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.
Welcome to College of the Desert
by Jerry R. Patton, President

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. 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 come your way.
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.
## Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>President’s Message</td>
<td>2</td>
</tr>
<tr>
<td>Board of Trustees</td>
<td>3</td>
</tr>
<tr>
<td>Accreditations/Certifications/Memberships</td>
<td>6</td>
</tr>
<tr>
<td>Academic Calendar</td>
<td>7</td>
</tr>
<tr>
<td>Who are we?</td>
<td>8</td>
</tr>
<tr>
<td>History of the College</td>
<td>8</td>
</tr>
<tr>
<td>Mission</td>
<td>8</td>
</tr>
<tr>
<td>Vision</td>
<td>8</td>
</tr>
<tr>
<td>Values</td>
<td>8</td>
</tr>
<tr>
<td>Institutional Outcomes</td>
<td>8</td>
</tr>
<tr>
<td>Student Learning Outcomes</td>
<td>9</td>
</tr>
<tr>
<td>General Education Philosophy Statement</td>
<td>10</td>
</tr>
<tr>
<td>Supporting Organizations</td>
<td>10</td>
</tr>
<tr>
<td>How are we organized?</td>
<td>11</td>
</tr>
<tr>
<td>Organization of the College</td>
<td>11</td>
</tr>
<tr>
<td>Off-Campus Locations</td>
<td>11</td>
</tr>
<tr>
<td>Campus Directory</td>
<td>12</td>
</tr>
<tr>
<td>How do I become a student at COD?</td>
<td>13</td>
</tr>
<tr>
<td>Matriculation Process</td>
<td>13</td>
</tr>
<tr>
<td>Admissions</td>
<td>15</td>
</tr>
<tr>
<td>Residency Requirements</td>
<td>16</td>
</tr>
<tr>
<td>Can I earn college credit without taking classes at COD?</td>
<td>19</td>
</tr>
<tr>
<td>Credit from High Schools and ROP</td>
<td>19</td>
</tr>
<tr>
<td>Credit from Military Service Schools</td>
<td>19</td>
</tr>
<tr>
<td>Credit by Examination</td>
<td>19</td>
</tr>
<tr>
<td>Credit for CEEB Advanced Placement Exams</td>
<td>20</td>
</tr>
<tr>
<td>Credit for College Level Exam Program (CLEP)</td>
<td>21</td>
</tr>
<tr>
<td>International Baccalaureate Credit (IB)</td>
<td>22</td>
</tr>
<tr>
<td>Transfer of Credit from Other Colleges</td>
<td>22</td>
</tr>
<tr>
<td>How do I enroll in courses at COD?</td>
<td>23</td>
</tr>
<tr>
<td>Policy on Open Enrollment</td>
<td>23</td>
</tr>
<tr>
<td>Enrollment Procedures</td>
<td>23</td>
</tr>
<tr>
<td>Limitations on Enrollment</td>
<td>24</td>
</tr>
<tr>
<td>Fees</td>
<td>25</td>
</tr>
<tr>
<td>Financial Aid Recipients</td>
<td>27</td>
</tr>
<tr>
<td>Payment Plan</td>
<td>27</td>
</tr>
<tr>
<td>Refund Policy</td>
<td>27</td>
</tr>
<tr>
<td>How do I get involved with campus life?</td>
<td>28</td>
</tr>
<tr>
<td>Associated Students of COD (ASCOD)</td>
<td>28</td>
</tr>
<tr>
<td>Bookstore</td>
<td>28</td>
</tr>
<tr>
<td>Enrichment Activities</td>
<td>28</td>
</tr>
<tr>
<td>Food Services</td>
<td>29</td>
</tr>
<tr>
<td>Housing</td>
<td>29</td>
</tr>
<tr>
<td>Parking</td>
<td>29</td>
</tr>
<tr>
<td>Security and Safety</td>
<td>29</td>
</tr>
<tr>
<td>Student Health Services</td>
<td>30</td>
</tr>
<tr>
<td>Student Psychological Services</td>
<td>30</td>
</tr>
<tr>
<td>What programs and services are available for students?</td>
<td>31</td>
</tr>
<tr>
<td>ACES</td>
<td>31</td>
</tr>
<tr>
<td>California Mini-Corps</td>
<td>31</td>
</tr>
<tr>
<td>CalWORKs</td>
<td>31</td>
</tr>
<tr>
<td>Career Center</td>
<td>31</td>
</tr>
<tr>
<td>Counseling Center</td>
<td>31</td>
</tr>
<tr>
<td>Disabled Students Programs &amp; Services (DSPS)</td>
<td>32</td>
</tr>
<tr>
<td>EOPS and CARE</td>
<td>32</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>32</td>
</tr>
<tr>
<td>International Education Program</td>
<td>35</td>
</tr>
<tr>
<td>MESA</td>
<td>35</td>
</tr>
<tr>
<td>McCarthy Family Child Development &amp; Training Center</td>
<td>36</td>
</tr>
<tr>
<td>New Horizons Book Loan Program</td>
<td>36</td>
</tr>
<tr>
<td>Transfer Center</td>
<td>36</td>
</tr>
<tr>
<td>TRIO SSS</td>
<td>36</td>
</tr>
<tr>
<td>Upward Bound</td>
<td>36</td>
</tr>
<tr>
<td>Veterans Services</td>
<td>36</td>
</tr>
<tr>
<td>What learning labs and activities are available for students?</td>
<td>37</td>
</tr>
<tr>
<td>Learning Labs</td>
<td>37</td>
</tr>
<tr>
<td>Academic Skills Center</td>
<td>37</td>
</tr>
<tr>
<td>Intensive English Academy</td>
<td>37</td>
</tr>
<tr>
<td>Library</td>
<td>37</td>
</tr>
<tr>
<td>Math/Science Study Center</td>
<td>38</td>
</tr>
<tr>
<td>Online Classes</td>
<td>38</td>
</tr>
<tr>
<td>Tutoring Center</td>
<td>38</td>
</tr>
<tr>
<td>Learning Opportunities</td>
<td>38</td>
</tr>
<tr>
<td>Noncredit Courses &amp; Certificates</td>
<td>39</td>
</tr>
<tr>
<td>Adult Basic Education</td>
<td>39</td>
</tr>
<tr>
<td>General Educational Development Test (GED)</td>
<td>40</td>
</tr>
<tr>
<td>High School Completion</td>
<td>40</td>
</tr>
<tr>
<td>English As A Second Language - Noncredit</td>
<td>40</td>
</tr>
<tr>
<td>Workforce Partnership Training &amp; Development</td>
<td>40</td>
</tr>
<tr>
<td>Advanced Transportation Technology and Energy Center</td>
<td>40</td>
</tr>
<tr>
<td>Contract Education</td>
<td>40</td>
</tr>
<tr>
<td>Workplace Learning Resource Center</td>
<td>40</td>
</tr>
</tbody>
</table>

College of the Desert Catalog 2011-2012
# Table of Contents

<table>
<thead>
<tr>
<th>What are the academic standards of COD?</th>
<th>41</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance</td>
<td>41</td>
</tr>
<tr>
<td>Grading</td>
<td>41</td>
</tr>
<tr>
<td>Academic Renewal Policy</td>
<td>46</td>
</tr>
<tr>
<td>Petitions for Extenuating Circumstances</td>
<td>47</td>
</tr>
<tr>
<td>Plagiarism and Cheating</td>
<td>47</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>What are the rights and responsibilities of students?</th>
<th>48</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Conduct Standards</td>
<td>48</td>
</tr>
<tr>
<td>Student Disciplinary Sanctions</td>
<td>49</td>
</tr>
<tr>
<td>Student Grievance Policy and Procedures</td>
<td>49</td>
</tr>
<tr>
<td>Students with Disabilities</td>
<td>51</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>What other College Policies should I know?</th>
<th>52</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distribution of Non-College Publications</td>
<td>52</td>
</tr>
<tr>
<td>Drug-free Workplace and Campus</td>
<td>52</td>
</tr>
<tr>
<td>Non-Discrimination Policy</td>
<td>52</td>
</tr>
<tr>
<td>Política Sobre La Discriminacion Ilegal</td>
<td>52</td>
</tr>
<tr>
<td>Non-Smoking Policy</td>
<td>52</td>
</tr>
<tr>
<td>Pets and Other Animals on Campus</td>
<td>53</td>
</tr>
<tr>
<td>Prohibition of Harassment</td>
<td>53</td>
</tr>
<tr>
<td>Prohibición Del Acoso</td>
<td>53</td>
</tr>
<tr>
<td>Sexual and Other Assaults on Campus</td>
<td>53</td>
</tr>
<tr>
<td>Student Records and Privacy Act</td>
<td>53</td>
</tr>
<tr>
<td>Student Right-to-Know Disclosure</td>
<td>55</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>How do I earn a certificate, complete a program, graduate and/or transfer from COD?</th>
<th>56</th>
</tr>
</thead>
<tbody>
<tr>
<td>Catalog Rights</td>
<td>56</td>
</tr>
<tr>
<td>Career and Technical Education</td>
<td>56</td>
</tr>
<tr>
<td>Certificate of Achievement</td>
<td>57</td>
</tr>
<tr>
<td>Associate Degrees</td>
<td>57</td>
</tr>
<tr>
<td>Associate Degrees for Transfer (SB 1440)</td>
<td>58</td>
</tr>
<tr>
<td>General Education Requirements</td>
<td>58</td>
</tr>
<tr>
<td>COD General Education</td>
<td>58</td>
</tr>
<tr>
<td>CSU General Education-Breadth</td>
<td>59</td>
</tr>
<tr>
<td>Intersegmental General Education Transfer</td>
<td>61</td>
</tr>
<tr>
<td>Curriculum for UC and CSU (IGETC)</td>
<td>61</td>
</tr>
<tr>
<td>Preparation for Transfer</td>
<td>62</td>
</tr>
<tr>
<td>Transfer Admissions Agreement (TAA)</td>
<td>63</td>
</tr>
<tr>
<td>Transfer Admission Guarantee (TAG)</td>
<td>63</td>
</tr>
<tr>
<td>Admission to the University of California</td>
<td>63</td>
</tr>
<tr>
<td>Admission to California State University</td>
<td>63</td>
</tr>
<tr>
<td>California State University Campuses</td>
<td>65</td>
</tr>
<tr>
<td>University of California Campuses</td>
<td>66</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Outcomes</th>
<th>67</th>
</tr>
</thead>
<tbody>
<tr>
<td>What will I gain by completing</td>
<td>67</td>
</tr>
<tr>
<td>Basic Skills coursework?</td>
<td>67</td>
</tr>
<tr>
<td>What will I have accomplished by the end of my certificate or degree?</td>
<td>68</td>
</tr>
<tr>
<td>What skills, attitudes and behaviors will I develop by participating in</td>
<td>69</td>
</tr>
<tr>
<td>Student Services programs?</td>
<td>69</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Programs of Study</th>
<th>70</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Courses of Instruction</th>
<th>130</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty and Administrators</td>
<td>225</td>
</tr>
<tr>
<td>Academic Freedom</td>
<td>225</td>
</tr>
<tr>
<td>The Faculty Code of Professional Ethics</td>
<td>225</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Campus Map</th>
<th>237</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Index</td>
<td>238</td>
</tr>
</tbody>
</table>

| Index                                                                                 | 239 |

---

Every reasonable effort has been made to determine that everything stated in this 2011-2012 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 College 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 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 (CCCSSAA)
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 2011 Semester
August 29
September 05
November 11
November 24 - 25
December 10 - 16
December 16

Fall Classes Begin
Labor Day - HOLIDAY
Veterans' Day - HOLIDAY
Thanksgiving - HOLIDAY
Final Exams
Fall Classes End

Spring 2012 Semester
January 30
February 17
February 20
April 02 - 06
May 19 - 25
May 25

Spring Classes Begin
Lincoln's Day - HOLIDAY
Washington's Day - HOLIDAY
Spring Break
Final Exams
Graduation, Spring Classes End
HISTORY OF THE COLLEGE

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.

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 and finished building a nursing complex, a public safety academy, an alumni center, and the student services center - a two-story 48,000 square foot one-stop service center that houses admissions, bookstore, counseling, financial aid, student health, and multiple student support programs. A 40,000 sq. ft. classroom building is scheduled to be completed in December 2011.

The College is under the leadership of Jerry Patton, the College’s sixth president. The College currently enrolls over 13,000 students and with a student body that is over 55% Hispanic, COD is a federally recognized Hispanic Serving Institution (HSI).

VALUES

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

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

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

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

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

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

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

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

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

INSTITUTIONAL OUTCOMES

CRITICAL THINKING AND COMMUNICATION

1. Apply principles of logic to problem solve and reason with a fair and open mind.

2. Compose and present structured texts in a variety of oral and written forms according to purpose, audience, and occasion with implementation of thesis, supporting details and idea development.

3. Apply standard conventions in grammar, mechanics, usage and punctuation.

4. Appreciate diversity as it is expressed in multiple disciplines and across various cultures through reading, speaking and writing.

5. Conduct research, gather and evaluate appropriate information, organize evidence into oral and written presentation, using proper MLA, APA, and other discipline-specific formats to cite sources.

6. Summarize, analyze, and interpret oral and written texts, with the ability to identify assumptions and differentiate fact from opinion.

7. Utilizing various communication modalities, display creative expression, original thinking, and symbolic discourse.
SCIENTIFIC INQUIRY

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

GLOBAL CITIZENSHIP

Scientific & Technological Literacy

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

Ethical Behavior

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

AESTHETICS

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

PERSONAL AND PROFESSIONAL DEVELOPMENT

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

STUDENT LEARNING OUTCOMES AND ASSESSMENT

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 21st century, faculty at College of the Desert recognize that student learning is a campus wide responsibility and assessment is a way of executing that responsibility. While faculty are the main drivers of this movement, we appreciate that we will also rely upon participation from student services, librarians, administrators, and students. Assessment may also involve community members such as alumni/ae, trustees, and employers. It is our shared understanding of assessment as a continual learning cycle 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.
GENERAL EDUCATION PHILOSOPHY

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

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

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

SUPPORTING ORGANIZATIONS

ALUMNI ASSOCIATION

College of the Desert Alumni Association 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 to the foundation website at www.codfoundation.org.

COLLEGE OF THE DESERT FOUNDATION AUXILIARY

Members serve as goodwill ambassadors and organize special events for the College. Membership dues have been set at $50 per year or $500 for a life membership. The Foundation Auxiliary annually provides financial support to a wide variety of College programs. For more information call (760) 346-3363, or go to their website at www.codfoundation.org.

PRESIDENT’S CIRCLE AND GOLD PARTNERS

The primary purpose of the President’s Circle is to support excellence in education and to encourage greater individual involvement with the College.

The Circle is composed of concerned citizens who make an annual contribution of $1,000 or more to the Foundation. A one-time gift of $10,000 or more entitles a donor to lifetime membership. The Gold Partners is the title given to generous donors who contribute $5,000 annually. For more information call (760) 773-2561.

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.
How are we organized?

ORGANIZATION OF THE COLLEGE

The chief administrator of the District is the President, who is also the chief administrative officer of the college. The 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.

OFF-CAMPUS LOCATIONS

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 two-year 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, English as a Second Language (ESL) classes are also held at River Springs Charter School, located at 44700 Palm Street, 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 and noncredit 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 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.

COD
## Office of the President

(All telephone numbers are area code 760)

<table>
<thead>
<tr>
<th>Position</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>President</td>
<td>773-2500</td>
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<tr>
<td>Academic Skills Center</td>
<td>773-2557</td>
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<tr>
<td>Dean (Chief Technology Officer)</td>
<td>862-1300</td>
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<tr>
<td>International Education Program Director</td>
<td>776-7205</td>
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<tr>
<td>Public Relations Office Office</td>
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## Business Affairs

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<th>Position</th>
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<tr>
<td>Vice President</td>
<td>773-2511</td>
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<tr>
<td>Bookstore</td>
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<td>Facilities Services</td>
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<td>Fiscal Services</td>
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<td>Food Services</td>
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<td>Golf Range</td>
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<td>Security Services</td>
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<td>Human Resources &amp; Labor Relations Executive Director</td>
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## Academic Affairs

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<th>Position</th>
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<tbody>
<tr>
<td>Vice President</td>
<td>773-2506</td>
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<tr>
<td>School of Business, Technical and Workforce Education Dean</td>
<td>773-2571</td>
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<tr>
<td>Center for Training &amp; Development</td>
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<td>Economic &amp; Workforce Development Centers</td>
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<tr>
<td>Advanced Transportation Technology and Energy Center Public Safety Academy</td>
<td>568-3083</td>
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<tr>
<td>Technical Preparation Office (Tech-Prep)</td>
<td>346-8041 Ext. 7945</td>
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<tr>
<td>School of Health Sciences, Early Childhood Education &amp; Physical Education/Athletics Dean</td>
<td>773-2579</td>
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<td>Athletics</td>
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<tr>
<td>McCarthy Family Child Development &amp; Training Center</td>
<td>862-1308</td>
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<td>Nursing and Allied Health</td>
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<tr>
<td>School of Liberal Arts and Sciences Dean</td>
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<td>Arts and Media</td>
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<td>English, Reading and Languages</td>
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<td>Math and Science</td>
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<td>School of Library, Learning Resources and Distance Education Dean</td>
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<td>Academic Skills Center</td>
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<td>Education Centers</td>
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<td>Library</td>
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## Student Affairs

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<tr>
<td>Vice President</td>
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<tr>
<td>Enrollment Services</td>
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<td>Admissions &amp; Records</td>
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<td>Financial Aid</td>
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<td>Veterans</td>
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<td>Student Health &amp; Disability Services Director</td>
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<td>Student Health Services</td>
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<td>Student Psychological Services</td>
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<tr>
<td>Student Support Programs and Services Dean</td>
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<td>ACES</td>
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<td>Articulation Officer</td>
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<td>Assessment Center</td>
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<td>CalWORKs</td>
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<td>Career Center</td>
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<td>Counseling</td>
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<td>EOPS/CARE</td>
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<td>Matriculation Officer</td>
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<td>Student Government</td>
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<td>Student Life</td>
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<td>Transfer Center</td>
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<td>TRIO Student Support Services DSPS</td>
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<td>TRIO Student Support Services EVC</td>
<td>396-2390</td>
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<tr>
<td>Upward Bound</td>
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MATRICULATION PROCESS

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. Financial Aid Application (optional)
3. Assessment
4. Orientation
5. Counseling/Advising
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 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. 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.
- 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/financialaid for more details. See page 32 for more information about available financial aid resources.
3. 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: http://www.collegeofthedesert.edu/assessment. For directions and additional information, please call (760) 776-7413.

4. 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.

5. 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).
- Advisors are available in every academic department (see pages 72-128). 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.

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 send all new students information about their assigned student ID number, a WebAdvisor ID and password, and a student email address. During orientation, students will be provided with hands-on training on how to use the online registration systems to enroll in classes and how to activate their student 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 will be notified via email and informed that you must pay for the course within 3 days of registration, or be dropped from the waitlist and notified at the 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. 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.

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.

ADMISSION

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

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

Certain two-year programs have special admission requirements.

NON-GRADUATES OF HIGH SCHOOL

For those interested, the Adult Basic Education 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 Special Admit Students
Career Tech & Performance Classes

Tech Prep is a program of study which begins in high school and partners with College of the Desert that can culminate in an associate degree. Tech Prep helps prepare students for postsecondary education, as well as entry into technical and career fields by combining classroom and workplace experiences. High school students in Career and Technology Completer programs can earn college credits upon successful completion of their program.

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.

Students who have auditioned and been accepted for a performing role in a theatre arts or music production need only to 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/ss/ap/healthsciences.

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.

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 or contact us at (760) 776-7205.

RESIDENCY REQUIREMENTS

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.

**ONE-YEAR WAITING PERIOD**

This one-year residency period that a student must meet to be classified as a resident does not begin until the student both is present in California and has manifested clear intent to become a California resident.

**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.
CREDIT FROM HIGH SCHOOLS and REGIONAL OCCUPATIONAL PROGRAMS

College of the Desert cooperates with high schools and Regional Occupational Programs (ROP) within the boundaries of the college district in an effort to assist students to transition from secondary to post-secondary levels without a duplication of learning. Opportunities to earn credit or request a prerequisite course waiver may be offered to qualifying high school and ROP students in approved areas of study. For complete information, please contact the College’s Tech Prep Specialist at (760) 346-8041 extension 7945.

CREDIT FOR MILITARY SERVICE SCHOOLS

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

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

CREDIT BY EXAMINATION

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 residency. 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 of $25.00 is required upon submission of the Credit by Examination form. The request must be approved by the midpoint of the semester, and the examination must be given prior to the last day of the final examination period.
CREDIT FOR CEEB ADVANCED PLACEMENT EXAMINATIONS (AP)

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

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

### CREDIT FOR CEEB ADVANCED PLACEMENT EXAMINATIONS

<table>
<thead>
<tr>
<th>College Board Advanced Placement Tests (AP)</th>
<th>Minimum Credits Earned*</th>
<th>Semester Credits Toward GE Breadth</th>
<th>American Institutions and/or GE Breadth Area*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art History</td>
<td>6</td>
<td>3</td>
<td>C1 or C2</td>
</tr>
<tr>
<td>Biology</td>
<td>6</td>
<td>4</td>
<td>B2+B3</td>
</tr>
<tr>
<td>Calculus AB</td>
<td>3</td>
<td>3</td>
<td>B4</td>
</tr>
<tr>
<td>Calculus BC</td>
<td>6</td>
<td>3</td>
<td>B4</td>
</tr>
<tr>
<td>Calculus BC/ AB Subscore*</td>
<td>3</td>
<td>3</td>
<td>B4</td>
</tr>
<tr>
<td>Chemistry</td>
<td>6</td>
<td>4</td>
<td>B1+B3</td>
</tr>
<tr>
<td>Chinese Language and Culture</td>
<td>6</td>
<td>3</td>
<td>C2</td>
</tr>
<tr>
<td>Comparative Government &amp; Politics</td>
<td>3</td>
<td>3</td>
<td>D8</td>
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<tr>
<td>English Language</td>
<td>6</td>
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<td>A2</td>
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<tr>
<td>English Literature</td>
<td>6</td>
<td>6</td>
<td>A2</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>4</td>
<td>4</td>
<td>B1+B3</td>
</tr>
<tr>
<td>European History</td>
<td>6</td>
<td>3</td>
<td>C2 or D6</td>
</tr>
<tr>
<td>French Language</td>
<td>6</td>
<td>3</td>
<td>C2</td>
</tr>
<tr>
<td>German Language</td>
<td>6</td>
<td>3</td>
<td>C2 or D6</td>
</tr>
<tr>
<td>Human Geography</td>
<td>6</td>
<td>3</td>
<td>D5</td>
</tr>
<tr>
<td>Japanese Language and Culture</td>
<td>6</td>
<td>3</td>
<td>C2</td>
</tr>
<tr>
<td>Latin: Vergil</td>
<td>3</td>
<td>3</td>
<td>C2</td>
</tr>
<tr>
<td>Macroeconomics</td>
<td>3</td>
<td>3</td>
<td>D2</td>
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<tr>
<td>Microeconomics</td>
<td>3</td>
<td>3</td>
<td>D2</td>
</tr>
<tr>
<td>Physics B</td>
<td>6</td>
<td>4</td>
<td>B1+B3</td>
</tr>
<tr>
<td>Physics C (electricity/magnetism)</td>
<td>4</td>
<td>4</td>
<td>B1+B3</td>
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<tr>
<td>Physics C (mechanics)</td>
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<td>4</td>
<td>B1+B3</td>
</tr>
<tr>
<td>Psychology</td>
<td>3</td>
<td>3</td>
<td>D9</td>
</tr>
<tr>
<td>Spanish Language</td>
<td>6</td>
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<td>C2</td>
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<td>Spanish Literature</td>
<td>6</td>
<td>3</td>
<td>C2</td>
</tr>
<tr>
<td>Statistics</td>
<td>3</td>
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<td>B4</td>
</tr>
<tr>
<td>U.S. Government &amp; Politics</td>
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<td>3</td>
<td>D8+US-2</td>
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<tr>
<td>U.S. History</td>
<td>6</td>
<td>3</td>
<td>(C2 or D6)+US-1</td>
</tr>
<tr>
<td>World History</td>
<td>6</td>
<td>3</td>
<td>C2 or D6</td>
</tr>
</tbody>
</table>

* These units count toward eligibility for admission. The units may not all apply toward certification of the corresponding GE-Breadth area.
* 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.
* If a student passes more than one AP exam in calculus or computer science, only one examination may be applied to the baccalaureate.
* 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.
* If a student passes more than one AP exam in physics, only six units of credit may be applied to the baccalaureate, and only four units of credit may be applied to a certification in GE Breadth.

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

**Note:** College of the Desert does not have comparable courses for all courses listed above.
CREDIT FOR COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

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

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

\(^1\) These units count toward eligibility for admission. The units may not all apply toward certification of the corresponding GE-Breadth area.

\(^2\) 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.

\(^3\) 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.
INTERNATIONAL BACCALAUREATE (IB) CREDIT

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.

TRANSFER OF CREDIT FROM OTHER COLLEGES

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

Students who wish to obtain a degree or certificate from College of the Desert and have completed coursework at other regionally accredited institutions must provide an official transcript when they request an evaluation of their 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 catalog match 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 catalog match foreign transcript/credential evaluation services from the International Student Office or the Admissions and Records Office.
POLICY ON OPEN ENROLLMENT

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.

ENROLLMENT PROCEDURES

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 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.
- 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.
- Eligibility for BOGW requires enrollment for credit.
- 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. 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 the Faculty Petition Review Task Force 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

LIMITATIONS ON ENROLLMENT

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

PREREQUISITES, COREQUISITES 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 stated 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 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**

A normal class load for fall and spring semesters is considered to be 12-17 units plus an activity class in physical education. Students working full time are encouraged to carry a reduced load. Students with advanced standing, and having a “C” average or better are permitted to enroll to a maximum of 19 units. During the summer term a normal class load is two to three classes; however, students may be limited to 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 an Overload Request 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 AND OVERLAPPING ENROLLMENTS – TIME CONFLICTS**

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 length of the course is such that a student may enroll in two or more sections of the same course during the same term without being enrolled in more than one section at any given time (Title 5, §55007). Students needing additional instruction in the subject matter should see the instructor or a counselor.

COD does not permit a student to enroll in two or more courses where the meeting times for the courses overlap.

**STUDENTS WITH MINIMUM UNIT REQUIREMENTS**

<table>
<thead>
<tr>
<th>Category</th>
<th>Minimum Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletes</td>
<td>12</td>
</tr>
<tr>
<td>ASCOD Officers</td>
<td>12</td>
</tr>
<tr>
<td>CARE Students</td>
<td>5</td>
</tr>
<tr>
<td>EOPS Students</td>
<td>12</td>
</tr>
<tr>
<td>Financial Aid Recipients</td>
<td>12</td>
</tr>
<tr>
<td>Full-time</td>
<td></td>
</tr>
<tr>
<td>3/4-time</td>
<td>9</td>
</tr>
<tr>
<td>Half-time</td>
<td>6</td>
</tr>
<tr>
<td>International Students</td>
<td>12</td>
</tr>
<tr>
<td>Veterans’ Benefits Recipients</td>
<td>Varies by Program</td>
</tr>
</tbody>
</table>

**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.
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 Fee: There will be a fee of $25.00 for a duplicate diploma.

13. Credit by Examination Fee: Students wishing to apply to challenge a course to receive credit by examination must submit a $25.00, non-refundable fee to complete the application process.

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.

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.

PLEASE NOTE
All fees are subject to change according to changes in the California Educational Code and the State Legislature.

All information relative to enrollment fees and health fees is subject to change as mandated by the California Community College Board of Governors and California law.
ACCIDENT INSURANCE

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

MEDICAL INSURANCE

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

FINANCIAL AID RECIPIENTS

All financial aid recipients, including those receiving scholarships should do the following prior to the start of the semester:

- 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, withdrawal policy and other pertinent information.
- Contact the Financial Aid Office at (760) 773-2532 to verify your COD scholarship check is ready for pickup. Generally checks received by the Financial Aid Office prior to the start of the semester are available for student pickup in the Bursar’s Office beginning the first day of class. Please be sure to bring ID to show when picking up your check. For students receiving an off-campus scholarship, please be sure to contact your donor to verify your application is complete and check has been sent to the Financial Aid Office.
- Contact the Financial Aid Office to verify your loan documentation is complete and when your loan check will be ready for pickup.

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.edupaymentplan.

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 Admissions and Records/Online Forms.

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 the Bookstore. If payment is not made within 10 days of notification, the bad check will be turned over to the Riverside County District Attorney Bad Check Restitution Program.
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 textbook and bookstore products and information, please click on the “Textbook Information” tab on the bottom left portion of the main page of the school website (collegeofthedesert.edu).

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.

Lectures and Presentations - The Office of the Vice President of Student Affairs offers a campus forum series in the Pollock Theater. Forum topics range from local to global current events and informational programs of importance. Forums appeal to students in an environment that is aesthetically pleasing and that encourages group participation. Additionally, academic departments often host discipline specific lectures and activities that apply classroom theory to real life application.
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 1620 AM) • In association with the COD Radio And Television Announcing Course, RTV-002, students gain hands-on production experience in radio broadcasting. Programming includes outreach to our local community, music, interviews, and call-in 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. 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 along with a valid COD parking permit 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 911 or Campus Security at (760) 341-2111.

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.
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, handouts, 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.

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.

Baseball is one of the many team sports at COD. Student athletes have the opportunity to learn teamwork, form lasting friendships, win championships, earn scholarships and degrees.
What programs & services are available for students?  31

ACES
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.

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.

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.
**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) Fee 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 beginning in January of each year. The FAFSA must be submitted and processed before you can be considered for financial aid and students should apply for admission to College of the Desert at the same time. All financial aid applicants who are California residents may qualify for the BOG Fee Waiver by completing the FAFSA and may apply for the Cal Grant from the California Student Aid Commission.

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 returns and/or verification of untaxed income and other information reported on the FAFSA.

In addition to the FAFSA application process, students must meet other requirements such as Ability-to-Benefit and Satisfactory Academic Progress (SAP) policy requirements. Contact the Financial Aid Office for further details.

If you apply as early as possible and complete all of your documentation, you improve your chances of receiving financial aid from all programs for which you are deemed eligible.

**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.

Academic Competitiveness Grants (ACG) - Federally funded grants awarded to first- and second-year undergraduates who completed a rigorous high school curriculum and 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 March of each year and closes in April.

A number of different scholarships are awarded each year to qualified students by the College of the Desert Financial Aid Office based upon academic merit and promise, major or vocational objective, activities or other skill or affiliation, and sometimes, financial need as specified by the various donors. Both continuing and transferring students are eligible for these awards which may range from $100 to $2,000 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
- Coeta & Donald Barker Scholarship Fund for Nursing Majors
- Berger Foundation Nursing Scholarships
- Big Horn Country Club
- D. Gail Brumwell Perpetual Scholarship Fund
- California Community College/Osher Scholarship Endowment
- Cardenas Markets
- Dr. Reynaldo J. Carreon Perpetual Endowment Scholarship Fund
- CMAA Roadrunners Chapter Scholarship
- Richard P. and Mary Enis Codd Memorial Scholarship
- COD 50th Anniversary Gala
- COD Alumni Association Scholarship Fund
- COD Community Memorial Scholarship Fund in memory of the following individuals:
  * Eugenie Bolz
  * Robert and Mary Ellen Bronski
  * Alfred and Viola Hart
  * Bob Hope Desert Classic
  * Hal Kapp and Ted Smith
  * Mildred LaGrasse
  * Alice Marble
  * Pearl McManus
  * Edward Rafferty
  * Myrne Shepherd
- COD Faculty Women's Club Scholarship Fund
- COD Founding Leaders/Instructors Memorial Scholarship in memory of the following individuals:
  * George Goodwin
  * Viola H. and Roy W. Mallery
  * Jean Masters
  * Dr. Roy C. and Velma McCall
  * Donald Mitchell
  * Helen Staley
- COD French Club Scholarship
• COD Memorial Scholarship for Music Majors in memory of the following individuals:
  * Dorothy Arnold
  * Stacy Carpenter
  * Beatrice Marx
  * Peter Marx
  * F. X. McDonald and Vin Riley
  * Maude Stoner
  * Madge Wilson

• COD Memorial Scholarship for Nursing Majors in memory of the following individuals:
  * Shirley Clark
  * Jerry Goodman
  * Robert Jordan
  * Dr. Joseph Lesser
  * Joan Maybee
  * Jo Sheward
  * Sarah Sompolsinski and Geraldine Krippes
  * Betty Lee Speakman

• COD National Science Foundation and STEM Scholarship

• COD Student Memorial Scholarship in memory of the following individuals:
  * Jerry Codekas
  * Thomas A. Davis
  * F. Hansen
  * Keith Johnson
  * Stacy Ann Simmons
  * Ryan Weggenman

• Community Foundation of Riverside

• Culinary Arts Scholarship Fund

• Alex and Lila Dare Performing & Visual Arts Scholarship

• Desert Falls Members in Memory of Connie Bunderson

• Desert Resorts Concierge Association

• Nathaniel and Valerie Dumont Foundation Scholarship Endowment Fund

• Peter William Dykema Memorial Scholarship for Music Majors

• Endowment for Student Transfer Success

• Follett Higher Education Group

• Dr. Ward and Pat Fredericks Scholarship Fund

• Garden Club of the Desert

• Kathy Goff Memorial Scholarship Endowment Fund for Music Majors

• Dorothy Grant Memorial Scholarship Endowment Fund

• 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

• Kenneth Kern/Edna O’Reilly Memorial Scholarship Fund for Nursing Majors

• Maryjane and Richard Lane, M.D., Memorial Scholarship

• Norman 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

• Lluella Morey Murphey Foundation Scholarship Fund

• Olaf Nordland Memorial Scholarship

• Joyce Norton Memorial Art Scholarship

• 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 Chamber of Commerce

• 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

• Grace Schallies/Soroptimist Club Scholarship

• Stephen W. Simonsen Memorial Scholarship

• Mrs. Nell M. H. Smith Endowment Fund

• Jackie Story Scholarship Fund

• Jackie Suitt Scholarship Fund
• 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

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 or you may go online to www.collegeofthedesert.edu/FinancialAid.

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.

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 mark 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 regulation. All money received in the form of Pell Grants, Supplemental Educational Opportunity Grants, Academic Competitive Grants, 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, or by contacting our office at:

International Student Office
43-500 Monterey Avenue
Palm Desert, CA, 92260
by email: 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 (South Annex, Room 9)
• 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 South Annex, Room 5. For additional information, call (760) 776-7455 or email the Director at cfarmer@collegeofthedesert.edu.

