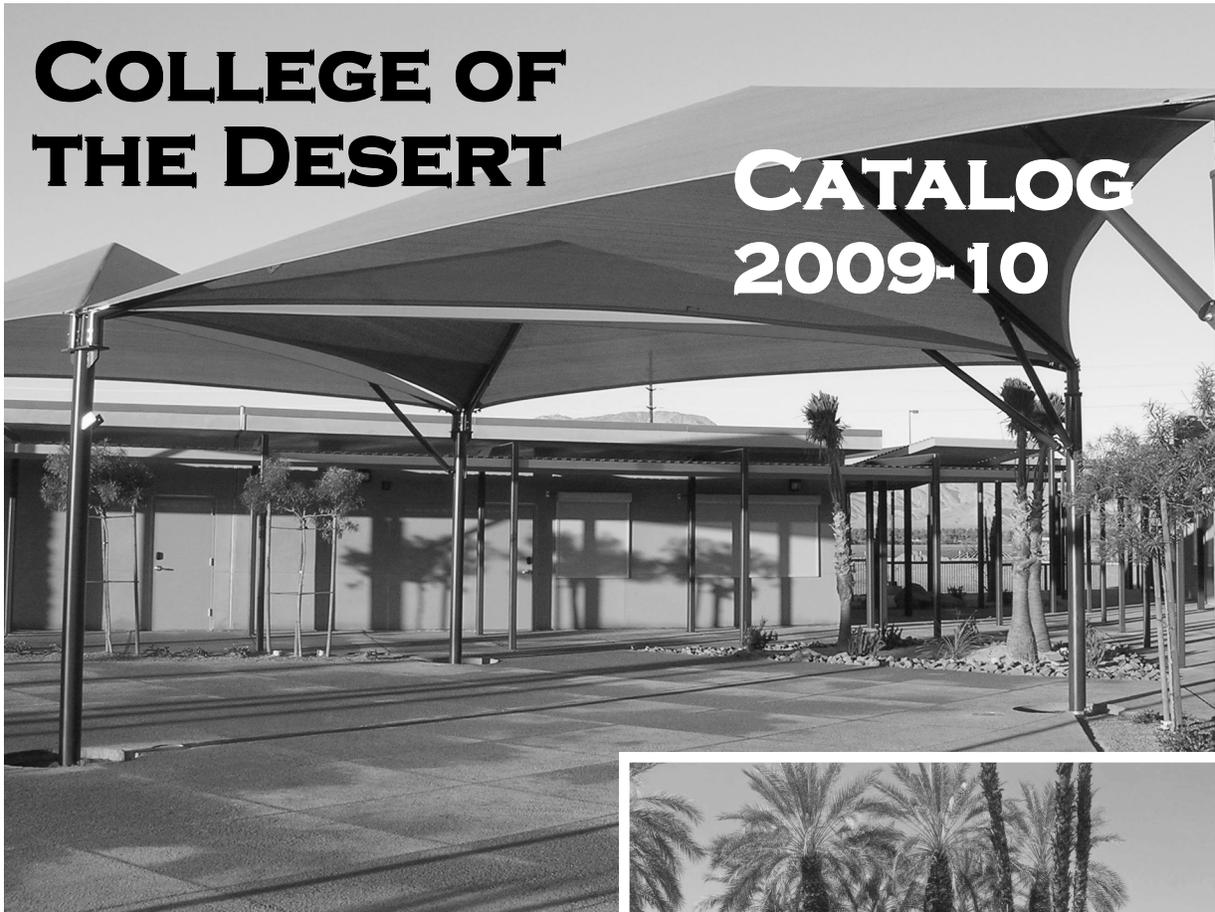


COLLEGE OF THE DESERT

CATALOG 2009-10



Expansion and Growth: College of the Desert is in the middle of a massive construction and renovation program. Above, the interim East Valley Campus is up and running at Mecca-Thermal. Below right, The Barker Foundation Nursing complex is just one of several new buildings in Palm Desert. Right, Student enrollments soared in 08-09.



College of the Desert
43-500 Monterey Ave.
Palm Desert, CA 92260
(760) 346-8041

www.collegeofthedesert.edu

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.



DESERT
COMMUNITY
COLLEGE DISTRICT

College of the Desert

ADMINISTRATION

Jerry R. Patton
President

Dr. Edwin Deas
Vice President
Business Affairs

Farley Herzek
Vice President
Academic Affairs

Dr. Diane N. Ramirez
Vice President
Student Affairs



*This catalog is valid
from July 1, 2009 through
June 30, 2010. It is in effect
for the Fall and Spring
semesters and any session
(intersession) which
commences within this
defined period of time.*

Welcome to a Learning Environment

by Jerry R. Patton, President



In your hands, you hold the blueprint to a brighter future. Education has always been the pathway to success in our society, and today learning has never been more vital.

At College of the Desert, we have helped thousands of students 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.

I am delighted that you have made the decision to come to College of the Desert. Here you will find many opportunities for personal and intellectual growth. 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 or student government or campus clubs built around special interests. I believe you will find a supportive atmosphere here at College of the Desert and I urge you to take advantage of all the opportunities that come your way.

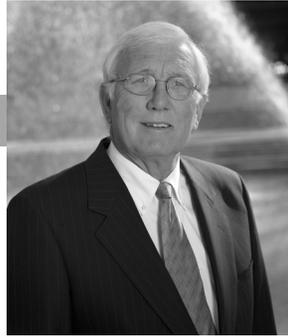
The 2009-10 catalog is a guide to what our college has to offer and spells out some of those opportunities. Obviously, you have to take the initiative to get the most out of your college experience. But you will find a team of dedicated professionals on campus who are eager to help you be successful.

Best wishes on your journey to the future.

DESERT COMMUNITY COLLEGE DISTRICT BOARD of TRUSTEES



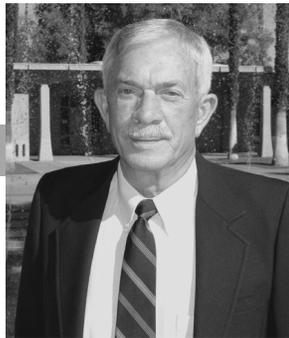
Ms. Becky Broughton
(Elected 2006)



Mr. Charles Hayden, Jr.
(Elected 1983)



Mr. John Marman
(Elected 2006)



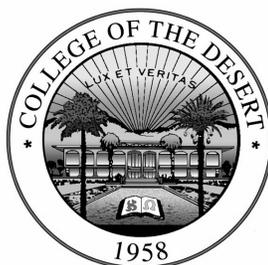
Dr. Merle C. "Bud" Miller
(Elected 2004)



Dr. Bonnie Stefan
(Elected 1999)

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

www.collegeofthedesert.edu
(760) 346-8041



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

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NOTICE OF DISCLAIMER

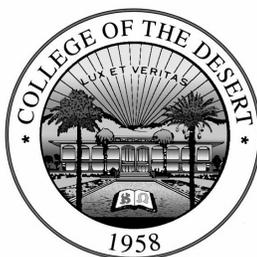
Every reasonable effort has been made to determine that everything stated in this 2009-2010 Catalog is accurate. Because this publication must be prepared well in advance of the period of time it covers, changes in some programs inevitably will occur.

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 or procedures.

Fall 2009 Semester

May 6	Registration for New Students begins
August 31	Fall Classes Begin
September 07	Labor Day - HOLIDAY
September 08	Last day to ADD full-term classes
September 08	Last day to drop classes and qualify for refunds
September 28	Last day to drop classes without a grade of "W"
October 16	Last day to request an Evaluation for Spring 2010 Graduation
November 10	Last day to file Intent to Graduate Fall 2009
November 11	Veterans' Day - HOLIDAY
November 20	Last day to DROP <u>with</u> a grade of "W"
November 26, 27	Thanksgiving - HOLIDAY
November 28	No Saturday classes
December 12-18	Final Exams
December 18	Last day to Request a Refund (course must have been dropped by September 08)
December 19	Last Day of Fall Semester



Spring 2010 Semester

February 01	Spring Classes Begin
February 08	Last day to ADD full-term classes
February 10	Last day to drop classes and qualify for refunds
February 12	Lincoln's Day - HOLIDAY
February 13	No Saturday classes
February 15	Washington's Day - HOLIDAY
March 01	Last day to drop classes without a grade of "W"
March 12	Last day to file Intent to Graduate Spring 2010
March 29 - April 2	Spring Break
April 02	College closed/Spring HOLIDAY
April 03	No Saturday classes
April 23	Last day to DROP <u>with</u> a grade of "W"
April 30	Last day to request an Evaluation for Fall 2010 Graduation
May 22 - 28	Final Exams
May 27	Last day to Request a Refund (course must have been dropped by February 10)
May 28	Last Day of Spring Semester
May 28	Graduation Ceremonies
May 31	Memorial Day - HOLIDAY

MISSION

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

VISION

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

To accomplish its mission and vision, College of the Desert offers the following programs and services:

- **Basic skills courses** that provide comprehensive support to students in the areas of essential, pre-collegiate language, reading, writing, mathematics and ESL skills
- **Career and technical programs** that provide a context for academic coursework and set the standard for challenging, engaging, student-centered instruction preparing students for success in the global workforce
- **Transfer programs**, equivalent in content and rigor to lower division programs in four-year colleges and universities, for students wishing to pursue a Baccalaureate degree
- **Associate degree programs** for students fulfilling the General Education Requirements and the requirements of a major
- **Student services**, such as counseling, tutoring, study skills and student development courses, designed to support student access, retention, and completion of goals
- **Cultural offerings**, including musical and theatrical performances, art exhibitions, readers and lecturers, that enhance the quality of life in our community
- A broad range of **lifelong learning** opportunities

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. The *Arts and Humanities* 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 *Intercultural Studies*, they are asked to adapt, respond and grow in the diverse, global and rapidly changing environment of the 21st century.

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.

STUDENT LEARNING OUTCOMES AND ASSESSMENT

In concert with the nationwide effort amongst 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.

HISTORY OF THE COLLEGE

In 1958, members of the community approved the founding of a college district in the Coachella Valley, and College of the Desert was born. Construction began on the new college in 1961 and the doors opened for classes in September of 1962.

In 2004, citizens approved a \$346.5 million bond issue to renovate the college, add several new buildings, and build satellite sites in Palms Springs and Mecca-Thermal.

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 divisions, the college library, instructional support services, career-technical education, and off-campus programs. Each division is under the supervision of a Dean who is responsible for coordinating the departments within that division. 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 SATELLITE LOCATIONS

The Off-Campus Programs Division oversees seven off-campus sites 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 an off-campus satellite educational program in Indio and Mecca-Thermal in order to make core academic courses as well as noncredit Adult School classes (ESL & GED/Secondary Education Completion) more accessible to residents of the eastern Coachella Valley.

Beginning each fall, COD offers a two-year package of courses at EVC 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 Dean of Off-Campus Programs 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 and St. Andrews Presbyterian Community Church, located at 47192 Monroe 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 being offered at the new Mecca-Thermal site located at 61120 Buchanan Street, Mecca. In addition to the college classes, limited counseling, assessment testing, registration, and Financial Aid services are 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 and Desert Hot 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 Dean of Off-Campus Programs at (760) 776-7200.

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 \$600,000. The Alumni Association Academic Enrichment Endowment Fund of \$1,000,000 has been completed. The Alumni Association operates the popular year-round Street Fair. Membership is open to alumni, students, staff, and the community. For more information call (760) 773-2567.

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 \$45 per year or \$450 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 TRUSTEE 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 Trustee 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.

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. For more information on how this policy relates to students see Chapter 7 page 42.

NON-DISCRIMINATION POLICY

The policy of the Desert Community College District is to provide an educational and employment environment in which no person shall be unlawfully denied full and equal access to the benefits of, or be unlawfully subjected to,

discrimination on the basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disability in any program or activity that is administered by, funded directly by, or that receives any financial assistance from the State Chancellor or Board of Governors of the California Community Colleges. The educational and employment environment will also be free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment.

Employees, students, or other persons acting on behalf of the District who engage in unlawful discrimination as defined in this policy or by state or federal law may be subject to discipline, up to and including discharge, expulsion, or termination of contract.

Limited English speaking students who are otherwise eligible will not be excluded from any career and technical education program.

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 adjacent to the Bookstore. The phone number is (760) 773-2529.

POLÍTICA SOBRE LA DISCRIMINACIÓN ILEGAL

Según la política y el plan de acción del Desert Community College District, nuestra institución provee un ambiente instructivo y profesional en el cual será ilegal negar a cualquier persona el completo e igual acceso a los beneficios de sus programas, ser sometida ilegalmente a la discriminación étnica, de origen nacional, de religión, edad, sexo, raza, color de piel, de linaje, de orientación sexual, o de incapacidad física o mental, y ser negada cualquier acceso a cualquier programa o actividad administrativa, directamente financiados, o recipiente de asistencia monetaria del State Chancellor o Board of Governors del California Community College.

La política de Desert Community College District es tal para proveer un ambiente educativo y profesional exento de requerimientos, o aprovechamientos sexuales, o cualquier otra conducta o comunicación, sea verbal como física, que constituya un acoso sexual.

Empleados, estudiantes, y otras personas representantes del Distrito que se metan en la discriminación ilegal como la define esta política o la ley estatal o federal podrán ser expuestos a medidas disciplinarias, inclusive, la expulsión, o la terminación del contrato.

Los estudiantes elegibles para entrar en el programa de educación vocacional no pueden ser excluidos debido a su inglés limitado.

Personas que buscan información y/o resolución de presuntos actos de discriminación y/o la resolución de hostigamiento sexual, deberán dirigirse con Roberto Blizinski, Director Ejecutivo de Recursos Humanos y Relaciones de Trabajo, que sirve como único oficial del Distrito responsable de recibir quejas ilegales de discriminación. La oficina de Recursos Humanos está situada en el edificio modular al sur opuesta a la librería. El número de teléfono es (760) 773-2529.

NON-SMOKING POLICY

No smoking is allowed within 20 feet of any building entrance according to the laws of the State of California.

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.

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 adjacent to the Bookstore.

10 Chapter 2 - Admissions and Registration Procedures

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.

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.
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:

- Admission Application
- Financial Aid Application
- Assessment
- Orientation
- Counseling/Advising
- 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, a one semester 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.
- Complete the Board of Governors Tuition Waiver (BOG) available in the Schedule of Classes.

- Visit the COD Financial Aid Office website at www.collegeofthedesert.edu/financialaid for more information about available financial aid resources.

3. Assessment

All new students are required to complete basic skills assessment exams 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.
- Assessment test dates and times can be obtained by visiting the Assessment Center located in the Academic Skills Center (ASC Building) or by calling (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 year-round. 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 12).
- Advisors are available in every academic department (see pages 62-113). 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) and/or the telephone registration system 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 and/or telephone registration systems to enroll in classes and how to access their student email account.
- As students continue to accumulate completed units, their level of registration priority will increase. Students should review the Schedule of Classes each semester to determine their appropriate registration priority date.
- 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.

MATRICULATION EXEMPTIONS

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 on-line on the college website.

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) must 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 Educational Plan, 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

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 will also 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. Additional

examples of inappropriate courses include English or English as a Second Language (ESL) 50 and 51, Reading 50 and 51, Math 40, 54 and 057, PE, and beginning music performance or art activity courses.

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 the College. 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 directly petition the President or designee for the pupil’s special admission on a part-time or full-time basis. The application can be downloaded under the Admissions & Records area of the COD website.

High School Juniors and Seniors

College of the Desert admits eligible high school juniors and seniors for enrollment to the College based on the criteria established below.

- The student must be recommended by his/her high school principal or designee. As part of the approval process, the principal or designee must verify through consent and signature on the Special Admit Minor Form that the recommended student can benefit from college instruction.
- A parent/guardian consent and signature on the Special Admit Minor Form, verifying parental/guardian approval of student’s participation, must be submitted in addition to the College application by the established deadlines. Parents/guardians must also acknowledge on the Special Admit Minor Form that the student will be expected to conform to all College policies.

To be considered for admission as a special part-time or full-time student, the student must meet the eligibility standards established in Education Code, Section 48800.05. Special part-time and full-time students are given low enrollment priority in accordance with AB 967. Students are subject to tuition and fees.

HIGH SCHOOL GRADUATES

Students who have high school diplomas as recognized by the State of California are eligible for admission to College of the Desert and enrollment in any course for which they meet qualifications. Certain two-year programs have special admission requirements. Students who successfully complete the California High School Proficiency Examination or GED also are eligible. Proof may be required.

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 the Health Sciences site on the College of the Desert website.

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 the International Education site on the College of the Desert website.

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: International Student Office, 43-500 Monterey Avenue, Palm Desert, CA 92260;

by email: cdelgado@collegeofthedesert.edu;

or by telephone: 001-760-776-7205;

or by fax: 001-760-862-1361.

RESIDENCY REQUIREMENTS

The following is a summary of College of the Desert's residence rules and their exceptions. For more detailed information, please visit the Admissions and Records Office.

- Each person applying for admission or enrolled in a California community college is classified as either a “resident” or a “nonresident.”
- A “resident” is defined as a citizen of the United States or an individual holding status which allows him or her to establish residency in the United States, who has proof of physical presence in the State of California for one year and who presents evidence of intention to make California his or her permanent home. Dates on any documentary evidence should correspond to dates of physical presence in California.
- A “nonresident” is a person who does not meet the residency requirements of the State of California or who is a citizen of a foreign country and holds only temporary status in the U.S.
- A student classified as a resident will be admitted to the College without tuition.
- A student classified as a nonresident is required to pay a tuition fee. See Schedule of Classes for the current fee.
- A nonresident continuing student requesting reclassification to resident status must submit a petition for change of residency status, show proof of financial independence, and present evidence of intent to establish California as his or her place of residence. The reclassification form can be downloaded under the Admissions & Records area of the COD website.

RESIDENCE OF AN ADULT

A student who is 19 years of age or older and who has maintained a home in California continuously for the last two years shall be presumed to have the intent to make California his or her home.

A student under 19 years of age shall be presumed to have the intent to make California his or her home if both the student and his or her parent(s) have maintained a home in California continuously for the last two years.

A student who is 19 years of age or older applying for admission with less than two years, but more than one year, of residence in California should be prepared to show proof of residence.

No one factor determines residency. The following factors are called "indices of intent." They, along with a person's presence in California, and documented financial independence are among the factors in determining California residency:

- Continuously occupying rented or leased property in California;
- Registering to vote and voting in California;
- Holding a California state license for professional practice;
- Paying California state income tax as a resident;
- Possessing California motor vehicle license plates;
- Possessing a California driver's license or a California Identification Card;
- Maintaining a permanent military address or home of record in California while in the armed forces;
- Establishing and maintaining active California bank accounts; and
- Petitioning for a divorce in California.

Dates on documents must correspond with physical presence of one year and one day.

RESIDENCE OF A MINOR

Unmarried minors (those younger than 18 years of age) are, by law, incapable of establishing their own residences, notwithstanding their physical presence within California. The Admissions Office will use the following guidelines for determining a minor's residence:

- A minor's residence is the residence of the parent with whom the minor is living;
- If the minor is not living with either parent, then the residence of the parent with whom the minor last lived will be the residence of the minor.

When the residence of a minor student is derived from the parent, the durational requirement (one year in California) must be met by the parent, but is not required of the student.

A minor whose parents are not living and who does not have a legal guardian may establish his or her own residence.

EXCEPTIONS

Exceptions to the above guidelines will be made under certain circumstances. If a student would otherwise be classified as a nonresident, but fits within one of the following exceptions, he or she may be granted resident classification provided he or she has resided in California for one year with the intent of establishing residence (documentation required):

- A student who was not an adult for more than one year before the start of the semester may add the amount of time lived in California prior to his or her eighteenth birthday (provided the student's parent was a California resident during the period), if any, to the length of residence in California since that date to obtain the durational requirement of one year;
- An adult alien who is in the process of adjusting his/her status to a permanent resident or who has been lawfully admitted as a permanent resident for one year and one day prior to the beginning date of the semester (documentation required) and who has resided in California for one year;
- A student 19 years of age or older who can document refugee or asylee status with the Immigration and Naturalization Service (INS) (dated one year and one day prior to the beginning date of the semester) and who has resided in California for one year (students younger than 19 years of age should review the first item above);
- An adult alien who is in the process of adjusting visa status to, or possesses one of the following visas: **A, E, G, H-1B, H-1C, H-4, I, K, L, N, NATO, O-1, O-3, R, T, U, or V** dated at least one year and one day prior to the beginning date of the semester and who meets California residence criteria;
- A student who is a minor (under the age of 18) and who, immediately before enrolling at a California educational institution, has lived with and was under the continuous direct care and control for at least two years of any adult or adults (other than a parent) who had established residence in California at least one year and one day prior to beginning date of the semester (documentation required).

For more information regarding residence classification, exceptions, and examples of evidence showing intent, please contact the Admissions and Records Office.

**TRANSFERRING CREDIT
to COLLEGE of the DESERT**

CREDIT BY EXAMINATION

Granting unit credit by examination for a course is based on the principle that previous experience, training, or instruction is the equivalent of a specific course taught by the College. 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) has completed at least 12 units in residence, (3) is not on academic probation, (4) has submitted transcripts of all previous course work, (5) has not earned college credit in more advanced subject matter, and (6) 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 form approval of this process. Prior to submitting the form, interested students should meet with a counselor or faculty advisor to discuss their eligibility for credit by examination and meet with the Division Dean for assistance in determining which departments are currently offering credit by exam. 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 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 or CSU General Education Requirements for Certification. The University of California does not offer CLEP exam credit, and California State University grants limited credit only.

**CREDIT FROM HIGH SCHOOLS and
REGIONAL OCCUPATIONAL PROGRAMS**

College of the Desert maintains course articulation agreements in cooperation 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 Coordinator or Articulation Officer.

CREDIT FOR MILITARY SERVICE SCHOOLS

College of the Desert awards 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 the COD Veterans Office for information regarding this process at (760) 773-2536.

CREDIT FOR CEEB ADVANCED PLACEMENT EXAMINATIONS

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

AP Examination	# Units Granted	General Education Requirements Area (for CSU)
Art: History of Art	3	C 1
Biology	3	B 2
Chemistry	6	B 1 & B 3
Economics: Macroeconomics	3	D 2
Economics: Microeconomics	3	D 2
English: English Language & Composition	3	A 2
English: English Composition & Literature	3	C 2
French: French Language	6	C 2
French: French Literature	6	C 2
German Language	6	C 2
Government & Politics: United States*	3	D 8
Government & Politics: Comparative	3	D 8
History: European History	3	D 6
History: United States History	3	D 6
Latin: Virgil	3	C 2
Latin: Latin Literature	3	C 2
Mathematics: Calculus A,B	3	B 4
Mathematics: Calculus B,C	3	B 4
Music Theory	3	C 1
Physics B	6	B 1 & B 3
Physics C (mechanics)	3	B 1 & B 3
Physics C (electricity & magnetism)	3	B 1 & B 3
Psychology	3	D 9
Spanish: Spanish Language	6	C 2
Spanish: Spanish Literature	6	C 2
Statistics	3	B 4

* 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.

TRANSFER OF CREDIT FROM OTHER COLLEGES

All lower-division credit units earned at other institutions, upon request, will be evaluated for meeting COD degree or certificate requirements. Courses, units and grades transferred from other colleges and universities must meet the standards of the Western Association of Schools and Colleges or other regional accrediting association.

EVALUATION OF TRANSCRIPTS FROM OTHER INSTITUTIONS

Transcripts from all other institutions attended are required when students request:

1. Associate degree and/or Certificate evaluation;
2. Academic records from another institution be evaluated;
3. Previous academic records be considered for admission to designated instructional programs as identified by College of the Desert;
4. Enrollment into College of the Desert courses that have prerequisites met at another institution.

All students must arrange to have official transcripts of academic records sent to the Admissions and Records Office. A high school senior should have the transcript sent after graduation. Transcripts must be mailed directly from the institution at which the student was enrolled and 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.

Admission to designated instructional programs, as identified by the college, is conditional until complete official transcripts have been received from institutions previously attended.

College of the Desert is not the custodian of transcripts/test scores from other institutions. If you have not attended COD for one year, any records sent from other institutions will be destroyed. Admissions & Records does not make copies of official transcripts from other institutions.

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 College of the Desert, can obtain information about foreign transcript evaluation and application forms for foreign transcript/credential evaluation services from the International Student Office or the Evaluation Specialist.

ENROLLMENT

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.

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, the telephone registration system, 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.

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, the telephone registration system, 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 "F" 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, P or NP. All grades become a part of the student's permanent record.

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.

Conditions for Petition to Withdraw

Effective with Fall 2009, only students who have received an FW grade are eligible to petition for a withdrawal. 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 Division 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. The challenge must be

made in writing to the division dean prior to the student's enrollment in the challenged course.

Challenges shall be resolved by the division dean and/or appropriate faculty within five (5) school days of the receipt of the challenge.

If space is available in a course when a student files a challenge, the District shall reserve a seat for the student and the student is assured a seat in the class if the challenge is ultimately upheld. If no space is available in the course when a challenge is filed and, if the challenge is upheld, the student shall be permitted to enroll if space is available when the student registers for that subsequent term.

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 & 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, unless there are documented extenuating circumstances presented by the student. A student seeking an overlap of time between two courses must petition the Petition Task Force prior to the last day to add courses.

STUDENTS WITH MINIMUM UNIT REQUIREMENTS

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

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

Effective Fall 2009 all fees must be paid within five (5) days after registration 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: A tuition fee, based on the average cost of instruction which is payable at time of registration, is charged to all students who have not been legal residents of California for one full year. See Schedule of Classes for the current fee. Questions relating to the establishment of California residency should be directed to the Admissions and Records Office.

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

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

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

3. Tuition Fee for Foreign Students: In addition to the non-resident fee computed as specified above, foreign students will be charged an amount not to exceed the amount that was expended by the District for capital outlay in the preceding year, divided by the total full-time equivalent students. See Schedule of Classes for the current fee.

4. Health Service Fee: Assembly Bill No. 2236, passed by the California State Legislature, and under authority of Section #72246-72244 of the education code, authorizes College of the Desert to charge a health service fee for the operation of a Student Health Center. Exempted students include:

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

5. Student Center Fee: Approved by student vote in accordance with section #79121 of the education code for the purpose of refinancing, constructing, enlarging, remodeling, refurbishing, and operating a student center.

6. Student Representation Fee: Approved by student vote, this fee is to support student government representatives who may be stating their positions and viewpoints before city, county, and district government, and before offices and agencies of the state and federal government. Students may refuse to pay, for religious, political, financial or moral reasons, in writing to the Admissions and Records Office at the time of initial payment of fees.

7. International Student Insurance: College policy requires all international students on the F-1 visa to purchase the COD health insurance plan while they are studying at College of the Desert and/or the Intensive English Academy. COD does not accept any health insurance provider other than the approved college policy, this includes both foreign and domestic policies. Information regarding benefits and costs can be obtained at the International Student Office.

8. Parking Fee: A fee is charged to students for parking permits. A valid permit must be displayed to park on campus. There is a charge for replacement of parking permits. Penalties are assessed for violation of parking regulations.

9. Health Occupations Programs: College Policy requires each student enrolled in Health Occupations programs which require patient contact for the development of specific skills to secure insurance coverage against liability for malpractice.

10. Student ID Card: An optional student identification (ID) card fee is assessed to students who wish to purchase a picture ID.

11. Transcript Fee: An official transcript of a student's record is obtained by completing an online transcript request form. Sealed transcripts sent directly from the College to the destination requested by the student are considered official unless unsealed. There is no charge for the first two official transcripts provided a student orders the transcripts through the Admissions and Records Office (allow minimum of 21 working days).

12. Duplicate Diploma 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.

PAYMENT PLAN

Effective Spring 2009, College of the Desert offers a payment plan option to pay enrollment fees. The optional payment plan is offered for a \$20.00 processing fee. For more information on the payment plan, please go to www.collegeofthedesert.edu/paymentplan.

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 Academic Calendar (page 5) 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 Academic Calendar 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 Admissions and Records Office.

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 parking 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. Students who have two or more checks returned by their bank will be placed on "cash-only" status and required to make all future payments in cash.

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. 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 Hilb Student Center 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. A sample listing of clubs includes:

- 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 Club Rush Week, which occurs at the beginning of each semester. For more information, please visit the Office of Student Life located in the Hilb Student Center or call (760) 862-1317.

BOOKSTORE

The College of the Desert Bookstore contains all COD textbooks, whether required or optional. The bookstore also carries 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 wide 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. The Bookstore is open extended and weekend hours during back to school periods. Students can also view the booklist and order their books for shipping or in-store pickup by visiting the "Students" portion of the college website or at: www.codesert.bkstr.com.

ENRICHMENT ACTIVITIES

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

Hilb Student Center - The college attempts to foster a casual co-curricular experience for students in the Hilb Student Center. Housed in the Hilb Student Center are the offices of the Associated Student Body, Student Life, International Education, and Student Health Services. The Office of Student Life offers a 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 - The Hilb Student Center is also an "open house" for campus diversity activities, 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 Hilb Student 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.

FOOD SERVICE

There will be major changes in dining arrangements through 2009. The building that houses the COD Cafe is closed for substantial renovations and when it reopens in 2010 the building will feature a whole new food and beverages concept as well as housing a new center for students. During 2009, the COD Cafe will operate out of two modular buildings located between Admissions & Records and the Bookstore, one serving as a kitchen and the other as a dining area.

HEALTH SERVICES

The Student Health Services (SHS) Offices are located in the Hilb Student Center. A professional nurse is on duty daily to provide services to students which include health evaluations, first aid, emergency evaluation, health education and 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 Offices. HIV screening is provided by an outside agency, generally once a semester. Flu vaccine is 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 **mild illnesses**. The College Nurse also processes all COD student accident insurance claims. Information regarding additional student insurance for sickness and accidents is available through the SHS Center offices. Limited services are also extended to the Eastern Valley Campus students.

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.

JOB PLACEMENT SERVICES

Limited job placement services are available to all students through various Internet resources. Students are encouraged to use the Career Center on a drop-in basis or by appointment for a variety of services including career assessment and decision making, current career information with computer printouts of job outlook, training and educational opportunities, and individual as well as group career counseling. The Career Center is located in the Administration Building.

PARKING

Students parking on the campus must purchase and properly display a College of the Desert parking permit. Citations are issued by College Security. 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 Parking Office, located in the Admissions and Records Building.

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-lit and trafficked areas, and to always lock their vehicles. Students should not pick up strangers or accept rides from persons they do not know.

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.

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.

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 five areas: reading, writing, mathematics, 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 support services in programmed cassette practice, video viewing, and computer-aided instruction so that students can develop their communicative skills in understanding, speaking, reading, and writing various languages. This state-of-the-art technological facility is equipped with interactive, multimedia software carefully chosen to enhance the satisfaction of second language learning.

Interactive programs are available for ESL, Spanish, French, Italian, and American Sign Language. The lab is supervised at varied times by qualified language instructors and is located in the ASC Building.

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 an independent study lab section and use this lab. The lab provides access to computers for word processing, Internet Research, and access to a variety of software programs that teach grammar, punctuation, sentence structure, and paragraph and essay composition. Support staff help 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.

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 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. Additionally, the Alumni Computer Lab located inside the Library is available to currently enrolled COD students; its 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 asynchronously 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 East 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 classes, 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 loans and 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 Tech Prep as part of the Carl D. Perkins Career and Technical Education 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.

TRAINING & DEVELOPMENT

ADULT BASIC EDUCATION

Recognizing the role of the community college in the area of developmental 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), Secondary Education Completion, 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. Basic Skills students will be better prepared to pursue further education, including GED and Secondary Education Completion, or pursue employment opportunities. Students may earn the following certificates of completion:

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

General Education Development Test (GED)

General Education Development (GED) is the study of social studies, math, reading, writing, and science. Students completing this course of study will be better prepared to take the GED test. The GED certificate (Certificate of 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. For more information please call (760) 776-7318.

Certificate of Completion in Secondary Education

Certificate of Completion in Secondary Education 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 Certificate of Completion in Secondary Education issued by College of the Desert. For more information please call (760) 776-7318.

ADVANCED TRANSPORTATION TECHNOLOGY AND ENERGY CENTER

The College has created the nation's first training center for 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 alternate fuel 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 Coachella Valley and were developed in partnership with SunLine Transit Agency, the Southern California Gas Company and the Chancellor's Office. For more information please call (760) 773-2596.

COMMUNITY EDUCATION

Community Education offers a variety of informative and skill-based courses to meet the educational needs of students preparing for a new career, working toward continuing education units, or pursuing lifelong learning. Our accelerated, not-for-credit, short-term course format is designed for adult learners and is compatible with busy schedules. Community Education offers learning opportunities that support professional development and improve business performance. For more information please call (760) 776-7420.

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. The Office of Contract Education has successfully developed and delivered training programs to many area medium and large businesses, corporations and public agencies utilizing faculty or industry specialists. For more information please call (760) 862-1367.

INSTITUTE FOR SALES & SERVICE EXCELLENCE

The Institute for Sales & Service Excellence provides training for employees in the retail and hospitality sectors. Entry level training, management seminars and courses for continuing education units are offered through the Institute. For more information please call (760) 862-1365.

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. For more information please call (760) 776-7394.

Going Up: COD's Public Safety Academy at Palm Desert is one of several new structures that opened in 2009 or are being built. The \$10 million training facility offers students new classrooms and an outdoor training facility.



ACES

The Academic Counseling & Educational Services (ACES) program is a Student Support Services program under the federally funded TRIO programs. Supported by the U.S. Department of Education, the ACES program assists low-income, first generation college students to graduate and transfer from College of the Desert. Services include:

- academic, personal and career counseling services;
- tutoring services;
- opportunities to attend college tours at four-year colleges and universities;
- opportunities to attend various cultural events and student leadership conferences;
- access to borrow a scientific calculator and/or laptop computer .

For more information about ACES eligibility requirements or to request an application, please visit the TRIO Programs building located in the Central Annex or call (760) 776-7347.

CALIFORNIA MINI-CORPS

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

CALWORKs

College of the Desert students who are also TANF recipients, as identified by the County of Riverside, are eligible to receive specialized services to assist them in achieving their educational goals. These services include book vouchers, work study opportunities, resources for child care and academic support. To learn more about the California Work Opportunity and Responsibility to Kids (CalWORKs) call (760) 862-1343.

CAREER CENTER

The Career Center is available to all students for a variety of services including career assessment and decision making, current career information with computer printouts of job outlook, training and educational opportunities, and individual as well as group career counseling. Limited job placement services are also available in the Career Center through various Internet resources. The Career Center is located in the Administration building adjacent to the Counseling Center. For more information and hours of operation, please call (760) 862-1351.

COD/CSUSB PRE-NURSING PROGRAM

College of the Desert and California State University, San Bernardino, Palm Desert, offer a joint Bachelor's in Nursing program. Students accepted into the CSUSB pre-nursing cohort begin with undergraduate prerequisite courses at College of the Desert, and once admitted to the CSU nursing program, complete nursing and upper division requirements at CSUSB Palm Desert. Students interested in this program should contact the COD Counseling Center at (760) 773-2520.

COD Courses (number of units):

- BI-013 (4)
- BI-014 (5)
- BI-015 (5)
- CH-004 (4)
- CH-005 (4) or CH-006 (2)
- ENG-001A (4)
- HIST-017 or 018 (3)
- MATH-013 (4)
- PS-001 (3)
- PSY-001 (3)
- PSY-003 (3)
- SOC-004 (3)
- SP-004 (3)
- 3 Arts/Humanities Electives (9)

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 can assist students in selecting the appropriate programs of study relative to their chosen objectives. Educational objectives

may include completion of a vocational program, transfer major 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 in the Administration Building, or call (760) 773-2520.

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

DISABLED STUDENTS PROGRAMS AND SERVICES (DSPS)

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

Disabled Students Programs and Services (DSPS) provides special instructional opportunities to qualified students. Participation is voluntary. Interested students must meet with the appropriate DSPS counselor to apply for these programs. Special instructional programs include DSPS High Tech Center, WorkAbility III and Adapted Physical Education courses.

The WorkAbility III program also offers specialized employment counseling and placement assistance in cooperation with the Department of Rehabilitation. All interested individuals are urged to contact the Learning Disabilities Specialist, a Counselor, or the Director of Student Health & Disabilities Services for further information: (760) 773-2534; TDD (760) 773-2598.

EOPS & CARE

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

EOPS-eligible students who are single, head of household CalWORKs recipients may also be eligible to participate in the Cooperative Agencies Resources for Education (CARE) program. In addition to the services mentioned above, the CARE program provides financial assistance with child care.

For additional information about the EOPS and CARE programs, please visit the EOPS/CARE office located in the Counseling Center (Administration Building) 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.ed.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 at the same time. All financial aid applicants who are California residents should also apply for the BOG Fee Waiver, as well as 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.

The Financial Aid Office will continue to process files and award students as long as funds are available. If you apply as early as possible, you improve your chances of receiving financial aid from all programs for which you are 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 Stafford Loan - This is a Federal student loan and must be repaid. Stafford Loans are low-interest loans made to undergraduate students attending accredited schools at least half-time. Eligible expenses covered by Stafford Loans include tuition and fees, books and supplies, transportation, and living allowances.

Federal Unsubsidized Stafford Loans - Available to students who do not demonstrate financial need.

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
- Big Horn Country Club
- Coeta & Donald Barker Scholarship Fund for Nursing Majors
- D. Gail Brumwell Perpetual Scholarship Fund
- Dr. Reynaldo J. Carreon Perpetual Endowment Scholarship Fund
- Champions Volunteer Art Scholarship
- CMAA Roadrunners Chapter Scholarship
- Richard P. and Mary Enis Codd Memorial Scholarship
- 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 Sompolinski and Geraldine Krippes
 - * Betty Lee Speakman
- COD Student Memorial Scholarship in memory of the following individuals:
 - * Jerry Codekas
 - * Thomas A. Davis
 - * F. Hansen
 - * Keith Johnson
 - * Stacy Ann Simmons
 - * Ryan Weggenman
- Culinary Arts Scholarship Fund
- Dancing With Our Stars
- Desert Falls Members in Memory of Connie Bunderson
- Desert Resorts Concierge Association
- Desert Veterans Memorial
- Nathaniel and Valerie Dumont Foundation Scholarship Endowment Fund
- Peter William Dykema Memorial Scholarship for Music Majors
- Endowment for Student Transfer Success
- Mark Fletcher Memorial Scholarship
- Follett Higher Education Group
- Dr. Ward and Pat Fredericks Scholarship Fund
- Garden Club of the Desert
- Jerry Goodman Scholarship
- 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
- William and Paula Kroonen Endowment for International Students
- Dr. Richard S. Lane Memorial Scholarship
- Kathleen A. Little Memorial Scholarship
- Lawrence T. Little Memorial Scholarship
- Marich Scholarship
- Edeltraud McCarthy Science/Engineering Scholarship Fund
- McCarthy Family Endowment for Child Development
- Edgar McCoubrey Scholarship Fund
- Donna McLain Physical Education Scholarship for Disabled Students
- Herb Meinert Memorial Scholarship Fund
- Kim Miltenberger Memorial Scholarship
- Constance Monica Memorial Scholarship
- Matteo Monica II Memorial Scholarship
- Jack and Georgia Morris Scholarship Fund
- Jon Pierre Morris Memorial Scholarship Fund
- Lenore H. Morris Scholarship Fund
- Lluella Morey Murphey Foundation Scholarship Fund
- Olaf Nordland Memorial Scholarship
- Joyce Norton Memorial Art Scholarship
- Jean O'Leary Scholarship Fund
- Palm Desert Woman's Club Nursing Scholarship
- Palms Garden Club Scholarship Fund
- Arnold Palmer Scholarship Fund for Golf Majors
- 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

- Scalzo/Chapman Athletic Scholarship
- Grace Schallies/Soroptimist Club Scholarship
- Al Shoopman Memorial Fund for Culinary Arts
- Stephen W. Simonsen Memorial Scholarship
- Mrs. Nell M. H. Smith Endowment Fund
- Helena L. Stansbury Memorial Fund
- Norman Sternlieb Fund for Nursing Majors
- Bob Storchheim Memorial Scholarship
- Jackie Story Scholarship Fund
- Jackie Suitt Scholarship Fund
- Marianne Timmins Endowment Fund
- Union Bank
- 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
- Patricia Wilson Memorial Scholarship
- Wolper Nursing Scholarship
- Richard and Judy Zeigler

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 on-line to the Financial Aid site on the College of the Desert website

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 Stafford and PLUS 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 35 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 or by contacting our office at:

International Student Office,
43-500 Monterey Avenue,
Palm Desert, CA, 92260;
by email: cdeIgado@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, nursing (B.S.), pre-pharmacy, and architecture. 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 Math/Science Division. 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

The Transfer Center provides students and staff with the most current transfer information to help ensure that students experience a smooth transition to four-year colleges and universities. Applications, catalogs, and other resource materials, including Internet access, are available to students who are committed to transfer as well as to those who are exploring the possibility of transfer. Students may talk with a COD counselor and/or meet with admissions advisors from several colleges and universities, including California State University, San Bernardino and University of California, Riverside.

Each fall semester the Transfer Center hosts **College and University Day**, during which representatives from California State University, the University of California and private and independent schools meet with prospective COD transfers. This annual program provides an excellent opportunity for students who are exploring transfer options to learn about various colleges' academic programs, transfer admission requirements, fees, housing and other student support services. University application workshops and financial aid information are also provided. For more information, contact the Transfer Center at (760) 862-1351.

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 building located in the Central Annex or call (760) 773-2541 to request an application or to get more information.

VETERANS SERVICES

The Veterans Office was established to assist eligible veterans, dependents and reservists in obtaining their VA educational benefits and achieving their educational goals. The Veterans Office 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. The Veterans Office is located in the Admissions & Records Building. For more information please call (760) 773-2536.

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 (in writing) the Task Force 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.

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.

FINAL EXAMINATIONS

All students are expected to complete a final examination for all their registered courses as assigned by their instructor. 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 the final examination at the appointed time and place in order to secure credit. Students who are in need of special accommodations should arrange this with their instructor well in advance of taking the final exam. Students who miss a final exam due to unforeseen circumstances, such as a sudden illness, should provide documented evidence to the instructor if the student is seeking a make-up exam. Any challenge or exception to this policy must be approved by the Division Dean or appropriate administrator.

GRADING

GRADES

Final grades are recorded on the student's permanent record at the end of each academic term. Grades are available as soon as the instructor submits the roster and the Admissions and Records Office posts it, usually about two weeks after the end of the class. Grades may be accessed online through WebAdvisor.

GRADING SYSTEM

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

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

*For a student who has ceased to participate in a course after the last day to officially drop or withdraw without having achieved a passing grade. The FW grade shall be used in determining academic standing. Students who have verifiable extenuating circumstances may petition to withdraw after receiving an FW. A petition for extenuating circumstances must be submitted to the Faculty Petition Review Task Force, with documentation, 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 the student may file a Petition in the Admissions and Records Office prior to the first 30% of the class.

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

GRADE POINTS

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

- A = 4 grade points per unit earned
- B = 3 grade points per unit earned
- C = 2 grade points per unit earned
- D = 1 grade point per unit earned
- F = 0 grade points per unit earned

Semester marks with no assigned grade points are as follows: I, P, NP, and W. Units for F grades are counted in computing grade point averages.

GRADE POINT AVERAGE

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

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

NON-EVALUATION SYMBOLS

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

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

DEFINITION (Title 5, §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 4 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 4 “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:
 - An INCOMPLETE (I) is changed to a final grade. See GRADING SYSTEM, Non-Evaluation Symbols for definition and limitations.
 - GRADE CHANGE in the absence of demonstrated error, fraud, bad faith, or incompetence; only the course instructor has legal authority to change a final grade.
- The Dean of Enrollment Services shall approve all Change of Grade and Incomplete Grade forms based upon the Grading Policy adopted by the Board of Trustees.
- All requests for Grade Changes that do not adhere to the Grading Policy shall be returned to the Instructor submitting the request.

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

GRADE APPEALS

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

GRADE GRIEVANCE PROCEDURE

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

When a student believes that the District grading policy has not been followed, and that the grade received for the course was the result of "mistake, fraud, bad faith, or incompetency," the student MUST discuss this concern with the course

instructor by the end of the fourth week of the following semester (excluding summer). Any student who is not satisfied after meeting with the instructor, may choose to pursue a grievance.

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

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

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

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

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

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

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

LEVEL 2: The student submits a written request for a meeting with the instructor's dean to resolve the grievance. The written request must include, in detail, the student's basis for initiating the grievance. The student shall initiate this request within five (5) school days after meeting with the instructor. The dean shall meet with the instructor and student within five (5) school days of reception of the formal grievance accompanied by all supporting data supplied by the student in an attempt to resolve the issue at this level. Any such meeting regarding a grade grievance will be closed to all observers.

At this level, if the issue can be resolved to the satisfaction of the instructor and student, and the action to be taken is to change a grade due to a mistake, the incorrect grade shall be removed from the student's record. Within two (2) school

days, the decision and proposed action of the dean will be communicated in writing with copies to the student involved, the faculty member involved, the Vice President of Academic Affairs or designee, and the Dean of Enrollment Services.

If the problem cannot be resolved at this level, the student may, after informing the instructor and dean that he or she plans to file a written grievance, progress to Level 3.

LEVEL 3: The student submits a written request for a meeting with the Vice President of Academic Affairs to resolve the grievance. The written request must include, in detail, the student's basis for initiating the grievance. The student shall initiate this request within five (5) school days after meeting with the dean and instructor. The Vice President of Academic Affairs shall meet with the instructor, dean and student within five (5) school days of reception of the formal grievance accompanied by all supporting data supplied by the student in an attempt to resolve the issue at this level. Any such meeting regarding a grade grievance will be closed to all observers.

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

The 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 Wendy Sanders at wsanders@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:

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

PROBATION, DISQUALIFICATION, AND REINSTATEMENT

Probation, disqualification, and reinstatement policies and procedures are an important part of the Follow-Up component of the College's MATRICULATION PROCESS and are designed to assist students in making progress toward realistic academic, career, and personal goals.

Standards for Probation

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 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.

Nursing is a popular program at COD and requires completion of a rigorous two-year course.



ACADEMIC RENEWAL REGULATIONS

The purpose of academic renewal is to reduce the negative impact of past academic failure and to facilitate fair and equitable treatment of all students in pursuit of their academic goals; College of the Desert supports Academic Renewal. A student may petition one semester of previous course work attempted at College of the Desert to be disregarded when computing the grade point average (GPA). Current and potential financial aid students are advised that all units attempted will count in the total units attempted limit for financial aid eligibility. Academic renewal does not eliminate units for financial aid purposes.

Procedure

1. The student completes a Petition for Academic Renewal with a counselor. Forms are available from the Counseling or the Admissions and Records Offices. The student submits the Petition to the Admissions and Records Office.
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.
4. Evidence of academic ability since the semester 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. The petition will be reviewed by the Admissions and Records Office for compliance with the policy. The student will be notified by mail of approval or denial of request.
7. Academic renewal granted by College of the Desert does not guarantee that other institutions will approve such action. The respective transfer institution will make this determination.

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.

ATTENDANCE

Student Responsibilities

It is extremely important that students attend the first class meeting of any course for which they register because instructors may drop students who do not appear in order to make room for others who may desire to take the class.

The primary responsibility for class attendance and course schedule rests with the student. Consequently, each student must process all adds or drops to their course schedule and is held responsible for the updating of their own enrollment record. 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 or the telephone. 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 Division office or the Counseling Center.

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 the telephone registration system, WebAdvisor or notification to the Admissions and Records Office.

Faculty Responsibilities

Prior to census, 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.

AUDITING A CLASS

Effective Fall 2009, 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 degree or certificate.
- Permission to audit a course is granted with the signed permission of the instructor and the Division Dean on the Audit Form, available at Admissions & Records, the Counseling Center or online at the College of the Desert Website
- The Audit Form with required signatures must be submitted with payment to Admission & 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.

DISABLED STUDENTS PROGRAM

BACKGROUND

The Americans with Disabilities Act (ADA) is a civil rights statute that prohibits discrimination against people with disabilities. This 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 activities 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 discrimination based on disability, with the intent that our nation benefit from the skills and abilities of all individuals and increase opportunities for self-sufficiency for all individuals.

STUDENT RIGHTS

Students have the following rights under Section 504 of the 1973 Rehabilitation Act, as revised (29 U.S.C. 794), The Americans with Disabilities Act (28 CFR 35.102-35.104), CA Assembly Bill 803 (Government Code Section 11135 et.seq.) and Title 5 (section 56008) of CA Education Code.

- Right to voluntary participation 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 every 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 a 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 and 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, South Annex 16
 Hours: Monday–Friday,
 8:00a.m.–5:00p.m.

STUDENT RESPONSIBILITIES

- To provide DSPS documentation of disability.
- To request accommodations and access to college classes, programs, activities, services, and facilities in a timely manner, as described in the DSPS Student Handbook.
- To use 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 names 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.

Contact the Disabled Students Programs and Services Office, South Annex 16.

Phone: (760) 773-2534
 TDD: (760) 773-2598
 FAX: (760) 862-1329

DISTRIBUTION OF NON-COLLEGE PUBLICATIONS

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

DRUG-FREE WORKPLACE AND CAMPUS

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

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

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

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

LEAVES OF ABSENCE

Students who have a need to withdraw for a short time, but who wish to retain their status in classes and resume work before the end of the current semester, should apply for a "Brief Leave of Absence," which expires on a definite date. If students must depart suddenly, as in a family emergency, they should write the Vice President, Student Affairs as soon as possible requesting a leave to be away from classes. Brief leaves also may be issued upon recommendation of Student Health Services in case of illness. Requests for a Brief Leave of Absence must be filed with the Office of the Vice President, Student Affairs.

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 instructor 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 the 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.

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 2004, 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, 33.8% attained a certificate, degree, or became "transfer-prepared" during a three-year period (Fall 2005 to Spring 2008). Students who are "transfer-prepared" have completed 56 transferable units with a GPA of 2.0 or better.

Based upon the group defined above, 13.1% transferred to another postsecondary institution (CSU, UC, private college, or another California Community College) prior to attaining a degree, certificate, or becoming "transfer-prepared" during a five semester period (Spring 2005 to Spring 2007).

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 California Community Colleges "Student Right-to-Know " Website.

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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, Division 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.

STUDENT RECORDS AND PRIVACY ACT

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

All student records of College of the Desert are maintained in accordance with the provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974. The two basic elements of the act are the student's right to review and challenge his/her record and the conditions under which information in the record can be released to outside parties. 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.

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

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

If the decision of the Board is unfavorable to the student, or the student accepts an unfavorable decision by the 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 Services. Access shall be granted no later than 15 school days following the date the written request is received. Within the same 15 school days, the student will be notified of the location of all official student records if not centrally located and qualified personnel will be made available to interpret records where appropriate. At that time the student must present appropriate identification verifying their identity.

RELEASE OF STUDENT INFORMATION

The Desert Community College District (DCCD) does not release student record information without the written consent of the student, except as outlined on page 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 Services, 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.)

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.

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. At the graduation ceremony, students are presented with a diploma cover. There is a fee of \$25.00 for a duplicate diploma.

EVALUATION 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.

GRADUATION

Once it has been determined that a student is eligible for graduation, an "Intent 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

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

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

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CERTIFICATE of ACHIEVEMENT

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 a "Request for Evaluation" in the Admissions and Records Office at least one semester prior to completing certificate requirements. All transcripts from other colleges must be on file before an evaluation request can be filed.

Students must file an "Intent to Earn Certificate" in the Admissions and Records Office during the semester in which they are completing the requirements. 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.

In the case of an additional certificate(s) in a related field, the student will be required to take a minimum of six (6) units of additional course work determined by the department advisor. See Programs of Study section in this catalog for specific certificate requirements.



COD 2008 Graduate, **Ella Torres**, all smile during the 2008 pinning ceremony.

