

2016-2017 Catalog Addendum 1 August 2016

The College of the Desert Catalog Addendum represents course and program revisions made since the last publication of the Catalog. Included in this Addendum are new and modified certificates and degrees, new courses, and updated list of Faculty and Administration. This Addendum also includes corrections to the 2016-2017 Catalog. These changes replace what is printed in the current Catalog and are effective as of the Fall 2016. Instructions for understanding this addendum are as follows: <u>underline</u> indicates new material, strikethrough indicates a deletion.

BOT Approved: 9/16/2016

Changes to page 49 – Student Right-To-Know Disclosure

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

Beginning in Fall 2011 2012, a cohort of all certificate-, degree-, and transfer seeking first-time, full-time students were tracked over a three-year period. Their completion and transfer rates are listed below. These rates do not represent the success rates of the entire student population at the College of the Desert, nor do they account for all student outcomes occurring after this three-year tracking period.

Completion Rate: 22.51% 29.13%

Based upon the cohort defined above, a Completer is a student who attained a certificate or degree or became 'transfer prepared' during a three year period, from Fall 2011 2012 to Spring 2014 2015. Students who have completed 60 transferable units with a GPA of 2.0 or better are considered 'transfer-prepared'.

Transfer Rate: 12.94% 9.49%

Based upon the cohort defined above, students who transferred to another post-secondary institution, prior to attaining a degree, certificate, or becoming 'transfer-prepared' during a five semester period, from Spring 2012 2013 to Spring 2014 2015, are transfer students. More information about Student-Right-to-Know rates and how they should be interpreted can be found at the California Community Colleges Chancellor's Office, "Student Right-to-Know" website.

Programs of Study

NEW PROGRAMS effective Fall 2016

A.S. IN BIOLOGY FOR TRANSFER DEGREE (AS-T)*

(This degree is replacing the Biology A.S. Degree and transfer preparation listed on 2016-17 COD Catalog, page 132.)

The Associate in Science in Biology for Transfer Degree, also called the Biology AS-T, is designed to prepare students for a seamless transfer with junior status to a CSU campus in a program or major in Biology for completion of a baccalaureate degree. Upon successful completion of courses leading to the Biology AS-T Degree the student will be able to know and understand Biology concepts, skills and applications to attain upper division status in Biology at any CSU institutions.

This Biology AS-T degree requires students to meet both of the following requirements:

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

There are no additional graduation requirements. Students are advised to consult with a counselor to verify transfer requirements.

Advisors: Robert Rosteck, <u>rrosteck@collegeofthedesert.edu</u>; 760-776-7284 Alexa Sawa, <u>asawa@collegeofthedesert.edu</u>; 760-776-7276 Anthony Tesch, <u>atesch@collegeofthedesert.edu</u>; 760-776-7274

Required Courses:		
BI-005	Molecular and Cell Biology	. 5
BI-006	Biology of Organisms	. 5
CH-001A	General Chemistry I	. 5
CH-001B	General Chemistry II	. 5
MATH-001A	Calculus	. 4
MATH-001B	Calculus	. 4

PH-002A <i>and</i>	College Physics I	4
PH-002B	College Physics I	4
<u>OR</u>		
PH-003A <i>and</i>	Engineering Physics (4)	
PH-003B	Engineering Physics 4)	
Total Unite for Major		26

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Required Courses

I otal Units for Major	
General Education Pattern ¹ (CSU-GE or IGETC for STEM) Units	
Transferable Electives ² (as needed to reach 60 transferable units)	
DEGREE TOTAL	
¹ Units for the major may be double counted for CSU GE or IGETC for STEM, confer with Counselor. ² Elective units to reach 60-unit total must be CSU transferable, confer with Counselor.	

*Please refer to Associate Degree for Transfer (SB 1440) listed on 2016-17 COD Catalog, page 51.

A.S. IN CHEMISTRY FOR TRANSFER DEGREE (AS-T)*

(This degree is in addition to the Chemistry A.S. Degree and transfer preparation listed on 2016-17 COD Catalog, page 133.)

