

CATALOG 2016 - 2017

This catalog is valid from July 1, 2016 through June 30, 2017. It is in effect for the Fall and Spring semesters and any session (intersession) which commences within this defined period of time.

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

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

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

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.



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www.collegeofthedesert.edu

WELCOME TO COLLEGE OF THE DESERT

Everywhere you look, College of the Desert is changing lives. Whether you take a few classes, obtain a certificate or complete the first two years of your college education and transfer on, your community college is changing lives every day.

At College of the Desert, we know education is the key to unlocking your future, but it takes more than classroom studies. It takes an education environment that is rich in opportunities and support services.

We are dedicated to a student learning environment built upon integrity and academic rigor while embracing diversity. We strive for the highest standards in all of our programs. Here are some of our strengths:

- Many of our programs have achieved regional and national acclaim, including our Child Development Center, Alternative Energy, Automotive, Performing Arts, Nursing, and Business & Retail Management.
- As evidenced in our Step Up campaign, College of the Desert alumni are integral to the success of our community. They work in our hospitality industry. They are our nurses and our public safety officers. They teach our young children. They manage local cities and agencies and are our elected officials. They are our small business entrepreneurs and they work in the newest green energy companies.
- College of the Desert has recently hired additional faculty members and added more sections of required courses to help students continue their academic process. This action demonstrates our commitment to assisting students to reach their college and career goals.

These projects, along with our academic programs and numerous student support services, are designed to accomplish our primary goal which is to provide our students the highest caliber education that a community college can offer.

Please explore this catalog and our website to learn more about your community college and how we can help you define your future.



DESERT COMMUNITY COLLEGE DESERT
College of the Desert

ADMINISTRATION

Joel L. Kinnamon, Ed.D.
Superintendent/President

Lisa Howell
Vice President, Administrative Services

Mary Ann Gularte, Ed.D.
Vice President, Human Resources
and Employee Relations

Anabelle Nery, Ph.D.
Vice President, Student Success

Pamela Ralston, Ph.D.
Vice President Student Learning

A handwritten signature in black ink, which appears to read "Joel L. Kinnamon". The signature is written in a cursive style and is positioned above a light gray rectangular background.

Joel L. Kinnamon, Ed.D.
Superintendent/President

DESERT COMMUNITY COLLEGE DISTRICT

Board of Trustees 2016-2017

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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Mary Jane Sanchez-Fulton
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ACCREDITATION

Accredited By

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Approved By

California State Approving Agency for Veterans Education (CSAAVE)

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

Accreditations and Certifications From

Automotive Youth Education System (AYES)

Bureau of Automotive Repair (BAR) Certified SMOG Training Facility

California Association of Alcohol/Drug Educators (CAADE)

California Association of Alcoholism and Drug Abuse Counselors (CAADAC)

California Board of Registered Nursing

California Board of Vocational Nursing and Psychiatric Technicians (BVNPT)

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

California State Fire Marshal

Commission on Peace Officer Standards and Training (POST)

National Association for the Education of Young Children (NAEYC)

National Automotive Technicians Education Foundation (NATEF)

State of California Department of Social Services, Community Care Licensing

The North American Board of Certified Energy Practitioners

Institutional Memberships

Academic Senate for Community Colleges

Accrediting Commission for Community & Junior Colleges

American Association of Collegiate Registrars & Admission Officers (AACRAO)

APPA: Association of Higher Education Facilities Officers

Association of Community College Trustees

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

California Community Colleges Chief Instructional Officers (CCCCIO)

California Community Colleges Chief Student Services Administrators Association (CCCCSSAA)

Coachella Valley Economic Partnership

Commission on Athletics/3CAA

Community College Facility Coalition

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

Council for Higher Education Accreditation (CHEA)

Council for Opportunity in Education (COE)

Datatel Users Group

Hispanic Association of Colleges and Universities (HACU)

Inland Valley Trustee & CEO Association

NAFSA: Association of International Educators

National Alliance of Concurrent Enrollment Partnerships (NACEP)

National Association of Student Financial Aid Administrators (NASFAA)

National Association of Veterans' Program Administrators (NAVPA)

The Research & Planning Group of California Community Colleges (The RP Group)

Western Association of Veterans Education Specialists (WAVES)

ACADEMIC CALENDAR

Fall 2016 Semester

Date	Event
August 26	Fall Classes Begin
September 5	Labor Day - HOLIDAY
November 11	Veterans Day - HOLIDAY
November 24 - 25	Thanksgiving - HOLIDAY
December 10 - 16	Final Exams
December 16	Fall Classes End

Winter 2017 Session

Date	Event
January 4	First Day of Classes
January 16	Martin Luther King Jr. Day - HOLIDAY
January 25	Last Day of Classes/Final Exam

Spring 2017 Semester

Date	Event
January 30	Spring Classes Begin
February 17	Lincoln's Day - HOLIDAY
February 20	Washington's Day - HOLIDAY
April 10 - 14	Spring Break
April 14	Spring Holiday
May 20 - 26	Final Exams
May 26	Graduation, Spring Classes End

AUGUST 2016	SEPTEMBER 2016	OCTOBER 2016	NOVEMBER 2016	DECEMBER 2016
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JANUARY 2017	FEBRUARY 2017	MARCH 2017	APRIL 2017	MAY 2017
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WHO ARE WE?

History of the College

College of the Desert is located on what was once a vineyard and date palm grove until the land was purchased by the newly-formed college district in 1958. A \$3.5 million bond measure was passed in 1959 which funded the construction of the nine original buildings on 160 acres at the corner of Monterey Avenue and Avenue 44 (now Fred Waring Drive) in Palm Desert. College of the Desert got its name from a Palm Springs teenager, Douglas Crocker, who won a contest sponsored by the district and local newspapers. The first students arrived in the fall of 1962.

This two-year public college now serves a community of over 400,000 residents in nine local cities and the students of the Palm Springs, Desert Sands and Coachella Valley Unified School Districts. College of the Desert offers certificates and two-year Associate of Arts and Associate of Science degrees.

In 2004, the voters in the Desert Community College District overwhelmingly approved the sale of bonds to enable the College to renovate its 40-year-old Palm Desert campus and build campuses in Palm Springs, Mecca-Thermal and Indio. The bond issue totaled \$346.5 million and the College is nearing completion of a comprehensive renovation, as well as the construction of new buildings and campuses to better meet student needs.

Many of the college's programs have achieved regional and national acclaim, including the Child Development Center, Alternative Energy, Automotive, Performing Arts, Nursing, and Business and Retail Management. College of the Desert alumni are integral to the success of our community. They work in our hospitality industry. They are our nurses and our public safety officers. They teach our young children. They manage local cities and agencies and are our elected officials. They are our small business entrepreneurs and they work in the newest green energy companies.

The College currently enrolls over 14,000 students and with a student body that is over 65% Hispanic, COD is a federally recognized Hispanic Serving Institution (HSI).

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.

Values

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

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

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

Integrity: We are open, honest and reliable.

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

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

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

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

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

Institutional Outcomes

Critical Thinking and Communication

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

Scientific Inquiry

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

Global Citizenship

Scientific & Technological Literacy

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

Ethical Behavior

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

Aesthetics

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

Personal and Professional Development

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

Student Learning Outcomes and Assessment

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

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

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

General Education Philosophy

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

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

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

Supporting Organizations

Alumni Association

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

The Alumni Association annually budgets over \$335,000 in scholarships and student financial aid.

The Alumni Scholarship Endowment Fund now totals in excess of \$1 million. The Alumni Association Academic Enrichment Endowment Fund of \$1,000,000 has been completed. The Alumni Association operates the popular year-round COD Alumni Street Fair. Membership is open to alumni, students, staff, and the community. For more information call (760) 636-7958.

College of The Desert Foundation

College of the Desert Foundation is a nonprofit organization whose primary purpose, for the last 30 years, 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.

Who are we?

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

Academic Angels

This organization is made up of over 100 members whose purpose is to serve as Goodwill Ambassadors for College of the Desert and to assist the Foundation in pursuing its goals. The organization hosts luncheons, events and guest speakers throughout the year to raise funds for scholarships and other College programs and services. Membership dues are \$250 per year. For more information call (760) 773-2561, or go to the Foundation website.

President's Circle

The President's Circle was created by the Foundation in 1983. It is comprised of an exceptional group of individuals and business leaders who are committed to the Mission of COD and its Foundation. The President's Circle is the largest and most important resource of unrestricted gifts to the College, helping provide critical resources to

meet educational needs, as well as help the Foundation to support mission-critical programs and services for the College. Members enjoy a variety of benefits and annual dues range from \$1,000 to \$5,000. For more information on any of the Annual Giving opportunities at the Foundation, contact the Foundation at (760) 773-2561 or email Jim Hummer (jbummer@collegeofthedesert.edu), Executive Director.

Friends of The Library

The Friends of the Library of the Desert Library is a non-profit organization whose mission is to support the College of the Desert Library through book sales and other fundraising activities. Friends of the COD Library welcomes anyone who would like to join the organization. For more information on becoming a member or to make a donation, please call (760) 568-3138.



HOW ARE WE ORGANIZED?

Organization of the College

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

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

The Vice President of Student Learning is the chief academic officer of the College and is responsible for academic schools, the College library, instructional support services, career-technical education, and off-campus programs. College of the Desert has five schools: Applied Sciences & Business, Social Sciences & Arts, Communication & Humanities, Health Sciences & Education, and Math & Science. Each school is under the supervision of a dean who is responsible for coordinating the departments within that school. Career programs are coordinated with cooperation from advisory committees consisting of representatives from business and industry.

The Vice President of Student Success 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 Vice President of Administrative Services functions as the chief financial officer of the college. In addition to budget development and oversight, administrative services is responsible for fiscal services, maintenance and operations, facilities construction and modernization, security and emergency preparedness, information technology, as well as college auxiliary functions including food services, bookstore and the golf center.

The Vice President of Human Resources & Employee Relations is responsible for management and operation of all human resources and employee relations functions of the College and for developing and recommending policy, goals and objectives for human resources.

Extended Campus Locations

There are several campus locations throughout the eastern and western Coachella Valley where college credit and noncredit courses are offered.

Indio Campus

College of the Desert celebrated the grand opening of the Indio Campus, located at 45524 Oasis Street in Indio, in February 2014. Students can complete entire degree and certification programs in this new state-of-the-art facility. The Indio Campus provides flexibility pathway for students to complete their program by offering day, evening, and weekend classes. In addition to expanding course offerings, the College has also expanded services provided on site to include counseling, academic support services (tutoring), assessment testing, registration, financial aid, Veterans services, and many other referral resources and services. For additional information call (760) 776-7200.

