheriff Department's POST Certification. Total of 27 hours as required by POST Certification.

Lecture Hours: 27 Lab Hours: 0 Repeatable: No Grading: K

**Prerequisite:** BPOT-063 and meets all POST & Riverside Sheriff Department Requirements

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

**AOT-078A INTERVIEW & INTERROGATION Units: 2½**  
**COURSE - ADVANCED**  
*(formerly AOT-078)*

This POST certified course will provide advanced interview and interrogation techniques for experienced law enforcement personnel assigned to patrol or investigations and others who conduct criminal interviews and interrogations. This course will further refine the skills and techniques required to properly obtain statements, incriminating statements, admissions, and confessions. This class is POST Certified and will be taught with the Riverside Sheriff Department's POST Certification. Total of 40 hours as required by POST Certification.

Lecture Hours: 45 Lab Hours: 0 Repeatable: No Grading: K

**Prerequisite:** AOT-077A or AOT-077

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

**AOT-079 COURTROOM TESTIMONY Units: ½**  
**AND Demeanor**

This course is designed to provide the student with an overview of the courtroom testimony process. The course will focus on courtroom dynamics, personal demeanor and the verbal presentation of factual information. This class is POST Certified and will be taught with the Riverside Sheriff Department's POST Certification. Total of 9 hours as required by POST Certification.

Lecture Hours: 9 Lab Hours: 0 Repeatable: No Grading: K

**Prerequisite:** BPOT-063 and meets all POST & Riverside Sheriff Department Requirements

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

**AOT-080 INTERNET UNDERCOVER Units: ½**  
**INVESTIGATIONS/  
 PEDOPHILES COURSE**

This course is designed to teach the student about Internet pedophiles and how to set up and establish an undercover operation to identify, apprehend, and prosecute them. The student will learn the basics of establishing an undercover Internet child profile and learn to identify and have conversations

with Internet pedophiles. It is geared toward investigators who are interested in sexual assault/child abuse cases, or Internet crimes against children.

Lecture Hours: 9 Lab Hours: 0 Repeatable: No Grading: K

**Prerequisite:** BPOT-063 and meets all POST & Riverside Sheriff

Department Requirements

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

**AOT-081A CRIME SCENE Units: 1½**  
**INVESTIGATION COURSE**  
*(formerly AOT-081)*

This course reviews principles of evidence collection, crime scene examination, recording, gathering trace evidence, and collecting and packaging of biological evidence, i.e., body fluids. It will introduce the student to basic fundamentals of a digital camera and its use and function in a crime scene investigation. Total of 27 hours as required by POST Certification. Total of 27 hours as required by POST Certification.

Lecture Hours: 27 Lab Hours: 0 Repeatable: No Grading: L

**Prerequisite:** BPOT-063 and meets all POST & Riverside Sheriff Department Requirements

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

**AOT-082 FINGERPRINT, SPECIALIZED Units: 1**  
**TECHNIQUE - LATENT**

This course is designed to present a study of the scientific development of fingerprints and their retrieval. The course will focus on the identification, fiction ridges, and basic categories of fingerprints. Topics will include the methods of processing fingerprints, types of surfaces, and powder processing versus chemical processing. Total of 14 hours as required by POST Certification.

Lecture Hours: 18 Lab Hours: 0 Repeatable: No Grading: L

**Prerequisite:** BPOT-063 and meets all POST & Riverside Sheriff Department Requirements

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

## AGRICULTURE/Business (AGBU)

**AGBU-059A LEADERSHIP Units: 1**

This course emphasizes basic principles of group and personal leadership for students within applied technology areas. Students study parliamentary procedure, organizational structure and meeting formats. Opportunities are provided for students to develop leadership skills, such as planning, communication, facilitation and problem solving through small group and formal meeting settings. In addition, concepts of personal leadership are explored including: mission statements, defining roles, goal setting, time management, weekly planning and self-evaluation.

Lecture Hours: 18 Lab Hours: 0 Repeatable: No Grading: L

**Advisory:** ENG-050

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

**AGBU-059B CAREERS**

**Units: 1**

This course emphasizes basic methods for enhancing one's success when seeking employment. Students study strategies for locating potential employers, completing applications, preparing resumes and interviewing techniques. Opportunities are provided for students to experience the interview process.

Lecture Hours: 18 Lab Hours: 0 Repeatable: No Grading: L  
*Advisory:* ENG-050  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**AGRICULTURE/Environmental Horticulture (AGEH)**

**AGEH-001 HORTICULTURE**

**Units: 3**

A general course in Environmental Horticulture with emphasis on nursery operations, landscaping, and turfgrass management. Topics include basic botany, cultural practices, propagation, structures and layout, pest management, planting, container gardening and houseplants, plant identification, turfgrass installation and care, and survey of career opportunities.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
*Advisory:* ENG-050  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: C1 CSU GE: B2 IGETC: None

**AGEH-001L HORTICULTURE LABORATORY**

**Units: 1**

This laboratory is the companion of AGEH-001. It is intended to provide an introduction to basic horticultural skills as well as direct experience with horticultural operations. Included are: plant propagation, tree and shrub pruning, transplanting, nursery practices, landscape practices, and the use of pesticides and fertilizers.

Lecture Hours: 0 Lab Hours: 54 Repeatable: No Grading: L  
*Advisory:* Concurrent enrollment or prior completion of AGEH-001  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: C1 CSU GE: B3 IGETC: None

**AGEH-004 TURFGRASS MANAGEMENT**

**Units: 2**

This course introduces the basic turfgrass principles used in the maintenance of turfgrass areas. It covers the major factors in turfgrass management which control the quality of grass. Emphasis is placed on management practices used to produce a good turfgrass area in a desert environment.

Lecture Hours: 36 Lab Hours: 0 Repeatable: No Grading: L  
*Advisory:* ENG-050  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**AGEH-004L TURFGRASS MANAGEMENT LABORATORY**

**Units: 1**

This laboratory is intended to supplement AGEH-004 by providing laboratory and field experiences in turfgrass management subject areas.

Lecture Hours: 0 Lab Hours: 54 Repeatable: No Grading: L  
**Prerequisite:** AGEH-004 or concurrent enrollment  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**AGEH-005 ORNAMENTAL PLANT IDENTIFICATION**

**Units: 3**

This course first acquaints the student with the principles of plant taxonomy and the descriptive language necessary to discuss plants accurately. It then goes on to introduce 210 species of perennials, interior plants, vine, ground covers, and succulents for California's low elevation deserts. Each plant is covered with respect to its identification, growth habits, culture, use and pests.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L  
*Advisory:* ENG-050  
 Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**AGEH-008 LANDSCAPE MANAGEMENT**

**Units: 3**

This course prepares students to enhance the function and aesthetic value of public and private landscapes by applying appropriate management skills and techniques. Topics include planting, pruning, irrigation, soil fertility, turf, pest management, weed control, and landscape management business practices.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L  
*Advisory:* AGEH-001  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**AGEH-009 LANDSCAPE PLANNING AND DESIGN**

**Units: 3**

This course covers skills necessary to analyze human use of outdoor spaces and provide design solutions that best fit people into the developed landscape. Emphasis is placed on residential and commercial properties landscape designs.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L  
*Advisory:* AGEH-001 or AGPS-005  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**AGEH-016 ARBORICULTURE**

**Units: 2**

This course addresses all aspects of tree care. Students learn the morphology, anatomy and physiology of trees. Topics include: plant interactions with soil, air, water, and micro and macro-organisms; human intervention, including pruning, planting, climbing, fertilization, watering, pest control, vandalism and aesthetics. Class instruction prepares students for the International Arborists Certification Exam.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L  
*Advisory:* AGEH-001 or AGPS-005  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**AGEH-020 LANDSCAPE CONSTRUCTION**

**Units: 2**

This course covers the fundamentals of landscape construction, including soil preparation, paving and construction materials, hand and power tool use, turf and plant installation, plan reading, estimating and bid preparation.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L  
*Advisory:* AGEH-001 or AGPS-005  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**AGEH-024 ADVANCED TURFGRASS MANAGEMENT Units: 3**

This course uses the basic principles of turfgrass science learned in the introductory turfgrass management courses; those principles are applied to golf course maintenance procedures. Golf course operational procedures for the desert environment are emphasized.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
*Advisory:* ENG-050  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**AGEH-027 TURFGRASS & LANDSCAPE PEST MANAGEMENT Units: 3**

This course provides current state of the art and science of turfgrass and landscape pest management. The course is designed to provide the student with a comprehensive knowledge of disease, insect, and weed pests. Emphasis is placed on how to identify pests, where and why they occur, the damage that they may cause, life cycles of pests; cultural, chemical and other control measures designed to keep pest damage to a minimum.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
*Advisory:* ENG-050  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**AGEH-030 LANDSCAPE EQUIPMENT Units: 2**

This course covers principles and practices in the maintenance, operation and selection of equipment and power units used in the horticultural field.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L  
*Advisory:* ENG-050  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**AGEH-033 GOLF CAR MAINTENANCE Units: 2**

Preventive maintenance of golf cars will be studied with an emphasis on batteries and electric switches. Laboratory experience in the maintenance of both electric and gasoline golf cars is included.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L  
*Advisory:* ENG-050  
 Transfer Status: None Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**AGEH-034 GOLF COURSE MANAGEMENT Units: 3**

This course involves the maintenance and operation of golf courses. It includes the study of equipment, scheduling of maintenance, and directing the staff in the maintenance of golf courses. Heavy emphasis is placed in developing a basic understanding of the turfgrass principles required to produce a championship golf course.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
*Advisory:* ENG-050  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**AGEH-035 INTRODUCTION TO WATER SYSTEMS TECHNOLOGY Units: 3**

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

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
 Transfer Status: None Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**AGEH-046 LANDSCAPE IRRIGATION SYSTEMS Units: 2**

This course provides the students with information necessary to design, install, and maintain landscape irrigation systems. Plan reading, design, materials, equipment, installation, troubleshooting, and cost estimating are addressed.

Lecture Hours: 36 Lab Hours: 0 Repeatable: No Grading: L  
*Advisory:* ENG-050 and MATH-060  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**AGEH-046L LANDSCAPE IRRIGATION SYSTEMS LABORATORY Units: 1**

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

Lecture Hours: 0 Lab Hours: 54 Repeatable: No Grading: L  
**Prerequisite:** AGEH-046 or concurrent enrollment  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**AGRICULTURE/Plant Science (AGPS)****AGPS-001 SOILS AND PLANT NUTRITION Units: 4**

This lecture and laboratory course covers soil derivation, classification, texture, structure, water movement and measurement, organic matter, microorganisms, sampling techniques, pH, salinity, reclamation and tillage. Also included are soil survey reports and maps, basic soil chemistry, essential plant nutrients, soil analysis, and fertilizers.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No Grading: L  
*Advisory:* ENG-050 and MATH-060  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**AGPS-002 ENTOMOLOGY-GENERAL AND APPLIED Units: 4**

This course is a study of insects including external and internal structures, major life systems, growth and development, classification, ecology, behavior, economic importance, and an overview of pest management. Suggested for Biological Science General Education Requirements.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No Grading: L  
**Prerequisite:** ENG-050 *Advisory:* RDG-050  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: C1 CSU GE: B2, B3 IGEC: 5B

**AGPS-005 PLANT SCIENCE Units: 3**

This course offers an opportunity to learn the basic structure and function of plants, their place in the world of human activity and the methods used to manipulate the botanical world to human advantage. Students can expect to be exposed to plant anatomy, morphology and physiology as well as such practical matters as plant propagation, pruning and fertilization.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
**Prerequisite:** ENG-050  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: C1 CSU GE: B2 IGEC: 5B

**AGPS-005L PLANT SCIENCE LAB Units: 1**

This laboratory is the companion of AGPS-005. It is intended to provide an introduction to some biological science procedures as well as direct experience with horticultural operations. Included are: plant propagation, pruning, anatomy, morphology, taxonomic keys, transplanting and plant use and pesticides.

Lecture Hours: 0 Lab Hours: 54 Repeatable: No Grading: L  
*Advisory:* Concurrent enrollment or prior completion of AGPS-005  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: C1 CSU GE: B3 IGEC: 5B

**AGPS-032 PESTICIDE LAWS & REGULATIONS Units: 2**

This course covers state and federal laws regulating the use of pesticides and prepares students to take California's Certified Applicator examinations. Proper and safe methods of applying agricultural chemicals are discussed, along with procedures for calculating the amount of material needed. In addition, students study alternative pest control methods.

Lecture Hours: 36 Lab Hours: 0 Repeatable: No Grading: L  
*Advisory:* ENG-050  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGEC: None

**AIR CONDITIONING/HVACR (ACR)**

**ACR-060 AIR CONDITIONING/ REFRIGERATION I Units: 3**

This course introduces students to the mechanical refrigeration cycle and its components. The use of specialized tools, instruments and service procedures for installation, maintenance and repair of air conditioning and refrigeration equipment are also covered.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L  
*Advisory:* ENG-050, MATH-057 and concurrent enrollment in ACR-064  
 Transfer Status: None Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGEC: None

**ACR-061 AIR CONDITIONING/ REFRIGERATION II Units: 3**

Basic types of compressors are introduced. This course covers operation of condensers within the refrigeration system. Basic evaporation process is studied. Metering devices are included with an emphasis on the specifics of modulating and fixed orifice controls. Laboratory experience provides the student an opportunity to practice the methods and techniques presented in the classroom.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L  
*Advisory:* ENG-050, MATH-057, ACR-060, and ACR-064  
 Transfer Status: None Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGEC: None

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

This course introduces basic theory of electricity and electronics, skills needed to install and service electrical circuits of air conditioning and refrigeration systems. Also, components and symbols, wiring diagrams and wiring diagram exercises are included.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L  
*Advisory:* ENG-050, MATH-057 & concurrent enrollment in ACR-060  
 Transfer Status: None Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGEC: None

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

This course introduces the procedures, techniques and instruments utilized for troubleshooting the motors, circuitry and control elements for air conditioning and refrigeration equipment. Variations in control systems, including solid state, are described and analyzed.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L  
*Advisory:* ENG-050, MATH-057 & concurrent enrollment in ACR-060  
 Transfer Status: None Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGEC: None



**ACR-075 HVACR SYSTEMS DESIGN Units: 3**

Presents current industry practices for quality installation and service of residential air distribution systems as well as calculating heating and cooling loads.

Lecture Hours: 45 Lab Hours: 27 Repeatable: No Grading: L  
*Advisory:* ACR-060  
 Transfer Status: None Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**ACR-076 FACILITIES MAINTENANCE Units: 3**

Presents current industry practices in maintaining chilled water, hot water, steam, cooling towers, pumps and energy management for central station systems.

Lecture Hours: 45 Lab Hours: 27 Repeatable: No Grading: L  
*Advisory:* ACR-060  
 Transfer Status: None Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**ACR-077 ENERGY CONSERVATION METHODS FOR HVACR Units: 3**

Presents current industry practices for auditing energy losses in residential and light commercial buildings. Methods of conserving energy and sustaining natural resources are presented. Blower door diagnostics are featured.

Lecture Hours: 45 Lab Hours: 27 Repeatable: No Grading: L  
*Advisory:* ACR-060  
 Transfer Status: None Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**ACR-078 SAFE REFRIGERANT HANDLING AND MANAGEMENT Units: 3**

Presents current industry practices for recovery, reclamation, recycling and retrofitting. Emphasis is on safe use and management of common refrigerants as well as efficient use of pressure and temperature measurement to determine system operating parameters.

Lecture Hours: 45 Lab Hours: 27 Repeatable: No Grading: L  
*Advisory:* ACR-060  
 Transfer Status: None Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**ACR-080 GAS HEATING Units: 3**

This course presents the basic principles of gas-fired furnaces. Students are introduced to gas heating, gas combustion, gas burners gas ignition systems, safety and operating controls, installation practices, ventilation, venting, combustion air and gas troubleshooting. Emphasis is on service and maintenance of residential gas furnaces.

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

**ACR-083 ALL-WEATHER HEATING AND COOLING SYSTEMS Units: 3**

Presents current industry practices for year-round conditioned air including air to air heat pumps, geothermal heat pumps, water source heat pumps, electric heat and fuel oil heating.

Lecture Hours: 45 Lab Hours: 27 Repeatable: No Grading: L  
*Advisory:* ACR-060  
 Transfer Status: None Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**ALCOHOL & DRUG STUDIES (HSAD)**

**HSAD-001 INTRODUCTION TO ALCOHOL/ DRUG STUDIES Units: 3**

This is a survey course that examines, interprets and evaluates the significant terms and definitions used in the study of drugs, addiction and alcoholism as a family affair. It looks at the causes and consequences of alcohol/drug use and abuse (i.e. psychological, sociological, physiological, economic, and political), as well as the myths, images and stereotypes of substance abuse and substance users. It examines the modalities utilized in education, prevention, intervention, treatment, recovery, and relapse. This is the basic prerequisite for the Alcohol/Drug Studies Certificate.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
*Advisory:* ENG-050  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**HSAD-002 INTRODUCTION TO HUMAN SERVICES COUNSELING Units: 3**

This course is designed to introduce students to the basic concepts and principles of human services and to study the past, present, and future of human services. Students will be familiarized with the vocabulary of the helping professions and introduced to the roles, activities and interventions of human services workers. The course will review the ethical standards of human services professionals.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
*Advisory:* ENG-051  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**HSAD-004 PERSONAL AND PROFESSIONAL GROWTH Units: 2**

This course covers the professional aspects of alcohol and drug counseling as a career. It deals with such problematic areas as burnout, recovery, certification and credential requirements, professional associations and personal and professional growth. It introduces problems and possible solutions that will be thematic in many courses in this program. This is a required course for the Alcohol and Drug Studies Certificate.

Lecture Hours: 36 Lab Hours: 0 Repeatable: No Grading: L  
**Prerequisite:** HSAD-001 or corequisite HSAD-001 (if HSAD-001 is not previously completed, concurrent enrollment in HSAD-001 is required).  
*Advisory:* ENG-050  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**HSAD-020 BIOMEDICAL-PHARMACOLOGY Units: 3**

This course investigates the effects of alcohol and drugs on human behavior. Models and biomedical principles of the disease process and treatment are presented. Interpretations and evaluations of the strategies utilized in recovery by various treatment modalities are studied. This is a required course for the Alcohol and Drug Studies Certificate.

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

**Prerequisite:** HSAD-001 or corequisite HSAD-001 (if HSAD-001 is not previously completed, concurrent enrollment in HSAD-001 is required).  
*Advisory:* ENG-050

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

**HSAD-022 CASE MANAGEMENT Units: 3**

This course presents case management from the initial intake and assessment of an individual, to recovery planning, record keeping, aftercare, follow-up and referral. This is a required course for the Alcohol/Drug Studies Certificate.

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

**Prerequisite:** HSAD-002

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

**HSAD-024 LAW AND ETHICS: COMMUNITY RESOURCES Units: 3**

This course is the study, interpretation, and practice of legal and ethical responsibilities and liabilities encountered when providing and utilizing human services. Special focus is placed on privileged relationships, counseling, and confidentiality. It also deals with community agencies responsible for outreach, education, and referrals. This is a required course for the Alcohol and Drug Studies Certificate.

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

**Prerequisite:** HSAD-001 or corequisite HSAD-001 (if HSAD-001 is not previously completed, concurrent enrollment in HSAD-001 is required).  
*Advisory:* ENG-050

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

**HSAD-030 INDIVIDUAL, GROUP, AND FAMILY COUNSELING Units: 3**

This is a survey course that addresses the differences and similarities of individual and group counseling with special emphasis on the functional alcohol/drug family situations. It traces the development of individual and group counseling and explores its dynamics. It interprets and assesses the impact on individuals and on their relationships. In addition, it interprets and assesses the impact on society and on its institutions. Practical strategies and experiential exercises are utilized. Skills development in counseling the family unit is addressed. This is a required course for the Alcohol and Drug Studies Certificate.

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

**Prerequisite:** HSAD-001 or corequisite HSAD-001 (if HSAD-001 is not previously completed, concurrent enrollment in HSAD-001 is required).  
*Advisory:* ENG-050

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

**HSAD-032A SUPERVISED PRACTICUM I Units: 2**

This course gives direction, interpretation, guidance, and evaluation to assist the student in making the transition from the college to job placement via the Supervised Internship I (HSAD-033A). Values, knowledge, and skills applied in the practical setting are essential to professional dependency counseling. Special attention is given to individual, group, and family approaches to counseling. This is a required course for the Alcohol and Drug Studies Certificate.

Lecture Hours: 36 Lab Hours: 0 Repeatable: No Grading: L

**Prerequisite:** Eight (8) HSAD core courses

**Corequisite:** HSAD-033A

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

**HSAD-032B SUPERVISED PRACTICUM II Units: 2**

This course concludes the work begun in Supervised Practicum I (HSAD-032A). This is a required course for the Alcohol and Drug Studies Certificate.

Lecture Hours: 36 Lab Hours: 0 Repeatable: No Grading: L

**Prerequisite:** HSAD-032A

**Corequisite:** HSAD-033B

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

**HSAD-033A SUPERVISED INTERNSHIP I Units: 3**

This course is a supervised fieldwork internship that actively involves students at a supervised chemical dependency service site. Students apply and integrate the values, knowledge, and skills learned in the classroom through direct, hands-on experience in the area of chemical dependency counseling. Special attention is given to individual, group, and family counseling. This is a required course for the Alcohol and Drug Studies Certificate.

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

**Prerequisite:** Eight (8) HSAD core courses

**Corequisite:** HSAD-032A

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

**HSAD-033B SUPERVISED INTERNSHIP II Units: 3**

This course concludes the field work begun in Supervised Internship I (HSAD-033A). This is a required course for the Alcohol and Drug Studies Certificate.

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

**Prerequisite:** HSAD-033A

**Corequisite:** HSAD-032B

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

**HSAD-034 DUAL DIAGNOSIS Units: 3**

This course prepares the student to meet the challenge to mental health workers and substance abuse counselors in dealing with clients who have psychiatric disorders coexisting with drug dependency. The focus is on the diagnosis, assessment, treatment and aftercare of such clients. This is a required course for the Alcohol and Drug Studies Certificate.

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

**Prerequisite:** HSAD-001 or corequisite HSAD-001 (if HSAD-001 is not previously completed, concurrent enrollment in HSAD-001 is required).  
*Advisory:* ENG-050

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

**HSAD-036 COUNSELING DIVERSE POPULATIONS Units: 3**

This counseling course introduces students to multicultural counseling and skills used to support diverse populations in the substance abuse treatment environment. This course surveys the history and experiences of many populations and provides current intervention modalities.

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

**Prerequisite:** HSAD-001

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

**AMERICAN SIGN LANGUAGE (ASL)****ASL-001 ELEMENTARY AMERICAN SIGN LANGUAGE Units: 5**

This course presents the fundamentals of American Sign Language in a fast-paced intensive method. ASL is a language that requires visual and manual dexterity skills. Students learn basic grammar and vocabulary of ASL while completing readings on the history of the Deaf from ancient times to current. History's impact on modern American Deaf culture and education is explored. Lectures are primarily conducted in ASL. Completion of ASL-001A and ASL-001B is equivalent to ASL-001.

Lecture Hours: 90 Lab Hours: 18 Repeatable: No Grading: L

Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
COD GE: C3 CSU GE: C2 IGETC: 6A

**ASL-001A ELEMENTARY AMERICAN SIGN LANGUAGE Units: 3**

This course presents the fundamentals of American Sign Language. ASL is a language that requires visual and manual dexterity skills. Students learn basic grammar and vocabulary of ASL while completing readings on the history of the Deaf from ancient times to current. History's impact on modern American Deaf culture and education is explored. Completion of ASL-001A and ASL-001B is equivalent to ASL-001.

Lecture Hours: 54 Lab Hours: 18 Repeatable: No Grading: L

Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
COD GE: C3 CSU GE: C2 IGETC: None

**ASL-001B ELEMENTARY AMERICAN SIGN LANGUAGE Units: 3**

This course builds upon the fundamentals learned in the previous course. Lectures are primarily conducted in ASL. Students' understanding of ASL grammar and vocabulary is expanded, while completing readings on Deaf culture, written from the Deaf American perspective. Completion of ASL-001A and ASL-001B is equivalent to ASL-001.

Lecture Hours: 54 Lab Hours: 18 Repeatable: No Grading: L

**Prerequisite:** ASL-001A

Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
COD GE: C3 CSU GE: C2 IGETC: 6A

**ASL-002 ELEMENTARY AMERICAN SIGN LANGUAGE Units: 5**

This course continues to develop material introduced in ASL-001. Increasingly complex grammar and vocabulary are introduced. Culturally appropriate language structures for a variety of situations are taught. Students examine potential sources of cross-cultural miscommunication, and learn to negotiate a cross-cultural signing environment. ASL's historic and contemporary importance to Deaf culture is studied.

Lecture Hours: 90 Lab Hours: 18 Repeatable: No Grading: L

**Prerequisite:** ASL-001 or ASL-001B or 2 years of high school ASL

Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C3 CSU GE: C2 IGETC: 3B\*, 6A\*

**ASL-003 INTERMEDIATE AMERICAN SIGN LANGUAGE Units: 4**

This course continues to develop material introduced in American Sign Language 2. Students expand their sign vocabulary and idioms, develop normal conversational signing speed, and express and receive complex ASL sentences. Students comprehend ASL narratives, and develop discourse skills with special emphasis on spatial grammar structures. Students increase Deaf culture awareness through the study of Deaf cultural texts and other concepts.

Lecture Hours: 72 Lab Hours: 18 Repeatable: No Grading: L

**Prerequisite:** ASL-002

Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C3 CSU GE: C2 IGETC: 3B\*, 6A\*

**ASL-004 INTERMEDIATE AMERICAN SIGN LANGUAGE Units: 4**

This course continues to develop material introduced in ASL-003. Students demonstrate mastery of ASL vocabulary and idioms, complex ASL sentences and fingerspelled loan signs, and develop ASL storytelling skills while refining discourse skills. Students attain conversational speed in fingerspelling. Students comprehend, examine, and discuss ASL literature. Sensitivity to Deaf cultural issues will be extended through the study of Deaf cultural texts and related concepts. The ability to navigate Deaf culture will be demonstrated in the classroom and the Deaf community.

Lecture Hours: 72 Lab Hours: 18 Repeatable: No Grading: L

**Prerequisite:** ASL-003

Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C3 CSU GE: C2 IGETC: 3B\*, 6A\*

**ANTHROPOLOGY (ANTH)****ANTH-001 INTRODUCTION TO PHYSICAL ANTHROPOLOGY Units: 3**

This course is a study of the origins of humans and their place in nature. Topics emphasized include the mechanisms of biological evolution, the physical form and behavior of the nonhuman primates, the fossil record of early humans and our current racial variability.

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

**Prerequisite:** ENG-050

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

COD GE: C1 CSU GE: B2 IGEC: 5B

**ANTH-002 CULTURAL ANTHROPOLOGY Units: 3**

This course is a topical introduction to the cross-cultural study of human societies. Among the topics discussed are food-getting practices, marriage customs, kinship systems, social organization and supernatural beliefs. Also emphasized are theories of culture and the nature of cultural change.

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

*Advisory:* ENG-050

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

COD GE: C2 CSU GE: D1 IGEC: 4A

**ANTH-003 ARCHAEOLOGY, AN INTRODUCTION TO PREHISTORY Units: 3**

This course is an introduction to human prehistory spanning the period from the earliest toolmakers to the recent past. It describes and explains human cultural developments from data collected on all continents. The tools, techniques and methodologies of archaeological investigations are examined and evaluated.

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

*Advisory:* ENG-050

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

COD GE: C2 CSU GE: D1 IGEC: 4A

**APPLIED CONSTRUCTION TECHNOLOGY (ACT)****ACT-020 INTRODUCTION TO CONSTRUCTION TECHNOLOGY Units: 3**

This course provides students with in-depth analysis of the organization and structure of the construction industry and the many career choices the industry offers. The course emphasizes green construction practices, jobsite safety, practical knowledge of tool and equipment use, basic construction math, basic rigging techniques, and communication as well as employability skills. Guest speakers and site visits provide students a wide view of the expectations of entry-level work, wages, benefits, and work place culture. (Equivalent to CM-020.)

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

*Advisory:* ENG-051, RDG-051 and MATH-060

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGEC: None

**ACT-021 SITE PREPARATION AND LAYOUT Units: 1**

This course provides the understanding and skills necessary to complete the initial stages of building construction. General topics include project site clearance, reading and implementing the information from the Precise Grading Plan, concept of cutting and filling, and site layout. Students participate in Service Learning by way of a practical lab or an actual project site under close supervision of trade professionals.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No Grading: L

**Prerequisite:** ACT-020 or CM-020

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGEC: None

**ACT-022 CONCRETE AND FORMWORK Units: 1**

This course introduces the significance of concrete as a building material. Topics include the properties of cement, composition of concrete, reinforcement materials, and the various types of forms needed for each particular footing. Students participate in Service Learning by way of a practical lab or an actual project site under close supervision of trade professionals.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No Grading: L

**Prerequisite:** ACT-020 or CM-020

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGEC: None

**ACT-023 FRAMING CARPENTRY Units: 4**

This course provides the understanding of framing systems and the practical framing techniques used to construct the floor, walls, and roof of a simple structure. Topics include the fundamentals of wood, lumber, fasteners, adhesives, layout, assembly, bracing, sheathing, and truss identification. In addition to learning vocabulary associated with framing, students participate in Service Learning by way of a practical lab or an actual project site under close supervision of trade professionals.

Lecture Hours: 18 Lab Hours: 162 Repeatable: No Grading: L

**Prerequisite:** ACT-020 or CM-020

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGEC: None

**ACT-024 ROOFING APPLICATIONS Units: 2**

This course introduces the application of typical roof materials on different types of residential and light commercial structures. Safety procedures are emphasized as preparation for roofing application is demonstrated. Topics include roofing tools and proper roof ventilation. Some of the roof materials discussed include composite shingles, shakes, metal roofing, slate and tile, single ply roofing and foam application. Students participate in Service Learning by way of a practical lab or an actual project site under close supervision of trade professionals.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L

**Prerequisite:** ACT-020 or CM-020

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGEC: None

**ACT-025 THERMAL AND MOISTURE PROTECTION Units: 1**

This course covers the fundamentals of thermal insulation and vapor barriers for building structures, including topics such as requirements and characteristics of certain insulation and waterproofing. Hands-on application and proper installation of these materials are demonstrated by certified installers.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No Grading: L

**Prerequisite:** ACT-020 or CM-020

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**ACT-026 DRYWALL INSTALLATION AND FINISH Units: 1**

This course introduces the proper installation, types of application and the various finishes applied on gypsum board. Some of the topics covered include the tools, fasteners and materials used in the covering of the framed interior of a building. Other topics include soundproofing, estimating and problems that occur in drywall finishes for both new and remodeling projects. Students participate in Service Learning by way of a practical lab or an actual project site under close supervision of trade professionals.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No Grading: L

**Prerequisite:** ACT-020 or CM-020

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**ACT-027 EXTERIOR FINISH Units: 1**

This course covers the wide variety of siding materials used to finish the exterior of houses and some commercial buildings. Proper handling and installation for various materials such as wood, brick, vinyl, metal and stucco are demonstrated by industry professionals as well as by the students in a practical lab or actual project site.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No Grading: L

**Prerequisite:** ACT-020 or CM-020

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**ACT-028 FINISH CARPENTRY Units: 4**

This course focuses on the variety of applications that occur within the interior of a building during the final stages nearing completion. Topics such as safety, door and window installation, door hardware, trims and molding, tools for installation, and cabinet installation are covered. Students participate in Service Learning by way of a practical lab or an actual project site under close supervision of trade professionals.

Lecture Hours: 18 Lab Hours: 162 Repeatable: No Grading: L

**Prerequisite:** ACT-020 or CM-020

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**ACT-029 MASONRY FUNDAMENTALS Units: 2**

This course explores masonry and its history as one of the oldest trades and method of construction. In addition, basic materials, tools, and techniques used by masons are discussed and demonstrated along with safety precautions exercised around a jobsite. The many types of masonry units are covered as well as the important role of mortar, and the concept of modularity and layout of masonry units. Students participate in Service Learning by way of a practical lab or an actual project site under close supervision of trade professionals.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L

**Prerequisite:** ACT-020 or CM-020

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**ACT-030 PLUMBING FUNDAMENTALS Units: 3**

This course is an introduction to the mechanics of plumbing including the design, installation, and maintenance of drain, waste, and vent systems in buildings in addition to significant code and health issues, violations, and consequences related to those systems. Methods of measuring, cutting, and joining different materials and schedules of plastic and copper piping are covered along with the peripheral types of fittings and valves used in plumbing. Installation of water heaters, gas piping, and finish fixtures are also demonstrated. Safety procedures are emphasized as students participate in Service Learning by way of a practical lab or an actual project site under close supervision of trade professionals.

Lecture Hours: 18 Lab Hours: 108 Repeatable: No Grading: L

**Prerequisite:** ACT-020 or CM-020

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**ACT-031 ELECTRICAL FUNDAMENTALS Units: 3**

This course is an introduction to residential wiring and grounding, and covers the installation of panels, switches, receptacles, lighting, and other outlets. In addition, load calculations are used to size the electrical service for dwellings. Safety procedures are emphasized as students participate in Service Learning by way of a practical lab or an actual project site under close supervision of trade professionals.

Lecture Hours: 18 Lab Hours: 108 Repeatable: No Grading: L

**Prerequisite:** ACT-020 or CM-020

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**ARCHITECTURE (ARCH)****ARCH-001 INTRODUCTION TO ARCHITECTURAL PROFESSIONS Units: 3**

This course provides students with an overview of professional occupations in Architecture, Construction Management, Building Inspection Technology, City and Regional Planning, Architectural Engineering and Landscape Architecture.

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

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

**ARCH-002 MATERIALS OF CONSTRUCTION Units: 4**

This course is an introduction to construction materials and processes. Lab demonstrations in construction techniques and field trips to construction sites will be utilized to assist students' understanding of construction principles and practices. Emphasis on the selection of materials in a design context will help develop students' spatial and three dimensional skills.

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

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

**ARCH-003A ARCHITECTURAL PRACTICE I Units: 3**

This is an introductory course in wood construction methods and processes. It focuses on the use of drafting tools, office equipment and references to assist in selection and drawing of architectural details, including foundation, floors, walls and roofs.

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

**Prerequisite:** DRA-001

Advisory: ARCH-002

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

**ARCH-003B ARCHITECTURAL PRACTICE II Units: 3**

This is an advanced drafting course and a continuation of the content and issues introduced in ARCH-003A which includes the development of site plan, floor plans, exterior elevations, roof plan, sections and architectural details. In addition, this course also incorporates a comprehensive study of the development of construction documents.

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

**Prerequisite:** ARCH-003A

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

**ARCH-005A INTRODUCTION TO DRAWING AND PERSPECTIVE Units: 3**

This course is the first in a series of **two** graphics courses. It is an introduction to basic techniques used for graphic communication in the design profession. It includes the study of orthographic and isometric projections, mechanical and freehand perspectives, shading, shadows and reflection.

Students begin the process of compiling work to implement into a comprehensive portfolio.

Lecture Hours: 18 Lab Hours: 108 Repeatable: No Grading: L

**Prerequisite:** ARCH-003A

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

**ARCH-005B ARCHITECTURAL DELINEATION Units: 3**

This course is a continuation of ARCH-005A. It focuses on drawing and sketching as a communication tool in the field of environmental design. Student development of basic skills in architectural illustration and proper use of various drawing media are emphasized. Students finalize the design portfolio in preparation for employment or for admission to a transfer institution.

Lecture Hours: 18 Lab Hours: 108 Repeatable: No Grading: L

**Prerequisite:** ARCH-005A

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

**ARCH-008 ARCHITECTURAL DESIGN FUNDAMENTALS I Units: 3**

This course is an introductory study of design problems in three dimensions. The concept of space, form, structure, color and materials are studied in addition to the universal principles common to all design disciplines. This course focuses on the analysis of design techniques, and exercises to develop students' skills.

Lecture Hours: 18 Lab Hours: 108 Repeatable: No Grading: L

**Prerequisite:** ARCH-003A

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

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

This is the second in a three-semester sequence of design courses. This course is a case-study application of design theories of the 20<sup>th</sup> Century and their impact on contemporary spatial and conceptual ideas permeating architecture, art and the environment.

Lecture Hours: 18 Lab Hours: 108 Repeatable: No Grading: L

**Prerequisite:** ARCH-008

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

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

This course is an introduction to the physical relationships between people and their environment. It includes a study of the physical phenomena of heat, light, and sound. This course also examines the climatological relationship between vernacular building solutions and the natural conditioning systems of architecture.

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

**Prerequisite:** ARCH-002

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

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

This course is a study of basic information for reading blueprints and construction drawings. It is designed for those who must assimilate information found in working drawings and specifications.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
*Advisory:* ENG-050, DRA-001  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**ARCH-014 HISTORY OF ARCHITECTURE I Units: 3**

This is an introductory course in the history of architecture. It examines Western ideals from the beginning of time to Classical Greece and Rome. The course covers architecture from the birth of Christianity and the Age of Reason, through the discovery of the New Worlds and periods of transition to Modernism and Post-Modernism, to the present.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
*Advisory:* ENG-050  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: C3 CSU GE: C1 IGETC: None

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

This is the final course in a three-semester design series. It focuses on the application of both theoretical and environmental issues involved in the Student Design Competitions. Students study site and environmental issues and architectural programming as design stimulus.

Lecture Hours: 18 Lab Hours: 108 Repeatable: No Grading: L  
**Prerequisite:** ARCH-009 and ARCH-010  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

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

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

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**ART-001B INTERMEDIATE DRAWING AND COMPOSITION Units: 3**

This is an intermediate course in the methods of drawing and composition with an emphasis on the use of color. Students build on beginning level skills through a continued study of traditional drawing approaches and are then introduced to intermediate drawing problems. An emphasis on experimental applications with color media and mixed media occurs. Focus is on the development of images that are created through the use of intermediate applications of technical processes, color theory use and compositional structure.

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

**ART-001C ADVANCED DRAWING AND COMPOSITION Units: 3**

This is an advanced course in the methods of drawing and composition. Students build on intermediate level observational and technical skills through advanced drawing problems. Conceptual and serial approaches to the drawing process are studied on an advanced level as well as experimental applications and advanced technical processes. Under faculty guidance, students develop a pictorial personal portfolio that reflects their individual expression.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L  
**Prerequisite:** ART-001B  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**ART-002A HISTORY OF ART Units: 3**

This survey course examines the art of the ancient world. Slide illustrated lectures and videotapes are used in the study of the architecture, sculpture, painting, and other visual art forms of prehistoric and primitive peoples, as well as the art of the Ancient Near East, Egyptian, Aegean, Greek, Etruscan, Roman, Early Christian and Byzantine cultures.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
*Advisory:* ENG-050  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: C3 CSU GE: C1 IGETC: 3A

**ART-002B HISTORY OF ART Units: 3**

This survey course examines the art of the Western World from the Early Middle Ages through the Baroque era. Illustrated lectures and videotapes are used in the study of the architecture, sculpture, painting and other visual art forms of the Early Medieval, Romanesque, Gothic, Late Gothic, Early and High Renaissance, Northern Renaissance, Mannerist, Baroque and Rococo periods.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
*Advisory:* ENG-050  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: C3 CSU GE: C1 IGETC: 3A

**ART-002C HISTORY OF MODERN ART Units: 3**

The art of Europe and America from the nineteenth century to the present is examined in this course. Illustrated lectures on significant movements in painting, sculpture, and architecture of this period include: Romanticism, Realism, Impressionism, Expressionism, Cubism, Dadaism, Surrealism, Abstract Expressionism, Pop Art, and contemporary directions.

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

Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C3 CSU GE: C1 IGETC: 3A

**ART-003A BASIC DESIGN AND COLOR Units: 3**

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

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L  
Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: C3 CSU GE: C1 IGETC: None

**ART-004 THREE-DIMENSIONAL DESIGN Units: 3**

This course investigates the factors determining the designs of both utilitarian and non-utilitarian objects. Through a study of mass, volume, space and shape, students gain experience solving three-dimensional design problems. A variety of materials are studied through projects in construction, modeling and casting. This course is offered in Spring semester only. A materials fee of \$15.00 is required to cover the cost of some supplies.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L  
Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**ART-005A BEGINNING FIGURE DRAWING Units: 3**

This is a basic course in the study of the human figure from a model. Composition and expressive aspects of gesture, weight, and line on a beginning level are investigated through study of the human figure using pencil and charcoal exercises.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L  
Advisory: ART-001A and/or ART-003A

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

**ART-005B INTERMEDIATE FIGURE DRAWING Units: 3**

This is an intermediate course in the study of the human figure from a model. Students continue exploration with black and white media and are then introduced to color applications. Students explore these variety of drawing materials and

techniques on an intermediate level leading toward personal growth and style.

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

Prerequisite: ART-005A

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

COD GE: None CSU GE: None IGETC: None

**ART-005C ADVANCED FIGURE DRAWING Units: 3**

This advanced course in the study of the human figure from a model. Students explore a variety of drawing materials and techniques from traditional to contemporary which leads toward personal growth and style. Under faculty guidance students produce a pictorial personal portfolio that reflects their individual expression.

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

Prerequisite: ART-005B

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**ART-006A INTERMEDIATE DESIGN & COLOR Units: 3**

This is an intermediate course in the methods and applications of two dimensional color and design. After further study of basic design and color approaches, students then develop images that are created through the use of progressive applications of color theory and compositional structure. Multiple types of water based media, the use of collage and mixed media applications are investigated. An introduction to book arts is explored through altered books and basic book structures.

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

Prerequisite: ART-003A

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

COD GE: None CSU GE: None IGETC: None

**ART-006B ADVANCED DESIGN & COLOR Units: 3**

This is an advanced course in the methods and applications of color and design. Students explore advanced design and color approaches, then develop images that are created through the use of progressive applications of color theory and compositional structure. Advanced level use of water based media, collage and mixed media applications are explored. Emphasis is on the development of a personal pictorial portfolio that reflects students' individual expression.

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

Prerequisite: ART-006A

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**ART-007A BEGINNING CERAMICS Units: 3**

This course is an introduction to the basic techniques of forming ceramic objects. Students are introduced to the processes of hand building and throwing on the potter's wheel. Functional and sculptural aspects of ceramics allow for the development of personal expressions in clay. Glazing and kiln firing techniques are supplemented through the study of their historical evolutions.