The Associate in Science in Chemistry for Transfer Degree, also called the Chemistry AS-T Degree, is designed to prepare students for a seamless transfer with junior status to a CSU campus in a program or major in Chemistry for completion of a baccalaureate degree. Upon successful completion of courses leading to the Chemistry AS-T Degree the student will be able to know and understand Chemistry concepts, skills and applications to attain upper division status in Chemistry at any CSU institutions.

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

(1) Completion of 60 semester units that are eligible for transfer to the California State University, including both of the following:

- The Intersegmental GE Transfer Curriculum (IGETC) or the California State University GE-Breadth Requirements (CSU GE-B).
- A minimum of 18 semester units in a major or area of emphasis. All courses in the major or area of emphasis must be completed with a grade of "C" or better.

(2) Obtainment of a minimum grade point average of 2.0.

The Chemistry AS-T degree requires students to complete 60 CSU transferable units including completion of IGETC for STEM and 36 units in the major with a cumulative GPA of 2.0 or better. Units for the major may be double counted for IGETC for STEM only (not CSU GE). The IGETC for STEM requires a student to complete their general education pattern by taking an additional 6 units after transfer. There are no additional graduation requirements. Students are advised to consult with a counselor to verify transfer requirements.

Advisors:	Joana Ciurash, jciurash@collegeofthedesert.edu; 760-776-7277
	Robert Guinn, rguinn@collegeofthedesert.edu; 760-862-1363
	Christine Melton, cmelton@collegeofthedesert.edu; 760-674-7639

Required Courses.		
CH-001A	General Chemistry I	5
CH-001B	General Chemistry II	
CH-010A	Organic Chemistry I	5
CH-010B	Organic Chemistry II	5
MATH-001A	Calculus	
MATH-001B	Calculus	
PH-003A	Engineering Physics	4
PH-003B	Engineering Physics	
Total Units for Major		
	ern, IGETC for STEM ¹	
	·	
¹ Units for the major ma	be double counted for IGETC for STEM only (not CSU GE), confer with Counselor.	
*Diagona refer to Accord	to Degree for Transfer (SR 1440) listed on 2016 17 COD Catalog, page 51	

Please refer to Associate Degree for Transfer (SB 1440) listed on 2016-17 COD Catalog, page 51.

A.S. IN GEOLOGY FOR TRANSFER DEGREE (AS-T)*

(This degree is replacing the Geology A.S. Degree and transfer preparation listed on 2016-17 COD Catalog, page 134.)

The **Associate in Science in Geology for Transfer Degree**, also called the *Geology AS-T Degree*, is designed to prepare students for a seamless transfer with junior status to a CSU campus in a program or major in Geology for completion of a baccalaureate degree. Upon successful completion of courses leading to the *Geology AS-T Degree* the student will be able to know and understand Geology concepts, skills and applications to attain upper division status in Geology at any CSU institution.

This Geology AS-T degree requires students to meet both of the following requirements:

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

There are no additional graduation requirements. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

Advisor: Nancy Moll, nmoll@collegeofthedesert.edu; 760-776-7272

Required Core Courses:

G-001	Physical Geology	
G-002	Historical Geology with Laboratory	
CH-001A	General Chemistry I	5
CH-001B	General Chemistry II	5
MATH-001A	Calculus	4
MATH-001B	Calculus	4
Required Subtotal		
CSU General Educa	ation or IGETC Pattern ¹	
Transferable Electi	ives ² (as needed to reach 60 transferable units)	
DEGREE TOTAL		60
	jor may be double counted for CSU GE or IGETC, confer with Counselor.	
2 Elective unite to	reach 60 unit total must be CSU transforable, confor with Councelor	

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

*Please refer to Associate Degree for Transfer (SB 1440) listed on 2016-17 COD Catalog, page 51.

A.A. IN PHILOSOPHY FOR TRANSFER DEGREE (AA-T)*

(This degree is replacing the Philosophy A.A. Degree and transfer preparation listed on 2016-17 COD Catalog, page 137.)