Mecca-Thermal Campus

In providing greater access and higher educational opportunities for residents of the eastern valley, both credit and non-credit English as a Second Language (ESL) classes are offered at the Mecca-Thermal campus located at 61120 Buchanan Street in Thermal. In addition to college classes, counseling, assessment testing, registration, academic support services, and financial aid information are available. For additional information on course offerings and student services at the Mecca-Thermal campus, 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 and non-credit courses at Palm Springs High School, Desert Hot Springs High School, and Cathedral City High School.

Please refer to the current Schedule of Classes for starting dates and meeting times of Western Valley classes. For further information please call (760) 776-7200.



HOW DO I BECOME A STUDENT AT COD?

Student Success & Support Program

College of the Desert offers a comprehensive Student Success & Support Program (SSSP) involving the entire campus community. The goals are to ensure that all students complete their college courses, persist to the next academic term, and achieve their educational objectives through the components of the student success process. It is the College's way of supporting the student's right to succeed in college. Student Success is a partnership/agreement between students and College of the Desert.

College Responsibilities Include

1. Providing an admissions and records process that will enable the College to collect state required demographic information that will be used as a basis for providing students with appropriate services.
2. Providing an assessment process that uses multiple measures to determine academic readiness in English, reading and math.
3. Providing an orientation process designed to acquaint students with college programs and services, facilities and grounds, academic expectations, and College policies and procedures.
4. Providing counseling and advisement services to assist students in course selection, development of an Abbreviated Student Education Plan (SEP) prior to enrolling the first time and the development of a Comprehensive SEP. 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.

As part of the State of California Title 5 Regulations, all students are expected to participate in the activities to promote success unless they are exempt (see *Exemptions* section on "How do I enroll in courses at COD?" (p. 16) page).

Students Responsibilities Include

1. Participating in assessment, orientation, and counseling/advisement services and other follow-up services deemed necessary by the College in order to complete their stated educational goal.
2. Acquiring and reading the College catalog, schedule of classes, 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 & Records Office if the student is requesting official course credit for prior coursework. All official transcripts submitted to Admissions & Records Office become the property of College of the Desert.
5. Stating an educational goal at the time of registration and a specific informed educational goal after completion of 15 units.
6. Completing a first semester online individual Student Education Plan (SEP) with the assistance of a counselor or advisor, usually in a Student Planning Workshop.
7. Attending all classes and completing all course assignments.

8. Completing courses and maintaining progress toward their stated goals.

Admission

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

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

Certain two-year programs have special admission requirements.

Non-Graduates of High School

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

Concurrent Enrollment of High School Students

In accordance with the California Education Code 76000-76002, College of the Desert will consider students K-12th grades only for concurrent enrollment as Special Admit Students. The 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 coursework equivalent to courses offered in high schools (below college-level).

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

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

To be considered for admission as a special part-time or 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. The application can be downloaded under the Admissions & Records webpage of the College website.

High School students applying for concurrent enrollment will be notified of their status within 2 weeks of submitting their complete application. In the event a student is denied admission, the student may petition the

appropriate dean. The dean in which the course resides will review the appeal and inform the student in writing of the decision.

Concurrent Enrollment-Dual Credit Program

The College has partnered with Desert Sands and Palm Springs Unified School Districts to offer a Concurrent Enrollment - Dual Credit Program of study. This program allows students to use earn high school credit while earning college credits. The courses offered through COD at the high school may be transferable to the UC or CSU university systems. The program intent is to provide educational enrichment opportunities for a limited number of eligible high school students, rather than to reduce current course requirements of secondary schools, and also to help ensure a smoother transition from high school to college by providing students with greater exposure to the collegiate atmosphere. Education Code, section 48800. If you have questions, please contact the counseling center at your local high school. The Concurrent Enrollment-Dual Credit Program is specifically designed to accelerate the academic or vocational career of high school students. Admission is allowed for most college level courses as approved by the high school liaison (counselor), provided students have taken the assessment test and meet the prerequisites. Additional course restrictions may be applied at the discretion of the College or high school. High school students are exempt from enrollment fees and books may be provided.

The following are not allowed:

- PE classes
- Beginning music performance or art activity courses
- Recreation or hobbies
- Remedial courses

High School Students Admittance into Career Tech & Performing Arts Classes

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

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

High school students who have auditioned and been accepted for a performing role in a theatre arts or music production must submit the Application for Admission, the Special Student Application for Concurrent

Enrollment, and written permission of the appropriate dean and faculty member.

Probationary Transfer Students

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

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. Students accepted in the Nursing Program must follow the requirements as set forth by the State Board of Nursing. Policies and Procedures are in the Nursing Handbook. Information regarding this application is available on the School of Health Sciences & Education webpage.

International 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. Financial and high school/secondary school information must be submitted with an official English translation. Applicants must also submit a minimum TOEFL score of 450 (paper-based test) or 45 (internet-based test). Students with TOEFL scores between 450-475/45-46 should expect to take ESL (English as a Second Language) courses during their first semester at COD. For more information, visit the International Education webpage or send an email (iep@collegeofthedesert.edu).

All International Students must either purchase the COD health insurance plan or provide proof that they have purchased another health insurance plan that is accepted at medical facilities in the United States. 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 in the IEA must either purchase the COD health insurance plan or provide proof that they have purchased another health insurance plan that is accepted at medical facilities in the United States.

For more information and to obtain an application, please visit the [International Education webpage](#) or send an [email](#).

HOW DO I ENROLL IN COURSES AT COD?

Steps to Enrollment

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

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

The College requires all NEW students to participate in these steps.

1. Admission Application

Complete the COD Admission Application and submit all necessary transcripts to the Admissions & Records Office.

- The COD Admission Application is available online and must be completed by all new students intending to enroll at College of the Desert.
- Continuously enrolled students are not required to reapply. However, two semesters break in enrollment requires a new application.
- After completing the application, the Admissions & Records Office will email all new students (to the email provided in the admission application) information regarding next steps as outlined on the College of the Desert's Getting Started webpage. Students must wait 48 hours to log into their MyCOD Student Portal where they will receive their College of the Desert Student Identification Number that is sent to the MyCOD email account.

2. Financial Aid Application (optional)

Students in need of financial assistance to help afford college should apply for financial aid.

- Complete the Free Application for Federal Student Aid (FAFSA) or a California Dream Act application (for students who do not qualify for FAFSA and have AB540 status).
- See the Financial Aid section on "What Programs & Services are available for students?" (p. 30) for more information about available financial aid resources and visit the Financial Aid Office webpage.

3. Orientation

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

- Students will receive academic planning assistance; information about college facilities, resources and policies; and a review of student rights and responsibilities.
- An online orientation is available through WebAdvisor on the MyCOD portal. Instructions for accessing the online orientation are located on the College of the Desert's "Getting Started" webpage.
- In-person orientation may be available prior to registration periods. Contact the Counseling Center by phone at 760-773-2521 or visit the Counseling webpage for more information.

4. Assessment

All new first time students are required to complete basic skills assessments in English, reading and mathematics. Additionally, any assessments taken five or more years ago are no longer valid for prerequisite purposes.

- 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.
- Visit the assessment webpage to schedule an appointment online. For directions and additional information, please call (760) 776-7413.

5. Counseling/Advising

Student Education Plans (SEPs)

Upon admission to the College all students are required to declare an educational goal. A specific educational goal, along with a Student Education Plan (SEP), should be completed during the first year of enrollment.

A Student Education Plan (SEP) is a planning tool that students complete online via WebAdvisor Student Planning. Students may attend a Student Planning Workshop provided by the Counseling Center to create a SEP based on future academic and career goals. It outlines a semester by semester plan of suggested courses to take based on major, transfer plans and sequence of courses.

Priority Registration will be given to students who work with a counselor to develop a Student Education Plan (SEP), succeed in their classes, and stay on track.

Abbreviated SEP - one to two terms in length designed to meet students immediate needs and must be created before registering for first term classes.

Comprehensive SEP - a more detailed SEP that outlines completion to students education objectives. A comprehensive SEP takes into account students interests, skills, career and educational goals, major, potential transfer institutions, and the steps needed to take on an educational path to complete the educational goal. The comprehensive SEP includes the student's educational goal and course of study requirements, such as the requirements for the major, transfer, certificate, program, applicable course prerequisites or co-requisites, the need for basic skills, assessment for placement results, and the need for referral to other support and instructional services. The comprehensive SEP is tailored to meet each student's individual needs and interests and can be created before or after registering for classes.

The Comprehensive SEP is a participation requirement for the following programs:

- EOPS
- DSPS
- CalWORKs
- Veterans
- Athletics
- Reentry

If a student is **transferring to College of the Desert** from another college or university, prior to scheduling an appointment for an SEP, he or she must:

- Send official transcripts from ALL colleges and universities previously attended to the Admissions & Records Office.
- Verify with the Admissions & Records Office that transcripts have been received.

Counseling faculty are available in the Counseling Center. Counselors will assist students with academic, personal, and career goal setting and provide information about available campus resources to help students achieve their goals. A primary role of a counselor is to assist students in developing a Student Education Plan (SEP).

Faculty Advisors are available in every academic department. Advisors can provide valuable information about department majors, career pathways, and will work collaboratively with counselors to advise students with regard to the student's educational and career goals. A list of advisors and their contact information is listed in the Schedule of Classes each semester.

Exemptions

Some students may be exempt from the assessment, orientation, and/or the counseling/advising components if they meet certain criteria (Title 5, section 55532). However, students will not be exempt from the admissions and follow-up components. Information about exemption eligibility is available on the Counseling Center webpage.

Students wishing to obtain an exemption in any of the three areas mentioned should submit an Exemption Request, along with supporting documentation, to the Counseling Center. If approved, the Counseling Center staff will clear the student to register for classes. This does not exempt students from meeting prerequisite requirements. For more information, contact the Counseling Center at (760) 773-2520.

6. Registration

Priority Registration

College of the Desert is committed to the philosophy that all students should have fair and equitable access to courses and programs within the resources and in accordance with State Education Code, Title 5 provisions and guidelines adopted by the Board of Governors. Furthermore, the College believes that students should be able to progress toward their stated educational objectives in a timely manner.

The primary mission of the College is to provide transfer and vocational courses and programs. Therefore, priority is extended to students who have demonstrated satisfactory academic progress toward their declared educational objectives, the completion of their transfer requirements, and/or the completion of a degree or vocational certificate.

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 student success requirements.

Enrollment Procedures

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

WebAdvisor is the secure online self-service access used by College of the Desert students. Students may access WebAdvisor via the MyCOD Student Portal to add and drop classes, pay fees, print class schedules and unofficial transcripts, view their registration priorities and any restrictions on their accounts, as well as print unofficial degree/certificate evaluations and create a Student Educational Plan (SEP) based on their educational goals.