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

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

COD GE: None CSU GE: None IGETC: None



**ART-007B INTERMEDIATE CERAMICS Units: 3**

This is an intermediate course which expands students' knowledge and expertise in both hand building and throwing on the potter's wheel. Students explore intermediate glaze application, kiln loading and firing techniques.

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

**Prerequisite:** ART-007A

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

**ART-007C ADVANCED CERAMICS Units: 3**

This course provides an opportunity for advanced ceramic students to work in specific areas of ceramics. Students study advanced pottery forming techniques, glaze formulation and glaze making, kiln loading and firing techniques, advanced pottery decoration and embellishing techniques. The student has an opportunity to further explore his/her personal creative style.

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

**Prerequisite:** ART-007B

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

**ART-007F BEGINNING RAKU CERAMICS Units: 3**

This course explores both the rich cultural philosophies of the Japanese Raku ceramic art form and contemporary American Raku methodologies. Students will also explore in depth the following: the Raku firing process and how it differs between Japanese and American cultures, the Raku kiln loading and firing techniques, and the Raku glaze formulating and embellishing techniques. The Japanese Tea ceremony will also be explored as it relates to the art of Raku.

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

**Prerequisite:** ART-007A

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

**ART-007I INTERMEDIATE RAKU CERAMICS Units: 3**

This course builds upon beginning principles and techniques of the following: the Raku kiln loading, firing methods, Raku glaze formulating and embellishing techniques. In addition to the Raku process this course allows students to explore historical primitive firing techniques from different cultures. Japanese Raku, American Raku and primitive ceramic art forms are also studied on an intermediate level. Students further explore their personal creative style in relationship for improving their technical and conceptual project outcome.

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

**Prerequisite:** ART-007F

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

**ART-007J ADVANCED RAKU CERAMICS Units: 3**

This course builds upon intermediate principles and techniques of the following: the Raku kiln loading, firing methods, Raku glaze formulating and embellishing techniques. In addition to the Raku process this course allows students to explore historical primitive firing techniques from different cultures. Japanese

Raku, American Raku and primitive ceramic art forms are also studied on an advanced level. Students further explore their personal creative style in relationship for improving their technical and conceptual project outcome.

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

**Prerequisite:** ART-007I

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

**ART-009A BEGINNING PRINTMAKING Units: 3**

This course introduces basic hand processes in printmaking by exploring the four traditional categories: relief, intaglio, stencil, and planograph. Students are introduced to these four categories by hands-on assignments. Students study the history of printmaking and explore contemporary photo printmaking and non-toxic printmaking processes. Emphasis is placed on composition theory, print quality, and concept. These techniques enable the student to communicate visual images as creative statements.

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

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

COD GE: None CSU GE: None IGETC: None

**ART-009B INTERMEDIATE PRINTMAKING Units: 3**

In this course students build on skills learned in the beginning printmaking course. Students create prints using intermediate level technical processes where the focus is on edition printing skills, work in series, and multiple color work. With faculty guidance, students develop personal imagery utilizing one or more of the intermediate level hand printmaking processes.

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

**Prerequisite:** ART-009A

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

COD GE: None CSU GE: None IGETC: None

**ART-010 INTRODUCTION TO ART Units: 3**

This course is an introduction to problems, techniques and social forces that shape and reflect our visual world. Emphasis is placed on gaining insights and developing an understanding of the variables inherent in planning, organizing, and making a work of art.

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

*Advisory:* ENG-050

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

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

**ART-011A BEGINNING SCULPTURE Units: 3**

This is a basic course in the principles, theories and techniques of sculpture. Students explore three-dimensional forms with a variety of materials and techniques. Additive, subtractive and assemblage formats are explored. A materials fee of \$15.00 is required to cover the cost of some supplies.

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

*Advisory:* ART-004

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

COD GE: None CSU GE: None IGETC: None

**ART-011B INTERMEDIATE SCULPTURE Units: 3**

This is an intermediate course in the principles, theories, and techniques of additive, subtractive and mold making approaches in sculpture. A materials fee of \$20.00 is required to cover the cost of some supplies.

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

**Prerequisite:** ART-011A

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

**ART-011C ADVANCED SCULPTURE Units: 3**

This is an advanced course in the principles, theories and techniques of sculpture. Students explore three-dimensional forms with an emphasis in the subtractive, additive and mold making processes. A materials fee of \$20.00 is required to cover the cost of some supplies.

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

**Prerequisite:** ART-011B

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

**ART-014A BEGINNING SCREEN PRINTING Units: 3**

This is an introductory course in screen printing. Basic silkscreen printing techniques are studied, including stencil formation, edition printing, and various substrate concerns. Class work focuses on attaining competence in direct screen printing processes. Emphasis is placed on composition theory, print quality, concept, and design throughout the course. These techniques enable the student to communicate visual images as creative print statements. Basic drawing skills are recommended.

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

*Advisory:* ART-001A

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

**ART-014B INTERMEDIATE SCREEN PRINTING Units: 3**

In this course students use a variety of intermediate screen printing techniques, materials, and equipment. Students further build competence in screen printing skills and aesthetics. With faculty guidance, students develop their individual expression and personal style.

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

**Prerequisite:** ART-014A

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

**ART-020A BEGINNING CERAMIC SCULPTURE Units: 3**

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

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

*Advisory:* ART-007A

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

**ART-020B INTERMEDIATE CERAMIC SCULPTURE Units: 3**

Students study intermediate ceramic sculpture modeling techniques, decoration and embellishing techniques, glaze formulation and kiln loading and firing techniques. This course expands student knowledge and expertise in the technologies of the ceramic sculpture art form. With faculty guidance, students move toward development of a personal creative style.

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

**Prerequisite:** ART-020A

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

**ART-020C ADVANCED CERAMIC SCULPTURE Units: 3**

Students study advanced ceramic sculpture modeling techniques, decoration and embellishing techniques, glaze formulation and kiln loading and firing techniques. This course expands student knowledge and expertise in the technologies of the ceramic sculpture art form. With faculty guidance, students move toward development of a personal creative style

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

**Prerequisite:** ART-020B

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

**ART-021A BEGINNING WATERCOLOR PAINTING Units: 3**

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

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

*Advisory:* ART-001A or ART-003A

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

**ART-021B INTERMEDIATE WATERCOLOR PAINTING Units: 3**

This is an intermediate course in the methods of transparent and opaque watercolor painting. Aspects acquired in Beginning Watercolor Painting develop further through a continued building on the study of traditional watercolor painting approaches and which are then followed by intermediate approaches. Focus is on the development of images that are created through the use of intermediate of technical processes, color use and compositional structure.

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

**Prerequisite:** ART-021A

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

**ART-023A BEGINNING OIL PAINTING Units: 3**

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

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

**ART-023B INTERMEDIATE OIL PAINTING Units: 3**

This is an intermediate course in the methods of transparent and opaque oil painting. Aspects acquired in the Beginning Oil Painting develop further through a continued study of traditional oil painting approaches. Focus is on the development of images that are created through the use of intermediate applications of technical processes, color use and compositional structure.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L  
**Prerequisite:** ART-023A  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**ART-025A BEGINNING ACRYLIC PAINTING Units: 3**

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

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

**ART-025B INTERMEDIATE ACRYLIC PAINTING Units: 3**

This is an intermediate course in the methods of acrylic painting. Painting approaches acquired in the Beginning Acrylic Painting course develop further through a continued study of traditional acrylic painting. The use of gels and mediums explored. Focus is on the development of images that are created through the use of intermediate applications of technical processes, color use and compositional structure.

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

**Prerequisite:** ART-025A

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

**ART-026 GALLERY DISPLAY MANAGEMENT Units: 3**

This course is an introduction to art gallery and museum management and education. It provides training for those who desire careers in arts management and arts education, and expertise in the use of galleries and museums as educational resources. It also provides basic information for artists who wish to display work in a gallery. The course consists of organizing and designing exhibitions, the proper caring and handling of works of art, visiting art galleries and museums, and reading historical and contemporary materials about art exhibitions and the art market, art education, and cultural heritage management.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L  
*Advisory:* ART-010 and ENG-050  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**ART-027 ART PORTFOLIO PREPARATION Units: 1**

This course will concentrate on creating a visual portfolio, written resume and artist statement. The course is designed for those students pursuing a degree at College of the Desert with an emphasis in Art, preparation for transfer to another four year college or university or for a career in art. The course is organized for students who work two-dimensionally, three-dimensionally or in mixed media formats. Students will develop an artists' statement and will gain understanding of the preparation of a professional portfolio and other print material. Students will plan and prepare a professional presentation of their artwork under guidance of faculty. During the presentation students will document their work through electronic formats, video, slide or flat prints.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No Grading: L  
**Prerequisite:** Completion of 12 units in ART, or instructor's permission  
*Advisory:* ENG-050  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

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

This is an introductory course in black and white photography. Basic camera and laboratory techniques are studied, including camera operation, film exposure, film developing, printing, and dry mounting of finished work. Emphasis is placed on composition theory, print quality, concept, and design throughout the course. These techniques enable the student to communicate visual images as creative photographic statements. A 35mm film camera with manually adjustable f-stops and shutter speeds is required.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**ART-030B INTERMEDIATE PHOTOGRAPHY Units: 3**

This intermediate level course integrates digital capture with traditional film processing and printing. Students strengthen technical applications and further explore photography as a means of creative expression and communication. Archival printing techniques, alternative print processes, medium format film cameras, digital cameras and studio lighting are covered. Print quality, concept, and composition are emphasized throughout the course in both "wet" and "dry" lab environments. A 35mm film or digital SLR camera is required. A materials fee of \$30.00 is required to cover the cost of some supplies.

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

**Prerequisite:** ART-030A, or ART-031, or permission of instructor based on a portfolio presentation of student's previous work

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

COD GE: None CSU GE: None IGETC: None

**ART-031 DIGITAL PHOTOGRAPHY Units: 3**

This course provides an introduction to the tools, materials and techniques of digital photography. Students learn to capture images using a digital camera to demonstrate and master basic standards in photographic technique. Topics include the use of digital interfaces, printers and file formats as well as the preparation of images for electronic display. A digital camera with a minimum of 5 mega pixels and a corresponding camera manual is required.

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

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

COD GE: None CSU GE: None IGETC: None

**ART-033 HISTORY OF PHOTOGRAPHY Units: 3**

This course is a history of photography from its beginning in the mid-nineteenth century to the present time. Illustrated lectures on the technology, application and aesthetics of photography as a fine art form include the significant movements and photographers that contributed to the establishment of photography as one of the major forms of art and communication.

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

*Advisory:* ENG-050

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

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

**ART-097 STUDIO LAB Units: ½**

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

**ART-098 STUDIO LAB Units: 1**

Lecture Hours: 0 Lab Hours: 54 Repeatable: 3 Grading: K

Studio Lab is an open entry/open exit environment designed to develop studio application skills for students in all segments of the art area. Emphasis is on individual studio art applications with time devoted to completing art/lab projects assigned in specific studio art courses. This course may be taken for a total of four times if taken concurrently with a studio art course.

**Corequisite:** Enrollment in any Art course

Transfer Status: None Degree Applicable: NAA

COD GE: None CSU GE: None IGETC: None

**ASTRONOMY (A)****A-001 DESCRIPTIVE ASTRONOMY Units: 3**

This course in an introductory survey of planetary, stellar and galactic astronomy designed for students not majoring in science. This course reviews research techniques, current knowledge and theory about the planets, stars, galaxies and the age and origin of the universe.

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

*Advisory:* ENG-051 and MATH-040

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

COD GE: C1 CSU GE: B1 IGETC: 5A

**A-001L DESCRIPTIVE ASTRONOMY LAB Units: 1**

This is an introductory laboratory course featuring the practical use of the telescope, an introduction to the geography of the sky, and applications of astronomical methods involving projects performed by the student.

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

**Corequisite:** A-001 or prior completion

*Advisory:* ENG-051 and MATH-040

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

COD GE: C1 CSU GE: B3 IGETC: 5A

**AUTOMOTIVE TECHNOLOGY (AUTO)****AUTO-010 INTRODUCTION TO AUTOMOTIVE TECHNOLOGY Units: 4**

This course provides an overview of the major components and systems found on modern automobiles. The course includes: an overview of the automotive industry, shop safety, hand tools usage, basic theory of major automobile systems and basic vehicle maintenance and service.

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

*Advisory:* ENG-050 & RDG-050

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**AUTO-011B AUTOMOTIVE ELECTRONICS AND ELECTRICAL SYSTEMS Units: 4**

This course provides theory and hands-on experience in the fundamentals of automotive electricity including: basic electrical principles, circuit components, circuit types, electrical system service and maintenance, diagnosis and repair of common circuit malfunctions. The focus is then placed on foundational automotive electrical components and systems including: batteries, starting systems and charging systems with an emphasis on troubleshooting, diagnosis and repair of common electrical system malfunctions.

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

*Advisory:* AUTO-010, ENG-050 and RDG-051

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**AUTO-011C ADVANCED AUTOMOTIVE ELECTRICAL SYSTEMS Units: 5**

This course provides theory and hands-on experience in intermediate to advanced automotive body electricity circuits and systems including: body control computers, bus communication, multiplexing, instrument panel circuits and an introduction to passive restraint systems. There is a hands-on emphasis focusing on diagnosing, trouble-shooting and repairing intermediate to advanced body electrical system malfunctions.

Lecture Hours: 63 Lab Hours: 81 Repeatable: No Grading: L

**Prerequisite:** AUTO-011B

*Advisory:* ENG-050 & RDG-051

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**AUTO-012A AUTOMOTIVE STEERING AND SUSPENSION Units: 4**

This course provides theory and hands-on experience in automotive steering and suspension systems including: theory of operation, service, diagnosis and repair. The course includes the following topics: front and rear suspension types, steering systems, four-wheel alignment, shocks, struts, tires and wheels.

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

**Prerequisite:** AUTO-010

*Advisory:* ENG-050 & RDG-051

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**AUTO-013A AUTOMOTIVE BRAKING SYSTEMS Units: 4**

This course provides theory and hands-on experience in automotive braking systems including: theory of operation, service, diagnosis and repair including both base braking and anti-lock braking systems and components.

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

*Advisory:* ENG-050 & RDG-051

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**AUTO-014A AUTOMOTIVE ENGINE MANAGEMENT Units: 4**

This course provides theory and hands-on experience in the fundamentals of automotive engine management including: basic fuel injection, ignition systems and emission systems. The focus is then placed on foundational engine management components and systems including: fuel injection, electronic ignition and emission control systems with an emphasis on servicing, troubleshooting, diagnosis and repair of common engine management malfunctions.

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

*Advisory:* ENG-050 & RDG-051

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**AUTO-014B ADVANCED ENGINE MANAGEMENT Units: 5**

This course provides theory and hands-on experience in intermediate to advanced engine management systems including: fuel injection, electronic ignition, emission controls, OBDII, as well as service and maintenance, diagnosis and repair of engine management malfunctions. The focus is then placed on advanced engine management components and systems including: computer inputs, outputs and control and OBDII logic with an emphasis on troubleshooting, diagnosis and repair of advanced engine management malfunctions.

Lecture Hours: 63 Lab Hours: 81 Repeatable: No Grading: L

**Prerequisite:** AUTO-014A

*Advisory:* ENG-050 & RDG-051

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**AUTO-015 AUTOMOTIVE ENGINE DIAGNOSIS & REPAIR Units: 4**

This course provides theory and hands-on experience in automotive engine mechanical systems including: theory of operation, service, diagnosis and repair including the following topics: valve train components and procedures, engine block components and procedures, disassembly and reassembly skills and engine mechanical troubleshooting tests.

Lecture Hours: 45 Lab Hours: 81 Repeatable: No Grading: L

**Prerequisite:** AUTO-010

*Advisory:* ENG-050 & RDG-051

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**AUTO-016 MANUAL DRIVE TRAIN & AXLES Units: 4**

This course provides theory and hands-on experience in manual transmissions/transaxles including: theory of operation, service, diagnosis and repair. The course includes the following topics: clutches, axles, driveshafts, transfer cases, differentials, electrical controls, diagnosis, troubleshooting and partial disassembly and reassembly.

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

**Prerequisite:** AUTO-010

*Advisory:* ENG-050 & RDG-051

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**AUTO-017 AUTOMATIC TRANSMISSIONS & TRANSAXLES Units: 4**

This course provides theory and hands-on experience in automatic transmissions/transaxles including: theory of operation, service, diagnosis and repair. The course includes the following topics: torque converters, gear sets, hydraulic controls, electrical controls, diagnosis and troubleshooting and partial disassembly and reassembly.

Lecture Hours: 45 Lab Hours: 81 Repeatable: No Grading: L

**Prerequisite:** AUTO-010

*Advisory:* ENG-050 & RDG-051

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**AUTO-018 AUTOMOTIVE HEATING & AIR CONDITIONING Units: 4**

This course provides theory and hands-on experience in automotive heating and air conditioning including: theory of operation, service, diagnosis and repair. The course includes the following topics: heating ventilation and air conditioning (HVAC) theory of operation, HVAC housing and ducting, HVAC controls, compressor and clutch operation and servicing and testing HVAC systems.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No Grading: L  
*Advisory:* ENG-050 & RDG-051  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**AUTO-020A AUTOMOTIVE QUICK SERVICE Units: 3**

This course provides theory and hands-on experience in performing key automotive services required by entry-level technicians in an automotive repair facility atmosphere. It is geared for those students entering the workforce as an automotive technician.

Lecture Hours: 18 Lab Hours: 108 Repeatable: No Grading: L  
**Prerequisite:** AUTO-011B & AUTO-013A  
*Advisory:* ENG-050 & RDG-051  
 Transfer Status: None Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**AUTO-021A AUTOMOTIVE DIAGNOSIS AND TROUBLESHOOTING Units: 2**

This course provides an overview of Root Cause Analysis and its application as relevant to automotive diagnosis and troubleshooting. The focus is on electrical and drivability diagnosis, but includes guidelines for any vehicle system diagnosis and troubleshooting. The coursework will include scenario based diagnosis and cold circuit analysis. This course will help anyone interested in developing an effective, logical approach to automotive diagnosis and troubleshooting.

Lecture Hours: 36 Lab Hours: 0 Repeatable: 2 Grading: L  
**Prerequisite:** AUTO-011B  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**AUTO-030A CONSUMER AUTOMOTIVE TECHNOLOGY Units: 3**

This course is intended to provide basic automotive information for the general public, the consumer. The emphasis is on educating the consumer so they can make better decisions when buying, maintaining and servicing their vehicle. This course is not designed for those interested in entering the automotive field as a career. In this course, the following topics will be covered: basic auto safety and tools, basic vehicle systems, vehicle purchasing and maintenance, and having your vehicle serviced.

Lecture Hours: 45 Lab Hours: 27 Repeatable: No Grading: L  
*Advisory:* ENG-050 & RDG-051  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**AUTO-040C CNG/LPG DIAGNOSIS & REPAIR Units: 7**

This course provides classroom lecture/discussion and hands-on training on CNG/LPG diagnosis and repair. The course is designed to introduce the service technician to safety diagnostic and repair practices and procedures unique to gaseous fuel vehicles. This course combines AUTO-040A and AUTO-040B.

Lecture Hours: 90 Lab Hours: 108 Repeatable: No Grading: L  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**AUTO-041 CNG/LPG CONVERSION & INSTALLATION Units: 3**

This course provides classroom lecture/discussion and hands-on training on CNG/LPG conversion and installation. The course is designed to introduce the service technician to manufacturer procedures related to CNG/LPG conversion and installation procedures.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L  
*Advisory:* ENG-050 & RDG-051  
 Transfer Status: None Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**AUTO-043A HYBRID, FUEL-CELL & ELECTRIC TECHNOLOGY Units: 3**

This course provides an introduction to hybrid electric drives that are combined with either an internal combustion engine or fuel cell. Hydrogen fuel cell operation, basic maintenance and applications for vehicle use are covered.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L  
**Prerequisite:** AUTO-010  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**AUTO-045A INTRO TO ALTERNATIVE FUEL VEHICLES Units: 2**

This course provides an overview of the major alternative fuel vehicles available to the transportation industry. The course includes a brief history of alternative fuels, an overview of alternative fuels including an analysis of the pros and cons of each fuel and discussions on whether an alternative fuel vehicle is right for you. It is an essential course for those interested in an alternative fuel certificate or degree.

Lecture Hours: 36 Lab Hours: 0 Repeatable: No Grading: L  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**AUTO-054C BASIC & ADVANCED  
CLEAN AIR CAR COURSE** Units: 7

This course provides the student with the basic and advanced training to meet the requirements of the Bureau of Automotive Repair for a SMOG Technician. The course includes the Basic Clean Air Car Course material in addition to the OBD II Update course, the prior update courses, 8 Hour Dynamometer Transition course, and 20 Hour Advanced Diagnostic update course. This course combines AUTO-054A and AUTO-054B.

Lecture Hours: 117 Lab Hours: 27 Repeatable: 5 Grading: L  
Advisory: AUTO-014A

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

**AUTO-090B BAR UPDATE TRAINING** Units: 1

This course meets the requirements for renewal of the State Smog Inspectors License for technicians whose license expires January 1, 2011 or later. This course will be required for Initial SMOG license training. To meet legally mandated training requirement, this course may be repeated for credit any number of times.

Lecture Hours: 18 Lab Hours: 0 Repeatable: Yes Grading: L

**Prerequisite:** Possess a current SMOG license OR concurrent enrollment in a California SMOG license certification course OR possess a valid ASE A-6, A-8, or L-1 certification or the equivalent.

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

**AUTO-092A BIODIESEL: CHARACTERISTIC,  
USE AND PRODUCTION** Units: 2

This course introduces biodiesel, its characteristics, its use and effects on engines operation and vehicles emissions. The course also covers basic productions considerations and specifications of biodiesel.

Lecture Hours: 36 Lab Hours: 0 Repeatable: No Grading: L

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

**AUTO-099 AUTOMOTIVE/ADVANCED  
TRANSPORTATION SUMMATION** Units: 1

This course provides a forum, for those close to earning an Automotive or Advanced Transportation degree, to reflect on past work and evaluate the program robustness as well as look toward the future and understand educational and career opportunities available to them. It will allow students to evaluate program curriculum, instruction, facilities, equipment and support services. There will also be insight provided by key industry representatives as to employment opportunities and strategies.

Lecture Hours: 18 Lab Hours: 0 Repeatable: No Grading: L

**Prerequisite:** AUTO-020A and AUTO-095B

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

**BASIC PEACE OFFICER TRAINING (BPOT)****BPOT-061 BASIC PEACE OFFICER  
TRAINING - MODULE III** Units: 7

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

Lecture Hours: 99 Lab Hours: 81 Repeatable: No Grading: L  
Advisory: ENG-050

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

**BPOT-062 BASIC PEACE OFFICER  
TRAINING - MODULE II** Units: 12

This course is designed to meet the state mandated training requirements in the Basic Peace Officer Modular Training Course. The course satisfies Peace Officer Standards and Training (POST) requirements for Module II police reserve certification and completion of two of the three Modular Courses required for full-time Peace Officers. There are a total of 268 hours required in this class.

Lecture Hours: 189 Lab Hours: 81 Repeatable: No Grading: L

**Prerequisite:** BPOT-061

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

**BPOT-063 BASIC PEACE OFFICER  
TRAINING - MODULE I** Units: 16½

This course is designed to meet the state mandated training requirements to be qualified as a Module I Peace Officer. The course satisfies POST requirements for Module I police reserve certification and completion of the three Modular courses required for full-time Peace Officers. Total 492 hours as required by the POST Certification.

Lecture Hours: 225 Lab Hours: 267 Repeatable: No Grading: L

**Prerequisite:** BPOT-062

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

**BPOT-065 BASIC PEACE OFFICER TRAINING-  
INTENSE FORMAT** Units: 30

This course meets the requirements of the State of California, Commission on Peace Officer Standards and Training (POST). The POST certification is held by the Riverside Sheriff Department, our sponsoring Law Enforcement Agency. Completion of the course meets the training requirement as prescribed by POST to be a full-time Peace Officer in the State of California. There are a total of 943 hours required in this class.

Lecture Hours: 540 Lab Hours: 413 Repeatable: No Grading: K

**Limitation on Enrollment:** Completion of the POST reading and writing skills examination. Completion of POST physical fitness assessment. Possession of a valid California driver's license. Successful completion of a medical examination. Fingerprint clearance through the California State Department of Justice.

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

**BIOLOGY (BI)****BI-004 ELEMENTS OF BIOLOGY Units: 4**

An introduction to biology for non-majors including the study of plants, animals, ecology, and evolution. The foundations of biology, including biochemistry, cell biology, genetics, anatomy and physiology, and the impact of humans on the environment, will be covered in this course. There is a laboratory component that accompanies this course.

*Note:* BI-004 meets the Biological Sciences Education Requirement, but not the requirements for biological science majors. BI-004 is offered for those individuals with little or no background in the biological sciences.

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

**Prerequisite:** ENG-051

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

COD GE: C1 CSU GE: B2,B3 IGETC: 5B

**BI-005 MOLECULAR & CELL BIOLOGY Units: 5**

This course presents a survey of basic biological principles with a strong emphasis on biochemistry, cell biology and genetics. Topics include: bio-molecular and cell structure and function, cellular respiration, photosynthesis, DNA replication, protein synthesis, Mendelian genetics, mitosis, meiosis, embryology, tissues, organismal diversity and classification.

This course is primarily designed for students pursuing careers in science, medicine, dentistry, veterinary medicine and other health fields requiring a strong foundation in biology. Together BI-005 and BI-006, Biology of Organisms, provide students with the basic biology core curriculum for transfer.

Lecture Hours: 72 Lab Hours: 54 Repeatable: No Grading: L

**Prerequisite:** RDG-051, BI-004 or high school biology, ENG-001A or concurrent enrollment, and CH-001A or concurrent enrollment

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

COD GE: C1 CSU GE: B2,B3 IGETC: 5B

**BI-006 BIOLOGY OF ORGANISMS Units: 5**

This course covers classification, development, physiology and regulation at the organismal level. Additional topics include population dynamics, community ecology, evolution and population genetics.

This course is primarily designed for students pursuing careers in science, medicine, dentistry, veterinary medicine and other health fields requiring a strong foundation in biology. Together BI-006 and BI-005, Molecular and Cell Biology, provide students with the basic biology core curriculum for transfer.

Lecture Hours: 72 Lab Hours: 54 Repeatable: No Grading: L

**Prerequisite:** RDG-051, BI-004 or high school biology, ENG-001A or concurrent enrollment, and MATH-012 or concurrent enrollment

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

COD GE: C1 CSU GE: B2,B3 IGETC: 5B

**BI-010 WOMEN'S HEALTH Units: 3**

A study of current issues and practices related to women's health. Emphasis is placed on female anatomy and physiology relative to changes which occur in a women's body from youth to old age and the specific aspects of health and disease related to these changes. This course is designed to provide information to make the student medically and scientifically knowledgeable about women's health issues and to be an "informed consumer" of medical information and practices concerning today's female. This course qualifies for 45 CEUs of professional development.

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

*Advisory:* ENG-051

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

COD GE: C1 CSU GE: E IGETC: None

**BI-012 BIOLOGY OF CANCER Units: 3**

This course examines the molecular, cellular and genetic basis for the more than 100 different diseases called cancer. Topics include the biology of uncontrolled cellular growth, the causes of cancer, symptoms, diagnosis, staging and the psychological effects of cancer. Methods used to access local and national cancer resources are covered. The roles of the family practitioner, surgeon, pathologist, medical oncologist and radiation oncologist on the cancer team are considered. This course is designed for anyone with a personal or professional interest in preventing cancer and learning about cancer from a clinical and practical view. Information covered in this course allows one to be better informed and prepared to deal with the disease of cancer. This course qualifies for 45 CEUs of professional development.

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

*Advisory:* ENG-001A, a high school or college biology course is recommended

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

COD GE: C1 CSU GE: E IGETC: None

**BI-013 HUMAN ANATOMY AND PHYSIOLOGY I Units: 4**

This course involves an integrated study of human body organization and function. Topics include anatomical terminology, cells and tissues, the integumentary system, the skeletal system, articulations, the muscular system, the nervous system, and special senses. This is the first part of a two course sequence that studies the fundamental concepts of anatomy and physiology and provides a foundation for advanced study of the human body. Both BI-013 and BI-014 must be taken to study all of the major body systems. This two-course sequence is designed to meet the prerequisites for health professional programs, e.g. nursing, physical therapy.

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

**Prerequisite:** ENG-051 and MATH-054

*Advisory:* BI-021

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

COD GE: C1 CSU GE: B2,B3 IGETC: 5B



**BI-014 HUMAN ANATOMY AND PHYSIOLOGY II Units: 5**

This course involves an integrated study of human body organization and function. Topics include the endocrine, immune, cardiovascular, respiratory, digestive, urinary and reproductive systems. This is the second part of a two course sequence that studies the fundamental concepts of anatomy and physiology and provides a foundation for advanced study of the human body. Both BI-013 and BI-014 must be taken to study all of the major body systems. This two-course sequence is designed to meet the prerequisites for health professional programs, e.g. nursing, physical therapy.

Lecture Hours: 72 Lab Hours: 54 Repeatable: No Grading: L

**Prerequisite:** BI-013 and CH-004

Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
COD GE: C1 CSU GE: B2,B3 IGETC: 5B

**BI-015 GENERAL MICROBIOLOGY Units: 5**

This course is a comprehensive study of the microbial world. It is designed to develop an appreciation and understanding of microorganisms and their relationship to humans and their environment. A knowledge of the principles of microbiology and their practical applications is stressed. Subject matter includes: medical microbiology, microbial physiology, microbial genetics, and industrial microbiology. The laboratory experience explores the development of current methods, techniques, and skills necessary to culture, propagate and identify micro-organisms.

Lecture Hours: 72 Lab Hours: 54 Repeatable: No Grading: L

**Prerequisite:** BI-013, CH-004, ENG-051 and MATH-054

*Advisory:* BI-014

Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C1 CSU GE: B2,B3 IGETC: 5B

**BUILDING INSPECTION TECHNOLOGY (BIT)****BIT-001 CALIFORNIA BUILDING CODES Units: 3**

This course covers California Building, Housing, Energy and Disabled Access Codes used for construction, maintenance, and use of buildings and grounds within the State of California. It emphasizes an understanding and application of code sections and provisions and the relationships between building, housing, energy and disabled access codes.

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

*Advisory:* ENG-050, MATH-060, and RDG-050

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

**BIT-002 BUILDING & MECHANICAL CODES Units: 3**

This course covers California Building and Mechanical Codes used for construction, maintenance, and use of buildings and grounds within the State. It emphasizes an understanding and application of code sections and provisions and the relationships between building and mechanical codes.

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

*Advisory:* ENG-050, MATH-060, and RDG-050

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

**BIT-003 BUILDING & PLUMBING CODES Units: 3**

This course covers California Building and Plumbing Codes used for construction, maintenance, and use of buildings and grounds within the State. It emphasizes an understanding and application of code sections and provisions, and the relationships between building and plumbing codes.

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

*Advisory:* ENG-050, MATH-060, and RDG-050

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

**BIT-004 BUILDING & ELECTRICAL CODES Units: 3**

This course covers California Building and Electrical Codes used for construction, maintenance, and use of buildings and grounds within the State. It emphasizes an understanding and application of code sections and provisions, and the relationships between building and electrical codes.

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

*Advisory:* ENG-050, MATH-060, and RDG-050

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

**BIT-026 BUILDING II & FIRE CODES Units: 3**

This course involves building and fire codes used for construction, maintenance, and use of buildings and grounds in the State of California. It places an emphasis on understanding and application of code sections and provisions, and the relation between Fire and Building Codes. It addresses elements of codes in areas of special occupancies, grading, fire and building material standards, and building codes appendices as they apply to both building and fire applications. May be taken for a total of three times for credit.

Lecture Hours: 54 Lab Hours: 0 Repeatable: 2 Grading: L

*Advisory:* ENG-050 and MATH-060

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

**Business/ACCOUNTING (BUAC)****BUAC-004 TAX ACCOUNTING I - INDIVIDUALS Units: 3**

This course is designed to provide students with tax information for both personal and career interests. Students learn tax information with the current laws and regulations available for preparation of personal tax returns and tax returns of others. Tax planning issues for the current and later years are considered.

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

*Advisory:* ENG-050 and MATH-060

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

**BUAC-005 TAX ACCOUNTING II Units: 3**

This course is designed to provide students with tax information for both personal and professional use. Students learn the latest tax regulations that will allow them to prepare tax returns for their own businesses as well as other businesses and corporations. Tax planning issues for current and later tax years are also considered.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
*Advisory:* ENG-050 and MATH-060  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**BUAC-008 REAL ESTATE AND CONSTRUCTION ACCOUNTING Units: 3**

This course introduces concepts and application of financial management and accounting principles used in the construction and real estate industries. Budgeting and monitoring costs for construction projects are emphasized, as well as rate of return analyses for investment projects. Management Accounting is emphasized over Financial Reporting.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**BUAC-009 HOSPITALITY MANAGEMENT ACCOUNTING Units: 3**

This course is the study of the comprehensive application of accounting principles to the hospitality industry. The course includes an emphasis on accounting practices, financial statements, income/expense accounts and statements, special purpose journals and ledgers. Also included is the application of accounting information when making managerial decisions.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
**Prerequisite:** BUAC-066  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**BUAC-010 ACCOUNTING WITH QUICKBOOKS Units: 3**

Introduction to the use of QuickBooks Accounting Software to process accounting transactions related to both a service and merchandising company. Students learn to record and process transactions in the following major accounting activities: journalizing, preparation of financial statements, budgeting, adjusting entries, receipts and payments, cash flow and payroll. Course work prepares students for actual situations using up-to-date equipment and software. Additional topics include a review of basic accounting concepts and the creation of a company using QuickBooks.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
*Advisory:* BUAC-066 or BUAC-020A  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**BUAC-020A FINANCIAL ACCOUNTING Units: 4**

This course covers the accounting information system and the recording and reporting of business transactions with a focus on the accounting cycle, the application of generally accepted accounting principles, and financial statements. It also includes issues relating to asset, liability, and equity valuation, revenue and expense recognition, cash flow, internal controls and ethics.

Lecture Hours: 72 Lab Hours: 0 Repeatable: No Grading: L  
*Advisory:* BUAC-066  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**BUAC-020B MANAGERIAL ACCOUNTING Units: 4**

This course emphasizes accounting concepts and principles relating to corporations, departmental and branch systems; and management uses of accounting data which includes financial statement analysis, cash flow statements, and an introduction to managerial accounting.

Lecture Hours: 72 Lab Hours: 0 Repeatable: No Grading: L  
**Prerequisite:** BUAC-020A  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**BUAC-050 ACCOUNTING IN THE BUSINESS ENVIRONMENT Units: 3**

This course is a comprehensive study of the accountant's role in providing management with information to assist in the decision making process. Approximately one half of the course emphasizes how the accountant organizes, analyzes, and presents financial information but excludes actual preparation of financial statements. The course incorporates the use of spread sheets in meeting those objectives. The balance of the course introduces students to the integrative nature of business and the cross-functional relationships within the professional environment. Included are the accountants' role in Human Resources, Entrepreneurship, and small business management.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
*Advisory:* ENG-050 and MATH-060  
 Transfer Status: None Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**BUAC-066 FUNDAMENTALS OF BOOKKEEPING Units: 3**

This course covers the essential elements of bookkeeping practice upon which advanced work in other accounting courses is based. Topics include the basic accounting equation, uses of journals and ledgers, preparation of financial statements, adjusting and closing entries, bank account reconciliation, and payroll.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
*Advisory:* ENG-050 and MATH-060  
 Transfer Status: None Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**Business/FINANCE (BUFI)****BUFI-012 MONEY MANAGEMENT & PLANNING FOR THE FUTURE Units: 3**

This course provides students with an introductory understanding of economic and financial principles and the environment within which consumer and business decisions are made. It helps those interested in pursuing a career in financial services develop an appreciation for financial concerns of their clients. It also helps students make more informed decisions about setting their own career and financial goals, as well as managing their budget, taxes and investments, protecting their assets against risk, and preparing for retirement.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: O  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**BUFI-013 INVESTMENT OPPORTUNITIES Units: 3**

The course provides students with an understanding of the importance of investment in their personal finances as well as various investment opportunities available to them. It presents the features of different types of stocks, corporate bonds, government securities, mutual funds, options, futures, and real estate investments. It also offers students a set of tools and criteria for evaluating these investment instruments in light of their own financial conditions and objectives.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: O  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**Business/HOTEL & RESTAURANT MANAGEMENT (BUHM)****BUHM-050 INTRODUCTION TO THE HOSPITALITY INDUSTRY Units: 3**

This course provides a basic understanding of the hospitality industry including lodging, food service, institutional, and resort operations. The history, growth and development, current trends, and organizational structure of the industry are explored with a focus on employment opportunities and future trends.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
*Advisory:* ENG-050  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**BUHM-063 HOTEL AND RESTAURANT OPERATIONS Units: 3**

This course analyzes management's functions and responsibilities in such areas as administration, organization, communications, accounting, marketing and human relations.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
*Advisory:* ENG-050  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**Business/MANAGEMENT (BUMA)****BUMA-001 PRINCIPLES OF MANAGEMENT Units: 3**

This course is the study of organization design, managerial processes, motivational theories, and current management problems. It is a study of the concepts of management in organizations and the role of manager in a technologically oriented society including planning, organizing, staffing, directing and controlling. The student is provided an opportunity to gain a contemporary knowledge in management design to improve managerial skills and ability.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**BUMA-010 INTRODUCTION TO BUSINESS Units: 3**

Students study the formation, structure, objectives, and ethics of contemporary American business enterprises. The course emphasizes the significance of the small business organization, the role of large business organizations, and the practices for the development of managerial personnel. This course is recommended for students who wish to explore a career in business.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
*Advisory:* ENG-050  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**BUMA-020A BUSINESS LAW Units: 3**

This course is a study of the social forces and the law, the law of contracts, agency and employment, personal property and bailment, and business torts and crimes, sales law, labor law and government regulation of business.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
*Advisory:* ENG-050  
 Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**BUMA-020B BUSINESS LAW Units: 3**

This course is a study of the law in its relation to business with special emphasis on the law of negotiable instruments (promissory notes, checks, bank drafts, and bills of exchange). It includes the study of suretyship and guaranty, insurance, partnerships, corporations, real property, wills, trusts, and bankruptcy.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
*Advisory:* ENG-050  
 Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**BUMA-025 GOLF SHOP OPERATIONS Units: 2**

This course is the study of the principles and techniques involved in managing the modern professional golf shop: selling techniques, customer service, and merchandise displays. It emphasizes the principles of organizing, financing, and controlling a small business, such as purchasing, pricing, stock control, store layout, policies, and security.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L  
Advisory: ENG-050

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

**BUMA-027 MARKETING Units: 3**

This course is the study of market structures, channels of distribution, pricing and price policy, and market research. The course emphasizes the relationship of human behavior and culture to marketing activities. The student participates in individual and class projects designed to reinforce basic marketing theory and concepts.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
Transfer Status: CSU Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**BUMA-028 SMALL BUSINESS: DEVELOPMENT & MANAGEMENT Units: 3**

This course is designed for the prospective as well as the current small business owner/manager. The curriculum is centered on an array of structural, relationship and process elements such as financial and physical assets, leadership/management issues, human resource functions, planning, and marketing. These elements are developed in the course through a diagnosis and prescription process and culminate in the writing of a comprehensive business plan.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
Advisory: ENG-050 and MATH-060

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

**BUMA-029 RETAIL MERCHANDISE MANAGEMENT Units: 3**

Students study the methods and management of retail selling. The course includes techniques and attitude for selling, product analysis and sales, and the significance of human relations in selling. This course is recommended for students who wish to explore a career in retail management.

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

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

**BUMA-031 BUSINESS CALCULATIONS Units: 3**

Strategies to solve typical business problems including simple interest, compound interest, installment sales, trade and cash discounts, mark-on percents, pricing, discounting notes and drafts, depreciation, taxes, insurance, statistics, stocks and bonds, and distribution of ownership and profits.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
Transfer Status: None Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**BUMA-032 HUMAN RELATIONS IN THE WORKPLACE Units: 3**

Basic concepts of individual, group, and organizational human behavior as they affect human relations, performance, and productivity within the workplace. Strategies and techniques that influence interpersonal, administrative, and organizational communications and interactions among people. Fundamentals of the multi-disciplined science/nature of human relations in developing employee leadership, in working toward Win/Win situations, and in enhancing performance evaluations and respective reward system.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
Transfer Status: CSU Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**BUMA-064 HUMAN RESOURCE MANAGEMENT Units: 3**

Introduction to the human resource management concepts and applications including the impact HR management has on the organization in terms of human resource activities, global human resource strategies, social and organizational realities, legal implications affecting people at work, union / non-union practices, comparable work, employee compensation and benefits, and employee rights.

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

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

**BUMA-094 BUSINESS COMMUNICATIONS Units: 3**

This course integrates instruction and practice in business communication. The emphasis is on modern structure, style, vocabulary, grammar, and logical organizational patterns. The course content emphasizes memos and letters, reports, career communications, oral communication. The course materials highlight standards and physical aspects of written and oral communication including graphic aids, physical presentation of reports, public speaking and oral reporting. The course involves learning how to conduct meetings and improving one's listening ability.

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

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

**CHEMISTRY (CH)****CH-001A GENERAL CHEMISTRY Units: 5**

This is the first course of a two-semester sequence covering the basic principles and concepts of chemistry with emphasis on chemical calculations. Inorganic chemistry is stressed, and the material includes a discussion of atomic structure, chemical bonding, molecules, reaction types, states of matter, and the properties of solutions. The laboratory part of the course complements the lectures and includes qualitative analysis.

Lecture Hours: 54 Lab Hours: 108 Repeatable: No Grading: L

**Prerequisite:** CH-003 or 1 year high school chemistry

**Corequisite:** MATH-010 or MATH-012 or prior completion of either course

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

COD GE: C1 CSU GE: B1,B3 IGETC: 5A

**CH-001B GENERAL CHEMISTRY Units: 5**

This is the second course of a two-semester sequence covering the basic principles and concepts of chemistry with emphasis on chemical calculations. Inorganic chemistry is stressed, and the material includes a discussion of thermodynamics, reaction kinetics, equilibria, electrochemistry and a detailed study of the chemistry of selected elements. There is a brief introduction to organic, biological and nuclear chemistry. The laboratory part of the course complements the lectures and includes half a semester of ion properties and qualitative analysis.