Philosophy, which can be called "the science of the Big Picture", is the systematic study of concepts such as knowledge, truth, reality, logic and rationality, ethics and morality, justice, beauty, mind, and God. Philosophy is concerned with posing and answering questions as difficult and varied as, What is truth?, Could each person have her own truth?, What is the relation of formal logic to ordinary reasoning?, How should human beings live their lives?, How does our familiar human world of thoughts, sensations, and feelings fit into the larger world that is described by the natural sciences? Can there be human actions that are morally right (or wrong) independently of a society's judgment?, Does beauty exist only in the eye of the beholder?, and finally, Does God exist?

Career paths chosen by students pursuing undergraduate studies in philosophy commonly include the foreign service, computer science, and creative writing. Careers in the discipline that generally require graduate-level degrees include college teaching, law, medicine, psychiatry, and social work.

The Associate in Arts in Philosophy for Transfer, also called the Philosophy AA-T Degree, prepares students to transfer to CSU campuses that offer bachelor's degrees in Philosophy. Students earning the Philosophy AA-T Degree will be granted priority for admission as a Philosophy major to a local CSU, as determined by the CSU campus to which the student applies. This Philosophy AA-T degree requires students to meet both of the following requirements:

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

There are no additional graduation requirements. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

Advisor: Michael Smith, msmith@collegeofthedesert.edu; 760-776-7404

Required Courses: (
PHIL-006	Introduction to Philosophy	3
PHIL-007	Introduction to Philosophy Great Ideas of the Philosophers	3
PHIL-010	General Logic	3
PHIL-014	Introduction to Ethics	3
PHIL-017	Philosophy of Religion	3
List A: Select one co		
PHIL-012	Religions of the World	
PHIL-013	Perspectives on Death and Dying	3
PHIL-018	Philosophy of Science	3
Required Subtotal		18
	ion or IGETC Pattern ¹	37-39
	es ² (as needed to reach 60 transferable units)	
DEGREE TOTAL		60

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

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

*Please refer to Associate Degree for Transfer (SB 1440) listed on 2016-17 COD Catalog, page 51.

PROGRAM REVISIONS effective Fall 2016

ADMINISTRATIVE OFFICE ASSISTANT CERTIFICATE OF ACHIEVEMENT

This course of study prepares the student with basic competencies for an entry level office clerk whether or not the individual has previous office experience. This certificate of achievement is designed to provide a foundation of introductory but essential office skills for individuals who are considering a career in office administration or for those who require computer, communication, and business orientation skills to increase employability in a variety of fields. Those complete the Administrative Office Assistant Certificate may continue to the Administrative Office Professional Certificate.

avisor: Feilx Marnuenda-Donate, <u>Imarnuenda@collegeoftnedesert.edu</u>; 760-7

Required Courses:

CIS-005	Computer Survival Skills	. 2
CIS-006	Business Research	. 1
CIS-010	Computer Literacy	. 4
CIS-012	Professional Office Procedures	.3
	Accounting Electives - Select one course:	3
BUAC-010	Accounting with Quick Books (3)	U
BUAC-050	Accounting/Bus. Environment (3)	
BUAC-066	Fundamentals of Bookkeeping (3)	

	Computer Applicat	<i>ions</i> - Select one course <u>at least three units</u> :	3-4
Add	<u>CIS-003</u>	Introduction to Microsoft Word (1)	
Add	<u>CIS-004</u>	PowerPoint (1)	
	CIS-011	Current Topics/Technology (3)	
	CIS-017	Records Business Data Management with Microsoft Access (4)	
	CIS-020	Integrated Office Technology (4)	
	CIS-072D	Excel (3)	
	CIS-082C	Web Publishing I (3)	
	Business Electives	- Select at least two units2	2-3
	BUMA-001	Principles of Management (3)	
	BUMA-028	Small Business Dev/Mgmt (3)	
	BUMA-031	Business Calculations (3)	
	BUMA-032	Human Relations/Workplace (3)	
	BUMA-094	Business Communications (3)	
	CIS-095A	CIS Work Experience (Maximum of 3 units may be used for work experience)	
	<u>or</u> BUAC-095A	Accounting Work Experience	
	<u>or</u> BUMA-095A	Management Work Experience	
	Required Courses		10