Schedule of Classes

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

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

Adding & Dropping Courses

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

Auditing A Class

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

- No student will be allowed to register to audit a full term course prior to the last day to add full term classes.
- Priority in class enrollment shall be given to students enrolling for credit towards a certificate or degree.
- Permission to audit a course is granted with the signed permission of the instructor and the appropriate instructional dean on an Audit Course Form. The form is available at the Counseling Center and at the Admissions & Records Office, or online.
- A completed Audit Course Form with required signatures must be submitted with payment to Admissions & Records Office within 5 business days following the last day to add full term courses.
- Concurrently enrolled high school students are not eligible to audit courses.
- A fee of \$15 per unit will be charged to audit a course.
- Students enrolled in classes to receive credit for ten (10) or more semester credit units shall not be charged a fee to audit three (3) or fewer units per semester.
- BOGW may not be applied to fees for courses being audited. BOGW can only be applied towards courses being completed for credit only.
- Students may not audit any course more than three (3) times.
- Students enrolled as auditors shall not be permitted to change their enrollment in the course to receive credit.
- Canvas access is not available to students who audit.
- Some labs may not be available to students who audit.

Withdrawals and Grade Responsibility

Students are expected to plan their schedule carefully with the aid and approval of an advisor and endeavor to maintain that schedule through

the semester. Students should attend all classes in which they originally enrolled and are responsible to drop courses they have stopped attending via WebAdvisor.

A "W" grade is a part of a student's permanent record and cannot be removed unless they are in accordance with state regulations, Title 5, sections 55024 and 58508. The state provides for alleviation of a "W" grade if the basis is due to an *extraordinary circumstance or an allowable exclusion*. The state defines:

Allowable Exclusions i.e., Military Withdrawal (called to duty).

Extraordinary Conditions - College and/or classes inaccessible due to natural disaster; student responding to certain events (flood, fire); or student had to evacuate home as a result of natural disaster events.

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 WebAdvisor. Although faculty may drop students for non-participation/non-attendance, students should not expect the faculty to drop them for non-participation/non-attendance. If a student fails to drop or withdraw from a course by the established deadlines, the student may receive an "FW" grade for that course. To assure transactions are correct, College of the Desert recommends that students print out a class schedule after completing registration and/or after adding or dropping a course.

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

Conditions for Petition to Withdraw

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

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

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

Limitations On Enrollment

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

Prerequisites, Corequisites And Advisories

Complete course prerequisites, corequisites, and advisories are listed in this catalog after the course descriptions. These requirements are intended to ensure students a reasonable chance of success. Questions regarding course eligibility should be discussed with the 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. **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, section 55003 (Policies for Prerequisites);
3. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
4. The student has the knowledge or ability to succeed in the course or program despite not meeting the stated prerequisite or corequisite;
5. The student will be subject to undue delay in attaining the goal stated in the Student Education Plan (SEP) because the prerequisite or corequisite course has not been made reasonably available.

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

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

Basic Skills Course Limitation

Basic skills or pre-collegiate courses are designed to prepare students for college-level work. Students may be 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, section 56036.

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

Courses Related in Content

Title 5, section 55040 (c) The policies and procedures adopted by the governing board of each community college district pursuant to subdivision (a) may not permit student enrollment in active participatory courses, as defined in section 55000, in physical education/kinesiology, visual arts or performing arts that are related in content, **more than four times** for semester courses. This limitation applies even if a student receives a substandard grade or "W" during one or more of the enrollments in such a course or petitions for repetition due to extenuating circumstances as provided in Title 5, section 55045. See pages 146-148 for courses related in content.

Maximum Unit Load

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

Students who wish to obtain a variance from the above unit limitations should meet with a counselor in the Counseling Center to discuss their need for an overload and for assistance in completing a Request to Add Class form. Upon completion of the form, students should set up a meeting with the Interim Dean of Counseling or designee to discuss their prior academic performance and their reasons for requesting a unit overload. The Interim Dean or designee will provide final approval for a unit overload if deemed appropriate.

Multiple Enrollments

College of the Desert does not permit a student to enroll in two or more sections of the same credit course during the same term unless the two sections are short term courses that do not overlap within the same term (Title 5, section 55007.a).

Overlapping Enrollments – Time Conflicts

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

Students With Minimum Unit Requirements ¹

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

¹ Each program may have additional eligibility requirements. Please contact the program for additional information.

Classification of Students

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

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

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

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

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

Residency Requirements

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

Resident/Non-Resident Fees

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

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

A "non-resident" student is one who does not have residence in the state for more than one year prior to the residence determination date

and cannot provide documentation of intent to make California their permanent residence.

Reclassification

Applicants classified as non-residents will receive notice of their status to the email address provided on the Admission Application.

Students who have been classified as non-residents are not automatically reclassified as residents. It is the responsibility of the student to request reclassification to residency status.

A Residency Questionnaire along with the required documentation must be submitted to the Admissions & Records Office before the start of the term (not the start date of the course) and by the deadline published in the Schedule of Classes to be considered for a residency adjustment. Residency Questionnaires submitted after the start of the term will be considered for the next term.

The petition must be accompanied by documentation verifying the student's intent to become a California resident, evidence of physical presence in California and/or evidence of financial independence. Title 5, sections 54002-54028 and Education Code, section 68040 clearly state that the burden of proof to clearly demonstrate both physical presence in California and intent to establish California residence lies with the student. Failure to provide requested residency information will result in a determination of non-resident.

The Residency Questionnaire Form with complete instructions is available online; log into the MyCOD Student Portal, then under the WebAdvisor icon, click on A&R forms. Questions regarding residency should be directed to the Admissions & Records Office at (760) 773-2516.

If you do not have the required documentation the State requires for residency determination by the College, you will need to pay the out-of-state fees due or drop your classes before the term begins so you are not responsible to pay the fees; failure to drop classes before the term begins will result in you paying the non-resident fees. This is a State audited item and fees cannot be changed. NOTE: if you are applying and enrolling during the first week of the term, you are responsible for fees due regardless of residency; **it is too late to request** or submit a Residency Questionnaire for the term in which you are applying.

Applicants who are not US citizens must provide proof of immigration status.

Applicants who are US citizens but have resided in California for less than two years, must provide proof of:

- Intent of become a California resident
- Physical presence in California
- Financial independence

A student seeking reclassification as a resident, who was classified a non-resident in the preceding term, shall be determined to be financially independent or dependent.

A student who has established financial independence may be classified as a resident if the student has demonstrated clearly physical presence and intent to be a California resident for one year prior to the residence determination date.

In determining whether the student has objectively manifested intent to establish California residence, financial independence shall weigh in favor

of finding California residence, and financial dependence shall weigh against finding California residence.

Financial dependence in the current or preceding calendar year shall weigh more heavily against finding California residence than shall financial dependence in earlier calendar years. Financial dependence in the current or preceding calendar year shall be overcome only if (1) the parent on whom the student is dependent is a California resident, or (2) there is no evidence of continuing residence in another state.

Establishing Residence

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

Physical Presence

- A. A person capable of establishing residence in California must be physically present in California for one year prior to the residence determination date to be classified as a resident student.
- B. A temporary absence for business, education or pleasure will not result in loss of California residence if, during the absence, the person always intended to return to California and did nothing inconsistent with that intent.
- C. Physical presence within the state solely for educational purpose does not constitute establishing California residence regardless of the length of that presence.

Intent

- Intent to make California home for other than a temporary purpose may be manifested in many ways. No one factor is controlling.
- A student who is 19 years of age or over and who has maintained a home in California continuously for the last two years shall be presumed to have the intent to make California home for other than a temporary purpose unless the student has evidenced a contrary intent by having engaged in any of the activities listed in subsection (f) of this section.
- A student who is under 19 years of age shall be presumed to have the intent to make California home for other than a temporary purpose if both the student has evidenced a contrary intent by having engaged in any of the activities listed in subsection (f) of this section.
- A student who does not meet the requirements of subsection (b) or subsection (c) of this section shall be required to provide evidence of intent to make California home for other than a temporary purpose as specified in subsection (e) of this section.
- The following factors are considered in determining California residency (a minimum of 3 must be provided):

1. Ownership of residential property or continuous occupancy of rented or leased property in California;
2. Registering to vote and voting in California;
3. Licensing from California for professional practice;
4. Presence of spouse, children or other close relatives in the state;
5. Showing California as home address on federal income tax form;
6. Payment of California state income tax as a resident;
7. Possessing California motor vehicle license plates;

8. Possessing a California driver's license;
9. Maintaining a permanent military address or home of record in California while in the armed forces;
10. Establishing and maintaining an active California bank account; and/or
11. Being the petitioner for a divorce in California.

F. Conduct inconsistent with a claim of California residence includes, but not limited to:

1. Maintaining voter registration and voting in another state;
2. Being the petitioner for a divorce in another state;
3. Attending an out-of-state institution as a resident of that state; or
4. Declaring non-residence for state income tax purposes.

Exceptions to Residency Rule

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

Examples of some exceptions are:

- A minor whose parents moved from California prior to the residency determination date will retain resident classification if he or she remains in California and continues full-time attendance at College of the Desert.
- A student who is a minor and who has been self-supporting and in California for one year preceding the day before the term will be granted resident classification.
- A child or spouse of a member of the armed forces stationed in California will be granted resident classification. A student who is a member of the armed forces not assigned to California for purposes of education will be entitled to resident classification.
- Adult aliens lawfully admitted for permanent residence and present for one year will be given resident classification. Minor aliens may use their parent's durational presence to satisfy the one-year requirement.
- A student holding a valid credential authorizing service in a public school and employed in a certificated position by a community college district will be given resident classification.
- Certain refugees may claim exception from non-resident tuition with documentation from the Department of Homeland Security evidencing that the student is a refugee and establishing that he or she has been a California resident for one year.
- A student who is a full-time employee of a California school enrolling in courses necessary for credential qualifications will be given resident classification.

California Non-Resident Tuition Exemption (AB 540)

Any student, other than a non-immigrant alien, who meets all of the following requirements, shall be exempt from paying non-resident tuition.

- The student must have attended a high school (public or private) in California for three or more years.
- The student must have graduated from a California high school or attained the equivalent prior to the start of the term (for example, passing the GED, California High School Proficiency exam, or California High School Exit Exam.

- An alien student who is without lawful immigration status must file an affidavit with the College stating that he or she has filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so. Students who are eligible for the AB 540 exemption must complete and submit the California Non-resident Tuition Exemption Request along with the appropriate evidence of high school completion. Please visit the Admissions & Records Office webpage for the AB 540 Exemption Request.

Please Note

- Students, who hold non-immigrant visas, (for example, Tourist (B-1, B-2), Foreign Student (F-1), NAFTA (TN & TD) and Exchange Student (J), ECT.) are not eligible for this exemption. B1 & B2 (tourist visa) students are not allowed to attend College of the Desert.
- Students, who enroll into classes pending notification of approval for the qualifying semester, are responsible for the quoted tuition.
- Students, who are approved based on the submitted documents, will receive a refund on the non-resident tuition they have paid. The burden of residency proof rests with the applicant.