Lecture Hours: 54 Lab Hours: 108 Repeatable: No Grading: L

**Prerequisite:** CH-001A

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

COD GE: C1 CSU GE: B1,B3 IGETC: 5A

**CH-003 INTRODUCTORY GENERAL CHEMISTRY Units: 4**

This course is the study of the principles of inorganic chemistry. Instruction is given in calculations, atomic theory, Periodic Law, bonding and compounds, nomenclature, states of matter, reaction types, composition, stoichiometry, and acids, bases & pH. Laboratory is a hands-on experience stressing manipulation, procedure, data and outcome calculations.

*Note:* This course should be taken by Liberal Studies majors on the Education track to satisfy the chemistry requirement. It should also be taken as a prerequisite for CH-001A for students who have not had high school chemistry within the past 5 years.

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

**Prerequisite:** ENG-051 and MATH-054

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

COD GE: C1 CSU GE: B1,B3 IGETC: 5A\*

**CH-004 FUNDAMENTALS OF CHEMISTRY Units: 4**

This course is a survey of basic principles of inorganic, organic and bio-organic chemistry presented on a level for the general student.

*Note:* This course, in conjunction with CH-005, meets the requirements for bachelor degrees in nursing, dental hygiene and allied health programs. The course is transferable as a physical science with laboratory.

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

**Prerequisite:** ENG-051 and MATH-054

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: C1 CSU GE: B1,B3 IGETC: None

**CH-005 BIO-ORGANIC CHEMISTRY Units: 4**

This course is a survey of organic chemistry and biochemistry with an emphasis on the health sciences. It covers the major functional groups of organic compounds. The biologically active macromolecules and their components are discussed. Bioenergetics and metabolism are a substantial part of this course. The course is intended for health sciences students in dental hygiene, physician's assistant, and related programs.

*Note:* This course, in conjunction with CH-004, satisfies the requirements for those Health Sciences programs that require one year of chemistry other than general chemistry.

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

**Prerequisite:** CH-004

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

COD GE: None CSU GE: B1,B3 IGETC: 5A\*

**CH-006 HUMAN BIOCHEMISTRY Units: 2**

This course is a survey of human biochemistry. It covers biologically significant molecules, their structure and metabolism. Bioenergetics and protein synthesis are also covered. The course is intended as the second semester of chemistry for students in the combined College of the Desert and California State University, San Bernardino BSN program.

Lecture Hours: 36 Lab Hours: 0 Repeatable: No Grading: L

**Prerequisite:** CH-004

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**CH-010A ORGANIC CHEMISTRY Units: 5**

This course is the first of a two-semester sequence covering the basic principles and concepts of organic chemistry. An in-depth study is made of the bonding of carbon, stereochemistry and the reactivity of alkanes, alkenes and alkynes. Addition, substitution and radical reactions are discussed. Alcohols, ethers, haloalkanes and conjugated unsaturated systems are analyzed. The course is designed for chemistry, biology and pre-professional majors.

*Note:* This course is offered in the Fall semester of odd-numbered years.

Lecture Hours: 72 Lab Hours: 54 Repeatable: No Grading: L

**Prerequisite:** CH-001B

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

COD GE: None CSU GE: B1,B3 IGETC: 5A\*

**CH-010B ORGANIC CHEMISTRY Units: 5**

This course is the second of a two-semester sequence covering the basic principles and concepts of organic chemistry. Spectrophotometry is covered. An introduction is made to biochemical compounds. The course is designed for chemistry, biology and pre-professional majors.

*Note:* This course is offered in the Spring semester of even-numbered years.

Lecture Hours: 72 Lab Hours: 54 Repeatable: No Grading: L

**Prerequisite:** CH-010A

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

COD GE: None CSU GE: B1,B3 IGETC: 5A\*

**COMPUTER INFORMATION SYSTEMS (CIS)****CIS-005 COMPUTER SURVIVAL SKILLS Units: 2**

This course provides the basic computer skills required for success in both academic and career endeavors. Students become comfortable with Windows and file management; understand the relationships among hardware, software, networks, operating systems, programs, driver, and files; and learn how to use word processing and the Internet as tools for academic and vocational success. Students also have an opportunity to develop keyboarding skills.

Note: No credit if taken after CIS-010.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L

Advisory: Concurrent enrollment in CIS-097, CIS-098, or CIS-099

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**CIS-006 BUSINESS RESEARCH Units: 1**

An introduction to effective business research techniques using electronic resources. Students learn how to express information needs, access information from appropriate sources, evaluate retrieved data, and organize the data to solve business problems.

Lecture Hours: 18 Lab Hours: 0 Repeatable: No Grading: L

Advisory: CIS-005 and concurrent enrollment in CIS-097, CIS-098, or CIS-099

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**CIS-010 COMPUTER LITERACY Units: 4**

The study of computer concepts and basic proficiency in modern computer application software. Computer concepts focus on historical development of computers; hardware and software definitions and terminology; categories of system software and application software, overview of machine language and high-level programming languages; the systems development process; careers in data processing; principles of networking; overview of e-commerce; security; the legal, moral and ethical issues associated with computers. Students also develop basic skills in applications including word processing, spreadsheets, presentation software, and database query.

Note: CIS-010 is equivalent to CIS-070A + CS-073; no credit for both.

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

Advisory: CIS-005

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

COD GE: C4b CSU GE: None IGETC: None

**CIS-011 CURRENT TOPICS IN TECHNOLOGY Units: 3**

This course encourages students to develop a higher level of social, legal, and ethical awareness in the study of technology. Students are guided through topics that provide insight into the crucial role technology plays both personally and professionally. Students explore their responsibilities to the environment and to society, ensuring that productivity and technical risks are appropriately managed.

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

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**CIS-012 PROFESSIONAL OFFICE PROCEDURES Units: 3**

Topics covered in this course include basic administrative support skills and applied procedures; practical application of office technologies; applied records management; meeting, travel, and conference planning; management and supervision skills; human relations, job attitudes, and public relations; company politics and ethics; and changing job roles.

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

Advisory: CIS-005

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**CIS-016 EFFECTIVE PRESENTATIONS WITH TECHNOLOGY Units: 4**

This course focuses on using word processing, web page tools, and presentation software to create and deliver effective presentations on the web or in the office / classroom. Students survey a variety of presentation formats, learn presentation objectives, discuss the basics of presentation effectiveness, and review good research techniques and sources. Students also use Word and PowerPoint to create web, office, and classroom solutions to case studies and business problems.

Lecture Hours: 72 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: CIS-010

Advisory: CIS-006 and concurrent enrollment in CIS-097, or CIS-098, or CIS-099

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**CIS-017 RECORDS MANAGEMENT WITH MICROSOFT ACCESS Units: 4**

This course examines the basic procedures covering alphabetic, numerical, geographical, subject, and chronological filing and focuses on using database management software to manage records. Students design, create, customize, organize, extract, and present information using Microsoft Access.

Lecture Hours: 72 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: CIS-010

Advisory: Concurrent enrollment in CIS-097, or CIS-098, or CIS-099

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**CIS-020 INTEGRATED OFFICE TECHNOLOGY Units: 4**

Advanced skills of word processing, spreadsheets, presentation graphics, the Internet, mail management and databases with an emphasis on multitasking, integrating applications linking, and embedding. Concepts covered include communications and networks, ethical issues, security, privacy, databases and information management, information systems development, program development and programming languages, computer careers, and certification.

Lecture Hours: 72 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: CIS-010

Advisory: Concurrent enrollment in CIS-097, or CIS-098, or CIS-099

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**CIS-072D EXCEL****Units: 3**

This course provides basic concepts and practical applications using Excel for Windows. Students receive instruction and computer experience using electronic spreadsheets to solve common numerical and accounting-based problems.

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

**Prerequisite:** CIS-010 or BUAC-050

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

**CIS-081A COMPUTER GRAPHICS 1A****Units: 3**

This course provides an introduction to the process of creating, capturing, and manipulating bitmap graphics using Adobe Photoshop, the industry standard bitmap editor for graphics professionals. Adobe Photoshop is used for retouching and photo processing of scanned or digital photographic images on the computer. May be taken for a total of four times for credit. (Equivalent to DDP-001A.)

Lecture Hours: 36 Lab Hours: 54 Repeatable: 3 Grading: L

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

**CIS-081B COMPUTER GRAPHICS 1B****Units: 3**

This course provides an introduction to the process of creating vector graphics images using Adobe Illustrator, the industry standard vector graphics editor for graphics professionals. Adobe Illustrator is used for creating graphic design, typography, logos, and sharp-edged artistic illustration on the computer. May be taken for a total of four times for credit. (Equivalent to DDP-001B.)

Lecture Hours: 36 Lab Hours: 54 Repeatable: 3 Grading: L

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

**CIS-082C WEB PUBLISHING I****Units: 3**

This course teaches students to format World Wide Web pages using Hypertext Markup Language (HTML). Emphasis is placed on development of effective pages. Students learn to incorporate text, graphics, audio files, video files, animation and three-dimensional effects into their Web pages.

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

**Prerequisite:** CIS-010

*Advisory:* ART-003A or ART-040

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

**CIS-083D COMPUTER GRAPHICS 2****Units: 3**

This course provides advanced applications in computer graphics page layout techniques, using Adobe InDesign, Adobe Photoshop, and Adobe Illustrator, the industry standard software for computer graphic design. Emphasis is placed on the computer as a design tool to assemble type and manipulate images for the printed page and Web publication. May be taken for a total of four times for credit. (Equivalent to DDP-002.)

Lecture Hours: 36 Lab Hours: 54 Repeatable: 3 Grading: L

**Prerequisite:** CIS-081A or DDP-001A

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

**CIS-085C WEB PROGRAMMING****Units: 3**

This course teaches the fundamentals of client-side and server-side web programming, using JavaScript, PHP, Perl and MySQL. Students learn how to understand and use simple variables, proper programming syntax, arithmetic and string operations, conditional and logical operators, functions and subroutines, loops and arrays, data file operations and database concepts.

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

**Prerequisite:** CIS-082C

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

**CIS-086 VISUAL BASIC PROGRAMMING****Units: 3**

This is an introductory course in computer programming concepts. Students design, write and debug programs using the principles of structured programming. Topics covered include: programming language structure and syntax; algorithm development, logic and design considerations and program development tools; error handling and debugging; functions, subprograms and parameter passing; conditional and relational operators; selection and looping structures; array processing; sequential and random file access; and an introduction to object oriented programming.

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

**Prerequisite:** CIS-010

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

**CIS-097 COMPUTER LAB****Units: ½**

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

**CIS-098 COMPUTER LAB****Units: 1**

Lecture Hours: 0 Lab Hours: 54 Repeatable: 3 Grading: K

**CIS-099 COMPUTER LAB****Units: 2**

Lecture Hours: 0 Lab Hours: 108 Repeatable: 3 Grading: K

Computer Lab is an open entry/open exit environment designed to develop microcomputer skills for students in all segments of the college community. Emphasis is on the one-to-one tutorial approach, with time devoted to completing lab projects assigned in computer-related courses. May be taken for a total of four times for credit.

**Corequisite:** Any CS or CIS course

Transfer Status: None

Degree Applicable: NAA

COD GE: None

CSU GE: None

IGETC: None

**COMPUTER SCIENCE (CS)****CS-007A COMPUTER SCIENCE I Units: 4**

This course is an introduction to computer programming and is designed primarily for computer science and related transfer major. Its primary objective is to teach fundamentals of computer science and problem solving using the C++ programming language. Topics include structured procedural programming with program control structures (sequence, selection, iteration), modular program structures (functions and parameter passing), data types (primitive types, arrays, files and structures) and an intro to object-oriented programming.

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

**Prerequisite:** MATH-005 or any other math course with MATH-040 as prerequisite

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

**CS-007B COMPUTER SCIENCE II Units: 4**

This second course in computer science introduces more advanced topics in programming. Students will use modularity to develop solutions for larger-scale programming problems. Recursion, algorithmic analysis, data structures, file processing, and object-oriented programming are implemented. This course will be taught using the C++ programming language.

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

**Prerequisite:** CS-007A and MATH-012

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

**CS-009 DATA STRUCTURES AND ALGORITHMS Units: 4**

This is an advanced course in C++ programming. Students design, write, and debug C++ programs using structured programming concepts. Topics covered include: pointers; linked lists, unions and data structures; bit operations, user-defined data types; recursion; incorporation of assembly language subroutines; and advanced graphical and animation techniques.

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

**Prerequisite:** CS-007B and MATH-015

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

**CS-087 ASSEMBLER LANGUAGE PROGRAMMING Units: 4**

This is an introductory course in assembler language programming. Students design, write, and debug assembler language programs using structured programming concepts. Topics covered include: decimal, binary, and hexadecimal numbering systems; personal computer architecture; memory, addresses and registers; assembler directives; subroutines and the stack; interrupts; string functions; command line parameters; external subroutines, segments, groups and macros.

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

**Prerequisite:** CIS-086

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

**CONSTRUCTION MANAGEMENT (CM)****CM-001 INTRODUCTION TO CONSTRUCTION MANAGEMENT Units: 2**

This course provides an overview of the construction industry and its markets. The impact, practices, methods and ethics in the construction industry are reviewed.

Lecture Hours: 36 Lab Hours: 0 Repeatable: No Grading: L

**Advisory:** MATH-060, ENG-050 and RDG-050

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

**CM-002 INTRO TO URBAN PLANNING Units: 3**

This course provides a critical analysis of the theory and practice of land use planning with an emphasis on the urban context. Historical and legal basis for land use planning, traditional and alternative roles of planning in contemporary society are studied along with the planning process, planning tools, and practices.

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

**Advisory:** ENG-050 and RDG-051

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

**CM-003 SITE & TERRAIN ANALYSIS Units: 3**

This course is an introduction to various methods and techniques used to inventory and analyze landscape features. Students also study mapping, overlay techniques, environmental ethics, case study review and an overall assessment of the function and structure of the natural landscape.

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

**Advisory:** ENG-050 and MATH-060

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

**CM-004 CONSTRUCTION LAW SURVEY Units: 3**

This course is a summary of the legal implications of contractor license laws; mechanics lien laws, CAL-OSHA, and Construction Contracts. Laws of liability, worker's compensation, state and federal laws affecting construction and compliance problems are covered.

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

**Advisory:** ENG-050

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

**CM-005 CONSTRUCTION PLANNING Units: 3**

This course covers the concepts used in planning, scheduling and control of construction projects. Use of graphic charts and the Critical Path Method (CPM) are featured. Also covered are program evaluation and review techniques (PERT), time assignment and computation, diagramming practices, monitoring and updating, and computer utilization.

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

**Advisory:** ENG-050 and MATH-060

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



**CM-020 INTRODUCTION TO CONSTRUCTION TECHNOLOGY Units: 3**

This course provides students with in-depth analysis of the organization and structure of the construction industry and the many career choices the industry offers. The course emphasizes green construction practices, jobsite safety, practical knowledge of tool and equipment use, basic construction math, basic rigging techniques, and communication as well as employability skills. Guest speakers and site visits provide the students a wide view of the expectations of entry-level work, wages, benefits, and work place culture. (Equivalent to ACT-020.)

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L  
 Advisory: ENG-051, RDG-051 and MATH-060  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**COUNSELING (COUN)**

FORMERLY STUDENT DEVELOPMENT (STDV)

**COUN-010 CAREERS IN TEACHING Units: 1**

This course provides students with an overview of the teaching profession. The course surveys the history of the teaching profession, nature of the work, career options, academic preparation, credentialing, and supply and demand for teachers. Career assessments and goal setting principles are utilized to help students formulate an educational plan. Students are required to complete a field based assignment requiring visitation to an approved educational institution. The course is designed for students considering a career in teaching.

Lecture Hours: 18 Lab Hours: 0 Repeatable: No Grading: L  
 Advisory: ENG-050  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**COUN-011 INTRODUCTION TO SCHOLARSHIPS Units: 1**

Introduces students to scholarship and financial aid opportunities at the local, state, and national levels. Learn research techniques and utilize publications, software, internet sites, and community resources. Emphasis is on development of a personal organizational system to manage the process of the scholarship search. Identify scholarships that meet personal criteria. Personal statements, interview techniques, résumés, organization and time management skills are also covered.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No Grading: L  
 Advisory: Basic knowledge of the Internet; basic word-processing  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**COUN-012 CAREER/LIFE PLANNING & PERSONAL EXPLORATION Units: 3**

This course is designed to cover theories and concepts of values, interests, skills, and personality as applied to the career and life planning process. It assists students to establish life, career, educational, and personal goals and to develop plans and strategies to meet those goals.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: 0  
 Advisory: ENG-050 and RDG-050  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: C2,C5 CSU GE: E IGETC: None

**COUN-013 STRATEGIES FOR COLLEGE TRANSFER Units: 1**

This course provides students with a concrete plan for understanding and succeeding in transferring to a four-year college or university. Topics include the following: identifying long-term educational and career goals, utilizing technology to conduct college and career research (i.e., assist.org, Eureka), selecting a transfer institution, completing applications for transfer admission, and applying for financial aid and scholarships.

Lecture Hours: 18 Lab Hours: 0 Repeatable: No Grading: 0  
 Advisory: ENG-050  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**COUN-051 COLLEGE SURVIVAL SKILLS FOR EOPS STUDENTS Units: 1**

This course provides EOPS students with information critical to their success at COD. Student support services programs, EOPS and college expectations are discussed in detail. Students become familiar with the college as a whole and are able to ascertain what specific programs and services are available to assist them in reaching their goals.

Lecture Hours: 18 Lab Hours: 0 Repeatable: No Grading: K  
 Transfer Status: None Degree Applicable: NAA  
 COD GE: None CSU GE: None IGETC: None

**COUN-058 CAREER DEVELOPMENT Units: 1**

This course assists students in the process of career decision making. The focus on self assessment, refinement of decision-making skills and career information and research provides students with an on-going system for implementation of career goals.

Lecture Hours: 18 Lab Hours: 0 Repeatable: No Grading: 0  
 Transfer Status: None Degree Applicable: NAA  
 COD GE: None CSU GE: None IGETC: None

**COUN-060 COLLEGE SUCCESS SKILLS Units: 1**

This course helps college students learn the information and develop the skills necessary for success in college. Course topics include an overview of higher education, student support services (including financial aid), study skills (including time management, note taking and test preparation), and an introduction to transfer and career development. Students are helped to develop realistic educational plans consistent with their educational goals.

Lecture Hours: 18 Lab Hours: 0 Repeatable: No Grading: 0  
 Transfer Status: None Degree Applicable: NAA  
 COD GE: None CSU GE: None IGETC: None

**COUN-060A ORIENTATION TO COLLEGE Units: ½**

This course is designed to introduce first-time college student to various college services and programs. It includes enrollment procedures, interpretation of the College of the Desert Assessment, information on educational programs and assistance in formulating a first semester educational plan.

Lecture Hours: 9 Lab Hours: 0 Repeatable: No Grading: K  
 Transfer Status: None Degree Applicable: NAA  
 COD GE: None CSU GE: None IGETC: None

**COUN-061 COLLEGE SUCCESS FOR INTERNATIONAL STUDENTS Units: ½**

This course is required for all first-semester F-1 Visa students. This course is designed to introduce International Students to various college services and programs. It includes enrollment procedures, interpretation of the College of the Desert Assessment, information on educational programs and assistance in developing a personalized Student Educational Plan in order to assist in accomplishing their future goals. Students are introduced to the requirements for Certificates, the Associate in Arts/Science (A.A. or A.S.) degree, and for transferring to a four-year institution. Campus policies and resources are reviewed as well as an overview of American culture, cultural adaptation issues, career planning, and F-1 Visa issues. This course helps F-1 Visa students gain an understanding of the critical elements involved in living and studying successfully in the United States of America. In addition to becoming acquainted with regulations affecting International Students, the class reviews graduation and transfer requirements along with other policies and procedures at College of the Desert.

Lecture Hours: 9 Lab Hours: 0 Repeatable: No Grading: K  
 Transfer Status: None Degree Applicable: NAA  
 COD GE: None CSU GE: None IGETC: None

**CULINARY ARTS (CART)****CART-001 SANITATION AND SAFETY Units: 3**

This course is a study of the principles of hygiene and sanitation and their application to food service operations. Emphasis is placed on the implementation of proper methods and procedures, and the food handler's responsibility in maintaining high sanitation and safety standards.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
*Advisory:* ENG-050 and MATH-060  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**CART-003 PRINCIPLES OF COOKING Units: 5**

This course is a comprehensive study of the physical changes which take place when preparing foods and the safe and sanitary use of hand tools, knives and kitchen equipment. It focuses on "hands-on" experience in the production of stocks, broths, glazes, leading and small sauces, gravies, emulsified sauces, and soups. Cooking methods using moist-heat, dry-

heat, and fat, and the art of seasoning and flavoring are also covered.

Lecture Hours: 50.4 Lab Hours: 118.8 Repeatable: No Grading: L  
*Advisory:* ENG-050 and MATH-060  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**CART-004 PANTRY Units: 5**

This course covers the principles and practices used in producing pantry items in a commercial environment. A variety of menu items are prepared including salads, salad dressings, grill and breakfast items, and sandwiches.

Lecture Hours: 54 Lab Hours: 108 Repeatable: No Grading: L  
*Advisory:* ENG-050 and MATH-060  
 Transfer Status: None Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**CART-006 GARDE MANGER Units: 5**

This course is a comprehensive study of the skills necessary in the preparation and presentation of cold buffets. It focuses on hands-on experience in the production of aspic jellies, chaud froid sauces, forcemeats, pates, gelatins, sausages, mousses, brines, dry cures, marinades, smoked meats, poultry and fish, salt dough display pieces, vegetable flowers, and buffet table and tray centerpieces using fruits, vegetables and ice sculptures.

Lecture Hours: 50.4 Lab Hours: 118.8 Repeatable: No Grading: L  
*Advisory:* ENG-050 and MATH-060  
 Transfer Status: None Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**CART-010 FOOD PROCUREMENT AND COST CONTROL Units: 3**

This course studies the basic principles of purchasing food and beverages, as well as nonfood items, with particular attention to product identification and to the ordering, receiving, storing, and issuing sequence.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
*Advisory:* ENG-050 and MATH-060  
 Transfer Status: None Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**CART-011 MENU PLANNING Units: 3**

This course studies the basic principles of menu making for a variety of types of food service operations, considering the factors of clientele, types of operations, economic requirements, nutritional adequacy, skill of personnel, and equipment limitations.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
*Advisory:* ENG-050 and MATH-060  
 Transfer Status: None Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**CART-028 RESORT FOOD & BEVERAGE OPERATION Units: 3**

This course studies the techniques and methods of operating and controlling a food and beverage operation in a club environment. It studies the management techniques necessary for the planning, monitoring and controlling of a food service operation and of the control systems available to insure a profitable operation.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
*Advisory:* ENG-050 and MATH-060  
 Transfer Status: None Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**CART-033 INTRODUCTION TO BAKING Units: 4**

This course is designed to provide understanding of basic characteristics and function of major ingredients. Focus is on the importance and accuracy of weights, measurements and mixing methods. Hands-on experience in the production of doughs, yeast breads, cookies, pies, cakes, and decorating techniques.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No Grading: L  
*Advisory:* ENG-050 and MATH-060  
 Transfer Status: None Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**CART-034 INTERMEDIATE BAKING Units: 4**

This course provides the student with the knowledge and skills necessary for the production of cakes, tortes, meringues, Bavarian crèmes, mousses, pastry cream and ice cream.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No Grading: L  
**Prerequisite:** CART-033  
*Advisory:* ENG-050 & MATH-060  
 Transfer Status: None Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**CART-035 OPERATIONS MANAGEMENT (PRODUCTION COOKING) Units: 4**

This course covers the principles and practices used in producing menu items in a commercial environment. A variety of menu items are prepared using quantity food preparation equipment and techniques.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No Grading: L  
**Prerequisite:** CART-003  
*Advisory:* ENG-050 and MATH-060  
 Transfer Status: None Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**DANCE (DANC)****DANC-010 INTRODUCTION TO CHOREOGRAPHY Units: 2**

This course is an introduction to the fundamental elements of choreography and their practical application in creating dance composition. (Equivalent to KINE-015.)

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L  
*Advisory:* ENG-050  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: None CSU GE: C1 IGETC: None

**DANC-015 HISTORY OF DANCE Units: 3**

This survey course examines the chronological development of dance and includes the study of pre-classic through contemporary forms. It emphasizes the interconnections between aesthetic practice and people, events, and ideas.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
*Advisory:* ENG-050  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: C3 CSU GE: C1 IGETC: 3A

**DANC-024 DANCE PERFORMANCE Units: 1**

This course exposes the student to the methods and execution of dance as it applies directly to a fully mounted musical theater production or dance concert. It includes exposure to both acting areas and dancing areas as needed by the director and choreographer of the actual production. Emphasis is on rehearsal and performance techniques. May be taken a total of four times for credit.

Lecture Hours: 0 Lab Hours: 54 Repeatable: 3 Grading: L  
**Prerequisite:** Audition or consent of instructor *Advisory:* ENG-050  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**DANC-025 DANCE PERFORMANCE Units: 2**

This course exposes the student to the methods and execution of dance as it applies directly to a fully mounted musical theater production or dance concert. It includes exposure to both acting areas and dancing areas as needed by the director and choreographer of the actual production. Emphasis is on rehearsal and performance techniques. May be taken a total of four times for credit.

Lecture Hours: 0 Lab Hours: 108 Repeatable: 3 Grading: L  
**Prerequisite:** Audition or consent of instructor *Advisory:* ENG-050  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**DANC-026 DANCE PERFORMANCE Units: 3**

This course exposes the student to the methods and execution of dance as it applies directly to a fully mounted musical theater production or dance concert. It includes exposure to both acting areas and dancing areas as needed by the director and choreographer of the actual production. Emphasis is on rehearsal and performance techniques. May be taken a total of four times for credit.

Lecture Hours: 0 Lab Hours: 162 Repeatable: 3 Grading: L  
**Prerequisite:** Audition or consent of instructor *Advisory:* ENG-050  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**DANC-050 THEATRE DANCE Units: 1**

This course includes practical training in Ballet, Modern, Jazz and Tap for stage performance as well as application of various choreographic techniques for musical theater productions.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No Grading: L  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**DANC-070 DANCE, MODERN****Units: 1**

This course provides instruction in modern dance techniques as a vehicle for creating original movement. (Equivalent to KINE-050.)

Lecture Hours: 9 Lab Hours: 27 Repeatable: No Grading: L  
 Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**DANC-073 DANCE, JAZZ****Units: 1**

This course provides instruction in jazz dance technique emphasizing optimum body placement and improved body mechanics and coordination. (Equivalent to KINE-053.)

Lecture Hours: 9 Lab Hours: 27 Repeatable: No Grading: L  
 Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**DANC-075 DANCE, TAP****Units: 1**

This course provides instruction in basic tap dance steps and simple choreography forms for the improvement of coordination and physical conditioning. (Equivalent to KINE-055.)

Lecture Hours: 9 Lab Hours: 27 Repeatable: No Grading: L  
 Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**DANC-076 DANCE, BALLET****Units: 1**

This course provides instruction in ballet technique and vocabulary. (Equivalent to KINE-056.)

Lecture Hours: 9 Lab Hours: 27 Repeatable: No Grading: L  
 Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**DIGITAL DESIGN & PRODUCTION (DDP)****DDP-001A COMPUTER GRAPHICS 1A****Units: 3**

This course provides an introduction to the process of creating, capturing, and manipulating bitmap graphics using Adobe Photoshop, the industry standard bitmap editor for graphics professionals. Adobe Photoshop is used for retouching and photo processing of scanned or digital photographic images on the computer. May be taken for a total of four times for credit. (Equivalent to CIS-081A.)

Lecture Hours: 36 Lab Hours: 54 Repeatable: 3 Grading: L  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**DDP-001B COMPUTER GRAPHICS 1B****Units: 3**

This course provides an introduction to the process of creating vector graphics images using Adobe Illustrator, the industry standard vector graphics editor for graphics professionals. Adobe Illustrator is used for creating graphic design, typography, logos, and sharp-edged artistic illustration on the computer. May be taken for a total of four times for credit. (Equivalent to CIS-081B.)

Lecture Hours: 36 Lab Hours: 54 Repeatable: 3 Grading: L  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**DDP-002 COMPUTER GRAPHICS 2****Units: 3**

This course provides advanced applications in computer graphics page layout techniques, using Adobe InDesign, Adobe Photoshop, and Adobe Illustrator, the industry standard software for computer graphic design. Emphasis is placed on the computer as a design tool to assemble type and manipulate images for the printed page and Web publication. May be taken for a total of four times for credit. (Equivalent to CIS-083D.)

Lecture Hours: 36 Lab Hours: 54 Repeatable: 3 Grading: L

**Prerequisite:** DDP-001A or CIS-081A

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

**DDP-010 GRAPHIC DESIGN I****Units: 3**

Students in this course utilize computers to solve visual communication and design problems using graphic components. Topics covered include typography, logos/marks/symbols/pictographs, corporate identity, graphic techniques (both digital and traditional), introduction to advertising design, digital prepress and press. Adobe Photoshop and Adobe Illustrator software are used to create final images.

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

**Prerequisite:** ART-003A or concurrent enrollment*Advisory:* DDP-001A and DDP-001B (strongly recommended)

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

**DDP-011 GRAPHIC DESIGN II****Units: 3**

Students in this course utilize computers to solve communication and design problems for traditional and new media using graphic, audio, and animation components. Topics covered include traditional and digital typography, animation, motion graphics, sound, new media as communication, non-linear interactive design, and electronic page design.

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

**Prerequisite:** DDP-010

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

**DDP-020 NEW MEDIA I****Units: 3**

Students use the computer to create multimedia presentations that synthesize photography, graphics, video, sound, and animation as well as making traditional and web-based interactive presentations using the industry standard software, Adobe Flash. May be taken for a total of four times for credit.

Lecture Hours: 36 Lab Hours: 54 Repeatable: 3 Grading: L

**Prerequisite:** DDP-001A or DDP-001B or CIS-081A or CIS-081B*Advisory:* DDP-010

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

**DDP-021 NEW MEDIA II Units: 3**

Students use a computer to create advanced multimedia presentations that synthesize photography, graphics, video, sound, and animation as well as making traditional and web-based interactive presentations.

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

**Prerequisite:** DDP-020

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

**DDP-030 INTRODUCTION TO APPLIED DIGITAL PHOTOGRAPHY Units: 3**

This course provides an introduction to the tools, materials and techniques of digital photography for the working professional photographer. Students learn to capture images using a digital camera or camcorder. Topics include the use of digital interfaces, printers and file formats as well as the preparation of images for web use. A digital camera is required.

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

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

**DDP-032 APPLIED DIGITAL PHOTOGRAPHY Units: 3**

This course provides intermediate and advanced instruction in applied digital photography. Students expand their basic digital photography skills to produce digital photographs for the web, prints or slide presentations. Emphasis is placed on taking high quality digital photographs, utilizing advanced image editing software and producing images suitable for prints, publication or the web. A digital camera of at least 3 megapixels is required and Adobe Photoshop software is recommended. Students should have access to a computer capable of handling digital photo files, a photo quality printer and USB connections. May be taken for a total of four times for credit.

Lecture Hours: 36 Lab Hours: 54 Repeatable: 3 Grading: L

**Prerequisite:** DDP-030

Transfer Status: CSU/UC\*

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

**DISABLED STUDENTS PROGRAMS & SERVICES (DSPS)****DSPS-040B EMPLOYMENT FOR INDIVIDUALS WITH DISABILITIES Units: 2**

This course focuses on the fundamentals of employment and the process of developing goals for future employment of persons with disabilities.

Lecture Hours: 36 Lab Hours: 0 Repeatable: 2 Grading: L

*Advisory:* Intended for Workability III students

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

**DSPS-041 INFORMATION MANAGEMENT STRATEGIES Units: 2**

Course emphasis is to develop and enhance the ability of students with disabilities to manage and organize information. Multi-media instruction is utilized. The lecture section includes specific software programs and hardware designed to assist students in the management of information in a technological society. The lab section provides repetition of the stimulus topic via software utilization, specialized hardware, plus individualized computer assisted instruction.

Lecture Hours: 27 Lab Hours: 27 Repeatable: 3 Grading: L

*Advisory:* Intended for students with disabilities

Transfer Status: None

Degree Applicable: NAA

COD GE: None CSU GE: None

IGETC: None

**DSPS-042 ALTERNATIVE LEARNING STRATEGIES Units: 2**

This course provides specialized computer assisted instruction primarily for students with learning disabilities and/or acquired brain injuries. Students with other disabilities may also benefit from this course. Students are provided with strategies and opportunities to maximize their learning potential and increase academic competency.

Lecture Hours: 27 Lab Hours: 27 Repeatable: 0 Grading: L

*Advisory:* Intended for students with disabilities

Transfer Status: None

Degree Applicable: NAA

COD GE: None CSU GE: None

IGETC: None

**DSPS-045A JOB SKILLS DEVELOPMENT - VOCATIONAL EXPLORATION Units: 1**

This course is designed to assist students with disabilities in developing specific goals for employment. The course focuses on personal and vocational assessment, clarification of values, identification of skills, and the development of a vocational plan.

Lecture Hours: 18 Lab Hours: 0 Repeatable: 2 Grading: L

*Advisory:* Intended for Workability III students

Transfer Status: None

Degree Applicable: NAA

COD GE: None CSU GE: None

IGETC: None

**DSPS-045B JOB SKILLS DEVELOPMENT - JOB APPLICATIONS AND RESUME WRITING Units: ½**

This course is designed to assist students with disabilities in successfully completing job applications and writing a resume, complete with cover letter.

Lecture Hours: 9 Lab Hours: 0 Repeatable: 2 Grading: L

*Advisory:* Intended for Workability III students

Transfer Status: None

Degree Applicable: NAA

COD GE: None CSU GE: None

IGETC: None

**DSPS-045C JOB SKILLS DEVELOPMENT - JOB INTERVIEW SKILLS** **Units: ½**

This course is designed to assist students with disabilities to develop competitive job interview skills.

Lecture Hours: 9 Lab Hours: 0 Repeatable: 2 Grading: L  
*Advisory:* Intended for Workability III students  
 Transfer Status: None Degree Applicable: NAA  
 COD GE: None CSU GE: None IGETC: None

**DSPS-046 COMPUTER ACCESS APPLICATIONS** **Units: 0.5**

Students with verified disabilities are provided with advanced training in specific adaptive computer technologies so they may complete regular course assignments.

Lecture Hours: 0 Lab Hours: 27 Repeatable: 3 Grading: L  
*Advisory:* Intended for students with disabilities  
 Transfer Status: None Degree Applicable: NAA  
 COD GE: None CSU GE: None IGETC: None

**DSPS-301 SPECIALIZED LEARNING SKILLS DEVELOPMENT** **Units: 0**

Students are individually evaluated to determine their specific learning disability. Individual learning strategies are developed and students learn to use appropriate accommodations.

Class Hours: Open Repeatable: Yes Grading: K  
*Prerequisite:* Students must be referred by the Learning Disability Specialist  
*Corequisite:* DSPS-304  
 Transfer Status: None Degree Applicable: NONC  
 COD GE: None CSU GE: None IGETC: None

**DSPS-304 INSTRUCTIONAL SUPPORT LAB** **Units: 0**

The Instructional Support Lab is a laboratory setting that provides access to adaptive hardware and software with a Disability Specialist/Instructor for students with disabilities. Under the direction of the instructor, students utilize specialized equipment to assist in completion of assignments from their academic classes and enhance academic skills.

Class Hours: Open Repeatable: Yes Grading: K  
*Advisory:* Intended for students with disabilities  
 Transfer Status: None Degree Applicable: NONC  
 COD GE: None CSU GE: None IGETC: None

**DSPS-305 COMPUTER ACCESS ASSESSMENT** **Units: 0**

Selected adaptive technology is utilized by students with verified disabilities in order to evaluate which technology they may best benefit from and its effectiveness as it relates to their personal utilization and academic success.

Class Hours: Open Repeatable: Yes Grading: K  
*Advisory:* Intended for students with disabilities  
 Transfer Status: None Degree Applicable: NONC  
 COD GE: None CSU GE: None IGETC: None

**DRAFTING, GENERAL & COMPUTER (DRA)**

**DRA-001 TECHNICAL DRAFTING I** **Units: 3**

This course introduces students to general and architectural drafting skills. Students learn to differentiate among several drafting techniques. This course prepares students for higher level drafting courses and more complex drawing types.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L  
*Advisory:* ENG-050 and MATH-060  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**DRA-008 AUTOCAD LEVEL I: BASIC DRAWING TECHNIQUES** **Units: 2**

This course covers the basics of computer aided drafting and design including hardware, software, operating systems and development of skills for creating and plotting simple technical and architectural drawings using AutoCAD software.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L  
*Prerequisite:* CIS-010 *Advisory:* DRA-001  
 Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**DRA-009 AUTOCAD LEVEL II: ADVANCED DRAWING TECHNIQUES** **Units: 2**

This course covers advanced drawing techniques. Students study productivity techniques, advanced dimensioning, hatching, multiple viewpoint plotting using AutoCAD software. Students develop skills in creating 3D drawing and surface remodeling.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L  
*Prerequisite:* DRA-008  
 Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**DRA-010 CAD DRAFTING/DESIGN PROJECT** **Units: 2**

This course provides training in applying the principle techniques of computer-aided drafting and design to selected projects. Students with majors or interest in architecture, drafting, interior design, landscape design or engineering, with the approval of their professor, will select projects to be produced using AutoCAD software.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L  
*Prerequisite:* DRA-008  
 Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**DRA-011 INTRODUCTION TO SKETCHUP AND REVIT** **Units: 3**

This course covers the basic principles of 3-dimensional CAD modeling from a conceptual stage to a transitional architectural design and documentation platform built on Building Information Modeling (BIM) using SketchUp and Revit software respectively.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L  
*Prerequisite:* DRA-008  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**DRUG & ALCOHOL STUDIES (HSAD)****See Alcohol & Drug Studies (page 145)****EARLY CHILDHOOD EDUCATION (ECE)****ECE-001 PRINCIPLES AND PRACTICES OF TEACHING Units: 3**

This course is an examination of the underlying theoretical principles of developmentally appropriate practices applied to programs, environments, emphasizing the key role of relationships, constructive adult-child interactions, and teaching strategies in supporting physical, social, creative and intellectual development for all children. This course includes a review of the historical roots of early childhood programs and the evolution of the professional practices promoting advocacy, ethics and professional identity.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
*Advisory:* ENG-051  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**ECE-010 CHILD GROWTH & DEVELOPMENT Units: 3**

This course examines the major physical, psychosocial, and cognitive/language developmental milestones for children, both typical and atypical, from conception through adolescence. There will be an emphasis on interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students will observe children, evaluate individual differences and analyze characteristics of development at various stages.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
*Advisory:* ENG-051  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: None CSU GE: D7,E IGETC: None

**ECE-010A PRESCHOOL CHILD DEVELOPMENT Units: 3**

This course studies the developing child with emphasis on the biosocial, cognitive, and psychosocial growth from three through five years of age. It includes the major theories of development regarding in-depth understanding of development from 36-60 months.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
**Prerequisite:** ECE-010  
*Advisory:* ENG-051  
 Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**ECE-010B CHILD DEVELOPMENT: SCHOOL AGE & ADOLESCENCE (AGES 6-18) Units: 3**

This course studies the developing child with emphasis on the biosocial, cognitive, and psychosocial growth from six years of age through adolescence. Identification of the key concepts, comparison of theoretical perspective, application of empirical generalizations, and analysis of major issues for this age group is of primary concern for this course.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
**Prerequisite:** ECE-010 or ECE-010A  
 Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**ECE-012 CHILD, FAMILY & COMMUNITY Units: 3**

An examination of the developing child in a societal context focusing on the interrelationship of family, school and community and emphasizes historical and socio-cultural factors. The processes of socialization and identity development will be highlighted, showing the importance of respectful, reciprocal relationships that support and empower families.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
**Prerequisite:** ECE-010 or ECE-010A or concurrent enrollment  
*Advisory:* ENG-051  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: D7,E IGETC: None

**ECE-019 CHILDREN'S LANGUAGE AND LITERATURE Units: 3**

This course is an overview of children's emerging literacy and language skills. At the end of this course students will demonstrate their knowledge of language acquisition in young children, how literacy skills emerge in young children, and what a teacher's role is in assisting the learning process.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
**Prerequisite:** ECE-010 or ECE-010A  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**ECE-020 INFANT/TODDLER GROWTH AND DEVELOPMENT Units: 3**

This course studies the process of human development from conception through age three as determined by heredity, society and human interaction with implication for child guidance. Prenatal development and the birth process are emphasized. Major theories of development are reviewed. Observations provide opportunity to integrate theory and practice for all children. Multiple influences on development are analyzed including cultural, linguistic and ability differences are emphasized.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
**Prerequisite:** ECE-010 or ECE-010A  
*Advisory:* ENG-051  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**ECE-021 INFANT/TODDLER CURRICULUM Units: 3**

This course prepares students to develop and implement an infant and/or toddler curriculum including design of a developmentally appropriate learning environment. Licensing requirements and teacher competency necessary for working with infants and toddlers are explored.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
**Prerequisite:** ECE-010 or ECE-010A or ECE-020  
*Advisory:* ENG-051  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**ECE-023 THE MENTOR TEACHER/  
ADULT SUPERVISION Units: 2**

Methods and principles of supervising adults who are student teachers, assistants or volunteers in early childhood classrooms. Emphasis is on the role of experienced classroom teachers who function as mentors to new teachers while simultaneously addressing the needs of children, parents and other staff.

Lecture Hours: 36 Lab Hours: 0 Repeatable: No Grading: L  
**Prerequisite:** ECE-046B or ECE-046A  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**ECE-024 ADMINISTRATION OF PROGRAMS FOR YOUNG CHILDREN Units: 3**

This course examines the requirements for the administration of programs for young children including private and publicly funded preschool programs, emphasizing the business and management skills of administration. It is required by the State Department of Social Services for directors of private preschools and child care programs.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
**Prerequisite:** ECE-010 or ECE-010A & completion of 9 units in ECE  
*Advisory:* ENG-001A  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**ECE-024A ADMIN ECE PROGRAMS: PHILOSOPHY & CURRICULUM Units: 0.5**

This course examines the requirements for the administration of programs for young children including private and publicly funded preschool programs, emphasizing the business and management skills of administration. Focus on program and curriculum philosophy. It is required by the State Department of Social Services for directors of private preschools and child care programs.