Required Courses	
Accounting Electives	
Computer Applications Electives	
Business Electives	
CERTIFICATE TOTAL	
CERTIFICATE TOTAL	10-20

ADMINISTRATIVE OFFICE PROFESSIONAL CERTIFICATE OF ACHIEVEMENT

This course of study equips the student with the range of skills necessary to perform the duties of an entry level administrative assistant in today's technological office. Completers master skills in communication, bookkeeping, office skills, and an essential selection of intermediate computer applications for business. Those complete the Administrative Office Professional Certificate may continue to a degree in Business or in Liberal Arts with an emphasis on Business and Technology. **Advisor:** Félix Marhuenda-Donate, <u>fmarhuenda@collegeofthedesert.edu;</u> 760-773-2523

CIS-006 Business Research CIS-010 Computer Literacy CIS-012 Professional Office Procedures CIS-020 Integrated Office Technology Add or CIS-017		Required Courses:		
CIS-010 Computer Literacy CIS-012 Professional Office Procedures CIS-020 Integrated Office Technology Add <i>ar</i> CIS-017 Business Data Management with Microsoft Access (4) BUMA-094 Business Communications BUAC-010 Accounting with Quick Books (3) BUAC-050 Accounting/Bus. Environment (3) BUAC-066 Fundamentals of Bookkeeping (3) <i>Computer Applications</i> - Select two courses at least six units: Add CIS-003 Introduction to Microsoft Word (1) Add CIS-011 Current Topics/Technology (3) CIS-017 Records Business Data Management with Microsoft Access (4) CIS-011 Current Topics/Technology (3) CIS-017 Records Business Data Management with Microsoft Access (4) CIS-011 Current Topics/Technology (3) CIS-017 Records Business Data Management with Microsoft Access (4) CIS-012 Integrated Office Technology (4) CIS-072D Excel (3) CIS-082C Web Publishing I (3) Business Electives - Select three units BuMA-001 Principles of Management (3) Principles of Management (3		CIS-005	Computer Survival Skills	2
CIS-012 Professional Office Procedures CIS-020 Integrated Office Technology Add <i>or</i> CIS-017 Business Data Management with Microsoft Access (4) BUMA-094 Business Communications Accounting Electives - Select one course:		CIS-006	Business Research	1
CIS-012 Professional Office Procedures CIS-020 Integrated Office Technology Add <i>or</i> CIS-017 Business Data Management with Microsoft Access (4) BUMA-094 Business Communications Accounting Electives - Select one course:		CIS-010	Computer Literacy	4
Add or CIS-017 Business Data Management with Microsoft Access (4) BUMA-094 Business Communications		CIS-012	Professional Office Procedures	3
BUMA-094 Business Communications Accounting Electives - Select one course: BUAC-010 Accounting with Quick Books (3) BUAC-050 Accounting/Bus. Environment (3) BUAC-066 Fundamentals of Bookkeeping (3) Computer Applications - Select two courses at least six units: Add CIS-003 Introduction to Microsoft Word (1) Add CIS-004 PowerPoint (1) CIS-011 Current Topics/Technology (3) CIS-020 Integrated Office Technology (4) CIS-072D Excel (3) CIS-082C Web Publishing I (3) Business Electives - Select three units Bumace BUMA-001 Principles of Management (3)		CIS-020	Integrated Office Technology	4
Accounting Electives - Select one course: BUAC-010 Accounting with Quick Books (3) BUAC-050 Accounting/Bus. Environment (3) BUAC-066 Fundamentals of Bookkeeping (3) Computer Applications - Select two courses at least six units: Add CIS-003 Introduction to Microsoft Word (1) Add CIS-004 PowerPoint (1) CIS-011 Current Topics/Technology (3) CIS-020 Integrated Office Technology (4) CIS-072D Excel (3) CIS-082C Web Publishing I (3) Business Electives - Select three units BUMA-001 Principles of Management (3) Principles of Management (3)	Add	<u>or CIS-017</u>	Business Data Management with Microsoft Access (4)	