Fees

All fees must be paid within the time frame allotted to avoid a drop for non-payment. Please refer to the College website for current fees.

1. **Enrollment Fees for Resident Students:** Fees are listed on the College website for each semester or intersession.
2. **Tuition Fee for Out-of-State Residents (Non-Residents):** A tuition fee, based on that of a contiguous district, as permitted by Education Code, section 76140, is charged to all students who have not been legal residents of California for one full year. See College website for the current fee. Questions relating to the establishment of California residency should be directed to the Admissions & Records Office.
Exemption of Non-Resident Fees: Under California law, waivers of the non-resident portion of tuition and enrollment fees may be granted to the following:
 - a. Members of the military who are on active duty assigned to California, their spouses 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. This 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 & Records Office for specific information
3. **Tuition Fee for Foreign Students:** Foreign students will be charged the same fee as for Out-of-State Residents, which includes in-state California fees, computed as stated in section 2 above. See College website for the current fee.
4. **Credit by Examination Fee:** A non-refundable application fee, equal to the State mandated enrollment fee, is charged for Credit by Examination. Please check the Admissions & Records Office webpage for current fees.
5. **Duplicate Diploma/Certificate Fee:** A fee is charged for a duplicate diploma/certificate. Please check the Admissions & Records Office webpage for current fees.
6. **Enrollment Verification Fee:** Students requesting enrollment verification pay a nominal fee. Enrollment verifications are obtained by completing an online request form. Enrollment verifications requested for the purpose of student loan deferment are fee exempt.

Additional information is available on the Admissions & Records Office webpage.

7. **Health Fee:** Assembly Bill No. 2236, passed by the California State Legislature, and under authority of Education Code, section 76355 authorizes College of the Desert to charge a Health Fee for the operation of a Student Health Center. Exempted students include:
 - 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.
8. **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.
9. **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.
10. **International Student Insurance:** All international students enrolled at COD or in the Intensive English Academy must either purchase the COD international student health insurance plan or provide proof that they have purchased another health insurance plan that is accepted at medical facilities in the United States and is valid for the entire duration of their stay in the country. Information regarding benefits and costs of the COD international student health insurance plan are available in the International Education Program Office.
11. **International Student Processing Fee:** The College shall charge a student who is both a citizen and a resident of a foreign country a fee to process his or her application for admission. This processing fee and regulations for determining economic hardship may be established by the Superintendent/President. The fee shall not exceed the lesser of (1) the actual cost of processing an application and other documentation required by the U.S. government; or (2) one hundred dollars (\$100), which shall be deducted from the tuition fee at the time of enrollment.
12. **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. Citations are assessed for violation of parking regulations.
13. **Refund Processing Fee:** A fee is charged for the processing of a refund. Please check the Bursar's Office webpage for additional information.
14. **Student Center Fee:** Approved by student vote in accordance with Education Code, section 79121, for the purpose of refinancing, constructing, enlarging, remodeling, refurbishing, and operating a student center.
15. **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 & Records Office at the time of initial payment of fees.
16. **Transcript Fee:** An official transcript of a student's record is obtained by completing the Transcript Request online. Sealed transcripts sent directly from the College to the destination requested by the student are considered official unless unsealed. There is no charge for the first two official transcripts provided a student orders the transcripts

through the Admissions & Records Office (allow minimum of 21 working days).

Please Note

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

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

Accident Insurance

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

Medical Insurance

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

Financial Aid Recipients

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

- Check campus email for recent financial aid announcements and updates.
- Verify financial aid file is complete by viewing the required document status information on the Student Self Service Portal via WebAdvisor.
- Visit the Financial Aid Office website to view disbursement dates, Satisfactory Academic Progress (SAP), withdrawal policy and other pertinent information.

Payment Plan

College of the Desert offers a payment plan option to pay enrollment fees. The optional payment plan is offered for a \$20.00 processing fee. For more information on the payment plan, please go to the Bursar's Office.

Refund Policy

Students receive an automatic refund if the College cancels a class or if the student finds it necessary to drop a class or classes within the deadline to be eligible for a refund. Refunds are issued beginning the sixth week of the semester and are either mailed to the student's address on file with Admissions & Records Office, or returned as a credit to the credit card from which fees were originally paid. There will be a \$10.00 processing fee deducted from the refund. Students may request a refund prior to that time by completing a refund request form available in the Bursar's Office. Refunds of less than \$10 will not be processed automatically and must be requested in person from the Bursar's Office.

Limitations On Refunds

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

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

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

Parking Fee Refunds

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

Returned Checks

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

College Bookstore

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



CAN I EARN COLLEGE CREDIT WITHOUT TAKING CLASSES AT COD?

Credit By Examination

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

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

A student may challenge a course only once. Credit earned according to this policy shall not count toward determination of eligibility for veteran's benefits. Credit by examination is possible in selected courses only. Exceptions to the above may be made when necessary to meet provisions of California state law or the rules and regulations of state agencies governing programs of the California Community Colleges. Credit by examination may be granted only to a student who

1. is currently enrolled in at least one course in the College,
2. is not on academic probation,
3. has submitted transcripts of all previous course work,
4. has not earned college credit in more advanced subject matter, and
5. has not received a grade (A, B, C, D, F, P, NP), or equivalent, in the course for which he or she is seeking credit by examination at this or any other educational institution.

Unit credit granted by examination to a student shall not count toward the minimum of 12 units required for College residency to earn a degree or certificate at COD. The 12 units College residency requirement is waived for high school students who have successfully completed a high school course that has been *articulated* with a COD course and have earned credit by Credit By Examination (CBE). Students interested in credit by examination will be required to submit a Credit by Examination form to the Admissions & Records Office to initiate the approval process. Prior to submitting the form, interested students should meet with a counselor or faculty advisor to discuss their eligibility for credit by examination. The signature of the appropriate Instructional Dean will also be required, prior to submitting the Credit by Examination form to the Admissions & Records Office. Payment of a nonrefundable fee is required upon submission of the Credit by Examination form (please check the Admissions & Records Office webpage for current fees.) The request must be approved by the midpoint of the semester, and the examination must be given prior to the last day of the final examination period.

Credit from High Schools and Regional Occupational Programs

College of the Desert cooperates with high schools and Regional Occupational Programs (ROP) within the boundaries of the college district in an effort to assist students to transition from secondary to

post-secondary levels without a duplication of learning. Opportunities to earn credit or request a prerequisite course waiver may be offered to qualifying high school and ROP students in approved areas of study. For complete information, please contact the CTE Transitions Office at (760) 674-7627.

Credit For Military Service Schools

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

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

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 the official copy of their JST (Joint Services Transcript for Coast Guard, Marine Corps or Navy) or CCAF (Air Force) transcripts. If these are not available, then their DD-214 form will be used for credit evaluations. Please contact COD Veterans Services for information regarding this process at (760) 773-2536.

Credit For CEEB Advanced Placement Examinations (AP)

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

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

Credit for CEEB Advanced Placement Examinations

College Board Advanced Placement Tests (AP)	Minimum Semester Credits Earned ¹	Semester Credits Toward GE Breadth	American Institutions and/or GE Breadth Area ²
Art History	6	3	C1 or C2
Biology	6	4	B2+B3
Calculus AB ⁴	3	3	B4
Calculus BC ⁴	6	3	B4
Calculus BC/ AB Subscore ⁴	3	3	B4
Chemistry	6	4	B1+B3
Chinese Language and Culture	6	3	C2

Comparative Government & Politics	3	3	D8
Computer Science A ⁴	3	0	n/a
Computer Science AB ⁴	6	0	n/a
English Language 6 and Composition	6	3	A2
English Literature 6 and Composition	6	6	A2+C2
Environmental Science ⁵	4	4	B1+B3
European History 6	6	3	C2 or D6
French Language 6 and Culture	6	3	C2
German Language and Culture	6	3	C2
Human Geography	3	3	D5
Italian Language and Culture	6	3	C2
Japanese Language and Culture	6	3	C2
Latin	6	3	C2
Macroeconomics	3	3	D2
Microeconomics	3	3	D2
Physics 1 ⁶	4	4	B1+B3
Physics 2 ⁶	4	4	B1+B3
Physics C (electricity/magnetism) ⁵	4	4	B1+B3
Physics C (mechanics) ⁵	4	4	B1+B3
Psychology	3	3	D9
Seminar	3	0	n/a
Spanish Language and Culture	6	3	C2
Spanish Literature and Culture	6	3	C2
Statistics	3	3	B4
Studio Art - 2D Design	3	0	n/a
Studio Art - 3D Design	3	0	n/a
Studio Art - Drawing	3	0	n/a
U.S. Government & Politics	3	3	D8+US-2
U.S. History	6	3	(C2 or D6)+US-1
World History	6	3	C2 or D6

¹ These units count toward eligibility for admission. The units may not all apply toward certification of the corresponding GE Breadth area. See Executive Orders 1033 and 1036 for details.

² Areas of GE Breadth (A1 through E) are defined in Executive Order 1100. Areas of American Institutions (US-1 through US-3) are set forth in Sections IA and IB of EO 1061, and at assist.org.

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

⁵ Students who pass AP Environmental Science earn 4 units of credit. Tests prior to Fall 2009 may apply to either B1+B3 or B2+B3 of GE Breadth. Fall of 2009 or later, those credits may only apply to B1+B3.

⁶ If a student passes more than one AP exam in physics, only six units of credit may be applied to the baccalaureate, and only four units of credit may be applied to a certification in GE Breadth.

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

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

Credit for College Level Examination Program (CLEP)

A maximum of 30 semester units of credit is given for CLEP (College Level Examination Program) with scores at the 50th percentile or higher. Credit is not awarded for English composition. Official CLEP examination results must be submitted to the Admissions & Records Office. CLEP exams are offered through COD's Partnership and Community Education Division (PaCE) Office, (760) 776-7420. CLEP credit will not be used to meet IGETC General Education Requirements for Certification. CLEP may be used to meet CSU General Education requirements for certification. Below is the list of exams for which College of the Desert awards credit.

Credit for College Level Examination Program (CLEP)

College-Level Examination Program (CLEP)	Passing Score	Minimum Semester Credits Earned ¹	Semester Credits Toward GE Breadth	American Institutions and/or GE Breadth Area ²
American Government	50	3	3	D8
American Literature	50	3	3	C2
Analyzing & Interpreting Literature	50	3	3	C2
Biology	50	3	3	B2
Calculus	50	3	3	B4
Chemistry	50	3	3	B1
College Algebra	50	3	3	B4
College Algebra - Trigonometry	50	3	3	B4
College Composition	50	0	0	n/a
College Composition - Modular	50	0	0	n/a

Can I earn college credit without taking classes at COD?