**McCarthy Family Child Development & Training Center**

The McCarthy Family Child Development & Training Center 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: 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.

ACES is open to any COD student who meet 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 TRiO Office (located on the second floor of the Cravens Center) or contact the Administration Office at EVC Indio or EVC Mecca/Thermal.

**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 second floor of the Cravens Student Services Center. For more information please call (760) 773-2536.
Learning Labs

Academic Skills Center

The purpose of the Academic Skills Center (ASC) at College of the Desert is to provide learning opportunities that support regular classroom instruction. The staff of the ASC works closely with faculty to provide audio and video tape instruction, computer-aided 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. English and ESL faculty are frequently available in the ASC to provide assistance to students in these areas. Organized as a series of labs, the ASC is located in the ASC Building. The hours of operation are listed in the current class schedule.

ASC Language Lab

The Language Lab provides front line supportive services for COD students to develop their communicative skills in understanding, speaking, listening, pronunciation, reading, and writing in various languages. This facility is equipped with 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. A selection of audio CDs, DVDs, videos, and listings of appropriate Internet sites for language learning are offered. Tutoring is also provided in the target languages during selected times. The lab is located in the ASC Building, Room 4.

ASC Writing Lab

The Writing Lab primarily provides computer-based and tutorial support for students enrolled in English composition courses, but any student who is in need of writing support may enroll in a supplemental study lab section or ASC-100, Supervised Tutoring, and use this lab. The lab provides access to computers for word processing, Internet research, and a variety of software programs that teach grammar, punctuation, sentence structure, and paragraph and essay composition. 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.

Virtual Academic Skills Center

The Virtual Academic Skills Center (VASC) is an index of Web sites 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. This is a free, web-based service for all COD students and is available 24 hours a day, seven days a week. Go to www.collegeofthedesert.edu/vasc.

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, or by contacting our office at:

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

Library

Collaboration is the focus of the Multi-Agency Library

The Multi-Agency Library unites three agencies: the City of Palm Desert, the Riverside County Public Libraries, and College of the Desert in a unique partnership. The College community has the opportunity to conveniently browse and select materials from both the COD Library and also the County Public Library collections. The College of the Desert Library and Palm Desert Public Library are located adjacent to each other in the Multi-Agency Library building. By complementing each other's strengths and hours of service, both the Public Library and the Academic Library offer a greater variety of materials and services to students and other library users. Additionally, a shared network electronic Catalog allows students free access and borrowing privileges to thousands of books, available through federated searching, in both the Riverside and the San Bernardino County Library system of resources.
Information Literacy and Research Assistance

The College Library plays a prominent role in the Instructional Curriculum at College of the Desert. The College Library is committed to providing quality information service, and an excellent collection of print and digital materials to the College community of Library users. A professional staff is available to assist students, faculty, staff and administrators in locating needed information to complete research projects. Our Library Faculty members provide Information Literacy instruction to students, and typically teach 100 such classes during the academic year. Each instructional session is designed with a focus on course assignments, as well as the research level of the students, to help students develop library research and critical thinking skills and to assist them in meeting their educational goals. Computers are located throughout the Library and available to currently enrolled COD students. This convenient access to electronic resources and equipment further supports student success.

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 http://www.collegeofthedesert.edu.

Tutoring Center

The Tutoring Center provides tutoring for most courses offered at COD, with a particular emphasis placed 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 some small group sessions are scheduled. 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 Mind Shack at the West Annex. Hours of operation are listed in the class schedule each semester. For more information please call (760) 776-7241.

Learning Opportunities

What are Basic Skills?

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

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 Student Development (STDV) class 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?

The US Department of Education developed Technical Preparation (Tech Prep) as part of the Carl D. Perkins Career and Technical Education (CTE) Act. Tech Prep is part of a National educational initiative that involves restructuring traditional curricula and introducing new teaching approaches at the secondary and post-secondary levels. Viewed as one of the most innovative and effective educational reform efforts in American history, Tech Prep connects learning to career pathways and provides students with the knowledge, skills and behaviors they need to compete successfully in the technologically advanced workplace of tomorrow. This innovative school-to-work transition strategy culminates in a college certificate or degree that helps all students make the important connection between school and a career.

The goals of Tech Prep are accomplished through:

- Integrating academic and CTE instruction;
- Building student competence in math, science, communications, and technology;
- Teaching academic concepts through practical application;
- Utilizing work-based and worksite learning where appropriate and available.

Tech Prep provides each student with:

- A career pathway with an identified sequence of courses which leads to employment, employability and technological skills.
- Advanced occupational training identified in partnership with business and industry.
- Articulated programs leading to certification and/or a degree.
- A curriculum integrating academic and occupational learning and application.

PATHWAYS

Tech Prep provides a coherent sequence of courses, called pathways, which prepare students to enter the workforce or further their education. Pathways are in place at each of the school districts that COD serves.

ARTICULATED COURSEWORK

Tech Prep pathways are often designed to include articulated high school courses. Articulated high school courses meet the same rigorous requirements as any other COD course and students may receive college credit once they successfully complete the course and the final examination.

INDUSTRY

Tech Prep provides benefits to local businesses and industry by producing a more highly skilled and better-prepared workforce through a focused educational partnership with local high schools and community colleges. This is accomplished through the Tech Prep Advisory Committee.

The Tech Prep Advisory committee plays an integral part in shaping Tech Prep programs at College of the Desert and its partnering high schools. It helps to ensure that the Tech Prep programs remain in touch with the needs of local business and industry and that our students receive relevant instruction. For more information please call (760) 773-2571.

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 (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)

ENGLISH AS A SECOND LANGUAGE (ESL)

ENGLISH AS A SECOND LANGUAGE (ESL)

ENGLISH AS A SECOND LANGUAGE (ESL)

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. 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 offers the following noncredit certificates:

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

Please refer to the sequence of noncredit ESL courses required for these certificates (page 103). For more information please call (760) 773-2559.

WORKFORCE PARTNERSHIP

TRAINING AND DEVELOPMENT

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.

A new addition to the College’s ATTE contribution to the Valley’s workforce and economic development strategies is the UTILITY SCALE WIND TURBINE TECHNICIAN Training. Entry level technicians will receive certification in industry-driven wind turbine technology as the Coachella Valley becomes a regional leader in alternative energy generation. For more information please call (760) 773-2596.

CONTRACT EDUCATION

The College offers custom designed training programs for every level of employee from entry-level communication/basic skills to executive level specialized training. All programs are developed in consultation with the employer and delivered at a time and location suitable to the employer on a fee basis. 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) 568-3175.

WORKPLACE LEARNING RESOURCE CENTER

Sponsored by the Chancellor’s Office Economic & Workforce Development Program, this center specializes in assessing the skills and abilities of employees at local businesses and designing and delivering appropriate workforce training programs to strengthen basic and intermediate skills required to improve employee performance. To serve the Valley’s specialized Retail and Hospitality sector, the College has created needs-driven trainings for entry level skills, management/supervision seminars, and courses for continuing education units offered at the worksite or at the Center’s off-campus lab. For more information please call (760) 636-7941.
What are the academic standards of COD? 41

ATTENDANCE

STUDENT RESPONSIBILITIES

It is important that students attend the first class meeting of each course in which they are enrolled, whether or not it is designated as a lecture or a lab. Faculty may drop students who do not appear in the first lecture or lab session. The primary responsibility for class attendance and course schedule rests with the student. Consequently, students must process all adds or drops to their course schedules and are held responsible for updating their own enrollment records. To be officially recorded, adds and drops must be submitted 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.

FACULTY RESPONSIBILITIES

Prior to census (20% of the class), a faculty member may drop a student for “no show,” when a student does not attend the first class session. At census, in accordance with Title 5, §58004, instructors must drop any student identified as a no show (students who registered, but never attended class). 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.

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.

GRADING

COURSE UNITS

The term “unit of credit” is a measure of time and study devoted to a course. One credit unit is equivalent to one hour of lecture per week plus at least two hours of study outside of class or at least three hours of lab per week per semester. Many courses are made up of a combination of lecture sessions and laboratory sessions.

GRADES

Instructors base assigned grades on class work and tests. The grades assigned are as follows:

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

*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 Faculty Petition Review Task Force 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:

<table>
<thead>
<tr>
<th>Letter</th>
<th>Grade Points per Unit Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
<th>Grade</th>
<th>Points Per Unit</th>
<th>Points For Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1B</td>
<td>3</td>
<td>B</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>ART 7A</td>
<td>2</td>
<td>A</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>HE 1</td>
<td>3</td>
<td>C</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>NR 1</td>
<td>3</td>
<td>B</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>NR 1L</td>
<td>1</td>
<td>B</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>HIST 17</td>
<td>3</td>
<td>A</td>
<td>4</td>
<td>12</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td><strong>15</strong></td>
<td></td>
<td><strong>47</strong></td>
<td></td>
</tr>
</tbody>
</table>

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 Fall 2009, in accordance with Title 5, §55024, a student may not withdraw and receive a “W” symbol on his or her record for enrollment in the same course more than four times. In the event a student has documented extenuating circumstances, they must petition the Faculty Petition Task Force to enroll again, after having previously received four “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:

- The instructor of record for the class has the right to issue a letter grade to a student. Once a grade has been given, that grade is final.
- A change of grade may be made in only one of two ways:
  - A grade of Incomplete (I) is changed to a final grade. See GRADING SYSTEM, Non-Evaluation Symbols (page 41) for definition and limitations.
  - The instructor is making a grade change for reasons other than the absence of demonstrated error, fraud, bad faith, or incompetence.
- 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 (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 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 Vida Rossi Dean at vrossidean@collegeofthedesert.edu or Steven Acree at 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. Designations will be made on diplomas of all recipients and recognized at Graduation for students who participate. Academic honors are awarded as follows:

<table>
<thead>
<tr>
<th>Honor</th>
<th>Cumulative GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Highest Honors</td>
<td>3.90 - 4.00</td>
</tr>
<tr>
<td>High Honors</td>
<td>3.75 - 3.89</td>
</tr>
<tr>
<td>Academic Distinction</td>
<td>3.50 - 3.74</td>
</tr>
</tbody>
</table>
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 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” 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” 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.
REPEATING COURSES

Substandard Grades
A student who receives a grade of D, F, FW or NP for a course may repeat the course twice to alleviate the substandard grade.

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.

ACADEMIC RENEWAL REGULATIONS

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 EXTENUATING CIRCUMSTANCES

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 Task Force 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 Task Force (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 email and letter. 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 President for final disciplinary action.
What are the rights and responsibilities of students?

**STUDENT CONDUCT STANDARDS**

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

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

1. Causing, attempting to cause, or threatening to cause physical injury 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 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.
STUDENT DISCIPLINARY SANCTIONS

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

1. **Verbal Reprimand/Warning** - An oral admonition or warning to cease and desist from conduct that has been determined to violate the standards of student conduct. A record of the fact that a verbal reprimand has been issued may be retained as part of a student's record for a period up to one year and is considered in the event of future violations of the standards of student conduct during the period of retention.

2. **Written Reprimand/Warning** - Written admonition or warning to cease and desist from conduct that has been determined to violate the standards of student conduct. This formal reprimand may become part of a student's permanent record and is considered in the event of future violations of the standards of student conduct.

3. **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 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 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 President may order immediate suspension of a student where the President concludes that immediate suspension is required to protect lives or property and to ensure the maintenance of order. In cases where an interim suspension has been ordered, the right to an opportunity for a hearing will be afforded to the student within ten (10) days (Education Code Section 66017).

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 President or President's designee for a student or other person to remain on a College campus where the College 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).

STUDENT GRIEVANCE POLICY AND PROCEDURES

**Purpose**

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

**Time Limits**

The 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 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 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 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.

STUDENTS WITH DISABILITIES

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 CFR35.102-35104), California Assembly Bill 803 (Government Code Section 11135 at.seq.) and Title 5 (section 56008) of the California Education Code.

- Right to voluntary 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
Hours: Monday – Friday
8:00 a.m.–5:00 p.m.

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.
What other College Policies should I know?

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, possession, 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 Robert Blizinski, 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.

Se aconseja a las personas que buscan información y/o la resolución de supuestos actos de discriminación y/o la resolución del acoso sexual ponerse en contacto con Roberto Blizinski, el director ejecutivo de recursos humanos y relaciones laborales, que sirve como el único oficial del distrito responsable de recibir todas las quejas de discriminación. La oficina de recursos humanos está situada 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.
PETS AND ANIMALS ON CAMPUS

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

PROHIBITION OF HARASSMENT

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

SEXUAL AND OTHER ASSAULTS ON CAMPUS

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

The 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 Robert Blizinski, Executive Director, Human Resources and Labor Relations at (760) 773-2529. The Office of Human Resources is located in the south modular building.

STUDENT RECORDS AND PRIVACY ACT

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 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 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 President, or his designee, shall then sustain or deny the allegations.

If any or all allegations are sustained, the 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.

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 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 of 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 47 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 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. 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.

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 2007, 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, 17.2% attained a certificate, degree, or became “transfer-prepared” during a three-year period (Fall 2007 to Spring 2010). Students who are “transfer-prepared” have completed 60 transferable units with a GPA of 2.0 or better.

Based upon the group defined above, 16.1% transferred to another postsecondary institution prior to attaining a degree, certificate, or becoming “transfer-prepared” during a five semester period (Spring 2008 to Spring 2010.)

These percentages compare favorably with percentages of community colleges similar in size to College of the Desert. More information about Student-Right-to-Know rates and how they should be interpreted can be found at the Chancellor’s Office, California Community Colleges “Student Right-to-Know” website located at: http://www.cccco.edu/SystemOffice/Reports/StudentRighttoKnow/tabid/1465/Default.aspx.
How do I earn a certificate, complete a program, graduate and/or transfer from COD?

**CATALOG RIGHTS**

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

**DIPLOMAS**

Diplomas are mailed to graduates approximately six weeks after the end of the semester in which students have satisfied all degree requirements and grades have been verified. Consequently, at the graduation ceremony, students are presented with a diploma cover. There is a fee 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. In addition, a student must have a minimum cumulative grade point average of 2.0 (“C” average) or better in courses upon which the degree is based.

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.

**CAREER AND TECHNICAL EDUCATION (CTE)**

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.

CERTIFICATE of ACHIEVEMENT

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 six weeks before the end of the semester in which you will complete requirements. All transcripts from other colleges must be on file before an application 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.

ASSOCIATE DEGREES

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

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

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.

Students 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, Analytical Reading, 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, Composition, 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 Requirements

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. Physical Education Activity Requirement
Two (2) units are required from physical education (PE), 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. Pre-collegiate 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, at least six (6) in residence at College of the Desert.

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

**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. 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. Minimum 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 pattern (CSU GE Breadth) (see page 59 for more information); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern (see page 61 for more information).
5. Students do not need to complete the local requirements of physical education activity and Reading 51.

**GENERAL EDUCATION REQUIREMENTS**

Students can select from one of three general education programs.

**1. College of the Desert General Education**

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.

**C1 – NATURAL SCIENCES: 3 units**

- 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

**C2 – SOCIAL and BEHAVIORAL SCIENCES: 3 units**

- Administration of Justice 1
- Anthropology 2, 3
- Economics 1, 2, 11, 12
- Geography 2, 7
2. **CSU General Education-Breadth**

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 requirement.

### AREA A: ENGLISH LANGUAGE COMMUNICATION and CRITICAL THINKING

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

**A-1. ORAL COMMUNICATION**
Speech 1, 4, 5, 15

**A-2. WRITTEN COMMUNICATION**
English 1A

**A-3. CRITICAL THINKING**
Philosophy 10
Sociology 4
Speech 7

### AREA B: SCIENTIFIC INQUIRY and QUANTITATIVE REASONING

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

**B-1. PHYSICAL SCIENCE**
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

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**Note:** A single course, even though listed in more than one area, can only be used to satisfy one requirement.
B-2. **LIFE SCIENCE**  
Agriculture/Environmental Horticulture 1, 1L  
Agriculture Plant Science 2, 5, 5L  
Anthropology 1  
Biology 4, 5, 6, 13, 14, 15  
Natural Resources 1, 1L  

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

B-4. **MATHEMATICS/QUANTITATIVE REASONING**  
Math 1A, 1B, 2A, 2B, 2C, 5, 10, 12, 13, 14  

C-1. **ARTS (Arts, Cinema, Dance, Music, Theatre)**  
Architecture 14  
Art 2A, 2B, 2C, 3A, 10, 33  
Dance 10, 15  
Music 5, 6, 7, 10, 12  
Physical Education 15  
Theatre Arts 1, 2  

C-2. **HUMANITIES (Literature, Philosophy, Languages Other than English)**  
American Sign Language 1, 1A, 1B, 2, 3, 4  
English 1B, 10A, 10B, 11A, 11B, 12A, 12B, 14, 15, 16, 17, 21, 22, 23, 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, 3, 4  
Japanese 1, 1A, 1B, 2, 2A, 2B  
Philosophy 6, 7, 12, 13, 14, 17, 18  
Spanish 1, 1A, 1B, 2, 2A, 2B, 3, 4  
Theatre Arts 69A, 69B  

AREA C: **ARTS and HUMANITIES**  
Nine (9) units minimum; one course must be in the ARTS and one in the HUMANITIES.  

D-0. **SOCIOLOGY & CRIMINOLOGY**  
Administration of Justice 1  
Sociology 1, 2, 14, 15  

D-1. **ANTHROPOLOGY & ARCHAEOLOGY**  
Anthropology 2, 3  

D-2. **ECONOMICS**  
Economics 1, 2, 11, 12  

D-3. **ETHNIC STUDIES**  
Sociology 14, 15  

D-4. **GENDER STUDIES**  
Psychology 10, 23  

D-5. **GEOGRAPHY**  
Geography 2, 7, 10  

D-6. **HISTORY**  
History 3, 4, 17, 18, 21  

D-7. **INTERDISCIPLINARY SOCIAL OR BEHAVIORAL SCIENCE**  
Mass Communications 1  
Psychology 12  
Speech 15  

D-8. **POLITICAL SCIENCE, GOVERNMENT, & LEGAL INSTITUTIONS**  
Political Science 1, 2, 4  

D-9. **PSYCHOLOGY**  
Psychology 1, 3, 20, 23, 27, 29, 33  

AREA D: **SOCIAL SCIENCES**  
Nine (9) units minimum, with courses taken in at least two disciplines.  
Note: The “American Institutions” requirement may be satisfied by taking either HIST 17 or 18, plus PS 1. AP Government credit does not count toward this requirement.  

D-0. **SOCIOLOGY & CRIMINOLOGY**  
Administration of Justice 1  
Sociology 1, 2, 14, 15  

D-1. **ANTHROPOLOGY & ARCHAEOLOGY**  
Anthropology 2, 3  

D-2. **ECONOMICS**  
Economics 1, 2, 11, 12  

D-3. **ETHNIC STUDIES**  
Sociology 14, 15  

D-4. **GENDER STUDIES**  
Psychology 10, 23  

D-5. **GEOGRAPHY**  
Geography 2, 7, 10  

D-6. **HISTORY**  
History 3, 4, 17, 18, 21  

D-7. **INTERDISCIPLINARY SOCIAL OR BEHAVIORAL SCIENCE**  
Mass Communications 1  
Psychology 12  
Speech 15  

D-8. **POLITICAL SCIENCE, GOVERNMENT, & LEGAL INSTITUTIONS**  
Political Science 1, 2, 4  

D-9. **PSYCHOLOGY**  
Psychology 1, 3, 20, 23, 27, 29, 33  

AREA E: **LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT**  
Three (3) units minimum.  
Biology 10, 12  
Health Education 1  
Health Sciences 13  
Philosophy 13  
Psychology 3, 10, 12, 20, 23, 33  
Student Development 12
3. Intersegmental General Education Transfer Curriculum (IGETC) for UC and CSU

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: "*" 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.

AREA 1: ENGLISH COMMUNICATION
One course from each group:

1-A. English Composition
   English 1A

1-B. Critical Thinking/English Composition
   Sociology 4

1-C. Oral Communication (required by CSU only)
   Speech 4, 15

AREA 2: MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING
One course:
   Math 1A, 1B, 2A, 2B, 2C, 10*, 12*, 13, 14*
   Sociology 3*

AREA 3: ARTS and HUMANITIES
At least three courses; minimum of one from the Arts and one from the Humanities (See "Language Other Than English")

3-A. Arts
   Art 2A, 2B, 2C, 10, 33
   Dance 15
   Music 5, 6, 7, 10, 12

3-B. Humanities
   American Sign Language 2*, 3*, 4*
   French 2*, 2A*, 2B*, 3*, 4*
   Japanese 2*, 2A*, 2B*
   Philosophy 6, 7, 12*, 13, 14, 17, 18
   Spanish 2*, 2A*, 2B*, 3*, 4*
   Theatre Arts 1, 69A, 69B

AREA 4: SOCIAL AND BEHAVIORAL SCIENCES
At least 3 courses, from at least two disciplines, or an interdisciplinary sequence:

4-A. Anthropology & Archaeology
   Anthropology 2, 3

4-B. Economics
   Economics 1, 2, 11

4-C. Ethnic Studies
   Sociology 15

4-E. Geography
   Geography 2, 7, 10

4-F. History
   History 3*, 4*, 17*(A), 18*(A), 21*

4-G. Interdisciplinary, Social/Behavioral Sciences
   Mass Communication 1
   Philosophy 12*
   Psychology 12

4-H. Political Science, Gov't, & Legal Institutions
   Political Science 1(A), 2, 4

4-I. Psychology
   Psychology 1, 3, 20, 23, 27, 29

4-J. Sociology & Criminology
   Sociology 1, 2, 14, 15

AREA 5: PHYSICAL & BIOLOGICAL SCIENCE
At least 2 courses; one physical science and one biological science; at least one must include a laboratory:

5-A. Physical Science
   Astronomy 1, 1L
   Chemistry 1A, 1B, 3*, 5*, 10A*, 10B*
   Geology 1, 1L
   Geology 1, 5, 10, 17
   Physics 1*, 2A*, 2B*, 4A*, 4B*, 4C, 17
5-B. Biological Science
Agriculture/Plant Science 2, 5, 5L
Anthropology 1
Biology 4*, 5, 6, 13, 14, 15*
Natural Resources 1, 1L

AREA 6: Language Other Than English
(UC Requirement Only)

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

- 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*, 3*, 4*
- Japanese 1, 1B, 2*, 2A*, 2B*
- Spanish 1, 1B, 2*, 2A*, 2B*, 3*, 4*

* 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 Transfer Center IGETC handout for clarification.

SUPPLEMENTARY NOTES

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 physical education requirement for an A.S. or A.A. degree, and English, reading, and math minimum competencies.

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.

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)**

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**

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 eligibility 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.
ADMISSION TO CALIFORNIA STATE UNIVERSITY

Students must complete either the CSU General Education Certification Course Pattern (page 69) or the IGETC (page 61) 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 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 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 59 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.

College of the Desert Catalog 2011-2012
<table>
<thead>
<tr>
<th>Campus Name</th>
<th>Website</th>
<th>Address</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Humboldt State University (S)</td>
<td><a href="http://www.humboldt.edu">www.humboldt.edu</a></td>
<td>1 Harpst Street, Arcata, CA 95521 (707) 826-3011</td>
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</tr>
<tr>
<td>CSU Chico (S)</td>
<td><a href="http://www.csuchico.edu">www.csuchico.edu</a></td>
<td>400 West First Street, Chico, CA 95929 (530) 898-6116</td>
<td></td>
</tr>
<tr>
<td>Sonoma State University (S)</td>
<td><a href="http://www.sonoma.edu">www.sonoma.edu</a></td>
<td>1801 East Cotati Avenue, Rohnert Park, CA 94928 (707) 664-2880</td>
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<tr>
<td>California Maritime Academy (S)</td>
<td><a href="http://www.csum.edu">www.csum.edu</a></td>
<td>200 Maritime Academy Drive, Vallejo, CA 94590 (707) 654-1000</td>
<td></td>
</tr>
<tr>
<td>CSU Sacramento (S)</td>
<td><a href="http://www.csus.edu">www.csus.edu</a></td>
<td>6000 J Street, Sacramento, CA 95819 (916) 278-6011</td>
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<tr>
<td>San Francisco State University (S)</td>
<td><a href="http://www.sfsu.edu">www.sfsu.edu</a></td>
<td>1600 Holloway Avenue, San Francisco, CA 94132 (415) 338-1111</td>
<td></td>
</tr>
<tr>
<td>CSU Eastbay (Hayward) (Q)</td>
<td>www20.csueastbay.edu</td>
<td>25800 Carlos Bee Boulevard, Hayward, CA 94542 (510) 885-3000</td>
<td></td>
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<tr>
<td>San Jose State University (S)</td>
<td><a href="http://www.sjsu.edu">www.sjsu.edu</a></td>
<td>One Washington Square, San Jose, CA 95192 (408) 924-1000</td>
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<td>CSU Stanislaus (S)</td>
<td><a href="http://www.csustan.edu">www.csustan.edu</a></td>
<td>One University Circle, Turlock, CA 95380 (209) 667-3122</td>
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<td>CSU Monterey Bay (4-1-4)</td>
<td><a href="http://www.csumb.edu">www.csumb.edu</a></td>
<td>100 Campus Center, Seaside, CA 93955-8001 (831) 582-3000</td>
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<td>CSU Fresno (S)</td>
<td><a href="http://www.csufresno.edu">www.csufresno.edu</a></td>
<td>5241 North Maple Avenue, Fresno, CA 93742 (559) 278-4240</td>
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<td>California Polytechnic State University, San Luis Obispo (Q)</td>
<td><a href="http://www.calpoly.edu">www.calpoly.edu</a></td>
<td>San Luis Obispo, CA 93407 (805) 756-1111</td>
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<td>CSU Bakersfield (Q)</td>
<td><a href="http://www.csub.edu">www.csub.edu</a></td>
<td>9001 Stockdale Highway, Bakersfield, CA 93311-1022 (661) 654-2782</td>
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<td>CSU Channel Islands (S)</td>
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<td>One University Drive, Camarillo, CA 93012 (805) 437-8400</td>
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<td>CSU Northridge (S)</td>
<td><a href="http://www.csun.edu">www.csun.edu</a></td>
<td>18111 Nordhoff Street, Northridge, CA 91330 (818) 677-1200</td>
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<td>CSU Los Angeles (Q)</td>
<td><a href="http://www.calstatela.edu">www.calstatela.edu</a></td>
<td>5151 State University Drive, Los Angeles, CA 90032 (323) 343-3000</td>
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<td>CSU Dominguez Hills (S)</td>
<td><a href="http://www.csudh.edu">www.csudh.edu</a></td>
<td>1000 East Victoria Street, Carson, CA 90747-0005 (310) 243-3300</td>
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<td>CSU San Bernardino (Q)</td>
<td><a href="http://www.csusb.edu">www.csusb.edu</a></td>
<td>5500 University Parkway, San Bernardino, CA 92407-2397 (909) 537-5000</td>
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<td>California State Polytechnic University, Pomona (S)</td>
<td><a href="http://www.csupomona.edu">www.csupomona.edu</a></td>
<td>3801 West Temple Avenue, Pomona, CA 91768 (909) 869-7659</td>
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<td>CSU Long Beach (S)</td>
<td><a href="http://www.csulb.edu">www.csulb.edu</a></td>
<td>1250 Bellflower Boulevard, Long Beach, CA 90840-0115 (562) 985-4111</td>
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<td>CSU Fullerton</td>
<td><a href="http://www.fullerton.edu">www.fullerton.edu</a></td>
<td>800 N. State College Boulevard, Fullerton, CA 92634-9480 (657) 278-2011</td>
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<td>CSU San Marcos (S)</td>
<td><a href="http://www.csusm.edu">www.csusm.edu</a></td>
<td>333 S. Twin Oaks Valley Road, San Marcos, CA 92096-0001 (760) 750-4000</td>
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<td>San Diego State University (S)</td>
<td><a href="http://www.sdsu.edu">www.sdsu.edu</a></td>
<td>5500 Campanile Drive, San Diego, CA 92182 (619) 594-5000</td>
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S= Semester Systems
Q= Quarter System
University of California Campuses

UC Davis (Q) www.ucdavis.edu
One Shields Avenue, Davis 95616 (530) 972-1011

UC Berkeley (S) www.berkeley.edu
Berkeley 94720 (510) 642-6000

UC San Francisco (Q) www.ucsf.edu
San Francisco 94143 (415) 476-9000
This is a Graduate-level, Professional Institution

UC Merced (S) www.ucmerced.edu
5200 North Lake Road, Merced, CA 95343
(209)228-4400

UC Santa Cruz (Q) www.ucsc.edu
1156 High Street, Santa Cruz, CA 95064 (831) 459-0111

UC Santa Barbara (Q) www.ucsb.edu
Santa Barbara, CA 93106 (805) 893-8000

UC Los Angeles (Q) www.ucla.edu
405 Hilgard Avenue, Los Angeles 90095 (310) 825-4321

UC Riverside (Q) www.ucr.edu
900 University Ave, Riverside, CA 92521 (951) 827-1012

UC Irvine (Q) www.uci.edu
Irvine, CA 92697 (949) 824-5011

UC San Diego (Q) www.ucsd.edu
9500 Gilman Drive, La Jolla, CA 92093 (858) 534-2230

S = Semester System
Q = Quarter System
What will I gain by completing Basic Skills coursework?

1 - CRITICAL THINKING
Students completing courses in this category will demonstrate an ability to:
• locate questions and problems as a result of conversation, reading, and lectures.
• assess relevant information and come to thought-out conclusions and solutions.
• value open-mindedness.
• communicate meaningfully with others.

2 - QUANTITATIVE REASONING
Students completing courses in this category will demonstrate an ability to:
• use and comprehend quantitative language in a variety of contexts including units of measurement (e.g. milliseconds, calories), visual representations (e.g. graphs and maps), and scales.
• show quantitative intuition: a subjective "feel" for numbers including the ability to estimate, have a sense of scale, and appropriately use heuristics (rules-of-thumb).
• practice quantitative reasoning: when is quantitative reasoning appropriate and how can it be applied to simple-life problems.

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

4 - PROBLEM SOLVING
Students completing courses in this category will demonstrate an ability to:
• use a variety of solution methods and techniques, for example, making a sketch, systematic listing, using the solution of a simpler (but related) problem.
• recognize the importance of checking a proposed solution to verify that it satisfies the requirements of a problem.
• recognize that a solution may not be possible, given limits of time, money, or other finite resources.
• restate (formulate) a problem mathematically.
• use background information in a subject to understand the nature of a problem and transfer information to new problems accordingly.
• identify what isn’t known, but needs to be known in order to solve a problem (depending on the problem domain, reading and/or mathematical skills are helpful).

5 - ACADEMIC BEHAVIORS
Students completing courses in this category will demonstrate an ability to:
• recognize Plagiarism in any shape or form and be mindful of its consequences.
• develop appreciation for higher education.
• practice proper classroom etiquette.
• show respect to others and environment.

6 - INDEPENDENT STUDY SKILLS
Students completing courses in this category will demonstrate an ability to:
• recognize that the responsibility for learning and growth is their own.
• show purposeful and self-directed learning.
• create goals and take an active role in defining these goals.
• develop on-task endurance.
• develop study skills (note taking, flash cards) and time management ability.
What will I have accomplished by the end of my certificate or degree?

**GENERAL EDUCATION**

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

**C1 – NATURAL SCIENCES**

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

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

**C2 – SOCIAL AND BEHAVIORAL SCIENCES**

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

- identify and analyze key concepts and theories about human and/or societal development.
- critique generalizations and popular opinion about human behavior and society, distinguishing opinion and values from scientific observations and study.
- understand and think critically about different cultures (including topics such as race, gender and class) and their influence on human development or society.
- examine the biological, psychological, and sociological factors that influence the personalities and behaviors of females and males from a multicultural perspective.
- develop individual responsibility, personal integrity, and respect for diverse people and culture.

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

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

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

**C4 – LANGUAGE AND RATIONALITY**

**C4.A – English Composition**

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

- communicate in many different situations, involving diverse people and viewpoints.
- listen and analyze the substance of others’ comments.
- summarize and analyze fiction and nonfiction.
- conduct research, synthesize and evaluate information, develop arguments and organize evidence into oral and written presentations, using proper research methods and documentation.
- recognize public presentation of oral and written work as a process subject to brainstorming, organizing, drafting, and revising.
**C4.B – Communication and Analytical Thinking**

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

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

**C5 – Personal Growth and Development**

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

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

**Career and Technical Education**

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

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

**What skills, attitudes 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
<table>
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<th>MAJOR/DEPARTMENT</th>
<th>CERTIFICATE</th>
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*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

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*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.
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 www.codpsa.com. For more information please call (760) 773-2571.

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: C. Mayes

**ACCOUNTING**

See Business (page 90)

**ADMINISTRATION OF JUSTICE**

Required Courses:

<table>
<thead>
<tr>
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<th>Title</th>
<th>Units</th>
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<tbody>
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<tr>
<td>AJ 2</td>
<td>Criminal Law</td>
<td>3</td>
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<td>AJ 3</td>
<td>Evidence</td>
<td>3</td>
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<tr>
<td>AJ 4</td>
<td>Criminal Procedures</td>
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</tr>
<tr>
<td>AJ 5A</td>
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Recommended AJ Electives (with Advisor approval):

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<tr>
<td>AJ 24</td>
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<td>3</td>
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<tr>
<td>AJ 30</td>
<td>Correctional Systems</td>
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</tr>
<tr>
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<tr>
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<tr>
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Elective Subtotal .......................................................... 12

CERTIFICATE TOTAL .......................................................... 27

**ADMINISTRATION OF JUSTICE A.S. DEGREE**

For employment preparation

Required Courses:

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<th>Dept. No.</th>
<th>Title</th>
<th>Units</th>
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<td>3</td>
</tr>
<tr>
<td>AJ 8</td>
<td>Patrol Operations</td>
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</tr>
<tr>
<td>AJ 9</td>
<td>Traffic Control</td>
<td>3</td>
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<tr>
<td>AJ 10</td>
<td>Juvenile Law&amp;Procedures</td>
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<tr>
<td>AJ 24</td>
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<td>AJ 30</td>
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<tr>
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Recommended AJ Electives (with Advisor approval):

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<th>Dept. No.</th>
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<tbody>
<tr>
<td>AJ 6</td>
<td>Principles of Investigation</td>
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<td>Juvenile Law&amp;Procedures</td>
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<td>AJ 16</td>
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<td>Natrl Res Law Enfrcmnt</td>
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<td>AJ 24</td>
<td>Report Writing</td>
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<tr>
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<td>Basic Peace Officer - Module III</td>
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Required Subtotal .......................................................... 15

Required Electives (with Advisor approval) ................................ 12

Other Electives (with Advisor approval) ................................... 13

COD General Education Pattern ............................................ 18

Physical Education Activities ............................................... 2

DEGREE TOTAL ................................................................. 60

**ADMINISTRATION OF JUSTICE A.S. DEGREE**

And transfer preparation

Required Courses:

<table>
<thead>
<tr>
<th>Dept. No.</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>AJ 1</td>
<td>Intro to Admin. of Justice</td>
<td>3</td>
</tr>
<tr>
<td>AJ 2</td>
<td>Criminal Law</td>
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<td>AJ 3</td>
<td>Evidence</td>
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<td>AJ 4</td>
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<td>AJ 5A</td>
<td>Multicultural Issues/Public Safety</td>
<td>3</td>
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</table>

Required Subtotal .......................................................... 15
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.