ASSOCIATE DEGREES

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

ASSOCIATE DEGREE 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 the 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 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.

OPTION 1: Students preparing to transfer to the California State University (CSU) may follow the General Education requirements outlined in the CSU Certification pattern. This pattern is identified as Option 1 in the list of requirements for Transfer Degree programs.

OPTION 2: Student preparing to transfer to the University of California (UC) system or the CSU may follow the Intersegmental General Education Transfer Curriculum (IGETC). This pattern is identified as Option 2 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 Desert Community College 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 Degree and Certificate 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 C-2, 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, with at least six in the major area, 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.

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

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

- explain concepts and theories related to physical, chemical, and biological natural phenomena;
- demonstrate an understanding of 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.

Complete 3 units from courses listed below:

Agriculture/Environmental Horticulture 1, 1L
Agriculture/Plant Science 2, 5, 5L
Anthropology 1
Astronomy 1, 1L
Biology 4, 5, 6, 10, 11, 12, 13, 14, 15, 21
Chemistry 1A, 1B, 3, 4
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

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;

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- 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.

Complete 3 units from courses listed below:

Administration of Justice 1
Anthropology 2, 3, 4
Economics 1, 2, 11, 12
Geography 2, 7
Health Education 1
History 3, 4, 17, 18, 21
Mass Communication 1
Nutrition 13
Philosophy 13
Political Science 1, 2, 4
Psychology 1, 3, 7, 10, 20, 23, 25, 27, 29, 33
Sociology 1, 2, 14, 15
Student Development 12

C3 – ARTS AND HUMANITIES

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

- communicate effectively in many different situations involving diverse people and viewpoints;
- demonstrate knowledge of the variety of forms of expression and how those are used to communicate social, cultural, and personal ideas, feelings, and concepts;
- demonstrate knowledge of 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.

Complete 3 units from courses listed below:

Art 2A, 2B, 2C, 2D 3A, 7F, 10, 18, 18A, 33
American Sign Language 1, 1A, 1B, 2, 3, 4
Dance 15
English 1B, 10A, 10B, 11A, 11B, 12A, 12B, 14,
15, 16, 17, 18, 21, 22, 23, 24, 25, 26,
31, 32, 35, 36, 37
French 1, 1A, 1B, 2, 2A, 2B, 3, 4
German 1, 1A, 1B, 2, 2A, 2B
Humanities 18

Italian 1, 1A, 1B, 2, 2A, 2B, 3, 4
Japanese 1A, 1B, 2A, 2B
Music 1, 2, 5, 6, 10, 12, 18, 36
Philosophy 6, 7, 12, 13, 14, 16, 17
Spanish 1, 1A, 1B, 2, 2A, 2B, 3, 4
Theatre Arts 1, 2, 32, 69A, 69B

C4 – LANGUAGE AND RATIONALITY

C4.A – English Composition

Students completing courses in category C-4.A 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.

Complete 3 units from courses listed below:

English 1A, 41

C4.B – Communication and Analytical Thinking

Students completing courses in category C-4.B 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.

Complete 3 units from courses listed below:

Math 1A, 1B, 5, 10, 12, 13, 14, 40
Philosophy 10, 11
Sociology 3, 4
Speech 1, 4, 5, 7, 15

COD Associate Degree General Education Requirements

C5 – INTERCULTURAL STUDIES

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

- 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;
- identify cultural themes of immigrant and native groups within the United States of America;
- value the contributions to American culture of each group studied.

Complete 3 units from courses listed below:

Administration of Justice 5A
Anthropology 1, 2, 4
Architecture 14
Art 2A, 2B, 7F, 10, 18A
Economics 11
English 1B, 10A, 10B, 11A, 11B, 12A, 12B, 15,
18, 21, 22, 24, 31, 32, 35
Geography 2
Health Education 1
History 3, 4
Mass Communication 1
Music 5
Philosophy 6, 7, 12, 13, 14, 16, 17
Political Science 4
Psychology 1, 10, 12, 23
Sociology 1, 2, 4, 14, 15
Speech 1, 2, 15
all Foreign Language courses

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

CSU General Education 53 Certification Course Pattern

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: COMMUNICATION in the ENGLISH LANGUAGE 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, 11
Sociology 4
Speech 7

AREA B: PHYSICAL UNIVERSE & ITS LIFE FORMS

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, 17

B-2. LIFE SCIENCE

Agriculture/Environmental Horticulture 1, 1L
 Agriculture Plant Science 2, 5, 5L
 Anthropology 1
 Biology 4, 5, 6, 13, 14, 15, 21
 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
 Sociology 3

AREA C: ARTS, LITERATURE, PHILOSOPHY, AND FOREIGN LANGUAGE

Nine (9) units minimum; one course must be in the ARTS and one in the HUMANITIES

C-1. ARTS (Art, Dance, Music, Theatre)

Architecture 14
 Art 2A, 2B, 2C, 2D, 3A, 10, 18, 33
 Dance 10, 15
 Humanities 18
 Music 5, 10, 12, 18
 Physical Education 15
 Theatre Arts 1, 2

C-2. HUMANITIES (Literature, Philosophy, Foreign Language)

American Sign Language 1, 1A, 1B, 2, 3, 4
 English 1B, 10A, 10B, 11A, 11B, 12A, 12B, 14, 15, 16, 17, 18, 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
 Italian 1, 1A, 1B, 2, 2A, 2B, 3, 4
 Japanese 1A, 1B, 2A, 2B
 Philosophy 6, 7, 12, 13, 14, 16, 17, 18
 Spanish 1, 1A, 1B, 2, 2A, 2B, 3, 4
 Theatre Arts 69A, 69B

AREA D: SOCIAL, POLITICAL AND ECONOMIC INSTITUTIONS AND BEHAVIOR, HISTORICAL BACKGROUND

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

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, 33

AREA E: LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT

Three (3) units minimum.

Biology 10, 12
 Health Education 1
 Nutrition 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.

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, 2D, 10, 18, 33
Dance 15
Humanities 18
Music 5, 10, 12, 18

3-B. Humanities

- American Sign Language 2*, 3*, 4*
- English 1B, 10A, 10B, 11A, 11B, 12A, 12B, 14, 15, 16, 17, 18, 21, 22, 24, 25, 31, 32, 35, 36
- French 2*, 2A*, 2B*, 3*, 4*
- German 2*, 2A*, 2B*
- History 3*, 4*, 17^{*(A)}, 18^{*(A)}
- Italian 2*, 2A*, 2B*, 3*, 4*
- Japanese 2A*, 2B*
- Philosophy 6, 7, 12*, 13, 14, 16, 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)}
- 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
- 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⁺
Geography 1, 1L
Geology 1, 5, 10, 17
Physics 1⁺, 2A⁺, 2B⁺, 4A⁺, 4B⁺, 17

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GENERAL EDUCATION

TRANSFER CURRICULUM FOR UC AND CSU

5-B. Biological Science

Agriculture/Plant Science 2, 5, 5L
Anthropology 1
Biology 4*, 5, 6, 21*
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 1B, 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 not 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.**

TRANSFER INFORMATION

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 Administration Building, Room 12.

2. Catalog: Examine catalogs of prospective colleges and universities. Study carefully 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 Bookstore Building.

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 faculty advisor or counselor.

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 the instructors can comment accurately on the students' characteristics.

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

8. Admission Requirements of the Public California Institutions: The filing period 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 admission. Both CSU and UC require completion of 60 transferable units to enter as a junior. The University of California requires a minimum of a 2.4 grade point average (2.8 or higher for nonresidents).

The CSUs will allow community college students to transfer with 60 transferable units with a minimum of a 2.0 transfer grade point average. Within the 60 units, a minimum of 30 semester units that meet general education requirements must be completed with a grade of C or better in each course. The 30 semester units must include at least 9 units (3 courses) in English language, and at least 3 units in mathematics/quantitative reasoning. These requirements became effective Fall 2000.

NOTE: Meeting minimum requirements is *not* enough to gain admission to many CSU and UC campuses and programs. For clarification of transfer admission requirements, consult the *transfer* college catalog and supplemental reference materials available in the COD Transfer Center.

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: Course descriptions in this catalog carry a designation code of their acceptance for transfer at the California State University (CSU) and at the University of California (UC). This acceptance can change annually. Consult the Transfer Center for more detailed information.

TRANSFERABLE COURSES

Courses transferable to the California State University are indicated by "CSU" and those transferable to the University of California 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 **Associate Degree Applicable: CSU, UC***, for example.

CHANGES IN TRANSFERABLE CREDIT

As new courses are added or changes are made in current courses, transfer credit may not be applicable until CSU and UC have adopted these changes.

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.

LOWER-DIVISION TRANSFER PATTERNS (LDTP)

The Lower-Division Transfer Patterns (LDTP) project, sponsored by the California State University (CSU) and supported by the California Community Colleges, presents potential transfer students with a set of "road maps" to follow that will ensure appropriate academic preparation for studies at CSU and that will decrease time to graduation once these students enter the CSU. The LDTP for each discipline has a statewide as well as campus-specific component. The statewide component of the LDTP is appropriate for any CSU campus that offers the major and is comprised of general education coursework as well as some courses within the discipline. The campus-specific component identifies discipline related coursework relevant to the major at the specific CSU campus. Together these components for an LDTP discipline will total at least 60 units, the number needed to transfer to CSU as an upper-division student. At this time, only several LDTP patterns are available. For more information contact a counselor or refer to www.csumentor.edu.

ADMISSION TO THE UNIVERSITY OF CALIFORNIA

Completion of all the requirements in the Intersegmental General Education Transfer Curriculum (IGETC) will permit you to transfer from College of the Desert to a campus in either the California State University (CSU) or University of California (UC) without the need, after transfer, to take additional lower-division, general education courses to satisfy campus general education requirements. **Exceptions are at the end of the list in the Supplementary Notes.** Completion of IGETC is not a requirement for admission but does fulfill a requirement for graduation at a CSU or UC campus.

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.

Intersegmental General Education Transfer Curriculum (IGETC)

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

Courses must be completed for all areas with a grade of "C" or better. Completion of IGETC is not an admission requirement nor does completion of IGETC guarantee admission to the campus or program of choice; pattern is outlined on page 55.

CSU GENERAL EDUCATION CERTIFICATION COURSE PATTERN

Preparation for Transfer to a California State University (CSU)

Students may graduate from College of the Desert with an Associate of Arts or Science degree with emphasis on transfer preparation by completing a minimum of 60 units of lower division, transferable semester units with a cumulative grade point average (GPA) of at least 2.0 for all grades earned in lower division courses at all colleges and universities attended. Also, a cumulative GPA of at least 2.0 must have been earned at COD as well as in the selected major. At least 12 units must be earned at COD.

Students must complete *either* the CSU General Education Certification Course Pattern (page 53) *or* the IGETC (page 55), *and* the major requirements as specified in the program of study for the declared major. 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. Degrees are listed by major on pages 60-61.

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

Review all requirements that pertain to you including *requesting a degree evaluation* and *filing an Intent to Graduate*.

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.

CSU General Education-Breadth Certification Course Pattern

The CSU General Education-Breadth (GE-Breadth) program allows California community college transfer students to fulfill lower-division general education requirements for any CSU campus prior to transfer. This curriculum provides an alternative to the IGETC requirements and campus-specific GE-Breadth requirements. This can be a good option if you know you want to transfer to a CSU but don't know which campus you will attend, or if you know which campus you will attend but don't know which major you will pursue.

It is important to note that CSU GE-Breadth certification is not an admission requirement nor does completion guarantee admission to the campus or program of choice. The GE-Breadth program requires that students who select this option complete at least 48 semester units of general education to receive the baccalaureate degree. At least nine of these units must be upper-division level and taken at the university. (See page 53 for CSU General Education requirements.)

Ballet Folklorico is one of the many student clubs active at COD. Here (at right) members perform at a student concert on Hispanic Heritage Day, an annual campus celebration held each September.

The GE-Breadth program is 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.

CALIFORNIA ARTICULATION NUMBER SYSTEM

The CAN system was created in an effort to ensure transferability of courses between and among participating California Community Colleges and California State University institutions. Effective fall 2005, the two systems agreed that the CAN system would be discontinued; however, the CSU Chancellor's Office agreed to continue to grant credit for CAN qualified courses through fall 2009. Beginning fall 2009, the CAN system will no longer be utilized. Students should see a COD counselor for guidance on courses which are appropriate for transfer and for completion of academic goals. Students are also encouraged to use ASSIST (www.assist.org) when seeking information about the transferability of courses to both the CSU and the University of California (UC) system.



MAJOR/DEPARTMENT	CERTIFICATE	NON-TRANSFER DEGREE	TRANSFER DEGREE	Page
Administration of Justice	C	A.S.	A.S.	62
Adult Basic Education				63
Secondary Education Completion	C			64
Secondary Education Completion/GED	C			64
Reading Completion	C			64
Basic Math Completion	C			64
Advanced Math Completion	C			64
Basic English Completion	C			64
Advanced English Completion	C			64
Agriculture				65
Agri-Business		A.S.	A.S.	65
Agriculture, General		A.S.		66
Environmental Horticulture	C	A.S.	A.S.	66
Natural Resources		A.S.	A.S.	67
Natural Resources - Desert Naturalist	L*			68
Natural Resources - Field Ranger	L*			68
Plant Science		A.S.		68
Turfgrass Management	C	A.S.		69
Air Conditioning /HVACR	C	A.S.		70
Architecture/Environmental Design				71
Architectural Technology	C	A.S.	A.S.	71
Building Inspection Technology	C			71
Construction Management	C	A.S.	A.S.	72
General Drafting	C	A.A.		72
Art			A.A.	73
Automotive Technology		A.S.		74
Automotive Air Conditioning	C			74
Automotive Electrical	C			75
Automotive Emissions	C			75
Automotive Engine Management	C			75
Automotive Transmission & Axle	C			75
General Automotive Service	C			75
Steering, Suspension and Alignment	C			75
Advanced Transportation Technologies		A.S.		76
Automotive Alternate Fuels	C			76
Business				77
Accounting	C			77
Business Administration			A.A.	78
Business, General		A.A.		78
Computer Information Systems	C	A.A.		79
Computer Science			A.A.	80
Economics			A.A.	81
Golf Management	C	A.A.		82
Hospitality Management			A.A.	83
Retail Management	C			83
Culinary Arts				83
Basic Culinary Arts	C			83
Intermediate Culinary Arts	C			84
Culinary Management	C	A.A.		84
Digital Design and Production	C	A.A.		84
Disabled Students Programs and Services				85
Early Childhood Education (ECE)		A.A.		85
Associate Teacher	L*			86
Early Childhood Education-Teacher	C			86
Early Childhood Education-Master Teacher	C			87

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

MAJOR/DEPARTMENT	CERTIFICATE	NON-TRANSFER DEGREE	TRANSFER DEGREE	Page
English				87
Composition			A.A.	87
Literature			A.A.	88
English as a Second Language (el ingles como segundo idioma)				88
English Proficiency: Life & Work Skills	C			89
Academic English	C			89
Fire Technology	C	A.S.		89
Foreign Language				91
French, Italian, Spanish			A.A.	91
Health, Physical Education, and Recreation				91
Physical Education			A.A.	91
Recreation			A.A.	92
Athletics				92
Health Sciences				92
Emergency Medical Technician	L*			93
Home Health Aide	L*			94
Nurse Assistant	L*			94
Registered Nursing (ADN)		A.S.		94
Vocational Nursing (VN)	C	A.S.		96
Human Services				98
Alcohol and Drug Studies	C	A.A.		98
Liberal Arts			A.A.	99
Mass Communication				102
Communication			A.A.	102
Journalism			A.A.	102
Mass Communication			A.A.	102
Mathematics			A.S.	103
Music			A.A.	103
Music Technology	L*			104
Music Theory	L*			104
Nutrition Care: Dietetic Technician		A.A.		104
Sciences - Biological and Physical				105
Biology			A.S.	105
Chemistry			A.S.	106
Environmental Sciences or Natural Resources			A.S.	106
Environmental Studies, Interdepartmental			A.S.	107
Geology			A.S.	107
Physics			A.S.	108
Social Sciences				108
Anthropology			A.A.	108
Geography			A.A.	109
History			A.A.	109
Philosophy			A.A.	109
Political Science			A.A.	110
Psychology			A.A.	110
Social Science			A.A.	110
Sociology			A.A.	110
Speech			A.A.	111
Student Development				111
Theatre Arts			A.A.	111
Work Experience Education				112

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

62 Administration of Justice

ADMINISTRATION OF JUSTICE

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

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

There are certain minimum physical and good 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. 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

ADMINISTRATION OF JUSTICE CERTIFICATE for employment preparation

Dept.	No.	Title	Units
<u>Required Courses:</u>			
AJ	1	Intro to Admin. of Justice	3
AJ	2	Criminal Law	3
AJ	3	Legal Aspects of Evidence	3
AJ	4	Principles & Procedures of the Justice System	3
AJ	5A	Multicultural Issues/Public Safety	3
Required Subtotal			15

Recommended Electives (with advisor approval):

AJ	6	Principles of Investigation	3
AJ	8	Concepts of Enfrmnt Svcs	3
AJ	9	Traffic Control	3

AJ	10	Juvenile Law&Procedures	3
AJ	16	Narcotics Control	3
AJ	17	Natrl Res Law Enfrmnt	3
AJ	24	Report Writing	3
AJ	30	Correctional Systems	3
AJ	51	PC 832 Training	3
AJ	61	Basic Peace Officer - Module III	7
AJ	62	Basic Peace Officer - Module II	12
AJ	63	Basic Peace Officer - Module I	16.5
Elective Subtotal			12

CERTIFICATE TOTAL 27

ADMINISTRATION of JUSTICE A.S. DEGREE for employment preparation

Dept.	No.	Title	Units
<u>Required Courses:</u>			
AJ	1	Intro to Admin. of Justice	3
AJ	2	Criminal Law	3
AJ	3	Legal Aspects of Evidence	3
AJ	4	Principles & Procedures of the Justice System	3
AJ	5A	Multicultural Issues/Public Safety	3

Recommended AJ Electives (with advisor approval):

AJ	6	Principles of Investigation	3
AJ	8	Concepts of Enfrmnt Svcs	3
AJ	9	Traffic Control	3
AJ	10	Juvenile Law&Procedures	3
AJ	16	Narcotics Control	3
AJ	17	Natrl Res Law Enfrmnt	3
AJ	24	Report Writing	3
AJ	30	Correctional Systems	3
AJ	51	PC 832 Training	3
AJ	61	Basic Peace Officer - Module III	7
AJ	62	Basic Peace Officer - Module II	12
AJ	63	Basic Peace Officer - Module I	16.5

Required Subtotal			15
AJ Electives (with advisor approval)			12
Other Electives (with advisor approval)			13
General Education Requirements			18
Physical Education Activities			2
DEGREE TOTAL			60

Administration of Justice - Adult Basic Education 63

ADMINISTRATION OF JUSTICE A.S. DEGREE and transfer preparation

Dept.	No.	Title	Units
Required Courses:			
AJ	1	Intro to Admin. of Justice	3
AJ	2	Criminal Law	3
AJ	3	Legal Aspects of Evidence	3
AJ	4	Principles & Procedures of the Justice System	3
AJ	5A	Multicultural Issues/Public Safety	3
Required Subtotal			15
Recommended Electives (with advisor approval):			
AJ	6	Principles of Investigation	3
AJ	8	Concepts of Enfrcmnt Svcs	3
AJ	9	Traffic Control	3
AJ	10	Juvenile Law&Procedures	3
AJ	16	Narcotics Control	3
AJ	17	Natrl Res Law Enfrcmnt	3
AJ	24	Report Writing	3
AJ	30	Correctional Systems	3
Required Subtotal			15
Elective Subtotal (with advisor approval)			6
General Education (Option 1* or 2)			34-43
*Transferable Electives (as needed)			3
Physical Education Activities			2
DEGREE TOTAL			60-66

ADULT BASIC EDUCATION

Recognizing the role of the community college in the area of developmental 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.

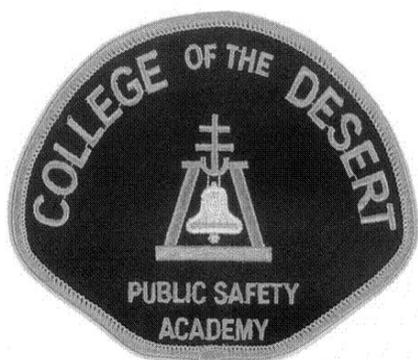
General Education Development Test (GED)

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.

Completion in Secondary Education

Certificate of Completion in Secondary Education 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 Certificate of Secondary Education Completion issued by College of the Desert.

Advisors: C.D. Jackson, T. Thomas



64 Adult Basic Education

CERTIFICATE OF COMPLETION IN SECONDARY EDUCATION

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

CERTIFICATE OF COMPLETION IN READING

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

CERTIFICATE OF COMPLETION IN SECONDARY EDUCATION (GED)

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

CERTIFICATE OF COMPLETION IN BASIC MATH

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

CERTIFICATE OF COMPLETION IN ADVANCED MATH

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

CERTIFICATE OF COMPLETION IN BASIC ENGLISH

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

CERTIFICATE OF COMPLETION IN ADVANCED ENGLISH

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

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

ENVIRONMENTAL HORTICULTURE

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

NATURAL RESOURCES

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

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

TURFGRASS MANAGEMENT

PLANT SCIENCE

Including preparation for Soil Science and
Pest Management

Advisors:

K. Leuschner - Natural Resources,
Environmental Studies, Entomology

J. Place - Turfgrass Management,
Environmental Horticulture,
Plant Science, General Agriculture

AGRI-BUSINESS A.S. DEGREE for employment preparation

Dept.	No.	Title	Units
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Required Courses:

AGBU	59A	Leadership	1
AGBU	59B	Careers	1
AGPS	1	Soils & Plant Nutrition	4
AGPS	5	Plant Science	3
BUAC	66	Fundamental Acctg. Procedures	3
CIS	70A	Computer Business Appl/Windows	3
ECON	1	Principles of Macroeconomics	3

Required Subtotal	18
Elective Subtotal (with advisor approval)	22
General Education Requirements (confer with Advisor) ...	18
Physical Education Activities	2
DEGREE TOTAL	60

Advisors: K. Leuschner, J. Place

AGRI-BUSINESS A.S. DEGREE and transfer preparation

Dept.	No.	Title	Units
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Required Courses:

AGBU	59A	Leadership	1
AGBU	59B	Careers	1
AGPS	1	Soils & Plant Nutrition	4
BUAC	66	Fundamental Acctg. Procedures	3
BUMA	20A	Business Law	3
CIS	70A	Computer Business Appl/Windows	3
ECON	1	Principles of Macroeconomics	3

Required Subtotal	18
Elective Subtotal (with advisor approval)	13
General Education Requirements (confer with Advisor) ...	18
Transferable Electives (confer with advisor)	9
Physical Education Activities	2
DEGREE TOTAL	60

Advisors: K. Leuschner, J. Place

66 Agriculture

GENERAL AGRICULTURE A.S. DEGREE for employment preparation

Dept.	No.	Title	Units
<u>Required Courses:</u>			
AGBU	59A	Leadership	1
AGBU	59B	Careers	1
AGPS	1	Soils and Plant Nutrition	4
AGPS	2	Entomology - Gen & Applied	4
AGPS	5	Plant Science	3
AGPS	5L	Plant Science Lab	1
AGPS	32	Pesticide Laws/Reg.	2
BUAC	66	Fundamental Acctg. Procedures	3
CIS	70A	Computer Business Appl/Windows	3
Required Subtotal			22
Elective Subtotal (with advisor approval)			18
General Education Requirements*			18
Physical Education Activities			2
DEGREE TOTAL			60

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

ENVIRONMENTAL HORTICULTURE A.S. DEGREE for employment preparation

Dept.	No.	Title	Units
<u>Required Courses:</u>			
AGEH	1	Horticulture	3
AGEH	1L	Horticulture Lab	1
AGEH	4	Turfgrass Management	2
AGEH	4L	Turfgrass Management Lab	1
AGEH	5	Ornamental Plant Id.	3
AGEH	8	Landscape Management	3
OR AGEH	27	Turfgrass/Landscape Pest Mgmt. (3)	
AGEH	9	Landscape Planning/Design	3
AGEH	16	Arboriculture	2
AGEH	20	Landscape Construction	2
AGEH	30	Landscape Equipment	2
AGEH	46	Landscape Irrig. Systems	2
AGEH	46L	Landscape Irrig. Systems Lab	1
AGEH	95A,B	AGEH Work Experience	2
AGBU	59A	Leadership	1
AGBU	59B	Careers	1
AGPS	1	Soils and Plant Nutrition	4
Required Subtotal			33

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	1-4
AGPS	2	Entomology-General/Applied	4
AGPS	32	Pesticide Laws & Regulations	2
BUMA	31	Business Calculations	3
CIS	70A	Computer Business App/Windows	3

NR	1	Conserv of Natural Resources	3
NR	1L	Conserv of Natural Resources Lab	1
Required Subtotal			33
Elective Subtotal (with Advisor approval)			8
General Education Requirements			18
Physical Education Activities			2
DEGREE TOTAL			61

ENVIRONMENTAL HORTICULTURE A.S. DEGREE and transfer preparation

Dept.	No.	Title	Units
<u>Required Courses:</u>			
AGEH	1	Horticulture	3
AGEH	1L	Horticulture Lab	1
AGEH	5	Ornamental Plant Id.	3
AGEH	9	Landscape Planning/Design	3
AGEH	16	Arboriculture	2
AGEH	20	Landscape Construction	2
AGEH	46	Landscape Irrig. Systems	2
AGEH	46L	Landscape Irrig. Systems Lab	1
AGPS	1	Soils & Plant Nutrition	4
AGPS	2	Entomology - Gen & Applied	4
AGBU	59A	Leadership	1
AGBU	59B	Careers	1

Required Subtotal			27
General Education Requirements (confer with advisor)			18
Transferable Electives (confer with advisor)			13
Physical Education Activities			2
DEGREE TOTAL			60

ENVIRONMENTAL HORTICULTURE CERTIFICATE for employment preparation

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

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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	Fundamental Acctg. Procedures	3
BUMA 31	Business Calculations	3
CIS 70A	Computer Business App/Windows	3
NR 1	Conserv of Natural Resources	3
NR 1L	Conserv of Natural Resources Lab	1
NR 41A	Native Plants-Mountain	1
NR 41B	Native Plants-Desert	1
Required Subtotal		31
Elective Subtotal (with Advisor approval)		7
CERTIFICATE TOTAL		38

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
<u>Required Courses-</u> With advisor approval, choose 30 units from the following:			
NR	1	Conserv of Natural Resources	3
NR	1L	Conserv of Natural Resources Lab	1
NR	3	Intro to Wildlife Mgmt	3
NR	4	Intro to Ecosystem Mgmt	3
NR	10	Wildland Fire Technology	3
NR	20	GPS and Map Use	1
NR	21	Introduction to GIS	3
NR	41A,B	Native Plants	1-3
NR	50	Winter Birds	1
NR	51A	Migrant Birds - Fall	1
NR	51B	Migrant Birds - Spring	1
NR	95A-C	Work Experience	1-3
AGBU	59A	Leadership	1
AGBU	59B	Careers	1
AGPS	1	Soils & Plant Nutrition	4
AGPS	2	Entomology-Gen & Applied	4
AGPS	32	Pesticide Laws & Regulations	2
BUAC	66	Fundamental Acctg. Procedures	3
CIS	70A	Computer Business Appl/Windows	3
Required Subtotal		30	
Elective Subtotal (with advisor approval)		10	
General Education Requirements*		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
<u>Required Courses:</u>			
NR	1	Conserv of Natural Resources	3
NR	1L	Conserv of Natural Resources Lab	1
BI	5	Molecular & Cell Biology	5
BI	6	Biology of Organisms	5
CH	1A	General Chemistry	5
OR CH	3	Intro General Chemistry (4)	
G	1	Physical Geology	4
OR G	10	The Earth Sciences (4)	
MATH	10	College Algebra	4
AGBU	59A	Leadership	1
AGBU	59B	Careers	1
Required Subtotal		28-29	

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Electives - 12 units to be chosen from the following:

NR	3	Intro to Wildlife Mgmt	3
NR	4	Intro to Ecosystem Mgmt	3
NR	10	Wildland Fire Technology	3
NR	17	Natrl Res Law Enfrcmnt	3
NR	20	GPS and Map Use	1
NR	21	Introduction to GIS	3
NR	41A,B	Native Plants	1-3
NR	50	Winter Birds	1
NR	51A,B	Migrant Birds	1-2
AGPS	1	Soils and Plant Nutrition	4
AGPS	2	Entomology - Gen & Applied	4
AGPS	32	Pesticide Laws & Regulations	2
BUAC	66	Fundamental Acctg. Procedures	3
CIS	70A	Computer Business Appl/Windows	3

Required Subtotal	28-29
Electives (confer with advisor)	12
General Education Requirements (confer with advisor)	18
Physical Education Activities	2
DEGREE TOTAL	60

NATURAL RESOURCES - DESERT NATURALIST CERTIFICATE for employment preparation

Dept. No. Title Units
With advisor approval, complete a total of 12 units:

Required Courses:

NR	1	Conserv of Natural Resources	3
NR	1L	Conserv of Natural Resources Lab	1
Required Subtotal			4

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

AGPS	2	Entomology - Gen & Applied	4
AGPS	5	Plant Science	3
and AGPS	5L	Plant Science Lab	1
G	5	Environmental Geology	4
A	1	Descriptive Astronomy	3
and A	1L	Descriptive Astronomy Lab	1
Group A Subtotal			0-4

Group B: Choose 4-8 units from the following:

NR	20	GPS and Map Use	1
NR	41A	Native Plants - Mountain	1
NR	41B	Native Plants - Desert	1
NR	50	Winter Birds	1
NR	51A	Migrant Birds - Fall	1
NR	51B	Migrant Birds - Spring	1
NR	48A-C	Seminar (Desert Studies, San Jacinto Mts., Yosemite)	1-3
NR	95A,B	NR Work Experience	1-2
Group B Subtotal			4-8
CERTIFICATE TOTAL			12

NATURAL RESOURCES - FIELD RANGER CERTIFICATE for employment preparation

Dept. No. Title Units

Required Courses:

NR	1	Conserv of Natural Resources	3
NR	1L	Conserv of Natural Resources Lab	1
NR	17	Natrl Res Law Enfrcmnt	3
NR	41A	Native Plants - Mountain	1
OR NR	41B	Native Plants - Desert (1)	
NR	50	Winter Birds	1
OR NR	51A	Migrant Birds - Fall (1)	
OR NR	51B	Migrant Birds - Spring (1)	
Required Subtotal			9

Electives - 8 units to be chosen from the following:

AGPS	32	Pesticide Laws & Regulations	2
G	5	Environmental Geology	4
G	10	The Earth Sciences	4
PE	1	First Aid & Safety	3
NR	3	Intro to Wildlife Mgmt	3
NR	4	Intro to Ecosystem Mgmt	3
NR	10	Wildland Fire Technology	3
NR	20	GPS and Map Use	1
NR	21	Introduction to GIS	3
NR	48	Seminar - Desert/Mountain Study ..	1-3
NR	95A,B	NR Work Experience	1-2
Elective Subtotal			8

CERTIFICATE TOTAL 17

PLANT SCIENCE A.S. DEGREE for employment preparation

Dept. No. Title Units

Required Courses:

AGPS	1	Soils & Plant Nutrition	4
AGPS	2	Entomology - Gen & Applied	4
AGPS	5	Plant Science	3
AGPS	5L	Plant Science Lab	1
AGPS	32	Pesticide Laws & Regulations	2
AGBU	59A	Leadership	1
AGBU	59B	Careers	1
BUAC	66	Fundamental Acctg. Procedures	3
CIS	70A	Computer Business Appl/Windows	3

Required Subtotal	22
Elective Subtotal(with advisor approval)	18
General Education Requirements*	18
Physical Education Activities	2
DEGREE TOTAL	60

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

**TURFGRASS MANAGEMENT CERTIFICATE
for employment preparation**

Dept.	No.	Title	Units
<u>Required Courses:</u>			
AGEH	1	Horticulture	3
AGEH	1L	Horticulture Lab	1
AGEH	4	Turfgrass Management	2
AGEH	4L	Turfgrass Management Lab	1
AGEH	8	Landscape Management	3
or AGEH	27	Turfgrass Pest Mgmt (3)	
AGEH	16	Arboriculture	2
AGEH	24	Adv Turfgrass Mgmt	3
AGEH	30	Landscape Equipment	2
AGEH	46	Landscape Irrig. Systems	2
AGEH	46L	Landscape Irrig. Systems Lab	1
AGEH	95A,B	Work Experience (Internship)	2
AGBU	59A	Leadership	1
AGBU	59B	Careers	1
AGPS	1	Soils and Plant Nutrition	4
AGPS	32	Pesticide Laws & Regulations	2

Electives - 8 units to be chosen from the following:

AGPS	2	Entomology - Gen & Applied	4
AGPS	5	Plant Science	3
AGPS	5L	Plant Science Lab	1
AGEH	5	Ornamental Plant Id.	3
AGEH	9	Landscape Planning/Design	3
AGEH	33	Golf Car Maintenance	2
AGEH	34	Golf Course Management	3
AGEH	95A,B	Work Experience (Internship)	1-2
NR	1	Conserv of Natural Resources	3
NR	1L	Conserv of Natural Resources Lab	1
NR	41A,B	Native Plants	1-3
BUAC	66	Fundamental Acctg. Procedures	3
BUMA	31	Business Calculations	3
CIS	70A	Computer Business Appl/Windows	3

Required Subtotal	30
Elective Subtotal (with advisor approval)	8
CERTIFICATE TOTAL	38

**TURFGRASS MANAGEMENT A.S. DEGREE
for employment preparation**

Dept.	No.	Title	Units
<u>Required Courses:</u>			
AGEH	1	Horticulture	3
AGEH	1L	Horticulture Lab	1
AGEH	4	Turfgrass Management	2
AGEH	4L	Turfgrass Management Lab	1
AGEH	8	Landscape Management	3
AGEH	16	Arboriculture	2
AGEH	24	Adv Turfgrass Mgmt	3
AGEH	27	Turfgrass Pest Management	3
AGEH	30	Landscape Equipment	2
AGEH	46	Landscape Irrig. Systems	2
AGEH	46L	Landscape Irrig. Systems Lab	1
AGEH	95A,B	Work Experience (Internship)	2
AGPS	1	Soils and Plant Nutrition	4
AGPS	32	Pesticide Laws & Regulations	2
AGBU	59A	Leadership	1
AGBU	59B	Careers	1

Electives - 8 units to be chosen from the following:

AGPS	2	Entomology-Gen. & Applied	4
AGEH	5	Ornamental Plant Id.	3
AGEH	9	Landscape Planning/Design	3
AGEH	20	Landscape Construction	2
AGEH	33	Golf Car Maintenance	2
AGEH	34	Golf Course Management	3
AGEH	95A,D	Work Experience (Internship)	1-4
NR	1	Conserv of Natural Resources	3
NR	1L	Conserv of Natural Resources Lab	1
NR	41A,B	Native Plants	1-3
BUAC	66	Fundamental Acctg. Procedures	3
BUMA	31	Business Calculations	3
CIS	70A	Computer Business Appl/Windows	3

Required Subtotal	33
Elective Subtotal (with advisor approval)	8
General Education Requirements	18
Physical Education Activities	2
DEGREE TOTAL	61

Advisor: J. Place

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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 for employment preparation

Dept.	No.	Title	Units
<u>Required Courses:</u>			
ACR	60	Air Cond/Refrig I	3
ACR	61	Air Cond/Refrig II	3
ACR	62	Air Cond/Refrig III	3
ACR	63	Air Cond/Refrig IV	3
ACR	64	Air Cond/Refrig Elec I	3
ACR	65	Air Cond/Refrig Elec II	3
ACR	81	Heating I	2
ACR	82	Heating II	2

Technical Electives - 2 units from the following:

ACR	48A	Seminar (Refrigerant Mgmt. and EPA Certification)	1
ACR	66	Air Cond Load Estimating	1
ACR	68	Air Dist Sys Design	1
ACR	74	ACR System Access	2

Other Electives: 3 units from the following (with advisor approval)

ARCH	11	Architectural Blueprint Reading	3
AUTO	18	Auto Heating & Air Conditioning	4
BIT	1	California Building Codes	3
BIT	2	Building & Mechanical Codes	3
BUAC	66	Fundamental Acctg Procedures	3
BUMA	28	Small Business Mgmt.	3
BUMA	31	Business Calculations	3

CIS	70A	Computer Business Appl/Windows	3
ACR	95A,B	Work Experience	2

Required Courses	22
Technical Electives	2
Other Electives	3
CERTIFICATE TOTAL	27

AIR CONDITIONING AND REFRIGERATION A.S. DEGREE for employment preparation

Dept.	No.	Title	Units
<u>Required Courses:</u>			
ACR	60	Air Cond/Refrig I	3
ACR	61	Air Cond/Refrig II	3
ACR	62	Air Cond/Refrig III	3
ACR	63	Air Cond/Refrig IV	3
ACR	64	Air Cond/Refrig Elec I	3
ACR	65	Air Cond/Refrig Elec II	3
ACR	81	Heating I	2
ACR	82	Heating II	2
Required Subtotal			22

Technical Electives - 18 units from the following:

ACR	48A	Seminar (Refrigerant Mgmt. and EPA Certification)	1
ACR	66	Air Cond Load Estimating	1
ACR	68	Air Dist Sys Design	1
ACR	74	ACR System Access	2
ARCH	11	Architectural Blueprint Reading	3
AUTO	18	Auto Heating & Conditioning	4
BIT	2	Building & Mechanical Codes	3
BUAC	1A	Financial Accounting I	3
BUMA	20	Business Law	3
BUSM	94	Business Communications	3
CIS	70A	Computer Business Appl/Windows	3

Required Courses	22
Technical Electives	18
General Education Requirements*	18
Physical Education Activities	2
DEGREE TOTAL	60

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

Note: A student's background and work experience may present variances in total requirements.

Architecture/Environmental Design 71

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 for employment preparation

Dept.	No.	Title	Units
<u>Required Courses:</u>			
ARCH	1	Intro to Architectural Professions	3
ARCH	2	Materials of Construction	4
ARCH	3A	Architectural Practice I	3
ARCH	3B	Architectural Practice II	3
ARCH	5A	Intro to Drawing & Perspective	3
ARCH	5B	Architectural Delineation	3
ARCH	11	Architectural Blueprint Reading	3
BIT	1	California Building Codes	3
DRA	1	Technical Drafting I	3
DRA	8	AutoCAD Level I	2
DRA	9	AutoCAD Level II	2
DRA	10	Drafting/Design CAD Project	2
DRA	11	Intro to SketchUp & Revit	3
CERTIFICATE TOTAL			37

ARCHITECTURAL TECHNOLOGY A.S. DEGREE for employment preparation

Dept.	No.	Title	Units
<u>Required Courses:</u>			
ARCH	1	Intro to Architectural Professions	3
ARCH	2	Materials of Construction	4
ARCH	3A	Architectural Practice I	3
ARCH	3B	Architectural Practice II	3
ARCH	5A	Intro to Drawing & Perspective	3
ARCH	5B	Architectural Delineation	3
ARCH	8	Architectural Design Fund I	3

ARCH	9	Architectural Design Fund II	3
ARCH	10	Environmental Control Systems	3
ARCH	11	Architectural Blueprint Reading	3
DRA	1	Technical Drafting I	3
DRA	8	AutoCAD Level I	2
DRA	9	AutoCAD Level II	2
DRA	11	Intro to SketchUp & Revit	3
Required Subtotal			41
General Education Requirements			18
Physical Education Activities			2
DEGREE TOTAL			61

ARCHITECTURAL TECHNOLOGY A.S. DEGREE and transfer preparation

Dept.	No.	Title	Units
<u>Required Courses:</u>			
ARCH	2	Materials of Construction	4
ARCH	3A	Architectural Practice I	3
ARCH	3B	Architectural Practice II	3
ARCH	5A	Intro to Drawing & Perspective	3
ARCH	5B	Architectural Delineation	3
ARCH	8	Architectural Design Fund I	3
ARCH	9	Architectural Design Fund II	3
ARCH	10	Environmental Control Systems	3
ARCH	17	Arch. Design Fund. III	3
Required Subtotal			28
General Education (Option 1 or 2)			34-43
Physical Education Activities			2
DEGREE TOTAL			64-73
*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 for employment preparation

Dept.	No.	Title	Units
<u>Required Courses:</u>			
BIT	1	California Building Codes	3
BIT	2	Building & Mechanical Codes	3
BIT	3	Building & Plumbing Codes	3
BIT	4	Building & Electrical Codes	3
BIT	26	Building II and Fire Codes	3
ARCH	2	Materials of Construction	4
ARCH	11	Architectural Blueprint Reading	3
CIS	70A	Computer Business Appl/Windows	3
CERTIFICATE TOTAL			25

72 Architecture/Environmental Design

CONSTRUCTION MANAGEMENT A.S. DEGREE for employment preparation

Dept.	No.	Title	Units
<u>Required Courses:</u>			
ARCH	1	Intro to Architectural Professions	3
ARCH	2	Materials of Construction	4
ARCH	3A	Architectural Practice I	3
ARCH	11	Architectural Blueprint Reading	3
BIT	1	California Building Code	3
BIT	26	Building II & Fire Codes	3
CM	1	Intro to Construction Mgmt	2
CM	2	Intro to Urban Planning	3
DRA	8	AutoCAD Level I	2
DRA	9	AutoCAD Level II	2
Required Subtotal			28

Electives - 12 units to be chosen from the following:

ARCH	3B	Architectural Practice II	3
BIT	2	Building & Mechanical Codes	3
BIT	3	Building & Plumbing Codes	3
BIT	4	Building & Electrical Codes	3
CM	3	Site & Terrain Analysis	3
CM	4	Construction Law Survey	3
CM	5	Construction Planning	3
Required Subtotal			28
Elective Subtotal			12
General Education Requirements			18
Physical Education Activities			2
DEGREE TOTAL			60

CONSTRUCTION MANAGEMENT A.S. DEGREE and transfer preparation

Dept.	No.	Title	Units
<u>Required Courses:</u>			
ARCH	1	Intro to Architectural Professions	3
ARCH	2	Materials of Construction	4
ARCH	3A	Architectural Practice I	3
ARCH	5A	Intro to Drawing & Perspective	2
BIT	1	California Building Code	3
BIT	26	Building II & Fire Codes	3
CM	1	Intro to Construction Mgmt	2
CM	2	Intro to Urban Planning	3
DRA	8	AutoCAD Level I	2
Required Subtotal			26
General Education (Option 1 or 2)			34-43
Physical Education Activities			2
DEGREE TOTAL			62-71

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

CONSTRUCTION MANAGEMENT CERTIFICATE for employment preparation

Dept.	No.	Title	Units
<u>Required Courses:</u>			
ARCH	1	Intro to Architectural Professions	3
ARCH	2	Materials of Construction	4
ARCH	3A	Architectural Practice I	3
ARCH	11	Architectural Blueprint Reading	3
BIT	1	California Building Code	3
BIT	26	Building II & Fire Codes	3
CM	1	Intro to Construction Mgmt	2
CM	2	Intro to Urban Planning	3
DRA	8	AutoCAD Level I	2
DRA	9	AutoCAD Level II	2
CERTIFICATE TOTAL			28

GENERAL DRAFTING A. A. DEGREE for employment preparation

Dept.	No.	Title	Units
<u>Required Courses:</u>			
DRA	1	Technical Drafting I	3
DRA	8	AutoCAD Level I	2
DRA	9	AutoCAD Level II	2
DRA	10	Drafting/Design CAD Project	2
DRA	11	Intro to SketchUp and Revit	3
ARCH	1	Intro to Architectural Professions	3
ARCH	2	Materials of Construction	4
ARCH	3A	Architectural Practice I	3
ARCH	3B	Architectural Practice II	3
ARCH	5A	Intro to Drawing & Perspective	3
ARCH	5B	Architectural Delineation	3
ARCH	11	Architectural Blueprint Reading	3
BIT	1	California Building Codes	3
DDP	1A	Computer Graphics 1A	3
Required Subtotal			40
General Education Requirements			18
Physical Education Activities			2
DEGREE TOTAL			60

GENERAL DRAFTING CERTIFICATE for employment preparation

Dept.	No.	Title	Units
<u>Required Courses:</u>			
DRA	1	Technical Drafting I	3
DRA	8	AutoCAD Level I	2
DRA	9	AutoCAD Level II	2

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DRA	10	Drafting/Design CAD Project	2
DRA	11	Intro to SketchUp and Revit	3
ARCH	1	Intro to Architectural Professions	3
ARCH	2	Materials of Construction	4
ARCH	3A	Architectural Practices I	3
ARCH	3B	Architectural Practices II	3
ARCH	5A	Intro to Drawing & Perspective	3
ARCH	5B	Architectural Delineation	3
ARCH	11	Architectural Blueprint Reading	3

CERTIFICATE TOTAL 34

Advisor: D. Bitanga

ART

Art is the study of communicating concepts and ideas visually.

Career paths chosen by students pursuing undergraduate studies in art commonly include but are not limited to studio artist, art educator, art consultant, art therapist, conservator, museum curator, art historian, photographer, designer, illustrator, animator or gallery manager.

Careers in the discipline that generally require graduate-level degrees include art historian, conservator, museum curator and art educator. Even students who choose not to major in art find that coursework in the field can improve their ability in complex and creative problem solving, critical analysis, research skills, understanding the intuitive process and in their ability to visualize.

College of the Desert's art curriculum includes course offerings that provide a general overview of the discipline, as well as an emphasis in art history, ceramics, drawing, graphic design, painting, photography, printmaking, three-dimensional design and two-dimensional design.

The College offers an Associate of Arts degree in Art, as well as courses leading to transfer. Students earning an associate degree in art may pursue entry level positions as designers, illustrators, art consultants or gallery assistants or may choose to continue their study in the discipline toward a bachelor's or graduate degree. COD has transfer agreements with twenty different California State Universities and University of California systems in this discipline/program. California State University at Long Beach, Chico, Los Angeles, Fullerton and San Bernardino as well as University of California at Berkley, Los Angeles, Riverside and San Diego are some examples of these schools. However, transfer requirements at four-year colleges and universities vary from institution to institution; students should consult with a counselor for specific information regarding the transfer requirements of their preferred college or university. For more information please call (760) 773-2574.

Advisors: J. Cook, R. Evans, L. Soccio

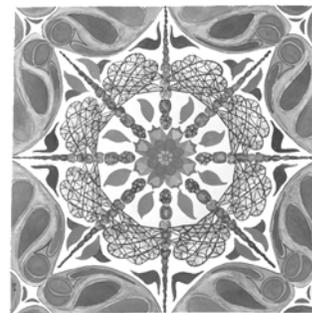
ART A.A. DEGREE and transfer preparation

Dept.	No.	Title	Units
Required Courses:			
ART	1A	Drawing/Composition	3
ART	3A	Basic Design/Color	3
ART	2A	History of Art	3
OR	ART 2B	History of Art (3)	
ART	2C	History of Modern Art	3
ART	4	Three Dimensional Design	3
ART	27	Art Portfolio Preparation	1
Total Required Art Courses			16
Additional Art Electives**			9

ART Total	25
General Education (Option 1* or 2)	34-43
Physical Education Activities	2
DEGREE TOTAL	61-69

**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, 2D, 26, 33)
- **Ceramics** (Art 7A-D, 7F-I)
- **Drawing** (Art 1A-B, 5A-B)
- **Graphic Design** (Art 6, 40, 41)
- **Painting** (Art 21A-B, 23A-B, 25A-B)
- **Photography** (Art 30A-D, 31, 33)
- **Printmaking** (Art 9A-B, 14A-B)
- **Three-Dimensional Design** (Art 7A-B, 11A-B, 18A-B, 20A-B)
- **Two-Dimensional Design** (Art 1B, 6, 9A, 14A, 18A, 21A, 23A, 25A)



74 Automotive Technology

AUTOMOTIVE TECHNOLOGY

Automotive Technology is the study of automotive systems as they relate to the current generation of computer-controlled vehicles. Career paths in this discipline include automotive service technician, automotive service consultants, automotive parts sales people, vehicles modifiers in the alternate fuels and fuel cells. Even students who choose not to major in automotive technology find that course work in the field can improve their ability to solve complex problems, improve diagnostic skills and research complex problems. College of the Desert's automotive curriculum includes course offerings that provide a general overview of the discipline as well as specific courses in steering, suspension, braking systems, both automatic and manual transmission, air conditioning, electrical systems, engine performance and emission control systems. The College also offers certificates of achievement for student who specialize in the areas. Students earning the certificates of achievement in the various specialty areas may choose to continue towards an associate's degree or go directly to entry-level jobs in that aspect of the automotive service industry. Past recipients of COD automotive certificates have obtained positions as service technicians, service advisors, heavy-duty technicians, alternate fuels technicians and alternate fuel system up fitters. 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) in preparation for receiving certification from that organization.

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

Dept.	No.	Title	Units
<u>Required Courses:</u>			
AUTO	10	Intro Automotive Technology	4
AUTO	11B	Auto Electronics & Electrical Sys	4
AUTO	11C	Adv. Auto Electrical Systems	5
AUTO	12A	Auto Steering & Suspension Sys	4
AUTO	13A	Auto Braking Systems	4
AUTO	14A	Auto Engine Management	4
AUTO	15	Auto Engine Diagnosis & Repair	4
AUTO	20A	Auto Quick Service	3
AUTO	95B*	Automotive Work Experience	2
Required Subtotal			34

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	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	

Required Subtotal	40
General Education Requirements	18
Physical Education Activities	2
DEGREE TOTAL	60

**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 for employment preparation

Dept.	No.	Title	Units
<u>Required Courses:</u>			
AUTO	10	Intro Automotive Technology	4
AUTO	11B	Auto Electronics & Electrical Systems	4
AUTO	18	Auto Heating & Air Conditioning	4
AUTO	95B*	Automotive Work Experience	2
Required Subtotal			14

Electives - 4 units from the following:

AUTO	13A	Auto Braking Systems	4
AUTO	14B	Advanced Engine Management	5

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Automotive Technology 75

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
CERTIFICATE TOTAL		18

AUTOMOTIVE ELECTRICAL CERTIFICATE for employment preparation

Dept.	No.	Title	Units
<u>Required Courses:</u>			
AUTO 10		Intro Automotive Technology	4
AUTO 11B		Auto Electronics & Electrical Systems	4
AUTO 11C		Adv. Auto Electrical Systems	5
AUTO 43A		Hybrid, Fuel-Cell & Electric Tech	3
AUTO 95B+		Automotive Work Experience	2
CERTIFICATE TOTAL			18

AUTOMOTIVE EMISSIONS CERTIFICATE for employment preparation

Dept.	No.	Title	Units
<u>Required Courses:</u>			
AUTO 10		Intro Automotive Technology	4
AUTO 11B		Auto Electronics & Electrical Systems	4
AUTO 54A		Basic Clean Air Car Course	5
AUTO 54B		Advanced Clean Air Car Course	2
AUTO 90B		BAR Update Training	1
AUTO 95B+		Automotive Work Experience	2
CERTIFICATE TOTAL			18

AUTOMOTIVE ENGINE MANAGEMENT CERTIFICATE for employment preparation

Dept.	No.	Title	Units
<u>Required Courses:</u>			
AUTO 10		Intro Automotive Technology	4
AUTO 11B		Auto Electronics & Electrical Systems	4
AUTO 14A		Auto Engine Management	4
AUTO 14B		Adv. Engine Management	5
AUTO 95B+		Automotive Work Experience	2
CERTIFICATE TOTAL			19

AUTOMOTIVE TRANSMISSION & AXLE CERTIFICATE for employment preparation

Dept.	No.	Title	Units
<u>Required Courses:</u>			
AUTO 10		Intro Automotive Technology	4
AUTO 11B		Auto Electronics & Electrical Systems	4
AUTO 16		Manual Drive Train & Axles	4
AUTO 17		Auto Transmissions & Transaxles	4
AUTO 95B+		Automotive Work Experience	2
CERTIFICATE TOTAL			18

GENERAL AUTOMOTIVE SERVICE CERTIFICATE for employment preparation

Dept.	No.	Title	Units
<u>Required Courses:</u>			
AUTO 10		Intro Automotive Technology	4
AUTO 11B		Auto Electronics & Electrical Systems	4
AUTO 12A		Auto Steering & Suspension Systems	4
AUTO 13A		Auto Braking Systems	4
AUTO 14A		Auto Engine Management	4
AUTO 18		Auto Heating & Air Conditioning	4
AUTO 95B+		Automotive Work Experience	2
CERTIFICATE TOTAL			26

STEERING, SUSPENSION & ALIGNMENT CERTIFICATE for employment preparation

Dept.	No.	Title	Units
<u>Required Courses:</u>			
AUTO 10		Intro Automotive Technology	4
AUTO 11B		Auto Electronics & Electrical Systems	4
AUTO 12A		Auto Steering & Suspension Systems	4
AUTO 95B+		Automotive Work Experience	2

Electives - 4 units from the following:

AUTO 13A		Auto Braking Systems	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
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.