Financial Accounting	50	3	0	n/a
French Level I ⁷	59	9	3	C2
French Level II ⁷	59	12	3	C2
German Level I ⁷	50	6	0	n/a
German Level II ⁷	60	9	3	C2
History, United States I	50	3	3	D6+US-1
History, United States II	50	3	3	D6+US-1
Human Growth & Development	50	3	3	E
Humanities	50	3	3	C2
Information Systems & Computer Applications	50	3	0	n/a
Introduction to Educational Psychology	50	3	0	n/a
Introductory Business Law	50	3	0	n/a
Introductory Psychology	50	3	3	D9
Introductory Sociology	50	3	3	D0
Natural Sciences	50	3	3	B1 or B2
Pre-Calculus	50	3	3	B4
Principles of Accounting	50	3	0	n/a
Principles of Macroeconom	50	3	3	D2
Principles of Management	50	3	0	n/a
Principles of Marketing	50	3	0	n/a
Principles of Microeconomics	50	3	3	D2
Spanish Level I ⁷	50	6	0	n/a
Spanish Level II ⁷	63	9	3	C2
Trigonometry	50	3	3	B4
Western Civilization I	50	3	3	C2 or D6
Western Civilization II	50	3	3	D6

¹ These units count toward eligibility for admission. The units may not all apply toward certification of the corresponding GE Breadth area. See Executive Orders 1033 and 1036 for details.

² Areas of GE Breadth (A1 through E) are defined in Executive Order 1100. Areas of American Institutions (US-1 through US-3) are set forth in Sections IA and IB of EO 1061, and at assist.org.

⁷ If a student passes more than one CLEP test in the same language other than English (e.g., two exams in French), then only one examination may be applied to the baccalaureate. For each test in a language other than English, a passing score of 50 is considered "Level I" and earns six units of baccalaureate credit; the higher the score listed for each test is considered "Level II" and earns additional units of credit and placement in Area C2 of GE Breadth, as noted.

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

International Baccalaureate (IB) Credit

The Desert Community College District may award International Baccalaureate Examination (IB) credit toward a Certificate or Associate Degree, or for CSU GE or IGETC Transfer Certification to those who attain an appropriate score on Higher Level (HL) Exams. If you are intending to transfer to a four-year institution, you should consult with a counselor or the individual institution regarding its IB credit policy.

A score of 5, 6, or 7 on Higher Level exams is required to grant credit for IGETC and CSU GE Breadth Certification (exception: a score of 4 on the following IB subjects is considered a passing score for CSU GE Breadth Certification: Language A1 HL, Language A2 HL, Language B HL, Mathematics HL, and Theatre HL). An acceptable IB score for IGETC or CSU GE Breadth equates to either 3 semester or 4 quarter units for certification purposes.

If you have earned credit from an IB exam, you should not enroll in a comparable college course because credit will not be granted for both. (CSU may grant additional units for eligibility for admission.) If you wish to apply for IB credit, you should: (1) Submit an official IB transcript to Admissions & Records; (2) Review IB scores with a counselor.

International Baccalaureate Examination (IB)	Passing Score	Minimum Semester Credits Earned ¹	Semester Credits Toward GE Breadth	American Institutions and/or GE Breadth Area ²
Biology HL	5	6	3	B2
Chemistry HL	5	6	3	B1
Economics HL	5	6	3	D2
Geography HL	5	6	3	D5
History (any region) HL	5	6	3	C2 or D6
Language A1 (any language) HL	4	6	3	C2
Language A2 (any language) HL	4	6	3	C2
Language B (any language) HL	4	6	3	C2

³

Mathematics HL	4	6	3	B4
Physics HL	5	6	3	B1
Psychology HL	5	3	3	D9
Theater HL	4	6	3	C1

¹ These units count toward eligibility for admission. The units may not all apply toward certification of the corresponding GE Breadth area. See Executive Orders 1036 and 1100 for details.

² Areas of GE Breadth (A1 through E) are defined in Executive Order 1100. Areas of American Institutions (US-1 through US-3) are set forth in Sections IA and IB of EO 1061, and at assist.org.

³ Students seeking certification in GE Breadth prior to transfer must have passed the test before this date.

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

Transfer of Credit from Other Colleges

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

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

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

Transcripts are not considered official unless they arrive in the Admissions & Records Office unopened. Official transcripts received from other institutions become the property of College of the Desert and cannot be returned to the student or forwarded to other institutions.

Students are encouraged to visit the Counseling webpage and review the Transfer Equivalencies link to determine if courses completed at other institutions are an allowable equivalent for credit at College of the Desert.

Understanding Your Transfer Credit

As a student with transfer credit, you may be wondering exactly how your previously completed courses fit into your intended degree program or if they can be used to meet prerequisite requirements for courses you wish to enroll. Students with transfer credit should review the College of the Desert Transfer Course Equivalency Database (TCED) to determine if previous coursework from another college has already been equated to a COD course. The database is located on the Counseling webpage. If the database does not identify an equated COD course, please consult with a counselor.

For registration clearance of prerequisites, students are encouraged to visit the TCED webpage, print out the course equivalency (if available) and meet with a counselor to have the prerequisite validated and cleared for registration.

For degree completion, students are encouraged to visit the TCED webpage to determine if previously completed courses at another institution meet their intended degree requirements at COD (print out your research results). It is recommended students bring their research results to meet with a counselor before the end of their first semester in order to verify course equivalency and develop a Student Education Plan (SEP).

Foreign Transcript Evaluations

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



HOW DO I GET INVOLVED WITH CAMPUS LIFE?

Associated Students of COD (ASCOD)

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

College of the Desert supports an active ASCOD organization. Leadership opportunities exist for COD students in elected and appointed officer positions. Some of these positions include President, Vice President, Officer of Academic Affairs, Officer of External Affairs and Independent Senators. Also, one student from campus is elected each year to serve as Student Trustee and to represent the general student population at the regular meetings of the Board of Trustees. ASCOD has adopted a constitution incorporating rules and regulations which provide for a governing body that reflects the interests of the entire student population. For more information, please visit the Office of Student Life located in the Dining Hall Building or call (760) 862-1317.

Activities and Clubs

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

Each year new clubs are chartered as they are requested by the students. Currently there are over 25 active clubs including:

- Architecture Club
- Ballet Folklorico
- Black Student Union
- Business & Economics Club
- Desert Cru
- GSA Club
- International Club
- Latina Leadership Network
- M.E.Ch.A.
- MESA Club
- Student Veterans Organization

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

Athletics

College of the Desert is a California Community College Athletics Association (CCCAA) institution competing state-wide in fourteen sports. We are a member of the Pacific Coast Athletic Conference, whose membership includes the following colleges: College of the Desert, Cuyamaca, Grossman, Imperial Valley, Mira Costa, Mt. San Jacinto, Palomar, San Diego City, San Diego Mesa, San Diego Miramar, San

Bernardino Valley and Southwestern. Football competes in the Southern California Football Alliance (SCFA) in the American Mountain Division.

At this time, the COD 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 Athletics should contact the Athletic Department at (760) 773-2591 or complete the online questionnaire found on the Athletics webpage.

Bookstore

The College of the Desert Bookstore, located on the first floor of the Cravens Student Services Center, contains all needed course materials, whether required or optional. Both new and used textbooks are available for purchase, and most textbooks are available for rent and in digital format. The bookstore also carries a wide variety of school supplies (imprinted and non-imprinted), in addition to software, electronics, and Tablets. BarCharts and other student reference materials are also available to help students succeed academically. In addition, College of the Desert clothing and gift items are available, as well as a variety of snacks, drinks, and sundries. For more information, including hours of operation, call (760) 773-2564, or visit online. The Bookstore website can also be accessed from the COD main page, click on "Student Services" and then on "Bookstore."

Enrichment Activities

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

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

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

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

Art Exhibits - The Walter N. Marks Center for the Arts offers regular art shows featuring student, faculty, and professional artists.

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

Student Radio Station, KCOD - In association with the COD Radio and Television Announcing, Writing and Radio Production courses (RTV-002,

RTV-005, and RTV-007) students gain hands-on experience in radio and television broadcasting. Students will create multimedia content, schedule automated programs, conduct live shows, cover remote events and stream over the Internet. Programming includes unique music genres, cultural commentary, news, comedy and talk shows.

Food Services

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

Housing

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

Parking

All vehicles must have a parking permit. Visitors to campus may purchase a daily permit from one of the machines on campus.

Students parking on the campus must purchase and properly display a College of the Desert parking permit. Parking permits may be purchased online. Citations are issued by the Public Safety Department. Parking citation fines shall be paid at the Bursar's Office located on the first floor of Cravens Student Services Center. If you wish to dispute a citation, Citation Contest Forms may be picked up at the Bursar's Office during normal business hours or the Public Safety Department office located in South Annex anytime. Completed forms should be returned to the Bursar's Office. You may also complete and submit the Contest Of Parking Violation form online. Motorcycles and motorbikes are to park in designated areas.

Conveniently located parking lots provide parking for students' vehicles. Red, Yellow, Blue and Black curb markings, all No-Parking signs, and Emergency Parking zones are to be observed at all times, day and night.

Parking on or in front of ramps is forbidden day and night. Restricted parking is in effect from 7:30 a.m. to 10:30 p.m. Monday through Friday of each school week. Parking regulations may be found on the College website, or obtained from the Bursar's Office. For more information, please call (760) 773-2515.

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

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

Security And Safety

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

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

Safety and Security information published in accordance with the Crime Awareness and Campus Security Act is available upon request from the Public Safety Department.

Smoking Policy

In the interest of employee health and the general welfare of students and the public, the Desert Community College District shall be considered a smoke-free environment. Smoking of any form of tobacco or non-tobacco products is prohibited inside any college facility; in any vehicle owned, operated, leased or chartered by the District; in all established eating areas; within 25 feet of all building entrances, exits and operable windows; and in the seating areas of all outdoor athletic facilities owned, operated or leased by the District. Smoking will only be permitted in designated smoking areas and may be permitted for approved theatrical rehearsals and performances where smoking is determined to be an integral part of the rehearsal or performance.

Student Health and Wellness Center

The Student Health and Wellness Center (SHWC) is located on the first floor of the Cravens Student Services Center. All students pay a fee each academic session/semester to support the provision of physical and mental health services. A professional nurse is on duty daily to provide services to students which include health evaluations, first aid, emergency evaluation, health education, consultation, referrals, and intake for making appointments with the College physician. Vision screening, blood pressure screening, tuberculosis screening (TB testing), blood glucose, urinalysis for specific illnesses, and throat cultures for throat infections are also available at the SHWC Office. HIV/STD screening is provided by an outside agency, generally once a month. Flu vaccines are seasonally available for a fee. The College physician is available one day a week for treatment of minor illnesses and evaluation for referral to specialty care. The staff, at the Student Health and Wellness Center, also process all COD student accident insurance claims. Information regarding additional student insurance for sickness and accidents is available through the Student Health and Wellness Center. Limited services are also extended to the Indio Campus and Mecca-Thermal Campus students. For more information please call (760) 776-7211.