**Advisors: C.D. Jackson, T. Thomas**

<table>
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<th>Certificate Type</th>
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</tbody>
</table>

Advisors: C.D. Jackson, T. Thomas

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

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

**PEST MANAGEMENT TECHNICIAN**

**PLANT SCIENCE**
- Including preparation for Soil Science and Pest Management

**TURFGRASS MANAGEMENT**

**TURFGRASS MANAGEMENT TECHNICIAN**

Advisors:

K. Leuschner - Natural Resources,
Environmental Studies, Entomology

J. Place - Turfgrass Management,
Environmental Horticulture,
Plant Science, General Agriculture
### PROGRAMS of STUDY

#### AGRI-BUSINESS A.S. DEGREE

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**Required Subtotal**: 19

**Elective Subtotal**: 22

**COD General Education Pattern**: 18

**Physical Education Activities**: 2

**DEGREE TOTAL**: 61

**Advisors**: K. Leuschner, J. Place

### GENERAL AGRICULTURE A.S. DEGREE

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**Required Subtotal**: 23

**Elective Subtotal**: 18

**COD General Education Pattern**: 18

**Physical Education Activities**: 2

**DEGREE TOTAL**: 61

*To include: NR 1, Cons of Natl Resources (3)

**Advisor**: J. Place

#### AGRI-BUSINESS A.S. DEGREE

**for employment preparation**

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**Required Subtotal**: 19

**DEGREE TOTAL**: 60

*Consult catalog of transfer institution for specific requirements.*

**Advisors**: K. Leuschner, J. Place

### GENERAL AGRICULTURE A.S. DEGREE

**for employment preparation**

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<td>Turfgrass/Landscape Pest Mgmt</td>
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<td>AGEH 46</td>
<td>Landscape Irrig. Systems</td>
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<td>AGPS 5</td>
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<td>AGPS 32</td>
<td>Pesticide Laws/Reg</td>
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**CERTIFICATE TOTAL**: 18

**Advisor**: J. Place

### ARBORIST TECHNICIAN

**CERTIFICATE OF ACHIEVEMENT**

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<td>AGEH 4</td>
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<td>or AGEH 27</td>
<td>Turfgrass/Landscape Pest Mgmt</td>
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<tr>
<td>AGEH 9</td>
<td>Landscape Planning/Design</td>
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<td>AGEH 16</td>
<td>Arboriculture</td>
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<tr>
<td>AGEH 20</td>
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**Continued on next page**
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 1L Conserv of Natural Resources Lab .................. 1
NR 1L Conserv of Natural Resources ....................... 3

Required Subtotal .................................................. 33
Elective Subtotal (with Advisor approval) ................... 8
COD General Education Pattern ............................... 18
Physical Education Activities .................................. 2
DEGREE TOTAL ...................................................... 61

Advisor: J. Place

ENVIRONMENTAL HORTICULTURE A.S. DEGREE
and transfer preparation

Dept. No. Title .................................................... Units
Required Courses:
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
AGBU 59A Leadership ........................................... 1
AGBU 59B Careers .............................................. 1
AGPS 1  Soils and Plant Nutrition ............................. 4

Required Subtotal .................................................. 27
ELECTIVES - 7 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 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 1L Conserv of Natural Resources Lab .................. 1
NR 1L Conserv of Natural Resources ....................... 3
NR 41A Native Plants-Mountain ................................ 1
NR 41B Native Plants-Desert .................................. 1

Required Subtotal .................................................. 31
Elective Subtotal (with Advisor approval) ................... 7
CERTIFICATE TOTAL ............................................... 38

Advisor: J. Place

LANDSCAPE AND IRRIGATION TECHNICIAN
CERTIFICATE OF ACHIEVEMENT

Dept. No. Title .................................................... Units
Required Courses:
AGEH 8  Landscape Management ............................. 3
AGEH 16 Arboriculture ......................................... 2
AGEH 27 Turfgrass/Landscape Pest Mgmt. .................. 3
AGEH 30 Landscape Equipment .............................. 2

College of the Desert Catalog 2011-2012
LANDSCAPE AND IRRIGATION TECHNICIAN  
CERTIFICATE OF ACHIEVEMENT

Dept. No. Title ........................................... Units
Required Courses:
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
CERTIFICATE TOTAL ....................................... 18

Advisor: J. Place

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

Advisor: K. Leuschner

NATURAL RESOURCES A.S. DEGREE  
for employment preparation

Dept. No. Title ........................................... Units
Required Courses: 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
Physical Education Activities ....................... 2
DEGREE TOTAL ............................................. 60
*To include: AGPS 5 Plant Science (3)

NATURAL RESOURCES A.S. DEGREE  
and transfer preparation

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

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### Electives - 12 units to be chosen from the following:

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<td>Intro to Ecosystem Mgmt</td>
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<tr>
<td>NR</td>
<td>Introduction to GIS</td>
<td>3</td>
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<tr>
<td>NR</td>
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**Required Subtotal** .......................................................... 28-29

Electives (with Advisor approval) ........................................ 12

COD General Education Pattern (conf. with Counselor) .... 18

Physical Education Activities ............................................. 2

**DEGREE TOTAL** .............................................................. 60-61

Consult catalog of transfer institution for specific requirements.

### NATURAL RESOURCES - DESERT NATURALIST CERTIFICATE

**for employment preparation**

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**Required Subtotal** .......................................................... 4

**Group A: Choose 0-4 units from the following:**

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<td>G</td>
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**Group B: Choose 4-8 units from the following:**

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<td>Native Plants - Desert</td>
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<td>NR</td>
<td>Winter Birds</td>
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**Group B Subtotal** .......................................................... 4-8

**CERTIFICATE TOTAL** ....................................................... 17

**Advisor:** K. Leuschner

### ELECTIVES - 8 units to be chosen from the following:

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**CERTIFICATE TOTAL** ....................................................... 17

**Advisor:** K. Leuschner

### PEST MANAGEMENT TECHNICIAN

**CERTIFICATE OF ACHIEVEMENT**

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**CERTIFICATE TOTAL** ....................................................... 18

**Advisor:** J. Place
# PLANT SCIENCE A.S. DEGREE
for employment preparation

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Required Courses:

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<td>AGBU 59B</td>
<td>Careers</td>
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*To include: NR 1, Conserv of Natural Resources (3)

**Required Subtotal** ........................................................................... 23

**Elective Subtotal (with Advisor approval)** .................................. 18

**COD General Education Pattern** .............................................. 18

**Physical Education Activities** .................................................. 2

**DEGREE TOTAL** .............................................................................. 61

**Advisor:** J. Place

---

# TURFGRASS MANAGEMENT TECHNICIAN
CERTIFICATE OF ACHIEVEMENT

<table>
<thead>
<tr>
<th>Dept. No.</th>
<th>Title</th>
<th>Units</th>
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<tr>
<td>AGEH 4</td>
<td>Turfgrass Management</td>
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<td>Landscape Management</td>
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<tr>
<td>AGEH 24</td>
<td>Adv Turfgrass Mgmt</td>
<td>3</td>
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<tr>
<td>AGEH 27</td>
<td>Turfgrass/Landscape Pest Mgmt</td>
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<tr>
<td>AGEH 30</td>
<td>Landscape Equipment</td>
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<tr>
<td>AGPS 5</td>
<td>Plant Science</td>
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<tr>
<td>AGPS 32</td>
<td>Pesticide Laws/Regulations</td>
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**CERTIFICATE TOTAL** ...................................................................... 18

**Advisor:** J. Place

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# TURFGRASS MANAGEMENT A.S. DEGREE
for employment preparation

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<tr>
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<tr>
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<td>AGEH 8</td>
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<td>AGEH 16</td>
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<td>AGEH 24</td>
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<td>AGEH 27</td>
<td>Turfgrass Pest Management</td>
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<tr>
<td>AGEH 30</td>
<td>Landscape Equipment</td>
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</tr>
<tr>
<td>AGEH 46</td>
<td>Landscape Irrig. Systems</td>
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**Required Courses:**

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<tr>
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<td>AGEH 95A,B</td>
<td>Work Experience (Internship)</td>
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<tr>
<td>AGPS 1</td>
<td>Soils and Plant Nutrition</td>
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<td>AGPS 32</td>
<td>Pesticide Laws &amp; Regulations</td>
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<tr>
<td>AGBU 59A</td>
<td>Leadership</td>
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</tr>
<tr>
<td>AGBU 59B</td>
<td>Careers</td>
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**Electives - 8 units to be chosen from the following:**

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<th>Units</th>
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<td>AGEH 9</td>
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<td>AGEH 20</td>
<td>Landscape Construction</td>
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<td>AGEH 33</td>
<td>Golf Car Maintenance</td>
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</tr>
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<td>AGEH 34</td>
<td>Golf Course Management</td>
<td>3</td>
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<tr>
<td>AGEH 95A-D</td>
<td>Work Experience (Internship)</td>
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<td>NR 1</td>
<td>Conserv of Natural Resources</td>
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<tr>
<td>NR 1L</td>
<td>Conserv of Natural Resources Lab</td>
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<td>NR 41A,B</td>
<td>Native Plants</td>
<td>1-3</td>
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<td>NR 59</td>
<td>Careers in NR and Agri Science</td>
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<td>BUAC 66</td>
<td>Fundamentals of Bookkeeping</td>
<td>3</td>
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<td>BUMA 31</td>
<td>Business Calculations</td>
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<td>CIS 10</td>
<td>Computer Literacy</td>
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**Required Subtotal** ........................................................................... 33

**Elective Subtotal (with Advisor approval)** .................................. 8

**COD General Education Pattern** .............................................. 18

**Physical Education Activities** .................................................. 2

**DEGREE TOTAL** .............................................................................. 61

**Advisor:** J. Place

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# TURFGRASS MANAGEMENT CERTIFICATE OF ACHIEVEMENT

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<tr>
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<td>AGEH 8</td>
<td>Landscape Management</td>
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<td><strong>or</strong> AGEH 27</td>
<td>Turfgrass Pest Mgmt (3)</td>
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<td>AGEH 16</td>
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<td>AGEH 24</td>
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<tr>
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<td>AGEH 46</td>
<td>Landscape Irrig. Systems</td>
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<tr>
<td>AGEH 95A,B</td>
<td>Work Experience (Internship)</td>
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<tr>
<td>AGBU 59A</td>
<td>Leadership</td>
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<tr>
<td>AGBU 59B</td>
<td>Careers</td>
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<tr>
<td>AGPS 1</td>
<td>Soils and Plant Nutrition</td>
<td>4</td>
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<tr>
<td>AGPS 32</td>
<td>Pesticide Laws &amp; Regulations</td>
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</table>

**Advisor:** J. Place

Continued on next page...>
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 ...........1
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
CERTIFICATE TOTAL ........................................ 38

Advisor: J. Place

ADVANCED TRANSPORTATION TECHNOLOGIES

As the 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. For more information please call (760) 776-7390.

Advisor: D. Redman

ADVANCED TRANSPORTATION TECHNOLOGIES
A. S. DEGREE
for employment preparation

Dept. No. Title .............................................. Units

Required Courses:
AUTO 10 Intro Automotive Technology ............4
AUTO 11B Auto Electronics & Electrical Systems ..4
AUTO 14A Auto Engine Management ...............4
AUTO 21A Auto Diagnosis & Troubleshooting ......2
AUTO 40A CNG/LPG Fund & Maintenance ..........2
AUTO 40B CNG/LPG Diagnosis & Repair ..........5
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

Required Subtotal ........................................ 44

Electives - 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 54A Basic Clean Air Car Course ............5
AUTO 54B Adv. Clean Air Car Course ..............2
AUTO 90B BAR Update Training ....................1
AUTO 95A,B Auto Work Experience (In addition to required) 1-2
ACR 60 Air Conditioning/Refrigeration ...........3
ACR 64 Air Cond./Refrig Electricity ...............3
BUMA 94 Business Communications ...............3
WELD 10 Oxy-Acetylene Gas Welding ............3

Required Courses .......................................... 44
COD General Education Pattern ................. 18
Physical Education Activities ...................... 2

DEGREE TOTAL ............................................. 64

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.
AUTOMOTIVE ALTERNATE FUELS
CERTIFICATE OF ACHIEVEMENT

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<th>Title</th>
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<tr>
<td>AUTO 11B</td>
<td>Auto Electronics &amp; Electrical Systems</td>
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<td>AUTO 40A</td>
<td>CNG/LPG Fund &amp; Maintenance</td>
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<tr>
<td>AUTO 40B</td>
<td>CNG/LPG Diagnosis &amp; Repair</td>
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<tr>
<td>AUTO 43A</td>
<td>Hybrid, Fuel-Cell &amp; Electric Tech</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 45A</td>
<td>Intro to Alternative Fuel Vehicles</td>
<td>2</td>
</tr>
<tr>
<td>AUTO 92A</td>
<td>Bio-diesel Char., Use &amp; Production</td>
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<tr>
<td>AUTO 95B</td>
<td>Automotive Work Experience</td>
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**CERTIFICATE TOTAL ............................................ 24**

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

Advisor: D. Redman

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. For more information please call (760) 568-3238.

Advisor: J. Murray

AIR CONDITIONING AND REFRIGERATION
CERTIFICATE OF ACHIEVEMENT

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<th>Title</th>
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<td>ACR 61</td>
<td>Air Cond/Refrig II</td>
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<td>ACR 64</td>
<td>Air Cond/Refrig Elec I</td>
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<td>Air Cond/Refrig Elec II</td>
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<td>ACR 75</td>
<td>HVACR Systems Design</td>
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Required Courses ....................................................... 27

**Required Subtotal ....................................................... 27**

Electives - 13 units from the following courses:

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<td>ACR 77</td>
<td>Energy Conservation Methods</td>
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<td>ACR 95A-D</td>
<td>Work Experience</td>
<td>1-4</td>
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<tr>
<td>ARCH 11</td>
<td>Architectural Blueprint Reading</td>
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<tr>
<td>AUTO 18</td>
<td>Auto Heating &amp; Conditioning</td>
<td>4</td>
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<tr>
<td>BIT 1</td>
<td>California Building Codes</td>
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<tr>
<td>BIT 2</td>
<td>Building &amp; Mechanical Codes</td>
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<td>BUAC 20A</td>
<td>Financial Accounting</td>
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<td>BUAC 66</td>
<td>Fundamentals of Bookkeeping</td>
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<tr>
<td>BUMA 20A</td>
<td>Business Law</td>
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<td>BUMA 28</td>
<td>Small Business Management</td>
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<td>BUMA 31</td>
<td>Business Calculations</td>
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<tr>
<td>BUMA 94</td>
<td>Business Communications</td>
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<td>CIS 10</td>
<td>Computer Literacy</td>
<td>4</td>
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<tr>
<td>WELD 10</td>
<td>Oxy-acetylene Gas Welding</td>
<td>3</td>
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<td>WELD 11</td>
<td>Shielded Metal Arc Welding</td>
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<tr>
<td>WELD 12</td>
<td>Basic Gas Metal Arc Welding</td>
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**DEGREE TOTAL ....................................................... 60**
**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 chose 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. Please contact program advisors L. Emerson (lemerson@collegeofthedesert.edu) or C. Jones (cjonescage@collegeofthedesert.edu) with questions and concerns. For more information please call (760) 773-2574.

**Advisors: L. Emerson, C. 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.

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**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**

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<th>Course</th>
<th>Title</th>
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<td>Intro to Alcohol/Drug Studies</td>
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<td>HSAD 2</td>
<td>Intro/Human Svcs Counseling</td>
<td>3</td>
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<td>HSAD 4</td>
<td>Personal/Professional Growth</td>
<td>2</td>
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<td>HSAD 24</td>
<td>Law &amp; Ethics</td>
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**Note:** HSAD 1, Intro to Alcohol/Drug Studies, is a corequisite for most HSAD courses.

**Spring Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>HSAD 20</td>
<td>Biomedical Pharmacology</td>
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<td>HSAD 22</td>
<td>Case Management</td>
<td>3</td>
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<td>HSAD 30</td>
<td>Indiv/Group Family Counseling</td>
<td>3</td>
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<td>HSAD 34</td>
<td>Dual Diagnosis</td>
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**Internship/Practicum**

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<td>HSAD 32B</td>
<td>Supervised Practicum II</td>
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<td>HSAD 33A</td>
<td>Supervised Internship I</td>
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<td>HSAD 33B</td>
<td>Supervised Internship II</td>
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<tr>
<td>HSAD 36</td>
<td>Counseling Diverse Populations</td>
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</tr>
</tbody>
</table>

**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 Alcoholism 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

<table>
<thead>
<tr>
<th>Fall Semester</th>
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<tbody>
<tr>
<td>HSAD 1</td>
<td>Intro to Alcohol/Drug Studies........3</td>
</tr>
<tr>
<td>HSAD 2</td>
<td>Intro/Human Svcs Counseling...........3</td>
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<td>HSAD 4</td>
<td>Personal/Professional Growth...........2</td>
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<tr>
<td>HSAD 24</td>
<td>Law &amp; Ethics................................3</td>
</tr>
<tr>
<td><strong>Note:</strong></td>
<td>HSAD 1, Intro to Alcohol/Drug Studies, is a corequisite for most HSAD courses.</td>
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<table>
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<tr>
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<tbody>
<tr>
<td>HSAD 20</td>
<td>Biomedical Pharmacology..............3</td>
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<tr>
<td>HSAD 22</td>
<td>Case Management........................3</td>
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<tr>
<td>HSAD 30</td>
<td>Indiv/Group Family Counseling.........3</td>
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<tr>
<td>HSAD 34</td>
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<td><strong>Internship/Practicum</strong></td>
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<tr>
<td>HSAD 32A</td>
<td>Supervised Practicum I................2</td>
</tr>
<tr>
<td>HSAD 32B</td>
<td>Supervised Practicum II...............2</td>
</tr>
<tr>
<td>HSAD 33A</td>
<td>Supervised Internship I..............3</td>
</tr>
<tr>
<td>HSAD 33B</td>
<td>Supervised Internship II.............3</td>
</tr>
<tr>
<td>HSAD 36</td>
<td>Counseling Diverse Populations........3</td>
</tr>
<tr>
<td><strong>Note:</strong></td>
<td>HSAD 36 can be taken while completing the internship - Fall only.</td>
</tr>
</tbody>
</table>

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 |
| Physical Education Activities | 2 |
| **DEGREE TOTAL** | 62 |

*Recommended: PSY 1, PSY 3 and PSY 10

Advisors: L. Emerson, C. Jones

ANTHROPOLOGY

See Social Sciences (page 123)
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. For more information please call (760) 773-2571.

Advisor: D. Bitanga

ARCHITECTURAL TECHNOLOGY CERTIFICATE OF ACHIEVEMENT

<table>
<thead>
<tr>
<th>Dept. No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCH 1</td>
<td>Intro to Architectural Professions</td>
<td>3</td>
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<tr>
<td>ARCH 2</td>
<td>Materials of Construction</td>
<td>4</td>
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<tr>
<td>ARCH 3A</td>
<td>Architectural Practice I</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 3B</td>
<td>Architectural Practice II</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 5A</td>
<td>Intro to Drawing &amp; Perspective</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 5B</td>
<td>Architectural Delineation</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 11</td>
<td>Architectural Blueprint Reading</td>
<td>3</td>
</tr>
<tr>
<td>BIT 1</td>
<td>California Building Codes</td>
<td>3</td>
</tr>
<tr>
<td>DRA 1</td>
<td>Technical Drafting I</td>
<td>3</td>
</tr>
<tr>
<td>DRA 8</td>
<td>AutoCAD Level I</td>
<td>2</td>
</tr>
<tr>
<td>DRA 9</td>
<td>AutoCAD Level II</td>
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<td>DRA 10</td>
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<td>2</td>
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<tr>
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<td>Intro to SketchUp &amp; Revit</td>
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CERTIFICATE TOTAL .................................................... 37

ARCHITECTURAL TECHNOLOGY A.S. DEGREE for employment preparation

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<thead>
<tr>
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<th>Title</th>
<th>Units</th>
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<tbody>
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<td>Intro to Architectural Professions</td>
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<tr>
<td>ARCH 2</td>
<td>Materials of Construction</td>
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</tr>
<tr>
<td>ARCH 3A</td>
<td>Architectural Practice I</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 3B</td>
<td>Architectural Practice II</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 5A</td>
<td>Intro to Drawing &amp; Perspective</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 5B</td>
<td>Architectural Delineation</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 9</td>
<td>Architectural Design Fund I</td>
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</tr>
<tr>
<td>ARCH 10</td>
<td>Environmental Control Systems</td>
<td>3</td>
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<tr>
<td>ARCH 11</td>
<td>Architectural Blueprint Reading</td>
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</tr>
<tr>
<td>DRA 1</td>
<td>Technical Drafting I</td>
<td>3</td>
</tr>
<tr>
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<td>Intro to SketchUp &amp; Revit</td>
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Required Subtotal .................................................... 41

CSU General Education or IGETC Pattern 38-41
Physical Education 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

<table>
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<tr>
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<th>Title</th>
<th>Units</th>
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<tr>
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<td>California Building Codes</td>
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<td>BIT 2</td>
<td>Building &amp; Mechanical Codes</td>
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<td>BIT 3</td>
<td>Building &amp; Plumbing Codes</td>
<td>3</td>
</tr>
<tr>
<td>BIT 4</td>
<td>Building &amp; Electrical Codes</td>
<td>3</td>
</tr>
<tr>
<td>BIT 26</td>
<td>Building II and Fire Codes</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 2</td>
<td>Materials of Construction</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 11</td>
<td>Architectural Blueprint Reading</td>
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<tr>
<td>CIS 10</td>
<td>Computer Literacy</td>
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CERTIFICATE TOTAL .................................................... 26
### Construction Management A.S. Degree for Employment Preparation

<table>
<thead>
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<th>Units</th>
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<tbody>
<tr>
<td>ARCH 1</td>
<td>Intro to Architectural Professions</td>
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<tr>
<td>ARCH 2</td>
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<tr>
<td>ARCH 3A</td>
<td>Architectural Practice I</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 11</td>
<td>Architectural Blueprint Reading</td>
<td>3</td>
</tr>
<tr>
<td>BIT 1</td>
<td>California Building Code</td>
<td>3</td>
</tr>
<tr>
<td>BIT 26</td>
<td>Building II &amp; Fire Codes</td>
<td>3</td>
</tr>
<tr>
<td>CM 1</td>
<td>Intro to Construction Mgmt</td>
<td>2</td>
</tr>
<tr>
<td>CM 2</td>
<td>Intro to Urban Planning</td>
<td>3</td>
</tr>
<tr>
<td>DRA 8</td>
<td>AutoCAD Level I</td>
<td>2</td>
</tr>
<tr>
<td>DRA 9</td>
<td>AutoCAD Level II</td>
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<tr>
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**Electives - 12 units to be chosen from the following:**

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<tr>
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<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCH 3B</td>
<td>Architectural Practice II</td>
<td>3</td>
</tr>
<tr>
<td>BIT 2</td>
<td>Building &amp; Mechanical Codes</td>
<td>3</td>
</tr>
<tr>
<td>BIT 3</td>
<td>Building &amp; Plumbing Codes</td>
<td>3</td>
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<tr>
<td>BIT 4</td>
<td>Building &amp; Electrical Codes</td>
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<tr>
<td>CM 3</td>
<td>Site &amp; Terrain Analysis</td>
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<td>CM 4</td>
<td>Construction Law Survey</td>
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<td>CM 5</td>
<td>Construction Planning</td>
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<tr>
<td><strong>Required Subtotal</strong></td>
<td><strong>28</strong></td>
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</tbody>
</table>

**Required Subtotal**                        | **40**|

**Catalog for appropriate course selection.**

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

---

### Construction Management Certificate of Achievement

<table>
<thead>
<tr>
<th>Dept. No.</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ARCH 1</td>
<td>Intro to Architectural Professions</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 2</td>
<td>Materials of Construction</td>
<td>4</td>
</tr>
<tr>
<td>ARCH 3A</td>
<td>Architectural Practice I</td>
<td>3</td>
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<tr>
<td>ARCH 11</td>
<td>Architectural Blueprint Reading</td>
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<tr>
<td>BIT 1</td>
<td>California Building Code</td>
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<tr>
<td>BIT 26</td>
<td>Building II &amp; Fire Codes</td>
<td>3</td>
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<tr>
<td>CM 1</td>
<td>Intro to Construction Mgmt</td>
<td>2</td>
</tr>
<tr>
<td>CM 2</td>
<td>Intro to Urban Planning</td>
<td>3</td>
</tr>
<tr>
<td>DRA 8</td>
<td>AutoCAD Level I</td>
<td>2</td>
</tr>
<tr>
<td>DRA 9</td>
<td>AutoCAD Level II</td>
<td>2</td>
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<tr>
<td><strong>CERTIFICATE TOTAL</strong></td>
<td><strong>28</strong></td>
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### Construction Management A.S. Degree and Transfer Preparation

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<tr>
<th>Dept. No.</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
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<td>Intro to Architectural Professions</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 2</td>
<td>Materials of Construction</td>
<td>4</td>
</tr>
<tr>
<td>ARCH 3A</td>
<td>Architectural Practice I</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 5A</td>
<td>Intro to Drawing &amp; Perspective</td>
<td>2</td>
</tr>
<tr>
<td>BIT 1</td>
<td>California Building Code</td>
<td>3</td>
</tr>
<tr>
<td>BIT 26</td>
<td>Building II &amp; Fire Codes</td>
<td>3</td>
</tr>
<tr>
<td>CM 1</td>
<td>Intro to Construction Mgmt</td>
<td>2</td>
</tr>
<tr>
<td>CM 2</td>
<td>Intro to Urban Planning</td>
<td>3</td>
</tr>
<tr>
<td>DRA 8</td>
<td>AutoCAD Level I</td>
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</tr>
<tr>
<td><strong>Required Subtotal</strong></td>
<td><strong>26</strong></td>
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</tr>
</tbody>
</table>

**Required Subtotal**                        | **66-69**|

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

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### General Drafting A.A. Degree for Employment Preparation

<table>
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<tr>
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<th>Title</th>
<th>Units</th>
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<td>Technical Drafting I</td>
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<tr>
<td>DRA 8</td>
<td>AutoCAD Level I</td>
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</tr>
<tr>
<td>DRA 9</td>
<td>AutoCAD Level II</td>
<td>2</td>
</tr>
<tr>
<td>DRA 10</td>
<td>Drafting/Design CAD Project</td>
<td>2</td>
</tr>
<tr>
<td>DRA 11</td>
<td>Intro to SketchUp and Revit</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 1</td>
<td>Intro to Architectural Professions</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 2</td>
<td>Materials of Construction</td>
<td>4</td>
</tr>
<tr>
<td>ARCH 3A</td>
<td>Architectural Practice I</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 3B</td>
<td>Architectural Practice II</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 5A</td>
<td>Intro to Drawing &amp; Perspective</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 5B</td>
<td>Architectural Delineation</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 11</td>
<td>Architectural Blueprint Reading</td>
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</tr>
<tr>
<td>BIT 1</td>
<td>California Building Codes</td>
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</tr>
<tr>
<td>DDP 1A</td>
<td>Computer Graphics 1A</td>
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<tr>
<td><strong>Required Subtotal</strong></td>
<td><strong>40</strong></td>
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</tbody>
</table>

**Required Subtotal**                        | **60**|

**Advisor: D. Bitanga**

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College of the Desert Catalog 2011-2012
### GENERAL DRAFTING

**CERTIFICATE OF ACHIEVEMENT**

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<thead>
<tr>
<th>Dept. No.</th>
<th>Title</th>
<th>Units</th>
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<tbody>
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<td>DRA 11</td>
<td>Intro to SketchUp and Revit</td>
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</tr>
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<td>ARCH 1</td>
<td>Intro to Architectural Professions</td>
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</tr>
<tr>
<td>ARCH 2</td>
<td>Materials of Construction</td>
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<tr>
<td>ARCH 3A</td>
<td>Architectural Practices I</td>
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</tr>
<tr>
<td>ARCH 3B</td>
<td>Architectural Practices II</td>
<td>3</td>
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<td>Intro to Drawing &amp; Perspective</td>
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<td>ARCH 5B</td>
<td>Architectural Delineation</td>
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</tr>
<tr>
<td>ARCH 11</td>
<td>Architectural Blueprint Reading</td>
<td>3</td>
</tr>
</tbody>
</table>

**CERTIFICATE TOTAL** .................................................... 34

*Advisor: B. Bitanga*

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

*Advisor: B. Bitanga*

**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 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 Berkeley, 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. For more information please call (760) 773-2574.

Advisors: J. Cook, L. Socco

ART A.A. DEGREE and transfer preparation

<table>
<thead>
<tr>
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<th>Title</th>
<th>Units</th>
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<td>ART 2C</td>
<td>History of Modern Art</td>
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<tr>
<td>ART 3A</td>
<td>Basic Design/Color</td>
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<tr>
<td>ART 4</td>
<td>Three Dimension Design</td>
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<td>Additional Art Electives**</td>
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<td>CSU General Education or IGETC Pattern</td>
<td>38-41</td>
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<tr>
<td>DEGREE TOTAL</td>
<td>65-68</td>
<td></td>
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</table>

**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)
- **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 101)

ATHLETICS

See Health, Physical Education, and Recreation (page 107)
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 consultants, automotive parts sales people, vehicles modifiers in the alternate fuels and fuel cells. For more information please call (760) 776-7390.

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: D. Redman

**AUTOMOTIVE TECHNOLOGY A. S. DEGREE**

for employment preparation

<table>
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<th>Title</th>
<th>Units</th>
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</thead>
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</tr>
<tr>
<td>AUTO 11B</td>
<td>Auto Electronics &amp; Electrical Sys</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 11C</td>
<td>Adv. Auto Electrical Systems</td>
<td>5</td>
</tr>
<tr>
<td>AUTO 12A</td>
<td>Auto Steering &amp; Suspension Sys</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 13A</td>
<td>Auto Braking Systems</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 14A</td>
<td>Auto Engine Management</td>
<td>4</td>
</tr>
</tbody>
</table>

AUTO 15  Auto Engine Diagnosis & Repair ...... 4
AUTO 20A  Auto Quick Service ..........................3
AUTO 21A  Auto Diagnosis & Troubleshooting ...... 2
AUTO 95B+ 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 54A  Basic Clean Air Car Course ............. 5
AUTO 54B  Adv. Clean Air Car Course .......... 2
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

**Required Courses ....................................................... 43**

COD General Education Pattern .............................. 18
Physical Education Activities ............................... 2
**DEGREE TOTAL ........................................................ 63**

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

**AUTOMOTIVE AIR CONDITIONING CERTIFICATE OF ACHIEVEMENT**

<table>
<thead>
<tr>
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<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>AUTO 10</td>
<td>Intro Automotive Technology</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 11B</td>
<td>Auto Electronics &amp; Electrical Sys</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 18</td>
<td>Auto Heating &amp; Air Conditioning</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 95B+</td>
<td>Automotive Work Experience</td>
<td>2</td>
</tr>
</tbody>
</table>

**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 30A  Consumer Auto Technology ............... 3
AUTO 43A  Hybrid, Fuel-Cell & Electric Tech .... 3
AUTO 54A  Basic Clean Air Car Course ............. 5
AUTO 54B  Adv. Clean Air Car Course .......... 2
AUTO 90B  BAR Update Training ..................... 1

College of the Desert Catalog 2011-2012
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**

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<tr>
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<tbody>
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<td>AUTO 11B</td>
<td>Auto Electronics &amp; Electrical Systems</td>
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<tr>
<td>AUTO 11C</td>
<td>Adv. Auto Electrical Systems</td>
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<tr>
<td>AUTO 21A</td>
<td>Auto Diagnosis &amp; Troubleshooting ..........  2</td>
<td></td>
</tr>
<tr>
<td>AUTO 43A</td>
<td>Hybrid, Fuel-Cell &amp; Electric Tech ..........  3</td>
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</tr>
<tr>
<td>AUTO 95B+</td>
<td>Automotive Work Experience .................  2</td>
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CERTIFICATE TOTAL ............................................ 21

**AUTOMOTIVE EMISSIONS CERTIFICATE OF ACHIEVEMENT**

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<tr>
<td>AUTO 11B</td>
<td>Auto Electronics &amp; Electrical Systems</td>
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</tr>
<tr>
<td>AUTO 54A</td>
<td>Basic Clean Air Car Course ..................  5</td>
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</tr>
<tr>
<td>AUTO 54B</td>
<td>Advanced Clean Air Car Course ..............  2</td>
<td></td>
</tr>
<tr>
<td>AUTO 90B</td>
<td>BAR Update Training ........... ...........  1</td>
<td></td>
</tr>
<tr>
<td>AUTO 95B+</td>
<td>Automotive Work Experience .................  2</td>
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</table>

CERTIFICATE TOTAL ............................................ 18

**AUTOMOTIVE ENGINE MANAGEMENT CERTIFICATE OF ACHIEVEMENT**

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<th>Dept. No.</th>
<th>Title</th>
<th>Units</th>
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<tbody>
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</tr>
<tr>
<td>AUTO 11B</td>
<td>Auto Electronics &amp; Electrical Systems</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 14A</td>
<td>Auto Engine Management</td>
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<tr>
<td>AUTO 14B</td>
<td>Adv. Engine Management</td>
<td>5</td>
</tr>
<tr>
<td>AUTO 21A</td>
<td>Auto Diagnosis &amp; Troubleshooting ..........  2</td>
<td></td>
</tr>
<tr>
<td>AUTO 95B+</td>
<td>Automotive Work Experience .................  2</td>
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CERTIFICATE TOTAL ............................................ 21

**AUTOMOTIVE TRANSMISSION & AXLE CERTIFICATE OF ACHIEVEMENT**

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<tbody>
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<tr>
<td>AUTO 11B</td>
<td>Auto Electronics &amp; Electrical Systems</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 16</td>
<td>Manual Drive Train &amp; Axles ..................  4</td>
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<tr>
<td>AUTO 17</td>
<td>Auto Transmissions &amp; Transaxles ............  4</td>
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<tr>
<td>AUTO 95B+</td>
<td>Automotive Work Experience .................  2</td>
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CERTIFICATE TOTAL ............................................ 18

**GENERAL AUTOMOTIVE SERVICE CERTIFICATE OF ACHIEVEMENT**

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</tr>
<tr>
<td>AUTO 11B</td>
<td>Auto Electronics &amp; Electrical Systems</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 12A</td>
<td>Auto Steering &amp; Suspension Systems ........</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 13A</td>
<td>Auto Braking Systems</td>
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</tr>
<tr>
<td>AUTO 14A</td>
<td>Auto Engine Management</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 15</td>
<td>Auto Heating &amp; Air Conditioning ..........</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 95B+</td>
<td>Automotive Work Experience .................  2</td>
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CERTIFICATE TOTAL ............................................ 26

**STEERING, SUSPENSION & ALIGNMENT CERTIFICATE OF ACHIEVEMENT**

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<th>Title</th>
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<tbody>
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<td>AUTO 10</td>
<td>Intro Automotive Technology</td>
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</tr>
<tr>
<td>AUTO 11B</td>
<td>Auto Electronics &amp; Electrical Systems</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 12A</td>
<td>Auto Steering &amp; Suspension Systems ........</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 95B+</td>
<td>Automotive Work Experience .................  2</td>
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Electives - 4 units from the following:

<table>
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<tr>
<th>Dept. No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 13A</td>
<td>Auto Braking Systems</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 14A</td>
<td>Auto Engine Management</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 15</td>
<td>Auto Heating &amp; Air Conditioning ..........</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 21A</td>
<td>Auto Diagnosis &amp; Troubleshooting ..........  2</td>
<td></td>
</tr>
<tr>
<td>AUTO 30A</td>
<td>Consumer Auto Technology ....................</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 43A</td>
<td>Hybrid, Fuel-Cell &amp; Electric Tech ..........  3</td>
<td></td>
</tr>
<tr>
<td>AUTO 54A</td>
<td>Basic Clean Air Car Course ..................  5</td>
<td></td>
</tr>
<tr>
<td>AUTO 54B</td>
<td>Adv. Clean Air Car Course ...................  2</td>
<td></td>
</tr>
<tr>
<td>AUTO 90B</td>
<td>BAR Update Training</td>
<td>1</td>
</tr>
<tr>
<td>WELD 10</td>
<td>Oxy-Acetylene Gas Welding ....................</td>
<td>3</td>
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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.