76 Advanced Transportation Technologies

ADVANCED TRANSPORTATION TECHNOLOGIES

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

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

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

As 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
<u>Required Courses:</u>			
AUTO	10	Intro Automotive Technology	4
AUTO	11B	Auto Electronics & Electrical Systems .	4
AUTO	11C	Adv. Auto Electrical Systems	5
AUTO	14A	Auto Engine Management	4
AUTO	40A	CNG/LPG Fund & Maintenance	2
AUTO	40B	CNG/LPG Diagnosis & Repair	5
AUTO	43A	Hybrid, Fuel-Cell & Electric Tech	3

AUTO	92	Bio-diesel Char., Use & Production	1
AUTO	95D*	Automotive Work Experience	4
Required Subtotal			32

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
BUSM	94	Business Communications	3

Required Subtotal			40
General Education Requirements			18
Physical Education Activities			2
DEGREE TOTAL			60

AUTOMOTIVE ALTERNATE FUELS CERTIFICATE for employment preparation

Dept.	No.	Title	Units
<u>Required Courses:</u>			
AUTO	10	Intro Automotive Technology	4
AUTO	11B	Auto Electronics & Electrical Systems .	4
AUTO	40A	CNG/LPG Fund & Maintenance	2
AUTO	40B	CNG/LPG Diagnosis & Repair	5
AUTO	43A	Hybrid, Fuel-Cell & Electric Tech	3
AUTO	92	Bio-diesel Charac, Use & Production ..	1
AUTO	95B*	Automotive Work Experience	2
CERTIFICATE TOTAL			21

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

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 Applied Science and Business Division, 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,
..... Computer Science
- K. Hall** Accounting, Business Administration,
..... General Business, Retail Management
- M. Manis** Accounting
- 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) 773-2571.

Advisors: M. Manis, K. Hall

**ACCOUNTING CERTIFICATE
for employment preparation**

Dept.	No.	Title	Units
<u>Required Courses:</u>			
BUAC	1A	Financial Accounting I	3
BUAC	1B	Financial Accounting II	3
BUAC	1C	Management Accounting	3
BUAC	4	Tax Accounting I-Individuals	3
OR	BUAC 5	Tax Accounting II-Small Bus/Corp (3)	
BUAC	10	Computer Accounting	3
BUAC	50	Accounting/Business Environment	3
CIS	72D	Excel	3
Required Subtotal			21

Note: BUAC 66, *Fundamental Accounting Procedures*, is a prerequisite for BUAC 1A

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78 Accounting - Business Administration - General Business

Recommended Electives - Select 3 courses:

BUAC 4	Tax Accounting I-Individuals	3
or BUAC 5	Tax Accounting II-Small Bus/Corp (3)	
BUAC 8	Real Estate and Const. Accounting	3
BUAC 9	Hospitality Mgmt. Accounting	3
BUFI 12	Money Mgmt/Planning	3
BUFI 13	Investment Opportunities	3
BUMA 1	Principles of Management	3
BUMA 10	Introduction to Business	3
or BUMA 20A	Business Law (3)	
BUSM 94	Business Communications	3
ECON 1	Principles of Macroeconomics	3
ECON 2	Principles of Microeconomics	3
MATH 14	Statistical Methods	4
or SOC 3	Fund. of Statistics (3)	

Required Courses	21
Elective Subtotal	9-10
CERTIFICATE TOTAL	30-31

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.

Advisor: K. Hall

BUSINESS ADMINISTRATION A. A. DEGREE and transfer preparation

Dept.	No.	Title	Units
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Required Courses:

BUAC	1A	Financial Accounting I	3
BUAC	1B	Financial Accounting II	3
BUAC	1C	Management Accounting	3
BUMA	20A	Business Law	3
BUMA	20B	Business Law	3
CIS	70A	Computer Business Appl/Windows	3
ECON	1	Principles of Macroeconomics	3
ECON	2	Principles of Microeconomics	3

Required Courses	24
General Education (Option 1 or 2)	34-43
Physical Education Activities	2
DEGREE TOTAL	60-69

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.

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

(See Course Sequence on the following page.)

General Business - Computer Information Systems 79

GENERAL BUSINESS A. A. DEGREE for employment preparation

Dept.	No.	Title	Units
<u>Required Courses:</u>			
BUAC	1A	Financial Accounting I	3
BUAC	1B	Financial Accounting II	3
BUAC	10	Computer Accounting	3
BUMA	1	Principles of Management	3
BUMA	10	Intro. to Business	3
CIS	70A	Computer Bus Appl/Windows	3
ECON	1	Principles of Macroeconomics	3
ECON	2	Principles of Microeconomics	3
or ECON	11	Int'l Econ. Relations (3)	

Elective Courses - Select 18 units from the following:

AGBU	59A	Leadership	1
AGBU	59B	Career	1
BUAC	1C	Management Accounting	3
BUFI	12	Money Management	3
BUFI	13	Investment Opportunities	3
BUMA	27	Marketing	3
BUMA	29	Retail Merchandise Management	3
BUMA	31	Business Calculations	3
BUMA	32	Human Relations	3
BUHM	63	Hotel & Restaurant Operations	3
BUHM	64	Hotel/Motel Personnel Mgmt.	3
BUSM	94	Business Communications	3
CIS	72D	Computer Bus Appl/Windows	3
Required Courses			24
Elective Subtotal			18
General Education Requirements			18
Physical Education Activities			2
DEGREE TOTAL			62

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

COMPUTER INFORMATION SYSTEMS CERTIFICATE for employment preparation

Dept.	No.	Title	Units
<u>Required Courses</u> (9 units):			
CIS	70A	Computer Business Appl/Windows	3
CS	73	Intro to Computer Science	3
BUSM	94	Business Communications	3

Business Applications (18 units):

CIS	72D	Excel	3
CIS	73C	Access	3
CIS	74	PowerPoint	3
CIS	75	Expression Web	3
CIS	76B	Word	3
CIS	82C	Web Publishing I	3

Elective Courses - Select 3 units from the following:

CIS	83C	Web Publishing II/Java Script	3
CIS	83D	Computer Graphics II	3
CIS	84C	Web Publishing III/Perl	3
CS	86	Visual Basic Programming I.	3
CS	87	Assembler Language Programming	4
CS	89	C++ Programming I	3
CS	89A	C++ Programming II	3

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80 Computer Information Systems - Computer Science

BUAC	1A	Financial Accounting I	3
BUAC	66	Fundamental Acctg. Procedures	3
BUMA	10	Intro to Business.....	3
BUMA	28	Small Business: Dev/Mgmt	3

Required Courses	9
Business Applications	18
Electives	3
CERTIFICATE TOTAL	30

COMPUTER INFORMATION SYSTEMS A. A. DEGREE for employment preparation

Dept.	No.	Title	Units
<u>Required Courses</u> (9 units):			
CIS	70A	Computer Business Appl/Windows	3
CS	73	Intro to Computer Science	3
BUSM	94	Business Communications	3

Business Applications (18 units):

CIS	72D	Excel	3
CIS	73C	Access	3
CIS	74	PowerPoint	3
CIS	75	Expression Web	3
CIS	76B	Word	3
CIS	82C	Web Publishing I	3

Elective Courses - Select 15 units from the following:

CIS	83C	Web Publishing II/Java Script	3
CIS	83D	Computer Graphics II	3
CIS	84C	Web Publishing III/Perl.....	3
CS	86	Visual Basic Programming I.	3
CS	87	Assembler Language Programming	4
CS	89	C++ Programming I	3
CS	89A	C++ Programming II	3
BUAC	1A	Financial Accounting I	3
BUAC	66	Fundamental Acctg. Procedures	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

Required Courses	9
Business Applications	18
Electives	15
General Education Requirements	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.

COMPUTER SCIENCE

Computer science (CS) is that branch of computer technology pertaining to the study of software languages and the development of computer programming skills.

Career paths chosen by students pursuing undergraduate studies in CS commonly include entry level programming positions in all branches of business, technical customer support, software quality assurance, and web server administration and support.

Careers in the discipline that generally require graduate-level degrees include lead programming positions, systems analysis, web server design, and general programming for any company requiring non-traditional software solutions.

Even students who choose not to major in CS find that coursework in this field can significantly improve their ability to think critically, reason logically, and solve complex problems.

College of the Desert's CS curriculum includes course offerings that provide a general overview of the discipline, as well as allowing the student to develop the programming skills required for success in technical careers and/or transfer to a four-year college or university.

The College offers an associate's degree in CS, designed to prepare its graduates for entry-level positions as described above, or for transfer to a four-year institution to continue their study in the discipline toward a bachelor's or graduate degree.

COD has transfer agreements with various California State Universities and University of California systems in this discipline, notably California State University, San Bernardino, our closest four-year institution. However, transfer requirements at four-year colleges and universities tend to vary between institutions, so students should consult with a counselor as soon as possible for specific information regarding the transfer requirements of their preferred college or university. For more information please call (760) 773-2571.

Advisor: T. Gillman

(See Course Sequence on the following page.)

Computer Science - Economics - Golf Management 81

COMPUTER SCIENCE A. A. DEGREE and transfer preparation

Dept.	No.	Title	Units
Required Transfer Courses :			
CS	73	Intro to Computer Science	3
CS	86	Visual Basic Programming I	3
CS	87	Assembler Lang Program.	4
CS	89	C++ Programming I	3
CS	89A	C++ Programming II	3
MATH	2A	Multivariate Calculus	5
Required Courses			21
General Education** (Option 1* or 2)			34-43
*Transferable Electives (as needed)			3
Physical Education Activities			2
DEGREE TOTAL			60

**Must include:

PH 2A&B	College Physics	(4)(4)
OR PH 4A&B	Engineering Physics	(5)(5)

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 sytems as general education courses as well as core courses for economics and business degree programs. Students may acquire an AA degree in economics or use the courses for transfer credit to universities. The economics program and courses prepare students for more advanced degrees in a variety of disciplines including economics, social sciences, business, and law. The program also provides a basic understanding of the economic and business environment

for those interested in owning and operating a business or those who seek a career in private or government establishments. For more information please call (760) 776-7304.

Advisor: H. Shahidi

ECONOMICS A. A. DEGREE and transfer preparation

Dept.	No.	Title	Units
Required Courses:			
BUAC	1A	Financial Accounting I	3
BUAC	1B	Financial Accounting II	3
CIS	70A	Computer Bus Appl/Windows	3
BUMA	20A	Business Law	3
ECON	1	Principles of Macroeconomics	3
ECON	2	Principles of Microeconomics	3
SOC	3	Fund. of Statistics	3
OR MATH	14	Statistical Methods(4)	
Required Courses			21-22
General Education (Option 1* or 2)			34-43
*Transferable Electives (as needed)			3
Physical Education Activities			2
DEGREE TOTAL			60-67

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

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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 for employment preparation

Dept.	No.	Title	Units
<u>Required Courses:</u>			
GOLF	29	Methods of Teaching Golf	2
GOLF	30	Short Game and Putting	2
GOLF	32	Teaching Lab	2
GOLF	34	Club Design and Repair	2
GOLF	36	Fund. and Rules of Golf	2
AGEH	33	Golf Car Maintenance	2
AGEH	34	Golf Course Management	3
AGPS	5	Plant Science	3
AGPS	5L	Plant Science Lab	1
BUMA	10	Intro to Business	3
BUMA	25	Golf Shop Operations	2
SP	4	Public Speaking	3
CERTIFICATE TOTAL			27

GOLF MANAGEMENT A. A. DEGREE for employment preparation

Dept.	No.	Title	Units
<u>Required Courses:</u>			
GOLF	29	Methods of Teaching Golf	2
GOLF	30	Short Game and Putting	2
GOLF	32	Teaching Lab	2
GOLF	34	Club Design and Repair	2
GOLF	36	Fund. and Rules of Golf	2
AGEH	33	Golf Car Maintenance	2
AGEH	34	Golf Course Management	3
AGPS	5	Plant Science	3
AGPS	5L	Plant Science Lab	1
BUMA	10	Intro to Business	3
BUMA	25	Golf Shop Operations	2
SP	4	Public Speaking	3
Required Subtotal			27

Recommended Electives (15 units):

AGEH	4	Turfgrass Management	2
AGEH	8	Park and Landscape Mgmt	3
AGEH	9	Landscape Planning&Design	3
AGEH	20	Landscape Construction	2
AGEH	30	Landscape Equipment	3
AGEH	46	Landscape Irrigation Systems	2
AGPS	1	Soils and Plant Nutrition	4
BUMA	1	Principles of Management	3
BUMA	20A	Business Law	3

BUMA	27	Marketing	3
CIS	70A	Computer Bus Appl/Windows	3
ECON	1	Principles of Macroeconomics	3
PE	86	Tennis	1
RE	1	Intro to Community Recreation	3
RE	2A	Recreation Field Work	1

Required Subtotal	27
Elective Subtotal	15
General Education Requirements	18
DEGREE TOTAL	60

HOSPITALITY MANAGEMENT

Hospitality management is the study of different aspects of management and leadership as they relate to the hospitality industry. Included in the hospitality industry are such sectors as hotels, restaurant, travel services, gaming and entertainment, recreation, managed services, and special events. The AA degree in Hospitality Management will enable students to transfer to universities, including California State Polytechnic University Pomona where a transfer agreement is in place. Transfer requirements at other 4-year institutions may vary so students should consult with a counselor for specific information regarding the transfer requirements for their preferred college or university.

More immediate employment opportunities are also available through this degree without additional higher education preparation. These would include many entry-level and sometimes mid-level management positions in any number of the hospitality sectors. Careers and discipline that generally [but not always] require higher level degrees include general managers, club managers, chefs, and directors of various operational areas in the hospitality sector such as human resource, finances, and operations. Even students who choose not to major in hospitality management find that course work in the field can improve their ability to think critically and solve complex problems, be more aware of their personal abilities/skills, and simply manage in general more effectively.

COD hospitality management curriculum includes course offerings that provide a general overview of the hospitality sector as well as course offering in hospitality operations, cooking, finance and law.

College level skill in English is prerequisite for many of these hospitality management courses. For more information please call (760) 773-2571.

Advisors: D. George, S. Beno

(See Course Sequence on the following page.)

**HOSPITALITY MANAGEMENT A. A. DEGREE
and transfer preparation**

This degree satisfies the lower division core courses and general education requirements leading to a B.S. degree in Hotel and Restaurant Management from California State Polytechnic University, Pomona.

Dept.	No.	Title	Units
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Required Courses:

BUAC	1A	Financial Accounting I	3
BUAC	1B	Financial Accounting II	3
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	23
General Education (Option 1* or 2)	34-43
*Transferable Electives (as needed)	1
Physical Education Activities	2
DEGREE TOTAL	60-68

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
for employment preparation**

Dept.	No.	Title	Units
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Required Courses:

BUMA	1	Principles of Management	3
BUMA	27	Marketing	3
BUMA	29	Retail Merchandise Mgmt.	3
BUMA	31	Business Calculations	3
BUMA	32	Human Relations	3
BUAC	50	Accounting/Business Environment	3
BUHM	64	Hotel/Motel Personnel Mgmt.	3
BUSM	94	Business Communications	3
CIS	70A	Computer Business Appl/Windows	3
SP	4	Public Speaking	3

CERTIFICATE TOTAL	30
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CULINARY ARTS

The Culinary arts program at College of the Desert provides training for careers in the food service and lodging industries, one of the fastest growing sectors in today's job market. The program includes training at three levels: entry, intermediate and advanced.

This program is designed to prepare future working cooks and chef apprentices, provide courses for the student desiring personal enrichment, and enhance the skills and professional qualifications of cooks and chefs employed in the local industry. For more information please call (760) 776-7384.

Advisor: S. Beno

**BASIC CULINARY ARTS CERTIFICATE
for employment preparation**

Dept.	No.	Title	Units
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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
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INTERMEDIATE CULINARY ARTS CERTIFICATE for employment preparation

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
CART	35	Operations Mgmt (Production Cooking) ..	4
BUHM	50	Intro. to Hospitality Industry	3
BUMA	01	Principles of Management	3
Required Business Elective			3
CERTIFICATE TOTAL			39

CULINARY MANAGEMENT A. A. DEGREE for employment preparation (Includes Certificate Program)

Dept. No. Title Units
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
BUMA	01	Principles of Management	3
CIS	70A	Computer Business Appl/Windows	3
CERTIFICATE TOTAL			44
General Education Requirements			18
DEGREE TOTAL			62
Advisor: S. Beno			

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 for employment preparation

Dept. No. Title Units
Required Courses:

DDP	1A	Computer Graphics 1A	3
DDP	1B	Computer Graphics 1B.....	3
DDP	2	Computer Graphics 2	3
DDP	10	Graphic Design I	3

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DDP 11	Graphic Design II	3
DDP 20	New Media I	3
Required Subtotal		18

Electives - 6 units to be chosen with advisor approval:

ART 1A	Drawing and Composition	3
ART 3A	Basic Design and Color	3
ART 30A	Beg. Black & White Photography	3
CIS 70A	Computer Business Appl/Windows	3
CIS 82C	Web Publishing I	3
CIS 83C	Web Publishing II/Java Script	3
DDP 21	New Media II	3
DDP 31	Digital Photography	3
DDP 32	Applied Digital Photography	3
MUS 78A	Intro to Digital Audio	3
Elective Subtotal		6

CERTIFICATE TOTAL 24

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

Dept. No.	Title	Units
<u>Required Courses:</u>		
DDP 1A	Computer Graphics 1A	3
DDP 1B	Computer Graphics 1B.....	3
DDP 2	Computer Graphics 2	3
DDP 10	Graphic Design I	3
DDP 11	Graphic Design II	3
DDP 20	New Media I	3
Required Subtotal		18

Electives - 24 units to be chosen with advisor approval:

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 70A	Computer Business Appl/Windows	3
CIS 82C	Web Publishing I	3
CIS 83C	Web Publishing II/Java Script	3
CS 73	Introduction to Computer Science	3
DDP 21	New Media II	3
DDP 31	Digital Photography	3
DDP 32	Applied Digital Photography	3
MUS 78A	Intro to Digital Audio	3

Required Subtotal		18
Elective Subtotal		24
General Education Subtotal (confer with Advisor) ...		18
Physical Education Activities		2
DEGREE TOTAL		62

Advisor: D. Acquistapace

**DISABLED STUDENTS
PROGRAMS AND SERVICES**

Students with disabilities at College of the Desert participate in the same activities and courses as any student. Special services are offered to provide a more equitable classroom experience and to help successfully integrate the student into college life. Services for students with verified disabilities may include priority registration, tutoring, interpreters, note takers, specialized counseling and specialized equipment.

Disabled Students Programs and Services (DSPS) provides special instructional opportunities to qualified students. Participation is voluntary. Interested students must meet with the appropriate DSPS counselor to apply for these programs. Special instructional programs include: DSPS High Tech Center, WorkAbility III, and Adapted Physical Education courses. The WorkAbility III program also offers specialized employment counseling and placement assistance in cooperation with the Department of Rehabilitation.

All interested individuals are urged to contact the Learning Disabilities Specialist, a Counselor, or the Director of Student Health and Disability Services for further information:

(760) 773-2534; TDD (760) 773-2598.

EARLY CHILDHOOD EDUCATION

Early childhood education (ECE) is the study of child development and developmentally appropriate practices for young children. Career paths chosen by students pursuing undergraduate studies in ECE commonly include infant/toddler or preschool teachers and administrators. Careers in the discipline that generally require graduate-level degrees include teachers and administrators of government funded programs like Head Start and state preschools. Even students who choose not to major in ECE find that coursework in the field improves their parenting skills.

College of the Desert's ECE curriculum includes course offerings that provide a general overview of the discipline, as well as teaching strategies that are developmentally appropriate for young children. Students earning ECE certificates may also choose to continue their study toward an associate, baccalaureate or advanced degree in the field. Students earning an associate's degree in ECE may pursue entry-level positions as preschool teachers or may choose to continue their study in the

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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

Dept.	No.	Title	Units
<u>Required Courses:</u>			
ECE	1	Principles & Practices of Teaching	3
ECE	10	Child Growth & Development	3
ECE	12	Child, Family and Community	3
ECE	23	Mentor Teacher/Adult Supervision	2
ECE	24	Admin./Programs for Young Child.	3
ECE	25	Adv Admin./Programs for Young Child ..	3
ECE	40	Intro to Curriculum	3
ECE	44	Health, Safety & Nutrition	3
ECE	45	Teaching in a Diverse Society	3
ECE	46A	Observation & Assessment	3
ECE	47	Practicum in ECE	3
Required	Core Subtotal	32
<u>Elective</u> - two courses to be chosen from the following:			
ECE	10A	Preschool Child Development	3
ECE	10B	School Age Child Growth & Dev	3
ECE	19	Children's Lang. & Lit.	3
ECE	20	Infant/Toddler Growth & Dev.	3
ECE	30	Curriculum Design.	3
ECE	31	Child Abuse & Neglect.	3
ECE	33	Survey of Special Education	3
ECE	36	Music for Young Children	3
ECE	38	Science & Number Concepts	3
<u>Recommended COD General Education Courses:</u>			
ENG	1A	Composition	4
MATH	40	Intermed. Algebra	4
NR	1	OR (Natural Sciences selected course)	3
PSY	1	OR (Social/Behavioral Sciences selected course) ..	3
ASL	1A	OR (Humanities selected course)	3
SP	1	OR (Traditions & Cultures selected course)	3
Core Requirements		32
General Education Requirements		20
ECE Elective		6
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

Dept.	No.	Title	Units
<u>Required Courses:</u>			
ECE	1	Principles & Practices of Teaching	3
ECE	10	Child Growth & Development	3
ECE	12	Child, Family & Community	3
ECE	40	Intro to Curriculum	3
ECE	46A	Observation & Assessment	3
CERTIFICATE TOTAL		15

EARLY CHILDHOOD EDUCATION TEACHER CERTIFICATE and preparation for State Permit

Dept.	No.	Title	Units
<u>Required Core Courses:</u>			
ECE	1	Principles & Practices of Teaching	3
ECE	10	Child Growth & Development	3
ECE	12	Child, Family & Community	3
ECE	31	Child Abuse and Neglect	3
ECE	36	Music for Young Children	3
ECE	40	Intro to Curriculum	3
ECE	44	Health, Safety & Nutrition	3
ECE	46A	Observation & Assessment	3
ECE	47	Practicum in ECE	3
ENG	1A	Composition	4
Required	Core Subtotal	31

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General Education Courses (12 units from the following areas: Social Sciences, Humanities, Math or Science)

Required Core Subtotal	31
General Education Subtotal	<u>12</u>
CERTIFICATE TOTAL	43

Note: State of California also requires 175 days of experience working in a child care program to apply for a Teacher Permit.

**EARLY CHILDHOOD EDUCATION
MASTER TEACHER CERTIFICATE and
preparation for State Permit**

Dept. No. Title Units
Required Courses:

ECE	1	Principles & Practices of Teaching	3
ECE	10	Child Growth & Development	3
ECE	12	Child, Family & Community	3
ECE	23	Mentor Teacher/Adult Supervision	2
ECE	31	Child Abuse and Neglect	3
ECE	36	Music for Young Children	3
ECE	40	Intro to Curriculum	3
ECE	44	Health, Safety & Nutrition	3
ECE	46A	Observation & Assessment	3
ECE	47	Practicum in ECE	3
ENG	1A	Composition	4

ECE Emphasis Courses 6

Infant/Toddler Education:

ECE	20	Infant/Toddler Grwth & Devel. (3) and
ECE	21	Infant/Toddler Environments (3)

Or Early Childhood Special Education:

ECE	33	Survey of Special Education (3) and
ECE	35	Issues in Special Education (3)

Or Early Childhood Curriculum (6 units from the following):

ECE	19	Children's Language & Lit (3)
ECE	30	Curriculum Design (3)
ECE	38	Science & Number Concepts (3)

Required Subtotal 39

General Education Courses (12 units from the following areas: Social Sciences, Humanities, Math or Science)

Required Core Subtotal	39
General Education Subtotal	<u>12</u>
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

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.

Advisors: S. Acree, H. Benes, D. Diamond, A. DiBello, K. Dozier, K. Enciso, R. Nolan, R. Rawnsley, J. Tapleshay

**COMPOSITION A. A. DEGREE
and transfer preparation**

Dept. No. Title Units
Required Courses:

ENG	1A	Composition	4
ENG	1B	Composition/Literature	3

Plus two courses from the following:

ENG	5A	Creative Writing	3
ENG	23	Intro to Autobiography	3
J	3A	News Reporting	3
J	10	Magazine Writing & Production	3
RTV	5	Radio & Television Writing	3

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At least three courses from the following:

ENG 10A	American Literature I	3
ENG 10B	American Literature II	3
ENG 11A	Survey of English Lit	3
ENG 11B	Survey of English Lit	3
ENG 12A	World Literature I	3
ENG 12B	World Literature II	3
ENG 14	Shakespeare	3
ENG 15	The Short Story	3
ENG 16	Literature of the Desert	3
ENG 17	Women in Literature	3
ENG 18	Introduction to Poetry	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
General Education (Option 1* or 2)	34-43
*Transferable Electives (as needed)	3
Physical Education Activities	2
DEGREE TOTAL	61-67

LITERATURE A. A. DEGREE and transfer preparation

Dept. No.	Title	Units
Required Courses:		
ENG 1A	Composition	4
ENG 1B	Composition/Literature	3
ENG 10A	American Literature I	3
OR	ENG 10B Amer. Literature II (3)	
OR	ENG 11A Survey of English Lit (3)	
OR	ENG 11B Survey of English Lit (3)	

Plus four courses from the following:

ENG 5A	Creative Writing	3
ENG 10A	American Literature I	3
ENG 10B	American Literature II	3
ENG 12A	World Literature I	3
ENG 12B	World Literature II	3
ENG 14	Shakespeare	3

ENG 15	The Short Story	3
ENG 16	Literature of the Desert	3
ENG 17	Women in Literature	3
ENG 18	Introduction to Poetry	3
ENG 21	Intro to Latin American/Chicano Lit	3
ENG 22	Intro to African American Literature	3
ENG 23	Intro to Autobiography	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
TA 69A,B	Dramatic Literature	3,3

Required Subtotal	22
General Education (Option 1* or 2)	34-43
*Transferable Electives (as needed)	3
Physical Education Activities	2
DEGREE TOTAL	61-67

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.

EL INGLES COMO SEGUNDO IDIOMA

Inglés como Segundo Idioma ofrece programas de instrucción para todos los niveles de habilidad. Se encuentra la oficina de ESL noncredit en el segundo piso del centro estudiantil Hilb localizado enfrente de la fuente (Palm Desert Campus). Las clases que se ofrecen en este departamento reciben nuevos estudiantes todos los días. Cada persona de 18 años o más, sin tener en cuenta su educación previa, es bienvenida a este programa.

Advisors: R. Senters, C. Smith, D. Taras, F. Vescial

ENGLISH PROFICIENCY CERTIFICATE: LIFE & WORK SKILLS

Dept.	No.	Title
ESLN	309A	ESL - Literacy
ESLN	310A	ESL - Comprehensive I
ESLN	310B	ESL - Comprehensive II
ESLN	310C	ESL - Comprehensive III
ESLN	388A	ESL - Conversation I
ESLN	388B	ESL - Conversation II
ESLN	388C	ESL - Conversation III
ESLN	390B	ESL - Pronunciation & Vocabulary
ESLN	399	ESL - Language Lab

ACADEMIC ENGLISH CERTIFICATE

Dept.	No.	Title
ESLN	310D	ESL - Comprehensive IV
ESLN	310E	ESL - Comprehensive V
ESLN	388D	ESL - Conversation IV
ESLN	388E	ESL - Conversation V
ESLN	399	ESL - Language Lab

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.

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: C. Mayes

(See Course Sequence on the following page.)

90 Fire Technology

FIRE TECHNOLOGY A. S. DEGREE for employment preparation

Dept.	No.	Title	Units
<u>Required Courses:</u>			
FIRE	1	Fire Protection Organizations	3
FIRE	2	Fire Prevention	3
FIRE	3	Fire Protection Equipment/Systems ...	3
FIRE	4	Bldg Construction/Fire Protection	3
FIRE	5	Fire Behavior & Combustion	3
FIRE	6	Hazardous Materials/ICS	3
EMT	84	Emergency Medical Tech I	6
Required Subtotal			24

Electives - Choose 10 units (with Advisor approval):

FIRE	10	Wildland Fire Technology	3.0
FIRE	70	Confined Space-Awareness	0.5
FIRE	71	Confined Space-Operational	1.0
FIRE	72	Trench Rescue	0.5
FIRE	73	Automobile Extrication	0.5
FIRE	74	Fire Control 3	1.5
FIRE	75	Hazardous Materials 1st Responder	1.0
FIRE	76	Intro to Rescue Systems	1.0
FIRE	77A	Fire Investigation 1A	2.5
FIRE	77B	Fire Investigation 1B	2.5
FIRE	78A	Fire Instructor 1A	2.5
FIRE	78B	Fire Instructor 1B	2.5
FIRE	79A	I-100: Intro to ICS	0.5
FIRE	79B	I-200: Basic ICS	1.0
FIRE	79C	I-300: Intermediate ICS	1.5
FIRE	79D	I-400: Advanced ICS	1.5
FIRE	80	S-404: Safety Officer	2.0
FIRE	81	S-339: Div/Group Supervisor	1.5
FIRE	90A	Fire Prevention 1A	2.0
FIRE	90B	Fire Prevention 1B	2.0
FIRE	91A	Fire Command 1A	2.0
FIRE	91B	Fire Command 1B	2.0
FIRE	92	Fire Management (Supervision)	2.0

Required Subtotal			24
Fire Electives (with advisor approval)			10
Other Electives (with advisory approval)			6
General Education Requirements			18
Physical Education Activities			2
DEGREE TOTAL			60

FIRE TECHNOLOGY CERTIFICATE for employment preparation

Dept.	No.	Title	Units
<u>Required Courses:</u>			
FIRE	1	Fire Protection Organizations	3
FIRE	2	Fire Prevention	3
FIRE	3	Fire Protection Equipment/Systems ...	3
FIRE	4	Bldg Construction/Fire Protection	3
FIRE	5	Fire Behavior & Combustion	3
FIRE	6	Hazardous Materials/ICS	3
EMT	84	Emergency Medical Tech I	6
Required Subtotal			24

Electives - Choose 4 units (with Advisor approval):

FIRE	10	Wildland Fire Technology	3.0
FIRE	70	Confined Space-Awareness	0.5
FIRE	71	Confined Space-Operational	1.0
FIRE	72	Trench Rescue	0.5
FIRE	73	Automobile Extrication	0.5
FIRE	74	Fire Control 3	1.5
FIRE	75	Hazardous Materials 1st Responder	1.0
FIRE	76	Intro to Rescue Systems	1.0
FIRE	77A	Fire Investigation 1A	2.5
FIRE	77B	Fire Investigation 1B	2.5
FIRE	78A	Fire Instructor 1A	2.5
FIRE	78B	Fire Instructor 1B	2.5
FIRE	79A	I-100: Intro to ICS	0.5
FIRE	79B	I-200: Basic ICS	1.0
FIRE	79C	I-300: Intermediate ICS	1.5
FIRE	79D	I-400: Advanced ICS	1.5
FIRE	80	S-404: Safety Officer	2.0
FIRE	81	S-339: Div/Group Supervisor	1.5
FIRE	90A	Fire Prevention 1A	2.0
FIRE	90B	Fire Prevention 1B	2.0
FIRE	91A	Fire Command 1A	2.0
FIRE	91B	Fire Command 1B	2.0
FIRE	92	Fire Management (Supervision)	2.0
Elective Subtotal			4

CERTIFICATE TOTAL 28

Advisor: C. Mayes

FOREIGN LANGUAGES

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

Any student who feels qualified to take a more advanced course than indicated in his prior work will be encouraged to do so by recommendation of the instructor.

Colleges and universities consider it essential that any student receiving the Bachelor of Arts degree have at least some knowledge of a language and civilization of other cultures. Students who are planning to transfer to a four-year institution should consult their respective catalogs for more specific information. For further information please call (760) 773-2572.

Advisors: P. Agudelo, F. Attoun, D. Sottile

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

Dept.	No.	Title	Units
<u>Required Courses:</u>			
FL	1, 2	Elementary	10
or FL	1AB,2AB	Elementary (12)	
FL	3, 4	Intermediate	8
FL		Another language	3-5
Required Subtotal			21-25
General Education (Option 1* or 2)			34-43
*Transferable Electives (as needed)			3
Physical Education Activities			2
DEGREE TOTAL			60-70

**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, recreation management/leisure studies, fitness professional, 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.

Even students who choose not to major in physical education find that coursework in the field can improve their ability to: think critically, apply kinesiology/human movement principles for optimum fitness, apply complex health concepts in the improvement of personal health, fitness and disease prevention, 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, recreation management, sports officiating, and dance.

Students earning an associate's degree in physical education may pursue (*entry-level*) positions such as 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

**PHYSICAL EDUCATION A. A. DEGREE
and transfer preparation**

Dept.	No.	Title	Units
<u>Required Courses:</u>			
PE	1	First Aid and Safety	3
PE	2*	Sports Officiating	3
PE	3*	Athletic Training I	3
PE	5*	Foundations of Coaching	3
PE	8*	Intro to Health & P. E.	3
PE	40-99**	Physical Education Activity	2
RE	1*	Intro to Comm. Recreation	3
RE	2A-D	Recreation Field Work	2
Required Subtotal			19
General Education (Option 1 or 2)			39-43
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

92 Health, PE & Recreation - Health Sciences

RECREATION A.A. DEGREE and transfer preparation

Dept.	No.	Title	Units
<u>Required Courses:</u>			
PE	1	First Aid and Safety	3
PE	2*	Sports Officiating	3
PE	5*	Foundations of Coaching	3
PE	8*	Intro to Health & P. E.	3
PE	40-99**	Physical Education Activity	2
RE	1*	Intro to Comm. Recreation	3
RE	2A-D	Recreation Field Work	2

Required Subtotal	19
General Education (Option 1 or 2)	39-43
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 Division of Health Sciences/ECE offers two degree programs and three certificate programs that prepare men and women for careers in health occupations. Educational pathways include both theoretical instruction on campus and clinical experience in local hospitals and clinics.

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 Health Sciences program 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. Should this occur, the student will have a conference with the member of the faculty. For more information please call (760) 773-2579 or (760) 568-3093.

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 a recent physical examination, specific immunizations or titers, negative TB status, and a negative criminal background clearance. Requirements are subject to change as specified by the clinical facility.

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 division.

Policies and procedures for the criminal background check are available on the Health Sciences/ECE web page. 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.

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 Health Sciences/ECE Division 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.

College policy requires each student enrolled in Health Sciences programs with clinical components to purchase insurance coverage against liability for malpractice. Refer to the class schedule for current fee. This fee is paid at the time of registration. All programs offered by the Division demand a grade of "C" or better (2.0) in any course fulfilling program requirements.

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. Policies and procedures for the criminal background check are available on the Health Sciences/ECE web page. 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) 773-2579 or (760) 568-3093 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."

94 Health Sciences/Nursing

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 64. Specific information regarding the program may be obtained by contacting the Health Sciences/ECE Division.

NURSE ASSISTANT

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. Students wishing to enter the program must complete English 50 or have an assessment score indicating placement into English 51. 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 Health Sciences/ECE Division.

ASSOCIATE DEGREE NURSING PROGRAM

Acceptance criteria, program eligibility and selection processes are subject to change. Prospective students are encouraged to check the division website periodically to remain updated or call (760) 773-2579 or (760) 568-3093.

PROGRAM DESCRIPTION

The Associate Degree Nursing Program prepares graduates to care for individuals in hospitals, long term care facilities, doctors' offices and clinics in a beginning staff nurse position. The curriculum consists of courses in general education and science in addition to prescribed nursing courses. Once accepted to the nursing program, the student will complete four semesters of nursing courses.

The nursing program is approved by the California Board of Registered Nursing and is accredited by the National League for Nursing Accrediting Commission (NLNAC), 61 Broadway, New York, NY 10006, (212) 363-5555 extension 153.

College of the Desert is designated as a continuing education provider by the Board of Registered Nursing. The provider number is 00284.

LICENSING REQUIREMENTS

Graduates are awarded the Associate in Science Degree in Nursing and are eligible to apply to the state board of nursing to take the National Council Licensing Examination (NCLEX) and become licensed as a registered nurse. The California Board of Registered Nursing role is to protect the public by screening applicants for licensure to identify potentially unsafe practitioners. A state board of nursing may deny applications for permanent licensure, interim permits, and temporary licensures if the applicant has been found guilty of dishonesty, fraud or deceit, acts which deceive the public; felony; child abuse, sex offender crimes; acts involving narcotics, dangerous drugs or devices, assault and/or battery and other crimes. Fingerprints are required when applying for licensure. Students interested in a career as a nurse who have questions regarding licensure limitations should contact the California Board of Registered Nursing at (916) 322-3350.

Graduation from the Associate Degree Nursing Program does not guarantee licensure. To apply for licensure, disclosure of your social security number is mandatory on the California Application for Licensure by Examination form.

PROGRAM APPLICATION PROCESS

Application to the nursing program is separate from application to the College. A letter of application is available during specific application periods and can be obtained from the division web page or from the Health Sciences/ECE Division 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 Health Sciences/ECE Division 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:

1. Applications are accepted twice a year:
 - August 1 - 31 for spring semester entrance
 - March 1 - 31 for fall semester entrance*(If the 31st falls on a weekend or holiday the closing date for applications will be the next working day. Applications postmarked after the closing date will not be accepted.)*
2. Selection preference is given to students who have completed 12 units or more at COD or Palo Verde College within the past three (3) years. Remaining acceptance slots are offered to qualified students who have not completed 12 units at COD or Palo Verde College.
3. A random selection process of qualified applications will be used to determine entrants once all applications are evaluated.

4. A diagnostic readiness test (TEAS) will be required of all accepted students. The standardized cut score is 67%. Accepted students not meeting this cut score will need to meet a remediation plan PRIOR to entering the nursing program. Details are on the division web page.
5. 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 Health Sciences/ECE Division. All advanced placement applicants are accepted to the program on a space available basis. *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.

The following policies are currently under revision.

Current policy information is available on the division webpage.

- LVN-RN (Transition Option)
- LVN-RN (Non-Degree Option)
- Transfer
- Challenge
- International Nurses Seeking Coursework

96 Health Sciences/Nursing

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 division web page

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 61, HS 64, HS 67, HS 70, HS 71, HEC 13, and STDV 11; and a keyboarding course.

REGISTERED NURSING A. S. DEGREE and employment preparation

(Graduates eligible for Registered Nurse
Licensing Examination in California)

Program Entrance Requirements: Acceptance to the program under the existing eligibility and selection criteria.

Courses Required:

Dept.	No.	Title	Units
BI	13	Human Anatomy & Physiology I	4
BI	14	Human Anatomy & Physiology II	5
BI	15	General Microbiology	5
PSY	1	General Psychology	3
SOC	1, 14, 15, or ANTH 2		3
ENG	1A	Composition	4
SP	1, 4, 5 or 15		3
Humanities		Area C3 requirements for Associate Degree Occupational/Vocational	3
MATH	40	Intermediate Algebra	4
PE		Physical Education	2 (or 1 unit of PE + HS 70; or HE 1)
N	1	Basic Concepts of Nursing Practice	8
N	2	Concepts of Nursing Practice/ Commonly Occurring Alterations in Health	9
N	3A	Concepts of Nursing Practice/ Complex Alterations in Health	9
N	3B	Issues in Nursing	0.5
N	4A	Concepts of NP for Acute Complex Alterations in Health	9
N	4B	Management Concepts in Nursing. <u>0.5</u>	
DEGREE TOTAL		72

Advisors: B. Baluski, W. Boyer, K. Hudgins, P. Keller, I. Larsen, L. Murphy, A. Reber-Frantz, M. Rose, J. Walker

VOCATIONAL NURSING PROGRAM

Acceptance criteria, program eligibility and selection processes are subject to change. Prospective students are encouraged to check the division 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 summer. It is a limited enrollment program with enrolled students required to meet the following:

1. A minimum age of 17 years. (Section 2866a, VN Practice Act)
2. High school graduation or GED equivalency. Foreign high school transcripts must be evaluated by an international transcript evaluation agency.
3. Minimum 2.0 GPA in all college course work completed.
4. Completion of English 51 (or an assessment score greater than 99).
5. Completion of Math 57 (or an assessment score greater than 65).

6. Completion of HS 62 OR an equivalent course/s in anatomy and physiology. (5-year recency requirement)
7. Completion of HEC 13 OR an equivalent course in general nutrition. (5-year recency requirement)

Additional program requirements:

1. Completion of HS 67, Introduction to Med/Dosage Calculations, **prior** to the start of the **second** semester of the VN program. It is strongly recommended that the course be completed prior to program acceptance.
2. Completion of PSY 1 **prior** to beginning the **third** semester of the program. Students desiring to decrease their study load are advised to take HS 67 and PSY 1 prior to entering the program. (5-year recency requirement)
3. Once accepted, maintenance of CPR certification throughout program.
4. Once accepted, evidence of good health documented by physical examination, with required immunizations.
5. Transfer credit shall be given for related previous education completed within the last five years. (Section 2535 VN Practice Act).

Students interested in the Vocational Nursing Program should:

1. Visit the division web page 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 division website 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.

Dept.	No.	Title	Units
HS	62	Your Living Body	3
HS	67	Intro Med/Dosage Calculations	1
HEC	13	General Nutrition	3
PSY	1	General Psychology	3
VN	1	Vocational Nursing I	5
VN	1L	Vocational Nursing I Lab	4
VN	2	Vocational Nursing II	9
VN	2L	Vocational Nursing II Lab	7
VN	3	Vocational Nursing III	9
VN	3L	Vocational Nursing III Lab	7

CERTIFICATE TOTAL 51

**VOCATIONAL NURSING A. S. DEGREE
for employment preparation**

Program Acceptance Requirements: See division website.

Dept.	No.	Title	Units
HS	62	Your Living Body	3
HS	67	Intro Med/Dosage Calculations	1
HEC	13	General Nutrition	3
PSY	1	General Psychology	3
VN	1	Vocational Nursing I	5
VN	1L	Vocational Nursing I Lab	4
VN	2	Vocational Nursing II	9
VN	2L	Vocational Nursing II Lab	7
VN	3	Vocational Nursing III	9
VN	3L	Vocational Nursing III Lab	7

Required Subtotal 51
 General Education Requirements 18
 Physical Education Requirement 2
 DEGREE TOTAL 71

Advisors: B. Baluski, M. Langella

98 Human Services/Alcohol & Drug Studies

HUMAN SERVICES/ Alcohol & Drug Studies

The Alcohol and drug studies program is the study of chemical addiction and treatment.

Career paths chosen by students pursuing undergraduate studies in alcohol and drug studies commonly include supervised alcohol and drug counseling. Even students who choose not to major in alcohol and drug studies find that coursework in the field can improve their ability to understand the issues surrounding chemical dependency and treatment.

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) certification. Students earning the certificate may also choose to continue their study toward a non-transferable Associate of Arts degree in the field. Past recipients of the COD Certificate of Achievement in Alcohol and Drug Studies have obtained positions as supervised chemical dependency counselors, locally and throughout California. Students earning an associate's degree in Alcohol and Drug Studies may pursue entry-level positions as supervised chemical dependency counselors or may choose to continue their study in the discipline toward a bachelor's or graduate degree in counseling psychology. 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. For more information please call (760) 773-2574.

Advisors: L. Emerson, C. Jones

ALCOHOL AND DRUG STUDIES CERTIFICATE for employment preparation

Dept.	No.	Title	Units
<u>Required Courses:</u>			
HSAD	1	Intro to Alcohol/Drug Studies	3
HSAD	2	Intro/Human Svcs Counseling	3
HSAD	4	Personal/Professional Growth	2
HSAD	20	Biomedical Pharmacology	3
HSAD	22	Case Management	3
HSAD	24	Law & Ethics	3
HSAD	30	Indiv/Group Family Counseling	3
HSAD	32A	Supervised Practicum I	2
HSAD	33A	Supervised Internship I	3
HSAD	34	Dual Diagnosis	3
HSAD	32B	Supervised Practicum II	2
HSAD	33B	Supervised Internship II	3
HSAD	36	Counseling Diverse Populations	3
CERTIFICATE TOTAL			36

ALCOHOL AND DRUG STUDIES A. A. DEGREE for employment preparation

Dept.	No.	Title	Units
<u>Required Courses:</u>			
HSAD	1	Intro to Alcohol/Drug Studies	3
HSAD	2	Intro/Human Svcs Counseling	3
HSAD	4	Personal/Professional Growth	2
HSAD	20	Biomedical Pharmacology	3
HSAD	22	Case Management	3
HSAD	24	Law & Ethics	3
HSAD	30	Indiv/Group Family Counseling	3
HSAD	32A	Supervised Practicum I	2
HSAD	33A	Supervised Internship I	3
HSAD	34	Dual Diagnosis	3
HSAD	32B	Supervised Practicum II	2
HSAD	33B	Supervised Internship II	3
HSAD	36	Counseling Diverse Populations	3
<u>Electives:</u> 6 units to be chosen from the following:			
PHIL	13	Perspectives on Death & Dying	3
PSY	3	Developmental Psychology	3
PSY	10	Psychological Aspects of Marriage & Family	3
PSY	33	Personal & Social Adjustment	3
SOC	4	Sociological Analysis/Crit Thinking	3
SP	1	Intro to Interpersonal Comm.	3
Required Subtotal			36
Electives			6
General Education Subtotal			18
DEGREE TOTAL			60

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 for transfer details or see a counselor or faculty advisor for additional details.

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

**LIBERAL ARTS A. A. DEGREE
with emphasis in Arts, Humanities &
Communications**

These courses emphasize the study of cultural, literary, humanistic activities and artistic expression of human beings. Students will evaluate and interpret the ways in which people through the ages in different cultures have responded to themselves and the world around them in artistic and cultural creation. Students will also learn to value aesthetic understanding and incorporate these concepts when constructing value judgments.

Required Courses Units
General Education (Option 1 or 2) 34-43

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

Architecture **14**

Art **2A, 2B, 2C, 2D, 3A, 10, 18, 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, 18, 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**

History **3, 4, 17, 18, 21**

Humanities **18**

Italian **1, 1A, 1B, 2, 2A, 2B, 3, 4**

Japanese **1A, 1B, 2A, 2B**

Mass Communication **1**

Music **5, 6, 10, 12, 18**

Philosophy **6, 7, 10, 11, 12, 13, 14, 16, 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 to UC)*

Transferable Electives (as needed to reach 60 transferable units)

Physical Education Activities 2

DEGREE TOTAL 60

**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

General Education (Option 1 or 2) 34-43

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

Business Accounting **1A, 1B, 1C, 4, 8, 9, 10**

Business Finance **12, 13**

Business Hotel & Restaurant Management **50, 63, 64**

Business Management **1, 10, 20A*, 20B*, 27, 28, 32**

100 Liberal Arts

Computer Information Systems **70A**, 81A, 81B, 82C, 83C, 83D, 84C

Computer Science **73, 86, 87, 89*, 89A**

Economics **1, 2, 11**

Math **10*, 14***

Philosophy **14**

Political Science **4**

Sociology **3***

*Courses selected can be used to also fulfill GE area, see a counselor for appropriate course selection; all courses transfer to CSU; courses in **BOLD** also transfer to **UC** (*indicates that transfer credit is limited to UC)*

Transferable Electives (as needed to reach 60 transferable units)

Physical Education Activities 2

DEGREE TOTAL 60

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

General Education (Option 1 or 2) 34-43

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 HEC 13)

Area I - Nutrition & Health (6 units)

Early Childhood Education 44

Health Education **1***

Nutrition **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

Sociology **14**

Speech **15**

Area IV - Biology and Anatomy (3 units)

Biology **4*, 10*, 13*, 14*, 21***

*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 to UC)*

Transferable Electives (as needed to reach 60 transferable units)

Physical Education Activities 2

DEGREE TOTAL 60

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

General Education (Option 1 or 2) 34-43

Area of Emphasis 18

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

Astronomy **1, 1L**

Agriculture/Environmental Horticulture **1, 1L**

Agriculture/Plant Science **2, 5, 1L**

Anthropology **1**

Biology **4*, 5, 6, 13*, 14*, 15, 21***

Chemistry **1A, 1B, 3*, 4, 5*, 10A*, 10B***

Computer Science **87, 89*, 89A**

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***

*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 to UC)*

Transferable Electives (as needed to reach 60 transferable units)

Physical Education Activities 2

DEGREE TOTAL 60

**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
General Education (Option 1 or 2)	34-43
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***
Nutrition **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 **BOLD** also transfer to **UC** (*indicates that transfer credit is limited to UC)*

Transferable Electives (as needed to reach 60 transferable units)	
Physical Education Activities	<u>2</u>
DEGREE TOTAL	60

**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
General Education (Option 1 or 2)	34-43
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**
- Geography **2, 7, 10**
- History **3, 4, 17, 18, 21**
- Mass Communication **1**
- Mathematics **14***
- Philosophy **12, 13**
- Political Science **1, 2, 4**
- Psychology **1, 3, 7, 10, 12, 20, 23, 25, 27, 29, 33**
- Sociology **1, 2, 3*, 14, 15**
- Speech **15**

*Courses selected can be used to also fulfill GE area, see a counselor for appropriate course selection; all courses transfer to CSU; courses in **BOLD** also transfer to **UC** (*indicates that transfer credit is limited to UC)*

Transferable Electives (as needed to reach 60 transferable units)	
Physical Education Activities	<u>2</u>
DEGREE TOTAL	60

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

102 Mass Communication

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 and transfer preparation

Dept.	No.	Title	Units
Required Core Courses:			
ENG	1A	Composition	4
ENG	1B	Literature & Composition	3
SP	1	Intro. to Interpersonal Comm.	3
SP	7	Decision Making/Advocacy	3
MC	1	Mass Media in Amer. Culture	3
SP	4	Public Speaking	3
OR	SP 5	Group Discussion/Leadership (3)	
AND	One of the following		3
ENG	5A or 5B	Creative Writing (3)	
ENG	41	Technical & Professional Writing (3)	
J	3A	News Reporting & Writing (3)	
J	10	Magazine Writing & Production (3)	
RTV	5	Radio&Television Writing (3)	
Required Subtotal			22
General Education (Option 1* or 2)			34-43
*Transferable Electives (as needed)			3
Physical Education Activities			2
DEGREE TOTAL			61-67

JOURNALISM A. A. DEGREE and transfer preparation

Dept.	No.	Title	Units
Required Courses:			
MC	1	Mass Media in Amer. Culture	3
J	3A	News Reporting & Writing	3
J	4A	Basic Newspaper Production	3
J	4B	Intermediate Newspaper Production ..	3
J	4C	Advanced Newspaper Production	3
J	10	Magazine Writing & Production	3
RTV	5	Radio & Television Writing	3
Required Subtotal			21
General Education (Option 1* or 2)			34-43
*Transferable Electives (as needed)			3
Physical Education Activities			2
DEGREE TOTAL			60-66

MASS COMMUNICATION A.A. DEGREE and transfer preparation

Dept.	No.	Title	Units
Required Courses:			
MC	1	Mass Media in Amer. Culture	3
J	3A	News Reporting and Writing	3
Five courses from the following:			
MC	5	Intro. to Public Relations	3
J	4A	Basic Newspaper Prod	3
J	4B	Intermediate Newspaper Prod	3
J	4C	Advanced Newspaper Prod	3
RTV	2	Radio&TV Announcing.....	2
RTV	4A	Motion Picture/TV Production	3
RTV	4B	Adv. Motion Picture/TV Production	3
RTV	5	Radio Television Writing	3
Required Subtotal			20-21
General Education (Option 1* or 2)			34-43
*Transferable Electives (as needed)			4
Physical Education Activities			2
DEGREE TOTAL			60-66

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, research and analysis and improve their writing skills.