BUAC-010 Accounting with Quick Books (3) BUAC-050 Accounting/Bus. Environment (3) BUAC-066 Fundamentals of Bookkeeping (3) Computer Applications - Select two courses at least six units: Add CIS-003 Introduction to Microsoft Word (1) Add CIS-004 PowerPoint (1) CIS-011 Current Topics/Technology (3) CIS-017 Records Business Data Management with Microsoft Access (4) CIS-072D Integrated Office Technology (4) CIS-072D Excel (3) CIS-082C Web Publishing I (3) Business Electives - Select three units		BUMA-094	Business Communications	3
BUAC-010 Accounting with Quick Books (3) BUAC-050 Accounting/Bus. Environment (3) BUAC-066 Fundamentals of Bookkeeping (3) Computer Applications - Select two courses at least six units: Add CIS-003 Introduction to Microsoft Word (1) Add CIS-004 PowerPoint (1) CIS-011 Current Topics/Technology (3) CIS-017 Records Business Data Management with Microsoft Access (4) CIS-072D Integrated Office Technology (4) CIS-072D Excel (3) CIS-082C Web Publishing I (3) Business Electives - Select three units		Accounting Electiv	es - Select one course:	3
BUAC-050 Accounting/Bus. Environment (3) BUAC-066 Fundamentals of Bookkeeping (3) Computer Applications - Select two courses at least six units: Add CIS-003 Introduction to Microsoft Word (1) Add CIS-004 PowerPoint (1) CIS-011 Current Topics/Technology (3) CIS-017 Records Business Data Management with Microsoft Access (4) CIS-020 Integrated Office Technology (4) CIS-072D Excel (3) CIS-082C Web Publishing I (3) Business Electives - Select three units		6		
Computer Applications - Select two courses at least six units: Add CIS-003 Introduction to Microsoft Word (1) Add CIS-004 PowerPoint (1) CIS-011 Current Topics/Technology (3) CIS-017 Records Business Data Management with Microsoft Access (4) CIS-020 Integrated Office Technology (4) CIS-072D Excel (3) CIS-082C Web Publishing I (3) Business Electives - Select three units		BUAC-050	Accounting/Bus. Environment (3)	
Add CIS-003 Introduction to Microsoft Word (1) Add CIS-004 PowerPoint (1) CIS-011 Current Topics/Technology (3) CIS-017 Records Business Data Management with Microsoft Access (4) CIS-020 Integrated Office Technology (4) CIS-072D Excel (3) CIS-082C Web Publishing I (3) Business Electives - Select three units		BUAC-066	Fundamentals of Bookkeeping (3)	
Add CIS-003 Introduction to Microsoft Word (1) Add CIS-004 PowerPoint (1) CIS-011 Current Topics/Technology (3) CIS-017 Records Business Data Management with Microsoft Access (4) CIS-020 Integrated Office Technology (4) CIS-072D Excel (3) CIS-082C Web Publishing I (3) Business Electives - Select three units		Computer Applicat	tions - Select two courses <u>at least six units</u> :6	-7
CIS-011 Current Topics/Technology (3) CIS-017 Records Business Data Management with Microsoft Access (4) CIS-020 Integrated Office Technology (4) CIS-072D Excel (3) CIS-082C Web Publishing I (3) Business Electives - Select three units	Add			
CIS-017 Records Business Data Management with Microsoft Access (4) CIS-020 Integrated Office Technology (4) CIS-072D Excel (3) CIS-082C Web Publishing I (3) Business Electives - Select three units	Add	<u>CIS-004</u>	PowerPoint (1)	
CIS-020 Integrated Office Technology (4) CIS-072D Excel (3) CIS-082C Web Publishing I (3) Business Electives - Select three units		CIS-011	Current Topics/Technology (3)	
CIS-072D Excel (3) CIS-082C Web Publishing I (3) Business Electives - Select three units		CIS-017	Records Business Data Management with Microsoft Access (4)	
CIS-082C Web Publishing I (3) Business Electives - Select three units BUMA-001 Principles of Management (3)		CIS-020	Integrated Office Technology (4)	
Business Electives - Select three units BUMA-001 Principles of Management (3)		CIS-072D	Excel (3)	
BUMA-001 Principles of Management (3)		CIS-082C	Web Publishing I (3)	
	Busir	ness Electives - Sele	ct three units	3
BUMA-028 Small Business: Development & Management (3)		BUMA-001	Principles of Management (3)	
		BUMA-028	Small Business: Development & Management (3)	