Advisor: D. Redman

**BIOLOGY**

See Sciences - Biological (page 120)

**BUILDING INSPECTION TECHNOLOGY**

See Architecture/Environmental Design (page 84)
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 Business, Technical and Workforce Education, which are most appropriate to individual objectives. For more information please call (760) 773-2571.

Advisors:

Z. Becker .................. Computer Information Systems
S. Beno .................. Hospitality Management
C. Decker .................. Computer Information Systems
D. George .... General Business, Hospitality Management
T. Gillman .................. Computer Information Systems
K. Hall .................. Accounting, Business Administration, General Business, Retail Management
T. Manzoni .................. Golf Management
H. Shahidi .................. Economics

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) 776-7224.

Advisor: K. Hall

(See Course Sequence on the following page.)
ACCOUNTING

CERTIFICATE OF ACHIEVEMENT

<table>
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<tr>
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<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>BUAC 4</td>
<td>Tax Accounting I-Individuals</td>
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</tr>
<tr>
<td>or</td>
<td>BUAC 5 Tax Accounting II-Small Bus/Corp</td>
<td>3</td>
</tr>
<tr>
<td>BUAC 10</td>
<td>Computer Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUAC 20A</td>
<td>Financial Accounting</td>
<td>4</td>
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<tr>
<td>BUAC 20B</td>
<td>Managerial Accounting</td>
<td>4</td>
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<tr>
<td>BUAC 50</td>
<td>Accounting/Business Environment</td>
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<tr>
<td>CIS 72D</td>
<td>Excel</td>
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Required Subtotal: 20 Units

Recommended Electives - Select 3 courses:

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<th>Dept. No.</th>
<th>Title</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>BUAC 4</td>
<td>Tax Accounting I-Individuals</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>BUAC 5 Tax Accounting II-Small Bus/Corp</td>
<td>3</td>
</tr>
<tr>
<td>BUAC 9</td>
<td>Hospitality Mgmt. Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUFI 12</td>
<td>Money Mgmt/Planning</td>
<td>3</td>
</tr>
<tr>
<td>BUFI 13</td>
<td>Investment Opportunities</td>
<td>3</td>
</tr>
<tr>
<td>BUMA 1</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BUMA 10</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>BUMA 20A Business Law</td>
<td>3</td>
</tr>
<tr>
<td>BUMA 94</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>ECON 1</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECON 2</td>
<td>Principles of Microeconomics</td>
<td>3</td>
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<tr>
<td>MATH 14</td>
<td>Statistical Methods</td>
<td>4</td>
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<tr>
<td>or</td>
<td>SOC 3 Fund. of Statistics</td>
<td>3</td>
</tr>
</tbody>
</table>

Required Courses: 20 Units

Elective Subtotal: 9-10 Units

CERTIFICATE TOTAL: 29-30 Units

Advisor: K. Hall

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

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<th>Units</th>
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<tr>
<td>BUAC 20B</td>
<td>Managerial Accounting</td>
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</tr>
<tr>
<td>BUMA 20A</td>
<td>Business Law</td>
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<tr>
<td>BUMA 20B</td>
<td>Business Law</td>
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</tr>
<tr>
<td>CIS 10</td>
<td>Computer Literacy</td>
<td>4</td>
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<tr>
<td>ECON 1</td>
<td>Principles of Macroeconomics</td>
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<tr>
<td>ECON 2</td>
<td>Principles of Microeconomics</td>
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</table>

Required Courses: 24 Units

CSU General Education or IGETC Pattern: 38-41 Units

Physical Education Activities: 2 Units

DEGREE TOTAL: 64-67 Units

Note: All students majoring in Business Administration are encouraged to take either MATH 10 or MATH 14 as partial fulfillment of the lower division General Education requirements for transfer to either CSU or UC. However, because Math requirements vary among institutions, each student should consult their intended transfer institution to verify that they have satisfied that institution’s lower division General Education mathematics requirement.

Advisor: K. Hall
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) 773-2571.

Advisors: K. Hall, D. George

GENERAL BUSINESS A. A. DEGREE
for employment preparation

<table>
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<tr>
<th>Dept. No.</th>
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<tbody>
<tr>
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<tr>
<td>BUAC 20A</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BUMA 1</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BUMA 10</td>
<td>Intro. to Business</td>
<td>3</td>
</tr>
<tr>
<td>CIS 10</td>
<td>Computer Literacy</td>
<td>4</td>
</tr>
<tr>
<td>ECON 1</td>
<td>Principles of Macroeconomics</td>
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</tr>
<tr>
<td>ECON 2</td>
<td>Principles of Microeconomics</td>
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<tr>
<td>OR ECON 11</td>
<td>Int'l Econ. Relations (3)</td>
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</table>

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
Physical Education Activities ......................2
DEGREE TOTAL ............................................61

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) 773-2571.

Advisors: Z. Becker, C. Decker, T. Gillman

(See Course Sequence on the following page.)
## COMPUTER INFORMATION SYSTEMS
### CERTIFICATE OF ACHIEVEMENT

<table>
<thead>
<tr>
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<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>CIS 6</td>
<td>Business Research</td>
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</tr>
<tr>
<td>CIS 10*</td>
<td>Computer Literacy</td>
<td>4</td>
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**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 14 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** ................................

**CERTIFICATE TOTAL** ..................................... 31

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### COMPUTER INFORMATION SYSTEMS
### A.S. DEGREE for employment preparation

<table>
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<tr>
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<td>1</td>
</tr>
<tr>
<td>CIS 10*</td>
<td>Computer Literacy</td>
<td>4</td>
</tr>
</tbody>
</table>

**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
- 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 14 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** ................................

**Required Electives** ..................................... 19

**COD General Education Pattern** .................. 18

**Physical Education 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.

**Advisors**: Z. Becker, C. Decker, T. Gillman
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 Associate of Arts 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.

Advisor: H. Shahidi

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.

Advisor: T. Manzoni

Golf Management

CERTIFICATE OF ACHIEVEMENT

<table>
<thead>
<tr>
<th>Required Courses:</th>
</tr>
</thead>
<tbody>
<tr>
<td>GOLF 29 Methods of Teaching Golf</td>
</tr>
<tr>
<td>GOLF 30 Short Game and Putting</td>
</tr>
<tr>
<td>GOLF 32 Teaching Lab</td>
</tr>
<tr>
<td>GOLF 34 Club Design and Repair</td>
</tr>
<tr>
<td>GOLF 36 Fund. and Rules of Golf</td>
</tr>
<tr>
<td>AGEH 33 Golf Car Maintenance</td>
</tr>
<tr>
<td>AGEH 34 Golf Course Management</td>
</tr>
<tr>
<td>AGPS 5 Plant Science</td>
</tr>
<tr>
<td>AGPS 5L Plant Science Lab</td>
</tr>
<tr>
<td>BUMA 10 Intro to Business</td>
</tr>
<tr>
<td>BUMA 25 Golf Shop Operations</td>
</tr>
<tr>
<td>SP 4 Public Speaking</td>
</tr>
</tbody>
</table>

| CERTIFICATE TOTAL | 27 |

College of the Desert Catalog 2011-2012
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 degree are 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) 773-2571.

Advisors: D. George, S. Beno
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
Physical Education Activities .........................2
DEGREE TOTAL .................................................. 65-68

RETAIL MANAGEMENT
Retail Management is an expanding career path
supported by many industry sectors. Strong retail
managers are essential to business success in 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. The retail industry is at the heart of many local
economies. Effective management is the key to long term
economic security throughout the state. 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 the
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.
Advisor: K. Hall

RETAIL MANAGEMENT CERTIFICATE OF ACHIEVEMENT

Required Courses:
BUMA 1 Principles of Management ..................3
BUMA 27 Marketing .........................................3
BUMA 29 Retail Merchandise Mgmt. .................3
BUMA 31 Business Calculations .......................3
or College Level Mathematics .........................4-5
BUMA 32 Human Relations ...............................3
BUMA 64 Human Resource Mgmt. ......................3
BUMA 94 Business Communications ..................3
or ENG 1A Composition ..................................4
BUAC 50 Accounting/Business Environment ....3
CIS 10 Computer Literacy ................................4
SP 4 Public Speaking ....................................3
CERTIFICATE TOTAL ............................................ 31-34
Advisor: K. Hall

CERTIFIED NURSING ASSISTANT
See Health Sciences (page 109)

CHEMISTRY
See Sciences - Physical (page 121)

COMPOSITION
See English (page 103)

COMMUNICATION
See Mass Communication (page 116)
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. For more information please call (760) 773-2572.

Advisors: A. Jazan, E. Reed

COMMUNICATION STUDIES  A. A. DEGREE for TRANSFER (AA-T)*

<table>
<thead>
<tr>
<th>Dept. No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Courses:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SP 4</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>Group A: Any 2 courses from the following</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SP 1</td>
<td>Intro Interpersonal Comm</td>
<td>3</td>
</tr>
<tr>
<td>SP 5</td>
<td>Group Discussion/Leadership</td>
<td>3</td>
</tr>
<tr>
<td>SP 7</td>
<td>Decision Making &amp; Advocacy</td>
<td>3</td>
</tr>
<tr>
<td>Group B: Any 2 courses from the following</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MC 1</td>
<td>Mass Media/American Culture</td>
<td>3</td>
</tr>
<tr>
<td>SP 2</td>
<td>Oral Interpretation of Lit</td>
<td>3</td>
</tr>
<tr>
<td>SP 7</td>
<td>Decision Making &amp; Advocacy</td>
<td>3</td>
</tr>
<tr>
<td>SP 15</td>
<td>Intercultural Communication</td>
<td>3</td>
</tr>
<tr>
<td>Group C: Any 1 course from the following</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANTH 2</td>
<td>Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1B</td>
<td>Literature &amp; Composition</td>
<td>3</td>
</tr>
<tr>
<td>J 3A</td>
<td>News Reporting &amp; Writing</td>
<td>3</td>
</tr>
<tr>
<td>or MC 1</td>
<td>Mass Media in American Culture</td>
<td>3</td>
</tr>
<tr>
<td>PSY 1</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 1</td>
<td>Introductory Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

Required Subtotal | 18
CSU General Education or IGETC Pattern | 38-41
Transferable Electives (as needed to reach 60 transferable units) | |
DEGREE TOTAL | 60

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

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. For more information please call (760) 776-7223.

Advisor: G. Hagopian

COMPUTER SCIENCE A. S. DEGREE and transfer preparation

<table>
<thead>
<tr>
<th>Dept. No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Courses:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CS 7A</td>
<td>Computer Science I</td>
<td>4</td>
</tr>
<tr>
<td>CS 7B</td>
<td>Computer Science II</td>
<td>4</td>
</tr>
<tr>
<td>CS 9</td>
<td>Data Structures and Algorithms</td>
<td>4</td>
</tr>
<tr>
<td>MATH 1A</td>
<td>Calculus</td>
<td>5</td>
</tr>
<tr>
<td>MATH 1B</td>
<td>Calculus</td>
<td>5</td>
</tr>
<tr>
<td>MATH 15</td>
<td>Discrete Mathematics for Computers</td>
<td>4</td>
</tr>
<tr>
<td>PH 4A</td>
<td>Engineering Physics</td>
<td>5</td>
</tr>
<tr>
<td>PH 4B</td>
<td>Engineering Physics</td>
<td>5</td>
</tr>
</tbody>
</table>

Electives - A minimum of 2 courses to be chosen from the following:

<table>
<thead>
<tr>
<th>Dept. No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS 87</td>
<td>Assembler Language Programming</td>
<td>4</td>
</tr>
<tr>
<td>CH 1A</td>
<td>General Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>MATH 2A</td>
<td>Multivariate Calculus</td>
<td>5</td>
</tr>
<tr>
<td>MATH 2B</td>
<td>Linear Algebra</td>
<td>4</td>
</tr>
<tr>
<td>MATH 2C</td>
<td>Ordinary Differential Equations</td>
<td>4</td>
</tr>
<tr>
<td>PH 4C</td>
<td>Engineering Physics</td>
<td>5</td>
</tr>
<tr>
<td>PH 6A</td>
<td>Electric Circuits for Engr &amp; Science</td>
<td>4</td>
</tr>
</tbody>
</table>

Required Courses | 36
Electives | 8-10
COD General Education (confer with Counselor) | 18
Physical Education Activities | 2
DEGREE TOTAL | 64-66

Consult catalog of transfer institution for specific requirements.

See Business (page 92)
CONSTRUCTION MANAGEMENT

See Architecture/Environmental Design (page 85)

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. For more information please call (760) 776-7384.

Advisor: S. Beno

BASIC CULINARY ARTS
CERTIFICATE OF ACHIEVEMENT

Dept. No. Title ................................................. Units
Required Courses:
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
Required Courses:
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
BUHM 50 Intro. to Hospitality Industry ................. 3
BUHM 63 Hotel & Restaurant Operations ............. 3
BUHA 01 Principles of Management ................... 3
CIS 10 Computer Literacy .................................. 4
Required Business Elective ................................. 3
CERTIFICATE TOTAL .................................................... 39

CULINARY MANAGEMENT A. A. DEGREE

for employment preparation
(Includes Certificate Program)

Dept. No. Title ................................................. Units
Required Courses:
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
BUHA 01 Principles of Management ................... 3
BUHA 10 Hotel & Restaurant Operations ............. 3
BUHA 11 Principles of Management ................... 3
CIS 10 Computer Literacy .................................. 4
CERTIFICATE TOTAL .................................................... 45
COD General Education Pattern ........................ 18
DEGREE TOTAL .................................................... 63

DESEREDITALIST

See Agriculture (page 78)
### 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. For more information please call (760) 776-7286.

**Advisor:** D. Acquistapace

### DIGITAL DESIGN & PRODUCTION CERTIFICATE OF ACHIEVEMENT

<table>
<thead>
<tr>
<th>Dept. No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DDP 1A</td>
<td>Computer Graphics 1A</td>
<td>3</td>
</tr>
<tr>
<td>DDP 1B</td>
<td>Computer Graphics 1B</td>
<td>3</td>
</tr>
<tr>
<td>DDP 2</td>
<td>Computer Graphics 2</td>
<td>3</td>
</tr>
<tr>
<td>DDP 10</td>
<td>Graphic Design I</td>
<td>3</td>
</tr>
</tbody>
</table>

**Required Courses:**

- DDP 11 Graphic Design II ................................... 3
- DDP 20 New Media I ........................................... 3

Required Subtotal .................................................... 18

**Electives - 6 units to be chosen with advisor approval:**

- 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 Intro to Digital Audio ............................ 3

Elective Subtotal .................................................... 6

**CERTIFICATE TOTAL .................................................... 24**

### DIGITAL DESIGN & PRODUCTION A. A. DEGREE for employment preparation

<table>
<thead>
<tr>
<th>Dept. No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DDP 1A</td>
<td>Computer Graphics 1A</td>
<td>3</td>
</tr>
<tr>
<td>DDP 1B</td>
<td>Computer Graphics 1B</td>
<td>3</td>
</tr>
<tr>
<td>DDP 2</td>
<td>Computer Graphics 2</td>
<td>3</td>
</tr>
<tr>
<td>DDP 10</td>
<td>Graphic Design I</td>
<td>3</td>
</tr>
</tbody>
</table>

**Required Courses:**

- 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 Intro to Digital Audio ............................ 3

Required Subtotal .................................................... 18

**Electives - 24 units to be chosen with advisor approval:**

- 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 Intro to Digital Audio ............................ 3

Required Subtotal .................................................... 18

**Elective Subtotal .................................................... 24**

**COD General Education Pattern (confer with Advisor) 18**

**Physical Education Activities ............................... 2**

**DEGREE TOTAL .................................................... 62**
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

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. For more information please call (760) 773-2579 or (760) 568-3093.

**Advisors: D. Greene, W. Sanders**

**EARLY CHILDHOOD EDUCATION A. A. DEGREE**

**for employment preparation and State of California**

**SITE Supervisor Credential preparation**

Department No. Title............................................ Units

**Required Courses:**

<table>
<thead>
<tr>
<th>Dept. No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 1</td>
<td>Principles &amp; Practices of Teaching</td>
<td>3</td>
</tr>
<tr>
<td>ECE 10</td>
<td>Child Growth &amp; Development</td>
<td>3</td>
</tr>
<tr>
<td>ECE 12</td>
<td>Child, Family and Community</td>
<td>3</td>
</tr>
<tr>
<td>ECE 23</td>
<td>Mentor Teacher/Adult Supervision</td>
<td>2</td>
</tr>
<tr>
<td>ECE 24</td>
<td>Admin./Programs for Young Child</td>
<td>3</td>
</tr>
<tr>
<td>or ECE 24A</td>
<td>Admin: Philosophy (0.5)</td>
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<tr>
<td>and ECE 24B</td>
<td>Admin: Licensing (0.5)</td>
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<tr>
<td>and ECE 24C</td>
<td>Admin: Business Plan (0.5)</td>
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<tr>
<td>and ECE 24D</td>
<td>Admin: Fiscal Mgmt (0.5)</td>
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</tr>
<tr>
<td>and ECE 24E</td>
<td>Admin: Marketing (0.5)</td>
<td></td>
</tr>
<tr>
<td>and ECE 24F</td>
<td>Admin: Personnel (0.5)</td>
<td></td>
</tr>
<tr>
<td>ECE 25</td>
<td>Adv Admin./Progs for Young Child</td>
<td>3</td>
</tr>
<tr>
<td>ECE 40</td>
<td>Intro to Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>ECE 44</td>
<td>Health, Safety &amp; Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>ECE 45</td>
<td>Teaching in a Diverse Society</td>
<td>3</td>
</tr>
<tr>
<td>ECE 46A</td>
<td>Observation &amp; Assessment</td>
<td>3</td>
</tr>
<tr>
<td>ECE 47</td>
<td>Practicum in ECE</td>
<td>3</td>
</tr>
<tr>
<td>Required  Core Subtotal</td>
<td>32</td>
<td></td>
</tr>
</tbody>
</table>

Continued on next page..................>
PROGRAMS of STUDY

Electives:

One course to be chosen from the following:

<table>
<thead>
<tr>
<th>Dept. No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 10A</td>
<td>Preschool Child Development</td>
<td>3</td>
</tr>
<tr>
<td>ECE 10B</td>
<td>School Age Child Growth &amp; Dev.</td>
<td>3</td>
</tr>
<tr>
<td>ECE 20</td>
<td>Infant/Toddler Growth &amp; Dev.</td>
<td>3</td>
</tr>
</tbody>
</table>

and One course to be chosen from the following:

<table>
<thead>
<tr>
<th>Dept. No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 19</td>
<td>Children's Lang. &amp; Lit.</td>
<td>3</td>
</tr>
<tr>
<td>ECE 27</td>
<td>English Language Learners in ECE</td>
<td>3</td>
</tr>
<tr>
<td>ECE 30</td>
<td>Curriculum Design</td>
<td>3</td>
</tr>
<tr>
<td>ECE 31</td>
<td>Child Abuse &amp; Neglect</td>
<td>3</td>
</tr>
<tr>
<td>ECE 33</td>
<td>Survey of Special Education</td>
<td>3</td>
</tr>
<tr>
<td>ECE 34</td>
<td>Social Cognition</td>
<td>3</td>
</tr>
<tr>
<td>ECE 36</td>
<td>Music for Young Children</td>
<td>3</td>
</tr>
<tr>
<td>ECE 37</td>
<td>Inclusion Practices in Early Childhood</td>
<td>3</td>
</tr>
<tr>
<td>ECE 38</td>
<td>Science &amp; Number Concepts</td>
<td>3</td>
</tr>
</tbody>
</table>

Recommended COD General Education Courses:

<table>
<thead>
<tr>
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<th>Title</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>ENG 1A</td>
<td>Composition</td>
<td>4</td>
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<tr>
<td>MATH 40</td>
<td>Interm. Algebra</td>
<td>4</td>
</tr>
<tr>
<td>NR 1</td>
<td>OR (Natural Sciences selected course)</td>
<td>3</td>
</tr>
<tr>
<td>PSY 1</td>
<td>OR (Social/Behavioral Sciences selected course)</td>
<td>3</td>
</tr>
<tr>
<td>ASL 1A</td>
<td>OR (Humanities selected course)</td>
<td>3</td>
</tr>
<tr>
<td>SP 1</td>
<td>OR (Traditions &amp; Cultures selected course)</td>
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Core Requirements ................................................. 32
ECE Elective ..................................................... 6
COD General Education Pattern ................................. 20
Physical Education 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

Required Courses:

<table>
<thead>
<tr>
<th>Dept. No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 1</td>
<td>Principles &amp; Practices of Teaching</td>
<td>3</td>
</tr>
<tr>
<td>ECE 10</td>
<td>Child Growth &amp; Development</td>
<td>3</td>
</tr>
<tr>
<td>ECE 12</td>
<td>Child, Family &amp; Community</td>
<td>3</td>
</tr>
<tr>
<td>ECE 40</td>
<td>Intro to Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>ECE 46A</td>
<td>Observation &amp; Assessment</td>
<td>3</td>
</tr>
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</table>

CERTIFICATE TOTAL .................................................. 15

EARLY CHILDHOOD EDUCATION
TEACHER CERTIFICATE
and preparation for State Permit

Required Core Courses:

<table>
<thead>
<tr>
<th>Dept. No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 1</td>
<td>Principles &amp; Practices of Teaching</td>
<td>3</td>
</tr>
<tr>
<td>ECE 10</td>
<td>Child Growth &amp; Development</td>
<td>3</td>
</tr>
<tr>
<td>ECE 12</td>
<td>Child, Family &amp; Community</td>
<td>3</td>
</tr>
<tr>
<td>ECE 31</td>
<td>Child Abuse and Neglect</td>
<td>3</td>
</tr>
<tr>
<td>ECE 40</td>
<td>Intro to Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>ECE 44</td>
<td>Health, Safety &amp; Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>ECE 45</td>
<td>Teaching in a Diverse Society</td>
<td>3</td>
</tr>
<tr>
<td>ECE 46A</td>
<td>Observation &amp; Assessment</td>
<td>3</td>
</tr>
<tr>
<td>ECE 47</td>
<td>Practicum in ECE</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1A</td>
<td>Composition</td>
<td>4</td>
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</tbody>
</table>

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**

<table>
<thead>
<tr>
<th>Dept.</th>
<th>No.</th>
<th>Title .................................................</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ECE</td>
<td>1</td>
<td>Principles &amp; Practices of Teaching ..........</td>
<td>3</td>
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<tr>
<td>ECE</td>
<td>10</td>
<td>Child Growth &amp; Development ......................</td>
<td>3</td>
</tr>
<tr>
<td>ECE</td>
<td>12</td>
<td>Child, Family &amp; Community ........................</td>
<td>3</td>
</tr>
<tr>
<td>ECE</td>
<td>23</td>
<td>Mentor Teacher/Adult Supervision ..............</td>
<td>2</td>
</tr>
<tr>
<td>ECE</td>
<td>31</td>
<td>Child Abuse and Neglect ..........................</td>
<td>3</td>
</tr>
<tr>
<td>ECE</td>
<td>40</td>
<td>Intro to Curriculum ..................................</td>
<td>3</td>
</tr>
<tr>
<td>ECE</td>
<td>44</td>
<td>Health, Safety &amp; Nutrition ........................</td>
<td>3</td>
</tr>
<tr>
<td>ECE</td>
<td>45</td>
<td>Teaching in a Diverse Society ....................</td>
<td>3</td>
</tr>
<tr>
<td>ECE</td>
<td>46A</td>
<td>Observation &amp; Assessment ..........................</td>
<td>3</td>
</tr>
<tr>
<td>ECE</td>
<td>47</td>
<td>Practicum in ECE ..................................</td>
<td>3</td>
</tr>
<tr>
<td>ENG</td>
<td>1A</td>
<td>Composition ..........................................</td>
<td>4</td>
</tr>
</tbody>
</table>

**ECE Emphasis Courses** ................................................. 6

*Infant/Toddler Education:*
- ECE 20  Infant/Toddler Growth & Devel. (3)  
- ECE 21  Infant/Toddler Environments (3)

*Or Early Childhood Special Education:*
- ECE 33  Survey of Special Education (3)  
- ECE 35  Issues in Special Education (3)

*Or Early Childhood Curriculum (6 units from the following):*
- ECE 19  Children's Language & Lit (3)  
- ECE 30  Curriculum Design (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.

**Advisors:** D. Greene, W. Sanders

### 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) 773-2571 or visit the division 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:** J. Jaramillo

### ECONOMICS

See Business (page 94)
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.


COMPOSITION A. A. DEGREE
and transfer preparation

<table>
<thead>
<tr>
<th>Dept. No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1A</td>
<td>Composition</td>
<td>4</td>
</tr>
<tr>
<td>ENG 1B</td>
<td>Composition/Literature</td>
<td>3</td>
</tr>
</tbody>
</table>

Plus two courses from the following:

<table>
<thead>
<tr>
<th>Dept. No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 5A</td>
<td>Creative Writing</td>
<td>3</td>
</tr>
<tr>
<td>ENG 23</td>
<td>Intro to Autobiography</td>
<td>3</td>
</tr>
<tr>
<td>J 3A</td>
<td>News Reporting</td>
<td>3</td>
</tr>
<tr>
<td>J 10</td>
<td>Magazine Writing &amp; Production</td>
<td>3</td>
</tr>
<tr>
<td>RTV 5</td>
<td>Radio &amp; Television Writing</td>
<td>3</td>
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</table>

At least three courses from the following:

<table>
<thead>
<tr>
<th>Dept. No.</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ENG 1OA</td>
<td>American Literature I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1OB</td>
<td>American Literature II</td>
<td>3</td>
</tr>
<tr>
<td>ENG 11A</td>
<td>Survey of English Lit</td>
<td>3</td>
</tr>
<tr>
<td>ENG 11B</td>
<td>Survey of English Lit</td>
<td>3</td>
</tr>
</tbody>
</table>

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     Mass Media in Amer. Culture .... 3

Required Subtotal.................................. 22
CSU General Education or IGETC Pattern ...... 38-41
Physical Education Activities................... 2
DEGREE TOTAL ....................................... 62-65

LITERATURE A. A. DEGREE
and transfer preparation

<table>
<thead>
<tr>
<th>Dept. No.</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ENG 1A</td>
<td>Composition</td>
<td>4</td>
</tr>
<tr>
<td>ENG 1B</td>
<td>Composition/Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENG 10A</td>
<td>American Literature I</td>
<td>3</td>
</tr>
<tr>
<td>or ENG 10B</td>
<td>Amer. Literature II (3)</td>
<td></td>
</tr>
<tr>
<td>or ENG 11A</td>
<td>Survey of English Lit (3)</td>
<td></td>
</tr>
<tr>
<td>or ENG 11B</td>
<td>Survey of English Lit (3)</td>
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</table>

Plus four courses from the following:

<table>
<thead>
<tr>
<th>Dept. No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 5A</td>
<td>Creative Writing</td>
<td>3</td>
</tr>
<tr>
<td>ENG 10A</td>
<td>American Literature I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 10B</td>
<td>American Literature II</td>
<td>3</td>
</tr>
<tr>
<td>ENG 12A</td>
<td>World Literature I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 12B</td>
<td>World Literature II</td>
<td>3</td>
</tr>
<tr>
<td>ENG 14</td>
<td>Shakespeare</td>
<td>3</td>
</tr>
<tr>
<td>ENG 15</td>
<td>The Short Story</td>
<td>3</td>
</tr>
<tr>
<td>ENG 16</td>
<td>Literature of the Desert</td>
<td>3</td>
</tr>
<tr>
<td>ENG 17</td>
<td>Women in Literature</td>
<td>3</td>
</tr>
</tbody>
</table>
| ENG 21    | Intro to Latin American/Chicano Lit ... 3
| ENG 22    | Intro to African American Literature ... 3
| ENG 23    | Intro to Autobiography              | 3     |

Continued on next page...................>
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 (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. 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.

**ENGLISH PROFICIENCY CERTIFICATE: LIFE & WORK SKILLS**

<table>
<thead>
<tr>
<th>Dept. No.</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESLN 309A</td>
<td>ESL - Literacy</td>
</tr>
<tr>
<td>ESLN 310A</td>
<td>ESL - Comprehensive I</td>
</tr>
<tr>
<td>ESLN 310B</td>
<td>ESL - Comprehensive II</td>
</tr>
<tr>
<td>ESLN 310C</td>
<td>ESL - Comprehensive III</td>
</tr>
<tr>
<td>ESLN 388A</td>
<td>ESL - Conversation I</td>
</tr>
<tr>
<td>ESLN 388B</td>
<td>ESL - Conversation II</td>
</tr>
<tr>
<td>ESLN 388C</td>
<td>ESL - Conversation III</td>
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<tr>
<td>ESLN 390B</td>
<td>ESL - Pronunciation &amp; Vocabulary</td>
</tr>
<tr>
<td>ESLN 399</td>
<td>ESL - Language Lab</td>
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**ACADEMIC ENGLISH CERTIFICATE**

<table>
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<tr>
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<th>Title</th>
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<tbody>
<tr>
<td>ESLN 310D</td>
<td>ESL - Comprehensive IV</td>
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<tr>
<td>ESLN 310E</td>
<td>ESL - Comprehensive V</td>
</tr>
<tr>
<td>ESLN 388D</td>
<td>ESL - Conversation IV</td>
</tr>
<tr>
<td>ESLN 388E</td>
<td>ESL - Conversation V</td>
</tr>
<tr>
<td>ESLN 399</td>
<td>ESL - Language Lab</td>
</tr>
</tbody>
</table>
ENVIRONMENTAL HORTICULTURE

See Agriculture (page 75)

ENVIRONMENTAL SCIENCES

See Sciences - Physical (page 121)

FIELD RANGER

See Agriculture (page 78)

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 www.codpsa.com.

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

Advisor: I. Otero

<table>
<thead>
<tr>
<th>FIRE TECHNOLOGY</th>
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</thead>
<tbody>
<tr>
<td>CERTIFICATE OF ACHIEVEMENT</td>
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<table>
<thead>
<tr>
<th>Dept. No.</th>
<th>Title ................................................. Units</th>
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<tbody>
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<td>Required Courses:</td>
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<tr>
<td>FIRE 1</td>
<td>Fire Protection Organizations .................. 3</td>
</tr>
<tr>
<td>FIRE 2</td>
<td>Fire Prevention ................................... 3</td>
</tr>
<tr>
<td>FIRE 3</td>
<td>Fire Protection Equipment/Systems ........ 3</td>
</tr>
<tr>
<td>FIRE 4</td>
<td>Bldg Construction/Fire Protection ............... 3</td>
</tr>
<tr>
<td>FIRE 5</td>
<td>Fire Behavior &amp; Combustion ........................ 3</td>
</tr>
<tr>
<td>FIRE 6</td>
<td>Hazardous Materials/ICS ............................ 3</td>
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<tr>
<td>EMT 84</td>
<td>Emergency Medical Tech I .......................... 6</td>
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<tr>
<td>Required Subtotal ....................................... 24</td>
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<tr>
<td>Electives - Choose 4 units (with Advisor approval):</td>
<td></td>
</tr>
<tr>
<td>FIRE 10</td>
<td>Wildland Fire Technology ............................ 3</td>
</tr>
<tr>
<td>FIRE 70</td>
<td>Confined Space-Awareness ........................... 0.5</td>
</tr>
<tr>
<td>FIRE 71</td>
<td>Confined Space-Operational ........................ 1.0</td>
</tr>
<tr>
<td>FIRE 72</td>
<td>Trench Rescue ...................................... 0.5</td>
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<tr>
<td>FIRE 73</td>
<td>Automobile Extrication ............................. 0.5</td>
</tr>
<tr>
<td>FIRE 74</td>
<td>Fire Control 3 ..................................... 1.5</td>
</tr>
<tr>
<td>FIRE 75</td>
<td>Hazardous Materials 1st Responder .................. 1.0</td>
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<tr>
<td>FIRE 76</td>
<td>Intro to Rescue Systems ........................... 1.0</td>
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<tr>
<td>FIRE 77A</td>
<td>Fire Investigation 1A ............................... 2.5</td>
</tr>
<tr>
<td>FIRE 77B</td>
<td>Fire Investigation 1B ................................ 2.5</td>
</tr>
<tr>
<td>FIRE 78A</td>
<td>Fire Instructor 1A .................................. 2.5</td>
</tr>
<tr>
<td>FIRE 78B</td>
<td>Fire Instructor 1B .................................. 2.5</td>
</tr>
<tr>
<td>FIRE 79A</td>
<td>I-100: Intro to ICS .................................. 0.5</td>
</tr>
<tr>
<td>FIRE 79B</td>
<td>I-200: Basic ICS .................................... 1.0</td>
</tr>
<tr>
<td>FIRE 79C</td>
<td>I-300: Intermediate ICS .............................. 1.5</td>
</tr>
<tr>
<td>FIRE 79D</td>
<td>I-400: Advanced ICS ................................ 1.5</td>
</tr>
<tr>
<td>FIRE 80</td>
<td>S-404: Safety Officer ................................ 2.0</td>
</tr>
<tr>
<td>FIRE 81</td>
<td>S-339: Div/Group Supervisor ........................ 1.5</td>
</tr>
<tr>
<td>FIRE 90A</td>
<td>Fire Prevention 1A .................................. 2.0</td>
</tr>
<tr>
<td>FIRE 90B</td>
<td>Fire Prevention 1B .................................. 2.0</td>
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<tr>
<td>FIRE 91A</td>
<td>Fire Command 1A ...................................... 2.0</td>
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<td>FIRE 91B</td>
<td>Fire Command 1B ...................................... 2.0</td>
</tr>
<tr>
<td>FIRE 92</td>
<td>Fire Management (Supervision) ........................ 2.0</td>
</tr>
<tr>
<td>Elective Subtotal ........................................ 4</td>
<td></td>
</tr>
<tr>
<td>CERTIFICATE TOTAL ........................................ 28</td>
<td></td>
</tr>
</tbody>
</table>
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. For further information please call (760) 773-2572.