College of the Desert's mathematics curriculum includes course offerings that provide a general overview of the discipline, as well as specific mathematical topics that can be applied to other areas like physics, chemistry, biology, computer science and engineering. The College offers an Associate of Science degree, as well as courses leading to transfer. Students earning an associate's degree in mathematics may pursue (entry-level) positions as teacher's aid or may choose to continue their study in the discipline toward a bachelor's or graduate degree. COD has transfer agreements with California State Universities and University of California systems in this discipline/program. However, transfer requirements at four-year colleges and universities vary from institution to institution; students should consult with a counselor for specific information regarding the transfer requirements of their preferred college or university.

In addition, the Mathematics Department offers an extensive remedial Mathematics curriculum to assist the large portion of students that enter the College and are not prepared for college level mathematics. For more information please call (760) 773-2573.

Advisors: D. Culhan, S. Dostal, M. Flora, L. Graff, G. Hagopian, L. Jordan, D. Kleinfelter, T. Le, J. Learned, F. Marhuenda-Donate, J. Matthews, M. McJilton, B. Podlesny, K. Tabor

**MATHEMATICS 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	2B	Linear Algebra	4
AND/OR	MATH 2C	Ordinary Differential Equations (4)	
PH	4A	Engineering Physics	5
PH	4B	Engineering Physics	5
PH	5	Computer Programming I: C++ for Sciences & Engineering.....	3
OR	CS 89	C++ Programming I (3)	
Required Subtotal			32
General Education Requirements (confer with advisor) ..			18
Transferable Electives (confer with advisor)			8
Physical Education Activities			2
DEGREE TOTAL			60

MUSIC

The music program offers a full range of courses in music fundamentals, musicianship, harmony, appreciation and history, as well as classes in piano, voice, percussion and guitar. Private lessons are available 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.

104 Music - Nutrition

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

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, D. Romano

MUSIC A. A. DEGREE and transfer preparation

Dept.	No.	Title	Units
<u>Required Courses:</u>			
MUS	1	Music Theory I	4
MUS	2	Music Theory II	4
MUS	10	Introduction to Music	3
MUS	21A	Beginning Class Piano	2
MUS	21B	Int/Adv Class Piano (2,2)	4
MUS	99	Applied Music (1,1,1,1)	4

Performance Ensembles - 4 units chosen from the following in consultation with Music advisor:

MUS	27	Instrumental Jazz Ensemble	1
MUS	28	Chamber Ensemble	1
MUS	29	Vocal Jazz Ensemble	1
MUS	31	Chamber Singers	1

Music Subtotal	25
General Education Requirements (Option 1 or 2) ...	34-43
Physical Education Activities	2
DEGREE TOTAL	61-70

MUSIC TECHNOLOGY CERTIFICATE for employment preparation

Dept.	No.	Title	Units
MUS	12	Fundamentals of Music	3
MUS	21A	Beginning Class Piano	2
MUS	21B	Int/Adv Class Piano	2
MUS	78A	Intro to Digital Audio	3
MUS	78B	Int/Adv Digital Audio	3,3
CERTIFICATE TOTAL	16		

MUSIC THEORY CERTIFICATE for employment preparation

Dept.	No.	Title	Units
MUS	1	Music Theory I	4
MUS	2	Music Theory II	4
MUS	12	Fundamentals of Music	3
MUS	21A	Beginning Class Piano	2
MUS	21B	Int/Adv Class Piano	2
CERTIFICATE TOTAL	15		

NUTRITION

The dietetic technician program prepares students to take the ADA Registration Examination for Dietetic Technicians administered by that agency. Students complete articulated classes at COD and complete the degree at Chaffey College, whose program is approved by the Commission on Accreditation for Dietetics Education of the American Dietetic Association (ADA, 120 S. Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, 800/877-1600).

Dietetic technicians are employed as managers in a designated unit or department in health care, community care, school food service, county health, and community directed programs of nutrition services for elderly, infants, or children. For more information please call (760) 773-2579 or (760) 568-3093.

Advisor: B. Baluski

NUTRITION CARE: DIETETIC TECHNICIAN A. A. DEGREE Chaffey College & College of the Desert Articulated

for employment preparation

Dept.	No.	Title	Units
<u>Required Courses: (31 units)</u>			
BI	21	Anatomy & Physiology	4
BUAC	1A	Financial Accounting I.	3
BUHM	63	Hotel & Restaurant Operations	3
OR BUHM	64	Hotel/Motel Personnel Mgmt. (3)	
CART	1	Sanitation & Safety	3
CART	3	Principles of Cooking	5
CART	10	Food Procurement & Cost Control	3
CART	11	Menu Planning	3
CART	35	Operations Management	4
HEC	13	General Nutrition	3

Continued on next page.....>

COD Required Courses 31
 General Education Requirements 18
 PE Requirement 2
 COD Subtotal 51
 *NF 19 Nutrition II: Modified Diets 3
 *NF 421 Nutrition III: Nutrition Care 2
 *NF 423 Nutrition IV: Adv. Nutrition Care 2
 *NF 470 Dietetic Service Supervisor 1,1
 *NF 470L Supervised Clinical Lab 2,2
 *NF 480 Dietetic Technician 2,2
 *NF 480L Supervised Lab 2,2
 *Additional Chaffey Requirements 21

DEGREE TOTAL 72
 *Taken at Chaffey College

Advisor: B. Baluski

SCIENCES

BIOLOGICAL AND PHYSICAL

The Science Department has available a broad offering of courses in the biological and physical science disciplines. The aim of the department is to provide instruction to a large number of general students as well as those with a goal of majoring in science. To this end, courses for the non-science major are transferable to other institutions for general education requirements. Courses designed for science majors parallel content, level of instruction and units found in university systems. The department also offers a complete sequence of science courses leading to a nursing program and related paramedical qualifications.

Specified high-unit majors do not complete the transfer general education certification and must meet with their faculty advisors for general education requirements for graduation. 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)

Dept. No. Title Units

Required Courses:

*(Based on minimum prior preparation)**

Dept.	No.	Title	Units
BI	5	Molecular & Cell Biology	5
BI	6	Biology of Organisms	5
CH	1A	General Chemistry	5
CH	1B	General Chemistry	5

Continued on next page.....>

106 Physical Sciences

MATH	1A	Calculus	5
MATH	1B	Calculus	5
PH	2A	College Physics	4
PH	2B	College Physics	4
Required Subtotal			38
General Education Requirements (confer with Advisor) ..			18
Transferable Electives (confer with advisor)			2
Physical Education Activities			2
DEGREE TOTAL			60

Consult catalog of transfer institution for specific requirements.
Consult course descriptions for prerequisites.

***IMPORTANT NOTE:** The student must see an advisor depending on proposed career, as some courses listed above 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. Ciurash 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)

Dept.	No.	Title	Units
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Required Courses:

CH	1A	General Chemistry	5
CH	1B	General Chemistry	5
CH	10A	Organic Chemistry	5
CH	10B	Organic Chemistry	5
BI	5	Molecular & Cell Biology	5
BI	6	Biology of Organisms	5
MATH	1A	Calculus	5
MATH	1B	Calculus	5
PH	2A,B	College Physics	8
OR PH	4A,B	Engineering Physics (10)	

(Physics selection depends on requirements of transfer institution)

Required Subtotal			48-50
General Education Requirements (confer with Advisor) ..			18
Physical Education Activities			2
MINIMUM DEGREE TOTAL			60

Advisors: J. Ciurash, R. Tracey

ENVIRONMENTAL SCIENCES OR NATURAL RESOURCES A. S. DEGREE and transfer preparation

Dept.	No.	Title	Units
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Required Courses:

BI	5	Molecular & Cell Biology	5
BI	6	Biology of Organisms	5
CH	1A	General Chemistry	5
OR	CH 3	Intro General Chem (4)	
G	1	Physical Geology	4
OR	G 5	Environmental Geology (4)	
NR	1	Conserv of Natural Resources	3
NR	1L	Conserv of Natural Res Lab	1
MATH	10	College Algebra	4
Required Subtotal			26-27

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ENVIRONMENTAL SCIENCES OPTION:

14 to 19 additional units to be chosen from the following (confer with Advisor):

PH	2A	College Physics	4
PH	2B	College Physics	4
OR	PH 4A	Engineering Physics (5)	
	PH 4B	Engineering Physics (5)	
PH	17	Intro to Meteorology	3
MATH	1A	Calculus	5
MATH	1B	Calculus	5
MATH	14	Statistical Methods	4
G	1	Physical Geology	4
G	5	Environmental Geology	4
G	10	The Earth Sciences	4
G	17	Intro to Oceanography	3
AGPS	1	Soils and Plant Nutrition	4
AGPS	2	Entomology - Gen. & Applied	3
NR	3	Intro to Wildlife Management	3
ECON	1	Principles of Macroeconomics	3
GEOG	1	Physical Geography	3
Computer courses			3-6
<i>For other course selections confer with advisor</i>			
Required Subtotal			26-27
Elective Subtotal (confer with advisor)			14-19
General Education Requirements (confer with Advisor) ..			18
Physical Education Activities			2
DEGREE TOTAL			60

Advisors: N. Moll, R. Rosteck

NATURAL RESOURCES OPTION:

See additional courses for Natural Resources option under Agriculture Degree Programs.

INTERDEPARTMENTAL ENVIRONMENTAL STUDIES A. S. DEGREE and transfer preparation

Dept.	No.	Title	Units
<u>Required Courses:</u>			
G	1	Physical Geology	4
OR	G 5	Environmental Geology (4)	
OR	G 10	The Earth Sciences (4)	
BI	5	Molecular & Cell Biology	5
OR	BI 4	Elements of Biology (4)	
CH	3	Intro General Chemistry	4
OR	CH 4	Fund. of Chemistry (4)	
NR	1	Conserv of Natural Resources	3
NR	1L	Conserv of Natural Res Lab	1
GEOG	1	Physical Geography	3
MATH	10	College Algebra	4
Required Subtotal			23-24

A minimum of 17 additional units to be chosen from the following (confer with Advisor):

AGPS	1	Soils and Plant Nutrition	4
AGPS	2	Entomology	3
AGEH	1	Horticulture	3
AGEH	1L	Horticulture Lab	1
ECON	1	Principles of Macroeconomics	3
GEOG	2	Cultural Geography	3
MATH	14	Statistical Methods	4
NR	3	Intro to Wildlife Management	3
PS	1	Intro to Government	3
Architecture Elective(s)			2-6
Biology Elective(s)			3-8
Computer Courses			3-6
Geology Elective(s)			3-8
Speech Elective			3
Required Subtotal			23-24
Elective Subtotal (confer with advisor)			17
General Education Requirements (confer with Advisor) ..			18
Physical Education Activities			2
DEGREE TOTAL			60

Advisors: N. Moll, R. Rosteck

GEOLOGY A. S. DEGREE and transfer preparation

(Includes Earth Science, Paleontology, Physical Oceanography)

Dept.	No.	Title	Units
<u>Required Courses:</u>			
G	1	Physical Geology	4
CH	1A	General Chemistry	5
CH	1B	General Chemistry	5
PH	2A	College Physics	4
PH	2B	College Physics	4
OR	PH 4A	Engineering Physics (5)	
	PH 4B	Engineering Physics (5)	
(Physics 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
<i>Consult course descriptions for prerequisites.</i>			

Required Subtotal			42-44
General Education Requirements (confer with Advisor) ..			18
Physical Education Activities			2
MINIMUM DEGREE TOTAL			60
<i>(Consult with advisor before embarking on program.)</i>			

Advisor: N. Moll

108 Physics - Social Sciences

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
General Education Requirements (confer with Advisor) ..	18
Physical Education Activities	2
MINIMUM DEGREE TOTAL	60

Advisor: D. MacIntire

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 Human Services/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 Human Services/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
ANTH	4	Prehistory & Ethnography of Southern California Indians	3
ART	2A	History of Art	3
ART	31	Digital Photography	3
BI	4	Elements of Biology	4
BI	21	Anatomy & Physiology	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

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GEOG 7	Regional Geography	3
GEOG 10	Geography of California	3
HIST 3	History of World Civilization	3
MATH 14	Statistical Methods	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

Required Subtotal	9
Elective Subtotal	12
General Education (Option 1* or 2)	34-43
*Transferable Electives (as needed)	3
Physical Education Activities	2
DEGREE TOTAL	60-66

Advisor: E. Hardy

**GEOGRAPHY A. A. DEGREE
and transfer preparation**

Dept. No.	Title	Units
<u>Required Courses:</u>		
GEOG 1	Physical Geography	3
GEOG 2	Cultural Geography	3
GEOG 7	Regional Geography	3
GEOG 10	Geography of California	3

Electives - 9 units to be chosen from the following:

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

Required Subtotal	12
Elective Subtotal	9
General Education (Option 1* or 2)	34-43
*Transferable Electives (as needed)	3
Physical Education Activities	2
DEGREE TOTAL	60-66

Advisor: E. Hardy

**HISTORY A. A. DEGREE
and transfer preparation**

Dept. No.	Title	Units
<u>Required Courses:</u>		
HIST 3	History of World Civilization I	3
HIST 4	History of World Civilization II	3
HIST 17	United States History	3
HIST 18	United States History	3

Electives - 9 units to be chosen from the following:

ANTH 2	Intro to Cultural Anthropology	3
GEOG 1	Physical Geography	3
HIST 21	History of California	3
PHIL 10	General Logic	3
PS 1	Introduction to Government	3

Required Subtotal	12
Elective Subtotal	9
General Education (Option 1* or 2)	34-43
*Transferable Electives (as needed)	3
Physical Education Activities	2
DEGREE TOTAL	60-66

Advisors: W. Gudelunas, C. Kroll

**PHILOSOPHY A. A. DEGREE
and transfer preparation**

Dept. No.	Title	Units	
<u>Required Courses:</u>			
CIS 70A	Computer Business Appl/Windows	3	
Choose <u>one</u> from the following			3
PHIL 6	Introduction to Philosophy (3)		
PHIL 7	Ideas of the Great Philosophers (3)		

Choose <u>one</u> from the following			3
PHIL 10	General Logic (3)		
PHIL 11	Formal Logic (3)		

Electives - 12 units to be chosen from the following:

HIST 3	History of World Civilization	3
HIST 4	History of World Civilization	3
ANTH 2	Cultural Anthropology	3
PSY 1	General Psychology	3
PHIL 12	Religions of the World	3
PHIL 13	Perspectives on Death & Dying	3
PHIL 14	Introduction to Ethics	3
PHIL 16	Philosophy in the Hispanic World	3
PHIL 17	Philosophy of Religion	3
PHIL 18	Philosophy of Science	3

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110 Social Sciences

Required Subtotal	9
Elective Subtotal	12
General Education (Option 1* or 2)	34-43
*Transferable Electives (as needed)	3
Physical Education Activities	2
DEGREE TOTAL	60-66

Advisor: M. Smith

POLITICAL SCIENCE A. A. DEGREE and transfer preparation

Dept.	No.	Title	Units
<u>Required Courses:</u>			
PS	1	Intro to Government	3
PS	2	Intro to Comparative Gov't	3
or PS	4	Intro to Internat'l Relations (3)	
Social Science courses (confer w/advisor)			14-15

Required Subtotal	20-21
General Education (Option 1* or 2)	34-43
*Transferable Electives (as needed)	4
Physical Education Activities	2
DEGREE TOTAL	60-65

Advisors: W. Gudelunas, C. Kroll

PSYCHOLOGY A. A. DEGREE and transfer preparation

Dept.	No.	Title	Units
<u>Required Courses:</u>			
PSY	1	General Psychology	3
PSY	3	Developmental Psychology	3
SOC	1	Introduction to Sociology	3
SOC	3	Fundamentals of Statistics	3
or MATH	14	Statistical Methods (4)	

Electives - 12 units to be chosen with advisor approval:

BI	5	Molecular & Cell Biology	5
CIS	70A	Computer Business Appl/Windows	3
PSY	7	Positive Psychology	3
PSY	10	Psychological Aspects/Marriage&Family	3
PSY	12	Human Sexuality	3
PSY	20	Adolescent Psychology	3
PSY	23	Psychology of Women	3
PSY	25	Intro Research Methods	3
PSY	27	Biological Psychology	3
PSY	29	Abnormal Psychology	3
PSY	33	Personal & Social Adjustment	3

Required Subtotal	12-13
Elective Subtotal	12
General Education (Option 1 or 2)	34-43
Physical Education Activities	2
DEGREE TOTAL	60-66

Advisor: L. Emerson

SOCIAL SCIENCE A. A. DEGREE and transfer preparation

Dept.	No.	Title	Units
<u>Required Courses:</u>			
ECON	1	Principles of Economics	3
HIST	3	History of World Civ	3
HIST	18	United States History	3
PHIL	6	Introduction to Philosophy	3
PS	1	Introduction to Government	3
PS	2	Comparative Government	3
PSY	1	General Psychology	3

Required Subtotal	21
General Education (Option 1* or 2)	34-43
*Transferable Electives (as needed)	3
Physical Education Activities	2
DEGREE TOTAL	60-66

Advisor: M. Smith

SOCIOLOGY A. A. DEGREE and transfer preparation

Dept.	No.	Title	Units
<u>Required Courses:</u>			
SOC	1	Introduction to Sociology	3
SOC	2	Social Problems	3
SOC	3	Fundamentals of Statistics	3
or MATH	14	Statistical Methods (4)	
SOC	4	Soc Analysis/Critical Thinking	3
SOC	14	Minority Groups in Americas	3
or SOC	15	Mexican American Culture (3)	
ANTH	2	Cultural Anthropology	3
PSY	1	General Psychology	3

Required Subtotal	21-22
General Education (Option 1* or 2)	34-43
*Transferable Electives (as needed)	3
Physical Education Activities	2
DEGREE TOTAL	60-67

Advisors: V. Rios, A. Saddington, N. Tortoris

SPEECH

The Speech program at College of the Desert offers an Associate of Arts degree in Speech as well as courses leading to transfer to a four-year college. The degree program is designed for students interested in all fields stressing human interaction. 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

**SPEECH A. A. DEGREE
and transfer preparation**

Dept. No. Title Units
Required Courses:

SP	1	Intro to Interpersonal Comm.	3
SP	4	Public Speaking	3

Electives (A minimum of 9 units to be selected from the following):

SP	2	Oral Interpretation of Lit.	3
SP	5	Group Discussion/Leadership	3
SP	7	Decision Making/Advocacy	3
SP	15	Intercultural Communication	3

A minimum of 6 units to be selected from the following courses (confer with Speech Advisor):

MC	1	Mass Media in Amer. Culture	3
PHIL	10	General Logic	3
PHIL	11	Formal Logic	3
SOC	2	Social Problems	3
SOC	3	Fundamentals of Statistics	3

Required Subtotal	21
General Education (Option 1* or 2)	34-43
*Transferable Electives (as needed)	3
Physical Education Activities	2
DEGREE TOTAL	60-66

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.

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, dance, musical theatre, 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. Catanzarite

(See Course Sequence on the following page)

112 Theatre Arts - Work Experience

THEATRE ARTS A. A. DEGREE and transfer preparation

Dept.	No.	Title	Units
Required Courses: (12 units)			
TA	1	Introduction to Theatre	3
TA	2	Acting I	3
TA	10	Intro to Design & Production	3
TA	69A	Dramatic Literature	3
or TA	69B	Dramatic Literature (3)	

Elective Courses: (12 units to include minimum of 6 units of Production Courses)

TA	3	Acting 2	3
TA	9	Stagecraft	3
TA	50	Theatre Dance	1
or DANC	50	Theatre Dance (1)	
TA	51	Theatre Dance	2
or DANC	51	Theatre Dance (2)	
TA	69A	Dramatic Literature	3
or TA	69B	Dramatic Literature (3)	
TA	80	Theatre Makeup	3
TA	90	Music Theatre Workshop	1
TA	91	Music Theatre Workshop	2
TA	92	Music Theatre Workshop	3
DANC	11	Intro to Choreography	2
DANC	15	History of Dance	3
DANC	70	Dance, Modern	1
DANC	73	Dance, Modern (Jazz)	1
DANC	75	Dance, Tap	1
DANC	76	Dance, Ballet	1

Production Courses: (6 units)

TA	20	Play Production, Acting	1
TA	21	Play Production, Acting	2
TA	22	Play Production, Acting	3
TA	24	Play Production, Dance	1
TA	25	Play Production, Dance	2
TA	26	Play Production, Dance	3
TA	30	Play Production, Technical	1
TA	31	Play Production, Technical	2
TA	32	Play Production, Technical	3

Required Courses	12
Elective Courses	12
General Education (Option 1 or 2)	34-43
Physical Education Activities	2
DEGREE TOTAL	60-69

Advisor: D. Catanzarite

WORK EXPERIENCE EDUCATION

Cooperative Work Experience Education is an important component of the education and training that students receive at College of the Desert. The program is a hands-on learning tool that links academics to their current real-world work environment. Work Experience provides an opportunity for students to create and accomplish their own measurable learning outcomes that are new or expanded responsibilities. The goal is for students to become better employees, work on new projects that add to their resume, and enhance their job skills. Work Experience is a course designed for students who are cross training at their current worksite or intern site for upward mobility or possible career changes as well as those looking for entry-level occupational training through work-based learning experiences. College of the Desert recognizes job experience as a valuable learning resource. It has the uniqueness of turning community business, industry, and public agencies into an extended educational training.

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
- Appropriate bullets on your resume
- Up to date laboratory experience
- Job contacts
- Practical experience
- Build confidence 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 1-3 units per semester with a maximum of 6 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 1-4 Occupational Work Experience units per semester with a maximum of 16 Work Experience units during their college career.

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. Currently work, volunteer, or intern within 2 hours of COD
2. For each unit earned, Work Experience participants are required to complete:
 - * 75 hours of paid work, or
 - * 60 hours of volunteer work
3. Be enrolled as a College of the Desert student
4. 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 Central Annex 14 or on-line at the Work Experience site on the College of the Desert website.
- **Attend an orientation** and bring the completed application packet with you. Students who complete the orientation online will need to return their application to Central Annex 14 during the first week of the session.

For further information, contact:

- (760) 862-1344
- mrichards@collegeofthedesert.edu
- www.collegeofthedesert.edu/we

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

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. Non-credit developmental courses are offered in Adult Basic Education (ABE), high school completion (GED), English as a Second Language Noncredit (ESLN), and DSPS courses designed for students with disabilities. All noncredit courses are graded only on a pass (P) and no pass (NP) basis.

3. Community Education Classes - Classes are designed for students whose primary motive for activity and learning is personal enrichment only. The classes carry no academic credit and are supported by class fees.

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.

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)

KEY TO COURSE CODES

SUBJECT	COURSE CODE
Academic Skills Center	ASC
Accounting	BUAC
Administration of Justice	AJ
Adult Basic Education	ABE
Advanced Transportation Technologies	AUTO
Agriculture/Business	AGBU
Agriculture/Environmental Horticulture	AGEH
Agriculture/Plant Science	AGPS
Air Conditioning/HVAC	ACR
Alcohol & Drug Studies	HSAD
American Sign Language	ASL
Anthropology	ANTH
Architecture	ARCH
Art	ART
Astronomy	A
Automotive Technology	AUTO
Biology	BI
Building Inspection Technology	BIT
Business/Accounting	BUAC
Business/Finance	BUFI
Business/Hotel & Restaurant Management	BUHM
Business/Management	BUMA
Business/Supervision & Management	BUSM
Chemistry	CH
Computer Information Systems	CIS
Computer Science	CS
Construction Management	CM
Culinary Arts	CART
Dance	DANC
Digital Design and Production	DDP
Disabled Students Programs and Services	DSPS
Drafting/CAD	DRA
Early Childhood Education	ECE
Economics	ECON
Emergency Medical Technology	EMT
Engineering	ENGR
English/Composition	ENG
English as a Second Language (Credit)	ESL
English as a Second Language (Noncredit)	ESLN
English as a Second Language/Reading	RESL
English for Multilingual Students	EMS
Environmental Horticulture	AGEH
Finance	BUFI
Fire Technology	FIRE

SUBJECT	COURSE CODE
Foreign Language	FL
French	FR
Geography	GEOG
Geology	G
German	GER
Golf Management	GOLF
Graphic Design	see Digital Design & Production
Health Education	HE
Health Sciences	HS
History	HIST
Hospitality	BUHM
Hotel & Restaurant Management	BUHM
Human Services/Alcohol & Drug Studies	HSAD
Humanities	HUM
Italian	ITAL
Japanese	JPN
Journalism	J
Law Enforcement	AJ
Management	BUMA
Mass Communication	MC
Mathematics	MATH
Music	MUS
Natural Resources	NR
Nursing	N
Nutrition	HEC
Ornamental Horticulture	AGEH
Philosophy	PHIL
Physical Education	PE
Physics	PH
Plant Science	AGPS
Political Science	PS
Psychology	PSY
Radio-Television	RTV
Reading	RDG
Recreation	RE
Sociology	SOC
Spanish	SPAN
Speech	SP
Student Development	STDV
Supervision & Management	BUSM
Theatre Arts	TA
Varsity Sports-Men	VSM
Varsity Sports-Women	VSW
Vocational Nursing	VN
Work Experience, General	WEG
Work Experience, Occupational	WEV

KEY TO SUBJECTS

COURSE CODE.....SUBJECT

A	Astronomy
ABE	Adult Basic Education
ACR	Air Conditioning/HVAC
AGBU	Agriculture/Business
AGEH	Agriculture/Environmental Horticulture
AGPS	Agriculture/Plant Science
AJ	Administration of Justice
ANTH	Anthropology
ARCH	Architecture
ART	Art
ASC	Academic Skills Center
ASL	American Sign Language
AUTO	Advanced Transportation Technologies
AUTO	Automotive Technology
BI	Biology
BIT	Building Inspection Technology
BUAC	Business/Accounting
BUFI	Business/Finance
BUHM	Business/Hotel & Restaurant Management
BUMA	Business/Management
BUSM	Business/Supervision & Management
CART	Culinary Arts
CH	Chemistry
CIS	Computer Information Systems
CM	Construction Management
CS	Computer Science
DANC	Dance
DDP	Digital Design and Production
DRA	General Drafting/CAD
DSPS	Disabled Students Programs and Services
ECE	Early Childhood Education
ECON	Economics
EMS	English for Multilingual Students
EMT	Emergency Medical Technology
ENG	English/Composition
ENGR	Engineering
ESL	English as a Second Language (Credit)
ESLN	English as a Second Language (Noncredit)
FIRE	Fire Technology
FL	Foreign Language

COURSE CODE.....SUBJECT

FR	French
G	Geology
GEOG	Geography
GER	German
GOLF	Golf Management
HE	Health
HEC	Home Economics-Nutrition
HIST	History
HS	Health Sciences
HSAD	Human Services/Alcohol & Drug Studies
HUM	Humanities
ITAL	Italian
J	Journalism
JPN	Japanese
MATH	Mathematics
MC	Mass Communication
MUS	Music
N	Nursing
NR	Natural Resources
PE	Physical Education
PH	Physics
PHIL	Philosophy
PS	Political Science
PSY	Psychology
RDG	Reading
RE	Recreation
RESL	Reading English as a Second Language
RTV	Radio-Television
SOC	Sociology
SP	Speech
SPAN	Spanish
STDV	Student Development
TA	Theatre Arts
VN	Vocational Nursing
VSM	Varsity Sports-Men
VSW	Varsity Sports-Women
WEG	Work Experience, General
WEV	Work Experience, Occupational

ANY DEPARTMENT

DEPARTMENTAL SEMINARS

Departmental Seminars, designated as Course Number 48A, 48B, 48C (1, 2, and 3 units respectively) may be conducted by any department. They are designed to provide an opportunity for students to work in small groups with one or more instructors. The course provides the students an opportunity to participate and interact with their instructors and colleagues to extend their knowledge and understanding of some particular problem or topic within the general scope of departmental offerings which are not contained in scheduled courses.

The exact nature of the individual assignments depends upon the nature of the study and topic involved, but all seminar students are expected to complete at least one of the following: a project, field study, survey, written report, and/or term paper.

Seminars bring together active and retired personnel resources in the community to work with faculty and students to extend depth, imagination, and applicability to the programs of instruction. A maximum of six seminar units are accepted for the A.A. or A.S. Degree.

INDEPENDENT STUDY

Independent Study, designated as Course Number 49A, 49B, 49C (1, 2, and 3 units respectively) credit is given on a "lab" value basis (1 unit=54 hours, 2 units=108 hours, 3 units=162 hours) in which students work independently under the direction and guidance of the 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 Division office for further information.

ACADEMIC SKILLS CENTER

ASC-005 TUTOR TRAINING Units: ½

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

Lecture Hours: 4 Lab Hours: 16 Repeatable: No Grading: L

Prerequisite: Grade of C or better in course being tutored

Transfer Status: None

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

ASC-097 WRITING ACROSS THE CURRICULUM LAB Units: ½

Lecture Hours: 0 Lab Hours: 27 Repeatable: 3 Grading: K

ASC-098 WRITING ACROSS THE CURRICULUM LAB Units: 1

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

This is a self-paced, lab-based course that provides tutoring and computer-assisted instruction to help students improve their ability to compose essays and/or research papers. Students take this course to improve writing and editing skills and receive assistance in completing essay or research paper assignments from other academic courses. In other words, if a student is taking a history course, sociology course, etc. and needs help with essay or research paper assignments, this course will provide the help. It will not help with history or sociology, but it will help with writing effective and properly formatted papers for such courses. May be taken for a total of four times for credit.

Corequisite: Enrollment in a credit course

Transfer Status: None

Degree Applicable: NAA

COD GE: None

CSU GE: None

IGETC: None

ASC-100 SUPERVISED TUTORING Units: 0

Supervised Tutoring is an open entry/open exit environment where COD students with learning needs in academic subjects receive drop in tutoring, small group instruction, and computer-assisted or mediated instruction that supplements classroom instruction. A student does not have to register at formal registration. 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

See Business/Accounting (page 144)

ADMINISTRATION OF JUSTICE**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: ENG-050 *Advisory:* RDG-050
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C2 CSU GE: D0 IGETC: None

AJ-002 CRIMINAL LAW Units: 3

This is a study of the historical development, philosophy of law and constitutional provisions, definitions, classification of crimes, and their application to the system of administration of justice. It includes legal research, study of case law, methodology, and concepts of law as a social force.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Prerequisite: AJ-001
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

AJ-003 LEGAL ASPECTS OF 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
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

AJ-004 PRINCIPLES & PROCEDURES OF THE JUSTICE SYSTEM 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
 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
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C5 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
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

AJ-008 CONCEPTS OF ENFORCEMENT SERVICES 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
 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
 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
 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
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

AJ-017 NATURAL RESOURCES LAW ENFORCEMENT Units: 3

This course provides information relating to enforcement of natural resources and wildlife laws in the United States and California. Topics studied include the relationships between Federal and State natural resources and wildlife laws and regulations, laws as resource and wildlife management tools, conservation and perpetuation of wildlife and other natural resources, review of State and Federal resource management agencies, law enforcement officer qualifications, duties and responsibilities, enforcement procedures, court systems, fines and forfeitures, hunter safety program, public responsibilities, preservation of the environment and conservation of wildlife. (Equivalent to NR-017.)

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

AJ-051 PC 832 TRAINING Units: 3

This course provides the arrest and firearms portion for peace officers who do not possess a basic certificate awarded by the Commission on Peace Officer Standards and Training. Topics include basic laws of arrest and firearms, use of firearms, communication and arrest methods. Meets the curriculum standards of the Peace Officer Standards and Training (POST) required by Penal Code Section 832. Total of 64 hours as required by POST Certification.

Lecture Hours: 45 Lab Hours: 27 Repeatable: No Grading: L
Advisory: ENG-050
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

AJ-055 ADULT CORRECTIONAL OFFICER TRAINING Units: 11

The course introduces the student to adult corrections procedure, interviewing, counseling techniques, defensive tactics, public relations, and oral and written communications. Security and supervision techniques in adult institutions are stressed. The Adult Correctional Officer Training meets or exceeds the mandates of the California Board of Corrections and Rehabilitation. This course provides entry-level training for correctional officers.

Lecture Hours: 198 Lab Hours: 162 Repeatable: No Grading: K
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

AJ-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

AJ-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: AJ-061
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

AJ-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 of 394 hours as required by the POST Certification.

Lecture Hrs: 297 Lab Hrs: 108 Repeatable: No Grading: L
Prerequisite: AJ-062
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

AJ-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

AJ-071 BACKGROUND INVESTIGATION COURSE 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: 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

AJ-072 IDENTITY THEFT INVESTIGATION- BASIC COURSE Units: ½

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: 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

AJ-073 IDENTITY THEFT INVESTIGATION- ADVANCED COURSE Units: ½

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: AJ-072

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

AJ-074 FIELD TRAINING OFFICER COURSE - BASIC Units: 2½

This course is designed to provide the student with an understanding of the purpose of the field training program. This course will focus on the fundamentals of basic training in patrol concepts and procedures. This class is POST Certified and will be taught with the Riverside Sheriff Department's POST Certification. Total of 40 hours as required by POST Certification.

Lecture Hours: 45 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: 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

AJ-075 FIELD TRAINING OFFICER COURSE - UPDATE Units: 1½

This course is designed to provide the student with an overview of the current legal issues and responsibilities of the field training officer. The course will focus on vehicle pursuits, weapons update, building searches, prisoner restraints, and the use of force. This class is POST Certified and will be taught with the Riverside Sheriff Department's POST Certification. Total of 24 hours as required by POST Certification.

Lecture Hours: 27 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: AJ-074

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

AJ-076 CASINO-RELATED CRIME INVESTIGATION Units: ½

This course is designed for the patrol officer/deputy responding to gambling-related and casino/card room crimes and for the investigator assigned to investigate gambling-related offenses. This course will familiarize the law enforcement officer with the history of gaming in California, issues related to tribal casinos, crime trends in the gambling industry, investigative resources, evidence, as well as prosecutorial considerations in investigating gambling offenses. 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: 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

AJ-077 INTERVIEW & INTERROGATION Units: ½
COURSE - BASIC

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: 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

AJ-078 INTERVIEW & INTERROGATION Units: 2
COURSE - ADVANCED

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: AJ-077
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

AJ-079 COURTROOM TESTIMONY Units: ½
AND Demeanor

This course is designed to provide the student with an overview of the courtroom testimony process. The course will focus on courtroom dynamics, personal demeanor and the verbal presentation of factual information. This class is POST Certified and will be taught with the Riverside Sheriff Department's POST Certification. Total of 9 hours as required by POST Certification.

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

AJ-080 INTERNET UNDERCOVER Units: ½
**INVESTIGATIONS/
PEDOPHILES COURSE**

This course is designed to teach the student about Internet pedophiles and how to set up and establish an undercover operation to identify, apprehend, and prosecute them. The student will learn the basics of establishing an undercover Internet child profile and learn to identify and have conversations with Internet pedophiles. It is geared toward investigators who

are interested in sexual assault/child abuse cases, or Internet crimes against children.

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

AJ-081 CRIME SCENE Units: 1
INVESTIGATION COURSE

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: 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

AJ-082 FINGERPRINT, SPECIALIZED Units: 1
TECHNIQUE - LATENT

This course is designed to present a study of the scientific development of fingerprints and their retrieval. The course will focus on the identification, friction 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: 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

ADULT BASIC EDUCATION

ABE-300 ADULT BASIC EDUCATION Units: 0

This course is designed to provide basic skills instruction in reading, writing, math, and survival skills in everyday living.

Class Hours: Open Repeatable: Yes Grading: K
Transfer Status: None Degree Applicable: NONC
COD GE: None CSU GE: None IGETC: None

ABE-320A FUNDAMENTALS OF ENGLISH Units: 0

This course provides basic grammar skills which prepare students for high school completion and GED testing. Students prepare to pass the adult high school proficiency essay examination, the GED essay examination, or the college assessment test.

Class Hours: Open Repeatable: Yes Grading: K
Transfer Status: None Degree Applicable: NONC
COD GE: None CSU GE: None IGETC: None

ABE-332A WORLD HISTORY I Units: 0

This course covers major elements in Western Civilization related to the Modern World. Emphasis is placed upon prehistory and to 18th century cultures.

Class Hours: Open Repeatable: Yes Grading: K
 Transfer Status: None Degree Applicable: NONC
 COD GE: None CSU GE: None IGETC: None

ABE-332B WORLD HISTORY II Units: 0

This course covers major elements in Western Civilization related to the Modern World from the 18th century to today's world.

Class Hours: Open Repeatable: Yes Grading: K
 Transfer Status: None Degree Applicable: NONC
 COD GE: None CSU GE: None IGETC: None

ABE-334 U.S. CITIZENSHIP Units: 0

This course provides instruction of American History and United States Government in preparation for becoming a citizen of the United States.

Class Hours: Open Repeatable: Yes Grading: K
 Transfer Status: None Degree Applicable: NONC
 COD GE: None CSU GE: None IGETC: None

ABE-335A WORLD GEOGRAPHY I Units: 0

This course provides basic information on regions of the United States, Latin America, Europe, and Russia, emphasizing their geographical features.

Class Hours: Open Repeatable: Yes Grading: K
 Transfer Status: None Degree Applicable: NONC
 COD GE: None CSU GE: None IGETC: None

ABE-335B WORLD GEOGRAPHY II Units: 0

This course provides basic information on regions of Africa, the Middle East, Asia, and the Pacific, emphasizing their geographical features.

Class Hours: Open Repeatable: Yes Grading: K
 Transfer Status: None Degree Applicable: NONC
 COD GE: None CSU GE: None IGETC: None

ABE-342A,B PRACTICAL BASIC MATH I, II Units: 0

This course provides practical math skills from basic computation to simple equations. Self-instructional materials allow self-paced study.

Class Hours: Open Repeatable: Yes Grading: K
 Transfer Status: None Degree Applicable: NONC
 COD GE: None CSU GE: None IGETC: None

ABE-344A MATH FOR LIVING I Units: 0

The course helps students understand the concepts of basic math and how they apply to consumer skills necessary for life situations.

Class Hours: Open Repeatable: Yes Grading: K
 Transfer Status: None Degree Applicable: NONC
 COD GE: None CSU GE: None IGETC: None

ABE-344B MATH FOR LIVING II Units: 0

The course helps students to apply the concepts of basic math skills to everyday life situations.

Class Hours: Open Repeatable: Yes Grading: K
 Transfer Status: None Degree Applicable: NONC
 COD GE: None CSU GE: None IGETC: None

ABE-346A,B ALGEBRA I, II Units: 0

This course provides basic algebra skills including simple equations, use of formulas, exponents and factoring. Self-instructional material allows self-paced study.

Class Hours: Open Repeatable: Yes Grading: K
 Transfer Status: None Degree Applicable: NONC
 COD GE: None CSU GE: None IGETC: None

ABE-348A GENERAL SCIENCE Units: 0

This course is designed to provide students with the basic knowledge of science as related to themselves and their range of experiences.

Class Hours: Open Repeatable: Yes Grading: K
 Transfer Status: None Degree Applicable: NONC
 COD GE: None CSU GE: None IGETC: None

ABE-348B GENERAL SCIENCE Units: 0

This course is designed to provide students with an understanding of the forms of matter and energy that make up the physical universe.

Class Hours: Open Repeatable: Yes Grading: K
 Transfer Status: None Degree Applicable: NONC
 COD GE: None CSU GE: None IGETC: None

ABE-351A SCIENCE: LAND ANIMALS Units: 0

This high school level course provides the study and understanding of the origin of land animals.

Class Hours: Open Repeatable: Yes Grading: K
 Transfer Status: None Degree Applicable: NONC
 COD GE: None CSU GE: None IGETC: None

ABE-351B SCIENCE: WATER LIFE Units: 0

This course provides for the study and understanding of the origin of water life.

Class Hours: Open Repeatable: Yes Grading: K
 Transfer Status: None Degree Applicable: NONC
 COD GE: None CSU GE: None IGETC: None

ABE-361A FINE ARTS: ART Units: 0

This course teaches the student the history of art through the perspective of artists from around the world. The course focuses not only on the artists' work but also on various biographical facts of the artist.

Class Hours: Open Repeatable: Yes Grading: K
 Transfer Status: None Degree Applicable: NONC
 COD GE: None CSU GE: None IGETC: None

ABE-361B FINE ARTS: MUSIC Units: 0

This course familiarizes the student with the different forms of music and provides a survey of the history of music.

Class Hours: Open Repeatable: Yes Grading: K
Transfer Status: None Degree Applicable: NONC
COD GE: None CSU GE: None IGETC: None

ABE-361C FINE ARTS: THEATER Units: 0

This course introduces and familiarizes the student with the various forms of theatrical performances.

Class Hours: Open Repeatable: Yes Grading: K
Transfer Status: None Degree Applicable: NONC
COD GE: None CSU GE: None IGETC: None

ABE-364 GED TEST PREPARATION Units: 0

This course is designed to prepare students for the GED examination. This course may be repeatable up to 3 times in order for the students to successfully get through the 5 GED tested disciplines.

Class Hours: Open Repeatable: Yes Grading: K
Transfer Status: None Degree Applicable: NONC
COD GE: None CSU GE: None IGETC: None

ABE-368A BEGINNING TYPING - KEYBOARDING I Units: 0

This course focuses on basic keyboarding skills using a computer. Students learn all keys on the keyboard by using a computerized exercise program and start assignments in the text.

Class Hours: Open Repeatable: Yes Grading: K
Prerequisite: ESLN Level 3
Transfer Status: None Degree Applicable: NONC
COD GE: None CSU GE: None IGETC: None

ABE-376A ADVANCED TYPING - KEYBOARDING I Units: 0

This course focuses on the proper setup of business letters, memos, reports and tables for students who have learned the typewriter keyboard. Students also learn vertical and horizontal centering. While learning these typing skills, students will continue to build both speed and accuracy.

Class Hours: Open Repeatable: Yes Grading: K
Prerequisite: ABE-368A and ESLN Level 3
Transfer Status: None Degree Applicable: NONC
COD GE: None CSU GE: None IGETC: None

ABE-391A HEALTH ISSUES I Units: 0

This course provides information on health issues with emphasis on methods for coping and guidelines for planning good health.

Class Hours: Open Repeatable: Yes Grading: K
Transfer Status: None Degree Applicable: NONC
COD GE: None CSU GE: None IGETC: None

ABE-391B HEALTH ISSUES II Units: 0

This course provides information on health issues with emphasis on substance abuse, prevention of diseases, and recognition of warning signs

Class Hours: Open Repeatable: Yes Grading: K
Transfer Status: None Degree Applicable: NONC
COD GE: None CSU GE: None IGETC: None

AGRICULTURE/Business

AGBU-059A LEADERSHIP Units: 1

This course emphasizes basic principles of group and personal leadership for students within applied technology areas. Students study parliamentary procedure, organizational structure and meeting formats. Opportunities are provided for students to develop leadership skills, such as planning, communication, facilitation and problem solving through small group and formal meeting settings. In addition, concepts of personal leadership are explored including: mission statements, defining roles, goal setting, time management, weekly planning and self-evaluation.

Lecture Hours: 18 Lab Hours: 0 Repeatable: No Grading: L
Advisory: ENG-050

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

AGBU-059B CAREERS Units: 1

This course emphasizes basic methods for enhancing one's success when seeking employment. Students study strategies for locating potential employers, completing applications, preparing resumes and interviewing techniques. Opportunities are provided for students to experience the interview process.

Lecture Hours: 18 Lab Hours: 0 Repeatable: No Grading: L
Advisory: ENG-050

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

AGRICULTURE/Environmental Horticulture

AGEH-001 HORTICULTURE Units: 3

A general course in Environmental Horticulture with emphasis on nursery operations, landscaping, and turfgrass management. Topics include basic botany, cultural practices, propagation, structures and layout, pest management, planting, container gardening and houseplants, plant identification, turfgrass installation and care, and survey of career opportunities.

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

Prerequisite: ENG-050
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: C1 CSU GE: B2 IGETC: None

AGEH-001L HORTICULTURE LABORATORY Units: 1

This laboratory is the companion of AGEH-001. It is intended to provide an introduction to basic horticultural skills as well as direct experience with horticultural operations. Included are: plant propagation, tree and shrub pruning, transplanting, nursery practices, landscape practices, and the use of pesticides and fertilizers.

Lecture Hours: 0 Lab Hours: 54 Repeatable: No Grading: L
Advisory: Concurrent enrollment or prior completion of AGEH-001

Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: C1 CSU GE: B3 IGETC: None

AGEH-004 TURFGRASS MANAGEMENT Units: 2

This course introduces the basic turfgrass principles used in the maintenance of turfgrass areas. It covers the major factors in turfgrass management which control the quality of grass. Emphasis is placed on management practices used to produce a good turfgrass area in a desert environment.

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

Prerequisite: ENG-050

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

AGEH-004L TURFGRASS MANAGEMENT LABORATORY Units: 1

This laboratory is intended to supplement AGEH-004 by providing laboratory and field experiences in turfgrass management subject areas.

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

Prerequisite: AGEH-004 or concurrent enrollment

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

AGEH-005 ORNAMENTAL PLANT IDENTIFICATION Units: 3

This course first acquaints the student with the principles of plant taxonomy and the descriptive language necessary to discuss plants accurately. It then goes on to introduce 210 species of perennials, interior plants, vine, ground covers, and succulents for California's low elevation deserts. Each plant is covered with respect to its identification, growth habits, culture, use and pests.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Advisory: ENG-050

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

COD GE: None CSU GE: None IGETC: None

AGEH-008 LANDSCAPE MANAGEMENT Units: 3

This course prepares students to enhance the function and aesthetic value of public and private landscapes by applying appropriate management skills and techniques. Topics include planting, pruning, irrigation, soil fertility, turf, pest management, weed control, and landscape management business practices.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Advisory: AGEH-001

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

AGEH-009 LANDSCAPE PLANNING AND DESIGN Units: 3

This course covers skills necessary to analyze human use of outdoor spaces and provide design solutions that best fit people into the developed landscape. Emphasis is placed on residential and commercial properties landscape designs.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Advisory: AGEH-001 or AGPS-005

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

AGEH-016 ARBORICULTURE Units: 2

This course addresses all aspects of tree care. Students learn the morphology, anatomy and physiology of trees. Topics include: plant interactions with soil, air, water, and micro and macro-organisms; human intervention, including pruning, planting, climbing, fertilization, watering, pest control, vandalism and aesthetics. Class instruction prepares students for the International Arborists Certification Exam.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L

Advisory: AGEH-001 or AGPS-005

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

AGEH-020 LANDSCAPE CONSTRUCTION Units: 2

This course covers the fundamentals of landscape construction, including soil preparation, paving and construction materials, hand and power tool use, turf and plant installation, plan reading, estimating and bid preparation.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L

Advisory: AGEH-001 or AGPS-005

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

AGEH-024 ADVANCED TURFGRASS MANAGEMENT Units: 3

This course uses the basic principles of turfgrass science learned in the introductory turfgrass management courses; those principles are applied to golf course maintenance procedures. Golf course operational procedures for the desert environment are emphasized.

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

Prerequisite: AGEH-004

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

Prerequisite: ENG-050

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

AGEH-030 LANDSCAPE EQUIPMENT Units: 2

This course covers principles and practices in the maintenance, operation and selection of equipment and power units used in the horticultural field.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: ENG-050

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

AGEH-033 GOLF CAR MAINTENANCE Units: 2

Preventive maintenance of golf cars will be studied with an emphasis on batteries and electric switches. Laboratory experience in the maintenance of both electric and gasoline golf cars is included.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: ENG-050

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

AGEH-034 GOLF COURSE MANAGEMENT Units: 3

This course involves the maintenance and operation of golf courses. It includes the study of equipment, scheduling of maintenance, and directing the staff in the maintenance of golf courses. Heavy emphasis is placed in developing a basic understanding of the turfgrass principles required to produce a championship golf course.

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

Prerequisite: ENG-050

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

AGEH-035 INTRODUCTION TO WATER SYSTEMS TECHNOLOGY Units: 3

A basic course in water distribution and treatment covering water quality control practices, water sources, public health aspects of water treatment, filtration, corrosion and disinfection, water system operation and maintenance, valve pipes, pumps and meters. The materials covered in this course will be helpful to those preparing for a D-1 and D-2 Water Distribution Operator's Certificate Examination given by the State of California.

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

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

AGEH-046 LANDSCAPE IRRIGATION SYSTEMS Units: 2

This course provides the students with information necessary to design, install, and maintain landscape irrigation systems. Plan reading, design, materials, equipment, installation, troubleshooting, and cost estimating are addressed.

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

Prerequisite: ENG-050 and MATH-057

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

AGEH-046L LANDSCAPE IRRIGATION SYSTEMS LABORATORY Units: 1

This laboratory is intended to supplement the Landscape Irrigation Systems course (AGEH-046) by providing laboratory and field experiences in landscape irrigation subject areas.

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

Prerequisite: AGEH-046 or concurrent enrollment

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

AGRICULTURE/Plant Science**AGPS-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

Prerequisite: ENG-050 and MATH-057

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

AGPS-002 ENTOMOLOGY-GENERAL AND APPLIED Units: 4

This course is a study of insects including external and internal structures, major life systems, growth and development, classification, ecology, behavior, economic importance, and an overview of pest management. Suggested for Biological Science General Education Requirements.

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

Prerequisite: ENG-050 *Advisory:* RDG-050

Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: C1 CSU GE: B2, B3 IGETC: 5B

AGPS-005 PLANT SCIENCE Units: 3

This course offers an opportunity to learn the basic structure and function of plants, their place in the world of human activity and the methods used to manipulate the botanical world to human advantage. Students can expect to be exposed to plant anatomy, morphology and physiology as well as such practical matters as plant propagation, pruning and fertilization.

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

Prerequisite: ENG-050

Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: C1 CSU GE: B2 IGETC: 5B

AGPS-005L PLANT SCIENCE LAB Units: 1

This laboratory is the companion of AGPS-005. It is intended to provide an introduction to some biological science procedures as well as direct experience with horticultural operations. Included are: plant propagation, pruning, anatomy, morphology, taxonomic keys, transplanting and plant use and pesticides.

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

Advisory: Concurrent enrollment or prior completion of AGPS-005

Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: C1 CSU GE: B3 IGETC: 5B

AGPS-032 PESTICIDE LAWS & REGULATIONS Units: 2

This course covers state and federal laws regulating the use of pesticides and prepares students to take California's Certified Applicator examinations. Proper and safe methods of applying agricultural chemicals are discussed, along with procedures for

calculating the amount of material needed. In addition, students study alternative pest control methods.