BUMA-031	Business Calculations (3)
BUMA-032	Human Relations in the Workplace (3)
CIS-095A	CIS Work Experience (Maximum of 3 units may be used for work experience)
<u>or</u> BUAC-095A	Accounting Work Experience
<u>or</u> BUMA-095A	Management Work Experience

Required Courses	
Accounting Electives	
Computer Applications Electives	
Business Electives	
CERTIFICATE TOTAL	-

BASIC FIRE FIGHTER CERTIFICATE OF ACHIEVEMENT

Basic Fire Fighter Certificate of Achievement provides individuals with the knowledge and skills to safely perform, under minimal supervision, essential and advanced fire ground tasks. These shall include basic rescue operations, auto extrication, basic fire suppression, prevention and investigation, a basic knowledge of the "Incident Command System" and an introduction to the potential dangers of hazardous materials. In addition, students will learn to use, inspect and maintain various types of firefighting and rescue equipment. Completion of this Certificate satisfies the manipulative and academic training requirements as established by the State Fire Marshal to become certified as a Fire Fighter I. Advisor: Allen Scott Ventura, <u>asventura@collegeofthedesert.edu</u>; 760-636-7996

Required Courses	:	
FIRE BFFA-063A	Basic Fire Fighter I Academy (Part 1)	9.75
FIRE BFFA-063B	Basic Fire Fighter I Academy (Part 2)	8.75
CERTIFICATE TOTAL		

COMPUTER INFORMATION SYSTEMS A.S. DEGREE for employment preparation

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.

Advisor: Félix Marhuenda-Donate, fmarhuenda@collegeofthedesert.edu; 760-773-2523

Required Courses: 5-6 units

CIS-006	Business Research1
<u>or</u> LIS-001	An Intro to Basic Research Skills (2)
CIS-010	Computer Literacy 4

	Computer Applicat	ions - Select 18 units from the following:	
Add	<u>CIS-003</u>	Introduction to Microsoft Word	1
Add	<u>CIS-004</u>	PowerPoint	1
	CIS-005*	Computer Survival Skills	2
	CIS-011	Current Topics/Technology	3
	CIS-012	Professional Office Procedures	3
	CIS-017	Records Business Data Management with Microsoft Access	4
	CIS-020	Integrated Office Technology	4
	CIS-072D	Excel	3
	CIS-082C	Web Publishing I	3
	CIS-085C	Web Programming	3
	CIS-086	Visual Basic Programming	3
	Required Electives	- Select 19 units from the following:	
	BUAC-020A	Financial Accounting	Δ
	BUAC-066	Fundamentals of Bookkeeping	
	BUMA-001	Principles of Management	
	BUMA-010	Intro to Business	
	BUMA-020A	Business Law	
	BUMA-027	Marketing	-
	BUMA-028	Small Business: Development & Management	
	BUMA-031	Business Calculations	
	BUMA-032	Human Relations	
	BUMA-094	Business Communications	-
	CIS-081A	Computer Graphics 1A	
	CIS-081B	Computer Graphics 1B	
	CIS-083D	Computer Graphics 2	
	CIS-95A	CIS Work Experience (maximum of 4 units may be used for work experience)	
	<u>or</u> BUAC-95A	Accounting Work Experience	
	<u>or</u> BUMA-95A	Management Work Experience	
		ions	
	Required Electives)	. 19
		ation Pattern	
Kinesiology Activities			
	DEGREE TOTAL		-63

* No credit for CIS 5 if taken after CIS 10.