Advisors: P. Agudelo, F. Attoun

**FRENCH, ITALIAN, OR SPANISH A. A. DEGREE and transfer preparation**

Dept. No. Title ................................................. Units

**Required Courses:**

<table>
<thead>
<tr>
<th>Dept.</th>
<th>No.</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>FIRE</td>
<td>1</td>
<td>Fire Protection Organizations</td>
<td>3</td>
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<tr>
<td>FIRE</td>
<td>2</td>
<td>Fire Prevention</td>
<td>3</td>
</tr>
<tr>
<td>FIRE</td>
<td>3</td>
<td>Fire Protection Equipment/Systems</td>
<td>3</td>
</tr>
<tr>
<td>FIRE</td>
<td>4</td>
<td>Bldg Construction/Fire Protection</td>
<td>3</td>
</tr>
<tr>
<td>FIRE</td>
<td>5</td>
<td>Fire Behavior &amp; Combustion</td>
<td>3</td>
</tr>
<tr>
<td>FIRE</td>
<td>6</td>
<td>Hazardous Materials/ICS</td>
<td>3</td>
</tr>
<tr>
<td>EMT</td>
<td>84</td>
<td>Emergency Medical Tech I</td>
<td>6</td>
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</table>

Required Subtotal ................................................ 66

**Electives - Choose 10 units (with Advisor approval):**

<table>
<thead>
<tr>
<th>Dept.</th>
<th>No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRE</td>
<td>7A</td>
<td>Fire Investigation 1A</td>
<td>2.5</td>
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<tr>
<td>FIRE</td>
<td>7B</td>
<td>Fire Investigation 1B</td>
<td>2.5</td>
</tr>
<tr>
<td>FIRE</td>
<td>7A</td>
<td>Fire Instructor 1A</td>
<td>2.5</td>
</tr>
<tr>
<td>FIRE</td>
<td>7B</td>
<td>Fire Instructor 1B</td>
<td>2.5</td>
</tr>
<tr>
<td>FIRE</td>
<td>7B</td>
<td>Fire Investigator 1B</td>
<td>2.5</td>
</tr>
<tr>
<td>FIRE</td>
<td>79A</td>
<td>I-100: Intro to ICS</td>
<td>0.5</td>
</tr>
<tr>
<td>FIRE</td>
<td>7B</td>
<td>I-200: Basic ICS</td>
<td>1.0</td>
</tr>
<tr>
<td>FIRE</td>
<td>7B</td>
<td>I-300: Intermediate ICS</td>
<td>1.5</td>
</tr>
<tr>
<td>FIRE</td>
<td>7B</td>
<td>I-400: Advanced ICS</td>
<td>1.5</td>
</tr>
<tr>
<td>FIRE</td>
<td>80</td>
<td>S-404: Safety Officer</td>
<td>2.0</td>
</tr>
<tr>
<td>FIRE</td>
<td>81</td>
<td>S-339: Div/Group Supervisor</td>
<td>1.5</td>
</tr>
<tr>
<td>FIRE</td>
<td>90A</td>
<td>Fire Prevention 1A</td>
<td>2.0</td>
</tr>
<tr>
<td>FIRE</td>
<td>90B</td>
<td>Fire Prevention 1B</td>
<td>2.0</td>
</tr>
<tr>
<td>FIRE</td>
<td>90A</td>
<td>Fire Command 1A</td>
<td>2.0</td>
</tr>
<tr>
<td>FIRE</td>
<td>90B</td>
<td>Fire Command 1B</td>
<td>2.0</td>
</tr>
<tr>
<td>FIRE</td>
<td>92</td>
<td>Fire Management (Supervision)</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Other Electives (with Advisor approval) ................................ 6

COD General Education Pattern .................................. 18

Physical Education Activities ................................ 2

DEGREE TOTAL ........................................................ 60

Advisor: I. Otero

College of the Desert offers courses in American Sign Language, French, German, Italian, Japanese, and Spanish.

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Advisors: P. Agudelo, F. Attoun

**FRENCH, ITALIAN, OR SPANISH A. A. DEGREE and transfer preparation**

Dept. No. Title ................................................. Units

**Required Courses:**

<table>
<thead>
<tr>
<th>Dept.</th>
<th>No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FL</td>
<td>1, 2</td>
<td>Elementary</td>
<td>10</td>
</tr>
<tr>
<td>or</td>
<td>FL 1AB,2AB</td>
<td>Elementary</td>
<td>12</td>
</tr>
<tr>
<td>FL</td>
<td>3, 4</td>
<td>Intermediate</td>
<td>8</td>
</tr>
<tr>
<td>FL</td>
<td></td>
<td>Another language</td>
<td>3-5</td>
</tr>
</tbody>
</table>

Required Subtotal ................................................ 21-25

CSU General Education or IGETC Pattern ................................ 38-41

Physical Education Activities ................................ 2

DEGREE TOTAL ........................................................ 61-68

**GENERAL BUSINESS**

See Business (page 92)

**GEOGRAPHY**

See Social Sciences (page 124)

**GEOLOGY**

See Sciences - Physical (page 122)

**GOLF MANAGEMENT**

See Business (page 94)
HEALTH, PHYSICAL EDUCATION AND RECREATION

Physical education is the study of health, fitness, recreation and lifetime wellness. Career paths chosen by students pursuing undergraduate studies in physical education 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 physical education 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 physical education 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 associate’s degree in physical education 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. For more information please call (760) 773-2591.

Advisors: W. Ansley, C. Hays

PROGRAMS of STUDY

PHYSICAL EDUCATION A.A. DEGREE
and transfer preparation

<table>
<thead>
<tr>
<th>Dept. No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PE 1</td>
<td>First Aid and Safety</td>
<td>3</td>
</tr>
<tr>
<td>PE 2*</td>
<td>Sports Officiating</td>
<td>3</td>
</tr>
<tr>
<td>PE 3*</td>
<td>Athletic Training I</td>
<td>3</td>
</tr>
<tr>
<td>PE 5*</td>
<td>Foundations of Coaching</td>
<td>3</td>
</tr>
<tr>
<td>PE 8*</td>
<td>Intro to Kinesiology</td>
<td>3</td>
</tr>
<tr>
<td>PE 40-99**</td>
<td>Physical Education Activity</td>
<td>2</td>
</tr>
<tr>
<td>RE 1*</td>
<td>Intro to Comm. Recreation</td>
<td>3</td>
</tr>
<tr>
<td>RE 2A-D</td>
<td>Recreation Field Work</td>
<td>2</td>
</tr>
</tbody>
</table>

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 PE Requirement

RECREATION A.A. DEGREE
and transfer preparation

<table>
<thead>
<tr>
<th>Dept. No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PE 1</td>
<td>First Aid and Safety</td>
<td>3</td>
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<tr>
<td>PE 2*</td>
<td>Sports Officiating</td>
<td>3</td>
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<tr>
<td>PE 5*</td>
<td>Foundations of Coaching</td>
<td>3</td>
</tr>
<tr>
<td>PE 8*</td>
<td>Intro to Kinesiology</td>
<td>3</td>
</tr>
<tr>
<td>PE 40-99**</td>
<td>Physical Education Activity</td>
<td>2</td>
</tr>
<tr>
<td>RE 1*</td>
<td>Intro to Comm. Recreation</td>
<td>3</td>
</tr>
<tr>
<td>RE 2A-D</td>
<td>Recreation Field Work</td>
<td>2</td>
</tr>
</tbody>
</table>

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 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/ss/ap/healthsciences. 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. 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.

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.

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/ss/ap/healthsciences. 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.
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.

**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, Early Childhood Education & Physical Education/Athletics.

**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, Early Childhood Education & Physical Education/Athletics.

**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 licenses 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.collegeofthe
desert.edu/students/ss/ap/healthsciences, or from the
School of Health Sciences, Early Childhood Education &
Physical Education/Athletics 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, Early Childhood Education &
Physical Education/Athletics 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.collegeofthedesi
ed.edu/students/ss/ap/
healthsciences.

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.collegeofthe
desert.edu/students/ss/ap/healthsciences.

- 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/ss/ap/healthsciences

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 STDV 11; and a keyboarding course.

VOCA TIONAL 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/ss/ap/healthsciences:

- Program eligibility
- Acceptance criteria
- Selection process
- Required prerequisites
- Additional program requirements

College of the Desert Catalog 2011-2012
Students interested in the Vocational Nursing Program should:

1. Visit the school web page, www.collegeofthedesert.edu/students/ss/ap/healthsciences 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.

**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:

<table>
<thead>
<tr>
<th>Dept. No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HS 13</td>
<td>General Nutrition</td>
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</tr>
<tr>
<td>HS 62</td>
<td>Your Living Body</td>
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</tr>
<tr>
<td>HS 67</td>
<td>Intro Med/Dosage Calculations</td>
<td>1</td>
</tr>
<tr>
<td>PSY 1</td>
<td>General Psychology</td>
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<td>VN 10</td>
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<td>VN 10L</td>
<td>Vocational Nursing I Lab</td>
<td>7</td>
</tr>
<tr>
<td>VN 20</td>
<td>Vocational Nursing II</td>
<td>9</td>
</tr>
<tr>
<td>VN 20L</td>
<td>Vocational Nursing II Lab</td>
<td>7</td>
</tr>
<tr>
<td>VN 30</td>
<td>Vocational Nursing III</td>
<td>5</td>
</tr>
<tr>
<td>VN 30L</td>
<td>Vocational Nursing III Lab</td>
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</tr>
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</table>

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:

<table>
<thead>
<tr>
<th>Dept. No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HS 13</td>
<td>General Nutrition</td>
<td>3</td>
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<tr>
<td>HS 62</td>
<td>Your Living Body</td>
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<td>HS 67</td>
<td>Intro Med/Dosage Calculations</td>
<td>1</td>
</tr>
<tr>
<td>PSY 1</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>VN 10</td>
<td>Vocational Nursing I</td>
<td>9</td>
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<td>VN 10L</td>
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<td>VN 20</td>
<td>Vocational Nursing II</td>
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<tr>
<td>VN 20L</td>
<td>Vocational Nursing II Lab</td>
<td>7</td>
</tr>
<tr>
<td>VN 30</td>
<td>Vocational Nursing III</td>
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<tr>
<td>VN 30L</td>
<td>Vocational Nursing III Lab</td>
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Required Subtotal .................................................... 51
COD General Education Pattern ....................................... 18
Physical Education Requirement ...................................... 2
DEGREE TOTAL .......................................................... 71

Advisors: B. Baluski, M. Przygocki
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.

**Counselors:** E. Andrews, B. Augustine, K. Hoang, M. Jasso, E. King, F. Sangiorgio, J. Simo

LIBERAL ARTS A. A. DEGREE

with emphasis in Business and Technology

These courses emphasize the study of areas such as 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
(18 units required from courses listed below with at least 2 or more courses from 1 discipline)

**Architecture**

- 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, 23, 24, 25, 26, 31, 32, 35, 36

**French**

- 1, 1A, 1B, 2, 2A, 2B, 3, 4

**German**

- 1, 1A, 1B, 2, 2A, 2B, 2B

**History**

- 3, 4, 17, 18, 21

**Italian**

- 1, 1A, 1B, 2, 2A, 2B, 3, 4

**Japanese**

- 1, 1A, 1B, 2, 2A, 2B, 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, 2A, 2B, 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)

Physical Education Activities ............................................. 2

**DEGREE TOTAL** ............................................... 60-61

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
(18 units required from courses listed below with at least 2 or more courses from 1 discipline)

**Business Accounting**

- 4, 8, 9, 10, 20A, 20B

**Business Finance**

- 12, 13

**Business Hotel & Restaurant Mgmt.**

- 50, 63

**Business Mgmt.**

- 10, 20A*, 20B*, 27, 28, 32, 64

**Computer Information Systems**

- 10, 81A, 81B, 82C, 83D, 85C, 86
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
18 units required: 2 courses each from area I and II, 1 course each from area III and IV (must include HS 13 )

Area I - Nutrition & Health (6 units)
- Early Childhood Education 4
- Health Education 1*
- Health Sciences 13
- Physical Education 8

Area II - Child Development & Community Health (6 units)
- Early Childhood Education 10A*, 10B*, 12
- Health Education 1*
- Alcohol & Drug Studies 1, 24
- Recreation 1
- Sociology 14

Area III - Business/Human Relations & Communication (3 units)
- Business/Management 1, 10, 20A*, 27, 32
- Sociology 14
- Speech 15

Area IV - Biology and Anatomy (3 units)
- Biology 4*, 10*, 13*, 14*

Transferable Electives (as needed to reach 60 transferable units)
Physical Education Activities ........................................... 2
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
(18 units required from courses listed below with 2 or more courses in science and 2 or more courses in math)

Astronomy 1, 1L
- 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*
- Natural Resources 1, 1L
- Physics 1*, 2A*, 2B*, 4A*, 4B*, 17
- Sociology 3*

Transferable Electives (as needed to reach 60 transferable units)
Physical Education Activities ........................................... 2
DEGREE TOTAL ........................................................ 60-61

College of the Desert Catalog 2011-2012
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
  Physical Education 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 BOLDBOLDBOLDBOLDBOLD also transfer to UC (*indicates that transfer credit is limited depending on UC)

Transferable Electives (as needed to reach 60 transferable units)

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
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, 2, 3*, 14, 15
Sociology 1, 3, 7, 10, 12, 20, 23, 25, 27, 29, 33
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 BOLDBOLDBOLDBOLDBOLD also transfer to UC (*indicates that transfer credit is limited depending on UC)

Transferable Electives (as needed to reach 60 transferable units)

Physical Education Activities ............................... 2

DEGREE TOTAL .................................................. 60-61

MASS COMMUNICATION

College of the Desert’s Mass Communication program offers an Associate of Arts degree in Communication, 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) 773-2572.

Advisors: A. Jazan, E. Reed

COMMUNICATION A. A. DEGREE

<table>
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<th>No.</th>
<th>Title</th>
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<td>Composition</td>
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<tr>
<td>ENG</td>
<td>1B</td>
<td>Literature &amp; Composition</td>
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<tr>
<td>SP</td>
<td>1</td>
<td>Intro. to Interpersonal Comm.</td>
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<tr>
<td>SP</td>
<td>7</td>
<td>Decision Making/Advocacy</td>
<td>3</td>
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<tr>
<td>MC</td>
<td>1</td>
<td>Mass Media in Amer. Culture</td>
<td>3</td>
</tr>
<tr>
<td>SP</td>
<td>4</td>
<td>Public Speaking</td>
<td>3</td>
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<tr>
<td>OR SP</td>
<td>5</td>
<td>Group Discussion/Leadership (3)</td>
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<td>AND</td>
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<td>5A</td>
<td>Creative Writing</td>
<td>(3)</td>
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<td>ENG</td>
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<td>Technical &amp; Professional Writing</td>
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<tr>
<td>J</td>
<td>3A</td>
<td>News Reporting &amp; Writing</td>
<td>(3)</td>
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<tr>
<td>J</td>
<td>10</td>
<td>Magazine Writing &amp; Production</td>
<td>(3)</td>
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<tr>
<td>RTV</td>
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<td>Radio&amp;Television Writing</td>
<td>(3)</td>
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Required Subtotal ................................................ 22
CSU General Education or IGETC Pattern ............. 38-41
Physical Education Activities ................................2
DEGREE TOTAL .................................................. 62-65

JOURNALISM A. A. DEGREE

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<th>No.</th>
<th>Title</th>
<th>Units</th>
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<tr>
<td>MC</td>
<td>1</td>
<td>Mass Media in Amer. Culture</td>
<td>3</td>
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<tr>
<td>J</td>
<td>3A</td>
<td>News Reporting &amp; Writing</td>
<td>3</td>
</tr>
<tr>
<td>J</td>
<td>4A</td>
<td>Basic Newspaper Production</td>
<td>3</td>
</tr>
<tr>
<td>J</td>
<td>4B</td>
<td>Intermediate Newspaper Production</td>
<td>3</td>
</tr>
<tr>
<td>J</td>
<td>4C</td>
<td>Advanced Newspaper Production</td>
<td>3</td>
</tr>
<tr>
<td>J</td>
<td>10</td>
<td>Magazine Writing &amp; Production</td>
<td>3</td>
</tr>
<tr>
<td>RTV</td>
<td>5</td>
<td>Radio &amp; Television Writing</td>
<td>3</td>
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</table>

Required Subtotal ................................................ 21
CSU General Education or IGETC Pattern ............. 38-41
Physical Education Activities ................................2
DEGREE TOTAL .................................................. 61-64

MASS COMMUNICATION A.A. DEGREE

<table>
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<th>No.</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>MC</td>
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<td>Mass Media in Amer. Culture</td>
<td>3</td>
</tr>
<tr>
<td>J</td>
<td>3A</td>
<td>News Reporting and Writing</td>
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<tr>
<td>OR</td>
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<tr>
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<td>5</td>
<td>Intro. to Public Relations</td>
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</tr>
<tr>
<td>J</td>
<td>4A</td>
<td>Basic Newspaper Prod</td>
<td>3</td>
</tr>
<tr>
<td>J</td>
<td>4B</td>
<td>Intermediate Newspaper Prod</td>
<td>3</td>
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<tr>
<td>J</td>
<td>4C</td>
<td>Advanced Newspaper Prod</td>
<td>3</td>
</tr>
<tr>
<td>RTV</td>
<td>2</td>
<td>Radio &amp; TV Announcing</td>
<td>3</td>
</tr>
<tr>
<td>RTV</td>
<td>4A</td>
<td>Motion Picture/TV Production</td>
<td>3</td>
</tr>
<tr>
<td>RTV</td>
<td>4B</td>
<td>Adv. Motion Picture/TV Production</td>
<td>3</td>
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<tr>
<td>RTV</td>
<td>5</td>
<td>Radio Television Writing</td>
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Required Subtotal ................................................ 20-21
CSU General Education or IGETC Pattern ............. 38-41
Physical Education Activities ................................2
DEGREE TOTAL .................................................. 60-64

Advisors: A. Jazan, E. Reed

MASTER TEACHER/ECE

See Early Childhood Education (page 102)
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.


MATHEMATICS A. S. DEGREE and transfer preparation

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<th>Title</th>
<th>Units</th>
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<tr>
<td>MATH 1B</td>
<td>Calculus</td>
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<tr>
<td>MATH 2A</td>
<td>Multivariate Calculus</td>
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<tr>
<td>MATH 2B</td>
<td>Linear Algebra</td>
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<tr>
<td>PH 4B</td>
<td>Engineering Physics</td>
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<tr>
<td>PH 4B</td>
<td>Engineering Physics</td>
<td>5</td>
</tr>
<tr>
<td>PH 5</td>
<td>Computer Programming I: C++</td>
<td>3</td>
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</table>

Consult catalog of transfer institution for specific requirements.

MUSIC

The music program offers a wide range of courses in music fundamentals, musicianship, harmony, appreciation and history, as well as classes in piano, voice, and guitar. Private lessons are available to music majors on most instruments, including voice, through the applied music program. Instrumental and vocal ensembles provide public performance opportunities to majors and non-majors alike. 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:
- Music Associate of Arts Degree
- Music Theory Certificate
- Music Technology Certificate
- Musical Theatre Certificate

Music certificates are locally approved and are NOT notated on the student's academic transcript in accordance with State regulations.

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. For more information please call (760) 773-2574.

Advisors: A. Fesmire (instrumental)
D. Romano (vocal)

MUSIC A. A. DEGREE and transfer preparation

<table>
<thead>
<tr>
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<th>Title</th>
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<tbody>
<tr>
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<td>MUS 2</td>
<td>Music Theory II</td>
<td>4</td>
</tr>
<tr>
<td>MUS 3</td>
<td>Music Theory III</td>
<td>4</td>
</tr>
<tr>
<td>MUS 21A</td>
<td>Beginning Class Piano</td>
<td>2</td>
</tr>
<tr>
<td>MUS 21B</td>
<td>Int/Adv Class Piano (2,2)</td>
<td>4</td>
</tr>
<tr>
<td>MUS 99</td>
<td>Applied Music (1,1,1,1)</td>
<td>4</td>
</tr>
</tbody>
</table>

Performance Ensembles - 4 units chosen from the following in consultation with Music advisor:
- MUS 27 Jazz Ensemble
- MUS 28 Chamber Ensemble
- MUS 29 Jazz Singers
- MUS 31 Chamber Singers

Music Subtotal ........................................................ 26
CSU General Education or IGETC Pattern ........ 38-41
Physical Education Activities..................... 2
DEGREE TOTAL .................................................. 66-69

MUSIC TECHNOLOGY CERTIFICATE
for employment preparation

<table>
<thead>
<tr>
<th>Dept. No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 12</td>
<td>Fundamentals of Music</td>
<td>3</td>
</tr>
<tr>
<td>MUS 21A</td>
<td>Beginning Class Piano</td>
<td>2</td>
</tr>
<tr>
<td>MUS 21B</td>
<td>Int/Adv Class Piano</td>
<td>2</td>
</tr>
<tr>
<td>MUS 78A</td>
<td>Intro to Digital Audio</td>
<td>3</td>
</tr>
<tr>
<td>MUS 78B</td>
<td>Int/Adv Digital Audio</td>
<td>3,3</td>
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</table>

CERTIFICATE TOTAL .................................................. 16

MUSIC THEORY CERTIFICATE
for employment preparation

<table>
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<tr>
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<tbody>
<tr>
<td>MUS 1</td>
<td>Music Theory I</td>
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<tr>
<td>MUS 2</td>
<td>Music Theory II</td>
<td>4</td>
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<tr>
<td>MUS 3</td>
<td>Music Theory III</td>
<td>4</td>
</tr>
<tr>
<td>MUS 21A</td>
<td>Beginning Class Piano</td>
<td>2</td>
</tr>
<tr>
<td>MUS 21B</td>
<td>Int/Adv Class Piano</td>
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</table>

CERTIFICATE TOTAL .................................................. 16

MUSICAL THEATRE CERTIFICATE
for employment preparation

<table>
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<tr>
<th>Dept. No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 7</td>
<td>History of Musical Theatre</td>
<td>3</td>
</tr>
<tr>
<td>MUS 23</td>
<td>Broadway Voice (2,2)</td>
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<tr>
<td>MUS 84</td>
<td>Musical Theatre Perf (1,1,1,1)</td>
<td>6</td>
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<tr>
<td>or MUS85</td>
<td>Musical Theatre Perf (2,2,2)</td>
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<tr>
<td>or MUS86</td>
<td>Musical Theatre Perf (3,3)</td>
<td></td>
</tr>
<tr>
<td>DANC 51</td>
<td>Theatre Dance (2,2)</td>
<td>4</td>
</tr>
</tbody>
</table>

CERTIFICATE TOTAL .................................................. 17

NATURAL RESOURCES
See Agriculture (page 77)

NURSING (ADN/RN)
See Health Sciences (page 109)

NURSING ASSISTANT
See Health Sciences (page 109)

PEST MANAGEMENT
See Agriculture (page 78)
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. For more information please call (760) 773-2573.

**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:**
- R. Rosteck, Biology
- A. Tesch, Biology, Nursing, Pre-medicine
- C. Totten, Microbiology, Pre-medicine, Pre-dentistry, Pre-optometry, Pre-veterinary Medicine
- R. Tracey, Bacteriology, Microbiology, Nursing, Pre-medicine, Pre-dentistry

**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)

<table>
<thead>
<tr>
<th>Dept. No.</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>BI 5</td>
<td>Molecular &amp; Cell Biology</td>
<td>5</td>
</tr>
<tr>
<td>BI 6</td>
<td>Biology of Organisms</td>
<td>5</td>
</tr>
<tr>
<td>CH 1A</td>
<td>General Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>CH 1B</td>
<td>General Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>MATH 1A</td>
<td>Calculus</td>
<td>5</td>
</tr>
<tr>
<td>MATH 1B</td>
<td>Calculus</td>
<td>5</td>
</tr>
<tr>
<td>PH 2A,B</td>
<td>College Physics</td>
<td>4,4</td>
</tr>
<tr>
<td>OR PH 4A,B</td>
<td>Engineering Physics</td>
<td>(5,5)</td>
</tr>
</tbody>
</table>

*(Physics selection depends on requirements of transfer institution)*

Required Subtotal ............................................. 38-40
COD General Education (confers with Counselor) .... 18
Transferable Electives (as needed to reach 60 transferable units)
Physical Education Activities .................................. 2
**DEGREE TOTAL** .................................................. 60

**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. For more information please call (760) 773-2573.

**Advisors:**
- J. Clurash, Chemistry
- D. MacIntire, Physics, Astronomy
- N. Moll, Geology, Environmental Studies
- R. Rosteck, Environmental Studies
- R. Tracey, Chemistry
### CHEMISTRY A. S. DEGREE

and transfer preparation

(Includes Bio-Chemistry)

<table>
<thead>
<tr>
<th>Dept. No.</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>CH 1A</td>
<td>General Chemistry</td>
<td>5</td>
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<tr>
<td>CH 1B</td>
<td>General Chemistry</td>
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<td>CH 10A</td>
<td>Organic Chemistry</td>
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<tr>
<td>CH 10B</td>
<td>Organic Chemistry</td>
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<tr>
<td>BI 5</td>
<td>Molecular &amp; Cell Biology</td>
<td>5</td>
</tr>
<tr>
<td>BI 6</td>
<td>Biology of Organisms</td>
<td>5</td>
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<tr>
<td>MATH 1A</td>
<td>Calculus</td>
<td>5</td>
</tr>
<tr>
<td>MATH 1B</td>
<td>Calculus</td>
<td>5</td>
</tr>
<tr>
<td>PH 2A,B</td>
<td>College Physics</td>
<td>4,4</td>
</tr>
<tr>
<td>OR PH 4A,B</td>
<td>Engineering Physics (5,5)</td>
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</tr>
</tbody>
</table>

(Physics selection depends on requirements of transfer institution)

**Required Subtotal**: 26-27

**DEGREE TOTAL**: 68-70

*Consult catalog of transfer institution for specific requirements.*

**Advisors:** J. Ciurash, R. Tracey

---

### ENVIRONMENTAL SCIENCES OR NATURAL RESOURCES A. S. DEGREE

and transfer preparation

<table>
<thead>
<tr>
<th>Dept. No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BI 5</td>
<td>Molecular &amp; Cell Biology</td>
<td>5</td>
</tr>
<tr>
<td>BI 6</td>
<td>Biology of Organisms</td>
<td>5</td>
</tr>
<tr>
<td>CH 1A</td>
<td>General Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>OR CH 3</td>
<td>Intro General Chem (4)</td>
<td></td>
</tr>
<tr>
<td>G 1</td>
<td>Physical Geography</td>
<td>4</td>
</tr>
<tr>
<td>OR G 5</td>
<td>Environmental Geology (4)</td>
<td></td>
</tr>
<tr>
<td>NR 1</td>
<td>Conserv of Natural Resources</td>
<td>3</td>
</tr>
<tr>
<td>NR 1L</td>
<td>Conserv of Natural Res Lab</td>
<td>1</td>
</tr>
<tr>
<td>MATH 10</td>
<td>College Algebra</td>
<td>4</td>
</tr>
</tbody>
</table>

**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
- AGPS 2: Entomology - Gen. & Applied
- ECON 1: Principles of Macroeconomics
- G 1: Physical Geography
- G 5: Environmental Geology
- G 10: The Earth Sciences
- G 17: Intro to Oceanography
- OR: Physical Education Activities

**DEGREE TOTAL**: 60-66

*Consult catalog of transfer institution for specific requirements.*

**Advisors:** N. Moll, R. Rosteck

---

### INTERDEPARTMENTAL ENVIRONMENTAL STUDIES A. S. DEGREE

and transfer preparation

<table>
<thead>
<tr>
<th>Dept. No.</th>
<th>Title</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>G 1</td>
<td>Physical Geography</td>
<td>4</td>
</tr>
<tr>
<td>OR G 5</td>
<td>Environmental Geology (4)</td>
<td></td>
</tr>
<tr>
<td>OR G 10</td>
<td>The Earth Sciences (4)</td>
<td></td>
</tr>
<tr>
<td>BI 5</td>
<td>Molecular &amp; Cell Biology</td>
<td>5</td>
</tr>
<tr>
<td>OR BI 4</td>
<td>Elements of Biology (4)</td>
<td></td>
</tr>
<tr>
<td>CH 3</td>
<td>Intro General Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>OR CH 4</td>
<td>Fund. of Chemistry (4)</td>
<td></td>
</tr>
<tr>
<td>NR 1</td>
<td>Conserv of Natural Resources</td>
<td>3</td>
</tr>
<tr>
<td>NR 1L</td>
<td>Conserv of Natural Res Lab</td>
<td>1</td>
</tr>
<tr>
<td>GEOG 1</td>
<td>Physical Geography</td>
<td>3</td>
</tr>
<tr>
<td>MATH 10</td>
<td>College Algebra</td>
<td>4</td>
</tr>
</tbody>
</table>

**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
- AGPS 2: Entomology

Continued on next page...
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
Physical Education Activities ................................ 2
DEGREE TOTAL ........................................... 60-61

Consult catalog of transfer institution for specific requirements.

Advisors: N. Moll, R. Rosteck

GEOLOGY A. S. DEGREE
and transfer preparation

(Includes Earth Science, Paleontology, Physical Oceanography)

Dept. No. Title ........................................... Units
Required Courses:
G  1 Physical Geology .................................. 4
CH 1A General Chemistry ............................. 5
CH 1B General Chemistry ............................. 5
PH 2A,B College Physics .............................. 4,4
PH 4A,B Engineering Physics (5,5)
(Phys requirement depends on transfer institution.)
Bi  5 Molecular & Cell Biology ....................... 5
Bi  6 Biology of Organisms ............................ 5
MATH 1A Calculus .................................... 5
MATH 1B Calculus .................................... 5
Required Subtotal ....................................... 42-44
COD General Education (confer with Counselor) .... 18
Physical Education Activities ........................... 2
DEGREE TOTAL .......................................... 62-64
Consult catalog of transfer institution for specific requirements.

(Consult with advisor before embarking on program.)
Advisor: N. Moll

PHYSICS A. S. DEGREE
and transfer preparation

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

Consult course descriptions for prerequisites.

Required Subtotal ....................................... 39-42
COD General Education (confer with Counselor) .... 18
Transferable Electives (as needed to reach 60 transferable units)
Physical Education Activities ........................... 2
DEGREE TOTAL .......................................... 60-62
Consult catalog of transfer institution for specific requirements.

Advisor: D. MacIntire

Biology Professor Chris Totten instructs her students as they review slides while doing lab work in class.
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.

ANTHROPOLOGY A. A. DEGREE and transfer preparation

Dept. No. Title ................................................. Units

Required Courses:
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
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
Physical Education Activities ...........................................2

DEGREE TOTAL .................................................. 61-64

Advisor: E. Hardy
GEOGRAPHY A. A. DEGREE

and transfer preparation

<table>
<thead>
<tr>
<th>Dept. No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEOG 1</td>
<td>Physical Geography</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 2</td>
<td>Cultural Geography</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 7</td>
<td>Regional Geography</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 10</td>
<td>Geography of California</td>
<td>3</td>
</tr>
</tbody>
</table>

**Electives - 9 units to be chosen from the following:**

- AGH 1 Horticulture
- ANTH 3 Archaeology, An Intro to Prehistory
- ART 31 Digital Photography
- BI 4 Elements of Biology
- ENG 35 Myth and Legend
- G 1 Physical Geology
- G 5 Environmental Geology
- HIST 3 History of World Civilization
- MATH 14 Statistical Methods
- NR 1 Conservation of Natural Resources
- NR 21 Introduction to GIS
- NR 41A Native Plants – Mountain
- NR 41B Native Plants – Desert
- PH 1 Introductory Physics
- PH 17 Intro to Meteorology
- PHIL 12 Religions of the World
- GEOG 10 Geography of California
- GEOG 7 Regional Geography
- GEOG 2 Cultural Geography
- GEOG 1 Physical Geography
- ART 31 Digital Photography
- BI 4 Elements of Biology
- ENG 35 Myth and Legend
- G 1 Physical Geology
- G 5 Environmental Geology
- HIST 3 History of World Civilization
- MATH 14 Statistical Methods
- NR 1 Conservation of Natural Resources
- NR 21 Introduction to GIS
- NR 41A Native Plants – Mountain
- NR 41B Native Plants – Desert
- PH 1 Introductory Physics
- PH 17 Intro to Meteorology
- PHIL 12 Religions of the World

**Required Courses:**

- Intro to Government
- Cultural Anthropology
- United States History
- History of California
- General Logic
- Introduction to Government

**Required Subtotal**

**Elective Subtotal**

**CSU General Education or IGETC Pattern**

**Physical Education Activities**

**DEGREE TOTAL**

Advisor: E. Hardy

PHILOSOPHY A. A. DEGREE

and transfer preparation

**Required Courses:**

- Introduction to Philosophy
- General Logic
- Perspectives on Death & Dying
- Introduction to Ethics
- Philosophy of Religion
- Philosophy of Science
- Religions of the World

**Electives - 12 units to be chosen from the following:**

- History of World Civilization I
- History of World Civilization II
- Cultural Anthropology
- General Psychology
- Introduction to Ethics
- Philosophy of Religion
- Philosophy of Science

**Required Subtotal**

**Elective Subtotal**

**CSU General Education or IGETC Pattern**

**Physical Education Activities**

**DEGREE TOTAL**

Advisors: W. Gudelunas, C. Kroll

HISTORY A. A. DEGREE

and transfer preparation

**Required Courses:**

- History of World Civilization I
- History of World Civilization II
- United States History
- United States History

**Electives - 9 units to be chosen from the following:**

- Intro to Cultural Anthropology
- Physical Geography
- History of California
- General Logic
- Introduction to Government

**Required Subtotal**

**Elective Subtotal**

**CSU General Education or IGETC Pattern**

**Physical Education Activities**

**DEGREE TOTAL**

Advisor: E. Hardy

POLITICAL SCIENCE A. A. DEGREE

and transfer preparation

**Required Courses:**

- Intro to Government
- Intro to Comparative Gov't
- Intro to Internat'l Relations

**Social Science courses (confer w/advisor)**

**Required Subtotal**

**Elective Subtotal**

**CSU General Education or IGETC Pattern**

**Physical Education Activities**

**DEGREE TOTAL**

Advisors: W. Gudelunas, C. Kroll
**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.”