Lecture Hours: 36 Lab Hours: 0 Repeatable: No Grading: L
Advisory: ENG-050
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

AIR CONDITIONING/HVACR

ACR-060 AIR CONDITIONING/REFRIGERATION I Units: 3

This course introduces students to the mechanical refrigeration cycle and its components. The use of specialized tools, instruments and service procedures for installation, maintenance and repair of air conditioning and refrigeration equipment are also covered.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L
Advisory: ENG-050, MATH-057 and concurrent enrollment in ACR-064
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ACR-061 AIR CONDITIONING/REFRIGERATION II Units: 3

Basic types of compressors are introduced. This course covers operation of condensers within the refrigeration system. Basic evaporation process is studied. Metering devices are included with an emphasis on the specifics of modulating and fixed orifice controls. Laboratory experience provides the student an opportunity to practice the methods and techniques presented in the classroom.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L
Advisory: ENG-050, MATH-057, ACR-060, and ACR-064
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ACR-062 AIR CONDITIONING III Units: 3

This course covers air conditioning controls, refrigeration cycle accessories, heat pump theory, defrost, troubleshooting heat pumps, troubleshooting residential cooling system, evaporative cooling, air duct sizing and venting.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Advisory: ACR-061
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ACR-063 AIR CONDITIONING IV Units: 3

This course emphasizes air properties (psychrometrics) and air measurements, air conditioning tune-up, troubleshooting air conditioning systems, compressor and condenser replacement and charging procedures.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Advisory: ACR-061
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ACR-064 AIR CONDITIONING/REFRIGERATION ELECTRICITY I Units: 3

This course introduces basic theory of electricity and electronics, skills needed to install and service electrical circuits of air conditioning and refrigeration systems. Also, components and symbols, wiring diagrams and wiring diagram exercises are included.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L
Advisory: ENG-050, MATH-057 & concurrent enrollment in ACR-060
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ACR-065 AIR CONDITIONING/REFRIGERATION ELECTRICITY II Units: 3

This course introduces the procedures, techniques and instruments utilized for troubleshooting the motors, circuitry and control elements for air conditioning and refrigeration equipment. Variations in control systems, including solid state, are described and analyzed.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L
Advisory: ENG-050, MATH-057, and ACR-064
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ACR-066 AIR CONDITIONING LOAD ESTIMATING Units: 1

This course presents techniques for determining heating and cooling loads on residential and light commercial buildings. Industry accepted ACCA, Manual J for residential load estimating and the ACCA, Manual N for commercial load estimating with the appropriate forms are used.

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

ACR-068 AIR DISTRIBUTION SYSTEMS Units: 1

This course provides the techniques and procedures used in layout, sizing and material estimating for residential and light commercial duct systems.

Lecture Hours: 18 Lab Hours: 0 Repeatable: No Grading: L
Advisory: ACR-060 and ACR-066
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ACR-074 AIR CONDITIONING/REFRIGERATION SYSTEM ACCESSORIES Units: 2

This course provides descriptions of the operation, installation, service and repair of accessory equipment commonly used to improve operating performance, to enhance efficiency or to provide operational flexibility of air conditioning systems.

Lecture Hours: 36 Lab Hours: 0 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-081 HEATING I Units: 2

This course presents the basic principles of physics, chemistry and engineering involved in the concept of gas-fired furnaces. Students are introduced to gas heating, principles of gas combustion, gas furnaces, gas burners and gas controls.

Lecture Hours: 27 Lab Hours: 27 Repeatable: No Grading: L

Prerequisite: ACR-060 and ACR-064, or 2 years trade experience

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

ACR-082 HEATING II Units: 2

In this course, students are introduced to gas ignition systems, safety and operating controls, installation practices, ventilation and combustion air and gas troubleshooting.

Lecture Hours: 27 Lab Hours: 27 Repeatable: No Grading: L

Prerequisite: ACR-081

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

ALCOHOL & DRUG STUDIES**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

Prerequisite: 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

Prerequisite: ENG-050

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: ENG-050

Corequisite: HSAD-001 or prior completion

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

HSAD-020 BIOMEDICAL-PHARMACOLOGY Units: 3

This course investigates the effects of alcohol and drugs on human behavior. Models and biomedical principles of the disease process and treatment are presented. Interpretations and evaluations of the strategies utilized in recovery by various treatment modalities are studied. This is a required course for the Alcohol and Drug Studies Certificate.

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

Prerequisite: ENG-050

Corequisite: HSAD-001 or prior completion

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

Prerequisite: HSAD-002

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

HSAD-024 LAW AND ETHICS: COMMUNITY RESOURCES Units: 3

This course is the study, interpretation, and practice of legal and ethical responsibilities and liabilities encountered when providing and utilizing human services. Special focus is placed on privileged relationships, counseling, and confidentiality. It also deals with community agencies responsible for outreach, education, and referrals. This is a required course for the Alcohol and Drug Studies Certificate.

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

Prerequisite: ENG-050

Corequisite: HSAD-001 or prior completion

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

HSAD-030 INDIVIDUAL, GROUP, AND FAMILY COUNSELING Units: 3

This is a survey course that addresses the differences and similarities of individual and group counseling with special emphasis on the functional alcohol/drug family situations. It traces the development of individual and group counseling and explores its dynamics. It interprets and assesses the impact on individuals and on their relationships. In addition, it interprets and assesses the impact on society and on its institutions. Practical strategies and experiential exercises are utilized. Skills development in counseling the family unit is addressed. This is a required course for the Alcohol and Drug Studies Certificate.

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

Prerequisite: ENG-050

Corequisite: HSAD-001 or prior completion

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

HSAD-032A SUPERVISED PRACTICUM I Units: 2

This course gives direction, interpretation, guidance, and evaluation to assist the student in making the transition from the college to job placement via the Supervised Internship I (HSAD-033A). Values, knowledge, and skills applied in the practical setting are essential to professional dependency counseling. Special attention is given to individual, group, and family approaches to counseling. This is a required course for the Alcohol and Drug Studies Certificate.

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

Prerequisite: Eight (8) HSAD core courses

Corequisite: HSAD-033A

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

HSAD-032B SUPERVISED PRACTICUM II Units: 2

This course concludes the work begun in Supervised Practicum I (HSAD-032A). This is a required course for the Alcohol and Drug Studies Certificate.

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

Prerequisite: HSAD-032A

Corequisite: HSAD-033B

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

HSAD-033A SUPERVISED INTERNSHIP I Units: 3

This course is a supervised fieldwork internship that actively involves students at a supervised chemical dependency service site. Students apply and integrate the values, knowledge, and skills learned in the classroom through direct, hands-on experience in the area of chemical dependency counseling. Special attention is given to individual, group, and family counseling. This is a required course for the Alcohol and Drug Studies Certificate.

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

Prerequisite: Eight (8) HSAD core courses

Corequisite: HSAD-032A

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

HSAD-033B SUPERVISED INTERNSHIP II Units: 3

This course concludes the field work begun in Supervised Internship I (HSAD-033A). This is a required course for the Alcohol and Drug Studies Certificate.

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

Prerequisite: HSAD-033A

Corequisite: HSAD-032B

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

HSAD-034 DUAL DIAGNOSIS Units: 3

This course prepares the student to meet the challenge to mental health workers and substance abuse counselors in dealing with clients who have psychiatric disorders coexisting with drug dependency. The focus is on the diagnosis, assessment, treatment and aftercare of such clients. This is a required course for the Alcohol and Drug Studies Certificate.

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

Prerequisite: ENG-050

Corequisite: HSAD-001 or prior completion

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-001 ELEMENTARY AMERICAN SIGN LANGUAGE Units: 5**

This course presents the fundamentals of American Sign Language in a fast-paced intensive method. ASL is a language that requires visual and manual dexterity skills. Students learn basic grammar and vocabulary of ASL while completing readings on the history of the Deaf from ancient times to current. History's impact on modern American Deaf culture and education is explored. Lectures are primarily conducted in ASL. Completion of ASL-001A and ASL-001B is equivalent to ASL-001.

Lecture Hours: 90 Lab Hours: 18 Repeatable: No Grading: L

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

COD GE: C3 CSU GE: C2 IGETC: 6A

ASL-001A ELEMENTARY AMERICAN SIGN LANGUAGE Units: 3

This course presents the fundamentals of American Sign Language. ASL is a language that requires visual and manual dexterity skills. Students learn basic grammar and vocabulary of ASL while completing readings on the history of the Deaf from ancient times to current. History's impact on modern American Deaf culture and education is explored. Completion of ASL-001A and ASL-001B is equivalent to ASL-001.

Lecture Hours: 54 Lab Hours: 18 Repeatable: No Grading: L
Transfer Status: CSU/UC* Degree Applicable: AA/AS
COD GE: C3 CSU GE: C2 IGETC: None

ASL-001B ELEMENTARY AMERICAN SIGN LANGUAGE Units: 3

This course builds upon the fundamentals learned in the previous course. Lectures are primarily conducted in ASL. Students' understanding of ASL grammar and vocabulary is expanded, while completing readings on Deaf culture, written from the Deaf American perspective. Completion of ASL-001A and ASL-001B is equivalent to ASL-001.

Lecture Hours: 54 Lab Hours: 18 Repeatable: No Grading: L
Prerequisite: ASL-001A
Transfer Status: CSU/UC* Degree Applicable: AA/AS
COD GE: C3 CSU GE: C2 IGETC: 6A

ASL-002 ELEMENTARY AMERICAN SIGN LANGUAGE Units: 5

This course continues to develop material introduced in ASL-001. Increasingly complex grammar and vocabulary are introduced. Culturally appropriate language structures for a variety of situations are taught. Students examine potential sources of cross-cultural miscommunication, and learn to negotiate a cross-cultural signing environment. ASL's historic and contemporary importance to Deaf culture is studied. Completion of ASL-002A and ASL-002B is equivalent to ASL-002.

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 ASL-002. Students expand their sign vocabulary and idioms, develop normal conversational speed, express and receive complex ASL sentences, comprehend ASL narratives and literature, 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 or ASL-002B
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: C3 CSU GE: C2 IGETC: 3B*, 6A*

ASL-004 INTERMEDIATE AMERICAN SIGN LANGUAGE Units: 4

This course continues to develop material introduced in ASL-003. Students demonstrate mastery of ASL vocabulary, complex ASL sentences and fingerspelled loan signs. Students attain conversational speed in fingerspelling. Students comprehend, examine, and discuss ASL literature. Sensitivity to Deaf cultural issues will be extended through the study of Deaf cultural texts and related concepts. The ability to navigate Deaf culture will be demonstrated in the classroom and the Deaf community.

Lecture Hours: 72 Lab Hours: 18 Repeatable: No Grading: L
Prerequisite: ASL-003
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: C3 CSU GE: C2 IGETC: 3B*, 6A*

ANTHROPOLOGY**ANTH-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, C5 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, C5 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

ANTH-004 PREHISTORY & ETHNOGRAPHY OF SOUTHERN CALIFORNIA INDIANS Units: 3

This course is a survey of the native peoples and cultures of Southern California from the earliest evidence of their archaeological remains to the present. Topics explored include aspects of technology, subsistence, land use, social and political organization, religion and the historic impact on these groups by non-Indians. Ethnographic accounts written by Cahuilla, Serrano, Juaneno, Luiseno, Diegueno, Mojave and Colorado River Tribes are examined.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Advisory: ENG-050 and RDG-051
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C2, C5 CSU GE: None IGETC: None

ARCHITECTURE**ARCH-001 INTRODUCTION TO ARCHITECTURAL PROFESSIONS Units: 3**

This course provides students with an overview of professional occupations in Architecture, Construction Management, Building Inspection Technology, City and Regional Planning, Architectural Engineering and Landscape Architecture.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Prerequisite: ENG-050
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ARCH-002 MATERIALS OF CONSTRUCTION Units: 4

This course is an introduction to construction materials and processes. Lab demonstrations in construction techniques and field trips to construction sites will be utilized to assist students' understanding of construction principles and practices. Emphasis on the selection of materials in a design context will help develop students' spatial and three dimensional skills.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No Grading: L
Prerequisite: ENG-050
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ARCH-003A ARCHITECTURAL PRACTICE I Units: 3

This is an introductory course in wood construction methods and processes. It focuses on the use of drafting tools, office equipment and references to assist in selection and drawing of architectural details, including foundation, floors, walls and roofs.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L
Prerequisite: DRA-001 *Advisory:* ARCH-002
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ARCH-003B ARCHITECTURAL PRACTICE II Units: 3

This is an advanced drafting course and a continuation of the content and issues introduced in ARCH-003A which includes the development of site plan, floor plans, exterior elevations, roof plan, sections and architectural details. In addition, this course also incorporates a comprehensive study of the development of construction documents.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L
Prerequisite: ARCH-003A
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ARCH-005A INTRODUCTION TO DRAWING AND PERSPECTIVE (formerly ARCH-005) Units: 3

This course is the first in a series of **two** graphics courses. It is an introduction to basic techniques used for graphic communication in the design profession. It includes the study of orthographic and isometric projections, mechanical and freehand perspectives, shading, shadows and reflection. Students begin the process of compiling work to implement into a comprehensive portfolio.

Lecture Hours: 18 Lab Hours: 108 Repeatable: No Grading: L
Prerequisite: ARCH-003A
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ARCH-005B ARCHITECTURAL DELINEATION (formerly ARCH-006) Units: 3

This course is a continuation of ARCH-005A. It focuses on drawing and sketching as a communication tool in the field of environmental design. Student development of basic skills in architectural illustration and proper use of various drawing media are emphasized. Students finalize the design portfolio in preparation for employment or for admission to a transfer institution.

Lecture Hours: 18 Lab Hours: 108 Repeatable: No Grading: L
Prerequisite: ARCH-005A
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ARCH-008 ARCHITECTURAL DESIGN FUNDAMENTALS I Units: 3

This course is an introductory study of design problems in three dimensions. The concept of space, form, structure, color and materials are studied in addition to the universal principles common to all design disciplines. This course focuses on the analysis of design techniques, and exercises to develop students' skills.

Lecture Hours: 18 Lab Hours: 108 Repeatable: No Grading: L
Prerequisite: ARCH-003A
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

**ARCH-009 ARCHITECTURAL DESIGN
FUNDAMENTALS II Units: 3**

This is the second in a three-semester sequence of design courses. This course is a case-study application of design theories of the 20th Century and their impact on contemporary spatial and conceptual ideas permeating architecture, art and the environment.

Lecture Hours: 18 Lab Hours: 108 Repeatable: No Grading: L
Prerequisite: ARCH-008
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

**ARCH-010 ENVIRONMENTAL CONTROL
SYSTEMS Units: 3**

This course is an introduction to the physical relationships between people and their environment. It includes a study of the physical phenomena of heat, light, and sound. This course also examines the climatological relationship between vernacular building solutions and the natural conditioning systems of architecture.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L
Prerequisite: ARCH-002
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

**ARCH-011 ARCHITECTURAL BLUEPRINT
READING Units: 3**

This course is a study of basic information for reading blueprints and construction drawings. It is designed for those who must assimilate information found in working drawings and specifications.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Prerequisite: ENG-050 *Advisory:* 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
Prerequisite: ENG-050
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C5 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-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
Prerequisite: ENG-050
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C3, C5 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

Prerequisite: ENG-050

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C3, C5 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

Prerequisite: ENG-050

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C3 CSU GE: C1

IGETC: 3A

**ART-002D HISTORY OF POSTMODERN ART Units: 3
(Art Since 1960)**

This course examines the art of Europe and America from 1960 to the present. Illustrated lectures and on-sight viewing of art works focus on significant movements in painting, sculpture, and architecture of this period which include Pop Art, Op Art, Earth Works, Performance Art, Graffiti Art, Installation Art, Conceptual Art, Environmental Art, New Realism, ethnicity and gender issues.

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

Advisory: ENG-050

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C3 CSU GE: C1

IGETC: 3A

ART-003A BASIC DESIGN AND COLOR Units: 3

This course is an introduction to the fundamentals of two dimensional design. Through hands-on assignments, various traditional and contemporary design techniques are covered which include the use of pencil, paper and paint. Mixed media applications are introduced at the end of the course. Throughout the course, emphasis is placed on the study and use of basic visual elements of line, shape, texture, space, time and color theory and on organizational principles of compositional structure and concept development. These techniques enable the students to gain experience in organizing their thoughts in solving design problems and to communicate visual images as creative statements.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C3 CSU GE: C1

IGETC: None

ART-004 THREE-DIMENSIONAL DESIGN Units: 3

This course investigates the factors determining the designs of both utilitarian and non-utilitarian objects. Through a study of mass, volume, space and shape, students gain experience solving three-dimensional design problems. A variety of materials are studied through projects in construction, modeling and casting. This course is offered in Spring semester only.

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 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 are investigated through 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 LIFE DRAWING Units: 3

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 DESIGN AND COLOR Units: 3

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 explores the basic techniques of the ceramic art form. It includes hand building and throwing on the potter's wheel. Emphasis is on the understanding of the media of clay, the appreciation of basic ceramic forms, basic glazing techniques, and the development of personal expression.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

ART-007B INTERMEDIATE CERAMICS Units: 3

This course expands student knowledge and expertise in the technologies of the ceramic art form. Students study intermediate pottery forming techniques, glaze formulation and glaze making, kiln loading and firing techniques, intermediate pottery decoration and embellishing techniques. The student has an opportunity to further explore his/her personal creative style.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: ART-007A

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

ART-007C ADVANCED CERAMICS I Units: 3

This course provides an opportunity for intermediate to advanced ceramic students to work in specific areas of ceramics. Students study advanced pottery forming techniques, glaze formulation and glaze making, kiln loading and firing techniques, advanced pottery decoration and embellishing techniques. The student has an opportunity to further explore his/her personal creative style.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: ART-007B

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

ART-007D ADVANCED CERAMICS II Units: 3

In this course students have the opportunity to perfect their personal creative ceramic making styles. This course provides an opportunity for advanced students to work in specific areas of ceramics. Students study advanced pottery forming techniques, glaze formulation and making, kiln loading and kiln firing techniques, advanced pottery decoration and embellishment techniques.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: ART-007C

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 the rich cultural philosophies of the Japanese and American Raku ceramic art form. Students study 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. Students study the Japanese Tea ceremony as it relates to the art of Raku. The student has an opportunity to explore his/her personal creative style.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: ART-007A

Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: C3,C5 CSU GE: None IGETC: None

ART-007G BEGINNING CERAMICS CRYSTAL GLAZES Units: 3

This course explores the history and formation of crystalline glazes on porcelain clay bodies. Students create forms with porcelain clay and develop and apply crystal glazes in a variety of kiln atmospheres and temperatures. Students enhance their own personal creative style.

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-007H INTERMEDIATE TO ADVANCED CERAMICS CRYSTAL GLAZES Units: 3

In this course students build on skills learned in the Crystal Glaze class. This course further explores the history and development of crystalline ceramic forms with variety of porcelain clay bodies. Students create complex forms and develop and apply crystal glazes in a variety of kiln atmospheres and temperatures. This course also explores the use of after-firing techniques such as the use of lusters, horsehair, and fuming. Students further enhance their own personal creative style. May be taken a total of three times for credit.

Lecture Hours: 36 Lab Hours: 54 Repeatable: 2 Grading: L

Prerequisite: ART-007G

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

ART-007I INTERMEDIATE TO ADVANCED RAKU CERAMICS Units: 3

This course allows students to explore primitive firing techniques. Students explore the differences between the primitive firing processes of the Japanese, Native American, and contemporary Eastern and Western cultures. Advanced Raku kiln loading and firing techniques, together with the rich cultural philosophies of the Japanese and American Raku ceramic art forms are also studied. Students further explore their personal creative style. 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 photo printmaking and non-toxic printmaking processes. Emphasis is placed on composition theory, print quality, and concept. These techniques enable the student to communicate visual images as creative statements.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

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

ART-009B INTERMEDIATE TO ADVANCED PRINTMAKING Units: 3

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

Prerequisite: ENG-050

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

COD GE: C3,C5 CSU GE: C1 IGETC: 3A

ART-011A SCULPTURE Units: 3

This is a basic course in the principles, theories and techniques of sculpture. Students explore three-dimensional forms with a variety of materials and techniques. Additive, subtractive, and assemblage formats are explored.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Advisory: ART-004

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

COD GE: None CSU GE: None IGETC: None

ART-011B SCULPTURE Units: 3

This is an intermediate course in the principles, theories, and techniques of sculpture. Students explore three-dimensional forms with an emphasis in the additive process and mold making.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: ART-011A

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

COD GE: None CSU GE: None IGETC: None

ART-011C SCULPTURE Units: 3

This is an advanced course in the principles, theories, and techniques of sculpture. Students explore three-dimensional forms with an emphasis in the subtractive process.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: ART-011B

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

COD GE: None CSU GE: None IGETC: None

ART-011D SCULPTURE Units: 3

This course offers special studies of advanced sculptural problems. Student assignments encourage creativity through individual expression and portfolio development.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: ART-011C

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

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

This is an intermediate to advanced course in the study of screen printing. Students study a variety of stencil techniques, materials, and equipment. Students build competence in screen printing skills and aesthetics. With faculty guidance, mastering these skills will lead towards development of 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-018 INTRODUCTION TO ART AND MUSIC Units: 3

Students examine parallels in ideas and organizational methods found in art and music of the Western World. A comparison is made of major developments of styles with an emphasis on the roles of the visual and aural arts in society from the Middle Ages to the present. (Equivalent to HUM-018 and MUS-018.)

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

Prerequisite: ENG-050

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

COD GE: C3 CSU GE: C1 IGETC: 3A

ART-018A BEGINNING PAPERMAKING Units: 3

This course in two and three dimensional papermaking compares Eastern and Western papermaking techniques and their cultural influences. Students explore different technical methods and philosophical approaches of hand papermaking leading to uses of the medium as an art form.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: C3,C5 CSU GE: None IGETC: None

ART-018B INTERMEDIATE TO ADVANCED PAPERMAKING Units: 3

This course continues with Eastern and Western multi-cultural aspects of papermaking techniques. Instruction is given to encourage development of a personal style reflecting either an Eastern or Western technique in hand papermaking and aesthetic perspective. An emphasis on hand papermaking as an art form focuses on Eastern philosophy and Western culture. Historical applications of hand papermaking and the book are studied. May be taken for a total of three times for credit.

Lecture Hours: 36 Lab Hours: 54 Repeatable: 2 Grading: L

Prerequisite: ART-018A

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

ART-020A BEGINNING CERAMIC SCULPTURE Units: 3

This course explores the basic techniques of the ceramic sculptural art form. Emphasis is on the understanding of the medium of clay, the appreciation of the basic ceramic sculpture modeling processes and glazing techniques. The students will also begin to explore their own personal expression in clay.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Advisory: ART-007A

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

COD GE: None CSU GE: None IGETC: None

ART-020B INTERMEDIATE 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-in-wet, direct painting and layering techniques. Throughout the course, emphasis is placed on the use of basic visual elements, organizational principles of compositional structure, color theory and concept development. These techniques enable the student to communicate visual images as creative statements. Historical applications of watercolor techniques and different conceptual approaches to painting are studied. Basic drawing skills are recommended.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Advisory: ART-001A or ART-003A

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

COD GE: None CSU GE: None IGETC: None

ART-021B PAINTING/INTERMEDIATE TO ADVANCED WATERCOLOR Units: 3

This is an intermediate to advanced course in the methods of transparent, opaque and mixed media watercolor painting. 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, under and over painting, palette knife and wet-on-wet painting. Using quick oil sketches throughout the course, emphasis is placed on the use of basic visual elements, organizational principles of compositional structure, color theory and concept development. These techniques enable the student to communicate visual images as creative statements. Historical applications of oil painting techniques and different conceptual approaches to painting are studied. Basic drawing skills are recommended.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Advisory: ART-001A or ART-003A

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

COD GE: None CSU GE: None IGETC: None

ART-023B 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
Advisory: 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 in art museum and gallery education. It provides training for those who desire careers in museum education and expertise in the use of museums as education resources for school educators. It also provides basic information for artists who wish to display work in a gallery. The course consists of organizing and designing exhibitions, and the proper caring and handling of works of art.

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: ENG-050 and completion of 12 units in ART, or instructor's permission

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

ART-030A BEGINNING BLACK & WHITE PHOTOGRAPHY Units: 3

This is an introductory course in black and white photography. Basic camera and laboratory techniques are studied, including camera operation, film exposure, film developing, printing, and dry mounting of finished work. Emphasis is placed on composition theory, print quality, concept, and design throughout the course. These techniques enable the student to communicate visual images as creative photographic statements. A 35mm film camera with manually adjustable f-stops and shutter speeds is required.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

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

ART-030B INTERMEDIATE PHOTOGRAPHY Units: 3

This course integrates digital capture with traditional film processing and printing. In this intermediate level course students strengthen technical skills and further explore photography as a means of creative expression and communication. Students develop a greater mastery of exposure and learn archival printing techniques and professional methods of print presentation. Medium format film cameras, digital SLR cameras, studio lighting, and experimental methods of photographic printing are covered. Print quality, concept, and composition are emphasized throughout the course in both "wet" and "dry" lab environments. A 35mm or larger format film or digital SLR camera with manually adjustable f-stops and shutter speeds is required.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: ART-030A, or ART-031, or DDP-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-030C ADVANCED PHOTOGRAPHY Units: 3

This course is designed to further strengthen imaging and printmaking skills and to further explore photography as a means of creative expression and communication. Students develop a greater mastery of exposure and studio lighting techniques. Students explore large format photography and alternative methods of photographic image making and presentation. Technical comprehension, aesthetic, and conceptual development are stressed equally. A 35mm or larger format film camera or digital SLR camera with manually adjustable f-stops and shutter speeds is required.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: ART-030B, 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-030D ADVANCED PHOTOGRAPHY PROJECTS Units: 3

This course is designed for advanced students who wish to concentrate on an in-depth individual direction. Students explore and combine an aesthetic and expressive use of the photographic medium to complete projects with developed personal statements. At the beginning of the semester, students are required to present a proposal outlining three specific areas of concentration: Theme, Medium, and Techniques. Faculty members monitor student work and students are required to complete a professional portfolio by the end of the semester. Research and summary of applicable reading assignments will accompany the presentation.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: ART-030C, or permission of instructor based on a portfolio presentation of student's previous work

Transfer Status: CSU 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. (Equivalent to DDP-031.)

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

Prerequisite: ENG-050

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

COD GE: C3 CSU GE: C1 IGETC: 3A

ART-040 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. (Equivalent to DDP-010.)

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: ART-003A or concurrent enrollment

Advisory: CIS-081A and CIS-081B (strongly recommended)

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

COD GE: None CSU GE: None IGETC: None

ART-041 GRAPHIC DESIGN II Units: 3

Students in this course utilize computers to solve communication and design problems for traditional and new media using graphic, audio, and animation components. Topics covered include traditional and digital typography, animation, motion graphics, sound, new media as communication, non-linear interactive design, and electronic page design. (Equivalent to DDP-011.)

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: ART-040

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

COD GE: None CSU GE: None IGETC: None

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-001 DESCRIPTIVE ASTRONOMY Units: 3**

This course in an introductory survey of planetary, stellar and galactic astronomy designed for students not majoring in science. This course reviews research techniques, current knowledge and theory about the planets, stars, galaxies and the age and origin of the universe.

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

Advisory: ENG-051 and MATH-040

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

COD GE: C1 CSU GE: 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-010 INTRODUCTION TO AUTOMOTIVE TECHNOLOGY Units: 4**

This course provides an overview of the major components and systems found on modern automobiles. The course includes: an overview of the automotive industry, shop safety, hand tools usage, basic theory of major automobile systems and basic vehicle maintenance and service.

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

Advisory: ENG-050 & RDG-050

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

AUTO-011B AUTOMOTIVE ELECTRONICS AND ELECTRICAL SYSTEMS Units: 4

This course provides theory and hands-on experience in the fundamentals of automotive electricity including: basic electrical principles, circuit components, circuit types, electrical system service and maintenance, diagnosis and repair of common circuit malfunctions. The focus is then placed on foundational automotive electrical components and systems including: batteries, starting systems and charging systems with an emphasis on troubleshooting, diagnosis and repair of common electrical system malfunctions.

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

Advisory: AUTO-001, ENG-050 and RDG-051

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

AUTO-011C ADVANCED AUTOMOTIVE ELECTRICAL SYSTEMS Units: 5

This course provides theory and hands-on experience in intermediate to advanced automotive body electricity circuits and systems including: body control computers, bus communication, multiplexing, instrument panel circuits and an introduction to passive restraint systems. There is a hands-on emphasis focusing on diagnosing, trouble-shooting and repairing intermediate to advanced body electrical system malfunctions.

Lecture Hours: 63 Lab Hours: 81 Repeatable: No Grading: L

Prerequisite: AUTO-011B

Advisory: ENG-050 & RDG-051

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

AUTO-012A AUTOMOTIVE STEERING AND SUSPENSION Units: 4

This course provides theory and hands-on experience in automotive steering and suspension systems including: theory of operation, service, diagnosis and repair. The course includes the following topics: front and rear suspension types, steering systems, four-wheel alignment, shocks, struts, tires and wheels.

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

Prerequisite: AUTO-010

Advisory: ENG-050 & RDG-051

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

AUTO-013A AUTOMOTIVE BRAKING SYSTEMS Units: 4

This course provides theory and hands-on experience in automotive braking systems including: theory of operation, service, diagnosis and repair including both base braking and anti-lock braking systems and components.

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

Advisory: ENG-050 & RDG-051

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

AUTO-014A AUTOMOTIVE ENGINE MANAGEMENT Units: 4

This course provides theory and hands-on experience in the fundamentals of automotive engine management including: basic fuel injection, ignition systems and emission systems. The focus is then placed on foundational engine management components and systems including: fuel injection, electronic ignition and emission control systems with an emphasis on servicing, troubleshooting, diagnosis and repair of common engine management malfunctions.

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

Advisory: ENG-050 & RDG-051

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

AUTO-014B ADVANCED ENGINE MANAGEMENT Units: 5

This course provides theory and hands-on experience in intermediate to advanced engine management systems including: fuel injection, electronic ignition, emission controls, OBDII, as well as service and maintenance, diagnosis and repair of engine management malfunctions. The focus is then placed on advanced engine management components and systems including: computer inputs, outputs and control and OBDII logic with an emphasis on troubleshooting, diagnosis and repair of advanced engine management malfunctions.

Lecture Hours: 63 Lab Hours: 81 Repeatable: No Grading: L

Prerequisite: AUTO-014A

Advisory: ENG-050 & RDG-051

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

AUTO-015 AUTOMOTIVE ENGINE DIAGNOSIS & REPAIR Units: 4

This course provides theory and hands-on experience in automotive engine mechanical systems including: theory of operation, service, diagnosis and repair including the following topics: valve train components and procedures, engine block components and procedures, disassembly and reassembly skills and engine mechanical troubleshooting tests.

Lecture Hours: 45 Lab Hours: 81 Repeatable: No Grading: L

Prerequisite: AUTO-010

Advisory: ENG-050 & RDG-051

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

AUTO-016 MANUAL DRIVE TRAIN & AXLES Units:4

This course provides theory and hands-on experience in manual transmissions/transaxles including: theory of operation, service, diagnosis and repair. The course includes the following topics: clutches, axles, driveshafts, transfer cases, differentials, electrical controls, diagnosis, troubleshooting and partial disassembly and reassembly.

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

Prerequisite: AUTO-010

Advisory: ENG-050 & RDG-051

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

AUTO-017 AUTOMATIC TRANSMISSIONS & TRANSAXLES Units: 4

This course provides theory and hands-on experience in automatic transmissions/transaxles including: theory of operation, service, diagnosis and repair. The course includes the following topics: torque converters, gear sets, hydraulic controls, electrical controls, diagnosis and troubleshooting and partial disassembly and reassembly.

Lecture Hours: 45 Lab Hours: 81 Repeatable: No Grading: L

Prerequisite: AUTO-010

Advisory: ENG-050 & RDG-051

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

AUTO-018 AUTOMOTIVE HEATING & AIR CONDITIONING Units: 4

This course provides theory and hands-on experience in automotive heating and air conditioning including: theory of operation, service, diagnosis and repair. The course includes the following topics: heating ventilation and air conditioning (HVAC) theory of operation, HVAC housing and ducting, HVAC controls, compressor and clutch operation and servicing and testing HVAC systems.

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

Advisory: ENG-050 & RDG-051

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

AUTO-020A AUTOMOTIVE QUICK SERVICE Units: 3

This course provides theory and hands-on experience in performing key automotive services required by entry-level technicians in an automotive repair facility atmosphere. It is geared for those students entering the workforce as an automotive technician.

Lecture Hours: 18 Lab Hours: 108 Repeatable: No Grading: L

Prerequisite: AUTO-011B & AUTO-013A

Advisory: ENG-050 & RDG-051

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

AUTO-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

Prerequisite: AUTO-011B

Advisory: ENG-050 & RDG-051

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 Up date 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

Prerequisite: 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, 2009 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-092 AT BIODIESEL: CHARACTERISTIC, USE, AND PRODUCTION Units: 1

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. May be taken for a total of three times for credit.

Lecture Hours: 18 Lab Hours: 0 Repeatable: 2 Grading: L

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

BIOLOGY**BI-004 ELEMENTS OF BIOLOGY Units: 4**

An introduction to biology for non-majors including the study of plants, animals, ecology, and evolution. The foundations of biology, including biochemistry, cell biology, genetics, anatomy and physiology, and the impact of humans on the environment, will be covered in this course. There is a laboratory component that accompanies this course.

Note: BI-004 meets the Biological Sciences Education Requirement, but not the requirements for biological science majors. BI-004 is offered for those individuals with little or no background in the biological sciences.

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

Prerequisite: ENG-051

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

COD GE: C1 CSU GE: B2,B3 IGETC: 5B

BI-005 MOLECULAR & CELL BIOLOGY Units: 5

This course presents a survey of basic biological principles with a strong emphasis on biochemistry, cell biology and genetics. Topics include: bio-molecular and cell structure and function, cellular respiration, photosynthesis, DNA replication, protein synthesis, Mendelian genetics, mitosis, meiosis, embryology, tissues, organismal diversity and classification.

This course is primarily designed for students pursuing careers in science, medicine, dentistry, veterinary medicine and other health fields requiring a strong foundation in biology. Together BI-005 and BI-006, Biology of Organisms, provide students with the basic biology core curriculum for transfer.

Lecture Hours: 72 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: RDG-051, BI-004 or high school biology, ENG-001A or concurrent enrollment, and CH-001A or concurrent enrollment

Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: C1 CSU GE: B2,B3 IGETC: 5B

BI-006 BIOLOGY OF ORGANISMS Units: 5

This course covers classification, development, physiology and regulation at the organismal level. Additional topics include population dynamics, community ecology, evolution and population genetics.

This course is primarily designed for students pursuing careers in science, medicine, dentistry, veterinary medicine and other health fields requiring a strong foundation in biology. Together BI-006 and BI-005, Molecular and Cell Biology, provide students with the basic biology core curriculum for transfer.

Lecture Hours: 72 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: RDG-051, BI-004 or high school biology, ENG-001A or concurrent enrollment, and MATH-012 or concurrent enrollment

Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: C1 CSU GE: B2,B3 IGETC: 5B

BI-010 WOMEN'S HEALTH Units: 3

A study of current issues and practices related to women's health. Emphasis is placed on female anatomy and physiology relative to changes which occur in a women's body from youth to old age and the specific aspects of health and disease related to these changes. This course is designed to provide information to make the student medically and scientifically knowledgeable about women's health issues and to be an "informed consumer" of medical information and practices concerning today's female. This course qualifies for 45 CEUs of professional development.

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

Prerequisite: ENG-051

Transfer Status: CSU/UC* Degree Applicable: AA/AS
COD GE: C1 CSU GE: E IGETC: None

BI-011 BIOLOGY OF VIRUSES Units: 3

This course is designed for non-science major students. The course emphasizes the molecular and cellular biology, epidemiology, and development of diseases caused by human viruses. This includes the study of viral structure, classification, natural viral habitats/environments, viral replication methods, host immune responses to viral infections, human viral diseases, viral isolation techniques, immunization and treatments. The scientific method is introduced and specific examples of its application to the study of viruses are included. 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 Degree Applicable: AA/AS
COD GE: C1 CSU GE: None 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 or BI-022, CH-004, ENG-051 and MATH-050 or MATH-054 *Advisory:* BI-014

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

COD GE: C1 CSU GE: B2,B3 IGETC: 5B

BI-021 ANATOMY & PHYSIOLOGY Units: 4

This is a course in the structure and functions of human body systems, and fundamental principles of biology demonstrable in human beings. Laboratory gives practical study.

Note: BI-021 meets the Biological Science General Education requirement and is recommended to those wishing a 'human' approach to satisfying this requirement.

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

BUILDING INSPECTION TECHNOLOGY**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-057, 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-057, 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-057, 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-057, 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-057
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

Business/ACCOUNTING

BUAC-001A FINANCIAL ACCOUNTING I Units: 3

This course expands upon basic fundamentals of the double entry accrual accounting system. It includes accounting for service and merchandising enterprises with special emphasis on receivables, payables, inventories, plant asset depreciation methods, internal controls, payroll and other sub-systems.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Prerequisite: BUAC-066, or demonstrated competence in basic bookkeeping
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

BUAC-001B FINANCIAL ACCOUNTING II Units: 3

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 cost accounting. There is emphasis on stock and bond transactions.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Prerequisite: BUAC-001A
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

BUAC-001C MANAGEMENT ACCOUNTING Units: 3

This course is designed to develop the fundamental skills of management accounting, which includes the collection, presentation, and interpretation of data to enable management and control performance. Students learn how to construct accounting information systems that focus on such items as cost control, inventory management, budgetary monitoring, and capital investment planning.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Prerequisite: BUAC-001B
 Transfer Status: CSU/UC 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: ENG-050 and MATH-057
 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-057
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

BUAC-008 REAL ESTATE AND CONSTRUCTION ACCOUNTING Units: 3

This course covers the comprehensive application of accounting principles to the real estate and construction industries. Budgeting and monitoring costs for construction projects are emphasized, as well as rate of return analyses for investment projects. Management Accounting is emphasized over Financial Reporting.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Prerequisite: BUAC-001A
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

BUAC-009 HOSPITALITY MANAGEMENT ACCOUNTING Units: 3

This course is the study of the comprehensive application of accounting principles to the hospitality industry. The course includes an emphasis on accounting practices, financial statements, income/expense accounts and statements, special purpose journals and ledgers. Also included is the application of accounting information when making managerial decisions.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Prerequisite: BUAC-066
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

BUAC-010 COMPUTER ACCOUNTING Units: 3

This course covers introductory material in the processing of accounting data on the micro-computer. 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-001B or concurrent enrollment

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

BUAC-050 ACCOUNTING IN THE BUSINESS ENVIRONMENT Units: 3

This course is a comprehensive study of the accountant's role in providing management with information to assist in the decision making process. Approximately one half of the course emphasizes how the accountant organizes, analyzes, and presents financial information but excludes actual preparation of financial statements. The course incorporates the use of spread sheets in meeting those objectives. The balance of the course introduces students to the integrative nature of business and the cross-functional relationships within the professional environment. Included are the accountants' role in Human Resources, Entrepreneurship, and small business management.

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

Advisory: ENG-050 and MATH-057

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

BUAC-066 FUNDAMENTAL ACCOUNTING PROCEDURES 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

Prerequisite: ENG-050 and MATH-057

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

Business/FINANCE

BUFI-012 MONEY MANAGEMENT & PLANNING FOR THE FUTURE Units: 3

This course provides students with an introductory understanding of economic and financial principles and the environment within which consumer and business decisions are made. It helps those interested in pursuing a career in financial services develop an appreciation for financial concerns of their clients. It also helps students make more informed decisions about setting their own career and financial goals, as well as managing their budget, taxes and investments, protecting their assets against risk, and preparing for retirement.

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

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

BUFI-013 INVESTMENT OPPORTUNITIES Units: 3

The course provides students with an understanding of the importance of investment in their personal finances as well as various investment opportunities available to them. It presents the features of different types of stocks, corporate bonds, government securities, mutual funds, options, futures, and real estate investments. It also offers students a set of tools and criteria for evaluating these investment instruments in light of their own financial conditions and objectives.

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

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

Business/HOTEL & RESTAURANT MANAGEMENT

BUHM-050 INTRODUCTION TO THE HOSPITALITY INDUSTRY Units: 3

This course provides a basic understanding of the hospitality industry including lodging, food service, institutional, and resort operations. The history, growth and development, current trends, and organizational structure of the industry are explored with a focus on employment opportunities and future trends.

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

Prerequisite: ENG-050

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

BUHM-063 HOTEL AND RESTAURANT OPERATIONS Units: 3

This course analyzes management's functions and responsibilities in such areas as administration, organization, communications, accounting, marketing and human relations.

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

Prerequisite: ENG-050

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

BUHM-064 HOTEL/MOTEL PERSONNEL MANAGEMENT Units: 3

This course prepares the student for the transition from employee to supervisor, including how to handle difficult employees, implement motivational techniques, and conduct performance evaluations.

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

Prerequisite: ENG-050

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

Business/MANAGEMENT**BUMA-001 PRINCIPLES OF MANAGEMENT Units: 3**

This course is the study of organization design, managerial processes, motivational theories, and current management problems. It is a study of the concepts of management in organizations and the role of manager in a technologically oriented society including planning, organizing, staffing, directing and controlling. The student is provided an opportunity to gain a contemporary knowledge in management design to improve managerial skills and ability.

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

Prerequisite: ENG-050

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

BUMA-010 INTRODUCTION TO BUSINESS Units: 3

This course is the study of the formation, structure, objectives, and ethics of contemporary American business enterprises. It emphasizes the significance of the small business organization, the role of large business organizations, and 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

Prerequisite: ENG-050

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

COD GE: None CSU GE: None IGETC: None

BUMA-020A BUSINESS LAW Units: 3

This course is a study of the social forces and the law, the law of contracts, agency and employment, personal property and bailment, and business torts and crimes, sales law, labor law and government regulation of business.

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

Prerequisite: ENG-050

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

COD GE: None CSU GE: None IGETC: None

BUMA-020B BUSINESS LAW Units: 3

This course is a study of the law in its relation to business with special emphasis on the law of negotiable instruments (promissory notes, checks, bank drafts, and bills of exchange). It includes the study of suretyship and guaranty, insurance, partnerships, corporations, real property, wills, trusts, and bankruptcy.

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

Prerequisite: ENG-050

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

COD GE: None CSU GE: None IGETC: None

BUMA-025 GOLF SHOP OPERATIONS Units: 2

This course is the study of the principles and techniques involved in managing the modern professional golf shop: selling techniques, customer service, and merchandise displays. It emphasizes the principles of organizing, financing, and controlling a small business, such as purchasing, pricing, stock control, store layout, policies, and security.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: ENG-050

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

BUMA-027 MARKETING Units: 3

This course is the study of market structures, channels of distribution, pricing and price policy, and market research. It 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

Prerequisite: ENG-050

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

BUMA-028 SMALL BUSINESS: DEVELOPMENT & MANAGEMENT Units: 3

This course is designed for the prospective as well as the current small business owner/manager. The curriculum is centered on an array of structural, relationship and process elements such as financial and physical assets, leadership/management issues, human resource functions, planning, and marketing. These elements are developed in the course through a diagnosis and prescription process and culminate in the writing of a comprehensive business plan.

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

Advisory: ENG-050 and MATH-057

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

BUMA-029 RETAIL MERCHANDISE MANAGEMENT Units: 3

Students study the methods and management of retail selling. The course includes techniques and attitude for selling, product analysis and sales, and the significance of human relations in selling. This course is recommended for students who wish to explore a career in retail management.

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

Advisory: ENG-050

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

BUMA-031 BUSINESS CALCULATIONS Units: 3

Strategies to solve typical business problems including simple interest, compound interest, installment sales, trade and cash discounts, mark-on percents, pricing, discounting notes and drafts, depreciation, taxes, insurance, statistics, stocks and bonds, and distribution of ownership and profits.

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

BUMA-032 HUMAN RELATIONS IN THE WORKPLACE Units: 3

Basic concepts of individual, group, and organizational human behavior as they affect human relations, performance, and productivity within the workplace. Strategies and techniques that influence interpersonal, administrative, and organizational communications and interactions among people. Fundamentals of the multi-disciplined science/nature of human relations in developing employee leadership, in working toward Win/Win situations, and in enhancing performance evaluations and respective reward system.

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

Business/SUPERVISION AND MANAGEMENT**BUSM-094 BUSINESS COMMUNICATIONS Units: 3**

This course integrates instruction and practice in business communication. The emphasis is on modern structure, style, vocabulary, grammar, and logical organizational patterns. The course content emphasizes memos and letters, reports, career communications, oral communication. The course materials highlight standards and physical aspects of written and oral communication including graphic aids, physical presentation of reports, public speaking and oral reporting. The course involves learning how to conduct meetings and improving one's listening ability.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Advisory: ENG-050
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

CHEMISTRY**CH-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-050 or 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-050 or 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-070A COMPUTER BUSINESS APPLICATIONS FOR WINDOWS Units: 3**

This course is designed for students who want to learn how to use an IBM-compatible personal computer with an emphasis on Windows techniques. Using the Windows/graphical user interface approach, students develop basic skills in three applications: word processing, spreadsheets, and database management. Students are also introduced to the INTERNET and Geographic Information Systems (GIS) concepts.

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

CIS-072D EXCEL Units: 3

This course provides basic concepts and practical applications using Excel for Windows. Students receive instruction and computer experience using electronic spreadsheets to solve common numerical and accounting-based problems.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: CIS-070A or BUAC-050

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

CIS-073C ACCESS Units: 3

This course provides beginning and intermediate concepts and practical applications in database management using Windows. Students receive instruction and experience needed to design, create, customize, organize, extract, and store information using Access.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: CIS-070A

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

CIS-074 POWERPOINT Units: 3

This course provides basic concepts and practical applications using PowerPoint for Windows. Students receive instruction and computer experience using presentation software to organize and display information in a visual format.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: CIS-070A

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

CIS-075 EXPRESSION WEB Units: 3

This course is an introduction to creating a web page using Microsoft Expression Web. Students learn to design, create, manage, and publish Web sites that incorporate images, hyperlinks, lists, tables, forms and frames.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: CIS-070B

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

CIS-076B WORD Units: 3

This course introduces students to beginning and intermediate microcomputer skills through word processing concepts and procedures in the Word for Windows program. Applications include communicating with the mouse and the keyboard, editing, revising, and printing documents. Document production includes basic business communications, reports, tables, formatting and other basic word processing features.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: CIS-070A

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

CIS-081A COMPUTER GRAPHICS 1A Units: 3

This course provides an introduction to the process of creating, capturing, and manipulating bitmap graphics using Adobe Photoshop, the industry standard bitmap editor for graphics professionals. Adobe Photoshop is used for retouching and photo processing of scanned or digital photographic images on the computer. May be taken for a total of four times for credit. (Equivalent to DDP-001A.)

Lecture Hours: 36 Lab Hours: 54 Repeatable: 3 Grading: L

Prerequisite: CIS-070A

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

CIS-081B COMPUTER GRAPHICS 1B Units: 3

This course provides an introduction to the process of creating vector graphics images using Adobe Illustrator, the industry standard vector graphics editor for graphics professionals. Adobe Illustrator is used for creating graphic design, typography, logos, and sharp-edged artistic illustration on the computer.

May be taken for a total of four times for credit. (Equivalent to DDP-001B.)

Lecture Hours: 36 Lab Hours: 54 Repeatable: 3 Grading: L

Prerequisite: CIS-070A

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

CIS-082C WEB PUBLISHING I Units: 3

This course teaches students to format World Wide Web pages using Hypertext Markup Language (HTML). Emphasis is placed on development of effective pages. Students learn to incorporate text, graphics, audio files, video files, animation and three-dimensional effects into their Web pages.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: CIS-070B *Advisory:* ART-003A or ART-040

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

CIS-083C WEB PUBLISHING II/JAVASCRIPT Units: 3

This course teaches students to incorporate interactive JavaScript elements in Web pages. They learn how to understand and use the Document Object Model; event handlers, variables and functions; browser detection; forms validation; text and image rollovers; and common programming elements, including arrays, loops and logical operations.

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-083D COMPUTER GRAPHICS 2 Units: 3

This course provides advanced applications in computer graphics page layout techniques, using Adobe InDesign, Adobe Photoshop, and Adobe Illustrator, the industry standard software for computer graphic design. Emphasis is placed on the computer as a design tool to assemble type and manipulate images for the printed page and Web publication. May be taken for a total of four times for credit. (Equivalent to DDP-002.)

Lecture Hours: 36 Lab Hours: 54 Repeatable: 3 Grading: L

Prerequisite: CIS-081A and CIS-081B

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

CIS-084C WEB PUBLISHING III/PERL Units: 3

This course teaches students the fundamental knowledge and skills needed to create server-side, web-based applications using the Perl language. Applications studied include form processing, counters, searching, chat and bulletin board systems.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: CIS-083C

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

COMPUTER SCIENCE**CS-073 INTRODUCTION TO COMPUTER SCIENCE Units: 3**

This is an introductory course in computer concepts and terminology. Topics covered include: historical development of computers; hardware and software definitions and terminology; categories of system software and application software, including word processing, electronic spreadsheets, and database management; machine language, assembler language, and high-level programming languages; the systems development process; careers in data processing; and legal, moral, and ethical issues associated with computers.

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

Prerequisite: ENG-050

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

CS-086 VISUAL BASIC PROGRAMMING Units: 3

This is an introductory course in computer programming concepts. Students design, write and debug programs using the principles of structured programming. Topics covered include: programming language structure and syntax; algorithm development, logic and design considerations and program development tools; error handling and debugging; functions, subprograms and parameter passing; conditional and relational operators, selection and looping structures; array processing; sequential and random file access; and an introduction to object oriented programming.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: CIS-070A

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

CS-087 ASSEMBLER LANGUAGE PROGRAMMING Units: 4

This is an introductory course in assembler language programming. Students design, write, and debug assembler language programs using structured programming concepts. Topics covered include: decimal, binary, and hexadecimal numbering systems; personal computer architecture; memory, addresses and registers; assembler directives; subroutines and the stack; interrupts; string functions; command line parameters; external subroutines, segments, groups and macros.

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

Prerequisite: CS-073 and CS-086

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

CS-089 C++ PROGRAMMING I Units: 3

This is an introductory course in C++ programming. Students design, write, and debug C++ programs using structured programming concepts. Topics covered include: C++ structure and syntax; algorithm development; fundamental data types; functions and parameter passing; arrays and addresses; conditional and relational operators; space and time scope of variables; sequential and random access file processing; command line arguments; string manipulation; objects, classes and data abstraction; inheritance, reusability, polymorphism and overloading.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: CS-073 and CS-086

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

CS-089A C++ PROGRAMMING II Units: 3

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: 36 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: CS-089

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

CS-097 MICROCOMPUTER APPLICATIONS LAB Units: ½

Lecture Hours: 0 Lab Hours: 27 Repeatable: 3 Grading: K

CS-098 MICROCOMPUTER APPLICATIONS LAB Units: 1

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

CS-099 MICROCOMPUTER APPLICATIONS LAB Units: 2

Lecture Hours: 0 Lab Hours: 108 Repeatable: 3 Grading: K

Microcomputer Applications 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: Enrollment in any CS or CIS course

Transfer Status: None Degree Applicable: NAA
COD GE: None CSU GE: None IGETC: None

CONSTRUCTION MANAGEMENT**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

Prerequisite: MATH-057

Advisory: ENG-050 and RDG-050

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

CM-002 INTRO TO URBAN PLANNING Units: 3

This course provides a critical analysis of the theory and practice of land use planning with an emphasis on the urban context. Historical and legal basis for land use planning, traditional and alternative roles of planning in contemporary society are studied along with the planning process, planning tools, and practices.