Lecture Hours: 9 Lab Hours: 0 Repeatable: No Grading: L  
**Prerequisite:** ECE-010 or ECE-010A & completion of 9 units in ECE  
*Advisory:* ENG-001A  
 Transfer Status: None Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**ECE-024B ADMIN ECE PROGRAMS: LEGAL/LICENSING ISSUES Units: 0.5**

This course examines the requirements for the administration of programs for young children including private and publicly funded preschool programs. It is required by the State Department of Social Services for directors of private preschools and child care programs.

Lecture Hours: 9 Lab Hours: 0 Repeatable: No Grading: L  
**Prerequisite:** ECE-010 or ECE-010A & completion of 9 units in ECE  
*Advisory:* ENG-001A  
 Transfer Status: None Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**ECE-024C ADMIN ECE PROGRAMS: BUSINESS START-UP & EXPANSION Units: 0.5**

This course examines the requirements for the administration of programs for young children including private and publicly funded preschool programs, emphasizing the business and management skills of administration. The focus is on business start up and expansion. It is required by the State Department of Social Services for directors of private preschools and child care programs. (Program Administration Scale: Center Operations)

Lecture Hours: 9 Lab Hours: 0 Repeatable: No Grading: L  
**Prerequisite:** ECE-010 or ECE-010A & completion of 9 units in ECE  
*Advisory:* ENG-001A  
 Transfer Status: None Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**ECE-024D ADMIN ECE PROGRAMS: FISCAL MANAGEMENT Units: 0.5**

This course examines the requirements for the administration of programs for young children including private and publicly funded preschool programs, emphasizing the business and management skills of administration. The focus is on fiscal management. It is required by the State Department of Social Services for directors of private preschools and child care programs. (Program Administration Scale: Personnel Costs and Allocation)

Lecture Hours: 9 Lab Hours: 0 Repeatable: No Grading: L  
**Prerequisite:** ECE-010 or ECE-010A & completion of 9 units in ECE  
*Advisory:* ENG-001A  
 Transfer Status: None Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**ECE-024E ADMIN ECE PROGRAMS: MARKETING & PR Units: 0.5**

This course examines the requirements for the administration of programs for young children including private and publicly funded preschool programs, emphasizing the business and management skills of administration. This course focuses on marketing and public relations. It is required by the State Department of Social Services for directors of private preschools and child care programs. (Program Administration Scale: Marketing and Public Relations)

Lecture Hours: 9 Lab Hours: 0 Repeatable: No Grading: L  
**Prerequisite:** ECE-010 or ECE-010A & completion of 9 units in ECE  
*Advisory:* ENG-001A  
 Transfer Status: None Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None



**ECE-024F ADMIN ECE PROGRAMS: PERSONNEL Units: 0.5**

This course examines the requirements for the administration of programs for young children including private and publicly funded preschool programs, emphasizing the business and management skills of administration. The course focuses on personnel management. It is required by the State Department of Social Services for directors of private preschools and child care programs. (Program Administration Scale: Personnel and Staff Qualifications; Human Resources Management)

Lecture Hours: 9 Lab Hours: 0 Repeatable: No Grading: L

**Prerequisite:** ECE-010 or ECE-010A & completion of 9 units in ECE

*Advisory:* ENG-001A

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**ECE-025 ADVANCED ADMINISTRATION OF PROGRAMS FOR YOUNG CHILDREN Units: 3**

This course provides an advanced level of administrative and managerial knowledge needed to operate a child care center as a successful business. Emphasis is on leadership, emerging issues in early childhood education, continuous improvement, systems thinking, creating learning communities, advocacy and professionalism.

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

**Prerequisite:** ECE-024, completion of 12 units in ECE

Transfer Status: CSU Degree Applicable: AA/AS

CODGE: None CSU GE: None IGETC: None

**ECE-027 ENGLISH LANGUAGE LEARNERS IN ECE Units: 3**

This course focuses on principles for promoting language, literacy and learning for preschool English language learners. Upon successful completion of this course, students will demonstrate the ability to foster an environment that respects and values linguistic and cultural diversity while assisting children toward the eventual mastery of English as a second language.

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

**Prerequisite:** ECE-010

Transfer Status: CSU Degree Applicable: AA/AS

CODGE: None CSU GE: None IGETC: None

**ECE-031 CHILD ABUSE AND NEGLECT Units: 3**

This course examines physical abuse and neglect, emotional abuse and neglect, and sexual abuse of children, as well as issues which contribute to abuse and neglect. The developmental consequences of stress and trauma on children are explored. Emphasis is placed on ways to support family strengths, foster positive mental health and prevent, detect and intervene in cases of child abuse. Mandated reporting protocols are reviewed.

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

*Advisory:* ENG-050

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**ECE-033 SURVEY OF SPECIAL EDUCATION Units: 3**

This course provides an introduction to special education in the public schools with an emphasis on inclusion in early childhood education. Legal aspects, assessment, placement and the disabilities served in public schools and child care settings are examined. The role of childcare professionals and paraprofessionals in serving children with disabilities is emphasized. Strategies to include children with special needs in full inclusion settings are stressed.

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

**Prerequisite:** ECE-010 or ECE-010A

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**ECE-034 SOCIAL COGNITION AND THE DEVELOPING BRAIN Units: 3**

This course is designed to help students understand brain development occurs through the interaction of a child's relationships and experiences. Early childhood teachers (birth to age eight) create calm and effective learning environments when they facilitate children's capacity to know others (social cognition) and to get along with others (prosocial behavior).

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

**Prerequisite:** ECE-010 or ECE-010A

*Advisory:* ENG-051

Transfer Status: None

Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**ECE-035 ISSUES IN SPECIAL EDUCATION Units: 3**

This course prepares students to become teachers in Inclusive Programs. The focus of the course is on implementing inclusive Early Childhood Programs for children with learning disabilities, developmental disabilities, physical challenges, and problem behaviors. Students learn how to facilitate curriculum as well as how the learning environment dictates children's learning and behavior.

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

**Prerequisite:** ECE-033

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**ECE-036 MUSIC FOR YOUNG CHILDREN Units: 3**

This course emphasizes the development of curriculum ideas for using music to develop listening ability, movements, rhythm dancing, singing, identifications of instruments and pitch. Teaching techniques and materials appropriate to the growth and development of young children are explored.

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

**Prerequisite:** ECE-010 or ECE-010A

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**ECE-037 INCLUSION PRACTICES IN EARLY CHILDHOOD Units: 3**

Designed to develop both planning and intervention skills for working with young children with special needs and their families. Students will plan educational programs which include use of specific intervention techniques and practices from recognized early intervention programs for children showing atypical development. Attention will be given to adopting strategies to include exceptional children in programs for typically developing young children. Field experiences required.

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

**Prerequisite:** ECE-035

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**ECE-038 SCIENCE AND NUMBER CONCEPTS FOR YOUNG CHILDREN Units: 3**

This course explores the development of curriculum ideas for teaching about the environment and conservation of natural resources to young children. It includes the sequence of mathematical concepts appropriate to different stages of development.

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

**Prerequisite:** ECE-010 or ECE-010A

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**ECE-040 INTRODUCTION TO CURRICULUM Units: 3**

This course presents an overview of knowledge and skills related to providing appropriate curriculum and environments for young children from birth to age 6. Students examine teacher's role in supporting development and fostering the joy of learning for all young children using observation and assessment strategies emphasizing the essential role of play. An overview of content areas will include, but not be limited to: Language and literacy, social and emotional learning, sensory learning, art and creativity, math and science.

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

**Prerequisite:** ECE-010 or ECE-010A or concurrent enrollment

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**ECE-044 HEALTH, SAFETY & NUTRITION Units: 3**

Introduction to the laws, regulations, standards, policies and procedures and early childhood curriculum related to child health safety and nutrition. The key components that ensure physical health, mental health and safety for both children and staff will be identified along with the importance of collaboration with families and health professionals. Focus on integrating the concepts into everyday planning and program development for all children.

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

**Prerequisite:** ECE-010 or ECE-010A

*Advisory:* ENG-051

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**ECE-045 TEACHING IN A DIVERSE SOCIETY Units: 3**

Examination of the development of social identities in diverse societies including theoretical and practical implications of oppression and privilege as they apply to young children, families, programs, classrooms and teaching. Various classroom strategies are explored emphasizing culturally and linguistically appropriate anti-bias approaches supporting all children in becoming competent members of a diverse society. Course includes self-examination and reflection on issues related to social identity, stereotypes and bias, social and educational access, media and schooling.

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

**Prerequisite:** ECE-010 or ECE-010A

*Advisory:* ENG-051

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**ECE-046B OBSERVATION & ASSESSMENT Units: 3**  
(formerly ECE-046A)

This course focuses on the appropriate use of assessment and observation strategies to document development, growth, play and learning in order to join with families and professionals in promoting children's success and maintaining quality programs. Recording strategies, rating systems, portfolios, and multiple assessment methods are explored.

Lecture Hours: 49.5 Lab Hours: 13.5 Repeatable: No Grading: L

**Prerequisite:** ECE-010 or ECE-010A

*Advisory:* ENG-001A

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**ECE-047A PRACTICUM IN EARLY CHILDHOOD EDUCATION Units: 3**  
(formerly ECE-047)

A demonstration of developmentally appropriate early childhood teaching competencies under guided supervision. Students 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 are emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning for all young children.

Lecture Hours: 9 Lab Hours: 135 Repeatable: No Grading: L

**Prerequisite:** ECE-046A or ECE-046B

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**ECONOMICS (ECON)****ECON-001 PRINCIPLES OF MACROECONOMICS Units: 3**

Macroeconomics deals with the overall performance of the economy. It focuses on aggregate economic concepts such as the gross domestic product, employment, unemployment, price stability, inflation, ups and downs of the economy, economic growth, the role of money, and the impact of international trade. The course also covers different theories and views that explain an economic system, and addresses a range of policy options that can be considered for improving the performance of the economy.

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

**Prerequisite:** ENG-050 and MATH-060

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C2

CSU GE: D2

IGETC: 4B

**ECON-002 PRINCIPLES OF MICROECONOMICS Units: 3**

This course is an introduction to economic theory and analysis with an emphasis on the features of a market economy, role and behavior of consumers, businesses, owners of resources, government and the international sector. Efficiencies and deficiencies of a market system are explored and the role of government intervention is discussed.

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

**Prerequisite:** ENG-050 and MATH-060

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C2

CSU GE: D2

IGETC: 4B

**ECON-011 INTERNATIONAL ECONOMIC RELATIONS Units: 3**

The course is the study of international trade, foreign investment, transfer of technology, and the international flow of labor. Students become familiar with the principles of international economic relations and its complexities through class lectures, review of current literature, and class discussions.

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

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C2

CSU GE: D2

IGETC: 4B

**ECON-012 UNDERSTANDING ECONOMIC PRINCIPLES & APPLICATIONS Units: 3**

This course provides students with an introductory knowledge of fundamental economic principles and issues. It prepares students to make critical evaluation of economic issues and policies and make more informed decisions as voters. It teaches students how to apply economic principle and analysis to their own economic and financial decisions such as setting career and financial goals and managing their personal finances. It prepares students for taking principles of macro and micro economics.

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

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: C2

CSU GE: D2

IGETC: None

**EMERGENCY MEDICAL TECHNOLOGY (EMT)****EMT-084 EMERGENCY MED TECH I Units: 6**

This course prepares students for EMT I certification. Students study and practice the fundamental principles and skills required to provide care to patients experiencing trauma and emergency medical conditions. This course is approved by Riverside County EMS and meets all Title 22 regulations. The course includes theory instruction, skills practice, and supervised field and clinical time in selected prehospital sites.

Lecture Hours: 72 Lab Hours: 108 Repeatable: No Grading: L

**Advisory:** ENG-050

Transfer Status: None

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

**EMT-085 EMT REFRESHER COURSE Units: 2**

This refresher course for EMT I personnel meets or exceeds the requirements specified in the California Code of Regulations, Title 22, Chapter 5, Section 9. The re-certification shall be available for those whose EMT cards have not expired for more than one (1) year. The course contains information on new EMT techniques and procedures, refresher for cardiopulmonary resuscitation, and a review of current local protocols. Both a written and skills competency examinations are required for course completion. For the purpose of recertification and to meet legally mandated training requirement, this course may be repeated for credit any number of times.

Lecture Hours: 36 Lab Hours: 0 Repeatable: Yes Grading: L

**Prerequisite:** EMT-084 or EMT I certification

Transfer Status: None

Degree Applicable: NAA

COD GE: None

CSU GE: None

IGETC: None

**ENGINEERING, GENERAL (ENGR)****ENGR-006A ELECTRIC CIRCUITS FOR ENGINEERING AND SCIENCE Units: 4**

This course is the first semester of a one year course designed to provide students with a broad knowledge of the theoretical background and experimental application of modern electronic devices and circuitry. It covers basic electronic concepts, solid state devices such as diodes and transistors and an introduction to basic analog and digital circuit design and analysis emphasizing practical applications including Ohm's Law and Kirchhoff's laws; nodal and loop analysis; analysis of linear circuits; network theorems; transients in RLC circuits; sinusoidal steady-state analysis and application of PSPICE to circuit analysis. (Equivalent to PH-006A.)

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

**Prerequisite:** MATH-001A

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C1

CSU GE: None

IGETC: None

**ENGR-011 STATICS****Units: 3**

This course is an introduction to the analysis of forces on engineering structures in equilibrium. Vector analysis is utilized to study two- and three-dimensional frames, machines and trusses. Principles of friction, centroids, center of gravity, and moment of inertia for areas and masses are applied to analyze complex real-world problems. (Equivalent to PH-010.)

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

**Prerequisite:** PH-004A and MATH-001B

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

COD GE: None CSU GE: None IGETC: None

**ENGR-012 ENGINEERING 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.

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

**Prerequisite:** ENGR-011 or PH-010

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

COD GE: None CSU GE: None IGETC: None

**ENGR-013 MATERIALS SCIENCE****Units: 3**

Application of basic principles of chemistry and physics to the mechanical, electrical, optical, thermal, magnetic, and deteriorative properties of materials. Special emphasis is given to the relationship between microstructure and the properties of metals, polymers, ceramics, and semiconducting materials.

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

**Prerequisite:** CH-001A and MATH-001A

*Advisory:* PH-004A

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

COD GE: None CSU GE: None IGETC: None

**ENGINEERING TECHNOLOGY (ENGT)****ENGT-010 INTRODUCTION TO PLANE SURVEYING****Units: 4**

This course is designed for students to acquire skills relevant to land surveying. Students learn fundamental surveying techniques involving linear, angular, and area calculations, and measurements. Field experience will include use of steel tapes, engineer's level, transit, theodolite, electronic distance measurements, and electronic calculators in solving surveying problems. Property conveyances, easements, state and local laws, ordinances, and policies are introduced.

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

*Advisory:* ENG-051, RDG-051 and MATH-005

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**ENGLISH (ENG)****ENG-001A COMPOSITION****Units: 4**

This course introduces students to the demands of writing in the academic setting. Students learn the basics of critical thinking and research techniques as they apply to the writing process. Students then learn to apply the writing process in composing essays in response to their analysis of prose and poetry.

Lecture Hours: 72 Lab Hours: 0 Repeatable: No Grading: L

**Prerequisite:** ENG-051, or ENG-061, or ENG-071, or ESL-051, or ESL-071

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: C4a CSU GE: A2 IGETC: 1A

**ENG-001B COMPOSITION & LITERATURE****Units: 3**

This course introduces the student to the genres of imaginative literature - prose fiction, poetry, and drama - with special emphasis on the interrelationships between form and theme. Students write critical essays about the literature.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

**Prerequisite:** ENG-001A

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: C3 CSU GE: C2 IGETC: 3B

**ENG-005A CREATIVE WRITING****Units: 3**

This course introduces students to the perceptions, skills and techniques of all forms of creative writing, with primary emphasis on fiction and poetry.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

**Prerequisite:** ENG-001A

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**ENG-005B ADVANCED CREATIVE WRITING****Units: 3**

This is an advanced course designed to enable students to refine their creative writing skills in their chosen genre.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

**Prerequisite:** ENG-005A

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**ENG-010A AMERICAN LITERATURE I****Units: 3**

This course presents a survey of American literature, both formal and informal, extending from the period preceding Columbus' voyages through the time of the Civil War. Selections include writings that reflect the rich and diverse cultural backgrounds that make up America's unique and complex heritage.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

**Prerequisite:** ENG-001A

*Advisory:* ENG-001B

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: C3 CSU GE: C2 IGETC: 3B

**ENG-010B AMERICAN LITERATURE II Units: 3**

This course presents a survey of late 19th and 20th Century American literature. Selections include writings of traditional and non-traditional American authors that reflect the rich and diverse cultural backgrounds that make up America's unique and complex heritage.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

**Prerequisite:** ENG-001A

*Advisory:* ENG-001B

Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C3 CSU GE: C2 IGETC: 3B

**ENG-011A SURVEY OF ENGLISH LITERATURE TO 18<sup>TH</sup> CENTURY Units: 3**

This course surveys the major writers and works of English literature of the Old English, Middle-English, the Renaissance, and the Seventeenth and Eighteenth Centuries.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

**Prerequisite:** ENG-001A

Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C3 CSU GE: C2 IGETC: 3B

**ENG-011B SURVEY OF ENGLISH LITERATURE (ROMANTIC-MODERN) Units: 3**

This course surveys the major writers and works of English literature of the Romantic, Victorian, Edwardian, and Modern Periods.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

**Prerequisite:** ENG-001A

Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C3 CSU GE: C2 IGETC: 3B

**ENG-012A WORLD LITERATURE I Units: 3**

This course presents a survey of the literary works that have influenced world thought from Homer through the Renaissance to 1660. Classics in all genres are studied for their artistic merit and their contributions to modern life.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

**Prerequisite:** ENG-001A

Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C3 CSU GE: C2 IGETC: 3B

**ENG-012B WORLD LITERATURE II Units: 3**

This course surveys works which have influenced world thought from 1660 to the present. Selections reflect the rich and diverse cultural backgrounds of world literature. This course may be taken independently from World Literature I, ENG 12A.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

**Prerequisite:** ENG-001A

Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C3 CSU GE: C2 IGETC: 3B

**ENG-014 SHAKESPEARE Units: 3**

This course is a study of selected histories, comedies, and tragedies of William Shakespeare.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

**Prerequisite:** ENG-001A

Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C3 CSU GE: C2 IGETC: 3B

**ENG-015 THE SHORT STORY Units: 3**

This course introduces students to the short story, through critical discussion and analysis of its elements, structure, devices and context using short stories from around the world.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

**Prerequisite:** ENG-001A

*Advisory:* ENG-001B

Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C3 CSU GE: C2 IGETC: 3B

**ENG-016 LITERATURE OF THE DESERT Units: 3**

This course surveys non-fiction, fiction, and poetry written about the desert, inspired by the desert, and by authors living in the desert, with emphasis on the desert literature of the southwestern United States. The course includes an introduction to the desert environment, and appeals to the individual student's relation to the desert. Field trips may be required.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

**Prerequisite:** ENG-001A

Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C3 CSU GE: C2 IGETC: 3B

**ENG-017 WOMEN IN LITERATURE Units: 3**

This course presents a survey of literature written by and about women in the American, European, Asian, and Latin American traditions. Students examine archetypes and stereotypes of women as they are challenged in the literature.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

**Prerequisite:** ENG-001A

*Advisory:* ENG-001B

Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C3 CSU GE: C2 IGETC: 3B

**ENG-021 INTRODUCTION TO LATIN 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: 0 Repeatable: No Grading: L

**Prerequisite:** ENG-001A

Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C3 CSU GE: C2 IGETC: 3B

**ENG-022 INTRODUCTION TO AFRICAN AMERICAN LITERATURE Units: 3**

This course provides an introduction to folk, traditional and contemporary African American literature with critical analysis of representative works in the essay, the short story, the novel, poetry and drama. It includes a historical overview from the seventeenth century through the present. Through varied reading selections and learning about the history and culture of African Americans in the United States, the students better understand and appreciate the richness and diversity of African American literature.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

**Prerequisite:** ENG-001A

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: C3 CSU GE: C2 IGETC: 3B

**ENG-024 NATIVE AMERICAN LITERATURE Units: 3**

A survey of Native American literature, from oral tradition through European contact, assimilation, and contemporary narrative.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

**Prerequisite:** ENG-001A

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: C3 CSU GE: C2 IGETC: 3B

**ENG-025 INTRODUCTION TO THE NOVEL Units: 3**

This course introduces students to the techniques and development of fiction by the discussion and criticism of novels from countries throughout the world.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

**Prerequisite:** ENG-001A

*Advisory:* ENG-001B

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: C3 CSU GE: C2 IGETC: 3B

**ENG-026 THE LESBIAN, GAY, BISEXUAL AND TRANSGENDER LITERARY EXPERIENCE Units: 3**

A survey of literature written by and about lesbians, gays, bisexuals, and transgender people. The course explores representations of LGBT people in fiction, poetry, and drama. Appropriate literary criticism is introduced. Students examine stereotypes and their Deconstruction in literature. The class invites students to explore the diversity of human life.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

**Prerequisite:** ENG-001A *Advisory:* ENG-001B

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: C3 CSU GE: None IGETC: None

**ENG-031 THE BIBLE AS LITERATURE: THE OLD TESTAMENT Units: 3**

This course provides a survey of the Old Testament of the Bible, from a literary and philosophical point of view, with attention also paid to the ancient Near-Eastern texts and to the Jewish Apocrypha. It introduces the great characters and events in the context of the developmental nature of this literature.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

**Prerequisite:** ENG-001A

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: C3 CSU GE: C2 IGETC: 3B

**ENG-032 THE BIBLE AS LITERATURE: THE NEW TESTAMENT Units: 3**

This course provides a survey of the New Testament of the Bible, from a literary and philosophical point of view, with attention also paid to the Dead Sea Scrolls material and 1<sup>st</sup> and 2<sup>nd</sup> century writings related to the New Testament. It introduces the great characters and events in the context of the developmental nature of this literature.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

**Prerequisite:** ENG-001A

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: C3 CSU GE: C2 IGETC: 3B

**ENG-035 MYTH AND LEGEND Units: 3**

This course provides an introduction to the mythological and legendary literature from various world cultures, with special reference to Judeo-Christian, Oriental, Native American, Northern European, and classical Greek and Roman mythologies.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

**Prerequisite:** ENG-001A

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: C3 CSU GE: C2 IGETC: 3B

**ENG-036 CHILDREN'S LITERATURE Units: 3**

This course introduces students to a formal study of literature for children from preschool through middle school, including critical examination of genres, themes, and cultures depicted in these texts; in addition, students study the professional literary criticism of this literature.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

**Prerequisite:** ENG-001A

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: C3 CSU GE: C2 IGETC: 3B

**ENG-037 METHODS OF TUTORING WRITING Units: 3**

Study of the theory, principles and methods of tutoring students who need specific practice in writing. Those completing this course with a grade of C or better are eligible to participate in tutorial writing services on campus. May not be counted toward fulfilling requirements for the English or liberal arts majors. May be counted toward fulfilling electives for the English or liberal arts majors. Students in this class are expected to be proficient writers.

Lecture Hours: 54 Lab Hours: 10 Repeatable: No Grading: L

**Prerequisite:** ENG-001A

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: C3 CSU GE: None IGETC: None

**ENG-041 TECHNICAL AND PROFESSIONAL WRITING Units: 3**

This course teaches students to write effectively within the business environment. Specifically, they study common types of business or office written communication and techniques for producing standard professional final copy. Students also learn to write effective email for the workplace, memos, business letters, proposals, summaries, status reports, and a researched formal report.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

**Prerequisite:** ENG-051

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: C4a

CSU GE: None

IGETC: None

**ENG-050 BASIC WRITING SKILLS Units: 3**

This course provides extensive study of basic writing skills in preparation for higher level writing courses. Students write paragraphs and short essays and develop an awareness of correct grammar, usage, and mechanical skills. (Equivalent to ESL-050C.)

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: O

Transfer Status: None

Degree Applicable: NAA

COD GE: None

CSU GE: None

IGETC: None

**ENG-051 INTRODUCTION TO EXPOSITORY WRITING Units: 3**

This course helps students improve their skills in expository writing, including a review of grammar and sentence skills to prepare them for college level courses. (Equivalent to ESL-051.)

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: O

**Prerequisite:** ENG-050 or ESL-050C

Transfer Status: None

Degree Applicable: NAA

COD GE: None

CSU GE: None

IGETC: None

**ENG-061 ACCELERATED ENGLISH FOR COLLEGE SUCCESS Units: 4**  
(formerly ENG-052)

Preparation for academic writing and critical thinking expected in transfer and associate-degree classes. Strongly recommended: participation in the English placement process.

Lecture Hours: 72 Lab Hours: 0 Repeatable: No Grading: L

Transfer Status: None

Degree Applicable: NAA

COD GE: None

CSU GE: None

IGETC: None

**ENG-070 ACADEMIC ENGLISH I Units: 4**

This course will introduce students to writing and reading academic texts in preparation for transfer and associate-degree classes by focusing on basic essay structure, beginning research skills, and critical reading strategies with integrated practice and reinforcement in writing and reading. (Equivalent to ESL-070.)

Lecture Hours: 72 Lab Hours: 0 Repeatable: No Grading: O

Transfer Status: None

Degree Applicable: NAA

COD GE: None

CSU GE: None

IGETC: None

**ENG-071 ACADEMIC ENGLISH II Units: 4**

This course will continue to prepare students for writing and reading academic texts in preparation for transfer and associate-degree classes by focusing on essay structure, research skills, and critical reading strategies with integrated practice and reinforcement in writing and reading. (Equivalent to ESL-071.)

Lecture Hours: 72 Lab Hours: 0 Repeatable: No Grading: O

**Prerequisite:** ENG-070, or ESL-070, or ENG-050 *and* RDG-050, or

ESL-050C *and* RDG-050

Transfer Status: None

Degree Applicable: NAA

COD GE: None

CSU GE: None

IGETC: None

**ENG-097A-D WRITING CENTER Units: ½**

Lecture Hours: 0 Lab Hours: 27 Repeatable: No Grading: K

**ENG-098A-D WRITING CENTER Units: 1**

Lecture Hours: 0 Lab Hours: 54 Repeatable: No Grading: K

Writing Center Laboratory is an open entry/open exit environment designed to provide opportunities for students in all segments of the college community to develop their writing skills. Emphasis is placed on the one-to-one tutorial approach, computer-assisted instruction, word composing/processing and audio-visual.

**Corequisite:** Any ENG & RDG course except ENG-050 or RDG-050

Transfer Status: None

Degree Applicable: NAA

COD GE: None

CSU GE: None

IGETC: None

**ENGLISH AS A SECOND LANGUAGE - Credit (ESL)****ESL-049 ESL READING Units: 3**  
(formerly RESL-050)

This introductory reading course provides students with varied opportunities to study phonetic, contextual and syntactical strategies while they read. Emphasis is also on locating the main idea and central point of a reading and reading aloud with clarity.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: O

*Advisory:* Concurrent enrollment in ESL-050A and ESL-055A

Transfer Status: None

Degree Applicable: NAA

COD GE: None

CSU GE: None

IGETC: None

**ESL-050A TRANSITIONAL BASIC ESL WRITING Units: 3**

This course provides extensive study of basic writing skills in preparation for higher level writing courses. Primary emphasis is placed on basic sentence and paragraph skills.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: O

*Advisory:* Concurrent enrollment in ESL-049 and ESL-055A

Transfer Status: None

Degree Applicable: NAA

COD GE: None

CSU GE: None

IGETC: None

**ESL-050C BASIC ESL WRITING Units: 3**

This course provides extensive study of basic writing skills in preparation for higher level writing courses. Students write paragraphs and short essays and develop an awareness of correct grammar, usage, and mechanical skills. (Equivalent to ENG-050.)

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: O  
**Prerequisite:** ESL-050A *Advisory:* ESL-055B  
 Transfer Status: None Degree Applicable: NAA  
 COD GE: None CSU GE: None IGETC: None

**ESL-051 EXPOSITORY ESL WRITING Units: 3**

This non-transferable course is designed for English as a Second Language students who need further training and practice in expository writing and conventional language skills in preparation for higher level writing courses. Emphasis is on writing of full length essays and research techniques. (Equivalent to ENG-051.)

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: O  
**Prerequisite:** ESL-050C or ENG-050 *Advisory:* ESL-060  
 Transfer Status: None Degree Applicable: NAA  
 COD GE: None CSU GE: None IGETC: None

**ESL-052 PRONUNCIATION & VOCABULARY Units: 3**

This ESL credit pronunciation and vocabulary course is designed to help students to better communicate orally through practice and production of the sounds, syllables, rhythm and intonation of Standard English words. Emphasis is also placed on vocabulary acquisition and building.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: O  
 Transfer Status: None Degree Applicable: NAA  
 COD GE: None CSU GE: None IGETC: None

**ESL-053 PRESENTATION BASICS Units: 3**

This oral presentation course is designed to prepare ESL and bilingual students for success in college courses, such as Speech 4, where oral presentation skills are a required part of the course content. Students will explore the nature, types and basic structure of oral presentations and practice effective presentation delivery techniques in several structured speeches. This course also focuses on diction, fluency, identifying intercultural issues in presentation and confidence building.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: O  
*Advisory:* ESL-050C and ESL-052 are strongly recommended  
 Transfer Status: None Degree Applicable: NAA  
 COD GE: None CSU GE: None IGETC: None

**ESL-055A TRANSITIONAL BASIC ESL GRAMMAR Units: 3**

This course focuses on the fundamentals of English grammar with an emphasis on problems encountered by non-native speakers of English.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: O  
*Advisory:* ESL-050A and RESL-050 are strongly recommended as corequisites  
 Transfer Status: None Degree Applicable: NAA  
 COD GE: None CSU GE: None IGETC: None

**ESL-055B BASIC ESL GRAMMAR Units: 3**

This course focuses on the fundamentals of English grammar with an emphasis on problems encountered by non-native speakers of English.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: O  
**Prerequisite:** ESL-055A  
*Advisory:* ESL-050C and RDG-050 are strongly recommended  
 Transfer Status: None Degree Applicable: NAA  
 COD GE: None CSU GE: None IGETC: None

**ESL-057A BASIC ESL SPEAKING SKILLS Units: 3**

This course is recommended for non-native speakers of English or bilingual students who wish to improve their spoken English. Students learn standard American speech by practicing pronunciation, intonation, and other oral skills. Emphasis is placed on oral production through practice of speaking exercises in class.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: O  
*Advisory:* ESL-049 or RESL-050, ESL-050A, ESL-055A  
 Transfer Status: None Degree Applicable: NAA  
 COD GE: None CSU GE: None IGETC: None

**ESL-057B ADVANCED ESL SPEAKING SKILLS Units: 3**

This course focuses on sentence stress and other advanced phonetic skills necessary for improved fluency in standard American speech. Students engage in various types of oral production activities, including outlining and delivering oral presentations and interviewing in order to develop a personal style of communication. Students also engage in activities to improve listening and note-taking skills.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: O  
*Advisory:* ESL-057A  
 Transfer Status: None Degree Applicable: NAA  
 COD GE: None CSU GE: None IGETC: None

**ESL-060 ADVANCED ESL GRAMMAR Units: 3**

This course is the most advanced level of grammar courses offered in the Credit-ESL Program. Emphasis is placed on applying rules of grammar and syntax to improve writing clarity and effectiveness, in academic essays. Grammar is studied in the context of learning to edit one's own writing.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: O  
**Prerequisite:** ESL-055B  
*Advisory:* ESL-051 is strongly recommended  
 Transfer Status: None Degree Applicable: NAA  
 COD GE: None CSU GE: None IGETC: None

**ESL-070 ESL/ACADEMIC ENGLISH I Units: 4**

This course will introduce students (whose first language is not English) to writing and reading academic texts in preparation for transfer and associate-degree classes by focusing on basic essay structure, beginning research skills, and critical reading strategies with integrated practice and reinforcement in writing and reading. (Equivalent to ENG-070.)

Lecture Hours: 72 Lab Hours: 0 Repeatable: No Grading: O  
**Prerequisite:** ESL-050A  
*Advisory:* ESL-055B  
 Transfer Status: None Degree Applicable: NAA  
 COD GE: None CSU GE: None IGETC: None



**ESL-071 ESL/ACADEMIC ENGLISH II Units: 4**

This course will continue to prepare students for writing and reading academic texts in preparation for transfer and associate-degree classes by focusing on essay structure, research skills, and critical reading strategies with integrated practice and reinforcement in writing and reading. (Equivalent to ENG-071.)

Lecture Hours: 72 Lab Hours: 0 Repeatable: No Grading: O

**Prerequisite:** ESL-070, or ENG-070, or ESL-050C *and* RDG-050, or ENG-050 *and* RDG-050

*Advisory:* ESL-060

Transfer Status: None Degree Applicable: NAA  
COD GE: None CSU GE: None IGETC: None

**ESL-097A-D ESL LABORATORY Units: ½**

Lecture Hours: 0 Lab Hours: 27 Repeatable: No Grading: K

**ESL-098A-D ESL LABORATORY Units: 1**

Lecture Hours: 0 Lab Hours: 54 Repeatable: No Grading: K

ESL Laboratory is an open entry/open exit environment designed to provide opportunities for students in all segments of the college community to develop their writing skills. Emphasis is on the one-to-one tutorial approach, computer-assisted instruction, word composing/processing and audio-visual.

**Corequisite:** Any credit ESL course

Transfer Status: None Degree Applicable: NAA  
COD GE: None CSU GE: None IGETC: None

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**ENGLISH AS A SECOND LANGUAGE - Noncredit (ESLN)**


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**ESLN-310C ESL - COMPREHENSIVE III Units: 0 (Low Intermediate)**

This third level comprehensive English as a Second Language course reinforces grammatical structures, as well as reading, writing and speaking skills from levels I and II and stresses the present perfect, the past continuous and the present perfect continuous tenses. Emphasis is placed on expanding the student's oral, reading and writing fluency in English.

Class Hours: Open Repeatable: Yes Grading: K

*Advisory:* Appropriate ESLN Placement Test score, or Instructor recommendation

Transfer Status: None Degree Applicable: NONC  
COD GE: None CSU GE: None IGETC: None

**ESLN-310D ESL - COMPREHENSIVE IV Units: 0 (High Intermediate)**

This fourth level comprehensive English as a Second Language course reinforces grammatical structures from levels I, II and III and stresses verb patterns, use of conditionals, gerunds and infinitives. Emphasis is on developing the student's reading and oral fluency and the ability to compose a paragraph using Standard English word order and learned conventions.

Class Hours: Open Repeatable: Yes Grading: K

**Prerequisite:** ESLN-310C, or appropriate ESLN Placement Test score, or Instructor recommendation

Transfer Status: None Degree Applicable: NONC  
COD GE: None CSU GE: None IGETC: None

**ESLN-310E ESL - COMPREHENSIVE V Units: 0 (Low Advanced)**

This course provides a bridge for noncredit non-native speakers of English preparing to enroll in credit academic and vocational classes. The course provides a basic introduction to the writing process and the development of critical thinking skills. The course emphasizes communication fluency in authentic personal and academic modes.

Class Hours: Open Repeatable: Yes Grading: K

**Prerequisite:** ESLN-310D, or appropriate ESLN Placement Test score, or Instructor recommendation

Transfer Status: None Degree Applicable: NONC  
COD GE: None CSU GE: None IGETC: None

**ESLN-324A ESL - READING LABORATORY Units: 0**

This noncredit course is intended for students who are currently enrolled in an ESLN-310C, D or E Comprehensive Course. It is designed to help ESL learners increase their vocabulary, learn reading strategies, and improve reading fluency and comprehension. Students will follow computer-guided instruction and practice at their own pace, using a computer.

Class Hours: Open Repeatable: Yes Grading: K

**Corequisite:** ESLN-310C, or ESLN-310D, or ESLN-310E

Transfer Status: None Degree Applicable: NONC  
COD GE: None CSU GE: None IGETC: None

**ESLN-388A ESL - CONVERSATION I Units: 0 (Low Beginning)**

This first level course in English as a Second Language Conversation focuses on simple communication skills relevant to the students' daily lives.

Class Hours: Open Repeatable: Yes Grading: K

Transfer Status: None Degree Applicable: NONC

COD GE: None CSU GE: None IGETC: None

**ESLN-388B ESL - CONVERSATION II Units: 0 (High Beginning)**

This second level course in English as a Second Language Conversation reinforces skills taught in Level I and emphasizes vocabulary and phrases used in real-life situations.

Class Hours: Open Repeatable: Yes Grading: K

**Prerequisite:** ESLN-388A or appropriate ESLN Placement Test score or Instructor recommendation

Transfer Status: None Degree Applicable: NONC

COD GE: None CSU GE: None IGETC: None

**ESLN-388C ESL - CONVERSATION III Units: 0 (Low Intermediate)**

This third level course in English as a Second Language Conversation reinforces skills presented in level II and emphasizes skills needed to communicate in small group situations.

Class Hours: Open Repeatable: Yes Grading: K

**Prerequisite:** ESLN-388B or appropriate ESLN Placement Test score or Instructor recommendation

Transfer Status: None Degree Applicable: NONC

COD GE: None CSU GE: None IGETC: None

**ESLN-388D ESL - CONVERSATION IV Units: 0**  
(High Intermediate)

This fourth level course in English as a Second Language Conversation focuses on extended use of oral language in various conversational situations. Students engage in conversations, discussions, and presentations.

Class Hours: Open Repeatable: Yes Grading: K

**Prerequisite:** ESLN-388C or appropriate ESLN Placement Test score or Instructor recommendation

Transfer Status: None Degree Applicable: NONC

COD GE: None CSU GE: None IGETC: None

**ESLN-388E ESL - CONVERSATION V Units: 0**  
(Low Advanced)

This fifth level course in English as a Second Language Conversation focuses on refining conversation skills within the context of life in the U.S., its social conventions, and U.S. history. Students will engage in conversations, discussions, and presentations.

Class Hours: Open Repeatable: Yes Grading: K

**Prerequisite:** ESLN-388D or appropriate ESLN Placement Test score or Instructor recommendation

Transfer Status: None Degree Applicable: NONC

COD GE: None CSU GE: None IGETC: None

**ESLN-399 ESL - LANGUAGE LABORATORY Units: 0**

This open entry/open exit course is designed to provide additional opportunities for students enrolled in the ESL Noncredit program to develop their English skills, specifically in the areas of listening, speaking, reading, writing and grammar. Emphasis is on the use of multimedia equipment and materials, print and audiovisual materials.

Class Hours: Open Repeatable: Yes Grading: K

Transfer Status: None Degree Applicable: NONC

COD GE: None CSU GE: None IGETC: None

**FINANCE (BUFI)**

**See Business/Finance (page 163)**

**FIRE TECHNOLOGY (FIRE)**

**FIRE-001 FIRE PROTECTION ORGANIZATIONS Units: 3**

This course surveys career opportunities in California Fire and Emergency Management Services and related fields; explores the history of fire protection; fire loss analysis, reviews public, quasi-public and private fire protection services; reviews specific fire protection functions; introduces fire chemistry and physics. This course is designated as Fire 1 by the California State Board of Fire Services and the State Fire Marshal and is part of the designated core curriculum.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Advisory: ENG-050

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**FIRE-002 FIRE PREVENTION Units: 3**

This course provides the fundamental organization and function of fire prevention; inspections; surveying and mapping procedures; recognition of fire and life hazards; engineering a solution of a fire hazard; enforcing solutions to a fire hazard; public relations as effected by fire prevention. This course is designated Fire 2 by the California State Board of Fire Services and the State Fire Marshal and is part of the designated core curriculum.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Advisory: ENG-050

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**FIRE-003 FIRE PROTECTION EQUIPMENT AND SYSTEMS Units: 3**

This course provides information relating to the features of design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection, and portable fire extinguishing equipment; protection systems for special hazards; sprinkler systems and fire detection and alarm systems. This course is designated Fire 3 by the California State Board of Fire Services and the State Fire Marshal and is part of the designated core curriculum.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Advisory: ENG-050

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**FIRE-004 BUILDING CONSTRUCTION FOR FIRE PROTECTION Units: 3**

This course provides the fundamentals of building design and construction with emphasis on fire protection features including: building equipment facilities, fire resistant materials and high rise.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Advisory: ENG-050

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**FIRE-005 FIRE BEHAVIOR & COMBUSTION Units: 3**

This course explores and analyzes the fundamentals and specific principles of fire behavior, combustible materials, extinguishing agents, hazardous and toxic material, forms of energy and fire prevention/suppression techniques. This course is designated Fire 5 by the California State Board of Fire Services and the State Fire Marshal and is part of the designated core curriculum.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Advisory: ENG-050

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**FIRE-006 HAZARDOUS MATERIALS/ICS Units: 3**

This course introduces the student to the world of hazardous chemicals, including their physical properties, uses in industry, and characteristics when involved in spills, fires and accidents. Basic information is covered regarding emergency procedures, legal requirements, compliance to regulations, health effects and treatment, and fire department protocols and responsibilities. This course is designated F6 by the State Board of Fire Services and California State Fire Marshal.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
Advisory: ENG-050

Transfer Status: CSU Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**FIRE-010 WILDLAND FIRE TECHNOLOGY Units: 3**

This course meets the minimum requirements for employment as a wildland fire fighter with State and Federal fire suppressions agencies. Basic interagency courses, (I-110, 130, 190, S-212) are included. This course includes the care, maintenance and general use of power and hand crosscut saws and other fire fighting hand tools for fire line construction. This course stresses field performance and teamwork, along with fireline techniques, procedures, and safety. Wildland fire behavior safety is presented throughout the course. (Equivalent to NR-010.)

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
Advisory: RDG-050

Transfer Status: CSU Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**FIRE-063A BASIC FIRE FIGHTER I ACADEMY Units: 11**

This course provides individuals with the knowledge and skills to safely perform, under minimal supervision, essential and advanced fire ground tasks. These shall include basic rescue operations, auto extrication, basic fire suppression, prevention and investigation, a basic knowledge of the "Incident Command System" and an introduction to the potential dangers of hazardous materials. In addition, students will learn to use, inspect and maintain various types of firefighting and rescue equipment. Completion of this course satisfies the manipulative and academic training requirements as established by the State Fire Marshal to become certified as a Fire Fighter I.