FITNESS SPECIALIST CERTIFICATE OF ACHIEVEMENT

The Fitness Specialist Certificate is the study of basic principles and techniques to effectively prepare the students in the field of personal training, exercise leadership and corporate fitness. COD's fitness specialist certificate curriculum includes course offerings that provide a general overview of principles and theories of kinesiology, exercise science, fitness prescription and evaluation, nutritional and weight management design.

Advisors: Wendy Ansley, <u>wansley@collegeofthedesert.edu</u>; 760-776-7203 Courtney Doussett, <u>cdoussett@collegeofthedesert.edu</u>; 760-776-7339

Required Courses: 20 units

	KINE-001	First Aid and Safety	3
	KINE-003	Athletic Training I	3
	KINE-007	Techniques of Exercise Leadership	
	KINE-008	Introduction to Kinesiology	3
Add	KINE-009	Essentials for Fitness Professionals	2
	KINE-095	Exercise Science	2
Add	<u>KINE-095A</u>	Kinesiology Work Experience (Maximum of 1 unit may be used for work experience)	1
	HS-013	General Nutrition	3
Delete	RE-010B	Recreation Field Work/Internship	2

Fitness Courses	s: (2 units chosen from the following courses)
KINE-039	TRX and Kettlebell Training (1)
KINE-040	Aerobics, Total Body Fitness (1)
KINE-041	Core Conditioning (1)
KINE-046	Endurance Training (<mark>± 2</mark>)
KINE-047	Body Sculpt and Tone (1)
KINE-068	Jogging, Powerwalking, and Running (1)
KINE-069	Biomechanics of Running (1)
KINE-071	Kickboxing Aerobics (1)
KINE-072	Pilates Mat Work (1)
KINE-073	Pilates for Dance (1)
KINE-077	Self-Defense/Fitness (1)
KINE-083	Swimming and Running for Triathletes (1)
KINE-084	Aquatic Crosstraining (1)
KINE-093	Water Fitness (1)
KINE-098	Yoga (1)
KINE-099	Power Yoga (1)
CERTIFICATE TO	DTAL <u>-21-</u>

MATHEMATICS A.S. DEGREE and transfer preparation Mathematics is the study of quantity, structure, space and change. It is developed through the use of abstraction and logical reasoning from counting, calculations, measurement, study of shapes & change.

Required Courses:			
<u>MATH-001A</u>	Calculus		
<u>MATH-001B</u>	Calculus		
<u>MATH-002A</u>	Multivariate Calculus	5	<u>4</u>
MATH-002B	Linear Algebra		4
or MATH-002C	Ordinary Differential Equations		
PH-003A	Engineering Physics		4
PH-003B	Engineering Physics		
CS-007A	Computer Science I		
Required Subtotal		31	28
	ion (confer with Counselor)		
	es (with Advisor approval)		
Kinesiology Activities	6		2
DEGREE TOTAL	,		60