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

Advisory: ENG-050 and RDG-051

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

CM-003 SITE & TERRAIN ANALYSIS Units: 3

This course is an introduction to various methods and techniques used to inventory and analyze landscape features. Students also study mapping, overlay techniques, environmental ethics, case study review and an overall assessment of the function and structure of the natural landscape.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Advisory: ENG-050 and MATH-057

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

CM-004 CONSTRUCTION LAW SURVEY Units: 3

This course is a summary of the legal implications of contractor license laws; mechanics lien laws, CAL-OSHA, and Construction Contracts. Laws of liability, worker's compensation, state and federal laws affecting construction and compliance problems are covered.

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

Advisory: ENG-050

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

CM-005 CONSTRUCTION PLANNING Units: 3

This course covers the concepts used in planning, scheduling and control of construction projects. Use of graphic charts and the Critical Path Method (CPM) are featured. Also covered are program evaluation and review techniques (PERT), time assignment and computation, diagramming practices, monitoring and updating, and computer utilization.

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

Advisory: ENG-050 and MATH-057

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.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Advisory: ENG-051, RDG-051 and MATH-057

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

CULINARY ARTS**CART-001 SANITATION AND SAFETY Units: 3**

This course is a study of the principles of hygiene and sanitation and their application to food service operations. Emphasis is placed on the implementation of proper methods and procedures, and the food handler's responsibility in maintaining high sanitation and safety standards.

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

Advisory: ENG-050 and MATH-057

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

CART-003 PRINCIPLES OF COOKING Units: 5

This course is a comprehensive study of the physical changes which take place when preparing foods and the safe and sanitary use of hand tools, knives and kitchen equipment. It focuses on "hands-on" experience in the production of stocks, broths, glazes, leading and small sauces, gravies, emulsified sauces, and soups. Cooking methods using moist-heat, dry-heat, and fat, and the art of seasoning and flavoring are also covered.

Lecture Hours: 50.4 Lab Hours: 118.8 Repeatable: No Grading: L

Advisory: ENG-050 and MATH-057

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

CART-004 PANTRY Units: 5

This course covers the principles and practices used in producing pantry items in a commercial environment. A variety of menu items are prepared including salads, salad dressings, grill and breakfast items, and sandwiches.

Lecture Hours: 54 Lab Hours: 108 Repeatable: No Grading: L

Advisory: ENG-050 and MATH-057

Transfer Status: None

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

CART-006 GARDE MANGER Units: 5

This course is a comprehensive study of the skills necessary in the preparation and presentation of cold buffets. It focuses on hands-on experience in the production of aspic jellies, chaud froid sauces, forcemeats, pates, gelatins, sausages, mousses, brines, dry cures, marinades, smoked meats, poultry and fish, salt dough display pieces, vegetable flowers, and buffet table and tray centerpieces using fruits, vegetables and ice sculptures. Lecture Hours: 50.4 Lab Hours: 118.8 Repeatable: No Grading: L
Advisory: ENG-050 and MATH-057
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

CART-010 FOOD PROCUREMENT AND COST CONTROL Units: 3

This course studies the basic principles of purchasing food and beverages, as well as nonfood items, with particular attention to product identification and to the ordering, receiving, storing, and issuing sequence. Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Advisory: ENG-050 and MATH-057
 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-057
 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-057
 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-057
 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-057
 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-057
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

DANCE

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
Prerequisite: 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
Prerequisite: ENG-050
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C3 CSU GE: C1 IGETC: 3A

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. (Equivalent to TA-050.) 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. (Equivalent to TA-051.)

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, MODERN (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-055.)

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-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

Prerequisite: CIS-070A

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

Prerequisite: CIS-070A

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

DDP-002 COMPUTER GRAPHICS 2 Units: 3

This course provides advanced applications in computer graphics page layout techniques, using Adobe InDesign, Adobe Photoshop, and Adobe Illustrator, the industry standard software for computer graphic design. Emphasis is placed on the computer as a design tool to assemble type and manipulate images for the printed page and Web publication. May be taken for a total of four times for credit. (Equivalent to CIS-083D.)

Lecture Hours: 36 Lab Hours: 54 Repeatable: 3 Grading: L

Prerequisite: DDP-001A & DDP-001B or CIS-081A & CIS-081B

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. (Equivalent to ART-040.)

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: ART-003A or concurrent enrollment

Advisory: DDP-001A and DDP-001B (strongly recommended)

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

DDP-011 GRAPHIC DESIGN II Units: 3

Students in this course utilize computers to solve communication and design problems for traditional and new media using graphic, audio, and animation components. Topics covered include traditional and digital typography, animation, motion graphics, sound, new media as communication, non-linear interactive design, and electronic page design. (Equivalent to ART-041.)

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: DDP-010 or ART-040

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-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. (Equivalent to ART-031.)

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

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 2 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.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: DDP-031 or ART-031

Corequisite: DDP-001 or prior completion

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

DISABLED STUDENTS PROGRAMS & SERVICES

DSPS-040 SURVEY OF RESOURCES FOR STUDENTS WITH DISABILITIES Units: 2

This course focuses on self-assessment of the student who is disabled. It also introduces the student to the information and skills necessary for success in college. Course topics include development of personal goals, as well as use of services provided by DSPS, other student support services and community resources. Students develop realistic educational plans consistent with their educational goals and learn what accommodations will be necessary to achieve these goals.

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

Advisory: Intended for students with disabilities

Transfer Status: None Degree Applicable: NAA
 COD GE: None CSU GE: None IGETC: None

DSPS-040A PERSONAL ASSESSMENT FOR STUDENTS WITH DISABILITIES Units: 2

This course teaches students how to explore the personal, educational, and vocational impact of their disability. Emphasis will be to research information regarding the medical/psychosocial aspects of disabilities, accommodations, and resources.

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

Advisory: Intended for students with disabilities

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

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 students with disabilities

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

DSPS-041 INFORMATION MANAGEMENT STRATEGIES Units: 2

Course emphasis is to develop and enhance the ability of students with disabilities to manage and organize information. Multi-media instruction is utilized. The lecture section includes specific software programs and hardware designed to assist students in the management of information in a technological

society. The lab section provides repetition of the stimulus topic via software utilization, specialized hardware, plus individualized computer assisted instruction.

Lecture Hours: 27 Lab Hours: 27 Repeatable: 3 Grading: L
Advisory: Intended for students with disabilities
 Transfer Status: None Degree Applicable: NAA
 COD GE: None CSU GE: None IGETC: None

DSPS-042 ALTERNATIVE LEARNING STRATEGIES Units: 2

This course provides specialized computer assisted instruction primarily for students with learning disabilities and/or acquired brain injuries. Students with other disabilities may also benefit from this course. Students are provided with strategies and opportunities to maximize their learning potential and increase academic competency.

Lecture Hours: 27 Lab Hours: 27 Repeatable: 0 Grading: L
Advisory: Intended for students with disabilities
 Transfer Status: None Degree Applicable: NAA
 COD GE: None CSU GE: None IGETC: None

DSPS-044 COMPUTER ACCESS KEYBOARDING Units: 1

This course provides specialized hardware and software to students in order to successfully access and utilize a keyboard, mouse and word processing programs.

Lecture Hours: 0 Lab Hours: 54 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-045A JOB SKILLS DEVELOPMENT - VOCATIONAL EXPLORATION Units: 1

This course is designed to assist students with disabilities in developing specific goals for employment. Its focus is 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 students with disabilities
 Transfer Status: None Degree Applicable: NAA
 COD GE: None CSU GE: None IGETC: None

DSPS-045B JOB SKILLS DEVELOPMENT - JOB APPLICATIONS AND RESUME WRITING Units: ½

This course is designed to assist students with disabilities in successfully completing job applications and writing a resume, complete with cover letter.

Lecture Hours: 9 Lab Hours: 0 Repeatable: 2 Grading: L
Advisory: Intended for students with disabilities
 Transfer Status: None Degree Applicable: NAA
 COD GE: None CSU GE: None IGETC: None

DSPS-045C JOB SKILLS DEVELOPMENT - JOB INTERVIEW SKILLS Units: ½

This course is designed to assist students with disabilities to develop competitive job interview skills.

Lecture Hours: 9 Lab Hours: 0 Repeatable: 2 Grading: L
Advisory: Intended for students with disabilities
 Transfer Status: None Degree Applicable: NAA
 COD GE: None CSU GE: None IGETC: None

DSPS-047 COMPUTER ACCESS APPLICATIONS Units: 1

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: 54 Repeatable: 3 Grading: L
Advisory: Intended for students with disabilities
 Transfer Status: None Degree Applicable: NAA
 COD GE: None CSU GE: None IGETC: None

DSPS-301 SPECIALIZED LEARNING SKILLS DEVELOPMENT Units: 0

Students are individually evaluated to determine their specific learning disability. Individual learning strategies are developed and students learn to use appropriate accommodations.

Class Hours: Open Repeatable: Yes Grading: K
Prerequisite: Students must be referred by the Learning Disability Specialist
Corequisite: DPS-304
 Transfer Status: None Degree Applicable: NONC
 COD GE: None CSU GE: None IGETC: None

DSPS-304 INSTRUCTIONAL SUPPORT LAB Units: 0

The Instructional Support Lab is a laboratory setting that provides access to adaptive hardware and software with a Disability Specialist/Instructor for students with disabilities. Under the direction of the instructor, students utilize specialized equipment to assist in completion of assignments from their academic classes and enhance academic skills.

Class Hours: Open Repeatable: Yes Grading: K
Advisory: Intended for students with disabilities
 Transfer Status: None Degree Applicable: NONC
 COD GE: None CSU GE: None IGETC: None

DSPS-305 COMPUTER ACCESS ASSESSMENT Units: 0

Selected adaptive technology is utilized by students with verified disabilities in order to evaluate which technology they may best benefit from and its effectiveness as it relates to their personal utilization and academic success.

Class Hours: Open Repeatable: Yes Grading: K
Advisory: Intended for students with disabilities
 Transfer Status: None Degree Applicable: NONC
 COD GE: None CSU GE: None IGETC: None

DRAFTING, GENERAL & COMPUTER**DRA-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: ENG-050 and MATH-057

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

DRA-008 AUTOCAD LEVEL I: BASIC DRAWING TECHNIQUES Units: 2

This course covers the basics of computer aided drafting and design including hardware, software, operating systems and development of skills for creating and plotting simple technical and architectural drawings using AutoCAD software.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: CIS-070A *Advisory:* DRA-001

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

COD GE: None CSU GE: None IGETC: None

DRA-009 AUTOCAD LEVEL II: ADVANCED DRAWING TECHNIQUES Units: 2

This course covers advanced drawing techniques. Students study productivity techniques, advanced dimensioning, hatching, multiple viewpoint plotting using AutoCAD software. Students develop skills in creating 3D drawing and surface remodeling.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: DRA-008

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

COD GE: None CSU GE: None IGETC: None

DRA-010 CAD DRAFTING/DESIGN PROJECT Units: 2

This course provides training in applying the principle techniques of computer-aided drafting and design to selected projects. Students with majors or interest in architecture, drafting, interior design, landscape design or engineering, with the approval of their professor, will select projects to be produced using AutoCAD.

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

EARLY CHILDHOOD EDUCATION**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-050 or concurrent enrollment

Advisory: ENG-051

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

ECE-010 CHILD GROWTH & DEVELOPMENT Units: 3

This course 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-050

Advisory: 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 IGEC: 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 or concurrent enrollment

Advisory: ENG-051

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGEC: None

ECE-016 PARENTING THE CHILD UNDER 6 Units: 1

This course explores parent-child interaction patterns. Students examine age-appropriate behaviors, problem behaviors, observation and communication strategies. Special attention is given to family structures, cultural backgrounds, and parenting children with disabilities.

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

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGEC: 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 IGEC: 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 IGEC: 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 IGEC: 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 IGEC: 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 business procedures. 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 IGEC: 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

COD GE: None CSU GE: None IGEC: None

ECE-026 SCHOOL AGE CURRICULUM AND ACTIVITIES Units: 3

This course studies creation and application of curriculum and developmentally appropriate activities for children ages six through adolescence. Primary considerations are given to assessment, planning, implementation and evaluation of programs. Standards for quality school-age experience are used to assess quality indicators in the areas of human relationships, indoor and outdoor environments, activities, health, nutrition, safety and administration.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Prerequisite: ECE-010B
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ECE-030 EARLY CHILDHOOD CURRICULUM DESIGN & IMPLEMENTATION Units: 3

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
Prerequisite: ECE-046A
Advisory: ENG-051
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ECE-031 CHILD ABUSE AND NEGLECT Units: 3

This course examines physical abuse and neglect, emotional abuse and neglect, and sexual abuse of children, as well as issues which contribute to abuse and neglect. The developmental consequences of stress and trauma on children are explored. Emphasis is placed on ways to support family strengths, foster positive mental health and prevent, detect and intervene in cases of child abuse. Mandated reporting protocols are reviewed.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Advisory: ENG-050
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ECE-033 SURVEY OF SPECIAL EDUCATION Units: 3

This course provides an introduction to special education in the public schools with an emphasis on inclusion in early childhood education. Legal aspects, assessment, placement and the disabilities served in public schools and child care settings are examined. The role of childcare professionals and paraprofessionals in serving children with disabilities is emphasized. Strategies to include children with special needs in full inclusion settings are stressed.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Prerequisite: ECE-010 or ECE-010A
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ECE-035 ISSUES IN SPECIAL EDUCATION Units: 3

This course prepares students to become teachers in Inclusive Programs. The focus of the course is on implementing inclusive Early Childhood Programs for children with learning disabilities, developmental disabilities, physical challenges, and problem behaviors. Students learn how to facilitate curriculum as well as how the learning environment dictates children's learning and behavior.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Prerequisite: ECE-033
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ECE-036 MUSIC FOR YOUNG CHILDREN Units: 3

This course emphasizes the development of curriculum ideas for using music to develop listening ability, movements, rhythm dancing, singing, identifications of instruments and pitch. Teaching techniques and materials appropriate to the growth and development of young children are explored.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Prerequisite: ECE-010 or ECE-010A or concurrent enrollment
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ECE-038 SCIENCE AND NUMBER CONCEPTS FOR YOUNG CHILDREN Units: 3

This course explores the development of curriculum ideas for teaching about the environment and conservation of natural resources to young children. It includes the sequence of mathematical concepts appropriate to different stages of development.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Prerequisite: ECE-010 or ECE-010A or concurrent enrollment
 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 or concurrent enrollment
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ECE-044 HEALTH, SAFETY & NUTRITION Units: 3

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-045A LICENSED FAMILY CHILD CARE Units: 2

This course prepares students to integrate basic principles of child development in establishing a quality child care program within a family home environment. The following are emphasized: Community Care Licensing Title 22 Regulations, Family Child Care Rating Scale (FCCRS), health, safety, nutrition and child guidance policies and practices that support all children and the principles of developmentally appropriate curriculum in working with children of various ages.

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

Advisory: ENG-050

Transfer Status: None 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 or concurrent enrollment

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

ECONOMICS

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-057

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-057

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,C5 CSU GE: D2 IGETC: 4B

ECON-012 UNDERSTANDING ECONOMIC PRINCIPLES & APPLICATIONS Units: 3

This course provides students with an introductory knowledge of fundamental economic principles and issues. It prepares students to make critical evaluation of economic issues and policies and make more informed decisions as voters. It teaches students how to apply economic principle and analysis to their own economic and financial decisions such as setting career and financial goals and managing their personal finances. It prepares students for taking principles of macro and micro economics.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: O
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: C2 CSU GE: D2 IGETC: None

EMERGENCY MEDICAL TECHNOLOGY**EMT-084 EMERGENCY MED TECH I Units: 6**

This course prepares students for EMT I certification. Students study and practice the fundamental principles and skills required to provide care to patients experiencing trauma and emergency medical conditions. This course is approved by Riverside County EMS and meets all Title 22 regulations. The course includes theory instruction, skills practice, and supervised field and clinical time in selected prehospital sites.

Lecture Hours: 72 Lab Hours: 108 Repeatable: No Grading: L

Prerequisite: ENG-050

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

EMT-085 EMT REFRESHER COURSE Units: 2

This refresher course for EMT I personnel meets or exceeds the requirements specified in the California Code of Regulations, Title 22, Chapter 5, Section 9. The re-certification shall be available for those whose EMT cards have not expired for more than one (1) year. The course contains information on new EMT techniques and procedures, refresher for cardiopulmonary resuscitation, and a review of current local protocols. Both a written and skills competency examinations are required for course completion. For the purpose of recertification and to meet legally mandated training requirement, this course may be repeated for credit any number of times.

Lecture Hours: 36 Lab Hours: 0 Repeatable: Yes Grading: L

Prerequisite: EMT-084 or EMT I certification

Transfer Status: None Degree Applicable: NAA
 COD GE: None CSU GE: None IGETC: None

ENGINEERING**ENGR-010 INTRODUCTION TO PLANE SURVEYING Units: 4**

This course is designed for students to acquire skills relevant to land surveying. Students learn fundamental surveying techniques involving linear, angular, and area calculations, and measurements. Field experience will include use of steel tapes, engineer's level, transit, theodolite, electronic distance measurements, and electronic calculators in solving surveying problems. Property conveyances, easements, state and local laws, ordinances, and policies are introduced.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No Grading: L
Advisory: ENG-051, RDG-051 and MATH-005

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

ENGLISH**ENG-001A COMPOSITION Units: 4**

This course introduces students to the demands of writing in the academic setting. Students learn the basics of critical thinking and research techniques as they apply to the writing process. Students then learn to apply the writing process in composing essays in response to their analysis of prose and poetry.

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

Prerequisite: ENG-051

Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C4 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,C5 CSU GE: C2 IGETC: 3B

ENG-005A CREATIVE WRITING Units: 3

This course introduces students to the perceptions, skills and techniques of all forms of creative writing, with primary emphasis on fiction and poetry.

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

Prerequisite: ENG-001A

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

ENG-005B ADVANCED CREATIVE WRITING Units: 3

This is an advanced course designed to enable students to refine their creative writing skills in their chosen genre.

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

Prerequisite: ENG-005A

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

COD GE: None CSU GE: None IGETC: None

ENG-010A AMERICAN LITERATURE I Units: 3

This course presents a survey of American literature, both formal and informal, extending from the period preceding Columbus' voyages through the time of the Civil War. Selections include writings that reflect the rich and diverse cultural backgrounds that make up America's unique and complex heritage.

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

Prerequisite: ENG-001A

Advisory: ENG-001B

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

COD GE: C3,C5 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,C5 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,C5 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,C5 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 genre 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,C5 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,C5 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 the student to the techniques and development of fiction by the discussion and criticism of short stories 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,C5 CSU GE: C2 IGETC: 3B

ENG-016 LITERATURE OF THE DESERT Units: 3

This course surveys non-fiction, fiction, and poetry written about the desert, inspired by the desert, and by authors living in the desert, with emphasis on the desert literature of the southwestern United States. The course includes an introduction to the desert environment, and appeals to the individual student's relation to the desert. Field trips may be required.

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

Prerequisite: ENG-001A

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

COD GE: C3 CSU GE: C2 IGETC: 3B

ENG-017 WOMEN IN LITERATURE Units: 3

This course presents a survey of literature written by and about women in the American, European, Asian, and Latin American traditions. Students examine archetypes and stereotypes of women as they are challenged in the literature.

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

Prerequisite: ENG-001A

Advisory: ENG-001B

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

COD GE: C3 CSU GE: C2 IGETC: 3B

ENG-018 INTRODUCTION TO POETRY Units: 3

This course introduces the student to the techniques and development of poetry through the discussion and criticism of poetry in its historical context. Students are encouraged to compose own poems based on forms studied in the course.

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

Prerequisite: ENG-001A

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

COD GE: C3,C5 CSU GE: C2 IGETC: 3B

ENG-021 INTRODUCTION TO LATIN AMERICAN/CHICANO LITERATURE Units: 3

This course is a survey of literary analysis of folk, traditional, and contemporary Latin American/Chicano literature with critical analysis of representative works in all literary genre: the essay, the short story, 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,C5 CSU GE: C2 IGETC: 3B

ENG-022 INTRODUCTION TO AFRICAN AMERICAN LITERATURE Units: 3

This course provides an introduction to folk, traditional and contemporary African American literature with critical analysis of representative works in the essay, the short story, the novel, poetry and drama. It includes a historical overview from the seventeenth century through the present. Through varied reading selections and learning about the history and culture of African Americans in the United States, the students better understand and appreciate the richness and diversity of African American literature.

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

Prerequisite: ENG-001A

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

COD GE: C3,C5 CSU GE: C2 IGETC: 3B

ENG-023 INTRODUCTION TO AUTOBIOGRAPHY 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: None

ENG-024 NATIVE AMERICAN LITERATURE Units: 3

A survey of Native American literature, from oral tradition through European contact, assimilation, and contemporary narrative.

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

Prerequisite: ENG-001A

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

COD GE: C3,C5 CSU GE: C2 IGETC: 3B

ENG-025 INTRODUCTION TO THE NOVEL Units: 3

This course introduces students to the techniques and development of fiction by the discussion and criticism of novels from countries throughout the world.

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

Prerequisite: ENG-001A

Advisory: ENG-001B

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

COD GE: C3 CSU GE: C2 IGETC: 3B

ENG-026 THE LESBIAN, GAY, BISEXUAL, AND TRANSGENDER LITERARY EXPERIENCE Units: 3

A survey of literature written by and about lesbians, gays, bisexuals, and transgender people. The course explores representations of LGBT people in fiction, poetry, and drama. Appropriate literary criticism is introduced. Students examine stereotypes and their Deconstruction in literature. The class invites students to explore the diversity of human life.

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

Prerequisite: ENG-001A

Advisory: ENG-001B

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

COD GE: C3 CSU GE: None IGETC: None

ENG-031 THE BIBLE AS LITERATURE: THE OLD TESTAMENT Units: 3

This course provides a survey of the Old Testament of the Bible, from a literary and philosophical point of view, with attention also paid to the ancient Near-Eastern texts and to the Jewish Apocrypha. It introduces the great characters and events in the context of the developmental nature of this literature.

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

Prerequisite: ENG-001A

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

COD GE: C3,C5 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 developmental nature of this literature.

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

Prerequisite: ENG-001A

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

COD GE: C3,C5 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,C5 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 elementary 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: C4

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-050B.)

Lecture Hours: 54 Lab Hours: 16 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: 16 Repeatable: No Grading: O

Prerequisite: ENG-050 or ESL-050B

Transfer Status: None

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

ENG-055 FUNDAMENTALS OF GRAMMAR Units: 3

This course is designed to provide students with intensive study and application of the fundamentals of English grammar and structure in preparation for further collegiate level writing courses. Concurrent enrollment in or completion of ENG-050 is recommended.

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

Advisory: ENG-050

Transfer Status: None

Degree Applicable: NAA

COD GE: None

CSU GE: None

IGETC: None

ENG-097A-D WRITING CENTER Units: ½

Lecture Hours: 0 Lab Hours: 27 Repeatable: No Grading: K

ENG-098A-D WRITING CENTER Units: 1

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

Writing Center Laboratory is an open entry/open exit environment designed to provide opportunities for students in all segments of the college community to develop their writing skills. Emphasis is placed on the one-to-one tutorial approach, computer-assisted instruction, word composing/processing and audio-visual.

Corequisite: Any ENG & RDG course except ENG-050 & RDG-050

Transfer Status: None

Degree Applicable: NAA

COD GE: None

CSU GE: None

IGETC: None

ENGLISH AS A SECOND LANGUAGE - CREDIT**ESL-050A TRANSITIONAL BASIC ESL WRITING Units: 3**

This course provides extensive study of basic writing skills in preparation for higher level writing courses. Primary emphasis is placed on basic sentence and paragraph skills. Students are encouraged to take ESL-055A, Transitional Basic ESL Grammar, at the same time.

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

Corequisite: ESL-055A & RESL-050

Transfer Status: None

Degree Applicable: NAA

COD GE: None

CSU GE: None

IGETC: None

ESL-050B BASIC ESL WRITING Units: 4

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: 54 Repeatable: No Grading: O

Prerequisite: ESL-050A

Advisory: ESL-055B

Transfer Status: None

Degree Applicable: NAA

COD GE: None

CSU GE: None

IGETC: None

ESL-051 EXPOSITORY ESL WRITING Units: 3

This non-transferable course is designed for English as a Second Language students who need further training and practice in expository writing and conventional language skills in preparation for higher level writing courses. Emphasis is on writing of full length essays and research techniques. (Equivalent to ENG-051.)

Lecture Hours: 54 Lab Hours: 16 Repeatable: No Grading: O
Prerequisite: ESL-050B or ENG-050
Advisory: ESL-060
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ESL-052 PRONUNCIATION & VOCABULARY Units: 3

This ESL credit pronunciation and vocabulary course is designed to help students to better communicate orally through practice and production of the sounds, syllables, rhythm and intonation of Standard English words. Emphasis is also placed on vocabulary acquisition and building.

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

ESL-053 PRESENTATION BASICS Units: 3

This oral presentation course is designed to prepare ESL and bilingual students for success in college courses, such as Speech 4, where oral presentation skills are a required part of the course content. Students will explore the nature, types and basic structure of oral presentations and practice effective presentation delivery techniques in several structured speeches. This course also focuses on diction, fluency, identifying intercultural issues in presentation and confidence building.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: O
Advisory: ESL-050B and ESL-052 are strongly recommended
 Transfer Status: None Degree Applicable: NAA
 COD GE: None CSU GE: None IGETC: None

ESL-055A TRANSITIONAL BASIC ESL GRAMMAR Units: 3

This course focuses on the fundamentals of English grammar with an emphasis on problems encountered by non-native speakers of English.

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

ESL-055B BASIC ESL GRAMMAR Units: 3

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
 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 the application of complex grammatical structures in the writing process.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: O
Prerequisite: ESL-055B
Advisory: ESL-051
 Transfer Status: None Degree Applicable: NAA
 COD GE: None CSU GE: None IGETC: None

ESL-097A-D ESL LABORATORY Units: ½

Lecture Hours: 0 Lab Hours: 27 Repeatable: No Grading: K

ESL-098A-D ESL LABORATORY Units: 1

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

ESL Laboratory is an open entry/open exit environment designed to provide opportunities for students in all segments of the college community to develop their writing skills. Emphasis is on the one-to-one tutorial approach, computer-assisted instruction, word composing/processing and audio-visual.

Corequisite: Any credit ESL course
 Transfer Status: None Degree Applicable: NAA
 COD GE: None CSU GE: None IGETC: None

ENGLISH AS A SECOND LANGUAGE - NONCREDIT**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 (Low Beginning) Units: 0

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 (High Beginning) Units: 0

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 (Low Intermediate) Units: 0

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 (High Intermediate) Units: 0

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 (Low Advanced) Units: 0

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 (Low Beginning) Units: 0

This first level course in ESL Conversation focuses on simple communication skills relevant to the student's daily life.

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 ESL Conversation reinforces previously learned skills from Level I. Fluency and communication are emphasized through vocabulary study involving 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 ESL 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 ESL Conversation focuses on recognizing appropriate responses in various conversational situations.

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 ESL Conversation focuses on American culture and using complex grammatical forms in conversational situations.

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-389A ESL - INTRODUCTORY Units: 0
COMPUTER SKILLS

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

ESLN-390B ESL - PRONUNCIATION AND Units: 0
VOCABULARY

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

ESLN-391B ESL MOVIES: LANGUAGE Units: 0
AND CULTURE

This noncredit course is designed to help English learners of intermediate and high levels to learn about American culture and language through movies. Students will watch and discuss American movies from various eras that show different aspects of the country's rich culture, such as music, food, accents, language, and the influence of other cultures. Students will be encouraged to notice cultural differences and respect them.

Class Hours: Open Repeatable: Yes Grading: K
Prerequisite: ESLN-310C
 Transfer Status: None Degree Applicable: NONC
 COD GE: None CSU GE: None IGETC: None

ESLN-399 ESL - LANGUAGE LABORATORY Units: 0

This course satisfies the laboratory component of the noncredit English as a Second Language program and is required when enrolled in the noncredit ESL program. A student will gain greater practice and improvement in oral, auditory, reading, and writing skills in the learning of the English language through the use of multi-media equipment and materials.

Class Hours: Open Repeatable: Yes Grading: K
Corequisite: Any noncredit ESL course
 Transfer Status: None Degree Applicable: NONC
 COD GE: None CSU GE: None IGETC: None

ENGLISH AS A SECOND LANGUAGE/READING

RESL-050 ESL READING Units: 3

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: ESL-050A
 Transfer Status: None Degree Applicable: NAA
 COD GE: None CSU GE: None IGETC: None

ENGLISH FOR MULTILINGUAL STUDENTS**EMS-050 READING, WRITING AND GRAMMAR FOR MULTILINGUAL STUDENTS Units: 6**

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

FINANCE

See Business/Finance (page 145)

FIRE TECHNOLOGY**FIRE-001 FIRE PROTECTION ORGANIZATIONS Units: 3**

This course surveys career opportunities in California Fire and Emergency Management Services and related fields; explores the history of fire protection; fire loss analysis, reviews public, quasi-public and private fire protection services; reviews specific fire protection functions; introduces fire chemistry and physics. This course is designated as Fire 1 by the California State Board of Fire Services and the State Fire Marshal and is part of the designated core curriculum.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
 Advisory: ENG-050
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

FIRE-002 FIRE PREVENTION Units: 3

This course provides the fundamental organization and function of fire prevention; inspections; surveying and mapping procedures; recognition of fire and life hazards; engineering a solution of a fire hazard; enforcing solutions to a fire hazard; public relations as effected by fire prevention. This course is designated Fire 2 by the California State Board of Fire Services and the State Fire Marshal and is part of the designated core curriculum.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
 Advisory: ENG-050
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

FIRE-003 FIRE PROTECTION EQUIPMENT AND SYSTEMS Units: 3

This course provides information relating to the features of design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection, and portable fire extinguishing equipment; protection systems for special hazards; sprinkler systems and fire detection and alarm systems. This course is designated Fire 3 by the California State Board of Fire Services and the State Fire Marshal and is part of the designated core curriculum.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
 Advisory: ENG-050
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

FIRE-004 BUILDING CONSTRUCTION FOR FIRE PROTECTION Units: 3

This course provides the fundamentals of building design and construction with emphasis on fire protection features including: building equipment facilities, fire resistant materials and high rise.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
 Advisory: ENG-050
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

FIRE-005 FIRE BEHAVIOR & COMBUSTION Units: 3

This course explores and analyzes the fundamentals and specific principles of fire behavior, combustible materials, extinguishing agents, hazardous and toxic material, forms of energy and fire prevention/suppression techniques. This course is designated Fire 5 by the California State Board of Fire Services and the State Fire Marshal and is part of the designated core curriculum.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
 Advisory: ENG-050
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

FIRE-006 HAZARDOUS MATERIALS/ICS Units: 3

This course introduces the student to the world of hazardous chemicals, including their physical properties, uses in industry, and characteristics when involved in spills, fires and accidents. Basic information is covered regarding emergency procedures, legal requirements, compliance to regulations, health effects and treatment, and fire department protocols and responsibilities. This course is designated F6 by the State Board of Fire Services and California State Fire Marshal.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
 Advisory: ENG-050
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

FIRE-010 WILDLAND FIRE TECHNOLOGY Units: 3

This course meets the minimum requirements for employment as a wildland fire fighter with State and Federal fire suppressions agencies. Basic interagency courses, (I-110, 130, 190, S-212) are included. This course includes the care, maintenance and general use of power and hand crosscut saws and other fire fighting hand tools for fire line construction. This course stresses field performance and teamwork, along with fireline techniques, procedures, and safety. Wildland fire behavior safety is presented throughout the course. (Equivalent to NR-010.)

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Advisory: RDG-050

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

FIRE-063 BASIC FIRE FIGHTER COURSE Units: 14½

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 hazardous 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.

Lecture Hours: 198 Lab Hours: 189 Repeatable: No Grading: L

Prerequisite: EMT-084 and FIRE-001

Advisory: ENG-051 and RDG-051

Limitation on Enrollment: Successful completion within one year of a Certified Physical Ability Test

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

FIRE-070 CONFINED SPACE-AWARENESS Units: ½

This course provides instruction in identifying permit and non-permit required confined spaces, hazards associated with confined spaces, state regulations, communications, and equipment requirements. This course does not qualify participants to enter confined spaces. This course is approved by the California State Fire Marshal and California Fire Service Training and Education System (CFSTES).

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

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

FIRE-071 CONFINED SPACE-OPERATIONAL Units: 1½

This course presents a review of confined space rescue definitions and operating restrictions and principles, then moves the student through a series of drills and scenarios for practical application of the skills and techniques presented. This course is approved by the California State Fire Marshal and California Fire Service Training and Education System (CFSTES). A minimum of 40 hours is required.

Lecture Hours: 18 Lab Hours: 27 Repeatable: No Grading: L

Prerequisite: FIRE-070

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

FIRE-072 TRENCH RESCUE Units: ½

This course is designed to train fire service personnel in hands-on application of the techniques necessary to safely complete a rescue from an excavation or trenching cave-in. Topics include critical considerations while responding to trenching emergencies, evaluation of cave-in scenes, basic life support procedures and temporary protection for victims, specialized tool usage, shoring techniques, and below grade rescue safety. This course is approved by the California State Fire Marshal and California Fire Service Training and Education System (CFSTES).

Lecture Hours: 4 Lab Hours: 16 Repeatable: No Grading: L
Advisory: Regular or volunteer fire fighter

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

FIRE-073 AUTOMOBILE EXTRICATION Units: ½

This course focuses on rescue fire operations techniques requiring vehicle extrication equipment. This course includes team organization; rescue and safety considerations; use of hand tools; use of hydraulic tools; use of pneumatic tools; use of wood cribbing and air bags; vehicle and victim stabilization techniques; and scene management. This course is approved by the California State Fire Marshal and California Fire Service Training and Education System (CFSTES).

Lecture Hours: 4 Lab Hours: 16 Repeatable: No Grading: L

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

FIRE-074 FIRE CONTROL 3: STRUCTURAL FIRE FIGHTING Units: 1½

This course is designed to keep fire-fighting personnel at high level of skill in combating building fires. It utilizes the burning of an otherwise useless building to provide students with hands-on fire fighting experience. Topics include: Fire behavior within a building, ventilation, search and rescue, interior attack, exterior attack, overhaul techniques, and exposure protection.

Lecture Hours: 27 Lab Hours: 0 Repeatable: No Grading: L

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

FIRE-075 HAZARDOUS MATERIALS FIRST RESPONDER Units: 1

Defensive tactics to contain the release from a safe distance, keep it from spreading, and prevent exposures without trying to stop the release. Meets and exceeds the requirements of CFR 29 1910.120 and CCR Title 8.

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

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

FIRE-076 INTRO TO RESCUE SYSTEMS - LOW ANGLE RESCUE Units: 1

This course is designed to equip the student with the techniques and methods for using rope, webbing, hardware friction devices, and litters in low angle rescue situations. Areas covered include: Rope and related equipment, anchor systems, safety lines, stretcher lashing and rigging, mechanical advantage systems and single line and two line rescue systems.

Lecture Hours: 18 Lab Hours: 0 Repeatable: No Grading: L
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

FIRE-077A FIRE INVESTIGATION IA: ORIGIN AND CAUSE Units: 2½

This course provides the students with an introduction and basic overview of fire scene investigation. The focus of the course is to provide information on fire scene indicators and to determine the fire's origin.

Lecture Hours: 45 Lab Hours: 0 Repeatable: No Grading: L
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

FIRE-077B FIRE INVESTIGATION IB: TECHNIQUES Units: 2½

This course provides a deeper understanding of fire investigation and builds on Fire Investigation 1A. Topics include the juvenile fire setter, report writing, evidence preservation and collection, interview techniques, motives, and fire fatalities.

Lecture Hours: 45 Lab Hours: 0 Repeatable: No Grading: L
Prerequisite: FIRE-077A
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

FIRE-078A FIRE INSTRUCTOR IA: INSTRUCTIONAL TECH Units: 2½

This is the first of a two-course series. Topics include: The Occupational Analysis, course outline, concepts of learning, levels of instruction, behavioral objectives, lesson plan development, psychology of learning, and instructor evaluation. Student teaching demonstrations are required of all.

Lecture Hours: 45 Lab Hours: 0 Repeatable: No Grading: L
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

FIRE-078B FIRE INSTRUCTOR IB: INSTRUCTIONAL TECH Units: 2½

This is the second of a two-course series. Topics include: preparing course outlines, establishing levels of instruction, constructing behavioral objectives and lesson plans; developing instructional aids, fundamentals of testing and measurements, test planning, evaluation techniques and tools. Student teaching demonstrations are required of all.

Lecture Hours: 45 Lab Hours: 0 Repeatable: No Grading: L
Prerequisite: FIRE-078A
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

FIRE-079A I-100: INTRODUCTION TO ICS Units: ½

This course is a review of ICS (Incident Command System) organization, basic terminology, and common responsibilities through a self-paced text and progress checks.

Lecture Hours: 9 Lab Hours: 0 Repeatable: No Grading: L
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

FIRE-079B I-100: BASIC ICS Units: 1

This course describes the principal features that constitute the ICS. Collectively, these features identify the unique quality of the ICS as an incident or event management system. Features are: five primary functions, management objectives, unity and chain of command, transfer of command, organizational flexibility, unified command, span of control, common terminology, personnel accountability, integrated communications, resources management and the incident action plan.

Lecture Hours: 18 Lab Hours: 0 Repeatable: No Grading: L
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

FIRE-079C I-300: INTERMEDIATE ICS Units: 1½

This course provides a comprehensive description of the responsibilities of the organizational elements within each section of the ICS. It also includes the general duties of each organizational element, terminology, staffing considerations, and reporting relationships.

Lecture Hours: 27 Lab Hours: 0 Repeatable: No Grading: L
Prerequisite: FIRE-079B
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

FIRE-079D I-400: ADVANCED ICS Units: 1½

This course describes each command and general staff position in terms of principal responsibilities and importance to the organization. Guidelines for activation of the command and general staff positions and the roles of deputies and assistants are discussed. Relationships and duties are covered for each command staff member and for agency.

Lecture Hours: 27 Lab Hours: 0 Repeatable: No Grading: L
Prerequisite: FIRE-079C
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

FIRE-080 S-404: SAFETY OFFICER Units: 2

This course delivers information for operating as a Safety Officer within the ICS. Subjects covered include: Safety Officer effectiveness, analysis techniques, safety messages, briefings and special reports, and high hazard operations.

Lecture Hours: 36 Lab Hours: 0 Repeatable: No Grading: L
Prerequisite: FIRE-079D
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

FIRE-081 S-339: DIVISION/GROUP SUPERVISOR Units: 1½

This course supports the specific task of the division/group supervisor position on a wildland fire, but does not provide instruction in general management and supervisory principles or in the incident command system. Course includes: division/group management, organizational interaction, and division operations.

Lecture Hours: 27 Lab Hours: 0 Repeatable: No Grading: L
Prerequisite: FIRE-079C
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

FIRE-090A FIRE PREVENTION 1A Units: 2

This course provides a broad, technical overview of fire prevention codes, ordinances, key hazards, and fire prevention practices. This is a California State Fire Marshal and California Fire Service Training and Education System (CFSTES) approved course. A minimum of 40 hours is required.

Lecture Hours: 31½ Lab Hours: 13½ Repeatable: No Grading: L
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

FIRE-090B FIRE PREVENTION 1B Units: 2

This course focuses on the codes, ordinances and statutes that pertain to fire prevention practices in California. This is a California State Fire Marshal and California Fire Service Training and Education System (CFSTES) approved course. A minimum of 40 hours is required.

Lecture Hours: 31½ Lab Hours: 13½ Repeatable: No Grading: L
Prerequisite: FIRE-090A
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

FIRE-091A FIRE COMMAND 1A Units: 2

This course is designed for fire fighters and those seeking a career in the fire service. This course provides information and experience in command and control techniques used at the scene of an emergency. It emphasizes decision-making, the act of commanding, authority, personnel, organizational structure, preplanning and training techniques. This is a California State Fire Marshal and California Fire Service Training and Education System (CFSTES) approved course. A minimum of 40 hours is required.

Lecture Hours: 31½ Lab Hours: 13½ Repeatable: No Grading: L
Advisory: Regular or volunteer fire fighter and those seeking a career in the fire service
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

FIRE-091B FIRE COMMAND 1B Units: 2

This course provides instruction in the art of command as related to tactical fire problems and prepares the fire officer for emergency operation command. Topics include preplanning and attack utilizing simulator, chemical and pesticide emergencies, shipping papers, and environmental considerations. This course prepares the fire officer for emergency operation command. This is a California State Fire Marshal and California Fire Service Training and Education System (CFSTES) approved course. A minimum of 40 hours is required.

Lecture Hours: 31½ Lab Hours: 13½ Repeatable: No Grading: L
Prerequisite: FIRE-091A
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

FIRE-091C FIRE COMMAND 1C 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: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

FOREIGN LANGUAGE**FL-097A-D FOREIGN LANGUAGE LAB Units: ½**

Lecture Hours: 0 Lab Hours: 27 Repeatable: No Grading: K

FL-098A-D FOREIGN LANGUAGE LAB Units: 1

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

Foreign Language Lab is an open entry/open exit environment designed to provide opportunities for students in all segments of the college community to develop their foreign language communicative skills in understanding, speaking, reading, and writing. Emphasis is placed on the one-to-one tutorial as well as the computer-assisted, audiotape and videotape monitoring approaches. Cultural materials are also provided in multi-media formats. This course is to supplement the course laboratory requirements of a foreign language course.

Corequisite: Any Foreign Language course

Transfer Status: None Degree Applicable: NAA
 COD GE: None CSU GE: None IGETC: None

FRENCH**FR-001 ELEMENTARY FRENCH Units: 5**

This course presents the fundamentals of French. Fluency in understanding, speaking, reading, and writing within the context of the French society and French-speaking countries, history, and culture is emphasized. Completion of FR 1A and FR 1B is equivalent to FR 1.

Lecture Hours: 90 Lab Hours: 18 Repeatable: No Grading: L
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: C3 CSU GE: C2 IGETC: 6A

FR-001A ELEMENTARY FRENCH Units: 3

This course presents the fundamentals of French. Fluency in understanding, speaking, reading, and writing within the context of the French society and French-speaking countries, history, and culture is emphasized. Completion of FR 1A and FR 1B is equivalent to FR 1.

Lecture Hours: 54 Lab Hours: 18 Repeatable: No Grading: L
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: C3 CSU GE: C2 IGETC: None

FR-001B ELEMENTARY FRENCH Units: 3

This course presents the fundamentals of French. Fluency in understanding, speaking, reading, and writing within the context of the French society and French-speaking countries, history, and culture is emphasized. Completion of FR 1A and FR 1B is equivalent to FR 1.

Lecture Hours: 54 Lab Hours: 18 Repeatable: No Grading: L
Prerequisite: FR-001A
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: C3 CSU GE: C2 IGETC: 6A

FR-002 ELEMENTARY FRENCH Units: 5

This course continues the development of the skills and essentials of the French language begun in FR 1 or FR 1B. Fluency in understanding, speaking, reading, and writing within the context of the French society, history, and culture is emphasized. Completion of FR 2A and FR 2B is equivalent to FR 2.

Lecture Hours: 90 Lab Hours: 18 Repeatable: No Grading: L
Prerequisite: FR-001 or FR-001B or 2 years high school French
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C3 CSU GE: C2 IGETC: 3B*, 6A*

FR-002A ELEMENTARY FRENCH Units: 3

This course continues the development of the skills and essentials of the French language begun in FR 1 or FR 1B. Fluency in understanding, speaking, reading, and writing within the context of the French society, history, and culture is emphasized. Completion of FR 2A and FR 2B is equivalent to FR 2.

Lecture Hours: 54 Lab Hours: 18 Repeatable: No Grading: L
Prerequisite: FR-001 or FR-001B or 2 years high school French
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: C3 CSU GE: C2 IGETC: 3B*, 6A*

FR-002B ELEMENTARY FRENCH Units: 3

This course continues the development of the skills and essentials of the French language begun in FR 2A. Fluency in understanding, speaking, reading, and writing within the context of the French society, history, and culture is emphasized. Completion of FR 2A and FR 2B is equivalent to FR 2.

Lecture Hours: 54 Lab Hours: 18 Repeatable: No Grading: L
Prerequisite: FR-002A
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: C3 CSU GE: C2 IGETC: 3B*, 6A*

FR-003 INTERMEDIATE FRENCH Units: 4

This course strengthens the students' communication skills in the spoken and written language. Emphasis is on the customs and culture of France and the francophone world. French literature is introduced.

Lecture Hours: 72 Lab Hours: 18 Repeatable: No Grading: L
Prerequisite: FR-002 or FR-002B
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C3 CSU GE: C2 IGETC: 3B*, 6A*

FR-004 INTERMEDIATE FRENCH Units: 4

This course expands the students' ability to communicate in French. Emphasis is on the discussion of socio-cultural selections and literature of the French-speaking world.

Lecture Hours: 72 Lab Hours: 18 Repeatable: No Grading: L
Prerequisite: FR-003
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C3 CSU GE: C2 IGETC: 3B*, 6A*

GEOGRAPHY**GEOG-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
Prerequisite: 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
Prerequisite: ENG-050
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C2,C5 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

Prerequisite: 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-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

Prerequisite: ENG-051 & MATH-057

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

Prerequisite: ENG-050 & MATH-057

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

Prerequisite: ENG-050 & MATH-057

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-001 ELEMENTARY GERMAN Units: 5**

This course presents the fundamentals of German. Fluency in understanding, speaking, reading and writing within the context of the German society, history, and culture is emphasized. Completion of GER 1A and GER 1B is equivalent to GER 1.

Lecture Hours: 90 Lab Hours: 18 Repeatable: No Grading: L

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

COD GE: C3 CSU GE: C2 IGETC: 6A

GER-001A ELEMENTARY GERMAN Units: 3

This course presents the fundamentals of German. Fluency in understanding, speaking, reading, and writing within the context of the German society, history, and culture is emphasized. Completion of GER 1A and GER 1B is equivalent to GER 1.

Lecture Hours: 54 Lab Hours: 18 Repeatable: No Grading: L

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

COD GE: C3 CSU GE: C2 IGETC: None

GER-001B ELEMENTARY GERMAN Units: 3

This course continues the development of the skills and essentials of the German language begun in GER 1A. Fluency in understanding, speaking, reading, and writing within the context of the German society, history, and culture is emphasized. Completion of GER 1A and GER 1B is equivalent to GER 1.

Lecture Hours: 54 Lab Hours: 18 Repeatable: No Grading: L

Prerequisite: GER-001A

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

COD GE: C3 CSU GE: C2 IGETC: 6A

GER-002 ELEMENTARY GERMAN Units: 5

This course continues the development of the skills and essentials of the German language begun in GER 1 or GER 1B. Fluency in understanding, speaking, reading, and writing within the context of the German society, history, and culture is emphasized. Completion of GER 2A and GER 2B is equivalent to GER 2.

Lecture Hours: 90 Lab Hours: 18 Repeatable: No Grading: L

Prerequisite: GER-001 or GER-001B or 2 years high school German

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

COD GE: C3 CSU GE: C2 IGETC: 3B*, 6A*

GER-002A ELEMENTARY GERMAN Units: 3

This course continues the development of the skills and essentials of the German language begun in GER 1 or GER 1B. Fluency in understanding, speaking, reading, and writing within the context of the German society, history, and culture is emphasized. Completion of GER 2A and GER 2B is equivalent to GER 2.

Lecture Hours: 54 Lab Hours: 18 Repeatable: No Grading: L

Prerequisite: GER-001 or GER-001B or 2 years high school German

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

COD GE: C3 CSU GE: C2 IGETC: 3B*, 6A*

GER-002B ELEMENTARY GERMAN Units: 3

This course continues the development of the skills and essentials of the German language begun in GER 2A. Fluency in understanding, speaking, reading, and writing within the context of the German society, history, and culture is emphasized. Completion of GER 2A and GER 2B is equivalent to GER 2.

Lecture Hours: 54 Lab Hours: 18 Repeatable: No Grading: L

Prerequisite: GER-002A

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

COD GE: C3 CSU GE: C2 IGETC: 3B*, 6A*

GOLF**GOLF-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

Prerequisite: ENG-050 or concurrent enrollment

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

Prerequisite: ENG-050 or concurrent enrollment

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

Prerequisite: ENG-050 or concurrent enrollment

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

COD GE: None CSU GE: None IGETC: None

GOLF-034 GOLF CLUB DESIGN & REPAIR Units: 2

This course is the study of the design and manufacture of golf clubs. It includes the study of golf repair theory and practical "hands-on" experience in a golf club repair laboratory. This course is intended for students pursuing a career in golf.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: ENG-050 or concurrent enrollment

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

GOLF-036 FUNDAMENTALS & RULES OF GOLF Units: 2

This course is the study of the basic fundamentals and rules of the game of golf. It emphasizes the rules of golf and the responsibility of the golf professional to insure compliance with the rules and uphold the integrity of the sport of golf. This course is intended for students pursuing a career in golf.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: ENG-050 or concurrent enrollment

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

COD GE: None CSU GE: None IGETC: None

HEALTH EDUCATION**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

Prerequisite: ENG-050

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

COD GE: C2,C5 CSU GE: E IGETC: None

HEALTH SCIENCES**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 into the second year of the RN program.

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

Prerequisite: BI-013, BI-014, BI-015, ENG-001A, MATH-050 or MATH-054, and licensure as a Vocational Nurse

Corequisite: Licensure as a Vocational Nurse in the state of California.

Transfer Status: None Degree Applicable: NAA

COD GE: None CSU GE: None IGETC: None

HS-060 ENERGETIC HEALING MODALITIES: HEALING TOUCH LEVEL I Units: 1

Introduction to several energy based therapeutic approaches to healing. Discussion of the energy field, energy medicine and applications of techniques to restore harmony and balance in the energy system to allow clients to self heal.

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

Transfer Status: None Degree Applicable: NAA

COD GE: None CSU GE: None IGETC: None

HS-061 MEDICAL TERMINOLOGY Units: 2

This course introduces medical terminology as used by all health service personnel, including medical doctors, dentists, nurses, respiratory therapists, physical therapists, EMTs, medical secretaries and doctors' office assistants.

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

Prerequisite: ENG-050

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

HS-062 YOUR LIVING BODY Units: 3

This course provides a basic overview of body structures and functions, correlated with discussion of the major diseases affecting each of the major systems. This course is required for Vocational Nursing Program.

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

Prerequisite: ENG-050

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

HS-064 NURSE ASSISTANT Units: 6

This course includes basic nursing principles used in the care of clients in long-term care facilities. The content addresses the basic needs of clients; concepts of ethics and confidentiality; techniques of communication; reporting and recording of observations and basic assessments; performance of special treatments, procedures and skills required for client care. Successful completion of the course results in eligibility to take the state-approved test that leads to certification as a nursing assistant.

Lecture Hours: 63 Lab Hours: 135 Repeatable: No Grading: L

Prerequisite: ENG-050

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

HS-066 HOME HEALTH AIDE Units: 2

This course expands on the content taught in the nursing assistant course to provide preparation for care of residents in home care settings. Content emphasizes personal care, basic communications, safety, meal planning, and maintaining a healthful environment.

Lecture Hours: 27 Lab Hours: 27 Repeatable: No Grading: L

Prerequisite: HS-064 or CNA

Transfer Status: None Degree Applicable: NAA

COD GE: None CSU GE: None IGETC: None

HS-067 INTRODUCTION TO MED/DOSAGE CALCULATIONS Units: 1

This course provides a basic foundation for the study of pharmacology and covers the general principles of drug administration with a review of arithmetic and the calculation of math dosages. It utilizes a nursing process approach which focuses on the understanding of pharmacological principles, medication administration, and the evaluation of the client's responses in the health care setting. This course is designed for the beginning vocational nursing student and other allied health care disciplines.