Lecture Hours: 162 Lab Hours: 108 Repeatable: No Grading: L  
**Prerequisite:** EMT-084 and FIRE-001  
Advisory: ENG-051 and RDG-051

**Limitation on Enrollment:** Successful completion within one year of a Certified Physical Ability Test (CPAT). Safety gear and SCBA will be required. FIT testing is mandatory.

Transfer Status: None Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**FIRE-063B BASIC FIRE FIGHTER I ACADEMY Units: 7½**

This course provides individuals with the knowledge and skills to safely perform, under minimal supervision, basic rescue operations, hose, ladders forcible entry, auto extrication, basic fire suppression and control, prevention and investigation, hazardous materials decon, basic knowledge of the "Incident Command System". Completion of this course satisfies the requirements as established by the State Fire Marshal to become certified as a Fire Fighter I. Certifications will be issued for S-212, LARRO, RIC, Auto Extrication, Haz/Mat Decon, Fire Control 3 and 4A/B, Basic Fire Fighter Academy.

Lecture Hours: 63 Lab Hours: 216 Repeatable: No Grading: L

**Prerequisite:** FIRE-063A

**Limitation on Enrollment:** Successful completion within one year of a Certified Physical Ability Test (CPAT). Safety gear and SCBA will be required. FIT testing is mandatory.

Transfer Status: None Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**FIRE-070 CONFINED SPACE-AWARENESS Units: ½**

This course provides instruction in identifying permit and non-permit required confined spaces, hazards associated with confined spaces, state regulations, communications, and equipment requirements. This course does not qualify participants to enter confined spaces. This course is approved by the California State Fire Marshal and California Fire Service Training and Education System (CFSTES).

Lecture Hours: 9 Lab Hours: 0 Repeatable: No Grading: L

Transfer Status: None Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**FIRE-071 CONFINED SPACE-OPERATIONAL Units: 1½**

This course presents a review of confined space rescue definitions and operating restrictions and principles, then moves the student through a series of drills and scenarios for practical application of the skills and techniques presented. This course is approved by the California State Fire Marshal and California Fire Service Training and Education System (CFSTES). A minimum of 40 hours is required.

Lecture Hours: 18 Lab Hours: 27 Repeatable: No Grading: L

**Prerequisite:** FIRE-070

Transfer Status: None Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**FIRE-072 TRENCH RESCUE Units: ½**

This course is designed to train fire service personnel in hands-on application of the techniques necessary to safely complete a rescue from an excavation or trenching cave-in. Topics include critical considerations while responding to trenching emergencies, evaluation of cave-in scenes, basic life support procedures and temporary protection for victims, specialized tool usage, shoring techniques, and below grade rescue safety. This course is approved by the California State Fire Marshal and California Fire Service Training and Education System (CFSTES).

Lecture Hours: 4 Lab Hours: 16 Repeatable: No Grading: L  
Advisory: Regular or volunteer fire fighter

Transfer Status: None Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**FIRE-073 AUTOMOBILE EXTRICATION Units: ½**

This course focuses on rescue fire operations techniques requiring vehicle extrication equipment. This course includes team organization; rescue and safety considerations; use of hand tools; use of hydraulic tools; use of pneumatic tools; use of wood cribbing and air bags; vehicle and victim stabilization techniques; and scene management. This course is approved by the California State Fire Marshal and California Fire Service Training and Education System (CFSTES).

Lecture Hours: 4 Lab Hours: 16 Repeatable: No Grading: L  
Transfer Status: None Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**FIRE-074 FIRE CONTROL 3: STRUCTURAL FIRE FIGHTING Units: 1½**

This course is designed to keep fire-fighting personnel at high level of skill in combating building fires. It utilizes the burning of an otherwise useless building to provide students with hands-on fire fighting experience. Topics include: Fire behavior within a building, ventilation, search and rescue, interior attack, exterior attack, overhaul techniques, and exposure protection.

Lecture Hours: 27 Lab Hours: 0 Repeatable: No Grading: L  
Transfer Status: None Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**FIRE-075 HAZARDOUS MATERIALS FIRST RESPONDER Units: 1**

Defensive tactics to contain the release from a safe distance, keep it from spreading, and prevent exposures without trying to stop the release. Meets and exceeds the requirements of CFR 29 1910.120 and CCR Title 8.

Lecture Hours: 18 Lab Hours: 0 Repeatable: No Grading: L  
Transfer Status: None Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**FIRE-076 INTRO TO RESCUE SYSTEMS - LOW ANGLE RESCUE Units: 1**

This course is designed to equip the student with the techniques and methods for using rope, webbing, hardware friction devices, and litters in low angle rescue situations. Areas covered include: Rope and related equipment, anchor systems, safety lines, stretcher lashing and rigging, mechanical advantage systems and single line and two line rescue systems.

Lecture Hours: 18 Lab Hours: 0 Repeatable: No Grading: L  
Transfer Status: None Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**FIRE-077A FIRE INVESTIGATION IA: ORIGIN AND CAUSE Units: 2½**

This course provides the students with an introduction and basic overview of fire scene investigation. The focus of the course is to provide information on fire scene indicators and to determine the fire's origin.

Lecture Hours: 45 Lab Hours: 0 Repeatable: No Grading: L  
Transfer Status: None Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**FIRE-077B FIRE INVESTIGATION IB: TECHNIQUES Units: 2½**

This course provides a deeper understanding of fire investigation and builds on Fire Investigation 1A. Topics include the juvenile fire setter, report writing, evidence preservation and collection, interview techniques, motives, and fire fatalities.

Lecture Hours: 45 Lab Hours: 0 Repeatable: No Grading: L  
**Prerequisite:** FIRE-077A  
Transfer Status: None Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**FIRE-078A FIRE INSTRUCTOR IA: INSTRUCTIONAL TECH Units: 2½**

This is the first of a two-course series. Topics include: The Occupational Analysis, course outline, concepts of learning, levels of instruction, behavioral objectives, lesson plan development, psychology of learning, and instructor evaluation. Student teaching demonstrations are required of all.

Lecture Hours: 45 Lab Hours: 0 Repeatable: No Grading: L  
Transfer Status: None Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**FIRE-078B FIRE INSTRUCTOR IB: INSTRUCTIONAL TECH Units: 2½**

This is the second of a two-course series. Topics include: preparing course outlines, establishing levels of instruction, constructing behavioral objectives and lesson plans; developing instructional aids, fundamentals of testing and measurements, test planning, evaluation techniques and tools. Student teaching demonstrations are required of all.

Lecture Hours: 45 Lab Hours: 0 Repeatable: No Grading: L  
**Prerequisite:** FIRE-078A  
Transfer Status: None Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**FIRE-079A I-100: INTRODUCTION TO ICS Units: ½**

This course is a review of ICS (Incident Command System) organization, basic terminology, and common responsibilities through a self-paced text and progress checks.

Lecture Hours: 9 Lab Hours: 0 Repeatable: No Grading: L  
Transfer Status: None Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**FIRE-079B I-200: BASIC ICS Units: 1**

This course describes the principal features that constitute the ICS. Collectively, these features identify the unique quality of the ICS as an incident or event management system. Features are: five primary functions, management objectives, unity and chain of command, transfer of command, organizational flexibility, unified command, span of control, common terminology, personnel accountability, integrated communications, resources management and the incident action plan.

Lecture Hours: 18 Lab Hours: 0 Repeatable: No Grading: L  
Transfer Status: None Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**FIRE-079C I-300: INTERMEDIATE ICS Units: 1½**

This course provides a comprehensive description of the responsibilities of the organizational elements within each section of the ICS. It also includes the general duties of each organizational element, terminology, staffing considerations, and reporting relationships.

Lecture Hours: 27 Lab Hours: 0 Repeatable: No Grading: L

**Prerequisite:** FIRE-079B

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**FIRE-079D I-400: ADVANCED ICS Units: 1½**

This course describes each command and general staff position in terms of principal responsibilities and importance to the organization. Guidelines for activation of the command and general staff positions and the roles of deputies and assistants are discussed. Relationships and duties are covered for each command staff member and for agency.

Lecture Hours: 27 Lab Hours: 0 Repeatable: No Grading: L

**Prerequisite:** FIRE-079C

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**FIRE-080 S-404: SAFETY OFFICER Units: 2**

This course delivers information for operating as a Safety Officer within the ICS. Subjects covered include: Safety Officer effectiveness, analysis techniques, safety messages, briefings and special reports, and high hazard operations.

Lecture Hours: 36 Lab Hours: 0 Repeatable: No Grading: L

**Prerequisite:** FIRE-079D

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**FIRE-081 S-339: DIVISION/GROUP SUPERVISOR Units: 1½**

This course supports the specific task of the division/group supervisor position on a wildland fire, but does not provide instruction in general management and supervisory principles or in the incident command system. Course includes: division/group management, organizational interaction, and division operations.

Lecture Hours: 27 Lab Hours: 0 Repeatable: No Grading: L

**Prerequisite:** FIRE-079C

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**FIRE-090A FIRE PREVENTION 1A Units: 2**

This course provides a broad, technical overview of fire prevention codes, ordinances, key hazards, and fire prevention practices. This is a California State Fire Marshal and California Fire Service Training and Education System (CFSTES) approved course. A minimum of 40 hours is required.

Lecture Hours: 31½ Lab Hours: 13½ Repeatable: No Grading: L

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**FIRE-090B FIRE PREVENTION 1B Units: 2**

This course focuses on the codes, ordinances and statutes that pertain to fire prevention practices in California. This is a California State Fire Marshal and California Fire Service Training and Education System (CFSTES) approved course. A minimum of 40 hours is required.

Lecture Hours: 31½ Lab Hours: 13½ Repeatable: No Grading: L

**Prerequisite:** FIRE-090A

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**FIRE-091A FIRE COMMAND 1A Units: 2**

This course is designed for fire fighters and those seeking a career in the fire service. This course provides information and experience in command and control techniques used at the scene of an emergency. It emphasizes decision-making, the act of commanding, authority, personnel, organizational structure, preplanning and training techniques. This is a California State Fire Marshal and California Fire Service Training and Education System (CFSTES) approved course. A minimum of 40 hours is required.

Lecture Hours: 31½ Lab Hours: 13½ Repeatable: No Grading: L

*Advisory:* Regular or volunteer fire fighter and those seeking a career in the fire service

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**FIRE-091B FIRE COMMAND 1B Units: 2**

This course provides instruction in the art of command as related to tactical fire problems and prepares the fire officer for emergency operation command. Topics include preplanning and attack utilizing simulator, chemical and pesticide emergencies, shipping papers, and environmental considerations. This course prepares the fire officer for emergency operation command. This is a California State Fire Marshal and California Fire Service Training and Education System (CFSTES) approved course. A minimum of 40 hours is required.

Lecture Hours: 31½ Lab Hours: 13½ Repeatable: No Grading: L

**Prerequisite:** FIRE-091A

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**FIRE-091C FIRE COMMAND 1C I-ZONE FIRE FIGHTING FOR COMPANY OFFICERS Units: 2½**

This course is designed around the responsibilities of the Company Officer at a wildland/urban interface incident. It brings the structural Company Officer out of the city and into the urban interface; in other words, from his or her comfort zone into an area that could very well be quite unfamiliar.

Lecture Hours: 45 Lab Hours: 0 Repeatable: No Grading: L

**Prerequisite:** FIRE-079B and FIRE-091A

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**FIRE-092 FIRE MANAGEMENT (Supervision) Units: 2**

This course prepares first line fire supervisors with the concepts, processes and techniques of organizational management. It is designed to prepare or enhance first line supervisors' abilities to supervise subordinates. It introduces key management concepts and practices utilized in the California fire services. Discussions about decision making, time management, leadership styles, personnel evaluations and counseling guidelines are included. This is a California State Fire Marshall and Fire Service Training and Education System (CFSTES) approved course. A minimum of 40 hours is required.

Lecture Hours: 31½ Lab Hours: 13½ Repeatable: No Grading: L  
Transfer Status: CSU Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**FOREIGN LANGUAGE (FL)****FL-097A-D FOREIGN LANGUAGE LAB Units: ½**

Lecture Hours: 0 Lab Hours: 27 Repeatable: No Grading: K

**FL-098A-D FOREIGN LANGUAGE LAB Units: 1**

Lecture Hours: 0 Lab Hours: 54 Repeatable: No Grading: K

Foreign Language Lab is an open entry/open exit environment designed to provide opportunities for students in all segments of the college community to develop their foreign language communicative skills in understanding, speaking, reading, and writing. Emphasis is placed on the one-to-one tutorial as well as the computer-assisted, audiotape and videotape monitoring approaches. Cultural materials are also provided in multi-media formats. This course is to supplement the course laboratory requirements of a foreign language course.

**Corequisite:** Any Foreign Language course

Transfer Status: None Degree Applicable: NAA  
COD GE: None CSU GE: None IGETC: None

**FRENCH (FR)****FR-001 ELEMENTARY FRENCH Units: 5**

This course presents the fundamentals of French. Fluency in understanding, speaking, reading, and writing within the context of the French society and French-speaking countries, history, and culture is emphasized. Completion of FR 1A and FR 1B is equivalent to FR 1.

Lecture Hours: 90 Lab Hours: 18 Repeatable: No Grading: L  
Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
COD GE: C3 CSU GE: C2 IGETC: 6A

**FR-001A ELEMENTARY FRENCH Units: 3**

This course presents the fundamentals of French. Fluency in understanding, speaking, reading, and writing within the context of the French society and French-speaking countries, history, and culture is emphasized. Completion of FR 1A and FR 1B is equivalent to FR 1.

Lecture Hours: 54 Lab Hours: 18 Repeatable: No Grading: L  
Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
COD GE: C3 CSU GE: C2 IGETC: None

**FR-001B ELEMENTARY FRENCH Units: 3**

This course presents the fundamentals of French. Fluency in understanding, speaking, reading, and writing within the context of the French society and French-speaking countries, history, and culture is emphasized. Completion of FR 1A and FR 1B is equivalent to FR 1.

Lecture Hours: 54 Lab Hours: 18 Repeatable: No Grading: L  
**Prerequisite:** FR-001A  
Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
COD GE: C3 CSU GE: C2 IGETC: 6A

**FR-002 ELEMENTARY FRENCH Units: 5**

This course continues the development of the skills and essentials of the French language begun in FR 1 or FR 1B. Fluency in understanding, speaking, reading, and writing within the context of the French society, history, and culture is emphasized. Completion of FR 2A and FR 2B is equivalent to FR 2.

Lecture Hours: 90 Lab Hours: 18 Repeatable: No Grading: L  
**Prerequisite:** FR-001 or FR-001B or 2 years high school French  
Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C3 CSU GE: C2 IGETC: 3B\*, 6A\*

**FR-002A ELEMENTARY FRENCH Units: 3**

This course continues the development of the skills and essentials of the French language begun in FR 1 or FR 1B. Fluency in understanding, speaking, reading, and writing within the context of the French society, history, and culture is emphasized. Completion of FR 2A and FR 2B is equivalent to FR 2.

Lecture Hours: 54 Lab Hours: 18 Repeatable: No Grading: L  
**Prerequisite:** FR-001 or FR-001B or 2 years high school French  
Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
COD GE: C3 CSU GE: C2 IGETC: 3B\*, 6A\*

**FR-002B ELEMENTARY FRENCH Units: 3**

This course continues the development of the skills and essentials of the French language begun in FR 2A. Fluency in understanding, speaking, reading, and writing within the context of the French society, history, and culture is emphasized. Completion of FR 2A and FR 2B is equivalent to FR 2.

Lecture Hours: 54 Lab Hours: 18 Repeatable: No Grading: L  
**Prerequisite:** FR-002A  
Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
COD GE: C3 CSU GE: C2 IGETC: 3B\*, 6A\*

**FR-003 INTERMEDIATE FRENCH Units: 4**

This course strengthens the students' communication skills in the spoken and written language. Emphasis is on the customs and culture of France and the francophone world. French literature is introduced.

Lecture Hours: 72 Lab Hours: 18 Repeatable: No Grading: L  
**Prerequisite:** FR-002 or FR-002B  
Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C3 CSU GE: C2 IGETC: 3B\*, 6A\*

**FR-004 INTERMEDIATE FRENCH Units: 4**

This course expands the students' ability to communicate in French. Emphasis is on the discussion of socio-cultural selections and literature of the French-speaking world.

Lecture Hours: 72 Lab Hours: 18 Repeatable: No Grading: L

**Prerequisite:** FR-003

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C3

CSU GE: C2

IGETC: 3B\*, 6A\*

**GEOGRAPHY (GEOG)****GEOG-001 PHYSICAL GEOGRAPHY Units: 3**

This course examines the major features of the natural environment including land, water, air and life forms. The relationship between humans and their natural environment is emphasized, and map-reading skills are developed.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

*Advisory:* ENG-050

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C1

CSU GE: B1

IGETC: 5A

**GEOG-001L PHYSICAL GEOGRAPHY LABORATORY Units: 1**

This course introduces the student to the methods and techniques used in the geographic study of the natural environment focusing on the earth's atmosphere, continents, oceans and life forms. Students observe, record, and analyze this information both in class and on field trips in the local environment.

Lecture Hours: 0 Lab Hours: 54 Repeatable: No Grading: L

**Corequisite:** GEOG-001 or prior completion

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C1

CSU GE: B3

IGETC: 5A

**GEOG-002 CULTURAL GEOGRAPHY Units: 3**

This course focuses on the distribution of and interrelationships between features of humankind's modern cultural environment. Among the topics discussed are world population, forms of livelihood, territoriality, urbanization, and material culture. Emphasis is also placed on the development of map-reading skills.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

*Advisory:* ENG-050

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C2

CSU GE: D5

IGETC: 4E

**GEOG-007 REGIONAL GEOGRAPHY Units: 3**

This course describes and explains the major cultural characteristics of the earth's diverse geographic regions. Emphasis is placed on the development of regional patterns through time and the processes responsible for the existing patterns. The development of map-reading skills is an essential aspect of this investigation.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

*Advisory:* ENG-050

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C2

CSU GE: D5

IGETC: 4E

**GEOG-010 GEOGRAPHY OF CALIFORNIA Units: 3**

This is a study of the natural and cultural environments of California including its climate, topography, biogeography, economy, urbanization and population diversity. Emphasis is placed on people and the environment, map interpretation and their changes over time. Both topical and regional formats are introduced.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

*Advisory:* ENG-050

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: None

CSU GE: D5

IGETC: 4E

**GEOLOGY (G)****G-001 PHYSICAL GEOLOGY Units: 4**

This course includes the study of the origin and composition of rocks and minerals; landscape development by water, ice, and wind; earthquakes; the Earth's interior; the nature of mountains and their development; the movement of continental and oceanic plates, and environmental aspects of geology. The laboratory portion includes 3 hours of local field trips and constitutes a practical application of aspects of the above subject areas.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No Grading: L

*Advisory:* ENG-001A & MATH-054

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C1

CSU GE: B1,B3

IGETC: 5A

**G-005 ENVIRONMENTAL GEOLOGY Units: 4**

This course surveys geologic hazards such as flooding, landslides, earthquakes, and volcanic eruptions that affect humanity and studies means by which they may be mitigated. Geologic resources such as groundwater, surface water, and soil are studied to assess supply, conservation practices, and contamination mitigation. Mineral, fossil fuel, and alternate energy resources are examined for potential and for environmental assessment of production and consumption. Land-use planning and environmental impact analysis integrate the foregoing.

The laboratory portion applies, on a practical basis, aspects of the above in the classroom and in approximately 16 hours in the field.

*Note:* This course is suggested for students in any major which deals with human interactions with the physical environment, such as architecture, engineering, environmental studies, city planning, natural resources, geology, and geography.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No Grading: L

*Advisory:* ENG-051 & MATH-054

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C1

CSU GE: B1,B3

IGETC: 5A

**G-010 THE EARTH SCIENCES Units: 4**

This course is a general survey of the Earth Sciences of Geology, Oceanography, Meteorology, Climatology, and Astronomy. It is designed to provide a broad general understanding and appreciation of these sciences and to bring into perspective the uniqueness of our planet, the interrelationships of its systems, and the influences of humanity upon these systems. The laboratory portion studies aspects of each area on a practical, applied basis. Field trips emphasize study of local geology.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No Grading: L  
Advisory: ENG-051 & MATH-054

Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C1 CSU GE: B1,B3 IGETC: 5A

**G-017 INTRODUCTION TO OCEANOGRAPHY Units: 3**

This course explores the study of the Earth's oceans, their chemical composition and vertical structure, energy budgets, marine biological communities, their structure/composition, ocean currents, the geological origin and evolution of ocean basins, and marine resource discovery, exploitation and management.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
Advisory: ENG-051, RDG-051, and MATH-050 or MATH-054

Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C1 CSU GE: B1 IGETC: 5A

**GERMAN (GER)****GER-001 ELEMENTARY GERMAN Units: 5**

This course presents the fundamentals of German. Fluency in understanding, speaking, reading and writing within the context of the German society, history, and culture is emphasized. Completion of GER 1A and GER 1B is equivalent to GER 1.

Lecture Hours: 90 Lab Hours: 18 Repeatable: No Grading: L  
Transfer Status: CSU/UC\* Degree Applicable: AA/AS

COD GE: C3 CSU GE: C2 IGETC: 6A

**GER-001A ELEMENTARY GERMAN Units: 3**

This course presents the fundamentals of German. Fluency in understanding, speaking, reading, and writing within the context of the German society, history, and culture is emphasized. Completion of GER 1A and GER 1B is equivalent to GER 1.

Lecture Hours: 54 Lab Hours: 18 Repeatable: No Grading: L  
Transfer Status: CSU/UC\* Degree Applicable: AA/AS

COD GE: C3 CSU GE: C2 IGETC: None

**GER-001B ELEMENTARY GERMAN Units: 3**

This course continues the development of the skills and essentials of the German language begun in GER 1A. Fluency in understanding, speaking, reading, and writing within the context of the German society, history, and culture is emphasized. Completion of GER 1A and GER 1B is equivalent to GER 1.

Lecture Hours: 54 Lab Hours: 18 Repeatable: No Grading: L  
**Prerequisite:** GER-001A

Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
COD GE: C3 CSU GE: C2 IGETC: 6A

**GER-002 ELEMENTARY GERMAN Units: 5**

This course continues the development of the skills and essentials of the German language begun in GER 1 or GER 1B. Fluency in understanding, speaking, reading, and writing within the context of the German society, history, and culture is emphasized. Completion of GER 2A and GER 2B is equivalent to GER 2.

Lecture Hours: 90 Lab Hours: 18 Repeatable: No Grading: L

**Prerequisite:** GER-001 or GER-001B or 2 years high school German  
Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
COD GE: C3 CSU GE: C2 IGETC: 3B\*, 6A\*

**GER-002A ELEMENTARY GERMAN Units: 3**

This course continues the development of the skills and essentials of the German language begun in GER 1 or GER 1B. Fluency in understanding, speaking, reading, and writing within the context of the German society, history, and culture is emphasized. Completion of GER 2A and GER 2B is equivalent to GER 2.

Lecture Hours: 54 Lab Hours: 18 Repeatable: No Grading: L

**Prerequisite:** GER-001 or GER-001B or 2 years high school German  
Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
COD GE: C3 CSU GE: C2 IGETC: 3B\*, 6A\*

**GER-002B ELEMENTARY GERMAN Units: 3**

This course continues the development of the skills and essentials of the German language begun in GER 2A. Fluency in understanding, speaking, reading, and writing within the context of the German society, history, and culture is emphasized. Completion of GER 2A and GER 2B is equivalent to GER 2.

Lecture Hours: 54 Lab Hours: 18 Repeatable: No Grading: L

**Prerequisite:** GER-002A  
Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
COD GE: C3 CSU GE: C2 IGETC: 3B\*, 6A\*

**GOLF (GOLF)****GOLF-029 METHODS OF TEACHING GOLF Units: 2**

This course is the study of the methods used in teaching the game of golf. It includes practical experience in the analysis of the golf swing and the correction of errors. This course is intended for students pursuing a career in golf.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L

Advisory: ENG-050  
Transfer Status: None Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**GOLF-030 SHORT GAME AND PUTTING Units: 2**

This course is the study of the techniques used to develop an effective short game and putting stroke. It emphasizes basic swing fundamentals and the modern approach to chips, pitches, greenside sand shots and putting. This course is intended for students pursuing a career in golf.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L

Advisory: ENG-050  
Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None



**GOLF-032 GOLF TEACHING LABORATORY Units: 2**

This course is the study and practice of the methods used in teaching the game of golf. It includes learning the techniques and instructional skills necessary to teach golf to individuals and groups. It emphasizes how to adapt golf swing fundamentals to the physical attributes and prior experience of the client (student). It also includes practical application of these methods in a golf practice range environment. This course is intended for students pursuing a career in golf.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L  
*Advisory:* ENG-050  
 Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**GOLF-034 GOLF CLUB DESIGN & REPAIR Units: 2**

This course is the study of the design and manufacture of golf clubs. It includes the study of golf repair theory and practical "hands-on" experience in a golf club repair laboratory. This course is intended for students pursuing a career in golf.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L  
*Advisory:* ENG-050  
 Transfer Status: None Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**GOLF-036 FUNDAMENTALS & RULES OF GOLF Units: 2**

This course is the study of the basic fundamentals and rules of the game of golf. It emphasizes the rules of golf and the responsibility of the golf professional to insure compliance with the rules and uphold the integrity of the sport of golf. This course is intended for students pursuing a career in golf.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L  
*Advisory:* ENG-050  
 Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**HEALTH EDUCATION (HE)****HE-001 PERSONAL & COMMUNITY HEALTH Units: 3**

This course consists of application of facts and attitudes to the maintenance of optimum health for the individual and society; effects of exercise, fatigue, and diet; emotional and mental well-being; drugs, alcohol, and tobacco; disease etiology and disease prevention; human reproduction and family; and safety in the modern world.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
*Advisory:* ENG-050  
 Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
 COD GE: C2, C5 CSU GE: E IGETC: None

**HEALTH SCIENCES (HS)****HS-013 GENERAL NUTRITION Units: 3**

This course is a study of the chemical composition of foods and their utilization by the body. Practical problems of nutrition and relationship of adequate diet to physical and mental health are covered.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
*Advisory:* ENG-050  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: C2, C5 CSU GE: E IGETC: None

**HS-060 ENERGETIC HEALING MODALITIES: HEALING TOUCH LEVEL I Units: 1**

Introduction to several energy based therapeutic approaches to healing. Discussion of the energy field, energy medicine and applications of techniques to restore harmony and balance in the energy system to allow clients to self heal.

Lecture Hours: 18 Lab Hours: 0 Repeatable: No Grading: K  
 Transfer Status: None Degree Applicable: NAA  
 COD GE: None CSU GE: None IGETC: None

**HS-061 MEDICAL TERMINOLOGY Units: 2**

This course introduces medical terminology as used by all health service personnel, including medical doctors, dentists, nurses, respiratory therapists, physical therapists, EMTs, medical secretaries and doctors' office assistants.

Lecture Hours: 36 Lab Hours: 0 Repeatable: No Grading: L  
*Advisory:* ENG-050  
 Transfer Status: None Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**HS-062 YOUR LIVING BODY Units: 3**

This course provides a basic overview of body structures and functions, correlated with discussion of the major diseases affecting each of the major systems. This course is required for Vocational Nursing Program.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
*Advisory:* ENG-050  
 Transfer Status: None Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**HS-064 NURSE ASSISTANT Units: 6**

This course includes basic nursing principles used in the care of clients in long-term care facilities. The content addresses the basic needs of clients; concepts of ethics and confidentiality; techniques of communication; reporting and recording of observations and basic assessments; performance of special treatments, procedures and skills required for client care. Successful completion of the course results in eligibility to take the state-approved test that leads to certification as a nursing assistant.

Lecture Hours: 63 Lab Hours: 135 Repeatable: No Grading: L  
*Advisory:* ENG-050  
 Transfer Status: None Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**HS-065 BASIC PHARMACOLOGY Units: 3**

This course provides an introduction to basic pharmacology. Content covers calculating dosages, using conversion tables, administering medication, and using drug reference materials. The actions, untoward actions, desired and undesired effects of commonly used drugs in the major classifications are presented.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
Advisory: MATH-060

Transfer Status: None Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**HS-066 HOME HEALTH AIDE Units: 2**

This course expands on the content taught in the nursing assistant course to provide preparation for care of residents in home care settings. Content emphasizes personal care, basic communications, safety, meal planning, and maintaining a healthful environment.

Lecture Hours: 27 Lab Hours: 27 Repeatable: No Grading: L

**Prerequisite:** HS-064 or CNA

Transfer Status: None Degree Applicable: NAA  
COD GE: None CSU GE: None IGETC: None

**HS-067 INTRODUCTION TO MED/DOSAGE CALCULATIONS Units: 1**

This course provides a basic foundation for the study of pharmacology and covers the general principles of drug administration with a review of arithmetic and the calculation of math dosages. It utilizes a nursing process approach which focuses on the understanding of pharmacological principles, medication administration, and the evaluation of the client's responses in the health care setting. This course is designed for the beginning vocational nursing student and other allied health care disciplines.

Lecture Hours: 18 Lab Hours: 0 Repeatable: No Grading: L  
Advisory: ENG-050 and MATH-060

Transfer Status: None Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**HS-070 INTRO TO HEALTH SCIENCES Units: 1**

This course is strongly recommended for all students entering the VN or ADN programs offered at College of the Desert. It is designed to provide students interested in Health Sciences programs with detailed information about program requirements and career objectives.

Lecture Hours: 18 Lab Hours: 0 Repeatable: No Grading: L  
Advisory: ENG-050 and RDG-050

Transfer Status: None Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**HS-071 STRATEGIES FOR SUCCESS IN A NURSING PROGRAM Units: 2**

Designed to prepare students for the successful completion of the nursing program. Students will be given an overview of the program requirements and expectations and they will acquire information and skills that facilitate student success once admitted into the program. Students will also explore nursing

career options, which will guide the development of their educational plan.

Lecture Hours: 36 Lab Hours: 0 Repeatable: No Grading: L  
Advisory: ENG-050 and RDG-050

Transfer Status: None Degree Applicable: NAA  
COD GE: None CSU GE: None IGETC: None

**HS-081 BASIC ARRHYTHMIAS Units: 2**

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. The normal and abnormal rhythms of the heart are studied with an emphasis on interpretation of single lead electrocardiography and recognition of cardiac rhythms that require immediate intervention.

Lecture Hours: 36 Lab Hours: 0 Repeatable: No Grading: L  
Transfer Status: None Degree Applicable: NAA

COD GE: None CSU GE: None IGETC: None

**HS-098 NURSING SKILLS LAB Units: ½**

Lecture Hours: 0 Lab Hours: 27 Repeatable: 3 Grading: K

**HS-099 NURSING SKILLS LAB Units: 1**

Lecture Hours: 0 Lab Hours: 54 Repeatable: 3 Grading: K

This course provides opportunity for practice and mastery of nursing skills necessary for safe patient care. It uses multimedia materials, computers, and instructor assistance to improve the skills needed and is directed to students needing review of nursing procedures. May be taken for a total of four times for credit.

**Corequisite:** Enrollment in a Nursing course

Transfer Status: None Degree Applicable: NAA  
COD GE: None CSU GE: None IGETC: None

**HISTORY (HIST)****HIST-003 HISTORY OF WORLD CIVILIZATION - I Units: 3**

This course is a broad study of the major elements of history from ancient times to the Renaissance. It is designed to develop understanding of institutions basic to world civilization.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
Advisory: ENG-050

Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C2 CSU GE: D6 IGETC: 3B,4F

**HIST-004 HISTORY OF WORLD CIVILIZATION - II Units: 3**

This course is a broad study of the major elements of history from the 16th Century to the present. It is designed to develop understanding of institutions basic to world civilization.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
Advisory: ENG-050

Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C2 CSU GE: D6 IGETC: 3B,4F

**HIST-017 U.S. HISTORY THROUGH RECONSTRUCTION Units: 3**

This course is a survey of the political and social development of the United States from the discovery of America through the Reconstruction period.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
*Advisory:* ENG-050  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: C2 CSU GE: D6 IGETC: 3B,4F

**HIST-018 U.S. HISTORY FROM RECONSTRUCTION TO PRESENT Units: 3**

This course is a survey of the political and social development of the United States from the Reconstruction Period to the present.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
*Advisory:* ENG-050  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: C2 CSU GE: D6 IGETC: 3B,4F

**HIST-021 CALIFORNIA HISTORY Units: 3**

The political, social, and economic development of California from late Pre-Columbian American Indian communities and Spanish settlements to the present, against the background of Latin America, the United States and the Pacific.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
*Advisory:* ENG-051  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: C2 CSU GE: C2,D6 IGETC: 3B,4F

**HOSPITALITY (BUHM)**

See *Business/Hotel and Restaurant Management* (page 163)

**ITALIAN (ITAL)****ITAL-001 ELEMENTARY ITALIAN Units: 5**

This course presents the fundamentals of Italian. Fluency in understanding, speaking, reading, and writing within the context of the Italian society, history, and culture is emphasized. Completion of ITAL 1A and ITAL 1B is equivalent to ITAL 1.

Lecture Hours: 90 Lab Hours: 18 Repeatable: No Grading: L  
 Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
 COD GE: C3 CSU GE: C2 IGETC: 6A

**ITAL-001A ELEMENTARY ITALIAN Units: 3**

This course presents the fundamentals of Italian. Fluency in understanding, speaking, reading, and writing within the context of the Italian society, history, and culture is emphasized. Completion of ITAL 1A and ITAL 1B is equivalent to ITAL 1.

Lecture Hours: 54 Lab Hours: 18 Repeatable: No Grading: L  
 Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
 COD GE: C3 CSU GE: C2 IGETC: None

**ITAL-001B ELEMENTARY ITALIAN Units: 3**

This course presents the fundamentals of Italian. Fluency in understanding, speaking, reading, and writing within the context of the Italian society, history, and culture is emphasized. Completion of ITAL 1A and ITAL 1B is equivalent to ITAL 1.

Lecture Hours: 54 Lab Hours: 18 Repeatable: No Grading: L  
**Prerequisite:** ITAL-001A  
 Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
 COD GE: C3 CSU GE: C2 IGETC: 6A

**ITAL-002 ELEMENTARY ITALIAN Units: 5**

This course builds upon the material presented in ITAL 1 and further develops the conversational skills in confirming and correcting information and using response behaviors. Fluency in understanding, speaking, reading, and writing within the context of the Italian society, history, and culture is emphasized. Completion of ITAL 2A and ITAL 2B is equivalent to ITAL 2.

Lecture Hours: 90 Lab Hours: 18 Repeatable: No Grading: L  
**Prerequisite:** ITAL-001 or ITAL-001B or 2 years high school Italian  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: C3 CSU GE: C2 IGETC: 3B\*, 6A\*

**ITAL-002A ELEMENTARY ITALIAN Units: 3**

This course builds upon the material presented in ITAL 1, 1A and 1B and further develops the conversational skills in confirming and correcting information and using response behaviors. Fluency in understanding, speaking, reading, and writing within the context of the Italian society, history, and culture is emphasized. Completion of ITAL 2A and ITAL 2B is equivalent to ITAL 2.

Lecture Hours: 54 Lab Hours: 18 Repeatable: No Grading: L  
**Prerequisite:** ITAL-001 or ITAL-001B or 2 years high school Italian  
 Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
 COD GE: C3 CSU GE: C2 IGETC: 3B\*, 6A\*

**ITAL-002B ELEMENTARY ITALIAN Units: 3**

This course builds upon the material presented in ITAL 2A and further develops the conversational skills in confirming and correcting information and using response behaviors. Fluency in understanding, speaking, reading, and writing within the context of the Italian society, history, and culture is emphasized. Completion of ITAL 2A and ITAL 2B is equivalent to ITAL 2.

Lecture Hours: 54 Lab Hours: 18 Repeatable: No Grading: L  
**Prerequisite:** ITAL-002A  
 Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
 COD GE: C3 CSU GE: C2 IGETC: 3B\*, 6A\*

**JAPANESE (JPN)****JPN-001 ELEMENTARY JAPANESE Units: 5**

This course introduces students to elementary communication skills of listening, speaking, reading and writing Japanese. Emphasis is on fundamentals of grammar and pronunciation, practical vocabulary and useful phrases and idioms. The honorific, polite, and humble forms of vocabulary and expressions are introduced and analyzed. This course also exposes students to social, cultural, political and historical aspects of Japan. Completion of JPN 1A and JPN 1B is equivalent to JPN 1.

Lecture Hours: 90 Lab Hours: 18 Repeatable: No Grading: L  
Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
COD GE: C3 CSU GE: C2 IGETC: 6A

**JPN-001A ELEMENTARY JAPANESE Units: 3**

This course introduces students to elementary communication skills of listening, speaking, reading and writing Japanese. Emphasis is on fundamentals of grammar and pronunciation, practical vocabulary and useful phrases and idioms. The honorific, polite, and humble forms of vocabulary and expressions are introduced and analyzed. This course also exposes students to social, cultural, political and historical aspects of Japan. Completion of JPN 1A and JPN 1B is equivalent to JPN 1.

Lecture Hours: 54 Lab Hours: 18 Repeatable: No Grading: L  
Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C3 CSU GE: C2 IGETC: None

**JPN-001B ELEMENTARY JAPANESE Units: 3**

This course focuses on further development of elementary communication skills of listening, speaking, reading and writing Japanese. A continued emphasis is on fundamentals of grammar and pronunciation, practical vocabulary and useful phrases and idioms. Further honorific, polite, and humble forms of vocabulary and expressions are introduced and analyzed. This course includes an expanded discussion of social, cultural, political and historical aspects of Japan. Completion of JPN 1A and JPN 1B is equivalent to JPN 1.

Lecture Hours: 54 Lab Hours: 18 Repeatable: No Grading: L  
**Prerequisite:** JPN-001A  
Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
COD GE: C3 CSU GE: C2 IGETC: 6A

**JPN-002 ELEMENTARY JAPANESE Units: 5**

This course continues the development of the skills and essentials of the Japanese language begun in JPN 1 or JPN 1B. Fluency in understanding, speaking, reading and writing within the context of the Japanese society, history and culture is emphasized. Completion of JPN 2A and JPN 2B is equivalent to JPN 2.

Lecture Hours: 90 Lab Hours: 18 Repeatable: No Grading: L  
**Prerequisite:** JPN-001 or JPN-001B or 2 years high school Japanese  
Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C3 CSU GE: C2 IGETC: 3B\*, 6A\*

**JPN-002A ELEMENTARY JAPANESE Units: 3**

This course continues the development of the skills and essentials of the Japanese language begun in JPN 1B. Fluency in understanding, speaking, reading, and writing within the context of the Japanese society, history, and culture is emphasized. Completion of JPN 2A and JPN 2B is equivalent to JPN 2.

Lecture Hours: 54 Lab Hours: 18 Repeatable: No Grading: L  
**Prerequisite:** JPN-001B or 2 years high school Japanese  
Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C3 CSU GE: C2 IGETC: 3B\*, 6A\*

**JPN-002B ELEMENTARY JAPANESE Units: 3**

This course continues the development of the skills and essentials of the Japanese language begun in JPN 2A. Fluency in understanding, speaking, reading, and writing within the context of the Japanese society, history, and culture is emphasized. Completion of JPN 2A and JPN 2B is equivalent to JPN 2.

Lecture Hours: 54 Lab Hours: 18 Repeatable: No Grading: L  
**Prerequisite:** JPN-002A  
Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C3 CSU GE: C2 IGETC: 3B\*, 6A\*

**JOURNALISM (J)****J-003A NEWS REPORTING & WRITING Units: 3**

This course provides a solid foundation in practical journalism skills. Through in-class discussion, writing assignments, field trips to local newsrooms and completing several published news stories, students learn news judgment, fairness, the language and style of journalism, how to construct news leads, how to organize and structure news stories, the process of information gathering, interviewing and a basic overview of the laws and ethics of journalism. These basics are relevant for print, broadcast and online journalists.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
**Prerequisite:** ENG-001A  
Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**J-004A BASIC NEWSPAPER PRODUCTION Units: 3**

This lecture and laboratory course provides initial practical experience in working on the staff of a college newspaper. Students gather information and compose publishable news and feature stories, take publishable photographs using digital camera and processing techniques, recognize the characteristics of a good news story, including timeliness, objectivity, conciseness and readability, utilize effective interviewing techniques, apply responsible journalism principles including ethics, fairness, interpretation, identification, balance, and accuracy, learn the basics of working efficiently in the Macintosh Computer environment in Office for Macintosh, Photoshop and Quark.

Lecture Hours: 18 Lab Hours: 108 Repeatable: No Grading: L  
**Prerequisite:** J-003A or concurrent enrollment  
Transfer Status: CSU Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**J-004B INTRO TO NEWSPAPER EDITING AND DESIGN Units: 3**

Students will learn the fundamentals of newspaper editing and design. They will work proficiently and efficiently in the Macintosh Computer Environment in Office for Macintosh, Photoshop, and Quark. Upload digital stories to the internet using WordPress to create the online version of "The Chaparral, work with the J-004A students to edit the stories they write and in general improve the overall content of the stories they are assigned, use appropriate AP writing style in editing these stories, evaluate each issue after publication regarding content, production, and provide recommendations for improvement, demonstrate an increased understanding of the scope and opportunities in the field of digital multi-media design and implementation, work with and train the Assistant Page Editors from the J-004A class to assume their responsibilities if they move on to the J-004B class, write, create graphics, design, and publish one two page newspaper assembled in Quark and file that paper onto the server folder in a prescribed file all within the two hour final exam time period.

Lecture Hours: 18 Lab Hours: 108 Repeatable: No Grading: L

**Prerequisite:** J-004A

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

**J-004C INTRO TO NEWSPAPER MANAGEMENT Units: 3**

Students in this course will learn to assume the positions of editor in chief, production supervisor, retail advertising manager, national advertising manager, or circulation manager, learn to pass on the skills and knowledge required to publish a newspaper that meets professional standards of quality in content, design, and production, learn to accept the responsibilities of newspaper publishing, learn to establish and maintain publishing deadlines, and learn to publish and maintain a digital newspaper on the Internet. They will be required to pass a two hour final exam based on the text book "Strategic Newspaper Management."