Student Mental Health Services

Student Mental Health Services is located on the first floor of the Cravens Student Services Center, within the Student Health and Wellness Center. All students pay a fee each academic session/semester to support the provision of both physical and mental health services for students. Mental Health services for students involve solution-focused, short-term personal counseling aimed at enhancing understanding and resolution of current problems. Individual sessions are made on an appointment basis. For a significant personal crisis requiring immediate assistance, students may go to the Counseling Center or the Student Health and Wellness Center during open hours for referral to a mental health professional. Students requiring long-term or more specialized services may be referred to qualified community resources. Self-help brochures, hand-outs, websites, and reading lists are available, free of charge, as related to mental health and wellness issues. For more information please call (760) 776-7211.

WHAT PROGRAMS & SERVICES ARE AVAILABLE FOR STUDENTS?

California Mini-Corps

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

CalWORKs

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

Career Center

The Career Center provides comprehensive career services that guide, engage, and inspire students to reach their full potential by maximizing campus, community and technology resources. The goal of the Career Center is to assist students to make career decisions and choose majors that are a good match to their interests and abilities, complete the education and acquire the skills necessary to successfully compete in the workplace and contribute to the betterment of their communities. Services offered through the Career Center include career assessments, career counseling, workshops, in-class presentations, and electronic career research resources which include detailed information on career opportunities, requirements, and trends. The Career Center is located in the Cravens Student Services Center adjacent to the Counseling Center. For more information, please call (760) 862-1351.

Counseling Center

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

Toward this goal, the staff of highly trained and diversely experienced professional counseling faculty are available to assist students with identifying their needs, assessing their strengths, and overcoming barriers. Counselors assist students in selecting the appropriate programs of study relative to their chosen objectives. Educational objectives may include completion of a vocational program, meeting major requirements for transfer to a four-year college or university, enhancement of employment skills, or improvement of basic skills. Services available include:

- Academic, Career and Personal Counseling
- Development of Student Educational Plans (SEPs)

- New Student Orientation
- Crisis Intervention
- Student Success and Study Skill Development Courses and Workshops
- Information about Campus Resources and Financial Aid

Counseling services are offered to day and evening students. Appointments are encouraged and can be made by telephone or in person. Counselors are also available on a limited basis for drop-in counseling. To see a counselor or to obtain more information, please visit the Counseling Center, located on the second floor of the Cravens Student Services Center, or call (760) 773-2521.

Counseling Services are also available at the Indio Campus and Mecca-Thermal Campus. Appointments 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 the College 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. Services are determined by an interactive process with a DSPS counselor regarding disability related limitations to accessing an education. Interested students must meet with a DSPS counselor to apply for these services.

Disabled Students Programs and Services (DSPS) is located on the first floor of the Cravens Student Services Center, and provides special instructional opportunities to qualified students. Special instructional programs include the DSPS High Tech Center, WorkAbility III and Adapted Kinesiology courses.

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

Participation in DSPS services is voluntary. For more information, please call (760) 773-2534; TDD (760) 773-2598.

Engage. Develop. Grow. Empower. (EDGE)

EDGE is a 3-week program that offers a fast paced review of basic skills in Math and/or English to "Engage, Develop, Grow and [be] Empowered". EDGE provides college students with a full range of experiences. Students who participate and successfully complete the EDGE program are able to take advantage of many opportunities, including:

- Math and/or Writing/Reading Review
- Priority Registration
- \$100 COD Book Voucher
- Access to Textbooks and Computers during participation in EDGE
- Convenient, Fast-Paced Curriculum
- Dedicated Faculty, Counselors and Staff
- College Student Success Strategies
- Assistance with Financial Aid Applications and Financial Literacy Exposure
- A chance to place into higher level classes, saving time and money to pursue a college degree!

For additional information about EDGE, please email (edge@collegeofthedesert.edu) or call (760) 636-7970.

EOPS & CARE

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

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

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

FINANCIAL AID

College of the Desert provides a variety of financial assistance for eligible students. Federal grants, state grants, fee waivers, scholarships (need based and non-need based), and part-time employment opportunities are available through the Financial Aid Office. All students are encouraged to apply. For more information please visit the Financial Aid Office webpage.

Apply for Financial Aid

Complete the Free Application for Federal Student Aid (FAFSA) online beginning October of each year. Be sure to list COD's school code (001182). Students must have a current COD admissions application on file with the Admissions & Records Office.

Students who qualify for AB540 and who do not meet FAFSA citizenship requirements can apply for and receive State financial aid including the BOG Fee Waiver and Cal Grant by completing the California Dream Act Application online beginning January of each year. Be sure to list COD's school code (001182).

Workshops are available to assist students with completing their FAFSA or Dream Act Application. Please refer to the Financial Aid Office webpage for workshop dates, times, and locations.

After the Financial Aid Office receives FAFSA or Dream Act Application, students may be required to submit additional documents directly to the Financial Aid office. Financial aid status can be viewed by logging on to the Student Self Service Portal via WebAdvisor on MyCOD Portal. A student's financial aid file will be reviewed to determine eligibility and the student will be notified via MyCOD email. If eligible, the BOG Fee Waiver will be awarded automatically once FAFSA or Dream Act Applications are reviewed.

Financial Aid Programs

- Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Cal Grant B

- Cal Grant C
- Chafee Grant
- Board of Governors (BOG) Fee Waiver (BOGW)
- Federal Work Study
- Scholarships
- Book Authorizations
- Full Time Student Success Grant

Financial Aid Satisfactory Academic Progress

In order to maintain eligibility for most forms of financial aid, a student must be meeting the Satisfactory Academic Progress (SAP) standard. College of the Desert is required to determine whether a student is making Satisfactory Academic Progress toward his or her educational goal (AA, AS, certificate or transfer). This policy applies to all students whether or not they were previous recipients of financial aid. All students receiving financial aid are required to meet the following standards:

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

For more information on College of the Desert's SAP policy please visit the Financial Aid Office webpage.

Minimum Requirements for the Board of Governors Fee Waiver (BOGW)

Once a student is qualified for the BOGW, it is important to ensure that academic and progress standards are met in order to avoid losing it. Any combination of two consecutive terms of cumulative GPA below 2.0, and/or cumulative unit completion of not more than 50% may result in the loss of the BOGW eligibility. See page 45 for information on academic and progress standards.

Scholarships

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

The College is fortunate to assist in the coordination and delivery of a number of external or private scholarship awards from various civic groups, clubs and agencies. Potential donors or scholarship committee chairpersons are encouraged to contact the Financial Aid Office or the COD Foundation Office if assistance is needed in establishing or implementing a private scholarship program. For more information, please call (760) 776-7435.

Repayment of Funds

In accordance with federal regulations, students who receive federal financial aid and withdraw from or receive FW grades in all of their classes for the semester may be required to repay any unearned grant funds they have received. Students who drop or withdraw from a portion of their classes may have an adjustment made to their second disbursement or may be required to repay a portion or the entire grant. All money received in the form of Pell Grants and/or Supplemental Educational Opportunity Grants (SEOG) will be subject to repayment requirements. Funds are returned to the appropriate federal program

What programs & services are available for students?

based on the percentage of unearned aid using the Federal formula. For additional information, please visit Financial Aid webpage and click on Award Information, and click on Drops, Withdrawals and Repayment of Funds.

Foster Youth (FY) Services

Foster Youth (FY) Services is designed for current or former foster youth. To be eligible for FY Services, a student must have been in a County foster youth services program from age 13 and up and provide official documentation from the Department of Public Social Services (DPSS). FY Services promotes student success with priority one registration, enrollment assistance, educational planning, and assistance with completing the Chafee Grant application process as well as the Burton Book Fund Application. FY Services also provides community resources and referrals.

For additional information about Foster Youth (FY) Services, please visit the EOPS/CARE Office Suite located on the second floor of the Cravens Student Services Center or call (760) 776-7498.

International Education Program

College of the Desert believes that international students add to the multiculturalism and diversity of our campus. International Education is an active program with over 200 international students from 40 different countries studying at COD. 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 and the Intensive English Academy. Services include orientation, counseling, university transfer assistance, activities, immigration advising, and housing assistance. Although there are no dormitories on campus, the International Education Programs Office presently has a Host Family Program and offers information regarding off-campus apartments.

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

International Student Office
43500 Monterey Avenue
Palm Desert, CA 92260
by email (jep@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 students who are seeking degrees in the Science, Technology, Engineering and Mathematics (STEM) fields who are educationally and financially disadvantaged students and emphasizes participation by students from groups with traditionally low rates of eligibility to four-year institutions.

MESA offers curricular and extracurricular services to increase the numbers of students who transfer and ultimately graduate with degrees in math-based and science-based fields. These areas include, but are not limited to, physical sciences, life sciences, computer science, engineering, pre-medicine, pre-veterinary, and pre-pharmacy. The MESA Program provides support through the following:

- Academic Excellence Workshops
- Tutoring
- MESA Student Study Center (MSTC, Room 146)

- Textbook Loans
- Career Advising
- Internship and Job Information
- Transfer Assistance to Four-year Institutions
- Scholarship and Financial Aid Assistance
- Online orientation course for Math and Science Majors
- Field Trips to Universities, Industry Sites, and Special Events
- Part-time Student Employment

Through the participation in the MESA Program, students will:

- Develop a command of collaborative work skills in their chosen field of study and exhibit the appropriate study skills to master the material.
- Identify long-term support systems including faculty, on-campus resources, professional organizations, and potential employers.
- Produce an educational plan that outlines the requirements needed for transfer to and completion of a degree at a four-year institution.
- Develop a resume in order to obtain internships to professionally develop themselves for tomorrow's workforce.
- Demonstrate the confidence required to successfully navigate the academic process at their transfer institution.

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

McCarthy Family Child Development & Training Center

The McCarthy Family Child Development & Training Center (MFCDDTC) is nationally accredited by National Association for the Education of Young Children (NAEYC). MFCDDTC 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. The children of COD students receive priority enrollment into the Center; however, all are welcome to apply. The Center's fees are determined on a sliding fee schedule based on family income. For more information, please call the Center at (760) 862-1308.

New Horizons Book Loan Program

The New Horizons Book Loan program provides 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 the book loan program, students must be recipients of the Board of Governors Fee Waiver (BOGW) and meet other specified criteria. To learn more or to request an application, please call (760) 773-2571.