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

Advisory: ENG-050 and MATH-057

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

HS-070 INTRO TO HEALTH SCIENCES Units: 1

This course is strongly recommended for all students entering the VN or ADN programs offered at College of the Desert. It is designed to provide students interested in Health Sciences programs with detailed information about program requirements and career objectives.

Lecture Hours: 18 Lab Hours: 0 Repeatable: No Grading: L
Advisory: ENG-050 and RDG-050
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

HS-071 STRATEGIES FOR SUCCESS IN A NURSING PROGRAM Units: 2

Designed to prepare students for the successful completion of the nursing program. Students will be given an overview of the program requirements and expectations and they will acquire information and skills that facilitate student success once admitted into the program. Students will also explore nursing career options, which will guide the development of their educational plan.

Lecture Hours: 36 Lab Hours: 0 Repeatable: No Grading: L
Advisory: ENG-050 and RDG-050
 Transfer Status: None Degree Applicable: NAA
 COD GE: None CSU GE: None IGETC: None

HS-081 BASIC ARRHYTHMIAS Units: 2

This course is designed for persons interested in working with patients who require cardiac monitoring. It provides an overview of the anatomy and physiology of the heart and the conduction system. The normal and abnormal rhythms of the heart are studied with an emphasis on interpretation of single lead electrocardiography and recognition of cardiac rhythms that require immediate intervention.

Lecture Hours: 36 Lab Hours: 0 Repeatable: No Grading: L
 Transfer Status: None Degree Applicable: NAA
 COD GE: None CSU GE: None IGETC: None

HS-098 NURSING SKILLS LAB Units: ½

Lecture Hours: 0 Lab Hours: 27 Repeatable: 3 Grading: K

HS-099 NURSING SKILLS LAB Units: 1

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

This course provides opportunity for practice and mastery of nursing skills necessary for safe patient care. It uses multimedia materials, computers, and instructor assistance to improve the skills needed and is directed to students needing review of nursing procedures. May be taken for a total of four times for credit.

Corequisite: Enrollment in a Nursing course

Transfer Status: None Degree Applicable: NAA
 COD GE: None CSU GE: None IGETC: None

HISTORY**HIST-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,C5 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,C5 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
Prerequisite: 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
Prerequisite: 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: None IGETC: None

HOTEL AND RESTAURANT MANAGEMENT

See **Business/Hotel and Restaurant Management** (page 145)

HUMANITIES**HUM-018 INTRODUCTION TO ART AND MUSIC Units: 3**

Students examine parallels in ideas and organizational methods found in art and music of the Western World. A comparison is made of major developments of styles with an emphasis on the roles of the visual and aural arts in society from the Middle Ages to the present. (Equivalent to ART-018 and MUS-018.)

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

Prerequisite: ENG-050

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

COD GE: C3 CSU GE: C1 IGETC: 3A

ITALIAN**ITAL-001 ELEMENTARY ITALIAN Units: 5**

This course presents the fundamentals of Italian. Fluency in understanding, speaking, reading, and writing within the context of the Italian society, history, and culture is emphasized. Completion of ITAL 1A and ITAL 1B is equivalent to ITAL 1.

Lecture Hours: 90 Lab Hours: 18 Repeatable: No Grading: L

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

COD GE: C3 CSU GE: C2 IGETC: 6A

ITAL-001A ELEMENTARY ITALIAN Units: 3

This course presents the fundamentals of Italian. Fluency in understanding, speaking, reading, and writing within the context of the Italian society, history, and culture is emphasized. Completion of ITAL 1A and ITAL 1B is equivalent to ITAL 1.

Lecture Hours: 54 Lab Hours: 18 Repeatable: No Grading: L

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

COD GE: C3 CSU GE: C2 IGETC: None

ITAL-001B ELEMENTARY ITALIAN Units: 3

This course presents the fundamentals of Italian. Fluency in understanding, speaking, reading, and writing within the context of the Italian society, history, and culture is emphasized. Completion of ITAL 1A and ITAL 1B is equivalent to ITAL 1.

Lecture Hours: 54 Lab Hours: 18 Repeatable: No Grading: L

Prerequisite: ITAL-001A

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

COD GE: C3 CSU GE: C2 IGETC: 6A

ITAL-002 ELEMENTARY ITALIAN Units: 5

This course builds upon the material presented in ITAL 1 and further develops the conversational skills in confirming and correcting information and using response behaviors. Fluency in understanding, speaking, reading, and writing within the context of the Italian society, history, and culture is emphasized. Completion of ITAL 2A and ITAL 2B is equivalent to ITAL 2.

Lecture Hours: 90 Lab Hours: 18 Repeatable: No Grading: L

Prerequisite: ITAL-001 or ITAL-001B or 2 years high school Italian

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

COD GE: C3 CSU GE: C2 IGETC: 3B*, 6A*

ITAL-002A ELEMENTARY ITALIAN Units: 3

This course builds upon the material presented in ITAL 1, 1A and 1B and further develops the conversational skills in confirming and correcting information and using response behaviors. Fluency in understanding, speaking, reading, and writing within the context of the Italian society, history, and culture is emphasized. Completion of ITAL 2A and ITAL 2B is equivalent to ITAL 2.

Lecture Hours: 54 Lab Hours: 18 Repeatable: No Grading: L

Prerequisite: ITAL-001 or ITAL-001B or 2 years high school Italian

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

COD GE: C3 CSU GE: C2 IGETC: 3B*, 6A*

ITAL-002B ELEMENTARY ITALIAN Units: 3

This course builds upon the material presented in ITAL 2A and further develops the conversational skills in confirming and correcting information and using response behaviors. Fluency in understanding, speaking, reading, and writing within the context of the Italian society, history, and culture is emphasized. Completion of ITAL 2A and ITAL 2B is equivalent to ITAL 2.

Lecture Hours: 54 Lab Hours: 18 Repeatable: No Grading: L

Prerequisite: ITAL-002A

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

COD GE: C3 CSU GE: C2 IGETC: 3B*, 6A*

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-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.

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

Lecture Hours: 54 Lab Hours: 18 Repeatable: No Grading: L

Prerequisite: JPN-001A

Transfer Status: CSU/UC* Degree Applicable: AA/AS
COD GE: C3 CSU GE: C2 IGETC: 6A

JPN-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.

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.

Lecture Hours: 54 Lab Hours: 18 Repeatable: No Grading: L

Prerequisite: JPN-002A

Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: C3 CSU GE: C2 IGETC: 3B*, 6A*

JOURNALISM**J-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 lecture and laboratory 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 Units: 3

This course focuses on strategies and techniques of literary magazine production and produces the college literary magazine. Students select the materials, edit materials, plan the format, typeset, paste-up and prepare the magazine for publication. The course also focuses on the procedures involved in transforming a literary magazine to an online format.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: ENG-051

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

MANAGEMENT

See Business/Management (page 146)

MASS COMMUNICATION**MC-001 MASS MEDIA IN AMERICAN CULTURE Units: 3**

This course introduces students to the influences and contributions of mass media in popular culture. It traces the historical development of each of the mass media, from earliest inventions to today's state-of-the-art digital technologies. This course surveys the impact of mass media on each of us as individuals and on American and world culture: where we might be going and what we can do about it. The course also examines how mass culture continually influences and shapes the media.

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

Prerequisite: ENG-051

Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: C2,C5 CSU GE: D7 IGETC: 4G

MC-005 INTRODUCTION TO PUBLIC RELATIONS Units: 3

This course offers students an overview of the public relations field with a practical approach to the handling and planning, of public relations campaigns. This course is offered on an irregular basis.

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

Prerequisite: ENG-001A

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

MATHEMATICS**MATH-001A CALCULUS Units: 5**

This course is a study of the meaning, computation and analysis of the derivative with an introduction to the integral. Topics include the definitions and analysis of 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

Prerequisite: ENG-051 and MATH-012

Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: C4 CSU GE: B4 IGETC: 2A

MATH-001B CALCULUS Units: 5

This course is a study of the meaning, methods and applications of integration and infinite series. Topics include the definition of the definite integral, the Fundamental Theorem of Calculus, techniques of integration, applications of integration, first order separable differential equations, modeling exponential growth and decay, infinite series and approximation of functions using Taylor series with remainder.

Lecture Hours: 90 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: MATH-001A

Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: C4 CSU GE: B4 IGETC: 2A

MATH-002A MULTIVARIATE CALCULUS Units: 5

This course extends the concepts of differentiation and integration introduced in the first two semesters of calculus to functions of several variables. Topics include solid Euclidean geometry, vector algebra in 3 dimensions, line and surface integrals, multiple integration in rectangular, cylindrical and spherical coordinates, extreme values, parameterized space curves and surfaces, divergence, directional derivatives, gradients, Gauss', Green's and Stokes' theorems.

Lecture Hours: 90 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-002B LINEAR ALGEBRA Units: 4

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 Units: 4

This is a standard introductory course in solving differential equations and using differential equations to model dynamic phenomena. Topics include first, second and higher order differential equations; systems of first order equations, linear, homogeneous and nonhomogeneous differential equations; solutions by power series; numerical methods, LaPlace transforms; and applications.

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 Units: 5

This course is the first of a two semester sequence preparing students for Calculus. In this course, students will study functions with an emphasis on the trigonometric functions along with topics in analytic geometry. Topics will include a review of plane and coordinate geometry, functions including function notation, transformations and inverses, definitions and graphs of the trigonometric functions, modeling periodic behavior, solving triangle problems with the Law of Sines and Cosines, the conic sections, parametric equations and vectors.

Lecture Hours: 90 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: MATH-030 and MATH-040

Advisory: ENG-051

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: C4 CSU GE: B4

IGETC: None

MATH-010 COLLEGE ALGEBRA Units: 4

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: C4 CSU GE: B4

IGETC: 2A*

MATH-012 PRE-CALCULUS Units: 5

This course is the second in a two semester sequence preparing students for Calculus. In this course, students will extend the concept of a function to polynomial, rational, exponential and logarithmic functions as well as studying analytic trigonometry. Topics include recognizing, graphing and solving equations and word problems involving polynomial, rational, exponential and logarithmic functions, trigonometric identities, inverse trigonometric functions, and solving trigonometric equations.

Lecture Hours: 90 Lab Hours: 18 Repeatable: No Grading: L

Prerequisite: MATH-005

Transfer Status: CSU/UC*

Degree Applicable: AA/AS

COD GE: C4 CSU GE: B4

IGETC: 2A*

MATH-013 LIBERAL ARTS MATHEMATICS Units: 4

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/UC

Degree Applicable: AA/AS

COD GE: C4 CSU GE: B4

IGETC: 2A

MATH-014 STATISTICAL METHODS Units: 4

This course is an introduction to descriptive and inferential statistics; how to use measures of central tendency and dispersion among population samples to draw inferences about a population and to compare two or more populations. Discrete and continuous probability density distributions are analyzed including the binomial, normal, Student-t, chi-squared, and F-distributions. Confidence intervals for population means, proportions and variance are set. Additional topics include regression and correlation analysis and techniques of hypotheses testing, including ANOVA, and use of calculator and software applications.

Lecture Hours: 72 Lab Hours: 18 Repeatable: No Grading: L

Prerequisite: MATH-040

Advisory: ENG-051

Transfer Status: CSU/UC*

Degree Applicable: AA/AS

COD GE: C4 CSU GE: B4

IGETC: 2A*

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: AA/AS

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: C4 CSU GE: None

IGETC: None

MATH-050 ELEMENTARY 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, 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.

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

Prerequisite: MATH-057

Transfer Status: None Degree Applicable: NAA
COD GE: None 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-057 or MATH-058

Transfer Status: None Degree Applicable: NAA
COD GE: None CSU GE: None IGETC: None

MATH-057 COLLEGE ARITHMETIC Units: 3

This course provides an understanding of and competency in the basic operations of elementary arithmetic. Topics include adding, subtracting, multiplying, and dividing whole numbers, decimals, and fractions. Other topics include: arithmetic with signed numbers, percents and its applications, ratios and proportions, the metric and American system of measurement, including the conversion of units, and elementary geometry concepts such as perimeter, area, and volume.

Lecture Hours: 45 Lab Hours: 27 Repeatable: No Grading: L

Prerequisite: MATH-067

Advisory: RDG-050 & MATH-066

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-067

Advisory: RDG-050

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-071 MESA/CCCP ORIENTATION Units: 1

This course assists students in acquiring the knowledge and skills necessary to reach their educational objectives in engineering, mathematics, and science-related fields. Topics include: career decisions and strategies, educational and personal enrichment, study skills and habits, time management, academic preparation, and success in college. Field trips may be required.

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

Transfer Status: None Degree Applicable: NAA

COD GE: None CSU GE: None IGETC: None

MATH-087 MATH/SCIENCE STUDY CENTER LAB Units: ½

Lecture Hours: 0 Lab Hours: 27 Repeatable: 1 Grading: K

MATH-088 MATH/SCIENCE STUDY CENTER LAB Units: 1

Lecture Hours: 0 Lab Hours: 54 Repeatable: 1 Grading: K

The Study Center is an open entry/open exit environment which provides opportunities to develop mathematical and scientific skills, notation, and language. It is open to all students enrolled in a credit mathematics or science course. Emphasis is on guided/assisted independent study. Instructor assistance, computer aids and audio visual aids are available. May be taken for a total of four times for credit.

Corequisite: Enrollment in a credit mathematics or science course

Transfer Status: None Degree Applicable: NAA

COD GE: None CSU GE: None IGETC: None

MATH-097 MATHEMATICS SUPPLEMENTAL LAB Units: ½

Lecture Hours: 0 Lab Hours: 27 Repeatable: 3 Grading: K

MATH-098 MATHEMATICS SUPPLEMENTAL LAB Units: 1

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

Mathematics Supplemental Lab is an open entry/open exit environment which provides opportunities to develop mathematical skills, notation, and language for students enrolled in any level mathematics course. May be taken for a total of four times for credit.

Corequisite: Any mathematics course

Transfer Status: None Degree Applicable: NAA

COD GE: None CSU GE: None IGETC: None

MUSIC

MUS-001 MUSIC THEORY I Units: 4

This course is a study of the basic materials of music and how those materials combine to create musical structures. Activities include analysis of representative compositions combined with creative work in counterpoint and harmony (triads and dominant 7th chords.) Lab activities include sight singing, ear training, dictation and the playing of scales and chord progressions at the keyboard.

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

Prerequisite: MUS-012

Advisory: Concurrent enrollment in MUS-021A, or MUS-021B, or another music performance class

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

COD GE: C3 CSU GE: None IGETC: None

MUS-002 MUSIC THEORY II Units: 4

This course continues concepts introduced in Music Theory I; the study of basic materials of music and how those materials combine to create musical structures. Activities include analysis of representative compositions combined with creative work in counterpoint, orchestration and harmony (including modulation, secondary dominants, 9th, 11th, 13th chords and non-dominant harmony.) Lab activities include sight singing, ear training, dictation and the playing of scales and chord progressions at the keyboard.

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-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,C5 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 will 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: None IGETC: None

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

Prerequisite: 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-018 INTRODUCTION TO ART AND MUSIC Units: 3

Students examine parallels in ideas and organizational methods found in art and music of the Western World. A comparison is made of major developments of styles with an emphasis on the roles of the visual and aural arts in society from the Middle Ages to the present. (Equivalent to ART-018 and HUM-018.)

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

Prerequisite: ENG-050

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 three times for credit.

Lecture Hours: 18 Lab Hours: 54 Repeatable: 2 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 four times for credit.

Lecture Hours: 18 Lab Hours: 54 Repeatable: 3 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. May be taken for a total of four times for credit.

Lecture Hours: 18 Lab Hours: 54 Repeatable: 3 Grading: L
Advisory: MUS-022
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

MUS-027 INSTRUMENTAL JAZZ ENSEMBLE Units: 1

Group rehearsal and public performance of standard jazz ensemble literature for woodwind, brass, and rhythm section (guitar, piano, bass, and drums). Proper jazz style and improvisation will be emphasized. Repeating this course provides additional skills and competency within the subject area. May be taken a total of four times for credit.

Lecture Hours: 0 Lab Hours: 54 Repeatable: 3 Grading: L
Prerequisite: Audition required to confirm eligibility for enrollment
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

MUS-028 CHAMBER ENSEMBLE (formerly MUS-026) Units: 1

Group rehearsal and public performance of standard music literature for small instrumental ensemble including woodwinds, brass, percussion, strings and keyboards. Repeating this course provides additional skills and competency within the subject area. May be taken a total of four times for credit.

Lecture Hours: 0 Lab Hours: 54 Repeatable: 3 Grading: L
Prerequisite: Audition required to confirm eligibility for enrollment
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

MUS-029 VOCAL JAZZ ENSEMBLE Units: 1

Group rehearsal and public performance of vocal jazz literature arranged for small ensemble. Jazz styles and techniques will be emphasized. Open to all students by audition. May be taken a total of four times for credit.

Lecture Hours: 0 Lab Hours: 54 Repeatable: 3 Grading: L
Prerequisite: Audition required to confirm eligibility for enrollment
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

MUS-030 COMMUNITY CHOIR Units: 1

A mixed choral ensemble open to all students. A variety of mixed choral repertoire will be studied and performed, from standards to contemporary Pop, Broadway, and Vocal Jazz. Rehearsal time will also be devoted to vocal development and improving musicianship. Students who repeat this course will improve skills through further instruction and practice. May be taken a total of four times for credit.

Lecture Hours: 0 Lab Hours: 54 Repeatable: 3 Grading: K
Prerequisite: Vocal audition to determine placement
Advisory: MUS-012
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

MUS-031 VOCAL ENSEMBLE (formerly MUS-034) Units: 1

Preparation and performance of a diverse array of sacred and secular music for vocal chamber ensemble. Open to all students by audition. May be taken a total of four times for credit.

Lecture Hours: 0 Lab Hours: 54 Repeatable: 3 Grading: L
Prerequisite: Audition required to confirm eligibility for enrollment
Advisory: MUS-012
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

MUS-036 OPERA WORKSHOP Units: 2

This course provides training in solos and small ensembles from the light opera and operatic repertoire and culminates in public performances of this repertoire in fully staged scenes. 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: C3 CSU GE: None IGETC: None

MUS-037 OPERA PERFORMANCE Units: 2

This course provides instruction in the study and performance of operatic solo and/or ensemble roles in original language or English translation, culminating in full production public performance. Students expand acting and movement skills, develop advanced strategies for preparation, are acquainted with various contexts of the opera under preparation, and think critically about artistic choices. Audition to determine casting. May be taken for a total of four times for credit.

Lecture Hours: 0 Lab Hours: 108 Repeatable: 3 Grading: L
Advisory: ENG-050

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

MUS-039A BEGINNING CLASS GUITAR Units: 2

This is a beginning course designed for the non-music major covering fundamentals of guitar technique and reading basic musical notation. Emphasis is on beginning sound production for guitar. Music from Classical, Flamenco, Latin, and popular songs will be covered.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L
Advisory: MUS-012

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

MUS-039B INTERMEDIATE/ADVANCED CLASS GUITAR Units: 2

This is an intermediate to advanced 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. Repeating this course provides additional skills and competency within the subject area. May be taken for a total of three times for credit.

Lecture Hours: 18 Lab Hours: 54 Repeatable: 2 Grading: L

Prerequisite: MUS-039A

Advisory: MUS-012

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

MUS-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
Advisory: 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 three times for credit.

Lecture Hours: 36 Lab Hours: 54 Repeatable: 2 Grading: L

Prerequisite: MUS-078A

Advisory: MUS-021A

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

MUS-099 APPLIED MUSIC Units: 1

Individual vocal or instrumental instruction for the Associate of Arts degree in music. Concurrent enrollment in a performance ensemble and an academic music class required. May be taken for a total of four times for credit.

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

Prerequisite: Music major

Corequisite: MUS 27, or 28, or 29, or 31 *and* MUS 1, or 2, or 10, or 12

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

NATURAL RESOURCES**NR-001 CONSERVATION OF NATURAL RESOURCES Units: 3**

This environmental science course encompasses a study of general ecological principles including biological energy relationships, biogeochemical cycles, population dynamics, limiting factors, biotic communities, principles of ecosystem sustainability, ecosystem change, and biodiversity. Environmental issues are examined from an ecological perspective and include such topics as: water availability and quality, fossil fuels and renewable energy resources, air pollution, global atmospheric issues, hazardous materials, and human population growth. Emphases are placed on the effects of environmental problems upon all living organisms, and the role of human beings in reducing their impact on this planet. Suggested for Biological Sciences General Education Requirements.

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

Prerequisite: ENG-050

Advisory: RDG-050 and concurrent enrollment in NR-001L

Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: C1 CSU GE: B2 IGETC: 5B

NR-001L CONSERVATION OF NATURAL RESOURCES LABORATORY Units: 1

A laboratory designed to supplement the Conservation of Natural Resources course (NR-001) by providing laboratory and field experiences in environmental subject areas. Suggested for Biological Science General Education Requirements.

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

Prerequisite: NR-001 or concurrent enrollment

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

COD GE: C1 CSU GE: B3 IGETC: 5B

NR-003 INTRODUCTION TO WILDLIFE MANAGEMENT Units: 3

This course covers the principles of wildlife biology as related to wildlife management. Students will be introduced to basic skills involved in wildlife conservation, and develop an understanding of the relationships between wildlife, people and outdoor recreation. Subjects to be covered include: basic ecological concepts; population dynamics; wildlife habitats and nutrition; wildlife identification and natural history; field methods; fish and game laws; and career opportunities.

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

Advisory: NR-001

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

NR-004 INTRODUCTION TO ECOSYSTEM MANAGEMENT Units: 3

This course covers ecological, socioeconomic, and institutional factors involved in the management of ecosystems. The history of ecosystem management, terminology, examples of successful and unsuccessful techniques, applications towards forest, chaparral, desert, and grassland management, and the interfacing of science, people, and governments for successful programs, along with job opportunities in public and private natural resources management agencies are discussed.

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

Advisory: NR-001

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

NR-010 WILDLAND FIRE TECHNOLOGY Units: 3

This course meets the minimum requirements for employment as a wildland fire fighter with State and Federal fire suppressions agencies. Basic interagency courses, (I-110, 130, 190, S-212) are included. This course includes the care, maintenance and general use of power and hand crosscut saws and other fire fighting hand tools for fire line construction. This course stresses field performance and teamwork, along with fireline techniques, procedures, and safety. Wildland fire behavior safety is presented throughout the course. (Equivalent to FIRE-010.)

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

Advisory: RDG-050

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

NR 17 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

Prerequisite: 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: 0

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

Prerequisite: CIS-070A

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: 0

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

NURSING**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 childbearing 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**HEC-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: ENG-050

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

COD GE: C2 CSU GE: E IGETC: None

PHILOSOPHY**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

Prerequisite: ENG-050

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

COD GE: C3,C5 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

Prerequisite: ENG-050

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

COD GE: C3,C5 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

Prerequisite: ENG-001A and MATH-057

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

COD GE: C4 CSU GE: A3 IGETC: None

PHIL-011 FORMAL LOGIC Units: 3

A study of the methods characteristic of modern formal logic. Included are the symbolic representation of arguments in both the propositional and predicate calculi, the criteria of validity, the derivation of theorems using natural deduction, and other techniques of syntactic proof and introductory model theory. Topics in the philosophy of logic are discussed.

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

Prerequisite: ENG-001A and MATH-057

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

COD GE: C4 CSU GE: A3 IGETC: None

PHIL-012 RELIGIONS OF THE WORLD Units: 3

An historical and conceptual introduction to the world's principal religious philosophies--Hinduism, Jainism, Buddhism, Sikhism, Taoism, Confucianism, Shintoism, Zoroastrianism, Judaism, Christianity and Islam--with an examination of their original writings and subsequent commentaries.

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

Prerequisite: ENG-050

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

COD GE: C3,C5 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

Prerequisite: ENG-050

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

COD GE: C2,C3,C5 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

Prerequisite: ENG-050

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

COD GE: C3,C5 CSU GE: C2 IGETC: 3B

PHIL-016 PHILOSOPHY IN THE HISPANIC WORLD Units: 3

A survey of the historical and conceptual development of philosophy in Spain and Latin America, focusing mainly on the period from the sixteenth century through contemporary times. Developments in ethics, metaphysics, epistemology and logic are stressed.

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

Advisory: ENG-001A, plus one previous course in Philosophy

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

COD GE: C3,C5 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

Prerequisite: ENG-051 and RDG-051

Advisory: PHIL-012 and ENG-001A

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

COD GE: C3,C5 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-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

Prerequisite: 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

Prerequisite: 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

Prerequisite: ENG-050

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

COD GE: None CSU GE: None IGETC: None

PE-008 INTRODUCTION TO HEALTH AND PHYSICAL EDUCATION 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

Prerequisite: 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

Prerequisite: 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

PE-042 ADAPTED BADMINTON Units: 1

Badminton for students with disabilities offers instruction and practice in adapted skills, strategies, and rules of singles and doubles badminton designed to meet individual needs. May be taken for a total of eight times for credit.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 7 Grading: L

Advisory: Designed for students with disabilities

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

COD GE: None CSU GE: None IGETC: None

PE-043 BADMINTON Units: 1

This course provides beginning, intermediate, and advanced instruction and practice in the skills, strategies, and rules of singles and doubles badminton. May be taken for a total of four times for credit.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L

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

COD GE: None CSU GE: None IGETC: None

PE-044 BASEBALL, FALL Units: 1

This course provides beginning, intermediate, and advanced instruction and practice in the skills and strategies of baseball. May be taken for a total of four times for credit.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L

Prerequisite: Varsity baseball player/prospect or coach's permission.

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

COD GE: None CSU GE: None IGETC: None

PE-045 BASKETBALL Units: 1

This course provides beginning, intermediate, and advanced instruction and practice in skills, offensive and defensive strategies, and officiating of basketball. May be taken for a total of four times for credit.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L

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

COD GE: None CSU GE: None IGETC: None

PE-046 BIATHLON TRAINING Units: 1
(Running/Powerwalking, Swimming/Water Exercises)

This course provides beginning, intermediate, and advanced biathlon training emphasizing conditioning in both running or powerwalking and swimming or water exercises. Participation in this class improves cardiovascular fitness levels and muscular strength. Students receive instruction in a progressive program as improvement is made. 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-047 BODY SCULPT AND TONE Units: 1

This course is an exercise class for all students. It strengthens and tones specific areas of muscle weakness in the body. The students tone areas not normally strengthened with other aerobic exercise activities. By focusing on each specific area of the body, they increase their knowledge of muscle fitness and injury prevention. Students also learn the fundamental principles of physical fitness and its impact on life-long health and wellness. May be taken for a total of four times for credit.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L
Transfer Status: CSU/UC* Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

PE-048 DANCE, BALLROOM Units: 1
(Classic & Latin)

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

PE-049 BALLROOM TECHNIQUES Units: 1

This course focuses on further developing the students' skills with a heavy emphasis on styling and 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-050 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 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

PE-051 DANCE, AEROBIC Units: 1

This course provides beginning, intermediate, and advanced instruction in principles, techniques and practices of fundamental movements used in rhythmic activities, basic dance, and exercise conditioning, with special emphasis on aerobics. May be taken for a total of four times for credit.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L
Transfer Status: CSU/UC* Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

PE-052 DANCE, AEROBIC (Low Impact) Units: 1

This course provides beginning, intermediate, and advanced instruction in principles, techniques, and practices of fundamental movements used in rhythmic activities, basic dance, and exercise conditioning, with special emphasis on low impact aerobics. May be taken for a total of four times for credit.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L
Transfer Status: CSU/UC* Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

PE-053 DANCE, MODERN (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 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 principles, techniques, and practices of aerobic conditioning by means of "step" platforms. Toning and strength exercises may also be used for upper and lower body strengthening. May be taken for a total of four times for credit.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L
Transfer Status: CSU/UC* Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

PE-055 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 DANC-075.)

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. (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-057 FENCING Units: 1

This course provides beginning, intermediate, and advanced instruction and performance in fencing skills, and bodily development pertinent thereto, in each of the three competitive weapons: the foil, the sabre, and the epee. May be taken for a total of four times for credit.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

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

PE-066 ADAPTED FITNESS AQUATICS Units: 1

This course for students with disabilities emphasizes physical fitness, flexibility, and balance through resistance exercises in the water. The pool is four feet deep. Pool lifts and instructional aides are available. May be taken for a total of eight times for credit.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 7 Grading: L
Advisory: Designed for students with disabilities
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

PE-067 ADAPTED GOLF Units: 1

This course provides golf instruction and practice that is adapted for students with disabilities. May be taken for a total of eight times for credit.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 7 Grading: L
Advisory: Designed for students with disabilities
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

PE-068 JOGGING, POWERWALKING, AND RUNNING Units: 1

This course provides beginning, intermediate, and advanced instruction in a progressive program of powerwalking and running as applied to health and fitness. May be taken for a total of four times for credit.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L
Transfer Status: CSU/UC* Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

PE-071 KICKBOXING AEROBICS Units: 1

This course is an aerobics class providing beginning, intermediate, and advanced instruction in principles, techniques, and practices of aerobic conditioning using the style and choreography of martial arts. Students learn proper body mechanics and footwork involved with the different styles of kicks, punches, blocking, elbows, and knee strikes. These exercises strengthen and condition all of the major muscle groups as well as providing an efficient workout on the cardiovascular system. Students also learn basic fitness principles associated with physical fitness and the benefits it has on a healthy lifestyle. May be taken for a total of four times for credit.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L
Transfer Status: CSU/UC* Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

PE-072 PILATES MAT WORK Units: 1

This course is designed for individuals of all fitness levels who would like to increase their body/mind connection during movement. Students are introduced to the basic alignment and strength concepts of the body via basic mat exercises evolved from the techniques developed by Joseph H. Pilates. Students learn to move with strength, flexibility, and freedom, enabling a smooth transition to the more advanced level workouts where the emphasis of increasing stamina and endurance while mastering the intermediate level of exercises is taught. This is done with focus on control, centering, precision, flowing movements and breathing. May be taken for a total of four times for credit.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L
Transfer Status: CSU/UC* Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

PE-074 PHYSICAL FITNESS, SPORT PERFORMANCE Units: 1

This course provides the practical application of kinetic principles of HUMAN GAIT relative to upper and lower body extremity movement. It focuses on increased efficiency in vertical jump, lateral movement, forward and backward linear movement and its effects upon speed development and athletic performance

improvement for the beginning, intermediate, and advanced varsity levels. Students are required to participate in vigorous physical activity, and test and measurement procedures. May be taken for a total of four times for credit.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L
Prerequisite: Varsity player/prospect or coach's permission
Transfer Status: CSU/UC* Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

PE-077 SELF-DEFENSE Units: 1

This course provides an introduction to practical self-defense. Various aspects of the combined arts that are emphasized include history and philosophy of Asian fighting arts, nature of self-defense (origin-development-function), common sense self-defense, precautionary measures, psychology, physical conditioning, women and special problems, and aesthetic appreciation of form and motion. May be taken for a total of four times for credit.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L
Transfer Status: CSU/UC* Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

PE-078 SELF-DEFENSE, MARTIAL ARTS Units: 1

This course provides beginning, intermediate, and advanced instruction in martial arts with an emphasis on physical conditioning, sport, philosophy, and aesthetic appreciation of form and motion. May be taken for a total of four times for credit.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L
Transfer Status: CSU/UC* Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

PE-079 SOCCER-TOUCH FOOTBALL Units: 1

This course provides beginning, intermediate, and advanced instruction and practice in the skills and strategies of soccer and touch football. 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-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 only 4 feet 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 Iyengar'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

PE-099 POWER YOGA Units: 1

Power Yoga is a vigorous, fitness-based approach to Vinyasa-Style Yoga. It does not follow a set series of poses but emphasizes strength building and flexibility. It is designed to provide a physical workout. May be taken for a total of four times for credit.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

PHYSICS**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: ENG-051 and MATH-050 or MATH-054

Transfer Status: CSU/UC* Degree Applicable: AA/AS
COD GE: C1 CSU GE: B1,B3 IGETC: 5A*

PH-002A COLLEGE PHYSICS Units: 4

This is an algebra and trigonometry-based physics course designed for majors not seeking a degree in engineering or the physical sciences. This course is the first semester of the Physics 2 sequence. Topics include mechanics, sound, fluids and wave motion. *Note:* The physics 2 sequence satisfies the physics requirement for some pre-professional students.

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

Prerequisite: MATH-005 and ENG-050

Transfer Status: CSU/UC* Degree Applicable: AA/AS
COD GE: C1 CSU GE: B1,B3 IGETC: 5A*

PH-002B COLLEGE PHYSICS Units: 4

This is an algebra and trigonometry-based physics course designed for any majors not seeking a degree in engineering or the physical sciences. This course is the second semester of the Physics 2 sequence. Topics include electricity, magnetism, heat, and optics. *Note:* The physics 2 sequence satisfies the physics requirement for pre-professional and biology students.

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

Prerequisite: PH-002A

Transfer Status: CSU/UC* Degree Applicable: AA/AS
COD GE: C1 CSU GE: B1,B3 IGETC: 5A*

PH-004A ENGINEERING PHYSICS Units: 5

This is the first semester of the calculus-based physics sequence for scientists and engineers including those entering the computer fields. Topics include mechanics, fluids, wave motion, sound and special relativity.

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: None IGETC: None

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, Monte-Carlo Methods for modeling experiments, statistical analysis, curve fitting, and numerical algorithms.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: ENG-050 and MATH-010 or MATH-012

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. The first semester course 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.

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

Prerequisite: MATH-001A

Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: C1 CSU GE: None IGETC: None

PH-010 STATICS Units: 3

This course is an introduction to the analysis of forces on engineering structures in equilibrium. Vector analysis is utilized to study two- and three-dimensional frames, machines and trusses. Principles of friction, centroids, center of gravity, and moment of inertia for areas and masses are applied to analyze complex real-world problems.

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: 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

POLITICAL SCIENCE**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

Prerequisite: ENG-050

Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: C2 CSU GE: D8 IGETC: 4H

PS-002 INTRODUCTION TO COMPARATIVE GOVERNMENTS Units: 3

This course is a comparative study of constitutional principles, governmental institutions and political problems of selected governments. Particular attention is given to the contemporary problems of established and emerging nations.

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

Prerequisite: PS-001 or HIST-017 or HIST-018

Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: C2 CSU GE: D8 IGETC: 4H

PS-004 INTRODUCTION TO INTERNATIONAL RELATIONS Units: 3

This course is an introduction to the nature of political relations among nations, including the basic factors which influence international relations. Emphasis will be placed on an examination of contemporary world politics.

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

Prerequisite: PS-001 or HIST-017 or HIST-018

Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: C2,C5 CSU GE: D8 IGETC: 4H

PSYCHOLOGY**PSY-001 GENERAL PSYCHOLOGY Units: 3**

This course is an introduction to principles and theories governing animal and human behavior. Topics include developmental psychology, consciousness, psychotropic drugs, learning, motivation, emotion, intelligence, personality, stress, and social psychology, psychotherapy, and psychological disorders.

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

Prerequisite: ENG-050

Advisory: ENG-051

Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: C2,C5 CSU GE: D9 IGETC: 4I

PSY-003 DEVELOPMENTAL PSYCHOLOGY Units: 3

This is a life span course that focuses on the behavioral patterns found at each level of normal human development, including the interrelationships of psychological, sociological, cognitive and physical development from birth to senescence. The implications for both personal development and professional practice are considered.

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

Prerequisite: ENG-050

Advisory: ENG-051 & PSY-001

Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: C2 CSU GE: D9,E IGETC: 4I

PSY-007 POSITIVE PSYCHOLOGY Units: 3

The course provides an introduction to positive psychology. Positive psychology uses the tools of rigorous science to examine the sources and nature of positive human strengths, characteristics, resources, and aspirations. This course is designed to explore the concepts, research behind the concepts, techniques, resiliency factors and exercises to enhance optimism, decrease stressors, and significantly increase well-being. Topics include happiness, self-esteem, self-knowledge, empathy, compassion, friendship, hope, goal setting, love, parenting, achievement, resilience, creativity and flow, mindfulness, spirituality, and humor.

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

Advisory: ENG-051

Transfer Status: CSU Degree Applicable: AA/AS
COD GE: C2 CSU GE: None IGETC: None

PSY-010 PSYCHOLOGICAL ASPECTS OF MARRIAGE AND FAMILY Units: 3

This course is designed to develop the student's repertoire of behavioral skills and an understanding of the principles governing successful 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

Prerequisite: ENG-050

Advisory: ENG-051 & PSY-001

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: C2,C5 CSU GE: D4,E IGETC: None

PSY-012 HUMAN SEXUALITY Units: 3

This course examines the development and practice of human sexuality through exploration of the psychological, social, cognitive and physiological dimensions of human behavior.

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

Prerequisite: ENG-050

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

COD GE: 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

Prerequisite: ENG-050

Advisory: ENG-051 & PSY-001

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

COD GE: C2 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

Advisory: ENG-051

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

COD GE: C2,C5 CSU GE: D4,D9,E IGETC: 4I

PSY-025 INTRO TO RESEARCH METHODS FOR SOCIAL SCIENCES Units: 3

This course is an introduction to the research methodology utilized in the social sciences. This survey of contemporary approaches for study designs and research techniques will include theory development, application of methods, and the systematic nature of data collection. The major qualitative and quantitative research designs and methods such as observation, surveys, experimentation, and correlation will be addressed.

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

Advisory: ENG-051

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

COD GE: C2 CSU GE: None IGETC: None

PSY-027 BIOLOGICAL PSYCHOLOGY Units: 3

This survey course identifies the physiological determinants of behavior, affect and cognition. It will include an overview of neuroanatomy and the endocrine system. The relationship between these systems and psychological aspects such as perception, learning, motivation, emotion and personality will be identified. In addition, students will be introduced to neural basis for select disorders and organic and internally induced brain damage and associated psychopathology.

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: None IGETC: None

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: None IGETC: None

PSY-033 PERSONAL AND SOCIAL ADJUSTMENT Units: 3

This course examines the development of personality and places emphasis upon the problems of adjustment encountered in such areas as school, family, vocation and community. In particular, the course focuses on understanding the causes of frustration and the process of learning adequate methods of coping in problematic situations.

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

Prerequisite: ENG-050

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: C2 CSU GE: D9,E IGETC: None

RADIO-TELEVISION**RTV-002 RADIO AND TELEVISION ANNOUNCING Units: 2**

This course provides students with microphone/broadcast announcing techniques and style for commercial delivery, newscasts, music shows, interviews, public service programs, sports and weather segments. Assignments on writing copy for broadcast-news and commercials are included. This course is offered every Fall semester.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L
Advisory: ENG-050

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

RTV-004A MOTION PICTURE/TELEVISION PRODUCTION Units: 3

This course introduces the student to the techniques, procedures, equipment and computer technologies required to produce video motion pictures. Actual production experience is gained through student projects. Field trips to local television stations and a motion picture studio may be included in the course.

Lecture Hours: 18 Lab Hours: 108 Repeatable: No Grading: L
Prerequisite: ENG-050

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

RTV-004B ADVANCED MOTION PICTURE/TELEVISION PRODUCTION Units: 3

This course is for students who possess proven basic motion picture/video production skills. The course focuses on advanced production of longer or more specialized videos using nonlinear computer editing.

Lecture Hours: 18 Lab Hours: 108 Repeatable: No Grading: L

Prerequisite: RTV-004A
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

RTV-005 RADIO & TELEVISION WRITING Units: 3

This course provides an introduction to the analysis and preparation of radio and television news announcements, commercials, public service announcements, promotional and dramatic announcements, documentaries, and full-length entertainment scripts. The students develop an understanding of the techniques and elements utilized in script writing. This course is offered every Spring semester.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Advisory: ENG-051

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

READING**RDG-050 BASIC READING Units: 3**

This course is designed to provide extensive study and practice of basic reading skills including vocabulary development, comprehension improvement, and oral reading ability.

Lecture Hours: 54 Lab Hours: 36 Repeatable: No Grading: O
Transfer Status: None Degree Applicable: NAA
COD GE: None CSU GE: None IGETC: None

RDG-051 ANALYTICAL READING Units: 3

This course is for students who have a vocabulary base for college-level reading but need practice in analytical reading and critical thinking skills. The focus of this course is on improving comprehension. Students read college-level selections from different disciplines and content areas.

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

Prerequisite: RDG-050
Transfer Status: None Degree Applicable: NAA
COD GE: None CSU GE: None IGETC: None

RECREATION**RE-001 INTRODUCTION TO COMMUNITY RECREATION Units: 3**

This is a theory course which teaches leadership of recreation activities with emphasis on the social development and integration of individuals into group programs; mechanics of planning, techniques of presentation; and a repertoire of social activities as tools for social recreation. Students actively participate in the planning and production of various intramural and other special events.

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

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

RE-002A RECREATION FIELD WORK Units: 1

This course gives practical experience to students who are training for careers in the physical education, recreation, and athletic field. Course requirements include work at various facilities, both on and off campus. May be taken a total of four times for credit.

Lecture Hours: 18 Lab Hours: 0 Repeatable: 3 Grading: L
Advisory: ENG-050

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

RE-002B RECREATION FIELD WORK Units: 2

This course gives practical experience to students who are training for careers in the physical education, recreation, and athletic field. Course requirements include work at various facilities, both on and off campus. May be taken a total of two times for credit.

Lecture Hours: 36 Lab Hours: 0 Repeatable: 1 Grading: L
 Advisory: ENG-050
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

RE-002C RECREATION FIELD WORK Units: 3

This course gives practical experience to students who are training for careers in the physical education, recreation, and athletic field. Course requirements include work at various facilities, both on and off campus.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
 Advisory: ENG-050
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

RE-002D RECREATION FIELD WORK Units: 4

This course gives practical experience to students who are training for careers in the physical education, recreation, and athletic field. Course requirements include work at various facilities, both on and off campus.

Lecture Hours: 72 Lab Hours: 0 Repeatable: No Grading: L
 Advisory: ENG-050
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

SOCIOLOGY**SOC-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
Prerequisite: ENG-050
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C2,C5 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,C5 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: C4 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-050 or MATH-054
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C4,C5 CSU GE: A3 IGETC: 1B

SOC-014 MINORITY GROUPS IN THE AMERICAS Units: 3

This is a comparative study of Native American, Asian, African, and European groups in the Americas as approached from the perspectives of sociology with particular focus on minority group status in contemporary society.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Prerequisite: ENG-050
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C2,C5 CSU GE: D0,D3 IGETC: 4J

SOC-015 MEXICAN AMERICAN CULTURE Units: 3

This course is an introduction to the culture and society of Mexican Americans. The various social, political, and economic conditions and experiences of people of Mexican ancestry living in the United States are examined in historical context, from the pre-Columbian period to the present. The group's culture and the group's relationship with the larger society are explored and analyzed.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Prerequisite: ENG-001A or concurrent enrollment
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C2,C5 CSU GE: D0,D3 IGETC: 4C,4J

SPANISH**SPAN-001 ELEMENTARY SPANISH Units: 5**

This course presents the fundamentals of Spanish. Fluency in understanding, speaking, reading, and writing within the context of Hispanic society, history, and culture is emphasized. Completion of SPAN 1A and SPAN 1B is equivalent to SPAN 1. Lecture Hours: 90 Lab Hours: 18 Repeatable: No Grading: L
Transfer Status: CSU/UC* Degree Applicable: AA/AS
COD GE: C3 CSU GE: C2 IGETC: 6A

SPAN-001A ELEMENTARY SPANISH Units: 3

This course presents the fundamentals of Spanish. Fluency in understanding, speaking, reading, and writing within the context of Hispanic society, history, and culture is emphasized. Completion of SPAN 1A and SPAN 1B is equivalent to SPAN 1. Lecture Hours: 54 Lab Hours: 18 Repeatable: No Grading: L
Transfer Status: CSU/UC* Degree Applicable: AA/AS
COD GE: C3 CSU GE: C2 IGETC: None

SPAN-001B ELEMENTARY SPANISH Units: 3

This course presents the fundamentals of Spanish. Fluency in understanding, speaking, reading, and writing within the context of Hispanic society, history, and culture is emphasized. Completion of SPAN 1A and SPAN 1B is equivalent to SPAN 1. Lecture Hours: 54 Lab Hours: 18 Repeatable: No Grading: L
Prerequisite: SPAN-001A
Transfer Status: CSU/UC* Degree Applicable: AA/AS
COD GE: C3 CSU GE: C2 IGETC: 6A

SPAN-002 ELEMENTARY SPANISH Units: 5

This course builds upon the material presented in SPAN 1 and further develops the conversational skills in confirming and correcting information and using correct response behaviors. Fluency in understanding, speaking, reading and writing within the context of Hispanic society, history and culture is emphasized. Completion of SPAN 2A and SPAN 2B is equivalent to SPAN 2. Lecture Hours: 90 Lab Hours: 18 Repeatable: No Grading: L
Prerequisite: SPAN 1 or SPAN 1B or 2 years high school Spanish
Transfer Status: CSU/UC* Degree Applicable: AA/AS
COD GE: C3 CSU GE: C2 IGETC: 3B*, 6A*

SPAN-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 1 or SPAN 1B or 2 years high school Spanish
Transfer Status: CSU/UC* Degree Applicable: AA/AS
COD GE: C3 CSU GE: C2 IGETC: 3B*, 6A*

SPAN-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-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: C4,C5 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: C5 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: C4 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: C4 CSU GE: A1 IGETC: None

SP-007 DECISION MAKING AND ADVOCACY Units: 3

This course focuses on the process of decision making as it relates to attitudes, values and cultural beliefs. The course covers argumentation skills, persuasion, and the effective use of evidence. Students learn these skills through practice and the analysis of media, propaganda, as well as current and historical political speeches.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Advisory: ENG-001A

Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C4 CSU GE: A3 IGETC: None

SP-015 INTERCULTURAL COMMUNICATION Units: 3

This course focuses on the communication behaviors and values common to all cultures and on the differences that insulate and divide people of one culture from others. The study leads to a better understanding of domestic traditions, an increased appreciation of the behaviors of others, and an awareness of more effective methods of communication. Significant writing, research, and speaking assignments are an integral part of the course.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Prerequisite: ENG-001A

Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C4,C5 CSU GE: A1,D7 IGETC: 1C

STUDENT DEVELOPMENT

STDV-010 CAREERS IN TEACHING Units: 1

This course provides students with an overview of the teaching profession. The course surveys the history of the teaching profession, nature of the work, career options, academic preparation, credentialing, and supply and demand for teachers. Career assessments and goal setting principles are utilized to help students formulate an educational plan. Students are required to complete a field based assignment requiring visitation to an approved educational institution. The course is designed for students considering a career in teaching.

Lecture Hours: 18 Lab Hours: 0 Repeatable: No Grading: L
Advisory: ENG-050

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

STDV-011 INTRODUCTION TO SCHOLARSHIPS (formerly STDV-062) Units: 1

Introduces students to scholarship and financial aid opportunities at the local, state, and national levels. Learn research techniques and utilize publications, software, internet sites, and community resources. Emphasis is on development of a personal organizational system to manage the process of the scholarship search. Identify scholarships that meet personal criteria. Personal statements, interview techniques, résumés, organization and time management skills are also covered.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No Grading: L
Advisory: Basic knowledge of the Internet; basic word-processing

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

STDV-012 CAREER/LIFE PLANNING & PERSONAL EXPLORATION Units: 3

This course is designed to cover theories and concepts of values, interests, skills, and personality as applied to the career and life planning process. It assists students to establish life, career, educational, and personal goals and to develop plans and strategies to meet those goals.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: 0
Advisory: ENG-050 and RDG-050

Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: C2 CSU GE: E IGETC: None

STDV-013 STRATEGIES FOR COLLEGE TRANSFER (formerly STDV-053) Units: 1

This course provides students with a concrete plan for understanding and succeeding in transferring to a four-year college or university. Topics include the following: identifying long-term educational and career goals, utilizing technology to conduct college and career research (i.e., assist.org, Eureka), selecting a transfer institution, completing applications for transfer

admission, and applying for financial aid and scholarships.

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

Prerequisite: ENG-050

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

STDV-051 COLLEGE SURVIVAL SKILLS FOR EOPS STUDENTS Units: 1

This course provides EOPS students with information critical to their success at COD. Student support services programs, EOPS and college expectations are discussed in detail. Students become familiar with the college as a whole and are able to ascertain what specific programs and services are available to assist them in reaching their goals.

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

Transfer Status: None Degree Applicable: NAA

COD GE: None CSU GE: None IGETC: None

STDV-055A PRINCIPLES OF STUDENT LEADERSHIP Units: 2

This course assists students in improving leadership skills in student government and prepares them for future leadership positions and supervisor careers. Students observe and practice parliamentary procedures in ASCOD meetings. They study organizational structure and governance models in both the private and public sector. Course topics include interpersonal communication, decision-making, problem solving, goal setting, change management, time management, and team building through small group discussions, team activities, and committee participation.

Lecture Hours: 36 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

STDV-055B ADVANCED PRINCIPLES OF STUDENT LEADERSHIP Units: 2

This course assists students in improving leadership skills in student government and prepares them for future leadership positions and supervisor careers. They study organizational structure and governance models in both the private and public sector with a focus on situational leadership theory. This course offers advanced principles of conflict resolution, problem solving, change management, planning and organizing, and parliamentary procedures. Students participate in a web-enhancement component on problem solving.

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

Prerequisite: STDV-055A

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

STDV-058 CAREER DEVELOPMENT Units: 1

This course assists students in the process of career decision making. The focus on self assessment, refinement of decision-making skills and career information and research provides students with an on-going system for implementation of career goals.

Lecture Hours: 18 Lab Hours: 0 Repeatable: No Grading: 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 develop the skills necessary for success in college. Course topics include an overview of higher education, student support services (including financial aid), study skills (including time management, note taking and test preparation), and an introduction to transfer and career development. Students are helped to develop realistic educational plans consistent with their educational goals.

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

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

THEATRE ARTS

TA-001 INTRODUCTION TO THE THEATRE Units: 3

This course is designed as a general survey of the history, theory and practice of theatre art from its origins to the present time. The study includes elements of drama, historic structures of the theatre, characteristic types of plays, the contribution of the director, actors, designers, and contemporary production techniques.

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

Advisory: ENG-050

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

COD GE: C3 CSU GE: C1 IGETC: 3B

TA-002 ACTING I Units: 3

This course provides basic instruction in acting technique. Exercises focus on characterization, improvisation, and vocal projection. While developing responsibility to the art form, emphasis is placed on developing awareness of one's feelings, senses, and relationship to the world around them. May be taken for a total of two times for credit.

Lecture Hours: 36 Lab Hours: 54 Repeatable: 1 Grading: L
Advisory: ENG-050

Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: C3 CSU GE: C1 IGETC: None

TA-003 ACTING II Units: 3

This course furthers the study of acting, emphasizing the importance of character analysis and development. This course is designed to develop actors' skills in character study and script breakdown. 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-024 PLAY PRODUCTION - DANCE 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 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-025 PLAY PRODUCTION - DANCE 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 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-026 PLAY PRODUCTION - DANCE 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 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 PLAY PRODUCTION - TECHNICAL 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 PLAY PRODUCTION - TECHNICAL 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 PLAY PRODUCTION - TECHNICAL 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-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. (Equivalent to DANC-050.)

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

TA-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. (Equivalent to DANC-051.)

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

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

Prerequisite: ENG-050

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

Prerequisite: ENG-050

Advisory: TA-069A

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

TA-090 MUSICAL THEATRE WORKSHOP Units: 1

This course explores the techniques and practices of Musical Theatre performance. Basic instruction and rehearsals expose students to the creative process as they participate in all three areas of musical theatre performance: acting, singing and dancing. The study and performance of excerpts from various time periods and styles are included, to acquaint the students with a wide variety of musical theatre. Students perform 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

TA-091 MUSICAL THEATRE WORKSHOP Units: 2

This course explores the techniques and practices of Musical Theatre performance. Basic instruction and rehearsals expose students to the creative process as they participate in all three areas of musical theatre performance: acting, singing and dancing. The study and performance of excerpts from various time periods and styles are included, to acquaint the students with a wide variety of musical theatre. Students perform selected Musical Theatre excerpts at the culmination of the semester. May be taken for a total of four times for credit.