Lecture Hours: 18 Lab Hours: 108 Repeatable: No Grading: L

**Prerequisite:** J-004B

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

**J-010 MAGAZINE WRITING AND PRODUCTION Units: 3**

This course focuses on strategies and techniques of literary magazine production and produces the college literary magazine. Students select the materials, edit materials, plan the format, typeset, paste-up and prepare the magazine for publication. The course also focuses on the procedures involved in transforming a literary magazine to an online format.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

**Advisory:** ENG-051

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

**KINESIOLOGY (KINE)**

FORMERLY PHYSICAL EDUCATION (PE)

**KINE-001 FIRST AID AND SAFETY Units: 3**

This course includes theory and practice in immediate and temporary care given in case of accident or sudden illness, until service of a trained medical professional can be obtained. Upon successful completion, certificates in first aid and C.P.R. are awarded.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

**Advisory:** ENG-050

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

**KINE-002 SPORTS OFFICIATING Units: 3**

This course provides instruction in the qualifications, duties, mechanics, and interpretations of officiating football, basketball, baseball, softball, track & field, cross country, volleyball, soccer, swimming, tennis and golf. Emphasis is on NCAA and California Community College rules.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

**Advisory:** ENG-050

Transfer Status: CSU/UC\*

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

**KINE-003 ATHLETIC TRAINING I Units: 3**

This course provides an introduction to the principles and scientific foundations of athletic training, including prevention, evaluation, treatment and rehabilitation of common athletic injuries. It includes the responsibilities of the Certified Athletic Trainer, policies and procedures for the Training Room, and operation of selected injury rehabilitation modalities.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

**Advisory:** RDG-051

Transfer Status: CSU/UC\*

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

**KINE-004 ATHLETIC TRAINING II Units: 3**

This course provides practical application of the principles and scientific foundation of athletic training for students considering a career in Sports or Health Sciences. The areas of application include injury prevention techniques, injury evaluation techniques, treatment and rehabilitation techniques for common athletic injuries.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

**Prerequisite:** PE-003

**Advisory:** RDG-051

Transfer Status: CSU/UC\*

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

**KINE-005 FOUNDATIONS OF COACHING Units: 3**

This course introduces the student to the profession of athletic coaching. Emphasis is on a comprehensive approach to the art and science of coaching including developing a coaching philosophy, sport psychology, sport pedagogy, sport physiology, and sport management. Subject matter includes coaching objectives and style, communication skills, principles of reinforcement, motivation, teaching sport skills, principles for training, team management and self-management.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
Advisory: ENG-050

Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**KINE-006 WOMEN'S SELF DEFENSE, HEALTH & FITNESS Units: 3**

This course focuses on developing the skills required to make decisions in the area of health, fitness and personal protection. The mental and psychological aspects of women's self defense are also explored. Students learn to assess a potentially dangerous situation: how to develop the awareness that may prevent them from becoming a target. They will be exposed to the civil and legal aspects of self defense along with effective crime reporting of physical, sexual assaults and harassment. The students will learn how to use their bodies and voices as weapons in self defense. Additional topics include individualized physical fitness program and design including cardio-respiratory, muscular strength and endurance and flexibility theory and application.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C5 CSU GE: E IGETC: None

**KINE-007 TECHNIQUES OF EXERCISE LEADERSHIP Units: 3**

This course is designed to study the principles and techniques involved in teaching group exercise and developing a personal trainer/client relationship. Emphasis is placed on client assessment, communication skills, program design, exercise adherence, teaching strategies, and professional responsibility and liability.

Advisory: ENG-050

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Transfer Status: CSU Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**KINE-008 INTRODUCTION TO KINESIOLOGY Units: 3**

This course is a survey of the discipline of Kinesiology, including knowledge derived from performing physical activity, studying about physical activity, and professional practice centered in physical activity. It includes an analysis of the importance of physical activity in daily life, the relationship between physical activity and the discipline of Kinesiology, and the general effects of physical activity experiences. The course surveys the general knowledge base of the discipline as reflected in the major sub-disciplines and reviews selected in each, showing how they contribute to our understanding of the nature and

importance of physical activity. In addition, the course introduces students to the general characteristics of the professions, to specific types of physical activity professions typically pursued by Kinesiology students and assists them in making some early career decisions.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
Advisory: ENG-050

Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**KINE-015 INTRODUCTION TO CHOREOGRAPHY Units: 2**

This course is an introduction to the fundamental elements of choreography and their practical application in creating dance composition. (Equivalent to DANC-010.)

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L

Advisory: ENG-050

Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: None CSU GE: C1 IGETC: None

**KINE-040 AEROBICS, TOTAL BODY FITNESS Units: 1**

This course provides instruction in the latest exercise techniques and principles for students interested in improving their cardiovascular fitness, muscular strength and endurance, flexibility, agility, and body composition levels. It includes a variety of different aerobic exercises, strength training, and flexibility techniques to train the muscular and cardiorespiratory systems. The most current and up-to-date fitness principles and aerobic exercises are taught to provide the students with a large variety of training. May be taken for a total of four times for credit.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L

Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**KINE-041 CORE CONDITIONING Units: 1**

This course provides instruction in the latest exercise techniques and principles for students interested in improving core strength, posture, flexibility, speed, muscular strength and endurance. The course includes a variety of exercises aimed to strengthen the following muscle groups of the core region: Rectus abdominus, transverse abdominus, external and internal obliques and the spinal erector, muscles. This course offers additional exercises to strengthen the core pillar strength areas including the following: shoulder, hip, gluteus maximus, and hamstring muscle groups. The course covers the most current and up to date methods of training to enhance fitness and athletic performance. May be taken for a total of four times for credit.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L

Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**KINE-042 ADAPTED BADMINTON Units: 1**

Badminton for students with disabilities offers instruction and practice in adapted skills, strategies, and rules of singles and doubles badminton designed to meet individual needs. May be taken for a total of eight times for credit.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 7 Grading: L

*Advisory:* Designed for students with disabilities

Transfer Status: CSU/UC\* Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**KINE-043 BADMINTON Units: 1**

This course provides beginning, intermediate, and advanced instruction and practice in the skills, strategies, and rules of singles and doubles badminton. May be taken for a total of four times for credit.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L

Transfer Status: CSU/UC\* Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**KINE-044 BASEBALL, FALL Units: 1**

This course provides beginning, intermediate, and advanced instruction and practice in the skills and strategies of baseball. May be taken for a total of four times for credit.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L

**Prerequisite:** Varsity baseball player/prospect or coach's permission.

Transfer Status: CSU/UC\* Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**KINE-045 BASKETBALL Units: 1**

This course provides beginning, intermediate, and advanced instruction and practice in skills, offensive and defensive strategies, and officiating of basketball. May be taken for a total of four times for credit.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L

Transfer Status: CSU/UC\* Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**KINE-046 ENDURANCE TRAINING  
(Running and Swimming  
Cardio-Respiratory Conditioning) Units: 1**

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. May be taken for a total of four times for credit.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L

Transfer Status: CSU/UC\* Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**KINE-047 BODY SCULPT AND TONE Units: 1**

This course is an exercise class for all students. It strengthens and tones specific areas of muscle weakness in the body. The students tone areas not normally strengthened with other aerobic exercise activities. By focusing on each specific area of the body, they increase their knowledge of muscle fitness and

injury prevention. Students also learn the fundamental principles of physical fitness and its impact on life-long health and wellness. May be taken for a total of four times for credit.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L

Transfer Status: CSU/UC\* Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**KINE-048 DANCE, BALLROOM  
(Classic & Latin) Units: 1**

This course provides the student with an appreciation for the art of ballroom dancing and assists the student in developing skills and techniques consistent with the standards of American Amateur Ballroom Dancing. May be taken for a total of four times for credit.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L

Transfer Status: CSU/UC\* Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**KINE-050 DANCE, MODERN Units: 1**

This course provides instruction in modern dance techniques as a vehicle for creating original movement. (Equivalent to DANC-070.)

Lecture Hours: 9 Lab Hours: 27 Repeatable: No Grading: L

Transfer Status: CSU/UC\* Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**KINE-051 DANCE, AEROBIC Units: 1**

This course provides beginning, intermediate, and advanced instruction in principles, techniques and practices of fundamental movements used in rhythmic activities, basic dance, and exercise conditioning, with special emphasis on aerobics. May be taken for a total of four times for credit.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L

Transfer Status: CSU/UC\* Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**KINE-052 DANCE, AEROBIC (Low Impact) Units: 1**

This course provides beginning, intermediate, and advanced instruction in principles, techniques, and practices of fundamental movements used in rhythmic activities, basic dance, and exercise conditioning, with special emphasis on low impact aerobics. May be taken for a total of four times for credit.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L

Transfer Status: CSU/UC\* Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**KINE-053 DANCE, JAZZ Units: 1**

This course provides instruction in jazz dance technique emphasizing optimum body placement and improved body mechanics and coordination. (Equivalent to DANC-073.)

Lecture Hours: 9 Lab Hours: 27 Repeatable: No Grading: L

Transfer Status: CSU/UC\* Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**KINE-054 DANCE, STEP AEROBIC Units: 1**

This course provides beginning, intermediate, and advanced instruction in principles, techniques, and practices of aerobic conditioning by means of "step" platforms. Toning and strength exercises may also be used for upper and lower body strengthening. May be taken for a total of four times for credit.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L  
 Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**KINE-055 DANCE, TAP Units: 1**

This course provides instruction in basic tap dance steps and simple choreography forms for the improvement of coordination and physical conditioning. (Equivalent to DANC-075.)

Lecture Hours: 9 Lab Hours: 27 Repeatable: No Grading: L  
 Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**KINE-056 DANCE, BALLET Units: 1**

This course provides instruction in ballet technique and vocabulary. (Equivalent to DANC-076.)

Lecture Hours: 9 Lab Hours: 27 Repeatable: No Grading: L  
 Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**KINE-057 FENCING Units: 1**

This course provides beginning, intermediate, and advanced instruction and performance in fencing skills, and bodily development pertinent thereto, in each of the three competitive weapons: the foil, the sabre, and the epee. May be taken for a total of four times for credit.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L  
 Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**KINE-059 FLEXIBILITY & AGILITY, SPORT PERFORMANCE Units: 1**

This course provides beginning, intermediate, and advanced instruction for students interested in improving "complete" physical strength, muscular endurance, anaerobic endurance and increased muscular elasticity while reducing connective tissue injuries. Students are required to participate in strenuous physical activity and testing. May be taken for a total of four times for credit.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L  
**Prerequisite:** Varsity player/prospect or coach's permission  
 Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**KINE-060 FOOTBALL CONDITIONING Units: 1**

This course provides beginning, intermediate, and advanced intensive conditioning and preparation for intercollegiate football. May be taken for a total of four times for credit.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L  
**Prerequisite:** Varsity player/prospect or coach's permission  
 Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**KINE-061 FOOTBALL, SPRING Units: 1**

This course provides beginning, intermediate, and advanced field and classroom preparation for performance oriented students who demonstrate a high degree of skill and interest in intercollegiate football. May be taken for a total of four times for credit.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L  
**Prerequisite:** Varsity player/prospect or coach's permission  
 Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**KINE-062 GOLF Units: 1**

This course provides beginning, intermediate, and advanced instruction and practice in the skills and strategies of golf. May be taken for a total of four times for credit.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L  
 Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**KINE-063 GOLF: THE SHORT GAME Units: 1**

This course provides beginning, intermediate, and advanced instruction and practice in the skills and strategies of the short game of golf. The emphasis of this course is on golf shots up to 100 yards. May be taken for a total of four times for credit.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L  
*Advisory:* Some previous golf experience.  
 Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**KINE-064 ADAPTED TENNIS Units: 1**

Tennis for students with disabilities. Offers instruction and practice in adapted skills, strategies, and rules of tennis designed to meet individual needs. May be taken for a total of eight times for credit.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 7 Grading: L  
*Advisory:* Designed for students with disabilities  
 Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**KINE-065 ADAPTED PHYSICAL ACTIVITY Units: 1**

This course for students with disabilities emphasizes the development of an individualized weight training and fitness program. Mobility assistants are provided. May be taken for a total of eight times for credit.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 7 Grading: L  
*Advisory:* Designed for students with disabilities  
 Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**KINE-066 ADAPTED FITNESS AQUATICS Units: 1**

This course for students with disabilities emphasizes physical fitness, flexibility, and balance through resistance exercises in the water. The pool is four feet deep. Pool lifts and instructional aides are available. May be taken for a total of eight times for credit.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 7 Grading: L  
*Advisory:* Designed for students with disabilities  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None



**KINE-067 ADAPTED GOLF Units: 1**

This course provides golf instruction and practice that is adapted for students with disabilities. May be taken for a total of eight times for credit.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 7 Grading: L  
*Advisory:* Designed for students with disabilities  
 Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**KINE-068 JOGGING, POWERWALKING, AND RUNNING Units: 1**

This course provides beginning, intermediate, and advanced instruction in a progressive program of powerwalking and running as applied to health and fitness. May be taken for a total of four times for credit.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L  
 Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**KINE-071 KICKBOXING AEROBICS Units: 1**

This course is an aerobics class providing beginning, intermediate, and advanced instruction in principles, techniques, and practices of aerobic conditioning using the style and choreography of martial arts. Students learn proper body mechanics and footwork involved with the different styles of kicks, punches, blocking, elbows, and knee strikes. These exercises strengthen and condition all of the major muscle groups as well as providing an efficient workout on the cardiovascular system. Students also learn basic fitness principles associated with physical fitness and the benefits it has on a healthy lifestyle. May be taken for a total of four times for credit.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L  
 Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**KINE-072 PILATES MAT WORK Units: 1**

This course is designed for individuals who would like to increase their body/mind connection during movement. Students are introduced to the basic alignment and strength concepts of the body via basic mat exercises evolved from the techniques developed by Joseph H. Pilates. Students learn to move with strength, flexibility, and freedom, enabling a smooth transition to the more advanced level workouts where the emphasis of increasing stamina and endurance while mastering the intermediate level of exercises is taught. This is done with focus on control, centering, precision, flowing movements and breathing. May be taken for a total of four times for credit.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L  
 Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**KINE-074 PHYSICAL FITNESS, SPORT PERFORMANCE Units: 1**

This course provides the practical application of kinetic principles of HUMAN GAIT relative to upper and lower body extremity movement. It focuses on increased efficiency in vertical jump,

lateral movement, forward and backward linear movement and its effects upon speed development and athletic performance improvement for the beginning, intermediate, and advanced varsity levels. Students are required to participate in vigorous physical activity, and test and measurement procedures. May be taken for a total of four times for credit.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L  
**Prerequisite:** Varsity player/prospect or coach's permission  
 Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**KINE-077 SELF-DEFENSE/FITNESS Units: 1**

This course provides an introduction to practical self-defense. Various aspects of the combined arts that are emphasized include history and philosophy of Asian fighting arts, nature of self-defense (origin-development-function), common sense self-defense, precautionary measures, psychology, physical conditioning, women and special problems, and aesthetic appreciation of form and motion. May be taken for a total of four times for credit.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L  
 Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**KINE-078 SELF-DEFENSE, MARTIAL ARTS Units: 1**

This course provides beginning, intermediate, and advanced instruction in martial arts with an emphasis on physical conditioning, sport, philosophy, and aesthetic appreciation of form and motion. May be taken for a total of four times for credit.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L  
 Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**KINE-079 SOCCER Units: 1**

This course provides beginning, intermediate, and advanced instruction and practice in the skills and strategies of soccer. May be taken for a total of four times for credit.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L  
 Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**KINE-080 SOFTBALL Units: 1**

This course provides beginning, intermediate, and advanced instruction and practice in skills, strategies and rules of softball. May be taken for a total of four times for credit.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L  
 Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**KINE-082 SWIMMING Units: 1**

This course provides beginning, intermediate, and advanced instruction and practice in the various swimming techniques. May be taken for a total of four times for credit.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**KINE-086 TENNIS Units: 1**

This course provides beginning, intermediate, and advanced instruction and practice in skills, strategies, and rules of tennis. May be taken for a total of four times for credit.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L  
Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**KINE-087 PICKLEBALL Units: 1**

This course provides beginning, intermediate, and advanced instruction and practice in skills, strategies, and rules of pickleball. May be taken for a total of four times for credit.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L  
Transfer Status: CSU Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**KINE-091 VOLLEYBALL Units: 1**

This course provides beginning, intermediate, and advanced instruction and practice in skills, offensive and defensive strategies, and officiating of volleyball. May be taken for a total of four times for credit.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L  
Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**KINE-093 WATER FITNESS Units: 1**

This course emphasizes physical fitness and flexibility through resistance exercises in the water. The pool is chest deep. You do not need to know how to swim. May be taken for a total of four times for credit.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L  
Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**KINE-094 WELLNESS AND FITNESS Units: 1**

This course is designed to provide instruction on basic fitness activities such as powerwalking, running, aerobics, flexibility, and strength training exercises along with basic fitness principles to support a healthy lifestyle. May be taken for a total of four times for credit.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L  
Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**KINE-095 EXERCISE SCIENCE Units: 2**

This course is a study and exploration of the art and science of strength training via studies of historical research, biomechanics, neurophysiology, nutrition, safety considerations, and physical conditioning with emphasis on all technologies to achieve strength fitness over a lifetime and obtain maximum performance for any sports activities. All traditional strength development activities will be incorporated.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L  
Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**KINE-096 WEIGHT TRAINING Units: 1**

This course provides practical application of kinetic strength training principles for the beginner, intermediate, and advanced participant. Physical development and improvement are attained through the use of resistance machinery, free weight apparatus and other selected physical conditioning methods. May be taken for a total of four times for credit.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L  
Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**KINE-097 WEIGHT TRAINING, FOOTBALL Units: 1**

This course provides practical application of kinetic strength training principles for the beginner, intermediate, and advanced varsity football participant/prospect. Physical development and improvement are attained through the use of resistance machinery, free weight apparatus and other selected physical conditioning methods. May be taken for a total of four times for credit.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L  
**Prerequisite:** Varsity football player/prospect or coach's permission  
Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**KINE-098 YOGA Units: 1**

This course is designed for individuals who would like to increase their body/mind/spirit connection during movement. Students are introduced to the basic alignment and strength concepts of the body via the techniques of Iyengar's method of Hatha Yoga. Special focus will be placed on developing strength, endurance and correct body alignment in addition to flexibility and relaxation/meditation. May be taken for a total of four times for credit.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L  
Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**KINE-099 POWER YOGA Units: 1**

Power Yoga is a vigorous, fitness-based approach to Vinyasa-Style Yoga. It does not follow a set series of poses but emphasizes strength building and flexibility. It is designed to provide a physical workout. May be taken for a total of four times for credit.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L  
Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**LIBRARY & INFORMATION STUDIES (LIS)**

**LIS-001 AN INTRODUCTION TO BASIC RESEARCH SKILLS Units: 2**

This course presents an introduction to the basic concepts and tools used in information research. Emphasis is placed on how to develop a research topic and how to locate, evaluate and use and cite to relevant information. Students learn to develop strategies for finding relevant research information in print and online resources including reference books, catalogs, indexes, online databases and the Internet.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: O  
 Advisory: RDG-051 and CIS-005  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: C4b CSU GE: None IGETC: None

**MANAGEMENT (BUMA)**

See Business/Management (page 161)

**MASS COMMUNICATION (MC)**

**MC-001 INTRO 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 each of the mass media, from earliest inventions to today's state-of-the-art digital technologies. This course surveys the impact of mass media on each of us as individuals and on American and world culture: where we might be going and what we can do about it. The course also examines how mass culture continually influences and shapes the media.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
 Advisory: ENG-051  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: C2 CSU GE: D7 IGETC: 4G

**MC-005 INTRODUCTION TO PUBLIC RELATIONS Units: 3**

This course offers students an overview of the public relations field with a practical approach to the handling and planning, of public relations campaigns. This course is offered in the Spring semester.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
 Advisory: ENG-001A  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**MATHEMATICS (MATH)**

**MATH-001A CALCULUS Units: 5**

This course is a study of the meaning, computation and analysis of the derivative with an introduction to the integral. Topics include the definitions and analysis of limits, continuity, and differentiability; methods for differentiating polynomial, rational, exponential, logarithmic and trigonometric functions, together with functions represented numerically and graphically; applications of the derivative; and an introduction to the integral.

Lecture Hours: 90 Lab Hours: 0 Repeatable: No Grading: L  
**Prerequisite:** MATH-012  
 Advisory: ENG-051  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: C4b CSU GE: B4 IGETC: 2A

**MATH-001B CALCULUS Units: 5**

This course is a study of the meaning, methods and applications of integration and infinite series. Topics include the definition of the definite integral, the Fundamental Theorem of Calculus, techniques of integration, applications of integration, first order separable differential equations, modeling exponential growth and decay, infinite series and approximation of functions using Taylor series with remainder.

Lecture Hours: 90 Lab Hours: 0 Repeatable: No Grading: L  
**Prerequisite:** MATH-001A  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: C4b CSU GE: B4 IGETC: 2A

**MATH-002A MULTIVARIATE CALCULUS Units: 5**

This course extends the concepts of differentiation and integration introduced in the first two semesters of calculus to functions of several variables. Topics include solid Euclidean geometry, vector algebra in 3 dimensions, line and surface integrals, multiple integration in rectangular, cylindrical and spherical coordinates, extreme values, parameterized space curves and surfaces, divergence, directional derivatives, gradients, Gauss', Green's and Stokes' theorems. This course is offered in the Fall semester.

Lecture Hours: 90 Lab Hours: 0 Repeatable: No Grading: L  
**Prerequisite:** MATH-001B  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: C4b CSU GE: B4 IGETC: 2A

**MATH-002B LINEAR ALGEBRA Units: 4**

This course is a standard introductory course in linear algebra. Topics include vectors in  $R^n$ , matrices and systems of linear equations, determinants, vector spaces, linear independence, linear transformations, eigenvalues, eigenvectors, and diagonalization of certain quadratic forms. This course is offered in the Spring semester.

Lecture Hours: 72 Lab Hours: 0 Repeatable: No Grading: L  
**Prerequisite:** MATH-001B  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: C4b CSU GE: B4 IGETC: 2A

**MATH-002C ORDINARY DIFFERENTIAL EQUATIONS Units: 4**

This is a standard introductory course in solving differential equations and using differential equations to model dynamic phenomena. Topics include first, second and higher order differential equations; systems of first order equations, linear, homogeneous and nonhomogeneous differential equations; solutions by power series; numerical methods, Laplace transforms; and applications. This course is offered in the Spring semester.

Lecture Hours: 72 Lab Hours: 0 Repeatable: No Grading: L

**Prerequisite:** MATH-001B

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: C4b CSU GE: B4 IGETC: 2A

**MATH-005 TRIGONOMETRY Units: 5**

This course is the first of a two semester sequence preparing students for Calculus. In this course, students will study functions with an emphasis on the trigonometric functions along with topics in analytic geometry. Topics will include a review of plane and coordinate geometry, functions including function notation, transformations and inverses, definitions and graphs of the trigonometric functions, modeling periodic behavior, solving triangle problems with the Law of Sines and Cosines, the conic sections, parametric equations and vectors.

Lecture Hours: 90 Lab Hours: 0 Repeatable: No Grading: L

**Prerequisite:** MATH-030 and MATH-040

*Advisory:* ENG-051

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: C4b CSU GE: B4 IGETC: None

**MATH-010 COLLEGE ALGEBRA Units: 4**

This is a function oriented course that includes an examination of the general concept of a function and function notation, as well as an in depth investigation of polynomial, rational, exponential, and logarithmic functions, particularly their equations, graphs, and behavior. Other topics include the binomial theorem, conic sections, and matrices as they apply to systems of linear equations.

Lecture Hours: 72 Lab Hours: 0 Repeatable: No Grading: L

**Prerequisite:** MATH-040

*Advisory:* ENG-051

Transfer Status: CSU/UC\* Degree Applicable: AA/AS

COD GE: C4b CSU GE: B4 IGETC: 2A\*

**MATH-012 PRE-CALCULUS Units: 5**

This course is the second in a two semester sequence preparing students for Calculus. In this course, students will extend the concept of a function to polynomial, rational, exponential and logarithmic functions as well as studying analytic trigonometry. Topics include recognizing, graphing and solving equations and word problems involving polynomial, rational, exponential and logarithmic functions, trigonometric identities, inverse trigonometric functions, and solving trigonometric equations.

Lecture Hours: 90 Lab Hours: 18 Repeatable: No Grading: L

**Prerequisite:** MATH-005

Transfer Status: CSU/UC\* Degree Applicable: AA/AS

COD GE: C4b CSU GE: B4 IGETC: 2A\*

**MATH-013 LIBERAL ARTS MATHEMATICS Units: 4**

This course is designed for Social Science and Liberal Arts majors. It emphasizes applications of Mathematics in the areas of management science, probability and statistics, social choice and decision making, game theory, and consumer finance. Topics include sets, logic & counting, probability, linear systems, linear programming & scheduling, statistics, mathematics of finance and applications for Liberal Arts majors.

Lecture Hours: 72 Lab Hours: 18 Repeatable: No Grading: L

**Prerequisite:** MATH-040 and ENG-051

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: C4b CSU GE: B4 IGETC: 2A

**MATH-014 STATISTICAL METHODS Units: 4**

This course is an introduction to descriptive and inferential statistics; how to use measures of central tendency and dispersion among population samples to draw inferences about a population and to compare two or more populations. Discrete and continuous probability density distributions are analyzed including the binomial, normal, Student-t, chi-squared, and F-distributions. Confidence intervals for population means, proportions and variance are set. Additional topics include regression and correlation analysis and techniques of hypotheses testing, including ANOVA, and use of calculator and software applications.

Lecture Hours: 72 Lab Hours: 18 Repeatable: No Grading: L

**Prerequisite:** MATH-040

*Advisory:* ENG-051

Transfer Status: CSU/UC\* Degree Applicable: AA/AS

COD GE: C4b CSU GE: B4 IGETC: 2A\*

**MATH-015 DISCRETE MATHEMATICS FOR COMPUTERS Units: 4**

This course is an introduction to discrete mathematics and its applications. Topics to be covered include logic and sets, relations and functions, combinatorics, probabilities, graph and tree theory, recurrence relations, Boolean algebra, algorithms, and finite-state machines. Applications to computer studies and other related areas will be presented. Discrete mathematical systems including methods of proof that shape the foundations of computer science. This course is offered in the Spring semester.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No Grading: L

**Prerequisite:** MATH-012

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: C4b CSU GE: B4 IGETC: 2A

**MATH-030 PLANE GEOMETRY Units: 3**

This course examines fundamentals of plane geometry, including topics in solid and coordinate geometry, developed by both inductive and deductive processes. This course is offered in the Fall semester.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

**Prerequisite:** MATH-054

Transfer Status: None Degree Applicable: NAA

COD GE: None CSU GE: None IGETC: None

**MATH-040 INTERMEDIATE ALGEBRA Units: 4**

This course focuses on solving problems using linear, quadratic and exponential models with an introduction to the concept of a function. Topics include solving and graphing linear, quadratic and exponential equations, systems of linear equations, rational exponents, root equations, quadratic inequalities, circles and applications.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No Grading: L

**Prerequisite:** MATH-054

*Advisory:* ENG-051 and RDG-051

Transfer Status: None Degree Applicable: AA/AS

COD GE: C4b CSU GE: None IGETC: None

**MATH-054 BEGINNING ALGEBRA Units: 4**

This course is an introduction to the real number system and to the use of variable expressions and equations in problem solving. Topics include properties of the real numbers, square roots, arithmetic of variable expressions including polynomials and algebraic fractions, solving linear equations and inequalities in one variable, factoring, and an introduction to the Cartesian coordinate system and the equations and graphs of linear equations in two variables. Also, the proper use of math notation is emphasized along with an introduction to Pythagorean Theorem and basic geometric formulas, some dimensional analysis with modeling applications is included.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No Grading: L

**Prerequisite:** MATH-060

*Advisory:* RDG-051

Transfer Status: None Degree Applicable: NAA

COD GE: None CSU GE: None IGETC: None

**MATH-060 A PREPARATION FOR THE STUDY OF ALGEBRA Units: 3**

This is a course in the elementary operations required for algebra. Topics include adding, subtracting, multiplying, and dividing whole numbers, decimals, and fractions with an introduction to the concept and uses of variables. Other topics include arithmetic with signed numbers, percents, ratios and proportions, the metric and American system of measurement, including the conversion of units, simplifying algebraic expressions and elementary geometry concepts such as perimeter, area, and volume.

Lecture Hours: 45 Lab Hours: 27 Repeatable: No Grading: L

**Prerequisite:** MATH-070 or MATH-067 or MATH-066

*Advisory:* RDG-050

Transfer Status: None Degree Applicable: NAA

COD GE: None CSU GE: None IGETC: None

**MATH-061 MATH SURVIVAL SKILLS Units: 1**

This is a comprehensive, multifaceted course to aid students in math-anxiety reduction and developing math study skills. Topics include reduction of internal psychological stumbling blocks, learning-style enhancement, and effective study and test-taking skills. This course is offered infrequently.

Lecture Hours: 18 Lab Hours: 0 Repeatable: No Grading: K

*Advisory:* ENG-050

Transfer Status: None Degree Applicable: NAA

COD GE: None CSU GE: None IGETC: None

**MATH-070 ARITHMETIC Units: 2**

This is a course in the basic operations of arithmetic. Topics include adding, subtracting, multiplying, and dividing rational numbers, with an emphasis on whole numbers, integers, and rational numbers written in fraction form. Additional emphasis includes memorization of the basic number facts.

Lecture Hours: 27 Lab Hours: 27 Repeatable: No Grading: L

*Advisory:* RDG-050

Transfer Status: None Degree Applicable: NAA

COD GE: None CSU GE: None IGETC: None

**MATH-071 MESA/CCCP ORIENTATION Units: 1**

This course assists students in acquiring the knowledge and skills necessary to reach their educational objectives in engineering, mathematics, and science-related fields. Topics include: career decisions and strategies, educational and personal enrichment, study skills and habits, time management, academic preparation, and success in college. Field trips may be required.

Lecture Hours: 18 Lab Hours: 0 Repeatable: No Grading: K

Transfer Status: None Degree Applicable: NAA

COD GE: None CSU GE: None IGETC: None

**MATH-087 MATH/SCIENCE STUDY CENTER LAB Units: ½**

Lecture Hours: 0 Lab Hours: 27 Repeatable: 1 Grading: K

**MATH-088 MATH/SCIENCE STUDY CENTER LAB Units: 1**

Lecture Hours: 0 Lab Hours: 54 Repeatable: 1 Grading: K

The Study Center is an open entry/open exit environment which provides opportunities to develop mathematical and scientific skills, notation, and language. It is open to all students enrolled in a credit mathematics or science course. Emphasis is on guided/assisted independent study. Instructor assistance, computer aids and audio visual aids are available. May be taken for a total of four times for credit.

**Corequisite:** Enrollment in a credit mathematics or science course

Transfer Status: None Degree Applicable: NAA

COD GE: None CSU GE: None IGETC: None

**MATH-097 MATHEMATICS SUPPLEMENTAL LAB Units: ½**

Lecture Hours: 0 Lab Hours: 27 Repeatable: 3 Grading: K

**MATH-098 MATHEMATICS SUPPLEMENTAL LAB Units: 1**

Lecture Hours: 0 Lab Hours: 54 Repeatable: 3 Grading: K

Mathematics Supplemental Lab is an open entry/open exit environment which provides opportunities to develop mathematical skills, notation, and language for students enrolled in any level mathematics course. May be taken for a total of four times for credit.

**Corequisite:** Any mathematics course

Transfer Status: None Degree Applicable: NAA

COD GE: None CSU GE: None IGETC: None

**MUSIC (MUS)****MUS-001 MUSIC THEORY I Units: 4**

This course is a study of the basic materials of music and how those materials combine to create musical structures. Activities include analysis of representative compositions combined with creative work in counterpoint and harmony (triads and dominant 7<sup>th</sup> chords.) Lab activities include sight singing, ear training, dictation and the playing of scales and chord progressions at the keyboard.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No Grading: L

**Prerequisite:** MUS-012

*Advisory:* Concurrent enrollment in MUS-021A or MUS-021B, or another music performance class

Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C3 CSU GE: None IGETC: None

**MUS-002 MUSIC THEORY II Units: 4**

This course continues concepts introduced in Music Theory I; the study of basic materials of music and how those materials combine to create musical structures. Activities include analysis of representative compositions combined with creative work in counterpoint, orchestration and harmony (including modulation, secondary dominants, 9<sup>th</sup>, 11<sup>th</sup>, 13<sup>th</sup> chords and non-dominant harmony.) Lab activities include sight singing, ear training, dictation and the playing of scales and chord progressions at the keyboard.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No Grading: L

**Prerequisite:** MUS-001

*Advisory:* Concurrent enrollment in MUS-021A, or MUS-021B, or another music performance class

Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C3 CSU GE: None IGETC: None

**MUS-003 MUSIC THEORY III Units: 4**

This course continues concepts introduced in Fundamentals of Music, Music Theory I, and Music Theory II: the study of basic materials of music and how those materials combine to create musical structures. Activities include harmonic (including chromatic and enharmonic modulations, Neapolitan and augmented sixth chords) analysis of representative compositions from the Baroque, Classical, and Romantic periods combined with creative work in composition and orchestration. Lab activities include sight singing, ear training, dictation, and the application of course concepts to the piano.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No Grading: L

**Prerequisite:** MUS-002

*Advisory:* Concurrent enrollment in MUS-021A or MUS-021B

Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**MUS-005 HISTORY OF ROCK 'N' ROLL Units: 3**

This course is a survey of rock music. The focus is on rock music, the musician, and the manner in which the sociological, political, and economic conditions merged in the evolution of this musical art form.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C3 CSU GE: C1 IGETC: 3A

**MUS-006 HISTORY OF FILM MUSIC Units: 3**

This course examines film music from the birth of cinema at the turn of the twentieth century to the present. Students explore the origins of musical-dramatic style, the role music plays in cinema and the scores of famous film composers.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C3 CSU GE: C1 IGETC: 3A

**MUS-007 HISTORY OF MUSICAL THEATRE Units: 3**

This course explores the history of musical theatre from its early origins to the Broadway shows of today. The evolution of musical style and literature is traced through a variety of musical genres. Included are operettas, cabarets, follies and traditional musicals as well as a review of famous composers, lyricists and performers.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C3 CSU GE: C1 IGETC: 3A

**MUS-010 INTRODUCTION TO MUSIC Units: 3**

This course is a general survey of musical style, form and materials designed to acquaint students with the development of music from the Middle Ages to the present.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
*Advisory:* ENG-050

Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C3 CSU GE: C1 IGETC: 3A

**MUS-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.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C3 CSU GE: C1 IGETC: 3A

**MUS-021A PIANO I Units: 2**

Group work in developing piano keyboard facility and reading primary level piano music. Opportunity provided for individual attention and in-class performance.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L  
Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**MUS-021B PIANO II Units: 2**

Group work in developing piano keyboard facility and reading intermediate level piano music. Opportunity provided for individual attention and in-class performance.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L  
**Prerequisite:** MUS-021A  
Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**MUS-021C PIANO III Units: 2**

Group work in developing piano keyboard facility and reading advanced level piano music. Opportunity provided for individual attention and in-class performance.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L

**Prerequisite:** MUS-021B

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**MUS-022A VOICE I Units: 2**

This course involves group study of the foundations of vocal production, technique and diction and their application to all styles of singing from pop to classical. It is designed for the non-music major.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**MUS-022B VOICE II Units: 2**

This course involves group study of interpretation, presentation, and introduces singing in foreign language, with application of these skills to all styles of singing from pop to classical. It is designed for the non-music major and for those considering majoring in vocal arts.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L

**Prerequisite:** MUS-022A

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**MUS-023 BROADWAY VOICE Units: 2**

This course explores the techniques and practices of singing musical theatre repertoire. While applying principles of healthy vocal technique, students investigate various singing and presentation styles.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L

*Advisory:* MUS-022A

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**MUS-027 JAZZ BAND Units: 1**

Group rehearsal and public performance of standard jazz ensemble literature for woodwind, brass, and rhythm section (guitar, piano, bass, and drums). Proper jazz style and improvisation will be emphasized. Repeating this course provides additional skills and competency within the subject area. May be taken for a total of four times for credit.

Lecture Hours: 0 Lab Hours: 54 Repeatable: 3 Grading: L

**Prerequisite:** Audition required to confirm eligibility for enrollment

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**MUS-028 JAZZ ENSEMBLES Units: 1**

Group rehearsal and public performance of standard music literature for jazz combos including woodwinds, brass, and rhythm section. Repeating this course provides additional skills and competency within the subject area. May be taken for a total of four times for credit.

Lecture Hours: 0 Lab Hours: 54 Repeatable: 3 Grading: L

**Prerequisite:** Audition required to confirm eligibility for enrollment

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**MUS-029 JAZZ SINGERS Units: 1**

Group rehearsal and public performance of vocal jazz literature arranged for small ensemble. Jazz styles and techniques will be emphasized. Open to all students by audition. May be taken a total of four times for credit.

Lecture Hours: 0 Lab Hours: 54 Repeatable: 3 Grading: L

**Prerequisite:** Audition required to confirm eligibility for enrollment

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**MUS-031 CHAMBER SINGERS Units: 1**

Preparation and performance of a diverse array of sacred and secular music for vocal chamber ensemble. Open to all students by audition. May be taken a total of four times for credit.

Lecture Hours: 0 Lab Hours: 54 Repeatable: 3 Grading: L

**Prerequisite:** Audition required to confirm eligibility for enrollment

*Advisory:* MUS-012

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**MUS-033 SYMPHONIC BAND Units: 1**

This course focuses on the study and performance of medieval through Contemporary symphonic band and wind ensemble literature. Prior musical training on a wind or percussion instrument is required. May be taken for a total of four times for credit.

Lecture Hours: 0 Lab Hours: 54 Repeatable: 3 Grading: L

**Prerequisite:** Audition required to confirm eligibility for enrollment

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**MUS-039A BEGINNING CLASS GUITAR Units: 2**

This is a beginning course designed for the non-music major covering fundamentals of guitar technique and reading basic musical notation. Emphasis is on beginning sound production for guitar. Music from Classical, Flamenco, Latin, and popular songs will be covered.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L

*Advisory:* MUS-012

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**MUS-039B INTERMEDIATE CLASS GUITAR Units: 2**

This is an intermediate course designed for the non-music major that continues the development of guitar technique introduced in MUS-039A. Emphasis on perfecting sound production and mastery of all aspects of the guitar. Music from Classical, Flamenco, Latin, and popular songs will be covered.

Lecture Hours: 18 Lab Hours: 54 Repeatable: 0 Grading: L

**Prerequisite:** MUS-039A *Advisory:* MUS-012

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**MUS-050A BEGINNING JAZZ/ROCK GUITAR Units: 2**

This is a beginning course designed for the non-music major covering fundamentals of guitar technique, reading music notation, improvisation, and the history of the guitar beginning in 1920. Music from jazz, rock, country, and other contemporary styles will be explored.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L  
*Advisory:* MUS-012  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**MUS-050B INTERMEDIATE JAZZ/ROCK GUITAR Units: 2**

This is an intermediate course designed for the non-music major that continues the development of concepts introduced in MUS-050A. Music from jazz, rock, country, and other contemporary styles will be covered.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L  
**Prerequisite:** MUS-050A  
*Advisory:* MUS-012  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**MUS-078A DIGITAL AUDIO I Units: 3**

This course is an introduction to the history, theory and practice of using computer music software, synthesizers and MIDI (Musical Instrument Digital Interface.) Activities include completing exercises and creating original compositions using synthesizers, computers and computer music software.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L  
*Advisory:* MUS-021A  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**MUS-078B DIGITAL AUDIO II Units: 3**

This course focuses on computer-based digital audio recording, mixing and editing. Activities include exercises and projects using microphones, audio mixers, audio processors, synthesizers, computers and computer music software.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L  
**Prerequisite:** MUS-078A  
*Advisory:* MUS-021A  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**MUS-078C DIGITAL AUDIO III Units: 3**

This course provides advanced applicational experience in computer-based audio and MIDI (Musical Instrument Digital Interface) recording, editing and mixing. Activities include the creation of original music compositions and multimedia presentations using synthesizers, microphones, audio mixers, audio processors, computers and computer music software.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L  
**Prerequisite:** MUS-078B  
*Advisory:* MUS-021A  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**MUS-084 MUSICAL THEATRE PERFORMANCE Units: 1**

This course explores the techniques and practices of musical theatre performance in the context of a main-stage musical theatre production. Rehearsals expose students to the creative process as they prepare for public performances that showcase all three areas of musical theatre performance: acting, singing and dancing. May be taken for a total of four times for credit.

Lecture Hours: 0 Lab Hours: 54 Repeatable: 3 Grading: L  
**Prerequisite:** Audition  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**MUS-085 MUSICAL THEATRE PERFORMANCE Units: 2**

This course explores the techniques and practices of musical theatre performance in the context of a main-stage musical theatre production. Rehearsals expose students to the creative process as they prepare for public performances that showcase all three areas of musical theatre performance: acting, singing and dancing. May be taken for a total of four times for credit.

Lecture Hours: 0 Lab Hours: 108 Repeatable: 3 Grading: L  
**Prerequisite:** Audition  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**MUS-086 MUSICAL THEATRE PERFORMANCE Units: 3**

This course explores the techniques and practices of musical theatre performance in the context of a main-stage musical theatre production. Rehearsals expose students to the creative process as they prepare for public performances that showcase all three areas of musical theatre performance: acting, singing and dancing. May be taken for a total of four times for credit.

Lecture Hours: 0 Lab Hours: 162 Repeatable: 3 Grading: L  
**Prerequisite:** Audition  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**MUS-090 MUSICAL THEATRE WORKSHOP Units: 1**

This course explores the techniques and practices of musical theatre performance. Students are exposed to the creative process as they utilize and exercise skills necessary to all three areas of musical theatre performance: acting, singing and dancing. The study of excerpts from various time periods and styles acquaint students with a wide variety of musical theatre repertoire. Students present selected musical theatre excerpts at the culmination of the semester. May be taken for a total of four times for credit.

Lecture Hours: 0 Lab Hours: 54 Repeatable: 3 Grading: L  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None



**MUS-091 MUSICAL THEATRE WORKSHOP Units: 2**

This course explores the techniques and practices of musical theatre performance. Students are exposed to the creative process as they utilize and exercise skills necessary to all three areas of musical theatre performance: acting, singing and dancing. The study of excerpts from various time periods and styles acquaint students with a wide variety of musical theatre repertoire. Students present selected musical theatre excerpts at the culmination of the semester. May be taken for a total of four times for credit.

Lecture Hours: 0 Lab Hours: 108 Repeatable: 3 Grading: L  
Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**MUS-092 MUSICAL THEATRE WORKSHOP Units: 3**

This course explores the techniques and practices of musical theatre performance. Students are exposed to the creative process as they utilize and exercise skills necessary to all three areas of musical theatre performance: acting, singing and dancing. The study of excerpts from various time periods and styles acquaint students with a wide variety of musical theatre repertoire. Students present selected musical theatre excerpts at the culmination of the semester. May be taken for a total of four times for credit.