Transfer Center

Located next to the Counseling Center in the Cravens Student Services Center, the Transfer Center is available to assist students with completing the transfer process to a four-year institution. A resource library of select college catalogs and reference materials are also available. Services include counseling, workshops, assistance in completing transfer applications to CSU, UC, independent or out-of-state colleges and universities. Counselors and university representatives are available by appointment to work with prospective transfer students.

Each Fall the Transfer Center hosts a College and University Day, during which representatives from various public and private four-year institutions are available to meet with students who are planning to transfer. In the Spring, students are awarded with Transfer Certificates and medallions at the annual Transfer Recognition Ceremony. For more information about available transfer services, please call (760) 862-1351.

TRiO-SSS

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

All SSS programs are open to any COD student who meets low-income criteria and who would be the first in their family to attain a college degree. SSS-ACES serves the general student population while SSS-DSPS has a similar eligibility criteria; however it has a special focus on assisting students who have verified disabilities. The new SSS-Veterans program aims to help veteran students succeed academically. The eligibility requirements are the same as the other two SSS programs, however, participants have to be military veterans or reservists.

Students interested in participating in the programs should visit the following TRiO offices in South Annex room 10 & 12 or call the following numbers:

SSS-ACES: (760) 776-7347
SSS-DSPS: (760) 636-7940
SSS-Veterans: (442) 400-5306

TRiO-Upward Bound

Upward Bound (UB) is a TRiO program sponsored by the U.S. Department of Education. The UB program provides academic and counseling support to local low-income high school students who would be first-generation college students. The UB program requires students to attend two Saturday Academies per month and a six-week summer program. Some benefits of the program include academic and cultural field trips, SAT and ACT preparation, and financial support. For more information, please visit the TRiO Programs office located South Annex room 10, or call (760) 773-2541 to request an application.

Veterans Resource Center (VRC)

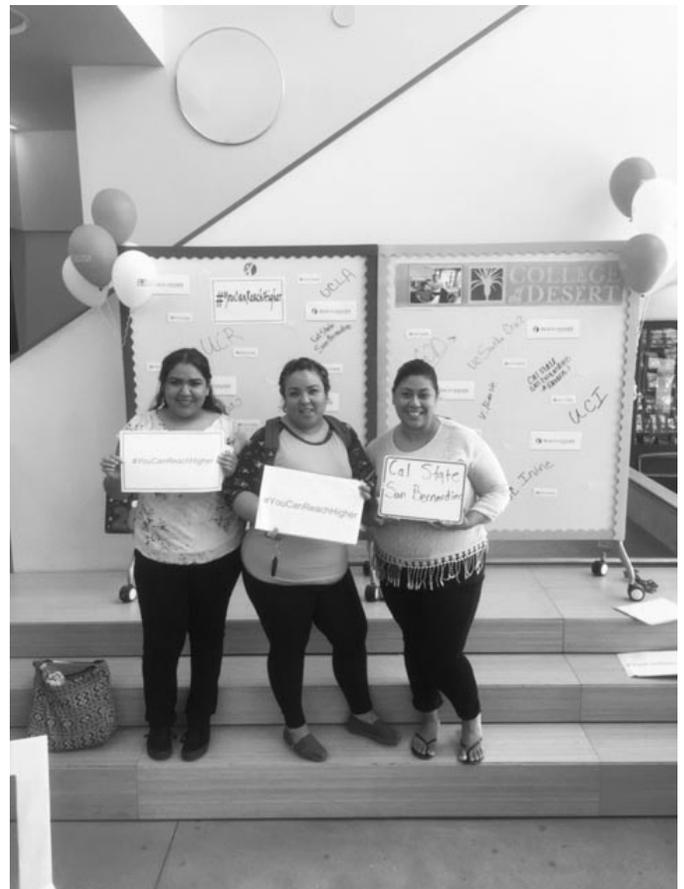
Veteran Services

The BIGHORN Golf Club Charities Veterans Resource Center (VRC) assists Veteran students and their families with their COD educational and VA related needs. The VRC provides the following services: assistance with accessing the VA Education Benefits, academic counseling, a dedicated space to study and use computers, campus and

community referrals, and opportunities to meet and socialize with other veterans at the College.

The VA Certifying Official is located in the VRC to assist students with the certification process to verify enrollment to the Department of Veterans Affairs. Students who are applying for VA education benefits must contact the VRC and provide required documents and transcripts from other colleges for evaluation. Continuing students are required to submit the Veterans Program Certification Request form each semester for which they wish to receive payment. COD is approved by the California State Approving Agency to enroll veterans and other eligible persons.

For additional information or assistance, call the VRC at (760) 773-2536, visit our webpage or stop by the VRC located in the Cravens Student Services Center room 125.



WHAT LEARNING OPPORTUNITIES ARE AVAILABLE FOR STUDENTS?

Labs & Activities

College Library

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

The Library provides access to:

- An open access computer lab with 35 workstations
- An additional 19 computers in the Library's main study areas
- Course textbooks on reserve for all COD courses
- Over 35,000 books to check out
- Hundreds of thousands of articles from magazines and research journals - accessible online on or off campus
- Instruction on how to find and use information
- Professional, experienced librarians whenever the library is open
- Access to more than 2 million items through shared resources held by the Palm Desert Public Library, the Riverside Country Library System and all Inland Library Network libraries.

Library and Research Instruction

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

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

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

The College Library invites all students, faculty, and others in the community to drop by the library to check out all the services, equipment and other resources available. Many Library services are available online. For more information, please call (760) 776-2563.

Library Fines

Contact the Circulation Desk at (760) 346-6552.

Overdue Course Reserve Textbooks will be assessed with fines. Inquire at the Library Reference/Information Desk for more information or call (760) 773-2563.

Unpaid Library fines will result in a hold on student records and transcripts. Overdue circulating items will be fined \$0.25 per day per item. The fee for a lost or severely damaged book is the current market value

for the book as determined by the Technical Services Department, plus a \$25.00 processing fee.

To avoid late fees, most items can be renewed by phone, or online. Call the Circulation Desk or the Reference/Information Desk if you have questions.

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, and conversation. Classes are offered from beginning to advanced levels. The IEA course offers both 8-week and 16-week sessions.

For more information and to obtain an application, please visit the International Students webpage, or contact the IEA Office at:

International Student Office
43500 Monterey Avenue
Palm Desert, CA, 92260
by email (iep@collegeofthedesert.edu)
by telephone: 001-760-776-7205
or by fax: 001-760-862-1361.

Math/Science Study Center

This Study Center is located in the Math Building and provides math and science students with a place to study. There are areas available for students who like to work in small groups. Math 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 Accounting, Business, Computer Information Systems, Digital Design & Production, Economics, English, Health Sciences, History, Mathematics, Music, Natural Resources, Political Science, Psychology, Sociology, and Spanish. See the class schedule for a complete listing.

Online courses have the same transfer status and prerequisites as traditional on-campus classes, and are subject to the same standards of academic quality. The difference is that the student completes his or her coursework via 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 go to the College website. Click on Student Services then click on Online Classes, which is listed under Education Centers.

Tutoring And Academic Skills Centers (TASC)

Tutoring and Academic Skills Centers (TASC) promote student success by providing academic support services of measurably high quality for all individuals attending College of the Desert. TASC Labs are located on all three campuses: the ASC Building at Palm Desert, and designed labs at both Indio/East Valley and Mecca/Thermal. The services offered include, but not limited to the following:

- Student Peer Tutors and a few key faculty serve a wide range of courses in the TASC Tutoring Center, with an emphasis on writing, reading, mathematics, English as a Second Language (ESL), and other modern/foreign languages
- Peer tutors also serve Computer Information Systems (CIS), business and social sciences, and most physical and biological sciences
- Dedicated TASC Language Lab equipped with a dynamic assortment of language tools and software
- Dedicated Computer Lab for research and essay composition with printing capacity
- Online Tutoring Services offered by Smarthinking, featuring a number of challenging subjects like Accounting and Calculus. Math support is offered 24 hours a day, seven days a week!

For more information, please call (760) 773-2557, or visit TASC online.

Learning Opportunities

What are Basic Skills?

Basic skills classes are offered in English, English as a Second Language (ESL), reading, writing, math, learning and study skills, and critical thinking for our students who need to increase their performance to the level required for completion of college-level classes. Basic skills classes assist our students to successfully meet their academic and career goals. In support of our basic skills experiences, the Academic Skills Center (ASC) provides additional learning opportunities through the language lab, writing lab and tutoring center. For more information please call (760) 773-2557.

How do I make a connection between school and career?

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

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

Pathways

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

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

High School/Regional Occupational Program (ROP) Articulation

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

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

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

Business and Industry

California Education Code requires advisory committees for specific CTE programs receiving funding from the federal Carl D. Perkins Act. Business and industry partners representing automotive, business, construction, agriculture, public safety, health education and more, are active leaders in providing input on programs and curriculum and serve as a liaison between educators and the broader employment community. Advisory members conduct a variety of activities, such as providing speakers for CTE classes, hosting workplace field trips, serving as mentors and providing internships and/or employment.

Moreover, members strategize on what areas of improvement are needed in career technical education to maintain California's competitive edge in the global marketplace. For more information on advisory committee membership, please call the CTE Transitions Office at (760) 674-7627.

Noncredit Courses And Certificates

Adult Basic Education (ABE)

Recognizing the role of the community college in the area of adult education, College of the Desert makes available noncredit courses for development of necessary skills and knowledge in Adult Basic Education (reading, writing and math), Adult High School Diploma, and preparation for the General Education Development (GED) Test. No enrollment fees are charged to students taking adult education courses.

Many courses are offered on an open-entry, open-exit basis. In addition to regular class offerings, emphasis is placed on self-paced, independent, student-centered learning.

Students interested in completing Adult Basic Education courses may begin the process by completing the Admission Application available online from the College of the Desert website.

Steps to Enrollment:

1. Complete the online Admission Application (available with Spanish translation only), or visit the Admissions & Records Office.
2. Reference the Admissions/Adult Basic Education webpage or call (760) 776-7348 to ascertain next steps in preparation of enrolling.
3. Register
4. Pay fees.

Instruction is provided in the following areas:

Basic Skills

Basic Skills is the study of reading, writing, and math. It is designed for adults to learn these skills. Basic Skills students will be better prepared to pursue further education, including GED and High School Completion,

What learning opportunities are available for students?

or pursue employment opportunities. Students may earn the following certificates of completion:

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

General Education Development Test (GED)

General Education Development (GED) is the study of social studies, math, reading, writing, and science. Students completing this course of study will be better prepared to take the GED test. The GED certificate (Certificate of Completion in Secondary Education/GED) is an alternative to a high school diploma and is accepted by many employers, community colleges, vocational training programs, and governmental agencies. For more information please call (760) 776-7348.

High School Completion/Diploma

High School Completion is the study of subjects required to obtain a high school diploma. Students completing their required coursework and passing the proficiency exams will receive an Adult High School Diploma issued by College of the Desert. For more information please call (760) 776-7348.