Lecture Hours: 0 Lab Hours: 108 Repeatable: 3 Grading: L
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

TA-092 MUSICAL THEATRE WORKSHOP Units: 3

This course explores the techniques and practices of Musical Theatre performance. Basic instruction and rehearsals expose students to the creative process as they participate in all three areas of musical theatre performance: acting, singing and dancing. The study and performance of excerpts from various time periods and styles are included, to acquaint the students with a wide variety of musical theatre. Students perform selected Musical Theatre excerpts at the culmination of the semester. May be taken for a total of four times for credit.

Lecture Hours: 0 Lab Hours: 162 Repeatable: 3 Grading: L
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

TA-094 ADVANCED MUSICAL THEATRE Units: 1

This course explores the advanced techniques and practices of Musical Theatre performance. Advanced instruction and rehearsals expose students to the creative process as they participate in all three areas of musical theatre performance: acting, singing and dancing. Stage presence and performance techniques are emphasized. This course includes performance in a Musical Theatre production. May be taken for a total of four times for credit.

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

Prerequisite: TA-092 or Audition

Advisory: MUS-022, TA-002, TA-050

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

COD GE: None CSU GE: None IGETC: None

TA-095 ADVANCED MUSICAL THEATRE Units: 2

This course explores the advanced techniques and practices of Musical Theatre performance. Advanced instruction and rehearsals expose students to the creative process as they participate in all three areas of musical theatre performance: acting, singing and dancing. Stage presence and performance techniques are emphasized. This course includes performance in a Musical Theatre production. May be taken for a total of four times for credit.

Lecture Hours: 0 Lab Hours: 108 Repeatable: 3 Grading: L

Prerequisite: TA-092 or Audition

Advisory: MUS-022, TA-002, TA-050

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

COD GE: None CSU GE: None IGETC: None

TA-096 ADVANCED MUSICAL THEATRE Units: 3

This course explores the advanced techniques and practices of Musical Theatre performance. Advanced instruction and rehearsals expose students to the creative process as they participate in all three areas of musical theatre performance: acting, singing and dancing. Stage presence and performance techniques are emphasized. This course includes performance in a Musical Theatre production. May be taken for a total of four times for credit.

Lecture Hours: 0 Lab Hours: 162 Repeatable: 3 Grading: L

Prerequisite: TA-092 or Audition

Advisory: MUS-022, TA-002, TA-050

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

COD GE: None CSU GE: None IGETC: None

VARSITY SPORTS-MEN

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.

Lecture Hours: 0 Lab Hours: 180 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.

Lecture Hours: 0 Lab Hours: 90 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.

Lecture Hours: 0 Lab Hours: 180 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.

Lecture Hours: 0 Lab Hours: 180 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.

Lecture Hours: 0 Lab Hours: 180 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.

Lecture Hours: 0 Lab Hours: 180 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.

Lecture Hours: 0 Lab Hours: 180 Repeatable: 1 Grading: L

Prerequisite: Successful tryout

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

COD GE: None CSU GE: None IGETC: None

VARSITY SPORTS-WOMEN**VSW-015 VARSITY BASKETBALL -WOMEN Units: 1½**

This course is intercollegiate competition for Performance Oriented students who demonstrate a high degree of skill and interest. May be taken for a total of four times for credit.

Lecture Hours: 0 Lab Hours: 90 Repeatable: 3 Grading: L

Prerequisite: Successful tryout

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

COD GE: None CSU GE: None IGETC: None

VSW-023 VARSITY CROSS COUNTRY - WOMEN Units: 3

This course is intercollegiate competition for Performance Oriented students who demonstrate a high degree of skill and interest. May be taken for a total of two times for credit.

Lecture Hours: 0 Lab Hours: 180 Repeatable: 1 Grading: L

Prerequisite: Successful tryout

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

COD GE: None CSU GE: None IGETC: None

VSW-041 VARSITY GOLF - WOMEN Units: 3

This course is intercollegiate competition for Performance Oriented students who demonstrate a high degree of skill and interest. May be taken for a total of two times for credit.

Lecture Hours: 0 Lab Hours: 180 Repeatable: 1 Grading: L

Prerequisite: Successful tryout

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

COD GE: None CSU GE: None IGETC: None

VSW-054 VARSITY SOCCER - WOMEN Units: 3

This course is intercollegiate competition for Performance Oriented students who demonstrate a high degree of skill and interest. May be taken for a total of two times for credit.

Lecture Hours: 0 Lab Hours: 180 Repeatable: 1 Grading: L

Prerequisite: Successful tryout

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

COD GE: None CSU GE: None IGETC: None

VSW-057 VARSITY SOFTBALL - WOMEN Units: 3

This course is intercollegiate competition for Performance Oriented students who demonstrate a high degree of skill and interest. May be taken for a total of two times for credit.

Lecture Hours: 0 Lab Hours: 180 Repeatable: 1 Grading: L

Prerequisite: Successful tryout

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

COD GE: None CSU GE: None IGETC: None

VSW-065 VARSITY TENNIS - WOMEN Units: 3

This course is intercollegiate competition for Performance Oriented students who demonstrate a high degree of skill and interest. May be taken for a total of two times for credit.

Lecture Hours: 0 Lab Hours: 180 Repeatable: 1 Grading: L

Prerequisite: Successful tryout

Transfer Status: CSU/UC*

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

VSW-074 VARSITY VOLLEYBALL - WOMEN Units: 3

This course is intercollegiate competition for Performance Oriented students who demonstrate a high degree of skill and interest. May be taken for a total of two times for credit.

Lecture Hours: 0 Lab Hours: 180 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-001 VOCATIONAL NURSING I Units: 5**

This course introduces concepts related to the role of the vocational nurse, basic legal and ethical considerations, and communication and confidentiality. Using a nursing process format, the basic skills that maintain optimum wellness are presented. A foundation in normal growth and development and pharmacology are included with an emphasis on the special needs and health care concerns of the geriatric client. Students are introduced to alterations in the integumentary system.

Lecture Hours: 90 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG-051, HEC-013, HS-062 and acceptance to the program

Corequisite: VN-001L & HS-067, if HS-067 not previously completed

Transfer Status: None

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

VN-001L VOCATIONAL NURSING I LAB Units: 4

This course provides an opportunity for the practice and application of skills needed to meet the geriatric clients' basic needs and the maintenance of optimum wellness. Students care for clients with common alterations in the function of the integumentary system. Learning experiences are provided in the on-campus lab and in the skilled nursing facilities. Emphasis is placed on introduction to the nursing process and client assessment.

Lecture Hours: 0 Lab Hours: 215 Repeatable: No Grading: K

Prerequisite: HS-062, HEC-013 and acceptance to the program

Corequisite: VN-001 & HS-067, if HS-067 not previously completed

Transfer Status: None

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

VN-002 VOCATIONAL NURSING II Units: 9

Building on the concepts presented in VN-001, this course discusses content related to alteration in function of the musculoskeletal, respiratory, cardiac, peripheral-vascular, endocrine, upper and lower gastrointestinal, urinary, reproductive, and sensory/neurological systems, including cerebral vascular alterations. Students are also presented information related to the client with alterations in function related to surgery.

Lecture Hours: 162 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: HS-067, VN-001 and VN-001L

Corequisite: VN-002L & PSY-001, if PSY-001 not previously completed

Transfer Status: None

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

VN-002L VOCATIONAL NURSING II LAB Units: 7

This course provides opportunity to care for clients with alterations in the function of the musculoskeletal, respiratory, cardiac, peripheral-vascular, endocrine, upper and lower gastrointestinal, urinary, reproductive, and sensory/neurological systems, including cerebral vascular alterations. Students also care for clients with alterations in function related to surgery. Emphasis is placed on the nursing process and on client assessment.

Lecture Hours: 0 Lab Hours: 378 Repeatable: No Grading: K

Prerequisite: HS-067, VN-001 and VN-001L

Corequisite: VN-002 & PSY-001, if PSY-001 not previously completed.

Transfer Status: None

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

VN-003 VOCATIONAL NURSING III Units: 9

This course introduces students to team leading and the skills that licensed vocational nurses will need to be successful managers in selected health care settings. The theoretical content focuses on the health needs and identifiable responses of women, their partners, and families to real or potential health problems associated with childbearing and childrearing. In the second half of the semester, the developing fetus from conception to birth and acute alterations in the function of body systems for the pediatric client are covered.

Lecture Hours: 162 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: PSY-001, VN-002 and VN-002L

Corequisite: VN-003L

Transfer Status: None

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

VN-003L VOCATIONAL NURSING III LAB Units: 7

This course is a continuation of skills that were acquired in VN-001 and 002. 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: 378 Repeatable: No Grading: K

Prerequisite: PSY-001, VN-002 and VN-002L

Corequisite: VN-003

Transfer Status: None

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

WEG: WORK EXPERIENCE/GENERAL

WEG-095A-C WORK EXPERIENCE, GENERAL Units: 1-3

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 three units per semester, for a maximum of six units. This type of work experience is available to students whose jobs are not related to their college major.

Lec Hours: 0 Lab Hours: 75-225 Repeatable: 1-5 Grading: L

Corequisite: Must be enrolled in 7 or more units of credit including work experience

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

WEV: WORK EXPERIENCE/OCCUPATIONAL

WEV-095A-D WORK EXPERIENCE, OCCUPATIONAL Units: 1-4

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. This course also provides students with career awareness for jobs and may be required as an internship in a vocational program of study. Credit may be accrued at the rate of one to four 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.

Lec Hours: 0 Lab Hours: 75-300 Repeatable: 3-15 Grading: L

Corequisite: Must be enrolled in 7 or more units of credit including work experience

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



College Dancers Featured On Stage: COD's Performing Arts puts on an annual musical production at the McCallum Theatre with a talented cast of COD students. *Guys and Dolls*, the classic Broadway show based on characters created by author Damon Runyon, was a big hit (above) along with shows such as *Gypsy*, *Damn Yankees*, and *Man of La Mancha*. For 2009, COD staged another popular musical, *Evita*.

**THE FACULTY CODE
OF PROFESSIONAL ETHICS**

Guided by a profound belief in and respect for the inherent dignity and worth of each individual in the culturally diverse community we serve, the faculty at College of the Desert endeavor to:

- ◆ place as their highest priority excellence in teaching, continually striving to improve scholarly and professional competence, maintaining personal and academic integrity, and accepting the role of intellectual guide and facilitator;
- ◆ encourage the free pursuit of learning, honoring the confidential nature of the relationship between instructor and student, avoiding exploitation of students for private advantage, and holding before them high scholarly standards for their discipline and appreciation and respect for others;
- ◆ accept accountability for maintaining honest academic conduct, high standards of performance, and evaluation that reflects the true merit of students, courses, programs, and services;
- ◆ accept the obligations associated with membership in a community of scholars that includes practicing, fostering and defending intellectual honesty, freedom of inquiry and instruction, social responsibility, and respect for the opinion of others;
- ◆ acknowledge the rights and obligations associated with the role of citizen within the community ensuring that views expressed within that society are represented as those of a private citizen rather than those of a spokesperson for the College.

DAVID ACQUISTAPACE (1999)

Associate Professor, Digital Design and Production
B.A. 1978, Biola College
M.A. 1995, California State University, Fullerton
M.F.A. 1997, California State University, Fullerton

STEVEN R. ACREE (2001)

Associate Professor, English
A.A. 1981, Glendale College
B.A. 1982, California State University, Northridge
M.A. 1997, Notre Dame de Namur University, CA

PILAR AGUDELO (2006)

Associate Professor, Spanish
B.A. 1994, California State University, San Bernardino
M.A. 1997, California State University, Fullerton
Ph.D. 2007, Spanish, University of California, Riverside

EVE-MARIE ANDREWS (1999)

Counselor, Career Center
A.A. 1989, College of San Mateo
B.A. 1991, San Francisco State University
M.S. 1993, San Francisco State University

WENDY E. ANSLEY (1998)

Associate Professor, Health, Physical Education, Recreation
A.A. 1993, Palomar Community College
B.A. 1995, Adams State College, CO
M.A. 1997, San Diego State University

FRANKLIN YTRO ATTOUN (1967)

Professor, French and Spanish
B.S. 1966, University of Missouri
M.A. 1967, University of Missouri

BASIL M. AUGUSTINE (2006)

Counselor
B.A. 1964, Montclair State College, Upper Montclair, NJ
M.A. 1974, Humboldt State University
Ph.D. 1982, Illinois Institute of Technology, Chicago

BETTY BALUSKI (2006)

Assistant Professor, Nursing
B.S. 1992, Chapman University
M.A. 2004, Chapman University

ZERRYL BECKER (1999)

Associate Professor, Computer Information Systems
B.A. 1966, University of Minnesota
M.B.A. 1979, University of Minnesota

HEATHER BENES (2008)

Assistant Professor, English
A.A. 2003, Copper Mountain College
B.A. 2005, California State University, San Bernardino
M.A. 2007, California State University, San Bernardino

STEPHEN BENO (1985)

Professor, Culinary Arts
A.O.S. 1971, Culinary Institute of America, Hyde Park, NY

JAMES BERG (2007)

Dean, Social Sciences and Arts
B.A. 1986, University of Minnesota, Twin Cities
M.A. 1992, University of Minnesota, Twin Cities
Ph.D. 1996, University of Minnesota, Twin Cities

GARY R. BERGSTROM (1992)

Professor, Reading
A.A. 1976, Pasadena City College
B.A. 1978, California State University, Los Angeles
M.A. 1991, California State University, Los Angeles
M.A. 1992, California State University, Los Angeles

ROBERT S. BLIZINSKI (2009)

Executive Director, Human Resources and Labor Relations
B.A. 1988, Oakland University, Rochester, MI
M.A. 1992, Michigan State University, East Lansing, MI

DONBERT M. BITANGA (2002)

Assistant Professor, Architecture
B.A. 1992, California Polytechnic State University, San Luis Obispo

MARY A. BOYD (1989)

Professor, Reading
B.S. 1973, Eastern Michigan University
M.A. 1980, Eastern Michigan University

WAYNE E. BOYER (2005)

Associate Professor, Nursing
A.S. 1976, Mt. San Jacinto College
A.S. 1976, Loma Linda University
B.S. 1988, University of Phoenix
M.S. 1993, California State University, Dominguez Hills

DAVID BUTTLES (1997)

Athletic Academic Advisor
B.A. 1988, San Diego State University
M.A. 1996, California State University, San Bernardino

ADELL BYNUM (2000)

Counselor/Student Support Services
B.A. 1975, University of California, Berkeley
M.P.A. 1982, California State University, Hayward

DAVID CATANZARITE (2008)

Associate Professor, Theater Arts
A.B. 1978, Stanford University
M.A. 1987, San Francisco State University
M.F.A. 1994, University of Southern California

NATHAN CHURCH (2008)

Director, Student Health & Disability Services
B.S. 1975, Portland State University, Portland, OR
M.S. 1977, Portland State University, Portland, OR
Ph.D., 1982, Rutgers University, New Brunswick, NJ

JOANA G. CIURASH (2006)

Associate Professor, Chemistry
B.S. 1996, California State University, Northridge
M.S. 1999, California State University, Northridge

JUDITH E. COOK (1994)

Professor, Art
B.S. 1978, Southern Connecticut State University
M.F.A. 1987, Arizona State University

DUSTIN S. CULHAN (2005)

Assistant Professor, Mathematics
B.S. 1999, University of California, Riverside
M.S. 2001, University of California, Riverside
Ph.D. 2005, University of California, Riverside

MARIA G. De SANTIAGO (2004)

Counselor, EOPS/CARE
A.A. 1998, San Diego College
B.A. 2000, University of California, Berkeley
M.S. 2002, San Francisco State University

EDWIN DEAS (2008)

Vice President, Business Affairs
M.A. 1992, San Diego State University
Ed.D. 1998, University of San Diego

MILFORD CHARLES DECKER (1996)

Professor, Computer Information Systems
A.S. 1979, University of the State of New York, Albany
B.S. 1981, University of the State of New York, Albany
M.B.A. 1985, Golden Gate University, CA

CLAUDIA LUCAS DERUM (1997)

Reference Librarian
A.A. 1968, Riverside City College
B.A. 1971, California State University, Fullerton
M.L.S. 1991, San Jose State University

DENISE DIAMOND (2001)

Associate Professor, English
B.S. 1975, Lewis & Clark College, Portland
M.Ed. 1993, National-Louis University, IL
M.A. 1998, Framingham State College, MA

AMY L. DiBELLO (2001)

Associate Professor, English
B.A. 1990, University of Redlands
M.F.A. 1993, University of California, Irvine

ANTHONY F. DiSALVO (2006)

Dean, Communication
B.A. 1985, Rutgers University, NJ
M.A. 1987, Rutgers University, NJ

STEVE E. DOSTAL (1985)

Professor, Mathematics
B.A. 1979, Humboldt State University
M.A. 1984, California State University, Los Angeles

KIMBERLY S. DOZIER (2005)

Associate Professor, English
B.A. 1991, University of California, Riverside
M.A. 1994, California State University, Sacramento
Ph.D. 1998, Illinois State University

LINDA EMERSON (2004)

Associate Professor, Psychology
B.A. 1995, California State University, San Bernardino
M.S. 1998, California State University, San Bernardino

KATHLYN A. ENCISO (2006)

Associate Professor, English
B.A. 1994, University of California, Riverside
M.A. 1996, University of California, Riverside

RON R. EVANS (1971)

Professor, Art
A.A. 1968, College of the Desert
B.A. 1970, San Diego State University
M.A. 1973, San Diego State University

JOSEPH C. FARMER (2000)

MESA Program Director
B.S. 1974, California State University, Fresno
M.S. 1975, California State University, Fresno
Ph.D. 1982, University of Arizona, Tucson

JONATHAN D. FERNALD (2001)

Electronic Resources Cataloger
B.A. 1978, University of California, Davis
J.D. 1985, University of San Francisco
M.L.IS. 1990, University of California, Berkeley

ANTHONY FESMIRE (2008)

Associate Professor, Music
B.M. 1997, Berklee College of Music, Boston, MA
M.M. 2000, University of Southern California
D.A. 2006, University of Northern Colorado, Greeley

MELISSA FLORA (2008)

Assistant Professor, Mathematics
B.A. 2003, University of California, Santa Barbara
M.A. 2005, University of California, Santa Barbara

DAVID A. GEORGE (1986)

Professor
B.A. 1964, Arizona State University, Tempe
M.P.A. 1969, Syracuse University, NY
Ed.D. 1977, University of Massachusetts, Amherst

L. THOMAS GILLMAN (1989)

Professor, Computer Sciences
Coordinator, Virtual Valley Center
A.B. 1966, Duke University, NC
M.B.A. 1968, Stanford University

ADRIAN GONZALES (1998)

Dean, Student Support Programs and Services
B.A. 1994, University of California, Los Angeles
M.P.A. 1996, University of Washington

LAURA D. GRAFF (1996)

Associate Professor, Mathematics
B.S. 1993, California State University, San Marcos
M.S. 1995, University of California, Riverside

DONNA GREENE (2008)

Assistant Professor, Early Childhood Education
A.S. 1993, Mt. San Jacinto College
B.A. 2000, Chapman University
M.A. 2004, California State University, San Bernardino

WILLIAM A. GUDELUNAS (1990)

Professor, Political Science and American History
B.S. 1967, West Chester State University, PA
M.A. 1968, Lehigh University, PA
Ph.D. 1973, Lehigh University, PA

GEOFFREY HAGOPIAN (1989)

Professor, Mathematics
B.A. 1982, University of California, Santa Cruz
M.A. 1986, University of California, Davis

KELLY HALL (2008)

Assistant Professor, Business
A.A. 1994, Columbia College, Columbia, MO
B.S. 1999, California State University, San Bernardino
M.B.A. 2001, California State University, San Bernardino
Ph.D. 2009, Capela University, Minneapolis, MN

ELLEN T. HARDY (2002)

Associate Professor, Anthropology
B.A. 1981, University of California, Los Angeles
M.A. 1983, University of California, Los Angeles
Ph.D. 1992, University of California, Los Angeles

SANDRA D. HAUF (2005)

Disabled Students Programs and Services
Counselor/Specialist
A.A. 1999, San Bernardino Valley College
B.A. 1999, California State University, San Bernardino
M.A. 2001, University of Redlands

CYNTHIA HAY (2000)

Director, Nursing and Allied Health
A.S.N. 1978, Pacific Union College
B.S.N. 1982, Pacific Union College
M.S.N. 1986, California State University, Los Angeles

CRAIG C. HAYS (1997)

Professor, Health, Physical Education, Recreation
and Athletics
B.A. 1979, California State University, Long Beach
M.A. 1996, California State Polytechnic University,
Pomona

FARLEY HERZEK (2009)

Vice President, Academic Affairs
B.S. 1979, City University of New York, New York
M.A. 1994, California State University, Long Beach

KHANH Q. HOANG (1998)

Counselor, Transfer Center
A.A. 1990, Cypress College
B.A. 1992, California State University, Fullerton
M.A. 1997, California State University, Dominguez Hills

KATHLEEN HUDGINS (2006)

Assistant Professor, Nursing
B.A. 1981, California State University, Dominguez Hills
M.B.A. 1984, California State University, Dominguez Hills
M.S. 1999, California State University, Dominguez Hills

CHERYL IMES (2007)

Clinical Psychologist
B.S. 1978, University of New Mexico, Albuquerque
M.A. 1982, Bradley University, Peoria, IL
Ph.D. 1990, Indiana University-Purdue University,
Indianapolis, IN

BINA S. ISAAC (1997)

Dean, Information Systems and Educational Technology
(Chief Technology Officer)
B.A. 1978, Sarah Tucker College,
Madurai Kamaraj University, India
M.A. 1980, Madurai Kamaraj University, India
M.Ed. 1981, University of Toledo, OH
M.B.A. 1985, University of Toledo, OH

C.D. JACKSON, JR. (1988)

Professor, Developmental Education
A.A. 1976, College of the Desert
B.A. 1978, Seattle Pacific University, WA
M.A. 1982, Claremont Graduate School
M.A. 2002, California State University, San Bernardino

JOHN JARAMILLO (2007)

Dean, Applied Science and Business
A.A. 1992, Chabot-Las Positas College, Hayward
B.A. 1993, College of Notre Dame, Belmont
M.B.A. 1998, University of Phoenix

MARIA C. JASSO (1996)

Counselor
A.A. 1981, College of the Desert
B.A. 1990, California State University, San Bernardino
M.S. 1995, California State University, San Bernardino

ALEJANDRO JAZAN (2008)

Assistant Professor, Speech
B.A. 2005, California State University, Fullerton
M.A. 2007, California State University, Fullerton

CHRIS JONES (2008)

Associate Professor, Psychology
B.A. 1997, University of Illinois, Chicago
M.A. 2000, University of Illinois, Chicago

LEIF JORDAN (2007)

Associate Professor, Mathematics
B.A. 1996, University of California, Berkeley
M.S. 1999, California State University, Hayward
M.A. 2002, University of California, Santa Cruz
Ph.D. 2006, University of California, Santa Cruz

PATRICIA J. KELLER (1995)

Professor, Nursing
B.S.N. 1968, St. Louis University School of Nursing
M.S.N. 1982, University of San Diego

ELISE D. KING (1996)

Counselor
A.A. 1982, Pasadena City College
B.A. 1985, California State University, Fullerton
M.S. 1995, California State University, Fullerton

DANIEL KLEINFELTER (2005)

Associate Professor, Mathematics
A.S. 1996, Grossmont College
B.A. 1999, San Diego State University
M.A. 2001, San Diego State University

CHARLES DOUGLAS KROLL (2001)

Associate Professor, History
B.S. 1971, U.S. Coast Guard Academy, New London, CT
M.Div. 1980, Luther Theological Seminary, St. Paul, MN
M.A. 1985, University of San Diego
Ph.D. 2000, Claremont Graduate University

MONICA LANGELLA (1999)

Associate Professor, Nursing
B.S.N. 1995, Southern Connecticut State University

IRENE M. LARSEN (1995)

Associate Professor, Nursing
B.S.N. 1965, Hunter College of the City University of NY
M.S.N. 1993, Loma Linda University

CAROL LASQUADE (2005)

EOPS Coordinator/Counselor
A.S. 1981, Northern Essex Community College, MA
B.A. 1985, Smith College, MA
M.A. 1988, Mount Holyoke College, MA

THANG D. LE (2002)

Associate Professor, Mathematics
B.A. 1996, University of California, Riverside
M.A. 1997, University of California, Riverside
Ph.D. 2002, University of California, Riverside

JOHN LEARNED (2007)

Assistant Professor, Mathematics
B.S. 2001, Rensselaer Polytechnic Institute, NY
M.A. 2004, University of California, Santa Barbara
Ph.D. 2007, University of California, Santa Barbara

KURT M. LEUSCHNER (1999)

Associate Professor, Natural Resources
B.A. 1988, University of California, Santa Barbara
M.A. 1994, University of Florida

PAMELA J. LICALSI (2004)

Executive Director of Institutional Effectiveness
B.A. 1981, California State University, San Bernardino
M.S. 1983, Chapman College

JOHN R. LOERA (2004)

Dean, Enrollment Services
B.A. 1987, California State University, San Bernardino
M.A. 1991, San Jose State University

JUAN M. LUJÁN (1989)

Dean, Off-Campus Programs
A.A. 1966, College of the Desert
B.A. 1972, University of California, Riverside
M.A. 1975, University of California, Riverside

PAUL MAAG (2000)

Alternative Media Specialist/Counselor
B.A. 1975, Seattle University
M.S. 2002, San Diego State University

DOUG A. MacINTIRE (2002)

Associate Professor, Physics
B.A. 1980, Hampshire College, Amherst, MA
Ph.D. 1993, University of California, Santa Cruz

MICHAEL MANIS (1985)

Professor, Business
B.A. 1965, Stanford University
M.B.A. 1970, Harvard University, MA

ANTHONY MANZONI (1986)

Professor, Golf Management

FÉLIX J. MARHUENDA-DONATE (2006)

Assistant Professor, Mathematics
B.S. 1999, Universidad del Sagrado Corazon
M.A. 2006, University of California, Riverside

JACKIE MATTHEWS (2008)

Instructor/DSPS Adaptive Computer Specialist
A.S. 1994, Moorpark College, Moorpark
B.S. 1992, University of California, Davis
M.A. 2002, California State University, Los Angeles

JAMES I. MATTHEWS (1997)

Associate Professor, Mathematics
B.S. 1992, University of San Francisco
M.A. 1997, University of California, Davis
M.A.T. 1997, University of California, Davis

D. CLAYTON MAYES (2003)

Professor, Administration of Justice
A.A. 1968, East Los Angeles College
B.S. 1972, Pepperdine College
M.P.A. 1973, Pepperdine College

LISA J. McFADDEN (2004)

Counselor, International Education Program
A.A. 1993, College of the Desert
B.A. 1995, California State University, San Bernardino
M.A. 1997, California State University, San Bernardino

MICHAEL P. McJILTON (2003)

Associate Professor, Mathematics
A.S. 1997, Santa Rosa Junior College
B.S. 1998, Sonoma State University
M.S. 2001, California Polytechnic State University,
San Luis Obispo

NANCY E. MOLL (2002)

Associate Professor, Geology
B.A. 1976, The Johns Hopkins University
M.A. 1976, The Johns Hopkins University
M.S. 2000, University of Nevada, Reno
Ph.D. 1981, University of Washington, Seattle

LINDA A. MURPHY (2008)

Associate Professor, Nursing
B.S.N. 1995, California State University, Dominguez Hills
M.S.N. 2008, University of Phoenix

JOHN MURRAY (2008)

Associate Professor, Heating, Ventilation,
Air Conditioning & Refrigeration
B.A. 1968, University of New Mexico, Albuquerque

CHRISTOPHER E. NELSON (1996)

Coordinator, Academic Skills Center
A.A. 1979, San Diego Community College
B.A. 1982, University of California, Los Angeles
M.F.A. 1984, University of California, Irvine
M.A. 1988, University of California, Irvine

RUTH M. NOLAN (1999)

Associate Professor, English Composition
A.A. 1985, Victor Valley College
B.A. 1988, California State University, San Bernardino
M.A. 1995, Northern Arizona University

DONALD O'LOGHLIN (2008)

Employment Specialist, Disabled Students
Programs & Services
B.A. 1997, University of California, Irvine
M.S. 1980, University of Arizona, Tucson

REYNALDO F. ORTIZ (1978)

Counselor
B.A. 1971, University of San Francisco
M.A. 1981, California State College, San Bernardino
Ph.D. 2003, University of California, Riverside

STEPHANIE PARAMORE (2009)

Upward Bound Coordinator/Counselor
B.A. 1991, University of California, Santa Barbara
M.A. 1996, San Diego State University

JAMES J. PARVIZI (2002)

Dean, Mathematics and Science
B.S. 1971, Dijon University, France
M.S. 1972, Dijon University, France
Doctorate de 3-ieme, Cycle, 1973, Dijon University, France
Ph.D. (Doctorat d'Etat) 1975, Dijon University, France
BS-MS (IFRICS) 1988, Clarkson University, Potsdam, NY

JERRY R. PATTON (2004)

President
B.S. 1972, Southwest Missouri State University
B.A. 1976, Central Bible College, Springfield, MO
M.B.A. 1980, Southwest Missouri State University

JEFFREY W. PLACE (1997)

Professor, Turfgrass Management and
Ornamental Horticulture
A.A. 1973, College of the Desert
B.S. 1975, California State Polytechnic University,
Pomona

BARTLOMIEJ S. PODLESNY (2005)

Assistant Professor, Mathematics
B.S. 2002, California State Polytechnic University, Pomona
M.S. 2004, University of California, Riverside

DIANE NORTHROP RAMIREZ (1974)

Vice President, Student Affairs
B.F.A. 1967, Ohio State University
M.A. 1971, California State University, Los Angeles
Ed.D. 1987, University of Southern California

RICHARD W. RAWNSLEY (1999)

Associate Professor, Basic Writing Skills
A.A. 1976, College of the Desert
B.A. 1989, California State University, San Bernardino
M.A. 1995, California State University, San Bernardino

ANNA REBER-FRANTZ (2007)

Associate Professor, Nursing
B.S.N. 1991, California State University, Bakersfield
M.S.N. 1998, College of New Rochelle, New Rochelle, NY

DOUGLAS REDMAN (2007)

Instructor, Automotive
A.A. 1994, Fullerton College
B.A. 1998, California State University, Fullerton
M.S. 2006, California State University, Fullerton

EDWIN A. REED (2006)

Assistant Professor, Speech
B.S. 1995, Bradley University, Peoria, IL
M.S. 1997, Illinois State University, Normal

MICHELLE A. RICHARDS (2000)

Cooperative Work Experience Coordinator
B.S. 1990, Oregon State University
M.Ed. 1994, Oregon State University

VICTOR RIOS, JR. (1999)

Professor, Sociology
B.A. 1974, Texas Arts and Industries University
M.A. 1977, University of Notre Dame, IN
Ph.D. 1983, University of Notre Dame, IN

DARLENE ROMANO (1988)

Professor, Music
B.M. 1970, San Francisco State University
M.A. 1972, San Francisco State University
D.M.A. 1994, University of Southern California

MARGARET K. ROSE (1994)

Associate Professor, Nursing
A.A. 1974, L.A. Pierce College, Los Angeles
B.S.N. 1989, California State University, San Bernardino
M.S.N. 1997, California State University, Dominguez Hills

VIDA ROSSI DEAN (2008)

Instructor, Reading
B.A. 1991, University of California, Irvine
M.A. 2005, California State University, San Bernardino

ROBERT ROSTECK (2007)

Associate Professor, Biology
B.A. 1987, Georgetown College, Georgetown, KY
M.S. 1993, University of Tennessee, Knoxville, TN

ANNE G. SADDINGTON (1995)

Professor, Human Services and Sociology
B.A. 1985, University of California, Irvine
M.A. 1988, University of California, Irvine
Ph.D. 1994, University of California, Irvine

WENDY J. H. SANDERS (2005)

Professor, Early Childhood Education
B.S. 1974, University of Wisconsin, Madison
M.A. 2004, Bethel Seminary, St Paul, MN

FREDERICK SANGIORGIO (2006)

Counselor
A.A. 1997, Lake Tahoe Community College
B.A. 2000, California State University, San Francisco
M.S. 2003, California State University, San Francisco

TERRY L. SCHUKART (2002)

Dean, Physical Education and Athletics
B.S. 1970, Oregon State University, Corvallis
M.Ed. 1973, Oregon State University, Corvallis

RENATE SENTERES (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

DOMENICO SOTTILE (1969)

Professor, Italian and Spanish
B.A. 1963, University of California, Los Angeles
M.A. 1969, San Diego State University

ANA STOCKWELL (2007)

Counselor, Health Sciences
B.A. 2004, California State University, San Bernardino
M.S.W. 2006, California State University, San Bernardino

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

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, CA

NICOLE TORTORIS (2008)

Assistant Professor, Sociology
 B.S. 1999, University of Riverside
 M.A. 2001, California State University, Fullerton

MARY K. (CHRIS) TOTTON (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

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

DIANE WOODS-RODEA (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

LESLIE YOUNG (1999)

Dean, Health Sciences and Early Childhood Education
 B.A. 1977, University of San Diego
 M.Ed. 1978, University of San Diego
 J.D. 1984, University of San Diego

Culinary Arts is one of COD's renowned vocational programs, training students to qualify for jobs in restaurants and hotels throughout the Coachella Valley and beyond. At right, Chef Steve Beno took his classroom expertise on the road to host a public cooking demonstration at the COD/Palm Desert Library in December 2008.



LaVONNE ABRUZZI (1987-1998)
Associate Professor Emeritus, Nursing

JOHN A. ANELLO (1980-1987)
Professor Emeritus, Music

JANICE BROWN BARNETT (1990-2000)
Coordinator Emeritus, Child Development
Training and Resource Center

ARTHUR W. BENDER (1969-1994)
Professor Emeritus, Microbiology

HAROLD L. BIRD, JR. (1974-1984)
Professor Emeritus, Chemistry

BARBARA ANNE BOLAÑOS (1971-1995)
Professor Emeritus, Sociology

PAUL D. BOWIE (1970-2006)
Professor Emeritus, Biology and Botany

JUDITH BRAE (1988-2006)
Counselor Emeritus, Physical Disabilities

CATHLEEN M. BRANT (1991-2003)
Professor Emeritus, English

FAYE R. CASTILLEJA (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 CURRLIN (1975-1986)
Professor Emeritus, Developmental Education

LARRY MARK DaSHIELL (1974-2006)
Professor Emeritus, Auto Mechanics

RITA RAMIREZ DEAN (1973-2004)
Professor Emeritus, Developmental Education

DANIEL V. DETI (1962-2004)
Professor Emeritus, French and Spanish

MARCELINO DIAZ, JR. (1972-2005)
Counselor Emeritus
Coordinator EOPS & CARE Programs

WALLACE G. DOHMAN (1969-1992)
Professor Emeritus, English, Copper Mountain Campus

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

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

MICHELE GAINES (2002-2008)
Professor Emeritus, Theatre Arts

JOSEPHINE G. GALLEGOS (1967-2001)
Director Emeritus, Vocational Education

FRANK J. GARCIA (1968-1998)
Professor Emeritus, Health, Physical Education
and Recreation

DEEANN GERKEN (1992-2006)
Professor Emeritus, Nursing

RICHARD OWEN GILLICK (1975-1987)
Director Emeritus, Business/Institutional Services,
Copper Mountain Campus

ALDEN N. GODFREY (1991-2006)
Adjunct Instructor Emeritus, Journalism

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

CELIA L. HARTLEY (1992-1999)
Professor Emeritus, Nursing
Division Chair, Health Sciences
Director of ADN, VN, CNA and EMT Programs

BEVERLY A. HARTNETT (1968-1994)
Professor Emeritus, Nursing

FRANCIS JENE HEDQUIST (1970-1991)
Professor Emeritus, Psychology

DEAN W. HOOVER (1973-1992)
Professor Emeritus, Reading

JAMES M. HOPP (1974-2001)
Professor Emeritus, English

JOSEPH B. IANTORNO (1974-1986)
Dean Emeritus, Student Services

PHYLISS JONES (1987-1999)
Professor Emeritus, Nursing

MARIAN M. KATZ (1967-1992)
Professor Emeritus, Nursing

DORIS F. KELLY (1973-1987)
Professor Emeritus, Nursing

AUSTIN KILIAN (1970-1987)
Professor Emeritus, Art
Chairperson, Art

WILLIAM A. KOHL (1976-2006)
Professor Emeritus, Art

PAULA N. KROONEN (1984-2001)
Adjunct Instructor Emeritus, Japanese and ESL

WILLIAM R. KROONEN (1969-2001)
Superintendent/President Emeritus

JOHN B. LaFONTAINE (1996-2005)
Assistant Professor Emeritus, Air Conditioning
and Refrigeration

KEN LaMONT (1986-2006)
Counselor Emeritus

JAN B. LAWSON (1970-1994)
Professor Emeritus, English

MARIAN T. LEE (1973-1981)
Professor Emeritus, Mathematics,
Copper Mountain Campus

JUDITH M. MANDEL (1989-2006)
Adjunct Instructor Emeritus, French

JOHN L. MARMAN (1969-2002)
Professor Emeritus, Health, Physical Education and
Recreation
Director, Athletics
Division Chair, Health, Physical Education and Recreation

ELEANOR MARTIN (1977-1989)
Counselor Emeritus

ELIZABETH MARTIN (1979-1994)
Professor Emeritus, Nursing

JOHN W. MARZICOLA (1972-1985)
Professor Emeritus, Mathematics

DIANNE S. MATHEWSON (1992-2004)
Professor Emeritus, Psychology

ASHLEY T. McDERMOTT (1964-1999)
Professor Emeritus, Astronomy and History

DONNA JOY McLAIN (1968-1996)
Professor Emeritus, Health, PE, and Recreation

JOHN ROLLAND McMILLAN (1967-1982)
Director Emeritus, Admissions and Records Services

STEVEN R. McWILLIAMS (1971-2002)
Professor Emeritus, Geography and Anthropology

MERLE E. MERRITT (1970-1995)
Professor Emeritus, History, Copper Mountain Campus

GEORGE L. MEYER (1969-2002)
Professor Emeritus, Geology

ALFRED D. MILLER (1971-1993)
Counselor Emeritus, Copper Mountain Campus

JAMES A. MILLS (1973-1992)
Professor Emeritus, Administration of Justice

MATTEO MONICA III (1973-2006)
Counselor Emeritus, Financial Aid

EDWARD A. MORANTE (1991-2005)
Counselor Emeritus

LINDA A. MORANTE (1993-2005)
Associate Professor Emeritus, English

HOVAK NAJARIAN (1966-1994)
Professor Emeritus, Art

JOHN L. NORMAN (1962-1999)
Professor Emeritus, Music

BETTY J. OEDING (1967-1992)
Professor Emeritus, Nursing

MICHAEL J. O'NEILL (1990-2008)
Professor Emeritus, Special Education
Coordinator, Disabled Students Programs & Services

JAMES C. ONEY (1970-1997)
Professor Emeritus, Mathematics

ROSEMARY ORTEGA (1972-2005)
Professor Emeritus, Developmental Education

CHARLES R. PALMER (1969-1991)
Dean Emeritus, Educational Services,
Copper Mountain Campus

C.A. PATTERSON (1974-1999)
Professor Emeritus, Mathematics

WILLIAM H. PIVAR (1971-1994)
Professor Emeritus, Business

SAMUEL HART PLUMER (1975-1986)
Counselor Emeritus, Handicapped

RICHARD W. POST (1974-2007)
Dean Emeritus, Resource Development/
Assistant to the Superintendent/President
Dean, Applied Science and Business
Director, Vocational Education

BRETT ROMER (1964-2002)
Professor Emeritus, Physics and Mathematics
Division Chair, Science and Mathematics

DAVID WILSON SALTER (1975-2004)
Professor Emeritus, Biology

MARÍA C. SHEEHAN (2001-2006)
Superintendent/President Emeritus

GEORGE SMITH, JR. (1973-1994)
Professor Emeritus, Agriculture

GWENDOLYN JEAN SMITH (1980-1992)
Professor Emeritus, Nursing

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-MALTAIS (1966-1999)
Professor Emeritus, English and Speech

ANNE M. WALKER (1984-2005)
Adjunct Instructor Emeritus, Mathematics

DOUGLAS J. WALKER (1971-2005)
Professor Emeritus, Natural Resources and Entomology
Dean, Applied Sciences and Fine Arts
Division Chair, Applied Sciences

HARRY WALTHALL (1962-1994)
Librarian Emeritus

KENNETH A. WATERS (1968-1991)
Professor Emeritus, Agriculture & Mechanics

FLOYD L. WATSON (1974-2005)
Professor Emeritus, Business

DON A. WELTY (1965-1980)
Coordinator Emeritus, Continuing Education

JOY E. WENTZ (1989-2004)
Professor Emeritus, English and Composition

CHAR WHITAKER (1991-2005)
Coordinator Emeritus, Library Services

STAN Le ROY WILSON (1967-1994)
Professor Emeritus, Mass Communication & Journalism

Ashley McDermott , Professor Emeritus, Astronomy and History, taught full-time at College of the Desert from 1964 to 1999 before retiring. He attended the Grand Opening of the new East Valley Campus at Mecca-Thermal in February of 2009.



HORTENSIA "SANDY" ALWAN (1984-2001)

Adjunct Instructor Emeritus, Spanish

MARION BLONDIS (1965-1976)

Professor Emeritus, Nursing

SANDRA R. BRANDON (1990-2007)

Professor Emeritus, Computer Information Systems

DAN A. BURKE (1966-1985)

Professor Emeritus, Developmental Education

BRYAN R. BURRAGE (1973-2004)

Professor Emeritus, Biology, Anatomy and Zoology

THOMAS CIASTKO (1981-1999)Professor Emeritus, Respiratory Therapy
Director, Respiratory Therapy Program**EDGAR L. De FOREST** (1962-1978)

Professor Emeritus, English and Speech

M. W. ELLERBROEK (1961-1981)Professor Emeritus
Past Dean of Business Services**L. CAROLYN FISHER** (1963-1982)

Professor Emeritus, Counseling

WENDELL C. FORD (1965-1989)

Media Specialist Emeritus

LAWRENCE FREDERICK (1962-1981)

Professor Emeritus, Mathematics

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, College of the Desert**ROBERT B. JORDAN** (1966-2004)

Professor Emeritus, Psychology

ROY MALLERY (1962)Associate Professor Emeritus, Fine Arts
Chairman, Art**J. R. MASTERS, JR.** (1964)Professor Emeritus, Speech
Director of Forensics**ROY C. McCALL** (1959-1973)Professor Emeritus
Past President, College of the Desert
Past Superintendent, Coachella Valley Community
College District**BARBARA McFADYEN** (1965-1987)

Professor Emeritus, Political Science

MARTIN McKELL (1965-1985)

Professor Emeritus, Business

KIM R. MILTENBERGER (1982-1999)

Adjunct Instructor Emeritus, Speech

KATHLEEN MUCHNIK (1972-1987)Associate Professor Emeritus, Nursing
Assistant Chairperson, Nursing and Allied Health**GEORGE J. NELSON** (1963-1974)

Professor Emeritus, Chemistry

SEAMUS NUNAN (1962-1982)

Professor Emeritus, History

LANCE READ (1964-1996)

Counselor Emeritus

WILLIAM M. REESKE (1969-1999)Professor Emeritus, English
Copper Mountain Campus**BETTY LOU ROCHE** (1970-1989)

Professor Emeritus, Business

ANTHONY A. SAITTA (1967-1978)

Associate Professor Emeritus, Business

RHODA G. SCHWANKE (1973-1983)Professor Emeritus, Nursing
Coordinator Emeritus, Student Health Service**PERRY J. SHENEMAN** (1970-1981)

Professor Emeritus, Engineering Technology

STEPHEN SIMONSEN (1979-1997)

Professor Emeritus, Communication

FREDERICK THON (1962-1974)

Professor Emeritus, Drama

RAYMOND L. TRAYNOR (1974-1987)Professor Emeritus, Developmental Education
Copper Mountain Campus**FRANCES De LONG WILSON** (1969-1984)

Professor Emeritus, Developmental Education

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College of the Desert Catalog

is published annually
by the
Office of Academic Affairs

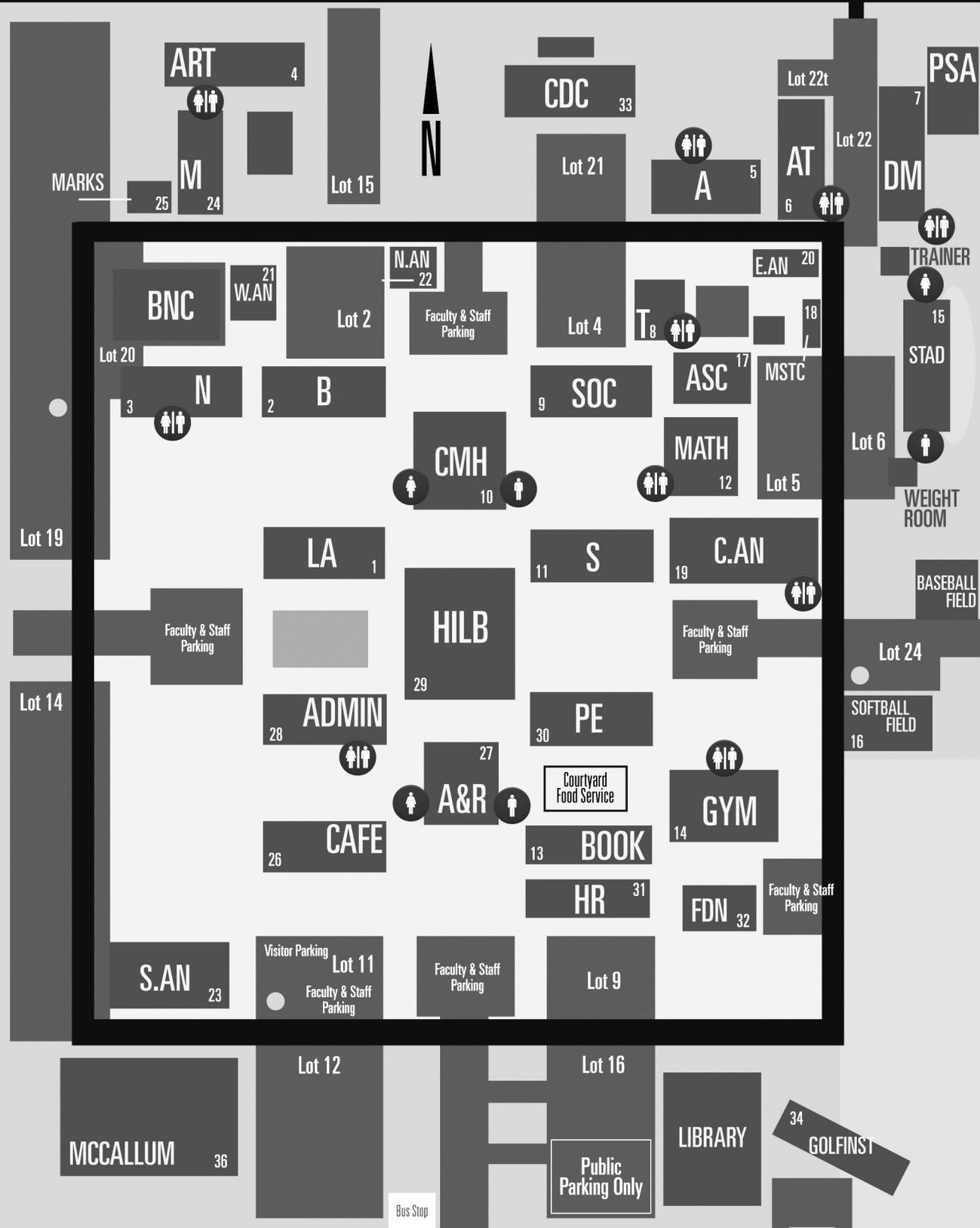
Editor: Jodie Magbuhat
Photographs: Tom Wixon, PRO

COD Campus Guide

Magnesia Falls Avenue

Monterey Avenue

San Pablo Avenue



Fred Waring Drive

● Self-Serve 1-Day Parking

A	AGRICULTURAL SCIENCE BLDG.	HR	Human Resources
A&R	ADMISSIONS & RECORDS (A&R) Faculty Resource Center (FRC) Parking Services Veteran's Services	LA	LIBERAL ARTS BUILDING Communication Division Office
ADMIN	ADMINISTRATION BUILDING Administrative Offices Career & Transfer Center Counseling Services	LIBRARY	LIBRARY COD, City of Palm Desert, and Riverside County Libraries
ART	ART BUILDING	M	MAINTENANCE BUILDING Music Keyboard/Computer Music Classrooms
ASC	ACADEMIC SKILLS CENTER Assessment Testing Language Lab Writing Lab	MARKS	Walter N. Marks Center for the Arts
ASC-4		MATH	MATH BUILDING Math and Science Division Office
ASC-6		MATH-4	Math/Science Lab
ASC-7		McCALLUM	McCALLUM THEATRE
AT	APPLIED TECHNOLOGY BUILDING Applied Science/Business Division Office Vocational Education	MSTC	MIND SHACK/TUTORING CENTER
22T	Work Experience Office	N	NURSING BUILDING (Under renovation 2009)
B	BUSINESS BUILDING (Under renovation 2009)	N.AN	NORTH MODULAR ANNEX
BNC	BARKER NURSING COMPLEX Health Sciences/ECE Division Office	PE	PHYSICAL EDUCATION BUILDING Lockers & Showers
BOOK	BOOKSTORE BUILDING Bookstore Financial Aid Office Physical Educ/Athletics Division Office	PSA	PUBLIC SAFETY ACADEMY
CAFE	Courtyard Food Service (DINING HALL renovation 2009)	S	SCIENCE BUILDING
C.AN	CENTRAL MODULAR ANNEX Training & Development/ABE Mail Room	S.AN	SOUTH MODULAR ANNEX
C.AN-3		S.AN-9	MESA Office
C.AN-18	Security	S.AN-5	DSPS Hi-Tech Center
CDC	CHILD DEVELOPMENT CENTER	S.AN-16	Disabled Student Programs & Services
CMH	CAROL MEIER LECTURE HALL The POLLOCK Theatre	SOC	SOCIAL SCIENCES BUILDING Social Sciences & Arts Division Office
CMH PT		STAD	STADIUM & OFFICES Gym Weight Room
DM	DIESEL MECHANICS BUILDING (Rooms DM 21-25 upstairs)	STAD WR	
E.AN	EAST MODULAR ANNEX	T	THEATRE BUILDING (Theatre Too)
FDN	COD Foundation Office COD Alumni Association Street Fair Management	W.AN	WEST MODULAR ANNEX
GOLF INST	COLLEGE GOLF CENTER	OFF-CAMPUS ABBREVIATIONS:	
GYM	WRIGHT GYMNASIUM	CVHS	Coachella Valley High School
GYM STG	Gym Stage	CVRM	Country Villas Rancho Mirage HCC
GYM WR	Gym Weight Room	DHS HS	Desert Hot Springs High School
HILB	HILB Student Center College Nurse International Education Office Student Government/Student Clubs Student Lounge	DRMC	Desert Regional Medical Ctr., Palm Springs
HSCM	Hilb Student Center Mezzanine ESLN-English/Second Language (noncredit) Adult Basic Education Classrooms	EMC	Eisenhower Medical Ctr., Rancho Mirage
		EPCS	Eagles Peak Charter School, Indio
		EVC	Eastern Valley Center
		INTERNET	ONLINE Instruction
		JFK	John F. Kennedy Hospital, Indio
		MECC	East Valley Mecca-Thermal Center
		OASI	Oasis Hospital
		PSHS	Palm Springs High School
		SHGC	Shadow Hills Golf Course, Indio

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 for more information.