Lecture Hours: 0 Lab Hours: 162 Repeatable: 3 Grading: L  
Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**MUS-099 APPLIED MUSIC Units: 1**

Individual studio instruction for the Associate of Arts degree in music. Each week students receive a 30-minute individual lesson and complete three hours of on-campus practice. Students perform at least once in a public campus recital and play/sing a juried performance (final exam) for a faculty committee. Designed for Music majors who are able to perform at college level. Successful audition on an approved major instrument and concurrent enrollment in a performance ensemble and an approved academic music class required. May be taken a total of four times for credit.

Lecture Hours: 0 Lab Hours: 54 Repeatable: 3 Grading: L

**Prerequisite:** Music major

**Corequisite:** MUS 27, or 28, or 29, or 31, or 33 *and* MUS 1, or 2, or 3, or 12

Transfer Status: CSU Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**NATURAL RESOURCES (NR)****NR-001 CONSERVATION OF NATURAL RESOURCES Units: 3**

This environmental science course encompasses a study of general ecological principles including biological energy relationships, biogeochemical cycles, population dynamics, limiting factors, biotic communities, principles of ecosystem sustainability, ecosystem change, and biodiversity. Environmental issues are examined from an ecological perspective and include such topics as: water availability and quality, fossil fuels and renewable energy resources, air pollution, global atmospheric issues, hazardous materials, and human population growth. Emphases are placed on the effects of environmental problems upon all living organisms, and the role of human beings in reducing their impact on this planet. Suggested for Biological Sciences General Education Requirements.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

**Prerequisite:** ENG-050

**Advisory:** RDG-050 and concurrent enrollment in NR-001L

Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C1 CSU GE: B2 IGETC: 5B

**NR-001L CONSERVATION OF NATURAL RESOURCES LABORATORY Units: 1**

A laboratory designed to supplement the Conservation of Natural Resources course (NR-001) by providing laboratory and field experiences in environmental subject areas. Suggested for Biological Science General Education Requirements.

Lecture Hours: 0 Lab Hours: 54 Repeatable: No Grading: L

**Prerequisite:** NR-001 or concurrent enrollment

Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C1 CSU GE: B3 IGETC: 5B

**NR-003 INTRODUCTION TO WILDLIFE MANAGEMENT Units: 3**

This course covers the principles of wildlife biology as related to wildlife management. Students will be introduced to basic skills involved in wildlife conservation, and develop an understanding of the relationships between wildlife, people and outdoor recreation. Subjects to be covered include: basic ecological concepts; population dynamics; wildlife habitats and nutrition; wildlife identification and natural history; field methods; fish and game laws; and career opportunities.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

**Advisory:** NR-001

Transfer Status: CSU Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**NR-004 INTRODUCTION TO ECOSYSTEM MANAGEMENT Units: 3**

This course covers ecological, socioeconomic, and institutional factors involved in the management of ecosystems. The history of ecosystem management, terminology, examples of successful and unsuccessful techniques, applications towards forest, chaparral, desert, and grassland management, and the interfacing of science, people, and governments for successful programs, along with job opportunities in public and private natural resources management agencies are discussed.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
Advisory: NR-001

Transfer Status: CSU Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**NR-010 WILDLAND FIRE TECHNOLOGY Units: 3**

This course meets the minimum requirements for employment as a wildland fire fighter with State and Federal fire suppressions agencies. Basic interagency courses, (I-110, 130, 190, S-212) are included. This course includes the care, maintenance and general use of power and hand crosscut saws and other fire fighting hand tools for fire line construction. This course stresses field performance and teamwork, along with fireline techniques, procedures, and safety. Wildland fire behavior safety is presented throughout the course. (Equivalent to FIRE-010.)

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
Advisory: RDG-050

Transfer Status: CSU Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**NR-017 NATURAL RESOURCES LAW ENFORCEMENT Units: 3**

This course provides information relating to enforcement of natural resources and wildlife laws in the United States and California. Topics studied include the relationships between Federal and State natural resources and wildlife laws and regulations, laws as resource and wildlife management tools, conservation and perpetuation of wildlife and other natural resources, review of State and Federal resource management agencies, law enforcement officer qualifications, duties and responsibilities, enforcement procedures, court systems, fines and forfeitures, hunter safety program, public responsibilities, preservation of the environment and conservation of wildlife. (Equivalent to AJ-017.)

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
Advisory: ENG-050

Transfer Status: CSU Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**NR-020 GPS AND MAP USE Units: 1**

This course provides an overview of Global Positioning System and map use technology. Students utilize hand-held GPS units and learn to apply the basic functions. Students are provided with opportunities to learn application techniques. May be taken for a total of two times for credit.

Lecture Hours: 18 Lab Hours: 0 Repeatable: 1 Grading: O  
Transfer Status: CSU Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**NR-021 INTRODUCTION TO GIS Units: 3**

This course provides an overview of GIS (geographic information system) technology. Students utilize computers and learn to apply GIS to relevant areas of interest. Topics covered include applications to: natural resources, landscape architecture, urban planning, fire technology and law enforcement.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L  
Advisory: CIS-005

Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**NR-041A NATIVE PLANTS - MOUNTAIN Units: 1**

This course is designed to introduce students to the identification of mountain native plants above 4,000 feet. Emphasis is placed on mountain trees and shrubs. Two Saturday field trips are required.

Lecture Hours: 18 Lab Hours: 0 Repeatable: No Grading: O  
Transfer Status: CSU Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**NR-041B NATIVE PLANTS - DESERT Units: 1**

This course is designed to introduce students to the identification of desert native plants in the Coachella Valley and surrounding desert areas. Both annuals and perennials (shrubs and trees) are included, with an emphasis placed on desert annuals when they are available. Two Saturday field trips are required. As weather conditions and corresponding plant species vary significantly from one year to the next, this course may be taken for a total of two times for credit.

Lecture Hours: 18 Lab Hours: 0 Repeatable: 1 Grading: O  
Transfer Status: CSU Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**NR-050 WINTER BIRDS Units: 1**

This course introduces students to the principles and techniques of bird taxonomy. Emphasis is placed upon the identification of birds that winter locally at the Salton Sea. Saturday field trips to the Salton Sea are required. May be taken for a total of two times for credit.

Lecture Hours: 18 Lab Hours: 0 Repeatable: 1 Grading: O  
Transfer Status: CSU Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**NR-051A MIGRANT BIRDS - FALL Units: 1**

This course introduces students to the principles of bird taxonomy. Emphasis is placed upon the identification of birds that migrate south through our local mountains. Two Saturday field trips are required. May be taken for a total of two times for credit.

Lecture Hours: 18 Lab Hours: 0 Repeatable: 1 Grading: O  
Transfer Status: CSU Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**NR-051B MIGRANT BIRDS - SPRING Units: 1**

This course introduces students to the principles of bird taxonomy. Emphasis is placed upon the identification of birds that use local desert oases as stopover points during spring migration. Two Saturday field trips to local migrant "traps" are required. May be taken for a total of two times for credit.

Lecture Hours: 18 Lab Hours: 0 Repeatable: 1 Grading: O  
Transfer Status: CSU Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**NR-059 CAREERS IN NATURAL RES & AGRIC SCIENCES Units: 3**

This course provides students with an overview of professions in Natural Resources and Agricultural Sciences along with educational paths to become qualified for those occupations.

*Advisory:* ENG-050

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L  
Transfer Status: None Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**NURSING (N)****N-001 BASIC CONCEPTS IN NURSING PRACTICE Units: 8**

This course introduces students to the organizing framework of the program and to the nursing process. The focus is on optimum wellness. Basic care concepts and skills common to promoting, maintaining or restoring health are presented in the classroom and practiced in college and clinical laboratories. Care is focused on the needs of medical, surgical and geriatric clients. This course requires a materials fee of \$80.00 to cover equipment used by the student in the skills laboratory.

Lecture Hours: 72 Lab Hours: 216 Repeatable: No Grading: L  
**Prerequisite:** BI-014, BI-015 and acceptance to the program  
Transfer Status: CSU Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**N-002 CONCEPTS OF NURSING PRACTICE FOR COMMONLY OCCURRING ALTERATIONS IN HEALTH Units: 9**

This course builds on concepts introduced in Nursing 1 with emphasis on commonly occurring alterations in health in the medical, surgical, and pediatric client. Students receive lectures on campus and gain clinical skills in both the campus laboratory and in a local hospital. This course requires a materials fee of \$47.00 to cover equipment used by the student in the skills laboratory.

Lecture Hours: 90 Lab Hours: 216 Repeatable: No Grading: L  
**Prerequisite:** N-001  
Transfer Status: CSU Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**N-003A CONCEPTS OF NURSING PRACTICE FOR COMPLEX ALTERATIONS IN HEALTH Units: 9**

This course focuses on promoting, maintaining or restoring health of clients with alterations in psychological functioning and clients during the childbearing process. Previously learned principles of medical surgical nursing are applied. Clinical experience is provided in psychiatric, obstetrical and medical/surgical settings. This course requires a materials fee of \$46.00 to cover equipment used by the student in the skills laboratory.

Lecture Hours: 72 Lab Hours: 270 Repeatable: No Grading: L  
**Prerequisite:** N-002

**Corequisite:** N-003B

Transfer Status: CSU Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**N-003B ISSUES IN NURSING Units: ½**

This course introduces the student to the non-clinical aspects of nursing and discusses professional, credentialing, collective bargaining, nursing organizations, and legal, ethical and bioethical issues frequently encountered by the new graduate. This course may be used for continuing education credit.

Lecture Hours: 9 Lab Hours: 0 Repeatable: No Grading: L  
Transfer Status: CSU Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**N-004A CONCEPTS OF NURSING PRACTICE FOR ACUTE COMPLEX ALTERATIONS IN HEALTH Units: 9**

In this course students gain knowledge and experience with clients whose optimum level of wellness is altered by acute and complex conditions. Experience is provided in medical and surgical units of the hospital and in intensive, critical care and emergency departments.

Lecture Hours: 72 Lab Hours: 270 Repeatable: No Grading: L  
**Prerequisite:** N-003A

**Corequisite:** N-004B

Transfer Status: CSU Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**N-004B MANAGEMENT CONCEPTS IN NURSING Units: ½**

This course introduces students to beginning management concepts in nursing. Students learn how to organize time, delegate responsibilities, teach and supervise those with lesser educational preparation, and use performance evaluation. Decision-making is emphasized. (Experience in supervision of others will be provided during the clinical portion of N-004A.)

Lecture Hours: 9 Lab Hours: 0 Repeatable: No Grading: L  
Transfer Status: CSU Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**N-055 TRANSITION TO REGISTERED NURSE** Units: 4  
(formerly HS-055)

This course focuses on preparing the student for assuming the role of the registered nurse, as covered in the first year of the associate degree program. Skills lab and clinical practice focus on the application of therapeutic nursing interventions and critical thinking behaviors in select client populations. The course facilitates the transition of LVN and approved challenge/advanced placement students into the second year of the RN program. This course requires a material fee of \$78.00 to cover equipment used by the student in the skills laboratory.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No Grading: L

**Prerequisite:** BI-013, BI-014, BI-015, CH-004, ENG-001A, MATH-054, and approval of advanced placement by the Nursing Department

**Corequisite:** Licensure as a Vocational Nurse in the state of California.

Transfer Status: None Degree Applicable: NAA

COD GE: None CSU GE: None IGETC: None

## NUTRITION (HS)

See Health Sciences (page 193)

## PHILOSOPHY (PHIL)

**PHIL-006 INTRODUCTION TO PHILOSOPHY** Units: 3

This course surveys the traditional philosophical problems of knowledge, logic, ethics, aesthetics, religion and metaphysics. A special emphasis is placed upon the ancient Greek philosophers as the foundational thinkers of Western civilization. The historical and conceptual links between ancient Greece and ancient India are discussed. Some relevant developments in medieval and modern philosophy are highlighted.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Advisory: ENG-050

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: C3 CSU GE: C2 IGETC: 3B

**PHIL-007 IDEAS OF THE GREAT PHILOSOPHERS** Units: 3

An introduction to the practice of philosophy through the analysis of selected original writings of some of our greatest philosophers. Topics include the nature of reality, the existence and nature of God, the mind/body problem, skepticism and knowledge, and the foundations of morality. This course is offered in the Fall semester.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Advisory: ENG-050

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: C3 CSU GE: C2 IGETC: 3B

**PHIL-010 GENERAL LOGIC** Units: 3

An introduction to the basics of deductive logic and inductive logic. Emphasis is placed on the principles of sound argumentation and the identification of common formal and informal fallacies. Inductive reasoning and the scientific method are also studied.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Advisory: ENG-001A and MATH-060

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: C4b CSU GE: A3 IGETC: None

**PHIL-012 RELIGIONS OF THE WORLD** Units: 3

An historical and conceptual introduction to the world's principal religious philosophies – Hinduism, Jainism, Buddhism, Sikhism, Taoism, Confucianism, Shintoism, Zoroastrianism, Judaism, Christianity and Islam – with an examination of their original writings and subsequent commentaries.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Advisory: ENG-050

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: C3 CSU GE: C2 IGETC: 3B,4G

**PHIL-013 PERSPECTIVES ON DEATH AND DYING** Units: 3

In this course, pertinent insights from other cultures, literature, art, law, medicine, psychology, religion and philosophy are presented, analyzed and critically evaluated. Students are encouraged to develop an understanding of death and dying, terminal illness, and attitudes and practices related to death.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Advisory: ENG-050

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: C2,C3 CSU GE: C2,E IGETC: 3B

**PHIL-014 INTRODUCTION TO ETHICS** Units: 3

A systematic examination of the concepts of moral right and wrong and the application of moral principles and/or virtues in the attempted resolution of significant moral difficulties. Theories of normative ethics and meta-ethics are stressed, but are supplemented with cases from applied ethics.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Advisory: ENG-050

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: C3 CSU GE: C2 IGETC: 3B

**PHIL-017 PHILOSOPHY OF RELIGION** Units: 3

An in-depth examination of some significant commonalities and major differences among and between the three great Western monotheistic religions: Judaism, Christianity, and Islam. Particular attention will be paid to the logical analyses of some distinctive doctrines endorsed by each faith, and how these doctrines may have reinforced and exacerbated historic and contemporary civilizational conflicts. This course is offered in the Fall semester.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Advisory: RDG-051, ENG-001A and PHIL-012

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: C3 CSU GE: C2 IGETC: 3B

**PHIL-018 PHILOSOPHY OF SCIENCE Units: 3**

An introduction to some of the core philosophical issues raised by the unprecedented success of scientific inquiry since the seventeenth century. Topics include scientific explanations, causation and the laws of nature, realism and antirealism regarding scientific knowledge, and some outstanding problems in the conceptual foundations of selected specific sciences. This course is offered in the Spring semester.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
*Advisory:* ENG-051, RDG-051, and at least one previous college-level course in philosophy or the natural sciences  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: None CSU GE: C2 IGETC: 3B

**PHYSICS (PH)****PH-001 INTRODUCTORY PHYSICS Units: 4**

This course is an introduction to the basic concepts, theories, and principles of physics. Topics include mechanics, properties of matter, heat, electricity and magnetism, waves, and modern physics.

*Note:* This course is designed for students in general education who need to satisfy a laboratory requirement in the physical sciences, and for those in technical programs who need an introduction to physical concepts.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No Grading: L  
**Prerequisite:** MATH-054  
*Advisory:* ENG-051  
 Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
 COD GE: C1 CSU GE: B1,B3 IGETC: 5A\*

**PH-002A COLLEGE PHYSICS Units: 4**

This is an algebra and trigonometry-based physics course designed for majors not seeking a degree in engineering or the physical sciences. This course is the first semester of the Physics 2 sequence. Topics include mechanics, sound, fluids and wave motion. *Note:* The physics 2 sequence satisfies the physics requirement for some pre-professional students.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No Grading: L  
**Prerequisite:** MATH-005 and ENG-050  
 Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
 COD GE: C1 CSU GE: B1,B3 IGETC: 5A\*

**PH-002B COLLEGE PHYSICS Units: 4**

This is an algebra and trigonometry-based physics course designed for any majors not seeking a degree in engineering or the physical sciences. This course is the second semester of the Physics 2 sequence. Topics include electricity, magnetism, heat, and optics. *Note:* The physics 2 sequence satisfies the physics requirement for pre-professional and biology students.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No Grading: L  
**Prerequisite:** PH-002A  
 Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
 COD GE: C1 CSU GE: B1,B3 IGETC: 5A\*

**PH-004A ENGINEERING PHYSICS Units: 5**

This is the first semester of the three-semester calculus-based physics sequence for scientists and engineers including those entering the computer fields. Topics include mechanics, wave motion, and sound.

Lecture Hours: 72 Lab Hours: 54 Repeatable: No Grading: L  
**Prerequisite:** MATH-001A  
*Advisory:* ENG-001A  
 Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
 COD GE: C1 CSU GE: B1,B3 IGETC: 5A\*

**PH-004B ENGINEERING PHYSICS Units: 5**

This is the second semester of the calculus-based physics sequence for scientists and engineers including those entering the computer fields. Topics include electricity, magnetism, thermodynamics and optics.

Lecture Hours: 72 Lab Hours: 54 Repeatable: No Grading: L  
**Prerequisite:** PH-004A, and MATH-001B or concurrent enrollment  
 Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
 COD GE: C1 CSU GE: B1,B3 IGETC: 5A\*

**PH-004C ENGINEERING PHYSICS Units: 5**

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, physical optics, relativity, quantum physics, and the physics of atoms, nuclei, and elementary particles.

Lecture Hours: 72 Lab Hours: 54 Repeatable: No Grading: L  
**Prerequisite:** PH-004B  
 Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
 COD GE: C1 CSU GE: B1,B3 IGETC: 5A

**PH-005 COMPUTER PROGRAMMING I: C++ FOR THE SCIENCES AND ENGINEERING Units: 3**

This course is an introduction to the use of C++ for the solution of problems in the physical sciences and engineering through the structured implementation of algorithms on digital computers. The course emphasizes good programming principles and the development of substantial programs. It introduces the use of computer-based software development tools and systems. The course includes numerical methods such as histogramming, statistical analysis, curve fitting, and numerical algorithms. *Note:* Prior knowledge of computer programming is not required.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L  
**Prerequisite:** MATH-010 or MATH-012  
*Advisory:* ENG-050  
 Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**PH-006A ELECTRIC CIRCUITS FOR ENGINEERING AND SCIENCE Units: 4**

This course is the first semester of a one year course designed to provide students with a broad knowledge of the theoretical background and experimental application of modern electronic devices and circuitry. It covers basic electronic concepts, solid state devices such as diodes and transistors and an introduction to basic analog and digital circuit design and analysis emphasizing practical applications including Ohm's Law and Kirchhoff's laws; nodal and loop analysis; analysis of linear circuits; network theorems; transients in RLC circuits; sinusoidal steady-state analysis and application of PSPICE to circuit analysis. (Equivalent to ENGR-006A.)

Lecture Hours: 54 Lab Hours: 54 Repeatable: No Grading: L

**Prerequisite:** MATH-001A

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C1

CSU GE: None

IGETC: None

**PH-010 STATICS Units: 3**

This course is an introduction to the analysis of forces on engineering structures in equilibrium. Vector analysis is utilized to study two- and three-dimensional frames, machines and trusses. Principles of friction, centroids, center of gravity, and moment of inertia for areas and masses are applied to analyze complex real-world problems. (Equivalent to ENGR-011.)

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

**Prerequisite:** PH-004A and MATH-001B

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

**PH-017 INTRODUCTION TO METEOROLOGY Units: 3**

This course includes the study of the earth's atmosphere, its composition and vertical structure, energy budgets, air pollution and global warming, clouds and precipitation, weather systems and forecasting, severe weather, and atmospheric optics.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

**Prerequisite:** MATH-054

*Advisory:* ENG-051

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C1

CSU GE: B1

IGETC: 5A

**POLITICAL SCIENCE (PS)****PS-001 INTRODUCTION TO GOVERNMENT Units: 3**

This course is an introduction to the principles, organization and politics of the National Government of the United States, including the study of State and local government. In considering government at the State level, specific emphasis is given to the government of the State of California. Throughout the course, current issues in American and State politics are stressed.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

*Advisory:* ENG-050

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C2

CSU GE: D8

IGETC: 4H

**PS-002 INTRODUCTION TO COMPARATIVE GOVERNMENTS Units: 3**

This course is a comparative study of constitutional principles, governmental institutions and political problems of selected governments. Particular attention is given to the contemporary problems of established and emerging nations.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

**Prerequisite:** PS-001

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C2

CSU GE: D8

IGETC: 4H

**PS-004 INTRODUCTION TO INTERNATIONAL RELATIONS Units: 3**

This course is an introduction to the nature of political relations among nations, including the basic factors which influence international relations. Emphasis will be placed on an examination of contemporary world politics.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

**Prerequisite:** PS-001

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C2

CSU GE: D8

IGETC: 4H

**PSYCHOLOGY (PSY)****PSY-001 GENERAL PSYCHOLOGY Units: 3**

This course is an introduction to psychology and defines the principles and theories governing the scientific study of affect, behavior and cognition. Included are such topics as developmental psychology, states of consciousness, psychotropic agents, learning, memory, motivation, emotion, intelligence, personality, stress, and social psychology, psychotherapy, research methodology, and psychological disorders. This survey course offers a foundation and preparation for additional study in psychology and social sciences, for understanding self and others, and principles of psychology to apply to daily life.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

*Advisory:* ENG-051

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C2

CSU GE: D9

IGETC: 4I

**PSY-003 DEVELOPMENTAL PSYCHOLOGY Units: 3**

This is a life span course that focuses on the behavioral patterns found at each level of normal human development, including the interrelationships of psychological, sociological, cognitive, and physical development from birth to senescence. The implications for both personal development and professional practice are considered.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

*Advisory:* ENG-051 & PSY-001

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C2,C5

CSU GE: D9,E

IGETC: 4I

**PSY-007 POSITIVE PSYCHOLOGY Units: 3**

The course provides an introduction to positive psychology. Positive psychology uses the tools of rigorous science to examine the sources and nature of positive human strengths, characteristics, resources, and aspirations. This course is designed to explore the concepts, research behind the concepts, techniques, resiliency factors and exercises to enhance optimism, decrease stressors, and significantly increase well-being. Topics include happiness, self-esteem, self-knowledge, empathy, compassion, friendship, hope, goal setting, love, parenting, achievement, resilience, creativity and flow, mindfulness, spirituality, and humor. This course is offered in the Spring semester of even-numbered years.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Advisory: ENG-051

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: C2 CSU GE: None IGETC: None

**PSY-010 PSYCHOLOGICAL ASPECTS OF MARRIAGE AND FAMILY Units: 3**

This course is designed to develop the student's repertoire of behavioral skills and an understanding of the principles governing marriage and family life. Included are areas such as communication, decision-making, human sexuality, divorce, single parenting, alternative family lifestyles and coping with stress.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Advisory: ENG-051 & PSY-001

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: C2,C5 CSU GE: D4,E IGETC: None

**PSY-012 HUMAN SEXUALITY Units: 3**

This course examines the development and practice of human sexuality through exploration of the psychological, social, cognitive, and physiological dimensions of human behavior.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Advisory: ENG-050

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: C2,C5 CSU GE: D7,E IGETC: 4G

**PSY-020 ADOLESCENT PSYCHOLOGY Units: 3**

This course is an introduction to both research and theory related to the growth and development of adolescents. Major areas emphasized include physical and psychological growth, adolescents and their families, the influence of peers, youth subcultures, sex roles, sexual behavior, self-image and the impact of society at large. A special emphasis is placed on practical techniques useful to parents and professionals who work with adolescents. This course is offered in the Fall semester of odd-numbered years.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Advisory: ENG-051 & PSY-001

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: C2,C5 CSU GE: D9,E IGETC: 4I

**PSY-023 PSYCHOLOGY OF WOMEN Units: 3**

This course presents an overview of the social and personality development of the female. More specifically, the course examines the physiological and psychological differences characteristic of women, as well as those resulting from gender linked cultural values. This course is offered in the Fall semester of odd-numbered years.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Advisory: ENG-051

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: C2,C5 CSU GE: D4,D9,E IGETC: 4I

**PSY-025 INTRO TO RESEARCH METHODS FOR SOCIAL SCIENCES Units: 3**

This course is an introduction to the research methodology utilized in the social sciences. This survey of contemporary approaches for study designs and research techniques will include theory development, application of methods, and the systematic nature of data collection. The major qualitative and quantitative research designs and methods such as observation, surveys, experimentation, and correlation will be addressed. This course is offered in the Spring semester.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Advisory: ENG-051

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: C2 CSU GE: None IGETC: None

**PSY-027 BIOLOGICAL PSYCHOLOGY Units: 3**

This survey course identifies the physiological determinants of behavior, affect and cognition. It will include an overview of neuroanatomy and the endocrine system. The relationship between these systems and psychological aspects such as perception, learning, motivation, emotion and personality will be identified. In addition, students will be introduced to neural basis for select disorders and organic and internally induced brain damage and associated psychopathology. This course is offered in the Fall semester of odd-numbered years.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

**Prerequisite:** PSY-001 or concurrent enrollment

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: C2 CSU GE: D9 IGETC: 4I

**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 IV-TR (DSM - IV-TR) in psychology. This course is offered in the Fall semester of even-numbered years.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

**Prerequisite:** PSY-001 or concurrent enrollment

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: C2 CSU GE: D9 IGETC: 4I

**PSY-033 PERSONAL AND 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.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
*Advisory:* ENG-050  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: C2,C5 CSU GE: D9,E IGETC: None

**RADIO-TELEVISION (RTV)****RTV-002 RADIO AND TELEVISION ANNOUNCING Units: 2**

This course provides students with microphone/broadcast announcing techniques and style for commercial delivery, newscasts, music shows, interviews, public service programs, sports and weather segments. Assignments on writing copy for broadcast-news and commercials are included. This course is offered every Fall semester.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L  
*Advisory:* ENG-050  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**RTV-004A MOTION PICTURE/TELEVISION PRODUCTION Units: 3**

This course introduces the student to the techniques, procedures, equipment and computer technologies required to produce video motion pictures. Actual production experience is gained through student projects. Field trips to local television stations and a motion picture studio may be included in the course.

Lecture Hours: 18 Lab Hours: 108 Repeatable: No Grading: L  
*Advisory:* ENG-050  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**RTV-004B ADVANCED MOTION PICTURE/TELEVISION PRODUCTION Units: 3**

This course is for students who possess proven basic motion picture/video production skills. The course focuses on advanced production of longer or more specialized videos using nonlinear computer editing.

Lecture Hours: 18 Lab Hours: 108 Repeatable: No Grading: L  
**Prerequisite:** RTV-004A  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**RTV-005 RADIO & TELEVISION WRITING Units: 3**

This course provides an introduction to the analysis and preparation of radio and television news announcements, commercials, public service announcements, promotional and dramatic announcements, documentaries, and full-length entertainment scripts. The students develop an understanding of the techniques and elements utilized in script writing. This course is offered every Spring semester.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
*Advisory:* ENG-051  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**RTV-006 INTRODUCTION TO FILM Units: 3**

By the age of 18 the average person has watched over 900 movies, but do we really know how to watch them? This course explores the impact film has on us, and the techniques filmmakers use to make us respond. Drawing from the American Film Institute's "Top 100 Movies of All Time" plus others, the class goes beyond movies as entertainment, into the fascinating world of how movies use color, music, story structure, visual effects and cinematography to make us forget we're even watching a movie.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: C3 CSU GE: C1 IGETC: 3A

**RTV-007 INTRODUCTION TO RADIO PRODUCTION Units: 3**

Students will gain a basic understanding of audio equipment used for radio production and live broadcasting. Course provides an introduction of the principles and techniques of music programming, commercials, news, interviews, magazine and talk programs. Students will broadcast live and pre-recorded programs on campus radio station KCOD.

Lecture Hours: 18 Lab Hours: 108 Repeatable: No Grading: L  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**READING (RDG)****RDG-050 BASIC READING Units: 3**

This course is designed to provide extensive study and practice of basic reading skills including vocabulary development, comprehension improvement, and oral reading ability.

Lecture Hours: 54 Lab Hours: 36 Repeatable: No Grading: O  
 Transfer Status: None Degree Applicable: NAA  
 COD GE: None CSU GE: None IGETC: None



**RDG-051 ANALYTICAL READING Units: 3**

This course is for students who have a vocabulary base for college-level reading but need practice in analytical reading and critical thinking skills. The focus of this course is on improving comprehension. Students read college-level selections from different disciplines and content areas.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

**Prerequisite:** RDG-050

Transfer Status: None Degree Applicable: NAA

COD GE: None CSU GE: None IGETC: None

**RDG-061 ACCELERATED READING FOR COLLEGE SUCCESS Units: 4**  
(formerly RDG-052)

Preparation for academic reading and critical thinking expected in transfer and associate-degree classes. Strongly recommended: participation in the Reading placement process.

Lecture Hours: 72 Lab Hours: 0 Repeatable: No Grading: L

Transfer Status: None Degree Applicable: NAA

COD GE: None CSU GE: None IGETC: None

**REAL ESTATE DEVELOPMENT (RED)****RED-010 INTRODUCTION TO REAL ESTATE PROFESSIONS Units: 3**

This course provides an overview of the entire career field of real estate including study relative to development, economics, financing, land, marketing, and law. Careers covered include: lending officers and mortgage analysts, real estate appraisers, investment counselors, real estate brokers, land developers, property and asset, corporate real estate managers, engineers, architects, skilled contractors and others. This course also discusses terminology, the career ladder and entrepreneurial opportunities in this industry.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

*Advisory:* ENG-051, RDG-051

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**RED-020 INTRODUCTION TO REAL ESTATE DEVELOPMENT Units: 3**

This course introduces the student to the real estate development process, providing an overview from the project idea to the cursory feasibility stage. Topics include evaluating development potential, analysis, land acquisition, site planning, design, and economic feasibility.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

*Advisory:* ENG-051, RDG-051, MATH-060

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**RED-090A REAL ESTATE ROLES Units: ½**

This course provides an introduction to the variety of roles in real estate transactions including appraisers, city officials, contractors, investors, developers, etc. Fair and favorable housing are also discussed.

Lecture Hours: 9 Lab Hours: 0 Repeatable: No Grading: L

*Advisory:* ENG-051, RDG-051

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**RED-090B REAL ESTATE ENTERPRISE VALUATION Units: ½**

This course provides an introduction to business valuation, illustrating the use and application of business valuation principles using actual case examples. A quick overview of the nature of business valuation is provided at the outset. The first lesson focuses on asset-based valuations, such as the liquidation method. The second lesson introduces valuation approaches most applicable to going-concern businesses, including the various elements of goodwill and its application to an earnings/cash-flow based valuation.

Lecture Hours: 9 Lab Hours: 0 Repeatable: No Grading: L

*Advisory:* ENG-051, RDG-051

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**RED-090C FEASIBILITY OF DEVELOPMENT Units: ½**

This course examines the functioning of various urban real estate markets, residential both single and multifamily, office, retail, industrial, and resort-recreational. Additionally, methodologies for accurate measurement of demand for real estate products and specific projects are addressed. The course aims to develop students to be sophisticated users of real estate market studies by acquainting them with modern market research methodologies and computerized market analysis packages at both the site-and project-specific levels.

Lecture Hours: 9 Lab Hours: 0 Repeatable: No Grading: L

*Advisory:* ENG-051, RDG-051

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**RED-090D THE VALUE OF BUILDING GREEN Units: ½**

This course explores how contemporary environmental issues impact real estate decision-making. It describes architectural design and building construction practices that contribute to a building's "green-ness", international standards for rating green buildings, the business case for green building investments, and whether or not green features add to real estate's market value.

Lecture Hours: 9 Lab Hours: 0 Repeatable: No Grading: L

*Advisory:* ENG-051, RDG-051

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**RED-090E REAL ESTATE CAPITAL AND FINANCING Units: ½**

This course provides an introduction to the types of income properties and explains the cash flow underwriting process for each of the four main property types. It also identifies sources of capital and analyze the types of financing available in today's commercial real estate markets.

Lecture Hours: 9 Lab Hours: 0 Repeatable: No Grading: L  
*Advisory:* ENG-051, RDG-051  
 Transfer Status: None Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**RED-090F LAND USE REGULATION: ENTITLEMENTS & PERMITTING Units: ½**

This course provides an introduction to the types of income properties and explains the cash flow underwriting process for each of the four main property types. It also identifies sources of capital and analyze the types of financing available in today's commercial real estate markets.

Lecture Hours: 9 Lab Hours: 0 Repeatable: No Grading: L  
*Advisory:* ENG-051, RDG-051  
 Transfer Status: None Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**RED-091A REAL ESTATE CONSULTING AND ADVISING Units: ½**

This course provides an introduction to the conceptual foundations underlying consulting and advisory services related to real estate. This course also focuses on real estate problems and issues, traditional and online research skills in addition to risk and management in real estate decisions.

Lecture Hours: 9 Lab Hours: 0 Repeatable: No Grading: L  
*Advisory:* ENG-051, RDG-051  
 Transfer Status: None Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**RED-091B REAL ESTATE PROPERTY MANAGEMENT Units: ½**

This course provides an introduction to the various facets of property management that apply to the variety of real estate products. Whether functioning as an on-site property manager; a corporate manager who oversees property management activities; or a participant in other aspects of real estate, this course provides a basis for understanding the key concepts and practices that affect operations, administration and executive functions related to the management of real estate properties.

Lecture Hours: 9 Lab Hours: 0 Repeatable: No Grading: L  
*Advisory:* ENG-051, RDG-051  
 Transfer Status: None Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**RED-092A CASE STUDY DEVELOPING CENTRAL STATION Units: ½**

This course examines the successful developments of 80-plus acres in the city of Chicago from the Developer's perspective. It describes strategies employed to create a multi-billion-dollar, mixed use real estate complex and new community within a community.

Lecture Hours: 9 Lab Hours: 0 Repeatable: No Grading: L  
*Advisory:* ENG-051, RDG-051  
 Transfer Status: None Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**RED-092B AGRICULTURAL PROPERTIES Units: ½**

This course provides an introduction to the theory and methods used in the inspection and appraisal of agricultural properties. The first lesson offers an overview of how the physical aspects of agricultural properties influence their value, examining regional influences and characteristics of the property itself. The second lesson introduces systematic procedures for collecting and analyzing necessary data and explains the application of the three traditional approaches in valuing agricultural properties. The third lesson offers an illustration of the application of these methods in an agricultural case study.

Lecture Hours: 9 Lab Hours: 0 Repeatable: No Grading: L  
*Advisory:* ENG-051, RDG-051  
 Transfer Status: None Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**RECREATION (RE)**

**RE-001 INTRODUCTION TO COMMUNITY RECREATION Units: 3**

This is a theory course which teaches leadership of recreation activities with emphasis on the social development and integration of individuals into group programs; mechanics of planning, techniques of presentation; and a repertoire of social activities as tools for social recreation. Students actively participate in the planning and production of various intramural and other special events.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
*Advisory:* ENG-050  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**RE-002A RECREATION FIELD WORK Units: 1**

This course gives practical experience to students who are training for careers in the physical education, recreation, and athletic field. Course requirements include work at various facilities, both on and off campus.

Lecture Hours: 18 Lab Hours: 0 Repeatable: No Grading: L  
*Advisory:* ENG-050  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**RE-002B RECREATION FIELD WORK Units: 2**

This course gives practical experience to students who are training for careers in the physical education, recreation, and athletic field. Course requirements include work at various facilities, both on and off campus.

Lecture Hours: 36 Lab Hours: 0 Repeatable: No Grading: L  
*Advisory:* ENG-050  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**RE-002C RECREATION FIELD WORK Units: 3**

This course gives practical experience to students who are training for careers in the physical education, recreation, and athletic field. Course requirements include work at various facilities, both on and off campus.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
*Advisory:* ENG-050  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**RE-002D RECREATION FIELD WORK Units: 4**

This course gives practical experience to students who are training for careers in the physical education, recreation, and athletic field. Course requirements include work at various facilities, both on and off campus.

Lecture Hours: 72 Lab Hours: 0 Repeatable: No Grading: L  
*Advisory:* ENG-050  
 Transfer Status: CSU Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**SOCIOLOGY (SOC)****SOC-001 INTRODUCTORY SOCIOLOGY Units: 3**

This course is a survey of the characteristics of social life, the processes of social interaction, and the tools of sociological investigation.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
*Advisory:* ENG-050  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: C2 CSU GE: DO IGETC: 4J

**SOC-002 SOCIAL PROBLEMS Units: 3**

An application of sociological principles and concepts in an analysis of the family, religion, education, minorities, crime and delinquency, urban society, industry, and politics. Special attention is given to the interpretation of relevant quantitative data. This course is offered in the Spring semester.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
**Prerequisite:** SOC-001  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: C2 CSU GE: DO IGETC: 4J

**SOC-003 FUNDAMENTALS OF STATISTICS Units: 3**

This course is a study of the fundamental concepts and techniques of statistical analysis which are encountered in all areas of application. Emphasis is placed upon precise mathematical reasoning coupled with a thorough understanding of the rationale underlying the statistical methods employed. The course encompasses both descriptive and inferential concepts and techniques, including the mathematical principles of probability theory and their application to parameter estimation and hypothesis testing. Published reports representative of the many ways in which statistical methods/data are employed in support of specific conclusions are

examined with respect to both the appropriateness of their use and interpretation.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
**Prerequisite:** ENG-051 and MATH-040  
 Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
 COD GE: C4b CSU GE: B4 IGETC: 2A\*

**SOC-004 SOCIOLOGICAL ANALYSIS AND CRITICAL THINKING Units: 3**

This course provides instruction in the principles of critical analysis and the composition of reasoned, written responses to a variety of social issues. These include issues falling within the scope of sociology, anthropology, economics, education, politics, criminology, biology and the physical sciences. Both deductive and inductive forms of reasoning are studied, including common formal and informal fallacies.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
**Prerequisite:** ENG-001A and MATH-054  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: C4b CSU GE: A3 IGETC: 1B

**SOC-014 MINORITY GROUPS IN THE AMERICAS Units: 3**

This is a comparative study of Native American, Asian, African, and European groups in the Americas as approached from the perspectives of sociology with particular focus on minority group status in contemporary society. This course is offered in the Fall semester.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
*Advisory:* ENG-050  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: C2 CSU GE: DO,D3 IGETC: 4J

**SOC-015 MEXICAN AMERICAN CULTURE Units: 3**

This course is an introduction to the culture and society of Mexican Americans. The various social, political, and economic conditions and experiences of people of Mexican ancestry living in the United States are examined in historical context, from the pre-Columbian period to the present. The group's culture and the group's relationship with the larger society are explored and analyzed. This course is offered in the Spring semester.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
*Advisory:* ENG-001A or concurrent enrollment  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: C2 CSU GE: DO,D3 IGETC: 4C,4J

**SPANISH (SPAN)****SPAN-001 ELEMENTARY SPANISH Units: 5**

This course presents the fundamentals of Spanish. Fluency in understanding, speaking, reading, and writing within the context of Hispanic society, history, and culture is emphasized. Completion of SPAN 1A and SPAN 1B is equivalent to SPAN 1.

Lecture Hours: 90 Lab Hours: 18 Repeatable: No Grading: L  
 Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
 COD GE: C3 CSU GE: C2 IGETC: 6A

**SPAN-001A ELEMENTARY SPANISH Units: 3**

This course presents the fundamentals of Spanish. Fluency in understanding, speaking, reading, and writing within the context of Hispanic society, history, and culture is emphasized. Completion of SPAN 1A and SPAN 1B is equivalent to SPAN 1.

Lecture Hours: 54 Lab Hours: 18 Repeatable: No Grading: L  
Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
COD GE: C3 CSU GE: C2 IGETC: None

**SPAN-001B ELEMENTARY SPANISH Units: 3**

This course presents the fundamentals of Spanish. Fluency in understanding, speaking, reading, and writing within the context of Hispanic society, history, and culture is emphasized. Completion of SPAN 1A and SPAN 1B is equivalent to SPAN 1.

Lecture Hours: 54 Lab Hours: 18 Repeatable: No Grading: L

**Prerequisite:** SPAN-001A

Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
COD GE: C3 CSU GE: C2 IGETC: 6A

**SPAN-002 ELEMENTARY SPANISH Units: 5**

This course builds upon the material presented in SPAN 1 and further develops the conversational skills in confirming and correcting information and using correct response behaviors. Fluency in understanding, speaking, reading and writing within the context of Hispanic society, history and culture is emphasized.

Lecture Hours: 90 Lab Hours: 18 Repeatable: No Grading: L

**Prerequisite:** SPAN 1 or SPAN 1B or 2 years high school Spanish

Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C3 CSU GE: C2 IGETC: 3B\*, 6A\*

**SPAN-003 INTERMEDIATE SPANISH Units: 4**

This course strengthens the students' communication skills in the spoken and written language. Emphasis is on the customs and culture of the Hispanic world. Hispanic literature is introduced.

Lecture Hours: 72 Lab Hours: 18 Repeatable: No Grading: L

**Prerequisite:** SPAN-002

Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C3 CSU GE: C2 IGETC: 3B\*, 6A\*

**SPAN-004 INTERMEDIATE SPANISH Units: 4**

This course expands the students' ability to communicate in Spanish. Emphasis is on the discussion of socio-cultural selections and literature of the Hispanic-speaking world.