**Advisors: L. Emerson, C. Jones**

**Psychology A. A. Degree**  
and transfer preparation

<table>
<thead>
<tr>
<th>Dept. No.</th>
<th>Title...........................................</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 1</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 25</td>
<td>Intro Research Methods</td>
<td>3</td>
</tr>
<tr>
<td>SOC 3</td>
<td>Fundamentals of Statistics (preferred)</td>
<td>3</td>
</tr>
<tr>
<td>or MATH 14</td>
<td>Statistical Methods (4)</td>
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<td>Electives-12 units to be chosen with advisor approval:</td>
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<tr>
<td>BI 5</td>
<td>Molecular &amp; Cell Biology</td>
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<tr>
<td>CIS 10</td>
<td>Computer Literacy</td>
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<tr>
<td>PSY 7</td>
<td>Positive Psychology</td>
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<tr>
<td>PSY 10</td>
<td>Psychological Aspects/Marriage&amp;Family</td>
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<tr>
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<td>Adolescent Psychology</td>
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<tr>
<td>PSY 23</td>
<td>Psychology of Women</td>
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<tr>
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<td>PSY 27</td>
<td>Biological Psychology</td>
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<tr>
<td>PSY 29</td>
<td>Abnormal Psychology</td>
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<tr>
<td>PSY 33</td>
<td>Personal &amp; Social Adjustment</td>
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<td>Positive Psychology</td>
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<tr>
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<td>Psych Aspects/Marriage&amp;Family</td>
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<tr>
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<td>Personal &amp; Social Adjustment</td>
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Required Subtotal ........................................................................................................ 12-13
Elective Subtotal ........................................................................................................... 12
CSU General Education or IGETC Pattern ........................................................................ 38-41
Physical Education Activities ......................................................................................... 2
DEGREE TOTAL .............................................................................................................. 64-68

**Psychology A. A. Degree**  
for TRANSFER (AA-T)*

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<th>Title...........................................</th>
<th>Units</th>
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<td>Intro Research Methods</td>
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<td>Fundamentals of Statistics (preferred)</td>
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<td>or MATH 14</td>
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Select 1 course from the following ................................................................................. 3

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<tr>
<td>PSY 29</td>
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Required Subtotal ............................................................................................................ 19-20
CSU General Education or IGETC Pattern ........................................................................ 38-41
Transferable Electives (as needed to reach 60 transferable units)  
DEGREE TOTAL .............................................................................................................. 60

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

**Social Science A. A. Degree**  
and transfer preparation

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Required Subtotal ............................................................................................................ 21
CSU General Education or IGETC Pattern ........................................................................ 38-41
Physical Education Activities ......................................................................................... 2
DEGREE TOTAL .............................................................................................................. 61-64

**Advisor: M. Smith**
**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.

**Advisors: V. Rios, N. Tortoris**

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<tr>
<th>SOCIOLOGY A. A. DEGREE for TRANSFER (AA-T)*</th>
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<td>SOC 2 Social Problems (3)</td>
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<td>PSY 25 Intro Research Methods (3)</td>
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<td><strong>Group B: Any 2 courses from the following ..................6</strong></td>
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<td>Any Group A course not used above (3)</td>
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<td>SOC 4 Soc Analysis/Critical Thinking (3)</td>
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<td>SOC 14 Minority Groups in Americas (3)</td>
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<td>PSY 10 Psych Aspects/Marriage&amp;Family (3)</td>
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<td><strong>Group C: Any 1 course from the following....................3</strong></td>
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<td>Any Group A or Group B course not used above (3)</td>
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<tr>
<td>SOC 15 Mexican American Culture (3)</td>
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<tr>
<td>ANTH 2 Cultural Anthropology (3)</td>
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<tr>
<td>PSY 1 General Psychology (3)</td>
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<td><strong>Required Subtotal...................................................... 18</strong></td>
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<td><strong>DEGREE TOTAL ........................................................ 60</strong></td>
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*Please refer to Associate Degree for Transfer (SB 1440) on page 58.

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**SPANISH**

See Foreign Languages (page 106)

**SPEECH**

See Communication Studies (page 97)

**STEERING, SUSPENSION AND ALIGNMENT**

See Automotive Technology (page 89)

**STUDENT DEVELOPMENT**

Student Development 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 Student Development courses. For more information please call (760) 773-2520.

**TEACHER/ECE**

See Early Childhood Education (page 101)
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. For more information please call (760) 773-2574.

Advisor:  D. Romano

Student actors in the Fall theatre production of A Flea In Her Ear.

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, dance, musical theatre, makeup, design, and technical production. Students have an opportunity to participate in several productions in the Fall and Spring semesters.
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.

Advisor: M. Richards

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, 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.

For further information, contact:
(760) 862-1344
mrichards@collegeofthedesert.edu
www.collegeofthedesert.edu/students/ss/ap/workexperience

**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
- Mass Communication
- Mathematics
- Music
- Natural Resources
- Physical Education
- Political Science
- Psychology
- Radio & Television
- Sociology
- Theater Arts

Dr. Diane N. Ramirez congratulates one of the Fall 2010 Dean's List Recipients at the annual Dean's List Tea hosted by Student Affairs. Dr. Ramirez provided 37 years of dedicated service to College of the Desert and retired at the end of the 2010-2011 school year.
CLASSIFICATION AND NUMBERING OF COURSES

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. Noncredit 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.

ABBREVIATIONS AND SYMBOLS

Kind of Grading

L = Letter Grade Only
K = Mandatory Pass/No Pass
O = Optional Pass/No Pass

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)
Academic Schools and Subjects

**School of Business, Technical and Workforce Education**
*(760) 773-2571*

- 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 (EC)
- 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)

**School of Health Sciences, Early Childhood Education and Physical Education/Athletics**
*(760) 773-2579*

- Early Childhood Education (ECE)
- Health Education (HE)
- Health Sciences (HS)
- Nursing (N)
- Physical Education (PE)
- Recreation (RE)
- Varsity Sports – Men (VSM)
- Varsity Sports – Women (VSW)
- Vocational Nursing (VN)

**School of Liberal Arts & Sciences**
*(760) 773-2574*

- Adult Basic Education (ABE)
- Alcohol and Drug Studies (HSAD)
- American Sign Language (ASL)
- Anthropology (ANTH)
- Art (ART)
- Astronomy (A)
- Biology (BI)
- Chemistry (CH)
- Computer Science (CS)
- Dance (DANC)
- Engineering – General (ENGR)
- English – Multilingual Students (EMS)
- English (ENG)
- English as a Second Language – Credit (ESL)
- English as a Second Language – Noncredit (ESLN)
- Foreign Language (FL)
- French (FR)
- Geography (GEO)
- Geology (G)
- German (GER)
- History (HIST)
- Italian (ITAL)
- Japanese (JPN)
- Journalism (J)
- Mass Communication (MC)
- Mathematics (MATH)
- Music (MUS)
- Philosophy (PHIL)
- Physics (PH)
- Political Science (PS)
- Psychology (PSY)
- Radio – Television (RTV)
- Reading (RDG)
- Reading ESL (RESL)
- Sociology (SOC)
- Spanish (SPAN)
- Speech (SP)
- Theater Arts (TA)

**School of Library, Learning Resources and Distance Education**
*(760) 568-3099*

- Academic Skills Center (ASC)
- Library and Information Systems (LIS)

---

**Student Development**
*(760) 773-2520*

- Disabled Students Programs & Services (DSPS)
- Student Development (STDV)
## Courses of Instruction

### KEY TO SUBJECTS

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<tr>
<th>COURSE CODE</th>
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<td>Agriculture/Plant Science</td>
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<tr>
<td>ANTH</td>
<td>Anthropology</td>
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<td>AOT</td>
<td>Advanced Officer Training</td>
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Independent Study

Independent Study, designated as Course Number 49A, 49B, 49C (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

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

Lecture Hours: 0  Lab Hours: 27  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-098 WRITING ACROSS THE CURRICULUM LAB

Lecture Hours: 0  Lab Hours: 54  Repeatable: 3  Grading: K

This course provides the training, practicum, and applied projects necessary for success in peer tutoring. 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 160)
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

Prerequisite: AJ-001 or concurrent enrollment
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CSU GE: None 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 INVESTIGATIONS 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  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 21st 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-300A 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-300B 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-300A and/or transcript evaluation
Transfer Status: None  Degree Applicable: NONC
COD GE: None  CSU GE: None  IGETC: None

ABE-300C 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-300B and/or transcript evaluation
Transfer Status: None  Degree Applicable: NONC
COD GE: None  CSU GE: None  IGETC: None

ABE-300D 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-300C and/or transcript evaluation
Transfer Status: None  Degree Applicable: NONC
COD GE: None  CSU GE: None  IGETC: None

ABE-300A 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-300D and/or transcript evaluation
Transfer Status: None  Degree Applicable: NONC
COD GE: None  CSU GE: None  IGETC: None
ABE-322B ADVANCED FUNDAMENTALS Units: 0
OF ENGLISH II: Research Skills
In this course students will write a directed research paper of approximately 2,000 to 2,500 words.
Class Hours: Open Repeatable: 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 Repeatable: 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 Repeatable: 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 Repeatable: 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 Repeatable: 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 Repeatable: 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 Repeatable: Yes Grading: K
Transfer Status: None Degree Applicable: NONC
COD GE: None CSU GE: None IGETC: None

College of the Desert Catalog 2011-2012
| Course Code | Course Title                          | Units | Description                                                                                                                                                                                                                                                                                                                                                                                                       | Prerequisite | Grading | Repeatable | Transfer Status | Degree Applicable | COD GE | CSU GE | IGETC | |
|-------------|---------------------------------------|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|---------|------------|-----------------|------------------|---------|---------|-------| |
| ABE-344A    | MATH FOR LIVING I                     |       | The course helps students understand the concepts of basic math and how they apply to consumer skills necessary for life situations.                                                                                                                                                                                                                                                                                          |              |         | Yes         | None            | NONC             | None    | None    | None  | |
| ABE-344B    | MATH FOR LIVING II                    |       | The course helps students to apply the concepts of basic math skills to everyday life situations.                                                                                                                                                                                                                                                                                                                    |              |         | Yes         | None            | NONC             | None    | None    | None  | |
| ABE-346A,B  | ALGEBRA I, II                         |       | This course provides basic algebra skills including simple equations, use of formulas, exponents and factoring. Self-instructional material allows self-paced study.                                                                                                                                                                                                                                                                                                                |              |         | Yes         | None            | NONC             | None    | None    | None  | |
| ABE-348A    | LIFE SCIENCE                          |       | 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.                                                                                                                                                                                                                                                  | ESLN Level 3 |         | Yes         | None            | NONC             | None    | None    | None  | |
| ABE-348B    | PHYSICAL SCIENCE                      |       | 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.                                                                                                                                                                                                                                          |              |         | Yes         | None            | NONC             | None    | None    | None  | |
| ABE-348C    | EARTH SCIENCE                         |       | 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.                                                                                                                                                                                                                         |              |         | Yes         | None            | NONC             | None    | None    | None  | |
| ABE-351A    | SCIENCE: LAND & WATER LIFE           |       | 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.                                                                                                                                                                                                                                           | ESLN Level 3 |         | Yes         | None            | NONC             | None    | None    | None  | |
| ABE-361A    | FINE ARTS: ART                        |       | 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.                                                                                                                                                                                                                                        |              |         | Yes         | None            | NONC             | None    | None    | None  | |
| ABE-361B    | FINE ARTS: MUSIC                      |       | This course familiarizes the student with the different forms of music and provides a survey of the history of music.                                                                                                                                                                                                                                                                                                   |              |         | Yes         | None            | NONC             | None    | None    | None  | |
| ABE-361C    | FINE ARTS: THEATER                    |       | This course introduces and familiarizes the student with the various forms of theatrical performances.                                                                                                                                                                                                                                                                                                              |              |         | Yes         | None            | NONC             | None    | None    | None  | |
| ABE-364     | GED TEST PREPARATION                  |       | 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.                                                                                                                                                                                                                                                  |              |         | Yes         | None            | NONC             | None    | None    | None  | |
| ABE-368A    | BEGINNING TYPING - KEYBOARDING I      |       | 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.                                                                                                                                                                                                                                                 | ESLN Level 3 |         | Yes         | None            | NONC             | None    | None    | None  | |
| ABE-376A    | ADVANCED TYPING - KEYBOARDING I       |       | 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.                                                                                                                                                                                                    | ESLN Level 3 |         | Yes         | None            | NONC             | None    | None    | None  |
AOT-071  BACKGROUND INVESTIGATION  Units: 2
This course is directed for patrol officer/deputy who are assigned
to a background investigation unit. This course will discuss ADA
(American Disability Act) issues, POST requirements, document
identification and interview techniques related to an employment
interview.
Lecture Hours: 36  Lab Hours: 0  Repeatable: No  Grading: L
Prerequisite: BPOT-063 or AJ-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-072  IDENTITY THEFT INVESTIGATION-  Units: ½
Basic Course
This course is designed for the patrol level deputy/first responder.
It contains information relevant to low-tech identity theft crimes.
This course also introduces the high-tech aspect of identity theft
with computers, including “phishing”, wireless network schemes,
and how computers are used in identity theft crimes. The course
also presents identification, collection, and preservation of
evidence. Jurisdiction of specific crimes and how the First
Responder must investigate and/or refer the victim to the
appropriate agency. This course will also clarify the elements of
specific crimes relative to Identity Theft and touch upon the fine
line between what is criminal vs. civil matter.
Lecture Hours: 9  Lab Hours: 0  Repeatable: No  Grading: K
Prerequisite: BPOT-063 or AJ-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-073  IDENTITY THEFT INVESTIGATION-  Units: ½
Advanced Course
This course differs from Identity Theft, Basic, as it offers advanced
technical information that our investigators and those with
computer skills could understand. Curriculum addresses such
issues as current crime trends, investigating these increasingly
complex cases. The course builds on skills learned in the Identity
Theft, Basic course, to include instructions on search warrant
preparation for this type of crime. This course gives the student
detailed knowledge of computer forensics and how computers
can help their investigation, including more complex computer
techniques in recognizing “phishing” and other high-tech means
the identity thief uses.
Lecture Hours: 9  Lab Hours: 0  Repeatable: No  Grading: K
Prerequisite: AOT-072 or AJ-072
Transfer Status: None  Degree Applicable: AA/AS
COD GE: None  CSU GE: None  IGETC: None
AOT-077 
INTERVIEW & INTERROGATION 
Units: ½

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 8 hours as required by POST Certification.

Lecture Hours: 9 
Lab Hours: 0 
Repeatable: No 
Grading: K

Prerequisite: BPOT-063 or AJ-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-078 
INTERVIEW & INTERROGATION 
Units: 2

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 32 hours as required by POST Certification.

Lecture Hours: 36 
Lab Hours: 0 
Repeatable: No 
Grading: L

Prerequisite: AOT-077 or AJ-077

Transfer Status: None Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

AOT-079 
COURTROOM TESTIMONY 
Units: ½

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 or AJ-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 
INVESTIGATIONS/ 
PEDOPHILES COURSE 
Units: ½

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: 18 
Lab Hours: 0 
Repeatable: No 
Grading: L

Prerequisite: BPOT-063 or AJ-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-081 
CRIME SCENE 
INVESTIGATION COURSE 
Units: 1

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 16 hours as required by POST Certification.

Lecture Hours: 18 
Lab Hours: 0 
Repeatable: No 
Grading: L

Prerequisite: BPOT-063 or AJ-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 
TECHNIQUE - LATENT 
Units: 1

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 or AJ-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

Prerequisite: ENG-050

Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None
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

AGBU-059B CAREERS

Units: 1

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: ENG-050
Transfer Status: CSU/UC*
Degree Applicable: AA/AS
COD GE: None  CSU GE: None  IGETC: None

AGBU-059B CAREERS

Units: 3

This course is designed to provide an introduction to plant interactions with soil, air, water, and micro-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

AGBU-059B CAREERS

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

AGBU-059B CAREERS

Units: 3

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

AGBU-059B CAREERS

Units: 2

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

AGBU-059B CAREERS

Units: 1

This course is designed to provide an introduction to 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: 0  Repeatable: No  Grading: L
Advisory: ENG-050
Transfer Status: CSU/UC*
Degree Applicable: AA/AS
COD GE: None  CSU GE: None  IGETC: None

AGBU-059B CAREERS

Units: 3
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
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
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
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
Transfer Status: CSU  Degree Applicable: AA/AS
COD GE: None  CSU GE: None  IGETC: None

AGEH-034  GOLF COURSE MANAGEMENT  Units: 3
This course involves the maintenance and operation of golf courses. It includes the study of equipment, scheduling of maintenance, and directing the staff in the maintenance of golf courses. Heavy emphasis is placed in developing a basic understanding of the turfgrass principles required to produce a championship golf course.
Lecture Hours: 54  Lab Hours: 0  Repeatable: No  Grading: L
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-045  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
Transfer Status: CSU  Degree Applicable: AA/AS
COD GE: None  CSU GE: None  IGETC: None

AGEH-046  LANDSCAPE IRRIGATION SYSTEMS LABORATORY  Units: 1
This laboratory is intended to supplement the Landscape Irrigation Systems course (AGEH-045) 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

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
Transfer Status: CSU/UC  Degree Applicable: AA/AS
COD GE: None  CSU GE: None  IGETC: None

College of the Desert Catalog 2011-2012
AGPS-002  ENTOMOLOGY-GENERAL
AND APPLIED

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  IGETC: 5B

AGPS-005  PLANT SCIENCE

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  IGETC: 5B

AGPS-005L  PLANT SCIENCE LAB

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  IGETC: 5B

AGPS-032  PESTICIDE LAWS & REGULATIONS

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  IGETC: None

AIR CONDITIONING/HVACR (ACR)

ACR-060  AIR CONDITIONING/REFRIGERATION I

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  IGETC: None

ACR-061  AIR CONDITIONING/REFRIGERATION II

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  IGETC: None

ACR-064  AIR CONDITIONING/REFRIGERATION ELECTRICITY I

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  IGETC: None

ACR-065  AIR CONDITIONING/REFRIGERATION ELECTRICITY II

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  IGETC: 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 and 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: 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-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 and Drug Studies Certificate.
Lecture Hours: 36 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: 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-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: 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-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 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: None
Transfer Status: None  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 is a counseling course that introduces the student to population subgroups and unique helping skills used to support diverse populations. The course surveys the history of underrepresentation of each subgroup and describes current challenges for counselors. 
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

AMERICAN SIGN LANGUAGE (ASL)

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. Lectures are primarily conducted in ASL. Completion of ASL-001A and ASL-001B is equivalent to ASL-001. 
Lecture Hours: 54  Lab Hours: 0  Repeatable: No  Grading: L
Prerequisite: ASL-001A
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: 0  Repeatable: No  Grading: L
Prerequisite: ASL-001A
Transfer Status: CSU/UC  Degree Applicable: AA/AS
COD GE: C3  CSU GE: C2  IGETC: None

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*
American Sign Language

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: C1  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  IGETC: 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
Prerequisite: ENG-050
Transfer Status: CSU/UC  Degree Applicable: AA/AS
COD GE: C2  CSU GE: D1  IGETC: 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
Prerequisite: ENG-050
Transfer Status: CSU/UC  Degree Applicable: AA/AS
COD GE: C2  CSU GE: D1  IGETC: 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
Prerequisite: ACT-020 or CM-020
Transfer Status: None  Degree Applicable: AA/AS
COD GE: None  CSU GE: None  IGETC: None

ACT-021  SITE PREPARATION AND LAYOUT  Units: 1
This course provides the understanding and skills necessary to complete the initial stages of building construction. General topics include project site clearance, reading and implementing the information from the Precise Grading Plan, concept of cutting and filling, and site layout. Students participate in Service Learning by way of a practical lab or an actual project site under close supervision of trade professionals.
Lecture Hours: 9  Lab Hours: 27  Repeatable: No  Grading: L
Prerequisite: ACT-020 or CM-020
Transfer Status: None  Degree Applicable: AA/AS
COD GE: None  CSU GE: None  IGETC: 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  IGETC: 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  IGETC: 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. Some of the roof materials discussed include composite shingles, shakes, metal roofing, slate and tile, single ply roofing, and foil 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**  
**IGETC: 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 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, trim 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)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCH-001</td>
<td>INTRODUCTION TO ARCHITECTURAL PROFESSIONS</td>
<td>3</td>
<td>This course provides students with an overview of professional occupations in Architecture, Construction Management, Building Inspection Technology, and Landscape Architecture.</td>
</tr>
<tr>
<td>ARCH-002</td>
<td>MATERIALS OF CONSTRUCTION</td>
<td>4</td>
<td>This course provides students with an overview of professional occupations in Architecture, Construction Management, Building Inspection Technology, and Landscape Architecture.</td>
</tr>
<tr>
<td>ARCH-003A</td>
<td>ARCHITECTURAL PRACTICE I</td>
<td>3</td>
<td>This is an introductory course in wood construction methods and processes.</td>
</tr>
<tr>
<td>ARCH-003B</td>
<td>ARCHITECTURAL PRACTICE II</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>ARCH-005A</td>
<td>INTRODUCTION TO DRAWING AND PERSPECTIVE</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>ARCH-005B</td>
<td>ARCHITECTURAL DELINEATION</td>
<td>3</td>
<td>This course is a continuation of ARCH-005A. It focuses on drawing and sketching as a communication tool in the field of environmental design.</td>
</tr>
<tr>
<td>ARCH-008</td>
<td>ARCHITECTURAL DESIGN FUNDAMENTALS I</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>ARCH-009</td>
<td>ARCHITECTURAL DESIGN FUNDAMENTALS II</td>
<td>3</td>
<td>This is the second in a three-semester sequence of design courses. This course is a case-study application of design theories of the 20th Century and their impact on contemporary spatial and conceptual ideas permeating architecture, art and the environment.</td>
</tr>
<tr>
<td>ARCH-010</td>
<td>ENVIRONMENTAL CONTROL SYSTEMS</td>
<td>3</td>
<td>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.</td>
</tr>
</tbody>
</table>
**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 TO ADVANCED DRAWING AND COMPOSITION**
Units: 3

This is an intermediate to advanced 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 through advanced drawing problems. An emphasis on experimental applications with color media such as pen and inks, dry and oil pastel, oil stick, colored pencil and mixed media occurs. Focus is on the development of images that are created through the use of intermediate to advanced applications of technical processes, color theory use and compositional structure. Historical applications of drawing and different conceptual approaches to the mark making process are studied. Under faculty guidance, students develop a pictorial series resulting in a personal portfolio that reflects their individual expression. May be taken for a total of three times for credit.
Lecture Hours: 36  Lab Hours: 54  Repeatable: 2  Grading: L
Prerequisite: ART-001A
Transfer Status: CSU/UC  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
type 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 LIFE 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 TO ADVANCED  Units: 3
LIFE DRAWING
This is an intermediate to advanced course in the study of the
human figure from a model. Students explore a variety of drawing
materials and techniques leading toward personal growth and
style. May be taken for a total of three times for credit.
Lecture Hours: 36  Lab Hours: 54  Repeatable: 2  Grading: L
Prerequisite: ART-005A
Transfer Status: CSU/UC  Degree Applicable: AA/AS
COD GE: None  CSU GE: None  IGETC: None

ART-006 INTERMEDIATE TO ADVANCED  Units: 3
DESIGN AND COLOR
This is an intermediate to advanced course in the methods and
applications of 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, accordion fold variations and
basic book structures. Students develop a personal portfolio
that reflects their individual expression. May be taken for a total
of three times for credit.
Lecture Hours: 36  Lab Hours: 54  Repeatable: 2  Grading: L
Prerequisite: ART-003A
Transfer Status: CSU/UC  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 TO ADVANCED  Units: 3
CERAMICS
This is an intermediate to advanced course which expands
students knowledge and expertise in both hand building and
throwing on the potter’s wheel. Surface embellishments such
as underglazing, overglazing and mark making techniques are
studied within their historical context. Students will explore
complex concepts of glaze formulation, glaze application, kiln
loading and firing techniques. Under faculty guidance students
develop a series of ceramic works resulting in a personal
portfolio that reflects their individual expressions. May be taken
for a total of three times for credit.
Lecture Hours: 36  Lab Hours: 54  Repeatable: 2  Grading: L
Prerequisite: ART-007A
Transfer Status: CSU/UC  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: None  CSU GE: None  IGETC: None
ART-007I INTERMEDIATE TO ADVANCED Units: 3
RAKU CERAMICS
In addition to the Raku process this course allows students to explore historical primitive firing techniques from different cultures. This course builds upon beginning principles and techniques of the following: the Raku kiln loading, firing methods, Raku glaze formulating and embellishing techniques. 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 advancing their technical and conceptual project outcomes. May be taken for a total of three times for credit.
Lecture Hours: 36 Lab Hours: 54 Repeatable: 2 Grading: L
Prerequisite: ART-007F
Transfer Status: CSU/UC 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 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 TO ADVANCED Units: 3
PRINTMAKING
In this course students build on skills learned in the Beginning Printmaking course. Students create prints using more complex and more technically involved processes. 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 hand printmaking processes. This course may be taken for a total of three times for credit.
Lecture Hours: 36 Lab Hours: 54 Repeatable: 2 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
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

ART-011B INTERMEDIATE TO ADVANCED SCULPTURE Units: 3
This is an intermediate to advanced course in the principles, theories, and techniques of additive, subtractive and mold making approaches in sculpture. May be taken for a total of three times for credit. A materials fee of $20.00 is required to cover the cost of some supplies.
Lecture Hours: 36 Lab Hours: 54 Repeatable: 2 Grading: L
Prerequisite: ART-011A
Transfer Status: CSU/UC 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
Prerequisite: ART-001A
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

ART-014B INTERMEDIATE TO ADVANCED SCREEN PRINTING Units: 3
In this course students use a variety of intermediate to advanced screen printing techniques, materials, and equipment. Students further build competence in screen printing skills and aesthetics. With faculty guidance, students develop an intermediate to advanced level portfolio that reflects their individual expression and personal style. May be taken for a total of three times for credit.
Lecture Hours: 36 Lab Hours: 54 Repeatable: 2 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
Prerequisite: ART-001A or ART-003A
Transfer Status: CSU/UC  Degree Applicable: AA/AS
COD GE: None  CSU GE: None  IGETC: None

ART-020B  INTERMEDIATE TO ADVANCED CERAMIC SCULPTURE  Units: 3
This course expands student knowledge and expertise in the technologies of the ceramic sculpture art form. Students will further study ceramic sculpture modeling techniques, and embellishing techniques. Glaze formulation and glaze application, combined with kiln loading and firing techniques will also be explored. With faculty guidance, students move toward development of a personal creative style. Students will be expected to develop a stronger critique and problem-solving process. May be taken for a total of three times for credit.
Lecture Hours: 36  Lab Hours: 54  Repeatable: 2  Grading: L
Prerequisite: ART-020A
Transfer Status: CSU/UC  Degree Applicable: AA/AS
COD GE: None  CSU GE: None  IGETC: None

ART-021A  PAINTING/BEGINNING WATERCOLOR  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-on-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
Prerequisite: ART-021A
Transfer Status: CSU/UC  Degree Applicable: AA/AS
COD GE: None  CSU GE: None  IGETC: None

ART-021B  PAINTING/INTERMEDIATE TO ADVANCED WATERCOLOR  Units: 3
Students build on skills learned in the Beginning Watercolor Painting course through continued study of traditional watercolor painting approaches. Students are then introduced to advanced and experimental applications in water media along with collage techniques. Focus is on the development of images that are created through the use of intermediate to advanced applications of technical processes, color use and compositional structure. Under faculty guidance, students develop a pictorial series resulting in a personal portfolio that reflects their individual expression. May be taken for a total of three times for credit.
Lecture Hours: 36  Lab Hours: 54  Repeatable: 2  Grading: L
Prerequisite: ART-021A
Transfer Status: CSU/UC  Degree Applicable: AA/AS
COD GE: None  CSU GE: None  IGETC: None

ART-023A  PAINTING/BEGINNING OIL  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, 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
Prerequisite: ART-023A
Transfer Status: CSU/UC  Degree Applicable: AA/AS
COD GE: None  CSU GE: None  IGETC: None

ART-023B  PAINTING/INTERMEDIATE TO ADVANCED OIL  Units: 3
This is an intermediate to advanced course in the methods of transparent, opaque and mixed media oil painting. Students build on skills learned in the Beginning Oil Painting course through continued study of traditional oil painting approaches. Students are then introduced to advanced and experimental applications in oil media utilizing alkyds, water miscible oils and oil sticks. Focus is on the development of images that are created through the use of intermediate to advanced applications of technical processes, color use and compositional structure. Under faculty guidance, students develop a pictorial series resulting in a personal portfolio that reflects their individual expression. May be taken for a total of three times for credit.
Lecture Hours: 36  Lab Hours: 54  Repeatable: 2  Grading: L
Prerequisite: ART-023A
Transfer Status: CSU/UC  Degree Applicable: AA/AS
COD GE: None  CSU GE: None  IGETC: None

ART-025A  PAINTING/BEGINNING ACRYLIC  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
Prerequisite: ART-001A or ART-003A
Transfer Status: CSU/UC  Degree Applicable: AA/AS
COD GE: None  CSU GE: None  IGETC: None
ART-025B PAINTING/INTERMEDIATE TO ADVANCED ACRYLIC Units: 3

This is an intermediate to advanced course in the methods of acrylic painting. Students build on skills learned in the Beginning Acrylic Painting course through continued study of traditional acrylic painting approaches. Students are then introduced to advanced and experimental applications in the use of mixed media with acrylics. The use of gels and mediums, oil stick and oil bars along with a variety of collage techniques are explored. Focus is on the development of images that are created through the use of intermediate to advanced applications of technical processes, color use and compositional structure. Under faculty guidance, students develop a pictorial series resulting in a personal portfolio that reflects their individual expression. May be taken for a total of three times for credit.

Lecture Hours: 36 Lab Hours: 54 Repeatable: 2 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 TO ADVANCED PHOTOGRAPHY Units: 3

This class integrates digital capture with traditional film processing and printing. In this intermediate to advanced level course students strengthen technical skills and further explore photography as a means of creative expression and communication. Students learn archival printing techniques as well as alternative processes for making photographic prints. Medium and large 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. May be taken for a total of three times for credit. A materials fee of $30.00 is required to cover the cost of some supplies.