Courses of Instruction

NEW COURSES

BIT-024 CALIFORNIA ENERGY CODES Units: 3 This course covers California's Building Energy Efficiency Standards for Residential and Nonresidential Buildings (Title 24, Part 6), which establishes a minimum level of building energy efficiency to ensure that building construction, system design, and installation achieves energy efficiency and preserves the quality of both indoor and outdoor environments. It emphasizes the understanding and application of the Building Energy Efficiency Standards and supporting documents, the Reference Appendices, Residential Compliance Manual, and the Nonresidential Compliance Manual.			
Lecture Hours: 54	Lab Hours: 0	Repeatable: No	Grading: L
Advisory: ENG-070 and MATH-	060		
Transfer Status: CSU		Degree Applicable: AA/AS	
COD GE: None	CSU GE: None	IGETC: None	
students with a solid grounding		to persuasive messages throug tegies of social influence as the	Units: 3 hout time. The primary goal of this course is to provide y relate to everyday life. It will also focus on the messages.
Lecture Hours: 54	Lab Hours: 0	Repeatable: No	Grading: L
Advisory: ENG-001A			
Transfer Status: CSU		Degree Applicable: AA/AS	
		Degree Applicable: AA/AS	
COD GE: None	CSU GE: None	IGETC: None	
COMM-030FORENSICSUnits: 2This course prepares students for intercollegiate speech and debate tournaments. Studies include argumentation, public address, and oral interpretation of literature. Involves research, writing, and one-on-one direction. Requires participation at interscholastic competitions. May be taken for a total of four times for credit.			
Lecture Hours: 18	Lab Hours: 54	Repeatable: Yes	Grading: L
Advisory: COMM-001 and ENG	-001A		
Transfer Status: CSU		Degree Applicable: AA/AS	
COD GE: None	CSU GE: None	IGETC: None	
Studies focus on architectural	design of building, construction r	many progressive measures the methodology, green HVAC system	Units: 4 at improve the energy performance of buildings. ms, renewable energy systems and the terminology in residential and non-residential buildings will be
Lecture Hours: 72	Lab Hours: 0	Repeatable: No	Grading: Letter
Advisory: ESYS-004 and ENG-0	70		
Transfer Status: None		Degree Applicable: AA/AS	
COD GE: None	CSU GE: None	IGETC: None	
ESYS-006FUNDAMENTALS OF BUILDING COMMISSIONINGUnits: 3Building Commissioning (Cx) is the process of verifying that a building's systems operate as intended. Commissioning Technicians (CxT) and Commissioning Agents (CxA) work in a team environment, coordinating directly with architects, engineers, subcontractors, and the building owner to oversee, examine, and verify that the building systems are designed, installed, and tested according to the project's design specifications. This introductory course focuses on how the building commissioning process is applied to new and existing buildings. Students will learn the fundamentals of the commissioning process through each step of a construction project - from predesign to occupancy and operations. Lecture Hours: 45Lab Hours: 27Repeatable: NoGrading: LetterPrerequisite: ACR-090 or concurrent enrollment and ARCH-011Advisory: ACR-075 and ESYS-004Student Strand			
Transfer Status: None		Degree Applicable: AA/AS	
COD GE: None	CSU GE: None	IGETC: None	
recognition and production of t word meaning and usage and p production through enhanced of Lecture Hours: 48 Prerequisite: ESLN-310A, or a	he sounds, syllables, stress, and	intermediate level students to b intonation of Standard America for conversation purposes. Emp as vocabulary acquisition. Repeatable: Yes , or Instructor recommendation	Units: O better communicate orally through practice in an English words. In addition, students will learn about bhasis is placed on developing confidence in oral Grading: Pass/No Pass
Transfer Status: None		Degree Applicable: NONC	
COD GE: None	CSU GE: None	IGETC: None	

Faculty and Administration

Addition:

MARIA AVALOS (2016) Instructor, Early Childhood Education

AMBER BLACK (2016) Instructor, Sociology/Statistics

HORACE CROGMAN (2016) Instructor, Physics

VICTORIA CURRY (2016) Counselor, DSPS

VERONICA DAUT (2016) Counselor

SALLY S. KALPAKOFF (2016) Instructor, Mathematics

MONICA LOPEZ (2016) Counselor

CARLOS MALDONADO (2016) Interim Dean, Enrollment Services

ANGEL MERAZ (2016)

Counselor, Athletics

MATTHEW NEVES (2016)

Instructor, Theater

THOMAS O'GRADY (2016) Instructor, American Sign Language

JORGE A. PEREZ (2016)

Instructor, Mathematics

JOSE PABLO ROMERO (2016) Instructor, Computer Information Systems

CHRISTINE SCHAEFER (2016) Counselor

MICHAEL SILVEIRA (2016) Instructor, Biology

ADAM UHLHORN (2016) Counselor, DSPS

EDUARDO VACA (2016) Instructor, Horticulture

Change in Title:

KELLY HALL (2008) Associate Professor, Business Interim Dean, School of Arts and Sciences