Lecture Hours: 72 Lab Hours: 18 Repeatable: No Grading: L

**Prerequisite:** SPAN-003

Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C3 CSU GE: C2 IGETC: 3B\*, 6A\*

**SPEECH (SP)****SP-001 INTRO TO INTERPERSONAL COMMUNICATION Units: 3**

The course enables students to understand and demonstrate interpersonal communication skills. Students focus on knowledge of communication theories, self-concept, methods of resolving conflict, issues of human perception, non-verbal communication and improvement of listening skills. Significant speaking assignments are an integral part of the course.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

*Advisory:* ENG-001A

Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C4b CSU GE: A1 IGETC: None

**SP-002 ORAL INTERPRETATION OF LITERATURE Units: 3**

Oral Interpretation of Literature encourages student growth in the comprehension, analysis, and evaluation of all major forms of literature, prose, poetry, and drama. The study of literary genres, styles of composition, techniques of characterization, approaches to literary criticism, performance skills, and editing techniques are included. The course provides students an opportunity to synthesize classroom material through performance and presentation. Presentations in front of an audience are an essential component of this course.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

*Advisory:* ENG-051

Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C3 CSU GE: None IGETC: None

**SP-004 PUBLIC SPEAKING Units: 3**

This course emphasizes theory and the practice of basic techniques for successful public communication. Students learn to develop an effective interpersonal style of public communication. Informative, expository, persuasive, extemporaneous, and impromptu forms of speaking are covered.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

*Advisory:* ENG-001A

Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C4b CSU GE: A1 IGETC: 1C

**SP-005 GROUP DISCUSSION AND LEADERSHIP Units: 3**

This course provides students the opportunity to examine and practice the basic principles of group interaction. Students focus on leadership, use of power, physical environment, conflict resolution, conformity, group change and growth.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

*Advisory:* ENG-001A

Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C4b CSU GE: A1 IGETC: None

**SP-007 DECISION MAKING AND ADVOCACY Units: 3**

This course focuses on the process of decision making as it relates to attitudes, values and cultural beliefs. The course covers argumentation skills, persuasion, and the effective use of evidence. Students learn these skills through practice and the analysis of media, propaganda, as well as current and historical political speeches.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
Advisory: ENG-001A

Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C4b CSU GE: A3 IGETC: None

**SP-015 INTERCULTURAL COMMUNICATION Units: 3**

This course focuses on the communication behaviors and values common to all cultures and on the differences that insulate and divide people of one culture from others. The study leads to a better understanding of domestic traditions, an increased appreciation of the behaviors of others, and an awareness of more effective methods of communication. Significant writing, research, and speaking assignments are an integral part of the course.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
Advisory: ENG-001A

Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C4b CSU GE: A1,D7 IGETC: 1C

**STUDENT DEVELOPMENT (STDV)**

See Counseling (page 169)

**THEATRE ARTS (TA)****TA-001 INTRODUCTION TO THE THEATRE Units: 3**

This course is designed as a general survey of the history, theory and practice of theatre art from its origins to the present time. The study includes elements of drama, historic structures of the theatre, characteristic types of plays, the contribution of the director, actors, designers, and contemporary production techniques.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L  
Advisory: ENG-050

Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C3 CSU GE: C1 IGETC: 3B

**TA-002 ACTING I Units: 3**

This course provides basic instruction in acting technique while focusing on characterization, improvisation, vocal projection, and movement. Emphasis is also placed on monologue preparation/performance and group scene study. Students will develop an appreciation and respect for acting, while becoming aware of how their feelings, senses, and relationships in the world around them influence their acting choices.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L  
Advisory: ENG-050

Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: C3 CSU GE: C1 IGETC: None

**TA-003 ACTING II Units: 3**

This course furthers the study of acting and acting styles. The curriculum emphasizes the importance of character analysis/development, improvisation techniques, vocal projection, stage movement, monologue preparation/performance, group scene study/performance, and script analysis. Students will also be introduced to basic directing techniques and theory.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

**Prerequisite:** TA-002

Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**TA-004 SCRIPT ANALYSIS Units: 3**

Script Analysis is an introduction to theatre research methods and a study of the play from page to stage. The class will focus on critical analysis of structure, genre, theme, style, character, language, and dramatic event from the point of view of the actor, director, critic, and designer.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

**Prerequisite:** TA-001 and TA-002

Transfer Status: CSU Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**TA-009 STAGECRAFT Units: 3**

This course offers the student an introduction to the art of stage scenery and theatrical properties. The course deals with the techniques of construction and organizational process, the group dynamic and the understanding of good stage scenery and/or theatrical property. This course is offered in the Fall semester.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**TA-010 INTRODUCTION TO DESIGN AND PRODUCTION Units: 3**

An introductory course in the theory and practice of theatrical design, its construction and its execution. The lab explores the application of a theatrical design through construction, execution, and use of proper technical theatre practices. This course is offered in the Spring semester.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L  
Advisory: ENG-050

Transfer Status: CSU/UC Degree Applicable: AA/AS  
COD GE: None CSU GE: None IGETC: None

**TA-020 PLAY PRODUCTION - ACTING Units: 1**

This course exposes the student to the methods and execution of acting as it applies directly to a faculty directed stage production or workshop. The style and artistic discipline vary with each production. It is designed to give the student practical application of acting skills and actual acting experience with an emphasis on rehearsal and performance techniques. May be taken for a total of four times for credit.

Lecture Hours: 0 Lab Hours: 54 Repeatable: 3 Grading: L

**Prerequisite:** Audition or consent of instructor

*Advisory:* ENG-050

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**TA-021 PLAY PRODUCTION - ACTING Units: 2**

This course exposes the student to the methods and execution of acting as it applies directly to a faculty directed stage production or workshop. The style and artistic discipline vary with each production. It is designed to give the student practical application of acting skills and actual acting experience with an emphasis on rehearsal and performance techniques. May be taken for a total of four times for credit.

Lecture Hours: 0 Lab Hours: 108 Repeatable: 3 Grading: L

**Prerequisite:** Audition or consent of instructor

*Advisory:* ENG-050

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**TA-022 PLAY PRODUCTION - ACTING Units: 3**

This course exposes the student to the methods and execution of acting as it applies directly to a faculty directed stage production or workshop. The style and artistic discipline vary with each production. It is designed to give the student practical application of acting skills and actual acting experience with an emphasis on rehearsal and performance techniques. May be taken for a total of four times for credit.

Lecture Hours: 0 Lab Hours: 162 Repeatable: 3 Grading: L

**Prerequisite:** Audition or consent of instructor

*Advisory:* ENG-050

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**TA-030 TECHNICAL THEATRE PRODUCTION Units: 1**

This course permits progressive participation and instruction in technical play production. Students have hands-on experience in execution of technical roles for actual productions, such as set construction, prop building, scene painting and running crew. Students learn the safe and proper use of power tools, and the various skills, and techniques used in technical theatre. Repetition of the course work will require the student to expand their focus in the various areas of technical theatre. May be taken for a total of four times for credit.

Lecture Hours: 0 Lab Hours: 54 Repeatable: 3 Grading: L

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**TA-031 TECHNICAL THEATRE PRODUCTION Units: 2**

This course permits progressive participation and instruction in technical play production. Students have hands-on experience in execution of technical roles for actual productions, such as set construction, prop building, scene painting and running crew. Students learn the safe and proper use of power tools, and the various skills, and techniques used in technical theatre. Repetition of the course work will require the student to expand their focus in the various areas of technical theatre. May be taken for a total of four times for credit.

Lecture Hours: 0 Lab Hours: 108 Repeatable: 3 Grading: L

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**TA-032 TECHNICAL THEATRE PRODUCTION Units: 3**

This course permits progressive participation and instruction in technical play production. Students have hands-on experience in execution of technical roles for actual productions, such as set construction, prop building, scene painting and running crew. Students learn the safe and proper use of power tools, and the various skills, and techniques used in technical theatre. Repetition of the course work will require the student to expand their focus in the various areas of technical theatre. May be taken for a total of four times for credit.

Lecture Hours: 0 Lab Hours: 162 Repeatable: 3 Grading: L

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: C3 CSU GE: None IGETC: None

**TA-069A DRAMATIC LITERATURE Units: 3**

This course presents a survey of the masterworks of the theater from the Greek classics to the Nineteenth Century. Students read and analyze the various elements of the plays in relation to their cultural background.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

*Advisory:* ENG-051

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: C3 CSU GE: C2 IGETC: 3B

**TA-069B DRAMATIC LITERATURE Units: 3**

This course presents a survey of the masterworks of the theater from the Nineteenth Century to the present. Students read and analyze the various elements of the plays in relation to their cultural background.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

*Advisory:* TA-069A and ENG-051

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: C3 CSU GE: C2 IGETC: 3B

**TA-080 THEATRE MAKE-UP Units: 3**

This course teaches the basic principles and application techniques of theatrical, film, print, television and special effect makeup. It executes the learned skills in a laboratory atmosphere utilizing current sanitation rules and regulations as established by the state of California. Students will create an accurate pictorial dictionary, a "morgue", and use it as a reference in creating makeup executions. Students will learn to create characters from scripts using design, timeline plots, visual renderings and written descriptions. Students learn facial anatomy and its relationship to 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.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**VARSITY SPORTS-MEN (VSM)****VSM-011 VARSITY BASEBALL - MEN Units: 3**

This course is intercollegiate competition for Performance Oriented students who demonstrate a high degree of skill and interest. May be taken for a total of two times for credit.

Activity Hours: 175 Repeatable: 1 Grading: L

**Prerequisite:** Successful tryout

Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**VSM-014 VARSITY BASKETBALL - MEN Units: 1½**

This course is intercollegiate competition for Performance Oriented students who demonstrate a high degree of skill and interest. May be taken for a total of four times for credit.

Activity Hours: 87½ Repeatable: 3 Grading: L

**Prerequisite:** Successful tryout

Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**VSM-022 VARSITY CROSS COUNTRY - MEN Units: 3**

This course is intercollegiate competition for Performance Oriented students who demonstrate a high degree of skill and interest. May be taken for a total of two times for credit.

Activity Hours: 175 Repeatable: 1 Grading: L

**Prerequisite:** Successful tryout

Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**VSM-033 VARSITY FOOTBALL - MEN Units: 3**

This course is intercollegiate competition for Performance Oriented students who demonstrate a high degree of skill and interest. May be taken for a total of two times for credit.

Activity Hours: 175 Repeatable: 1 Grading: L

**Prerequisite:** Successful tryout

Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**VSM-040 VARSITY GOLF - MEN Units: 3**

This course is intercollegiate competition for Performance Oriented students who demonstrate a high degree of skill and interest. May be taken for a total of two times for credit.

Activity Hours: 175 Repeatable: 1 Grading: L

**Prerequisite:** Successful tryout

Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**VSM-053 VARSITY SOCCER - MEN Units: 3**

This course is intercollegiate competition for Performance Oriented students who demonstrate a high degree of skill and interest. May be taken for a total of two times for credit.

Activity Hours: 175 Repeatable: 1 Grading: L

**Prerequisite:** Successful tryout

Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**VSM-064 VARSITY TENNIS - MEN Units: 3**

This course is intercollegiate competition for Performance Oriented students who demonstrate a high degree of skill and interest. May be taken for a total of two times for credit.

Activity Hours: 175 Repeatable: 1 Grading: L

**Prerequisite:** Successful tryout

Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**VARSITY SPORTS-WOMEN (VSW)****VSW-015 VARSITY BASKETBALL - WOMEN Units: 1½**

This course is intercollegiate competition for Performance Oriented students who demonstrate a high degree of skill and interest. May be taken for a total of four times for credit.

Activity Hours: 87½ Repeatable: 3 Grading: L

**Prerequisite:** Successful tryout

Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**VSW-023 VARSITY CROSS COUNTRY - WOMEN Units: 3**

This course is intercollegiate competition for Performance Oriented students who demonstrate a high degree of skill and interest. May be taken for a total of two times for credit.

Activity Hours: 175 Repeatable: 1 Grading: L

**Prerequisite:** Successful tryout

Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**VSW-041 VARSITY GOLF - WOMEN Units: 3**

This course is intercollegiate competition for Performance Oriented students who demonstrate a high degree of skill and interest. May be taken for a total of two times for credit.

Activity Hours: 175 Repeatable: 1 Grading: L

**Prerequisite:** Successful tryout

Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**VSW-054 VARSITY SOCCER - WOMEN Units: 3**

This course is intercollegiate competition for Performance Oriented students who demonstrate a high degree of skill and interest. May be taken for a total of two times for credit.

Activity Hours: 175 Repeatable: 1 Grading: L

**Prerequisite:** Successful tryout

Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**VSW-057 VARSITY SOFTBALL - WOMEN Units: 3**

This course is intercollegiate competition for Performance Oriented students who demonstrate a high degree of skill and interest. May be taken for a total of two times for credit.

Activity Hours: 175 Repeatable: 1 Grading: L

**Prerequisite:** Successful tryout

Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**VSW-065 VARSITY TENNIS - WOMEN Units: 3**

This course is intercollegiate competition for Performance Oriented students who demonstrate a high degree of skill and interest. May be taken for a total of two times for credit.

Activity Hours: 175 Repeatable: 1 Grading: L

**Prerequisite:** Successful tryout

Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**VSW-074 VARSITY VOLLEYBALL - WOMEN Units: 3**

This course is intercollegiate competition for Performance Oriented students who demonstrate a high degree of skill and interest. May be taken for a total of two times for credit.

Activity Hours: 175 Repeatable: 1 Grading: L

**Prerequisite:** Successful tryout

Transfer Status: CSU/UC\* Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**VOCATIONAL NURSING (VN)**

**VN-010 VOCATIONAL NURSING I Units: 9**

This course introduces concepts related to the role of the vocational nurse, basic skills, legal and ethical issues, critical thinking, culturally congruent care, pharmacology, fluid/electrolytes, communication and confidentiality. A foundation in normal growth and development including the gerontologic client and end of life care is presented. Using a nursing process format, care of clients with alterations in musculoskeletal, integumentary, cardiac, endocrine systems, & LGP is presented. This course requires a material fee of \$88.00 to cover cost of equipment used in the skills laboratory.

Lecture Hours: 162 Lab Hours: 0 Repeatable: No Grading: L

**Prerequisite:** ENG-051, HS-013, HS-062, HS-067, PSY-001, and acceptance to the program

**Corequisite:** VN-010L

Transfer Status: None Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**VN-010L VOCATIONAL NURSING I LAB Units: 7**

This course provides an opportunity for the practice and application of skills needed to meet the clients' basic needs and the maintenance of optimum wellness. Students care for clients with common alterations in the function various body systems. Learning experiences are provided in the on-campus lab and various clinical sites.

Lecture Hours: 0 Lab Hours: 378 Repeatable: No Grading: K

**Prerequisite:** HS-013, HS-062, HS-067 and acceptance to the program

**Corequisite:** VN-010

Transfer Status: None Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**VN-020 VOCATIONAL NURSING II Units: 9**

Building on the concepts presented in VN-010, this course discusses content related to care of the surgical client and alterations in function of gastrointestinal, urinary, reproductive, neurologic, and spinal cord. Students are also introduced to leadership, supervision of the VN. Introduction to maternity nursing, clients ante, intra and postpartum. Healthy newborn and alterations related to the newborn. Presentation of the hospitalized child, an in-depth look at growth & development.

Lecture Hours: 162 Lab Hours: 0 Repeatable: No Grading: L

**Prerequisite:** VN-010 and VN-010L

**Corequisite:** VN-020L

Transfer Status: None Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**VN-020L VOCATIONAL NURSING II LAB Units: 7**

This course provides opportunity to care for clients with alterations in various body systems and across the life span. Students will practice in a variety of health care settings.

Lecture Hours: 0 Lab Hours: 378 Repeatable: No Grading: K

**Prerequisite:** VN-010 and VN-010L

**Corequisite:** VN-020

Transfer Status: None Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None

**VN-030 VOCATIONAL NURSING III Units: 5**

This course builds on all concepts from previous semesters. Students will focus on the care of children with various health care needs. The course concludes with concepts to aid the student transition to the role of professional vocational nurse.

Lecture Hours: 90 Lab Hours: 0 Repeatable: No Grading: L

**Prerequisite:** VN-020 and VN-020L

**Corequisite:** VN-030L

Transfer Status: None Degree Applicable: AA/AS  
 COD GE: None CSU GE: None IGETC: None



**VN-030L VOCATIONAL NURSING III LAB Units: 4**

This course is a continuation of skills that were acquired in VN-010 and 020. Students apply concepts of team leading and management skills to care for clients of all ages. Students meet the needs for the hospitalized child and clients experiencing labor, delivery, and postpartum.

Lecture Hours: 0 Lab Hours: 216 Repeatable: No Grading: K

**Prerequisite:** VN-020 and VN-020L

**Corequisite:** VN-030

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**WELDING (WELD)****WELD-010 OXY-ACETYLENE GAS WELDING Units: 3**

This is the first course in the Welding Series. The course covers the theory and practices of Oxy-acetylene welding in all positions. Students receive hands-on training in plate and sheet metal welding, pipe welding, brazing and soldering using ferrous and non-ferrous materials. Students learn to safely and efficiently use the various types of equipment in performing welding exercises.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**WELD-011 SHIELDED METAL ARC WELDING Units: 3**

This is the second course of the Welding Series. The course covers the basic theories and practices of Arc Welding in all positions. Students receive hands-on training in welding plate, pipe and sheet metal. Students learn about the various types of equipment and the safety practices to be followed in performing the welding exercises.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**WELD-012 BASIC GAS METAL ARC WELDING Units: 3**

This is the third course of the Welding Series. The course covers the theory and practices of Basic Gas Metal Arc Welding in all positions. Students use MIG welding equipment to produce specified welds. Students learn about the various types of equipment and the safety practices to be followed in producing the welds.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**WORK EXPERIENCE/GENERAL (WEG)****WEG-095A-F WORK EXPERIENCE, GENERAL Units: 1-6**

This work experience course of supervised employment is designed to assist students to acquire desirable work habits, attitudes and skills so as to enable them to become productive employees. This course also provides students with career awareness for jobs. The course may service as a preparatory program for later participation in occupational work experience. Credit may be accrued at the rate of one to six units per semester for a maximum of sixteen units. This type of work experience is available to students whose jobs are not related to their college major.

Lab Hours: 75-450 Repeatable: 1-15 Grading: L

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**WORK EXPERIENCE/OCCUPATIONAL (WEV)****WEV-095A-H WORK EXPERIENCE, OCCUPATIONAL Units: 1-8**

This occupational work experience course of supervised employment is designed to assist students to acquire desirable work habits, attitudes and skills so as to enable them to become productive employees. Credit may be accrued at the rate of one to eight units per semester for a maximum of sixteen units. This type of work experience is available to students who are either volunteers or employees in occupational fields related to their college major.

Lab Hours: 75-600 Repeatable: 1-15 Grading: L

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: 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.



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**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

**JOAN L. WALKER** (2004)

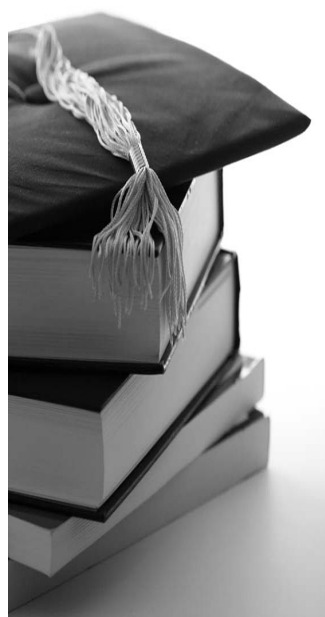
Assistant Professor, Nursing  
A.S. 1996, College of the Desert  
B.S. 2000, Loma Linda University  
M.S. 2003, California State University, Dominguez Hills

**LISA WILANDER** (2000)

Learning Disabilities Specialist  
Associate Professor, Disabled Students Programs &  
Services  
A.A. 1978, Rockland Community College, NY  
B.S. 1980, Keene State College, NH  
M.A. 1987, California State University, San Francisco

**LESLIE YOUNG** (1999)

Dean, School of Health Sciences and Education  
B.A. 1977, University of San Diego  
M.Ed. 1978, University of San Diego  
J.D. 1984, University of San Diego



**LaVONNE ABRUZZI** (1987-1998)

Associate Professor Emeritus, Nursing

**JOHN A. ANELLO** (1980-1987)

Professor Emeritus, Music

**JANICE BROWN BARNETT** (1990-2000)

Coordinator Emeritus, Child Development  
Training and Resource Center

**ARTHUR W. BENDER** (1969-1994)

Professor Emeritus, Microbiology

**BARBARA ANNE BOLAÑOS** (1971-1995)

Professor Emeritus, Sociology

**PAUL D. BOWIE** (1970-2006)

Professor Emeritus, Biology and Botany

**JUDITH BRAE** (1988-2006)

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**CATHLEEN M. BRANT** (1991-2003)

Professor Emeritus, English

**FAYE R. CASTILLEJA** (1972-1994)

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**JOHN R. COEFIELD** (1963-1995)

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**JOHN COLLIGAN** (1987-1999)

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**LUIS CORONA** (1975-2000)

Counselor Emeritus

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Professor Emeritus, Engineering, Copper Mountain Campus

**BUFORD CRITES** (1976-2006)

Professor Emeritus, Speech

**MARGARET ANN CURRLIN** (1975-1986)

Professor Emeritus, Developmental Education

**LARRY MARK DaSHIELL** (1974-2006)

Professor Emeritus, Auto Mechanics

**RITA RAMIREZ DEAN** (1973-2004)

Professor Emeritus, Developmental Education

**MILFORD CHARLES DECKER** (1996-2012)

Professor Emeritus, Computer Information Systems

**DANIEL V. DETI** (1962-2004)

Professor Emeritus, French and Spanish

**MARCELINO DIAZ, JR.** (1972-2005)

Counselor Emeritus

Coordinator EOPS & CARE Programs

**WALLACE G. DOHMAN** (1969-1992)

Professor Emeritus, English, Copper Mountain Campus

**RALPH DORRE** (1996-2011)

Adjunct Instructor Emeritus, English

**KAREN DOSTAL** (1985-2006)

Professor Emeritus, Mathematics

**DAVID EINSTEIN** (1994-2012)

Adjunct Instructor Emeritus, Art

**SAUNDRA EMERSON** (1999-2007)

Dean Emeritus, Health Sciences and  
Early Childhood Education

**ROBERT F. ESCUDERO** (1974-1987)

Professor Emeritus, Spanish

**RON R. EVANS** (1971-2010)

Professor Emeritus, Art

**SUSAN EVANS** (1987-2011)

Adjunct Professor Emeritus, Art

**CHARLES B. FLATT** (1964-2001)

Professor Emeritus, Sociology and Philosophy

**ELIZABETH BAILEY FRINCKE** (1977-1998)

Professor Emeritus, Drafting & Interior Design

**LEANORA R. FURR** (1962)

Professor Emeritus, English

**JOSEPHINE G. GALLEGOS** (1967-2001)

Director Emeritus, Vocational Education

**FRANK J. GARCIA** (1968-1998)

Professor Emeritus, Health, Physical Education  
and Recreation

**DEEANN GERKEN** (1992-2006)

Professor Emeritus, Nursing

**RICHARD OWEN GILLICK** (1975-1987)

Director Emeritus, Business/Institutional Services,  
Copper Mountain Campus

**RALPH T. GRANNAN** (1973-1997)

Professor Emeritus, Physics

**CHARLES RONALD GREEN** (1966-1997)

Dean Emeritus, Student Services and Relations

**WILLIAM A. GUDELUNAS** (1990-2012)

Professor Emeritus, Political Science and American History

**EILEEN C. HACKETT** (1993-2006)

Professor Emeritus, Nursing

**EUGENE KENNETH HANSON** (1969-1992)

Professor Emeritus, Philosophy and Religion

**DONALD HARRISON** (1971-1988)

Professor Emeritus, Business

**CELIA L. HARTLEY** (1992-1999)

Professor Emeritus, Nursing  
Division Chair, Health Sciences  
Director of ADN, VN, CNA and EMT Programs

**BEVERLY A. HARTNETT** (1968-1994)

Professor Emeritus, Nursing

**FRANCIS JENE HEDQUIST** (1970-1991)

Professor Emeritus, Psychology

**DEAN W. HOOVER** (1973-1992)

Professor Emeritus, Reading

**JAMES M. HOPP** (1974-2001)

Professor Emeritus, English

**JOSEPH B. IANTORNO** (1974-1986)

Dean Emeritus, Student Services

**PENNY S. JENISON** (1999-2009)

Professor Emeritus, History/Political Science

**PHYLISS JONES** (1987-1999)

Professor Emeritus, Nursing

**PATRICIA J. KELLER** (1995-2011)

Professor Emeritus, Nursing

**DORIS F. KELLY** (1973-1987)

Professor Emeritus, Nursing

**AUSTIN KILIAN** (1970-1987)

Professor Emeritus, Art  
Chairperson, Art

**PAULA N. KROONEN** (1984-2001)

Adjunct Instructor Emeritus, Japanese and ESL

**WILLIAM R. KROONEN** (1969-2001)

Superintendent/President Emeritus

**JOHN B. LaFONTAINE** (1996-2005)

Assistant Professor Emeritus, Air Conditioning  
and Refrigeration

**KEN LaMONT** (1986-2006)

Counselor Emeritus

**JAN B. LAWSON** (1970-1994)

Professor Emeritus, English

**MARIAN T. LEE** (1973-1981)

Professor Emeritus, Mathematics,  
Copper Mountain Campus

**MICHAEL MANIS** (1985-2010)

Professor Emeritus, Business

**JOHN L. MARMAN** (1969-2002)

Professor Emeritus, Health, Physical Education and  
Recreation  
Director, Athletics  
Division Chair, Health, Physical Education and Recreation

**ELEANOR MARTIN** (1977-1989)

Counselor Emeritus

**ELIZABETH MARTIN** (1979-1994)

Professor Emeritus, Nursing

**JOHN W. MARZICOLA** (1972-1985)

Professor Emeritus, Mathematics

**DIANNE S. MATHEWSON** (1992-2004)

Professor Emeritus, Psychology

**ASHLEY T. McDERMOTT** (1964-1999)

Professor Emeritus, Astronomy and History

**DONNA JOY McLAIN** (1968-1996)

Professor Emeritus, Health, PE, and Recreation

**JOHN ROLLAND McMILLAN** (1967-1982)

Director Emeritus, Admissions and Records Services

**STEVEN R. McWILLIAMS** (1971-2002)

Professor Emeritus, Geography and Anthropology

**MERLE E. MERRITT** (1970-1995)

Professor Emeritus, History, Copper Mountain Campus

**GEORGE L. MEYER** (1969-2002)

Professor Emeritus, Geology

**ALFRED D. MILLER** (1971-1993)

Counselor Emeritus, Copper Mountain Campus

**MATTEO MONICA III** (1973-2006)

Counselor Emeritus, Financial Aid

**EDWARD A. MORANTE** (1991-2005)

Counselor Emeritus

**LINDA A. MORANTE** (1993-2005)

Associate Professor Emeritus, English

**LINDA A. MURPHY** (2008-2012)

Professor Emeritus, Nursing

**HOVAK NAJARIAN** (1966-1994)

Professor Emeritus, Art

**JOHN L. NORMAN** (1962-1999)

Professor Emeritus, Music

**BETTY J. OEDING** (1967-1992)

Professor Emeritus, Nursing

**MICHAEL J. O'NEILL** (1990-2008)

Professor Emeritus, Special Education  
Coordinator, Disabled Students Programs & Services

**JAMES C. ONEY** (1970-1997)

Professor Emeritus, Mathematics

**ROSEMARY ORTEGA** (1972-2005)

Professor Emeritus, Developmental Education

**REYNALDO F. ORTIZ** (1978-2011)  
Counselor Emeritus

**CHARLES R. PALMER** (1969-1991)  
Dean Emeritus, Educational Services, (Copper Mountain Campus)

**C.A. PATTERSON** (1974-1999)  
Professor Emeritus, Mathematics

**JERRY R. PATTON** (2004-2012)  
President Emeritus

**WILLIAM H. PIVAR** (1971-1994)  
Professor Emeritus, Business

**SAMUEL HART PLUMER** (1975-1986)  
Counselor Emeritus, Disabled Students  
Programs and Services

**RICHARD W. POST** (1974-2007)  
Dean Emeritus, Resource Development/  
Assistant to the Superintendent/President  
Dean, Applied Science and Business  
Director, Vocational Education

**DIANE NORTHROP RAMIREZ** (1974-2011)  
Professor Emeritus, Special Education  
Vice President Emeritus, Student Affairs

**BRETT ROMER** (1964-2002)  
Professor Emeritus, Physics and Mathematics  
Division Chair, Science and Mathematics

**ANNE G. SADDINGTON** (1995-2011)  
Professor Emeritus, Human Services and Sociology

**DAVID WILSON SALTER** (1975-2004)  
Professor Emeritus, Biology

**MARÍA C. SHEEHAN** (2001-2007)  
Superintendent/President Emeritus

**GEORGE SMITH, JR.** (1973-1994)  
Professor Emeritus, Agriculture

**GWENDOLYN JEAN SMITH** (1980-1992)  
Professor Emeritus, Nursing

**DOMENICO SOTTILE** (1969-2010)  
Professor Emeritus, Italian and Spanish

**FERN D. STOUT** (1964-1987)  
Superintendent/President Emeritus

**JOHN C. TAMULONIS** (1971-2004)  
Professor Emeritus, Automotive Technology

**DONALD D. THOMPSON** (1965-1996)  
Professor Emeritus, Physical Education

**NORMAN THU** (1975-2001)  
Professor Emeritus, Political Science

**LESLIE TODD** (1995-2006)  
Professor Emeritus, Nursing

**MARY K. (CHRIS) TOTTEN** (1994-2012)  
Professor Emeritus, Biology

**CHRISTINE J. TOMLINSON** (1976-1982)  
Professor Emeritus, Music

**JOYCE WADE-MALTAIS** (1966-1999)  
Professor Emeritus, English and Speech

**ANNE M. WALKER** (1984-2005)  
Adjunct Instructor Emeritus, Mathematics

**DOUGLAS J. WALKER** (1971-2005)  
Professor Emeritus, Natural Resources and Entomology  
Dean, Applied Sciences and Fine Arts  
Division Chair, Applied Sciences

**HARRY WALTHALL** (1962-1994)  
Librarian Emeritus

**KENNETH A. WATERS** (1968-1991)  
Professor Emeritus, Agriculture & Mechanics

**FLOYD L. WATSON** (1974-2005)  
Professor Emeritus, Business

**DON A. WELTY** (1965-1980)  
Coordinator Emeritus, Continuing Education

**JOY E. WENTZ** (1989-2004)  
Professor Emeritus, English and Composition

**CHAR WHITAKER** (1991-2005)  
Coordinator Emeritus, Library Services

## Faculty Emeriti in Memoriam

**HORTENSIA "SANDY" ALWAN** (1984-2001)  
Adjunct Instructor Emeritus, Spanish

**HAROLD L. BIRD, JR.** (1974-1984)  
Professor Emeritus, Chemistry

**MARION BLONDIS** (1965-1976)  
Professor Emeritus, Nursing

**SANDRA R. BRANDON** (1990-2007)  
Professor Emeritus, Computer Information Systems

**DAN A. BURKE** (1966-1985)  
Professor Emeritus, Developmental Education

**BRYAN R. BURRAGE** (1973-2004)  
Professor Emeritus, Biology, Anatomy and Zoology

**DAVID BUTTLES** (1997-2010)

Athletic Academic Advisor Emeritus

**THOMAS CIASTKO** (1981-1999)Professor Emeritus, Respiratory Therapy  
Director, Respiratory Therapy Program**EDGAR L. De FOREST** (1962-1978)

Professor Emeritus, English and Speech

**M. W. ELLERBROEK** (1961-1981)

Professor Emeritus/Past Dean of Business Services

**L. CAROLYN FISHER** (1963-1982)

Professor Emeritus, Counseling

**WENDELL C. FORD** (1965-1989)

Media Specialist Emeritus

**LAWRENCE FREDERICK** (1962-1981)

Professor Emeritus, Mathematics

**MICHELE GAINES** (2002-2008)

Professor Emeritus, Theatre Arts

**ALDEN N. GODFREY** (1991-2006)

Adjunct Instructor Emeritus, Journalism

**GEORGE D. GOODWIN** (1962)

Professor Emeritus, Philosophy and Religion

**ROBERT M. GRIFFIN** (1966)Professor Emeritus, Special Education  
Coordinator of Special Education  
Director, Reading Laboratory**ROY HUDSON** (1962)

Professor Emeritus, Rhetoric and Public Address

**EDWIN T. INGLES** (1960-1974)

Professor Emeritus/Past Dean of Instruction

**ROBERT B. JORDAN** (1966-2004)

Professor Emeritus, Psychology

**MARIAN M. KATZ** (1967-1992)

Professor Emeritus, Nursing

**WILLIAM A. KOHL** (1976-2006)

Professor Emeritus, Art

**ROY MALLERY** (1962)Associate Professor Emeritus, Fine Arts  
Chairman, Art**JUDITH M. MANDEL** (1989-2006)

Adjunct Instructor Emeritus, French

**J. R. MASTERS, JR.** (1964)Professor Emeritus, Speech  
Director of Forensics**ROY C. McCALL** (1959-1973)Professor Emeritus/Past President  
Past Superintendent, Coachella Valley Community  
College District**BARBARA McFADYEN** (1965-1987)

Professor Emeritus, Political Science

**MARTIN McKELL** (1965-1985)

Professor Emeritus, Business

**JAMES A. MILLS** (1973-1992)

Professor Emeritus, Administration of Justice

**KIM R. MILTENBERGER** (1982-1999)

Adjunct Instructor Emeritus, Speech

**KATHLEEN MUCHNIK** (1972-1987)Associate Professor Emeritus, Nursing  
Assistant Chairperson, Nursing and Allied Health**GEORGE J. NELSON** (1963-1974)

Professor Emeritus, Chemistry

**SEAMUS NUNAN** (1962-1982)

Professor Emeritus, History

**LANCE READ** (1964-1996)

Counselor Emeritus

**WILLIAM M. REESKE** (1969-1999)

Professor Emeritus, English (Copper Mountain Campus)

**BETTY LOU ROCHE** (1970-1989)

Professor Emeritus, Business

**ANTHONY A. SAITTA** (1967-1978)

Associate Professor Emeritus, Business

**RHODA G. SCHWANKE** (1973-1983)Professor Emeritus, Nursing  
Coordinator Emeritus, Student Health Service**PERRY J. SHENEMAN** (1970-1981)

Professor Emeritus, Engineering Technology

**STEPHEN SIMONSEN** (1979-1997)

Professor Emeritus, Communication

**FREDERICK THON** (1962-1974)

Professor Emeritus, Drama

**RAYMOND L. TRAYNOR** (1974-1987)Professor Emeritus, Developmental Education (Copper  
Mountain Campus)**FRANCES De LONG WILSON** (1969-1984)

Professor Emeritus, Developmental Education

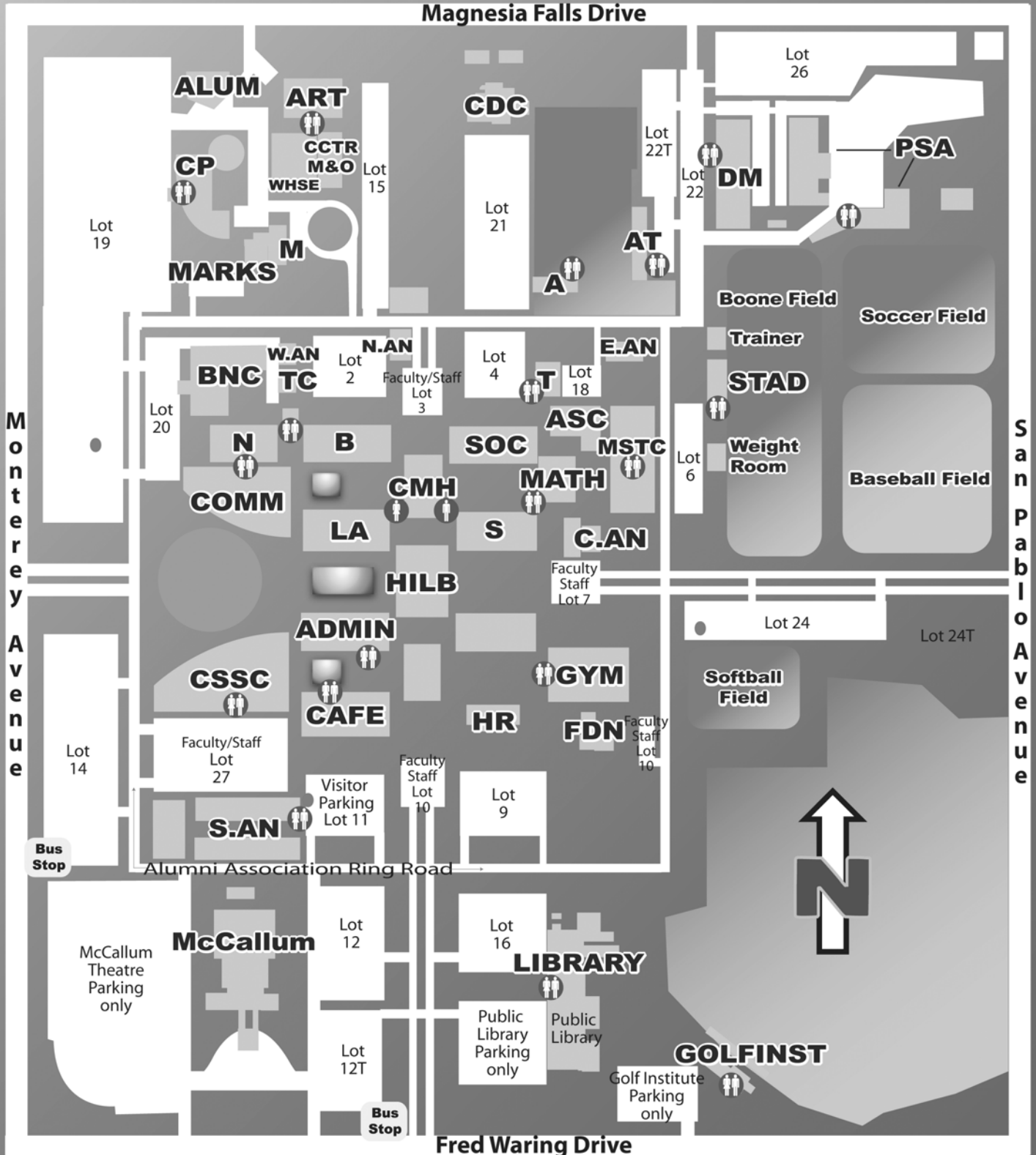
**STAN Le ROY WILSON** (1967-1994)

Professor Emeritus, Mass Communication &amp; Journalism



# COLLEGE *of the* DESERT

# Campus Guide



<b>A</b>	<b>AGRICULTURAL SCIENCE BLDG.</b>	<b>GOLF INST</b>	<b>COLLEGE GOLF CENTER</b>
<b>ADMIN</b>	<b>ADMINISTRATION BUILDING</b> Administrative Offices	<b>GYM</b>	<b>WRIGHT GYMNASIUM</b>
<b>ALUM</b>	<b>COD ALUMNI CENTER</b> Street Fair Management	<b>GYM MAIN</b>	Gym Main Floor
<b>ART</b>	<b>ART BUILDING</b>	<b>GYM STG</b>	Gym Stage
<b>ASC</b>	<b>ACADEMIC SKILLS CENTER</b> Assessment Testing	<b>GYM WR</b>	Gym Weight Room
<b>ASC-4</b>	Language Lab	<b>HILB</b>	<b>HILB</b> Adult Basic Education
<b>ASC-6</b>	Writing Lab		English As A Second Language (noncredit)
<b>ASC-7</b>	Math Classroom	<b>HSCM</b>	Hilb Mezzanine
<b>AT</b>	<b>APPLIED TECHNOLOGY BUILDING</b> School of Applied Sciences & Business Office	<b>HR</b>	<b>Human Resources &amp; Business Affairs</b>
<b>B</b>	<b>BUSINESS BUILDING</b>	<b>LA</b>	<b>LIBERAL ARTS BUILDING</b> School of Communication & Humanities Office
<b>B-1K</b>	Work Experience Office	<b>LIBRARY</b>	<b>LIBRARY</b> COD, City of Palm Desert, and Riverside County Libraries
<b>BNC</b>	<b>BARKER NURSING COMPLEX</b> School of Health Sciences & Education Office	<b>M</b>	<b>MAINTENANCE BUILDING</b> Music Classroom
<b>CAFE</b>	<b>BEEPS- DINING SERVICES</b> Office of Student Life Student Government/Student Clubs	<b>MARKS</b>	<b>Walter N. Marks Center for the Arts</b>
<b>C.AN</b>	<b>CENTRAL MODULAR ANNEX</b>	<b>MATH</b>	<b>MATH BUILDING</b> Math and Science Office
<b>C.AN-18</b>	Kinesiology/Athletics Office	<b>MATH-4</b>	Math/ScienceLab
<b>CDC</b>	<b>CHILD DEVELOPMENT CENTER</b>	<b>MSTC</b>	<b>MATH SCIENCE TECHNOLOGY CENTER</b>
<b>CMH</b>	<b>CAROL MEIER LECTURE HALL</b> The POLLOCK Theatre	<b>MSTC-146</b>	MESA Office
<b>CMH PT</b>		<b>McCALLUM</b>	<b>McCALLUM THEATRE</b>
<b>COMM</b>	<b>COMMUNICATION BUILDING</b> (Under Construction)	<b>N</b>	<b>NURSING BUILDING</b> Early Childhood Education Nursing
<b>CSSC</b>	<b>CRAVENS STUDENT SERVICES CENTER</b> ACES (TRIO) Admissions & Records (A&R) Bookstore Bursar's Office CalWORKs Career/Transfer Center Counseling Center Disabled Student Programs & Services DSPS Hi-Tech Center EOPS/CARE Financial Aid Office International Education Office Parking Services Student Health Services/College Nurse TRIO-DSPS Upward Bound (TRIO) Veteran's Center	<b>N.AN</b>	<b>NORTH MODULAR ANNEX</b>
<b>DM</b>	<b>DIESEL MECHANICS BUILDING</b> (Rooms DM 21-25 upstairs)	<b>PE</b>	<b>PHYSICAL EDUCATION BUILDING</b> Lockers & Showers
<b>E.AN</b>	<b>EAST MODULAR ANNEX</b>	<b>PSA</b>	<b>PUBLIC SAFETY ACADEMY</b>
<b>FDN</b>	<b>COD FOUNDATION OFFICE</b>	<b>S</b>	<b>SCIENCE BUILDING</b>
		<b>S.AN</b>	<b>SOUTH MODULAR ANNEX</b> Security
		<b>S.AN-16</b>	
		<b>SOC</b>	<b>SOCIAL SCIENCES BUILDING</b> School of Arts and Sciences Office
		<b>STAD</b>	<b>STADIUM &amp; OFFICES</b>
		<b>STAD WR</b>	Simonds Center
		<b>T</b>	<b>THEATRE BUILDING (Theatre Too)</b>
		<b>TC</b>	<b>TUTORING CENTER</b>
		<b>W.AN</b>	<b>WEST MODULAR ANNEX</b>

Campus Guide (previous page) is subject to change due to on-going construction projects. The Guide was accurate at our press deadline. For the latest construction information check online at [www.bond.collegeofthedesert.edu](http://www.bond.collegeofthedesert.edu).

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