Lecture Hours: 36 Lab Hours: 54 Repeatable: 2 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 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 or digital video camcorder 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 is an introductory survey of planetary, stellar and galactic astronomy designed for students not majoring in science. This course reviews research techniques, current knowledge and theory about the planets, stars, galaxies and the age and origin of the universe.
Lecture Hours: 54  Lab Hours: 0  Repeatable: No  Grading: L
Advisory: ENG-051 and MATH-040
Transfer Status: CSU/UC  Degree Applicable: AA/AS
COD GE: C1  CSU GE: BI  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-051
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
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
Prerequisite: AUTO-010
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
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
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
This course provides theory and hands-on experience in automotive heating and air conditioning including: theory of operation, 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
Prerequisite: AUTO-010
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
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
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-040A CNG/LPG FUNDAMENTALS & MAINTENANCE Units: 2
This course provides classroom lecture/discussion and hands-on training on CNG/LPG fundamentals and scheduled maintenance. The course is designed to introduce the service technician to safety and maintenance practices and procedures unique to gaseous fuel vehicles.
Lecture Hours: 27 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-040B CNG/LPG DIAGNOSIS & REPAIR Units: 5
This course provides classroom lecture/discussion and hands-on training on CNG/LPG diagnosis and repair. It is designed to introduce the service technician to safety diagnostic and repair practices and procedures unique to gaseous fuel vehicles.
Lecture Hours: 63 Lab Hours: 81 Repeatable: No Grading: L
Prerequisite: AUTO-040A
Advisory: ENG-050 & RDG-051
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
Prerequisite: AUTO-040A
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
Advisory: AUTO-011B
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-054A BASIC CLEAN AIR CAR COURSE Units: 5
This course provides the student with the basic 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 2007 Update course, 8 Hour Dynamometer Transition course, and 20 Hour Advanced Diagnostic update course. May be taken for a total of six times for credit.
Lecture Hours: 81 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-054B ADVANCED CLEAN AIR CAR COURSE Units: 2
This Bureau of Automotive Repair (BAR) approved course provides the Student/SMOG Technician with the necessary course work to upgrade a Basic Area SMOG License (EB) to the Advanced Level SMOG License (EA). The course includes the BAR '97 Dynamometer Safety and the Advanced Emission Diagnostic update courses. May be taken for a total of six times for credit.
Lecture Hours: 36 Lab Hours: 0 Repeatable: 5 Grading: L
Advisory: AUTO-014B and concurrent enrollment in AUTO-054A
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 or AJ-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, refer to Class Schedule.
Lecture Hours: 225  Lab Hours: 267  Repeatable: No  Grading: L
Prerequisite: BPOT-062 or AJ-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
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 woman'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  
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
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
Prerequisite: BUAC-066
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
Prerequisite: ENG-050 and MATH-060
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

BUAC-006 COMPUTER ACCOUNTING Units: 3
Introduction to the use of QuickBooks Accounting to process 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.
Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Prerequisite: BUAC-006
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

BUAC-010 BUSINESS ENVIRONMENT 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 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-015 HOSPITALITY MANAGEMENT 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-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
Prerequisite: 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 spreadsheets 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
Transfer Status: ENG-050 and MATH-060 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
Transfer Status: ENG-050 and MATH-060 Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None
### Business/Finance (BUFI)

**BUFI-012 MONEY MANAGEMENT & PLANNING FOR THE FUTURE**

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: L
Transfer Status: CSU  Degree Applicable: AA/AS
COD GE: None  CSU GE: None  IGETC: None

**BUFI-013 INVESTMENT OPPORTUNITIES**

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: L
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**

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
Transfer Status: CSU  Degree Applicable: AA/AS
COD GE: None  CSU GE: None  IGETC: None

**BUHM-063 HOTEL AND RESTAURANT OPERATIONS**

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
Transfer Status: CSU  Degree Applicable: AA/AS
COD GE: None  CSU GE: None  IGETC: None

### Business/Management (BUMA)

**BUMA-001 PRINCIPLES OF MANAGEMENT**

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**

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
Transfer Status: CSU  Degree Applicable: AA/AS
COD GE: None  CSU GE: None  IGETC: None

**BUMA-020A BUSINESS LAW**

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
Transfer Status: CSU/UC  Degree Applicable: AA/AS
COD GE: None  CSU GE: None  IGETC: None

**BUMA-020B BUSINESS LAW**

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
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: 54  Lab Hours: 0  Repeatable: No  Grading: L
Transfer Status: CSU 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
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
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
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
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: None  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
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, 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

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

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

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: None Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

CIS-081A COMPUTER GRAPHICS 1A

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-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 1

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

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

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

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
166  Computer Information Systems

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
(formerly CS-089)
This course is an introduction to computer programming and is designed primarily for computer science and related transfer majors. 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
(formerly CS-089A)
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

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
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
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
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
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
Transfer Status: None 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, program evaluation and review techniques (PERT), time 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
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 PE-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 progressive practical training in Ballet, Modern, Jazz and Tap for stage performance as well as basic theory and application of various choreographic techniques for musical theater productions. May be taken for a total of four times for credit.
Lecture Hours: 9  Lab Hours: 27  Repeatable: 3  Grading: L
Advisory: ENG-050
Transfer Status: CSU/UC  Degree Applicable: AA/AS
COD GE: None  CSU GE: None  IGETC: None

DANC-051  THEATRE DANCE  Units: 2
This course includes progressive practical training in Ballet, Modern, Jazz and Tap for stage performance as well as basic theory and application of various choreographic techniques for musical theater productions. May be taken for a total of four times for credit.
Lecture Hours: 18  Lab Hours: 54  Repeatable: 3  Grading: L
Advisory: ENG-050
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 beginning, intermediate, and advanced instruction in modern dance techniques as a vehicle for creating original movement. May be taken for a total of four times for credit. (Equivalent to PE-050.)
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

DANC-073  DANCE, JAZZ  Units: 1
This course provides beginning, intermediate, and advanced instruction in jazz dance technique emphasizing optimum body placement and improved body mechanics and coordination. May be taken for a total of four times for credit. (Equivalent to PE-053.)
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

DANC-075  DANCE, TAP  Units: 1
This course provides beginning, intermediate, and advanced instruction in basic tap dance steps and simple choreography forms for the improvement of coordination and physical conditioning. May be taken for a total of four times for credit. (Equivalent to PE-056.)
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

DANC-076  DANCE, BALLET  Units: 1
This course provides beginning, intermediate, and advanced instruction in ballet technique, vocabulary, history, current events, and appreciation of ballet as an art form. May be taken for a total of four times for credit. (Equivalent to PE-056.)
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

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
Digital Design & Production

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, nonlinear 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 & DDP-001B or CIS-081A & CIS-081B
Advisory: DDP-010 or ART-040
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
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: 0  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
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
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
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 INTERVIEW SKILLS
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
(formerly DSPS-047)
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
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
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
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
Prerequisite: CIS-010  Advisory: DRA-001
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: 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.
Lecture Hours: 18  Lab Hours: 54  Repeatable: No  Grading: L
Prerequisite: DRA-009
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 143)

EARLY CHILDHOOD EDUCATION (ECE)

ECE-001  PRINCIPLES AND PRACTICES OF TEACHING  Units: 3
This course provides an introduction to the critical principles and practices of interactions among adults and children as evidenced by meaningful relationships, developmental play and reflections which are the cornerstone of early childhood education. Students consider developmental theory and its implications on interaction through play and relationships. The course also briefly provide an overview of the field of child development/early childhood education, including the historical and philosophical foundations and how those foundations influence current theory and practice. An exploration of the various types of programs for young children and the job potential for students are included.
Lecture Hours: 54  Lab Hours: 0  Repeatable: No  Grading: L
Prerequisite: 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 studies the developing child with emphasis on the biosocial, cognitive, and psychosocial growth from conception through eighteen years of age. It includes the major theories of development. Observations provide opportunity for integration of theory and practice for typically developing children as well as those with disabilities. It is the basic introductory course for all Early Childhood Education majors, and is required for teacher licensing in private centers, and teacher certification for publicly funded centers.
Lecture Hours: 54  Lab Hours: 0  Repeatable: No  Grading: L
Prerequisite: ENG-051
Transfer Status: CSU/UC  Degree Applicable: AA/AS
COD GE: None  CSU GE: None  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
This course studies the influence of contemporary family and cultural patterns on young children. Emphasis is placed on establishing effective school-parent relationships through a variety of techniques. Community resources and agencies that strengthen families are examined. This course is required by the California State Department of Social Services for teachers and directors of preschool programs.
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-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. Planning appropriate curriculum that respects the individuality and developmental patterns of all children 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 ENVIRONMENTS  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-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-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/LICENSEING 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
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

College of the Desert Catalog 2011-2012
**ECE-030 EARLY CHILDHOOD CURRICULUM DESIGN & IMPLEMENTATION**

This course is a study of curriculum development for early childhood programs. It includes the relationship of child development principles to curriculum design and organization. Daily routine, room arrangement, and the development of social, emotional, physical, aesthetic and cognitive skills are emphasized. Curriculum planning for individual differences is emphasized.

Lecture Hours: 54  Lab Hours: 0  Repeatable: No  Grading: L

**Prerequisites:** ECE-046A

**Advisory:** ENG-051

**Transfer Status:** CSU Degree Applicable: AA/AS

COD GE: None  CSU GE: None  IGETC: None

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**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

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**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

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**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:** CSU Degree Applicable: AA/AS

COD GE: None  CSU GE: None  IGETC: None

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**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

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**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

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**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

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**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 examines materials and techniques in teaching creative activities and movement to young children. Developing creativity and self confidence is emphasized. Various sensory modalities are explored as a sensory-motor environment is developed for the young child.
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-044  HEALTH, SAFETY & NUTRITION  Units: 3
This course provides information on the physical and mental health of children in an early childhood educational setting. Safety concerns for young children in preschool settings are addressed. Nutrition of young children is explored including methods of planning and teaching basic concepts to children. Also included are information on safety standards, sanitation principles and procedures to reduce the spread of disease. Title 22 health and safety regulations for child care centers are reviewed.
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
This course is designed to help students become teachers who can explore and address diversity in ways that enhance the development of children in early childhood settings. It will address attitudes and behaviors toward others in the areas of culture, race, gender, age and abilities; the development of an anti-bias curriculum; the analysis of the classroom environment for culturally relevant and diverse materials and resources; as well as developmental issues and advocacy.
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-046A  OBSERVATION & ASSESSMENT  Units: 3
This course explores an array of child observation and study methods to understand and articulate developmental needs of each child upon which to base lesson development and child guidance. Applying developmental theory and brain research to design early childhood settings, understanding and guiding child behavior, communicating and interacting with young children through developmentally and culturally appropriate practices for young children are also studied.
Lecture Hours: 36  Lab Hours: 54  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-047  PRACTICUM IN EARLY CHILDHOOD EDUCATION  Units: 3
This course explores the application of child development theory to facilitate learning among young children including promoting self-esteem, creativity, self-discipline, development of physical and cognitive skills and literacy, and planning appropriate curriculum. Under the supervision of the laboratory teacher or mentor teacher, students participate in all classroom activities. Students plan developmentally and culturally appropriate curriculum that integrates theoretical concepts and brain research with classroom practice. Students assess their own professional competence and progress toward their own goals. Students write resumes and develop interview skills while developing a plan for future employment and growth.
Lecture Hours: 18  Lab Hours: 108  Repeatable: No  Grading: L
Prerequisite: ECE-046A
Transfer Status: CSU  Degree Applicable: AA/AS
COD GE: None  CSU GE: None  IGETC: None

ECON-001  PRINCIPLES OF MACROECONOMICS  Units: 3
This course is an introduction to economic theory and analysis with an emphasis on basic economic concepts, national income determination and fluctuations, unemployment, inflation, economic growth, the role of money and banking and monetary theory, and the economic role of government. Current economic issues are also discussed in the context of a global 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
EMERGENCY MEDICAL TECHNOLOGY (EMT)

EMT-084  EMERGENCY MED TECH I  Units: 6
This course prepares students for EMT 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
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-008A  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: MATH-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
Advisor: PH-004A
Transfer Status: CSU/UC  Degree Applicable: AA/AS
COD GE: None  CSU GE: None  IGETC: None
ENGLISH (ENG)

ENG-001A COMPOSITION  Units: 4
This course introduces students to the demands of writing in the academic setting. Students learn the basics of critical thinking and research techniques as they apply to the writing process. Students then learn to apply the writing process in composing essays in response to their analysis of prose and poetry.
Lecture Hours: 72  Lab Hours: 0  Repeatable: No  Grading: L
Prerequisite: ENG-001A or ESL-051
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

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: ENGT-051 and MATH-005
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 18TH 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
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
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 provides an introduction to 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 introduces students to the different forms and theories of autobiography and personal narrative. It also provides the opportunity for them to begin to write their own life stories. Students read and analyze different examples of the genre, such as memoirs, diaries, and journals, as well as book-length autobiographies.
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 development 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 1st and 2nd century writings related to the New Testament. It introduces the great characters and events in the context of the development 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
ENGLISH AS A SECOND LANGUAGE/Credit (ESL)

**ESL-050A** TRANSITIONAL BASIC ESL WRITING

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

Corequisite: ESL-050A

Transfer Status: None  Degree Applicable: NAA

COD GE: None  CSU GE: None  IGETC: None

**ESL-050C** BASIC ESL WRITING

(formerly ESL-050B)

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

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 ESL-050B or ENG-050

Advisory: ESL-060

Transfer Status: None  Degree Applicable: NAA

COD GE: None  CSU GE: None  IGETC: None

**ESL-052** PRONUNCIATION & VOCABULARY

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

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

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

This course provides intensive study and the fundamentals of English grammar and structure in preparation for college level writing courses.

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-050A, ESL-055A, RESL-050
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

ENGLISH AS A SECOND LANGUAGE/Noncredit (ESLN)

ESLN-309A ESL - LITERACY Units: 0
This literacy level comprehensive English as a Second Language course emphasizes the development of the very basic English literacy skills.
Class Hours: Open Repeatable: Yes Grading: K
Prerequisite: Departmental Placement Test
Transfer Status: None Degree Applicable: NONC
COD GE: None CSU GE: None IGETC: None

ESLN-310A ESL - COMPREHENSIVE I Units: 0 (Low Beginning)
This first level comprehensive English as a Second Language course introduces students to the main structures of functional American grammar and stresses the simple present and present continuous tenses in reading, writing, listening and speaking.
Class Hours: Open Repeatable: Yes Grading: K
Prerequisite: ESLN-309A, or appropriate ESLN Placement Test score, or Instructor recommendation
Transfer Status: None Degree Applicable: NONC
COD GE: None CSU GE: None IGETC: None

ESLN-310B ESL - COMPREHENSIVE II Units: 0 (High Beginning)
This second level comprehensive English as a Second Language course reinforces previously learned grammatical structures, as well as reading, writing, listening and speaking skills from Level I, with emphasis on developing a higher level of fluency in these areas.
Class Hours: Open Repeatable: Yes Grading: K
Prerequisite: ESLN-310A, or appropriate ESLN Placement Test score, or Instructor recommendation
Transfer Status: None Degree Applicable: NONC
COD GE: None CSU GE: None IGETC: None

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
Prerequisite: ESLN-310B, or 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-388A ESL - INTRODUCTORY COMPUTER SKILLS Units: 0
This noncredit course is designed to help English learners from high beginning through intermediate levels to develop their oral and written comprehension and writing skills using computers. Students will develop an understanding of computer technology and its importance in the development of English skills.
Class Hours: Open Repeatable: Yes Grading: K
Prerequisite: ESLN-310A
Transfer Status: None Degree Applicable: NONC
COD GE: None CSU GE: None IGETC: None
This noncredit course is designed to help intermediate-level students to better communicate orally through practice in recognition and production of the sounds, syllables, rhythm and intonation of Standard English words. In addition, students will learn about word meaning and usage and receive help with common errors for conversation purposes. Emphasis is placed on developing confidence in oral production through enhanced clarity of communication as well as vocabulary acquisition and building.

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

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

This introductory reading course provides students with extensive reading opportunities. Students study syntactical and contextual strategies while they read and analyze various types of genres, including novels, short stories, essays, and poetry. Examples of different multicultural literature are included.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: O
Advisory: ESLN-050A
Transfer Status: None Degree Applicable: NAA
COD GE: None CSU GE: None IGETC: None

This is an integrated writing, reading, grammar skills course specifically designed for multilingual speakers. This course offers an introduction to the writing process and basic writing skills, critical thinking, practice of basic reading skills including vocabulary development and comprehension improvement, and practice in the principles and conventions of standard edited English grammar.

Lecture Hours: 108 Lab Hours: 36 Repeatable: No Grading: O
Transfer Status: None Degree Applicable: NAA
COD GE: None CSU GE: None IGETC: None

See Business/Finance (page 161)

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

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
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRE-003</td>
<td>FIRE PROTECTION EQUIPMENT AND SYSTEMS</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>FIRE-004</td>
<td>BUILDING CONSTRUCTION FOR FIRE PROTECTION</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>FIRE-005</td>
<td>FIRE BEHAVIOR &amp; COMBUSTION</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>FIRE-006</td>
<td>HAZARDOUS MATERIALS/ICS</td>
<td>3</td>
<td>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 Fire 6 by the State Board of Fire Services and California State Fire Marshal.</td>
</tr>
<tr>
<td>FIRE-010</td>
<td>WILDLAND FIRE TECHNOLOGY</td>
<td>3</td>
<td>This course meets the minimum requirements for employment as a wildland fire fighter with State and Federal fire suppression 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.)</td>
</tr>
<tr>
<td>FIRE-063</td>
<td>BASIC FIRE FIGHTER COURSE</td>
<td>1½</td>
<td>This course provides individuals with the knowledge and skills to safely perform, under minimal supervision, essential and advanced fire ground tasks. It includes 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 wildland materials. In addition, students learn to use, inspect and maintain various types of fire fighting 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.</td>
</tr>
<tr>
<td>FIRE-070</td>
<td>CONFINED SPACE-AWARENESS</td>
<td>½</td>
<td>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).</td>
</tr>
<tr>
<td>FIRE-071</td>
<td>CONFINED SPACE-OPERATIONAL</td>
<td>1½</td>
<td>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.</td>
</tr>
</tbody>
</table>
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
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
Prerequisite: FIRE-078A
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

College of the Desert Catalog 2011-2012
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 pre-planning 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  Units: 2½
I-ZONE FIRE FIGHTING FOR COMPANY OFFICERS
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: CSJ  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 multimedia 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
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: 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: 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)

Q-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
Prerequisite: GER-001A
Transfer Status: CSU/UC*  Degree Applicable: AA/AS
COD GE: C3  CSU GE: C2  IGETC: None

GER-001B  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
Prerequisite: GER-001B
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 1A. 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: C2, C5  CSU GE: E  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 ensure 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
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: AA/AS
COD GE: C2, CSU GE: None  IGETC: None

HS-055  TRANSITION TO REGISTERED NURSE  Units: 4
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.
Lecture Hours: 54  Lab Hours: 54  Repeatable: No  Grading: L
Transfer Status: CSU/UC  Degree Applicable: AA/AS
COD GE: C2, C5  CSU GE: E  IGETC: None

HS-060  ENERGETIC HEALING MODALITIES  Units: 1
HEALING TOUCH LEVEL I
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
Transfer Status: None  Degree Applicable: AA/AS
COD GE: None  CSU GE: None  IGETC: None

HS-082  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
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
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
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
Transfer Status: None  Degree Applicable: NAA
COD GE: None  CSU GE: None  IGETC: None

HS-067  INTRODUCTION TO MED/DOSEAGE 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
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
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

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 161)
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
Prerequisite: ITAL-001A
Transfer Status: CSU/UC*  Degree Applicable: AA/AS
COD GE: C3  CSU GE: C2  IGETC: None

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 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*

ITAL-003  INTERMEDIATE ITALIAN  Units: 4
This course strengthens the students' communication skills in the spoken and written Italian language and builds upon the topics of vocabulary, grammar, structure, and Italian culture introduced in previous levels 1 and 2. Emphasis is on the customs and culture of Italy. Italian literature is introduced.
Lecture Hours: 72  Lab Hours: 18  Repeatable: No  Grading: L
Prerequisite: ITAL-002 or ITAL-002B
Transfer Status: CSU/UC  Degree Applicable: AA/AS
COD GE: C3  CSU GE: C2  IGETC: 3B*, 6A*

ITAL-004  INTERMEDIATE ITALIAN  Units: 4
This course is the continuation of ITAL 3. It expands the students’ ability to communicate in Italian. Emphasis is on discussion of socio-cultural selections and literature of the Italian-speaking world.
Lecture Hours: 72  Lab Hours: 18  Repeatable: No  Grading: L
Prerequisite: ITAL-003
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
Prerequisite: JPN-001
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-002A
Transfer Status: CSU/UC  Degree Applicable: AA/AS
COD GE: C3  CSU GE: C2  IGETC: None

**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-001A 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*

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**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 concentrate on editorial, production, advertising, and circulation activities but are expected to participate in all facets of the operation.

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** INTERMEDIATE NEWSPAPER PRODUCTION  Units: 3

This course continues to provide practical experience in working on the staff of the college newspaper initiated in the basic course. Students assume a leadership role, whether in editorial, production, or advertising activities, in producing the newspaper. Students become familiar with the use of desktop publishing programs.

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** ADVANCED NEWSPAPER PRODUCTION  Units: 3

This lecture and laboratory course continues to provide practical experience in working on the staff of the college newspaper initiated in the basic course. Students serve as editor, production supervisor, advertising director, photo editor, and circulation director - whether solely or on an alternating basis - and otherwise help, direct, and guide new students in producing a newspaper.

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

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  
**Transfer Status:** CSU/UC  
**Degree Applicable:** AA/AS  
**Advisory:** ENG-051

### MC-001  MASS MEDIA IN AMERICAN CULTURE

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  
**Transfer Status:** CSU/UC  
**Degree Applicable:** AA/AS  
**Advisory:** ENG-051

### LIBRARY & INFORMATION STUDIES (LIS)

**LIS-001  AN INTRODUCTION TO BASIC RESEARCH SKILLS**

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  
**Transfer Status:** CSU/UC  
**Degree Applicable:** AA/AS  
**Advisory:** RDG-051 and CIS-005

### MANAGEMENT (BUMA)

**See Business/Management (page 161)**

### MASS COMMUNICATION (MC)

**MC-005  INTRODUCTION TO PUBLIC RELATIONS**

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 on an irregular basis.

**Lecture Hours:** 54  
**Lab Hours:** 0  
**Repeatable:** No  
**Grading:** L  
**Transfer Status:** CSU/UC  
**Degree Applicable:** AA/AS  
**Advisory:** ENG-001A

### LIBRARY & INFORMATION STUDIES (LIS)

**LIS-001  AN INTRODUCTION TO BASIC RESEARCH SKILLS**

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  
**Transfer Status:** CSU/UC  
**Degree Applicable:** AA/AS  
**Advisory:** RDG-051 and CIS-005

### MANAGEMENT (BUMA)

**See Business/Management (page 161)**

### MASS COMMUNICATION (MC)

**MC-001  MASS MEDIA IN AMERICAN CULTURE**

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  
**Transfer Status:** CSU/UC  
**Degree Applicable:** AA/AS  
**Advisory:** ENG-051

### MATH-001A  CALCULUS

This course is a standard introductory course in linear algebra. 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.

**Lecture Hours:** 90  
**Lab Hours:** 0  
**Repeatable:** No  
**Grading:** L  
**Transfer Status:** CSU/UC  
**Degree Applicable:** AA/AS  
**Advisory:** MATH-002A

### MATH-001B  CALCULUS

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 the derivative, limits, methods for differentiating polynomial, rational, exponential, logarithmic and trigonometric functions, applications of the derivative, and an introduction to the integral.

**Lecture Hours:** 90  
**Lab Hours:** 0  
**Repeatable:** No  
**Grading:** L  
**Transfer Status:** CSU/UC  
**Degree Applicable:** AA/AS  
**Advisory:** MATH-002A

### MANAGEMENT (BUMA)

**See Business/Management (page 161)**

### MASS COMMUNICATION (MC)

**MC-005  INTRODUCTION TO PUBLIC RELATIONS**

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 on an irregular basis.

**Lecture Hours:** 54  
**Lab Hours:** 0  
**Repeatable:** No  
**Grading:** L  
**Transfer Status:** CSU/UC  
**Degree Applicable:** AA/AS  
**Advisory:** ENG-001A

### MATH-001B  CALCULUS

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  
**Transfer Status:** CSU/UC  
**Degree Applicable:** AA/AS  
**Advisory:** MATH-002A

### MATH-002A  MULTIVARIATE CALCULUS

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.

**Lecture Hours:** 90  
**Lab Hours:** 0  
**Repeatable:** No  
**Grading:** L  
**Transfer Status:** CSU/UC  
**Degree Applicable:** AA/AS  
**Advisory:** MATH-002A

### MATH-002B  LINEAR ALGEBRA

This course is a standard introductory course in linear algebra. Topics include vectors in $\mathbb{R}^n$, matrices and systems of linear equations, determinants, vector spaces, linear independence,
linear transformations, eigenvalues, eigenvectors, and diagonalization of certain quadratic forms.

Lecture Hours: 72 Lab Hours: 0 Repeatable: No Grading: L

**Prerequisite:** MATH-001B

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: None CSU GE: B4 IGETC: 2A

**MATH-002C** ORDINARY DIFFERENTIAL EQUATIONS

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.

Lecture Hours: 72 Lab Hours: 0 Repeatable: No Grading: L

**Prerequisite:** MATH-001B

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: None CSU GE: B4 IGETC: 2A

**MATH-005** TRIGONOMETRY

This 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

This is a function oriented course including the concept of a function and function notation. The course includes an in depth investigation of polynomial, rational, exponential, and logarithmic functions, including 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

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

This course is designed for Social Science and Liberal Arts majors. This course 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 Degree Applicable: AA/AS

COD GE: C4b CSU GE: B4 IGETC: 2A

**MATH-014** STATISTICAL METHODS

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

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.

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: None IGETC: None
MATH-030  PLANE GEOMETRY  Units: 3
This course includes fundamentals of plane geometry, including topics in solid and coordinate geometry, developed by both inductive and deductive processes.
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.
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-066  INTRODUCTION TO INTEGERS AND FRACTIONS  Units: 1
This course provides an understanding of and competency in the basic operations of elementary arithmetic. Topics include adding, subtracting, multiplying, and dividing integers and proper fractions.
Lecture Hours: 18  Lab Hours: 9  Repeatable: No  Grading: K
Prerequisite: MATH-054
Transfer Status: None  Degree Applicable: NAA
COD GE: None  CSU GE: None  IGETC: None

MATH-067  WHOLE NUMBERS  Units: 1
This course provides an understanding of and competency in the basic operations of elementary arithmetic. Topics include adding, subtracting, multiplying, and dividing whole numbers, with an emphasis placed on memorizing basic number facts.
Lecture Hours: 18  Lab Hours: 9  Repeatable: No  Grading: K
Advisory: RDG-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. Completion of MATH-066 and MATH-067 is equivalent to MATH-070.
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

MATH071  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

College of the Desert Catalog 2011-2012
MATH-087  MATH/SCIENCE STUDY CENTER LAB  Units: ½
Lecture Hours: 0  Lab Hours: 27  Repeatable: 1  Grading: K
Corequisite: Any mathematics 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
Corequisite: Any mathematics course
Transfer Status: None  Degree Applicable: NAA
COD GE: None  CSU GE: None  IGETC: None

MATH-098  MATHEMATICS SUPPLEMENTAL LAB  Units: 1
Lecture Hours: 0  Lab Hours: 54  Repeatable: 3  Grading: K
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, orchestration and harmony (including modulation, secondary dominants, 9th, 11th, and 13th chords and non-dominant harmony.) Lab activities include sight singing, ear training, dictation and the playing of scales and chord progressions at the keyboard.
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: C3  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  BEGINNING CLASS PIANO  Units: 2
Group work in developing piano keyboard facility and reading primary level piano music. Opportunity provided for individual attention and in-class performance. Subsequent enrollment in MUS-021B provides the student an opportunity for additional skill and competency development within the subject matter.
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  INTERMEDIATE/ADVANCED CLASS PIANO  Units: 2
Group work in developing piano keyboard facility and reading intermediate to advanced level piano music. Opportunity provided for individual attention and in-class performance. Repeating the course will provide additional skills and competency within the subject area. May be taken for a total of two times for credit.
Lecture Hours: 18  Lab Hours: 54  Repeatable: 1  Grading: L Prerequisite: MUS-021A Transfer Status: CSU/UC  Degree Applicable: AA/AS COD GE: None  CSU GE: None  IGETC: None

MUS-022  BEGINNING/INTERMEDIATE VOICE  Units: 2
This course involves group study of the foundations of vocal production, technique, diction and interpretation and their application to all styles of singing from pop to classical. It is designed for the non-music major. May be taken for a total of two times for credit.
Lecture Hours: 18  Lab Hours: 54  Repeatable: 1  Grading: L Transfer Status: CSU/UC  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-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
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 explored.
Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L
Prerequisite: MUS-050A
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

### MUS-078A Introduction to Digital Audio 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
Prerequisite: MUS-021A
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

### MUS-078B Intermediate to Advanced Digital Audio Units: 3
This course provides practical experience in computer-based audio and MIDI (Musical Instrument Digital Interface) recording. Activities include the creation of original music compositions and multimedia presentations using synthesizers, microphones, audio mixers, audio processors, computers and computer music software. Repeating this course provides additional skills and competency within the subject area. May be taken for a total of two times for credit.
Lecture Hours: 36 Lab Hours: 54 Repeatable: 1 Grading: L

### 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
and human population growth. Emphases are placed on the pollution, global atmospheric issues, hazardous materials, quality, fossil fuels and renewable energy resources, air environmental issues are examined from an ecological sustainability, ecosystem change, and biodiversity.

This environmental science course encompasses a study of 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

College of the Desert Catalog 2011-2012
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 & AGRI SCIENCES Units: 3
This course provides students with an overview of professions in Natural Resources and Agricultural Sciences along with educational paths to become qualified for those occupations.
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.

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.

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 childhood process. Previously learned principles of medical surgical nursing are applied. Clinical experience is provided in psychiatric, obstetrical and medical/surgical settings.

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

NUTRITION (HS)
See Health Sciences (page 192)

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.

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: C3  CSU GE: C2  IGETC: 3B

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: C2,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.
Lecture Hours: 54  Lab Hours: 0  Repeatable: No  Grading: L
Advisory: RDG-051L, 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.
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

PHYSICAL EDUCATION (PE)

PE-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

PE-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

PE-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
**PE-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

**PE-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

**PE-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: None  
IGETC: None

**PE-007  TECHNIQUES OF EXERCISE**  
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

**PE-008  INTRODUCTION TO KINESIOLOGY**  
Units: 3  
This course introduces the student to the professional field of physical education and health as related to the teaching and coaching profession. It brings forward the present curriculum involved with all levels of education, professional organizations, and literature requirements supporting this profession. It includes evaluation of teaching methods, strategies, and skill testing commonly needed by professional physical educators, coaches, and recreation leaders.  
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

**PE-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

**PE-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

**PE-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
ADAPTED BADMINTON

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: 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

DANCE, BALLROOM

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

DANCE, MODERN

This course provides beginning, intermediate, and advanced instruction in modern dance techniques as a vehicle for creating original movement. May be taken for a total of four times for credit. (Equivalent to DANC-070.)

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

DANCE, AEROBIC

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

DANCE, AEROBIC (Low Impact)

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

DANCE, JAZZ

This course provides beginning, intermediate, and advanced instruction in jazz dance technique emphasizing optimal body placement and improved body mechanics and coordination. May be taken for a total of four times for credit. (Equivalent to DANC-073.)

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
PE-054  DANCE, STEP AEROBIC  Units: 1
This course provides beginning, intermediate, and advanced instruction in basic tap dance steps and simple choreography forms for the improvement of coordination and physical 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

PE-055  DANCE, TAP  Units: 1
This course provides beginning, intermediate, and advanced instruction in ballet technique, vocabulary, history, current events, and appreciation of ballet as an art form. May be taken for a total of four times for credit.
(Equivalent to DANC-076.)
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

PE-056  DANCE, BALLET  Units: 1
This course provides beginning, intermediate, and advanced instruction in ballet technique, vocabulary, history, current events, and appreciation of ballet as an art form. 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

PE-057  FENCING  Units: 1
This course provides beginning, intermediate, and advanced instruction 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

PE-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

PE-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

PE-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

PE-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

PE-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

PE-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

PE-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
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

**PE-074 PHYSICAL FITNESS, SPORT PERFORMANCE**

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

**PE-077 SELF-DEFENSE/FITNESS**

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

**PE-078 SELF-DEFENSE, MARTIAL ARTS**

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

**PE-079 SOCCER**

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
PE-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

PE-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

PE-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

PE-087  PICKLE BALL  Units: 1
This course provides beginning, intermediate, and advanced instruction and practice in skills, strategies, and rules of pickle ball. 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

PE-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

PE-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

PE-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

PE-095  THE ART AND SCIENCE OF WEIGHT TRAINING  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

PE-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

PE-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

PE-098  YOGA  Units: 1
This course is designed for individuals of all fitness levels 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 lyengar’s method of hatha yoga. Special focus is placed on developing strength, endurance and correct body alignment in addition to flexibility and relaxation. 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
**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 second 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: 0  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

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 course provides 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-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 or HIST-017 or HIST-018
Transfer Status: CSU/UC  Degree Applicable: AA/AS
COD GE: C2  CSU GE: D8  IGETC: 4H

PSY-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 or HIST-017 or HIST-018
Transfer Status: CSU/UC  Degree Applicable: AA/AS
COD GE: C2  CSU GE: D8  IGETC: 4H

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
**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.

Lecture Hours: 54  Lab Hours: 0  Repeatable: No  Grading: L
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
Transfer Status: CSU  Degree Applicable: AA/AS
COD GE: C2,C5  CSU GE: D4,E, D7,E  IGETC: 4G

**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
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.

Lecture Hours: 54  Lab Hours: 0  Repeatable: No  Grading: L
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.

Lecture Hours: 54  Lab Hours: 0  Repeatable: No  Grading: L
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.

Lecture Hours: 54  Lab Hours: 0  Repeatable: No  Grading: L
Transfer Status: CSU/UC  Degree Applicable: AA/AS
COD GE: C2  CSU GE: None  IGETC: None

**PSY-027 BIOLOGICAL PSYCHOLOGY**  Units: 3
This course survey 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.

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.

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
RTV-002  RADIO AND TELEVISION ANNNOUNCING

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

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

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

This course provides an introduction to the analysis and preparation of radio and television news announcements, commercials, public service announcements, promotion 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

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: None  IGETC: None

READING (RDG)

RDG-050  BASIC READING

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

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-052  ACCELERATED READING FOR COLLEGE SUCCESS

Preparation for academic reading and critical thinking expected in transfer and associate-degree classes. Strongly recommended: participation in the Reading placement process.

Lecture Hours: 54  Lab Hours: 18  Repeatable: No  Grading: L
Transfer Status: None  Degree Applicable: NAA
COD GE: None  CSU GE: None  IGETC: None

RTV-003  FILM HISTORY

This course explores the history of film as an art and industry, with a focus on the development of filmmaking techniques and their impact on society. Students will learn about key figures in the history of film, including directors, actors, and producers, as well as the impact of technology on the industry. The course also covers the evolution of film genres, such as comedy, drama, and horror, and the cultural significance of film in different countries.

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
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
RE-091A REAL ESTATE CONSULTING AND ADVISING

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
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

RE-091B REAL ESTATE PROPERTY MANAGEMENT

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
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

RE-092A CASE STUDY DEVELOPING CENTRAL STATION

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
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

RE-092B AGRICULTURAL PROPERTIES

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
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

RE-001 INTRODUCTION TO COMMUNITY RECREATION

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
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

RE-002A RECREATION FIELD WORK

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
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

RE-002B RECREATION FIELD WORK

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
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

RE-002C RECREATION FIELD WORK

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
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

RE-002D RECREATION FIELD WORK

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
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None
SOCIOMETRY (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: D0 IGETC: 4J

SOC-002 SOCIAL PROBLEMS Units: 3
An application of sociological principles and concepts in an analysis of the family, religion, education, minorities, crime and delinquency, urban society, industry, and politics. Special attention is given to the interpretation of relevant quantitative data.
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: D0 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: C2 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

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: 4J

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. Completion of SPAN 2A and SPAN 2B is equivalent to SPAN 2.
Lecture Hours: 90 Lab Hours: 18 Repeatable: No Grading: L
Prerequisite: SPAN-001 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-002A ELEMENTARY SPANISH Units: 3
This course builds upon the material presented in SPAN 1 or SPAN 1B 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. Completion of SPAN 2A and SPAN 2B is equivalent to SPAN 2.
Lecture Hours: 54 Lab Hours: 18 Repeatable: No Grading: L
Prerequisite: SPAN-001 or SPAN 1 or 2 years high school Spanish
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: C3 CSU GE: C2 IGETC: 3B*, 6A*

SPAN-002B ELEMENTARY SPANISH Units: 3
This course builds upon the material presented in SPAN 2A 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. Completion of SPAN 2A and SPAN 2B is equivalent to SPAN 2.
Lecture Hours: 54 Lab Hours: 18 Repeatable: No Grading: L
Prerequisite: SPAN-002A
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 or SPAN-002B
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.
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
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

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

This course provides students with an overview 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

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: O  
Advisory: ENG-050
Transfer Status: CSU  Degree Applicable: AA/AS  
COD GE: None  CSU GE: None  IGETC: None

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

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: O  
Transfer Status: None  Degree Applicable: NAA  
COD GE: None  CSU GE: None  IGETC: None
STDV-060  COLLEGE SUCCESS SKILLS  Units: 1
This course helps college students learn the information and
dev elop 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: K
Transfer Status: None  Degree Applicable: NAA
COD GE: None  CSU GE: None  IGETC: None

STDV-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

STDV-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

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: K
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. May be taken
for a total of two times for credit.
Lecture Hours: 36  Lab Hours: 54  Repeatable: 1  Grading: L
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. May be taken
for a total of three times for credit.
Lecture Hours: 36  Lab Hours: 54  Repeatable: 2  Grading: L
Prerequisite: TA-002
Transfer Status: CSU/UC  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.
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. 
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 make-up. It executes the learned skills in a laboratory atmosphere utilizing current sanitation rules and regulations as established by the state of California. Students create an accurate pictorial dictionary, a “morgue”, and use it as a reference in creating makeup executions. Students 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 learn product knowledge, including how to access appropriate materials. Other topics include pre and post production responsibilities of a make-up designer/artist applicable to various venues. May be taken for a total of two times for credit.
Lecture Hours: 36 Lab Hours: 54 Repeatable: 1 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
**VOCATIONAL NURSING (VN)**

**VSN-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 are presented. Using a nursing process format, care of clients with alterations in musculoskeletal, integumentary, cardiac, endocrine systems, & LGP are presented.
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  CU GE: None  IGETC: None

**VSN-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

**VSN-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

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**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 two 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**
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**
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**
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**
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**
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-020L V OcC ional Nursing II L 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 VocC ional 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 VocC ional 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

WORK EXPERIENCE/GENERAL (WEG)

WEG-095A-D 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 serve 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
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.

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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<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Institution/University</th>
<th>Degrees/Programs</th>
</tr>
</thead>
</table>
| JAMES J. PARVIZI      | Professor in Mathematics          | College of the Desert                        | B.S. 1971, Dijon University, France  
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| VIDA ROSSI DEAN       | Assistant Professor in Reading    | College of the Desert                        | B.A. 1991, University of California, Irvine  
M.A. 2005, California State University, San Bernardino |
| ROBERT ROSTECK       | Associate Professor in Biology    | College of the Desert                        | B.A. 1987, Georgetown College, Georgetown, KY  
M.S. 1993, University of Tennessee, Knoxville, TN |
| WENDY J. H. SANDERS   | Professor in Early Childhood Education | College of the Desert                        | B.S. 1974, University of Wisconsin, Madison  
M.A. 2004, Bethel Seminary, St Paul, MN |
| FREDERICK SANGIORGIO  | Counselor                         | College of the Desert                        | A.A. 1997, Lake Tahoe Community College  
B.A. 2000, California State University, San Francisco  
M.S. 2003, California State University, San Francisco |
RENATE SENTERS (2008)
Professor, English as a Second Language
B.A. 1985, Ludwig Maximilian University, Munich, Germany
M.A. 1987, Ludwig Maximilian University, Munich, Germany

HUSHANG SHAHIDI (1989)
Professor, Economics and Finance
B.S. 1969, Tehran University, Iran
M.A. 1973, Mankato State College, MN
Ph.D. 1977, Colorado State University

JOSE SIMO (2000)
Counselor
B.S. 1989, Franciscan University of Steubenville, OH
M.S. 1996, California State University, San Bernardino

CHRISTEN SMITH (2005)
Associate Professor, English as a Second Language
B.A. 1994, University of California, Irvine
M.A. 1996, California State Polytechnic University, Pomona

MICHAEL L. SMITH (2001)
Associate Professor, Philosophy
B.A. 1989, University of California, Riverside
M.A. 1994, University of California, Riverside

LISA SOCCIO (2006)
Assistant Professor, Art History/Art Gallery Director
B.A. 1991, University of California, Santa Cruz
M.A. 2000, University of Rochester, Rochester, NY
Ph.D. 2006, University of Rochester, Rochester, NY

KAREN TABOR-REGIS (1992)
Professor, Mathematics
A.A. 1985, Mesa Community College
B.A. 1988, San Diego State University
M.A. 1992, San Diego State University

JACK R. TAPLESHay (1986)
Professor, Communication
A.S. 1979, Yuba College
B.A. 1981, California State University, San Bernardino
M.A. 1987, California State University, San Bernardino

DIANE E. TARAS (2006)
Instructor, English as a Second Language
B.A. 1997, Laurentian University, Ontario, Canada
B.A. 1981, University of Waterloo, Ontario, Canada
M.A. 2004, California State University, Northridge

ANTHONY M. TESCH (2004)
Associate Professor, Biology, Human Anatomy, Physiology
B.S. 1995, University of California, Davis
Ph.D. 2004, University of California, Davis

TYRONE R. THOMAS (1990)
Professor, Adult Basic Education
A.A. 1980, Lassen College
B.S. 1982, College of Notre Dame

NICOLE TORTORIS (2008)
Associate Professor, Sociology
B.S. 1999, University of Riverside
M.A. 2001, California State University, Fullerton

MARY K. (CHRIS) TOTTEN (1994)
Professor, Biology
B.S. 1981, Western New England College, MA
M.A. 1983, Mount Holyoke College, MA

RODERICK SCOTT TRACEY (1984)
Professor, Chemistry
B.S. 1969, University of London, England
Ph.D. 1974, University of North Carolina

CYNTHIA VASQUEZ (2011)
Counselor
B.A. 1993, California State University, San Bernardino
M.A. 2004, University of Redlands

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

LESLEY JUMP (1999)
Dean, School of Health Sciences, Early Childhood Education and Physical Education/Athletics
B.A. 1980, Keene State College, NH
M.Ed. 1980, Rockland Community College, NY
J.D. 1984, University of San Diego

College of the Desert Catalog 2011-2012
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

Professor Emeritus, Microbiology

BARBARA ANNE BOLAÑOS (1971-1995)  
Professor Emeritus, Sociology

PAUL D. BOWIE (1970-2006)  
Professor Emeritus, Sociology

JUDITH BRAE (1988-2006)  
Counselor Emeritus, Physical Disabilities

Professor Emeritus, English

FAYE R. CASTILLO (1972-1994)  
Professor Emeritus, Nursing

JOHN R. COEFIELD (1963-1995)  
Professor Emeritus, Health, Physical Education and Recreation

JOHN COLLIGAN (1987-1999)  
Professor Emeritus, English and Reading, Copper Mountain Campus

LUIS CORONA (1975-2000)  
Counselor Emeritus

JOHN D. CRAIG (1972-1983)  
Professor Emeritus, Engineering, Copper Mountain Campus

BUFORD CRITES (1976-2006)  
Professor Emeritus, Speech

MARGARET ANN CURRIN (1975-1986)  
Professor Emeritus, Developmental Education

LARRY MARK DeSHIEL (1974-2006)  
Professor Emeritus, Auto Mechanics

RITA RAMIREZ DEAN (1973-2004)  
Professor Emeritus, Developmental Education

DANIEL V. DETI (1962-2004)  
Professor Emeritus, French and Spanish

MARCELINO DIAZ JR. (1972-2005)  
Counselor Emeritus, Coordinator EOPS & CARE Programs

WALLACE G. DOHRN (1969-1992)  
Professor Emeritus, English, Copper Mountain Campus

RALPH DORRE (1996-2011)  
Adjunct Instructor Emeritus, English

KAREN DOSTAL (1985-2006)  
Professor Emeritus, Mathematics

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 GILICK (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

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

Professor Emeritus, Nursing, Division Chair, Health Sciences Director of ADN, VN, CNA and EMT Programs
BEVERLY A. HARTNETT (1968-1994)
Professor Emeritus, Nursing

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

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 Emeritus

JOHN B. LaFONTAINE (1996-2005)
Assistant Professor Emeritus, Air Conditioning
and Refrigeration

KEN LaMONT (1986-2006)
Counselor Emeritus

Professor Emeritus, English

Professor Emeritus, Mathematics,
Copper Mountain Campus

MICHAEL MANIS (1985-2010)
Professor Emeritus, Business

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

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

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

Counselor Emeritus

LINDA A. MORANTE (1993-2005)
Associate Professor Emeritus, English

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. ONY (1970-1997)
Professor Emeritus, Mathematics

ROSEMARY ORTEGA (1972-2005)
Professor Emeritus, Developmental Education

REYNALDO F. ORTIZ (1978-2011)
Counselor Emeritus

Dean Emeritus, Educational Services,
Copper Mountain Campus

Professor Emeritus, Mathematics
Professor Emeritus, Mathematics

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

CHRISTINE J. TOMLINSON (1976-1982)  
Professor Emeritus, Music

JOYCE WADE-MALTAS (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

Professor Emeritus, English and Composition

Coordinator Emeritus, Library Services

Faculty Emeriti in Memoriam

HORTENSIA "SANDY" ALWAN (1984-2001)  
Adjunct Instructor Emeritus, Spanish

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

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

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 Mallory (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

Adjunct Instructor Emeritus, Speech

Kathleen Muchnik (1972-1987)  
Associate Professor Emeritus, Nursing  
Assistant Chairperson, Nursing and Allied Health

Professor Emeritus, Chemistry

Seamus Nunan (1962-1982)  
Professor Emeritus, History

Lance Read (1964-1996)  
Counselor Emeritus

Professor Emeritus, English (Copper Mountain Campus)

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

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)

Professor Emeritus, Developmental Education

Professor Emeritus, Mass Communication & Journalism
Agricultural Science Bldg.

Administration Building
Administrative Offices

Alumni Association
Street Fair Management

Art Building

Academic Skills Center
Language Lab
Writing Lab
Math Classroom

Applied Technology Building
School of Business, Technical & Workforce Education Office

Business Building
Work Experience Office

Barker Nursing Complex
School of Health Sciences, Early Childhood Education, PE/Athletics Office

COD Cafe Food Services
Office of Student Life
Student Government/Student Clubs

Central Modular Annex
Physical Education/Athletics Office

Child Development Center

Carol Meier Lecture Hall
The POLLOCK Theatre

Cravens Student Services Center
ACES (TRIO)
Admissions & Records (A&R)
Assessment Testing
Bookstore
Bursar's Office
CalWORKs
Career/Transfer Center
Counseling Services
Disabled Student Programs & Services
DSPS Hi-Tech Center
EOPS/CARE
Financial Aid Office
International Education Office
Parking Services
Student Health Services/College Nurse
Upward Bound (TRIO)
Veteran's Services

Diesel Mechanics Building
(Rooms DM 21-25 upstairs)

East Modular Annex

College of the Desert Catalog 2011-2012

East Modular Annex

College Foundation Office

College Golf Center

Gym Main Floor
Gym Stage
Gym Weight Room

HIB

Hilb Mezzanine

Hilltop

Liberal Arts Building
Communication Office

Library

Building

Math Building
Math and Science Office
Math/Science Lab

McCallum Theatre

Medical Building
Early Childhood Education
Nursing

North Modular Annex

Physical Education Building
Lockers & Showers

Public Safety Academy

Science Building

South Modular Annex
Keyboard/Computer Music, MIDI
MESA Office
Security

Social Sciences Building
School of Liberal Arts and Sciences Office

Stadium & Offices

Gym Weight Room

Theatre Building (Theatre Too)

West Modular Annex

Tutoring Center

Campus Guide (previous page) is subject to change due to on-going construction projects. The Guide was accurate at our press deadline. Please call the Construction Information Hotline at (760) 773-2583 or check online at www.collegeofthedesert.edu/map for information.
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>CARE Program</td>
<td>32</td>
</tr>
<tr>
<td>Career Center</td>
<td>31</td>
</tr>
<tr>
<td>Career &amp; Technical Education</td>
<td>56</td>
</tr>
<tr>
<td>Career &amp; Technical Education Program Outcomes</td>
<td>69</td>
</tr>
<tr>
<td>Catalog Rights</td>
<td>56</td>
</tr>
<tr>
<td>Ceramics Courses</td>
<td>150</td>
</tr>
<tr>
<td>Certificate of Achievement</td>
<td>57</td>
</tr>
<tr>
<td>Certificate of Achievement &amp; Transfer Requirements</td>
<td>57</td>
</tr>
<tr>
<td>Certified Nurse Assistant</td>
<td>109, 192</td>
</tr>
<tr>
<td>Cheating</td>
<td>47</td>
</tr>
<tr>
<td>Chemistry Courses</td>
<td>163</td>
</tr>
<tr>
<td>Degree Requirements</td>
<td>121</td>
</tr>
<tr>
<td>Child Development and Training Center</td>
<td>36</td>
</tr>
<tr>
<td>Class Attendance</td>
<td>41</td>
</tr>
<tr>
<td>Classification and Numbering of Courses</td>
<td>130</td>
</tr>
<tr>
<td>Classification of Students</td>
<td>25</td>
</tr>
<tr>
<td>Club Organizations</td>
<td>28</td>
</tr>
<tr>
<td>COD Foundation</td>
<td>10</td>
</tr>
<tr>
<td>COD Foundation Auxiliary</td>
<td>10</td>
</tr>
<tr>
<td>COD Scholarships</td>
<td>33</td>
</tr>
<tr>
<td>College Level Examination Program (CLEP)</td>
<td>21</td>
</tr>
<tr>
<td>Communication Degree</td>
<td>116</td>
</tr>
<tr>
<td>Communication Studies Degree for Transfer</td>
<td>97</td>
</tr>
<tr>
<td>Competency Requirements</td>
<td>57</td>
</tr>
<tr>
<td>Composition Courses</td>
<td>178</td>
</tr>
<tr>
<td>Degree Requirements</td>
<td>103</td>
</tr>
<tr>
<td>Computer Information Systems Certificate &amp; Degree</td>
<td>92</td>
</tr>
<tr>
<td>Courses</td>
<td>164</td>
</tr>
<tr>
<td>Computer Science Courses</td>
<td>166</td>
</tr>
<tr>
<td>Degree Requirements</td>
<td>97</td>
</tr>
<tr>
<td>Concurrent Enrollment of High School Students</td>
<td>15</td>
</tr>
<tr>
<td>Construction Management Certificate &amp; Degree</td>
<td>85</td>
</tr>
<tr>
<td>Courses</td>
<td>166</td>
</tr>
<tr>
<td>Contract Education</td>
<td>40</td>
</tr>
<tr>
<td>Counseling/Advising</td>
<td>14</td>
</tr>
<tr>
<td>Counseling Center</td>
<td>31</td>
</tr>
<tr>
<td>Course Codes/Subjects</td>
<td>132</td>
</tr>
<tr>
<td>Courses of Instruction</td>
<td>132</td>
</tr>
<tr>
<td>Credit for CEEB Advanced Placement Exams (AP)</td>
<td>20</td>
</tr>
<tr>
<td>Credit by Examination</td>
<td>19</td>
</tr>
<tr>
<td>Credit for Military Service</td>
<td>19</td>
</tr>
<tr>
<td>Credit from High Schools and ROPs</td>
<td>19</td>
</tr>
<tr>
<td>Credit, Unit of (defined)</td>
<td>41</td>
</tr>
<tr>
<td>Criminal Law Courses</td>
<td>134</td>
</tr>
<tr>
<td>CSU Campuses</td>
<td>65</td>
</tr>
<tr>
<td>CSU General Education-Breadth</td>
<td>59, 64</td>
</tr>
<tr>
<td>CSU Gov'T/History Certification</td>
<td>64</td>
</tr>
<tr>
<td>Culinary Arts Certificates and Degree</td>
<td>98</td>
</tr>
<tr>
<td>Courses</td>
<td>167</td>
</tr>
<tr>
<td>- D -</td>
<td></td>
</tr>
<tr>
<td>DANC</td>
<td>168</td>
</tr>
<tr>
<td>DDP</td>
<td>169</td>
</tr>
<tr>
<td>DRA</td>
<td>172</td>
</tr>
<tr>
<td>DSPS</td>
<td>170</td>
</tr>
<tr>
<td>Dance Courses</td>
<td>168</td>
</tr>
<tr>
<td>Dancing Courses, Aerobic</td>
<td>207</td>
</tr>
<tr>
<td>Dancing Courses, Ballroom</td>
<td>207</td>
</tr>
<tr>
<td>Dancing Courses, Theatre Production</td>
<td>169</td>
</tr>
<tr>
<td>Dean's List</td>
<td>44</td>
</tr>
<tr>
<td>Degree Requirements</td>
<td>57</td>
</tr>
<tr>
<td>Non-Transfer</td>
<td>57</td>
</tr>
<tr>
<td>Transfer</td>
<td>58</td>
</tr>
<tr>
<td>Departmental Seminars</td>
<td>133</td>
</tr>
<tr>
<td>Digital Design &amp; Production Certificate &amp; Degree</td>
<td>99</td>
</tr>
<tr>
<td>Courses</td>
<td>169</td>
</tr>
<tr>
<td>Dining Hall</td>
<td>29</td>
</tr>
<tr>
<td>Diplomas</td>
<td>56</td>
</tr>
<tr>
<td>Disabled Students, Programs and Services</td>
<td>32, 51, 100</td>
</tr>
<tr>
<td>Courses</td>
<td>170</td>
</tr>
<tr>
<td>Adapted P.E.</td>
<td>207</td>
</tr>
<tr>
<td>Disqualfication</td>
<td>45</td>
</tr>
<tr>
<td>Distribution of Non-College Publications</td>
<td>52</td>
</tr>
<tr>
<td>District (COD) General Education Requirements</td>
<td>58</td>
</tr>
<tr>
<td>Drafting/CAD Certificate &amp; Degree Requirements</td>
<td>85</td>
</tr>
<tr>
<td>Courses</td>
<td>172</td>
</tr>
<tr>
<td>Drawing Courses</td>
<td>149</td>
</tr>
<tr>
<td>Dropping &amp; Adding Courses</td>
<td>23</td>
</tr>
<tr>
<td>Drug-Free Workplace and Campus</td>
<td>52</td>
</tr>
<tr>
<td>- E -</td>
<td></td>
</tr>
<tr>
<td>ECE</td>
<td>172</td>
</tr>
<tr>
<td>ECON</td>
<td>176</td>
</tr>
<tr>
<td>EMS</td>
<td>184</td>
</tr>
<tr>
<td>EMT</td>
<td>177</td>
</tr>
<tr>
<td>ENG</td>
<td>178</td>
</tr>
<tr>
<td>ENGR</td>
<td>177</td>
</tr>
<tr>
<td>ENGT</td>
<td>178</td>
</tr>
<tr>
<td>ESL</td>
<td>181</td>
</tr>
<tr>
<td>ESLN</td>
<td>182</td>
</tr>
<tr>
<td>Early Childhood Education Certificates &amp; Degree</td>
<td>100</td>
</tr>
<tr>
<td>Courses</td>
<td>172</td>
</tr>
<tr>
<td>Early/Late Exams</td>
<td>41</td>
</tr>
<tr>
<td>Eastern Valley Center</td>
<td>11</td>
</tr>
<tr>
<td>Economics Courses</td>
<td>176</td>
</tr>
<tr>
<td>Degree Requirements</td>
<td>94</td>
</tr>
<tr>
<td>Educational Plans (SEPs)</td>
<td>15</td>
</tr>
<tr>
<td>Emergency Medical Technician Courses</td>
<td>177</td>
</tr>
<tr>
<td>Program</td>
<td>102</td>
</tr>
<tr>
<td>Engineering Courses</td>
<td>177</td>
</tr>
<tr>
<td>Engineering Technology</td>
<td>178</td>
</tr>
<tr>
<td>English Degree Requirements</td>
<td>103</td>
</tr>
<tr>
<td>English Courses</td>
<td>178</td>
</tr>
<tr>
<td>English as a Second Language: Credit (ESL)</td>
<td>104, 181</td>
</tr>
<tr>
<td>Noncredit (ESLN)</td>
<td>104, 182</td>
</tr>
<tr>
<td>Reading (RESL)</td>
<td>184</td>
</tr>
</tbody>
</table>
INDEX

English as a Second Language:
  Noncredit program ............ 40
English for Multilingual
  Students (EMS) .............. 184
Enrichment Activities .......... 28
Enrollment Procedures .......... 23
Enrollment, Steps to ............ 13
Environmental Design/
  Architecture Certificate &
  Degree Requirements ...... 84
Environmental Horticulture
  Certificate & Degree ....... 75
  Courses ..................... 140
Environmental Sciences
  Degree Requirements .... 121
EOPS & CARE Programs......... 32
Examination, Credit by .......... 19
Examinations, Early/Late ....... 41
Examinations, Final .......... 41
Extended Opportunity Programs
  & Services (EOPS) .......... 32

- F -
FIRE ................................ 184
FL .................................. 188
FR .................................. 188
Faculty & Administrators .... 226
Faculty Code of Ethics ....... 225
Faculty Responsibilities .... 41
Family Educational Rights &
  Privacy Act (FERPA) ....... 53
Fees ................................ 25
Final Examinations ............ 41
Finance Courses .............. 161
Financial Aid ................. 13, 32
Fire Technology
  Certificate & Degree ...... 105
  Courses ..................... 184
First Aid & Safety Course .... 205
Food Service .................... 29
Foreign Language Lab .......... 37
Foreign Language Courses .. 188
  Degree Requirements ... 106
Foreign Transcript Evaluation ..22
French Courses .................. 188
  Degree Requirements .... 106
Friends of the Library ........ 10
Full-Time Student (defined) .. 25

- G -
  G .................................. 189
  GEOG ................................ 189
  GER .................................. 190
  GOLF ................................ 191
General Business
  Degree Requirements .... 92
General Drafting/CAD
  Certificate & Degree ..... 85
General Education Certification ..64
General Education Development
  Test (GED) ................. 40, 73
General Education
  Program Outcomes ......... 68
General Education Philosophy
  Statement ..................... 10
General Education Requirements:
  District (COD) .............. 58
  CSU ................................ 59
  UC & CSU ..................... 61
Geography Courses ............ 189
  Degree Requirements ... 124
Geology Courses .............. 189
  Degree Requirements ... 122
German Courses ............... 190
Golf Management Certificate
  and Degree Requirements .. 94
  Courses ...................... 191
Government-History
  Certification .................. 64
  Grade Appeals ............. 43
  Grade Change Policy ...... 43
  Grade Grievance Procedure .. 43
  Grade-Point Average ...... 42
  Grade Points ................ 42
  Grade Requirement for
    Associate Degree ......... 56
  Grade Responsibility ...... 23
  Grades ....................... 41
Graduation .......................... 56
Graduation Requirements ....... 57
Graduation Honors ............. 44
Grievance Policy and
  Procedures ..................... 49
Guidance Courses ............. 219

- H -
HE .................................. 191
HIST ................................ 193
HS .................................. 192
HSAD ............................. 143
Health Education Course .... 191
Health, Physical Education
  & Recreation Degree ....... 107
Health Sciences Courses .... 192
Health Sciences/Nursing
  Programs ....................... 108
Health Services ................. 30
High School Completion .... 40, 73
High School Special Admit
  Students ....................... 16
History Courses ............... 193
  Degree Requirements .... 124
History of the College ........ 8
Home Health Aide Course .... 192
Home Health Aide Program .. 109
Honor Roll ....................... 44
Horticulture Courses ........ 140
Hospitality Courses .......... 161
  Degree Requirements .... 95
Housing .......................... 29
How are we organized? ....... 11
How do I become a student
  at COD? ......................... 13
How do I earn a certificate,
  complete a program,
  graduate and/or transfer
  from COD? ................. 56
How do I enroll in courses
  at COD? ....................... 23
How do I get involved with
  campus life? ............... 28
Human Anatomy Courses .... 158
INDEX

- I -
ITAL .................................. 194
Incomplete Grade Mark ............. 42
Independent Study Projects ....... 133
Indio Campus .......................... 11
Inspection & Review of Student
Records .................................. 55
Institutional Outcomes .............. 8
Insurance, Student ................. 27
Intensive English Academy 16, 37
International Baccalaureate
(IB) Credit ............................ 22
International Educ Program ...... 35
International Students ............. 16
Intersegmental General
Education Transfer
Curriculum (IGETC) ....... 61, 64
Italian Courses ....................... 194
Degree Requirements .... 106

- J -
J ............................................. 195
JPN ........................................ 194
Japanese Courses .................... 194
Journalism Courses ................ 195
Degree Requirements .... 116

- L -
LIS ......................................... 196
Landscape Courses ................. 140
Language Lab .......................... 37
Late/Early Exams ..................... 41
Law, Business Courses .......... 161
Learning Community .............. 38
Learning Labs & Resources ...... 37
Learning Opportunities ............ 38
Liberal Arts ......................... 113
Library ................................. 37
Library & Information
Studies Courses ..................... 196
Limitations on Enrollment ...... 24
Limitations on Fee Refunds ..... 27
Literature Courses ................ 178
Degree Requirements .... 103

- M -
MATH ..................................... 196
MC ......................................... 196
MUS ......................................... 199
Majors/Programs.................... 70
Makeup, Theatre Courses .... 222
Management Courses ........... 161
Map, Campus ........................ 237
Mass Communication
Courses ................................. 196
Degree Requirements .... 116
Math, Engineering,
Science Achievement
Program (MESA) .................... 35
Mathematics Courses ............ 196
Degree Requirements .... 117
Mathematics Competency ....... 57
Math/Science Study Center ...... 38
Matriculation Complaints ...... 15
Matriculation Exemptions ...... 15
Matriculation Process .......... 13
Maximum Unit Load .............. 25
McCarthy Family Child
Development and
Training Center ..................... 36
Mecca-Thermal Campus ....... 11
Medical Insurance ................ 27
Medical Technician Courses ... 177
Medical Terminology Course ... 192
MESA ...................................... 35
Microbiology Course .......... 159
Mission Statement .............. 8
Multiple & Overlapping
Enrollments ....................... 25
Music Certificates and Degree
Requirements .................... 117
Music Courses ..................... 199

- O -
Occupational Education ........ 56
Off-Campus Locations .......... 11
Online Classes ...................... 38
Open Enrollment Policy ....... 23
Organization of the College .... 11
Orientation ......................... 14

College of the Desert Catalog 2011-2012
INDEX

- P -
PE .................................. 205
PH .................................. 211
PHIL .................................. 204
PS .................................. 212
PSY .................................. 212
Painting Courses .................. 152
Parking .............................. 29
Parking Fee Refunds ............. 27
Part-Time Student (defined) .... 25
Payment Plan ...................... 27
Persons with Disabilities .......... 32, 51, 100
Petitions for Extenuating
Circumstances ...................... 47
Pets/Animals on Campus ......... 53
Philosophy Courses .............. 204
Degree Requirements .......... 124
Phi Theta Kappa
Honor Society ...................... 44
Photography Courses ....... 153, 170
Physical Education Courses .. 205
Physical Education Graduation
Requirement ......................... 58
Physical Education Degree
Requirements ...................... 107
Physical Sciences Degree
Requirements ...................... 120
Physics Courses .................. 211
Degree Requirements .......... 122
Plagiarism ........................ 47
Plant Science Courses .......... 141
Degree Requirements .......... 79
Play Production Courses ....... 221
Policy on Open Enrollment ..... 23
Politica Sobre La
Discriminacion Ilegal .......... 52
Political Science Courses .... 212
Degree Requirements .......... 124
Preparation for Transfer ....... 62
Prerequisites & Corequisites ... 24
Preschool Education Courses 172
President’s Circle ................. 10
Printmaking Courses .......... 151
Probationary Transfer
Students ......................... 16
Probation, Disqualification,
and Reinstatement .......... 45
Prohibicion Del Acoso
Prohibition of Harassment ..... 53
Program Information, Majors .. 70
Program Outcomes ............... 67
Psychological Services .......... 30
Psychology Courses ............. 212
Degree Requirements ...... 125
Public Speaking Courses ...... 218

- R -
RDG .................................. 214
RE .................................. 216
RED .................................. 215
RESL .................................. 184
RTV .................................. 214
Radio-Television Courses ...... 214
Reading Competency ............ 57
Reading Courses ................ 214
Reading ESL Course .......... 184
Real Estate Development
Certificate ....................... 86
Courses ......................... 215
Recreation Courses .......... 216
Degree Requirements .......... 107
Refrigeration & Air Conditioning Courses .......... 142
Refund Policy .................... 27
Registration ...................... 14
Reinstatement ................... 45
Release Student Information .. 55
Repayment of Funds ............ 35
Repeating Courses ............... 46
Requirements for AA/AS Degrees:
Non-Transfer ...................... 57
Transfer ........................... 58
Residency Requirements ........ 16
Exceptions ....................... 18
Restaurant and Hotel
Management Courses .......... 161
Retail Management Certificate .. 96
Returned Checks ................ 27
SOC .................................. 217
SP .................................. 218
SPAN .................................. 217
STDV .................................. 219
Satisfactory Academic
Progress (SAP) .................... 35
Schedule of Classes ............. 23
Scholarships .......................... 33
School-to-Career/Tech Prep .... 38
Science Degree
Requirements ..................... 119
Sculpture Courses ............... 151
Secondary Education
Completion .......................... 40
Security & Safety ................... 29
Self-Defense Courses .......... 209
Seminar, Departmental ...... 133
Sexual and Other Assaults
On Campus ....................... 53
Sexual Harrassment .......... 153
Social Science Degree
Requirements ...................... 125
Sociology Courses ............... 217
Degree Requirements .......... 126
Spanish Courses ................. 217
Degree Requirements .......... 106
Speech Courses .................. 218
Sports Activity Courses ...... 222
Steps to Enrollment .............. 13
Student Classification .......... 25
Student Conduct Standards ... 48
Student Development
Courses .......................... 219
Programs ......................... 126
Student Disciplinary Sanctions ... 49
Student Ed Plans (SEPs) ......... 15
Student Grievance Policy
and Procedures ................... 49
Student Health Services ....... 30
Student Insurance ............... 27
Student Life ....................... 28
Student Organizations .......... 28
Student Parking ................. 29
Student Psychological Services 30

College of the Desert Catalog 2011-2012
<table>
<thead>
<tr>
<th>INDEX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Records and Privacy Act .................. 53</td>
</tr>
<tr>
<td>Student Responsibilities ......................... 41</td>
</tr>
<tr>
<td>Student Right-To-Know ................................ 55</td>
</tr>
<tr>
<td>Student Rights and Responsibilities .................. 48</td>
</tr>
<tr>
<td>Students with Disabilities ......................... 51</td>
</tr>
<tr>
<td>Study Skills Courses ................................ 133</td>
</tr>
<tr>
<td>Student Support Services Program Outcomes ........... 67</td>
</tr>
<tr>
<td>Subjects, Key .................................. 132</td>
</tr>
<tr>
<td>Surveying Course .................................. 178</td>
</tr>
<tr>
<td>TA ........................................... 220</td>
</tr>
<tr>
<td>Table of Contents .................................. 4</td>
</tr>
<tr>
<td>Tech Prep ........................................ 39</td>
</tr>
<tr>
<td>Testing, Assessment .................................. 14</td>
</tr>
<tr>
<td>Theatre Arts Courses .............................. 220</td>
</tr>
<tr>
<td>Degree Requirements ............................... 127</td>
</tr>
<tr>
<td>Training &amp; Development ............................. 40</td>
</tr>
<tr>
<td>Transcripts ........................................ 55</td>
</tr>
<tr>
<td>Transcripts from Other Institutions .................. 22</td>
</tr>
<tr>
<td>Transferable Courses ................................ 63</td>
</tr>
<tr>
<td>Transfer Admissions Agreement (TAA) ................. 63</td>
</tr>
<tr>
<td>Transfer Admission Guarantee (TAG) .................. 63</td>
</tr>
<tr>
<td>Transfer Center ..................................... 36</td>
</tr>
<tr>
<td>Transfer Degree Requirements ....................... 58</td>
</tr>
<tr>
<td>Transfer of Credit from Other Colleges .............. 22</td>
</tr>
<tr>
<td>Transfer, Preparation for ............................. 62</td>
</tr>
<tr>
<td>Transfer to CSU ................................... 64</td>
</tr>
<tr>
<td>Transfer to UC ..................................... 63</td>
</tr>
<tr>
<td>Transferring Credit to COD .......................... 19</td>
</tr>
<tr>
<td>Transfer Students, Probationary ....................... 16</td>
</tr>
<tr>
<td>Transportation &amp; Parking ............................. 29</td>
</tr>
<tr>
<td>TRIO SSS ........................................ 36</td>
</tr>
<tr>
<td>Tuition .......................................... 26</td>
</tr>
<tr>
<td>Turfgrass Management Certificate &amp; Degree .......... 79</td>
</tr>
<tr>
<td>Courses ......................................... 140</td>
</tr>
<tr>
<td>Tutoring Center ..................................... 38</td>
</tr>
</tbody>
</table>

- U -
| Unit of Credit (defined) ........................... 41 |
| Unit Load Maximum ................................ 41 |
| University of California (UC) Campuses .............. 66 |
| University of California Transfer Curriculum (IGETC) .. 61 |
| Upward Bound ....................................... 36 |

| VN ................................................. 223 |
| VSM ............................................. 222 |
| VSW ............................................. 223 |
| Values .......................................... 8 |
| Varsity Sports Courses: Men .......................... 222 |
| Women ......................................... 223 |
| Veterans Services .................................. 36 |
| Virtual Academic Skills Center ....................... 37 |
| Vision Statement ................................... 8 |
| Vocational Education (CTE) ......................... 56 |
| Vocational Nursing Courses ........................ 223 |
| Vocational Nursing Program ........................ 111 |

- W -
| WEG ............................................. 224 |
| WELD ............................................ 224 |
| WEV ............................................. 224 |
| Waitlist ......................................... 14 |
| Welding Courses .................................. 224 |
| Western Valley Classes ............................. 11 |
| What are the academic standards of COD? .......... 41 |
| What are the rights and responsibilities for students? ...... 48 |
| What learning labs and activities are available for students? .. 37 |
| What other College Policies should I know? ............. 52 |
| What programs and services are available for students? .. 31 |

What skills, attitudes and behaviors will I develop by participating in Student Services programs? .......... 69
What will I gain by completing Basic Skills coursework? ... 67
What will I have accomplished by the end of my certificate or degree? .......................... 68
Who are we? ........................................ 8
Withdrawal Grade Mark ......................... 43
Withdrawals and Grade Responsibility .................. 23
Work Experience Program .......................... 128
Work Experience Courses ........................... 224
Workforce Partnership Training & Development ........ 40
Workplace Learning Resource Center .................. 40
Writing Competency ................................ 57
Writing Courses ..................................... 178
Writing Lab ........................................ 37

Who are we? ........................................ 8
Withdrawal Grade Mark ......................... 43
Withdrawals and Grade Responsibility .................. 23
Work Experience Program .......................... 128
Work Experience Courses ........................... 224
Workforce Partnership Training & Development ........ 40
Workplace Learning Resource Center .................. 40
Writing Competency ................................ 57
Writing Courses ..................................... 178
Writing Lab ........................................ 37

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