English As A Second Language (ESL) noncredit program

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

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

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

Steps to Enrollment:

1. Complete the online Admission Application (available with Spanish translation only), or visit the Admissions & Records Office.
2. Make an appointment to take the English as a Second Language Test.
3. Register
4. Pay fees

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

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

Please refer to the sequence of noncredit ESL courses required for these certificates (English as a Second Language Programs (p. 109)). For more information or assistance, please reference the [Admissions/Adult Basic Education webpage](#), or call (760) 776-7348.

Workforce Partnership Training And Development

Advanced Transportation Technology and Energy Center (ATTE)

The College has one of the nation's most established and well-respected programs for training technicians to repair and maintain advanced

automotive systems, such as those that operate on compressed natural gas (CNG), liquid petroleum gas (LPG or propane), and electric (EV) and hybrid propulsion. These technician training programs are designed to meet the needs of the emerging advanced transportation systems in the region and were developed in partnership with industry stakeholders such as SunLine Transit, California Gas Company, and the CA Air Quality Management District.

A new addition to the College's clean technology education programs is the Energy Systems Technologies certificate currently in development. This program will provide an important foundation of knowledge and skills to those seeking energy and utility technical and managerial careers. It will also help prepare the workforce needed to support the growing renewable energy industry in our region. For more information, please call (760) 773-2571.

Contract Education (PaCE)

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

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



WHAT ARE THE ACADEMIC STANDARDS OF COD?

Attendance

Student Responsibilities

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

Faculty Responsibilities

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

1. excessive absences, normally defined as more than the number of times the class meets per week;
2. failure to take examinations;
3. failure to complete class assignments.

The instructor has the responsibility for maintaining accurate attendance records in accordance with established procedures.

Grading

Course Units

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

Grades

Final grades are recorded on a student’s permanent record at the end of each academic term. Grades may be accessed online through WebAdvisor two weeks after the end of the class.

Grading System

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

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

¹ For a student who has ceased to participate in a course after the last day to officially drop or withdraw without having achieved a passing grade. The FW grade shall be used in determining grade point average and academic standing. Students who have verifiable extenuating circumstances may petition to withdraw (W) after receiving an FW. A petition for extenuating circumstances, *with accompanying documentation*, must be submitted electronically to Admissions & Records no later than one semester after receiving the grade.

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

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

Grade Points

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

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

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

Grade Point Average (GPA)

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

What are the academic standards of COD?

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

Non-Evaluation Symbols

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

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

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

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

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

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

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

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

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

"W" (Withdrawal) is a mark assigned to students who withdraw after 20 percent and prior to 75 percent of the term. Withdrawal after the 75 percent point is not possible. "W" grades are final pursuant to State regulations and cannot be removed. Title 5, section 55024(a)(10)

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

"MW" (Military Withdrawal) is issued when unexpected military duty requires a student to withdraw from their course. A military withdrawal can be granted as a result of an appeal supported by a specific military documentation. The "MW" notation shall not be used in calculating grade point average.

Grade Change Policy

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

- Grade changes must be presented within two years from the time the grade was assigned.
- The instructor of record for the class has the right to issue a letter grade to a student. Once a grade has been given, that grade is final.
- A change of grade may be made in only one of two ways:
 - A grade of Incomplete (I) is changed to a final grade. See Grading System, Non-Evaluation Symbols (page 43) for definition and limitations.
 - The instructor is making a grade change for reasons other than the absence of demonstrated error, fraud, bad faith, or incompetence.
- All Change of Grade and Incomplete Grade forms will be evaluated based upon the Grading Policy adopted by the Board of Trustees.
- All requests for Grade Changes that do not adhere to the Grading Policy shall be returned to the instructor submitting the request.

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 Education Code, section 76224(a), which reads as follows: "When grades are given for any courses of instruction taught in a community college, the grade given to each student shall be that determined by the instructor of the course and its determination, in the absence of mistake, fraud, bad faith, or incompetency, shall be final."

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

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

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

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

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

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

Please Note: A grade is not a disciplinary action but an evaluation of work, and is not subject to appeal except as provided in the grade grievance procedures outlined below:

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

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

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

At this level, if the issue can be resolved to the satisfaction of the instructor and student, and the action to be taken is to change a grade due to a mistake, fraud, bad faith or incompetency, the incorrect grade shall be removed from the student's record. Within two (2) school days, the decision and proposed action of the dean will be communicated in writing with copies to the student involved, the faculty member involved, the Vice President of Student Learning or designee, and the Office of Admissions & Records.

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

LEVEL 3: The student submits a written request for a meeting with the Vice President of Student Learning or designee to resolve the grievance.

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

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

The Superintendent/President or his/her designee may shorten or lengthen the times specified in these procedures. The intent, however, is to ensure that each and every step will take place as expeditiously as possible. Any changes to the time requirement will be made in writing. Failure of the student to adhere to the time requirements of the procedures will be considered a waiver of the right to proceed further in the grievance process.

Academic Honors

Dean's List

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

Honor Roll

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

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.

What are the academic standards of COD?

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.

Students interested in exploring membership in Phi Theta Kappa should contact faculty advisor Raquel Schoenfeld at rschoenfeld@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 (GPA) for graduation honors. Academic Renewal will not be used to qualify for graduation honors. Designations will be made on diplomas of all recipients and recognized at Graduation for students who participate. Academic honors are awarded as follows:

Honor	Cumulative GPA
Highest Honors	3.90 - 4.00
High Honors	3.75 - 3.89
Academic Distinction	3.50 - 3.74

Probation, Disqualification, And Reinstatement

Probation, disqualification, and reinstatement policies and procedures are an important part of the Follow-Up component of the College's Student Success & Support Program (SSSP) and are designed to assist students in making progress toward realistic academic, career, and personal goals.

Probation Standards

ACADEMIC PROBATION occurs after a student has attempted at least twelve (12) units, as shown by the official academic record, and has earned a term grade point average (GPA) below 2.0 for all units graded according to the established College grading scale.

PROGRESS PROBATION occurs after a student has attempted at least twelve (12) units, as shown by the official academic record, and has earned a grade of "W," "I," "NC", and/or "NP" in fifty percent (50%) or more of all units attempted.

Students can be placed on both academic and progress probation simultaneously. A student will be subject to disqualification in the 3rd semester if the student remains on probation for three consecutive semesters.

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

Students on two consecutive terms of probation may lead to the loss of the Board of Governors Fee Waiver. See page 34, under the Financial Aid section.

Notification of Probation

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

academic difficulties. Prior to registration, a student on probation must have counselor approval of his or her educational program.

Removal from Probation

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

A student on progress probation shall be removed from probation when the percent of units with an earned grade of "W," "I," "NC", and/or "NP" drops below fifty percent (50%).

Standards for Disqualification

A student on academic probation shall be subject to disqualification if in each of three consecutive semesters of enrollment the student's cumulative and semester grade point averages are below 2.00 in all units attempted which were graded according to the established District grading scale, or a student's cumulative progress is below 50% completion, or any combination thereof.

Students on progress probation shall be subject to disqualification if progress probation has been earned for three (3) consecutive semesters of enrollment. Students subject to disqualification may also lead to the loss of the Board of Governors Fee Waiver. See page 34, under the Financial Aid sections.

Notification of Disqualification

The College shall make a reasonable effort to notify a student, subject to disqualification, at or near the beginning of the semester in which the disqualification will take effect but no later than the start of the fall semester. A student subject to disqualification has the right of appeal. An exception to disqualification may be made in the event of extreme and unusual circumstances that can be supported by documented evidence provided by the student. Requests for appeal shall be submitted by completing a Petition for Exception to Policy. Disqualified students who register for classes without prior approval from the appropriate dean or their designee will be administratively dropped from classes.

Reinstatement

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

PLEASE NOTE: Students on probation for 2 semesters or disqualification will lose their priority registration status and will be moved to the open enrollment registration period.

Repeating Courses

Substandard Grades

A student who earns a grade of D, F, FW, NP, NC, or W [as defined in Title 5, sections 55023, 55030, and 58161(d)] for a course may repeat the course to alleviate the substandard grade.

Repeat Limitations for Substandard Grades

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

Exception to Policy and submitting it electronically via WebAdvisor for consideration.

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

Annotation of Record/Course Repetition

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

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

Where a substandard grade is received in the second attempt and extenuating circumstances exist, a student may be allowed to repeat a course a third time, by submitting a Petition for Exception to Policy. The petition must be submitted electronically via WebAdvisor by the printed deadline that may be found in the Schedule of Classes. Students are strongly encouraged to submit petitions one term prior to the scheduled enrollment.

Extenuating circumstances are defined as:

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

Note: Academic records must demonstrate successful completion of recent courses or terms.

Grades of "C" or Better

Students are not eligible to repeat any other course for which they have been granted a grade of "C" or better except where special circumstances exist which justify repeating the course. Special circumstances include:

1. The lapse of time - a significant number of years since the course was completed; and
 - a. The College has properly established a recency prerequisite for a course or program pursuant to Title 5, section 55003, **or**
 - b. The College or another institution of higher education to which the student seeks to transfer has established a recency requirement which the student will not be able to satisfy without repeating the course in question.
2. Legally mandated training where a course may be repeated if "necessary to meet requirements as a condition of paid or volunteer employment" Title 5, section 55041(b). Students enrolling in courses under this provision shall provide documented proof by the employer that such training is necessary to complete legally mandated training for continued paid or volunteer employment.

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

Petition for Exception to Policy must be submitted electronically via the College MyCod Student Portal under the WebAdvisor link/Forms. It is the responsibility of the student petitioning to look up the deadline for submitting a petition and to provide documentation along with the petition. Students are strongly encouraged to submit petitions one term prior to the scheduled enrollment, well in advance of registration to allow time for the Appeals Review Committee to review.

Academic Renewal Regulations

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

1. A student may request that up to 18 units substandard course work attempted be annotated and disregarded in the computation of the student's grade point average or requirements for a degree. Only those requested courses with substandard grades will be disregarded.
2. Twelve (12) months must have passed since attempting the course work to be excluded from GPA calculation.
3. Courses from other regionally accredited colleges or universities will be accepted to provide evidence of academic ability. Students must provide official transcripts.
4. Evidence of academic ability since the 18 units in question shall include one of the following:
 - 15 semester units with a minimum of 3.00 GPA
 - 30 semester units with a minimum of 2.50 GPA
 - 45 semester units with a minimum of 2.00 GPA
5. A student may be granted academic renewal only once.
6. No alleviated coursework shall apply toward degree requirements.
7. In the petition, the student must specify the course(s) to be considered under the academic renewal policy as well as the term in which the coursework was attempted.
8. Some institutions do not honor academic renewal. It is the student's responsibility to ensure that the transfer institution will approve of academic renewal from College of the Desert.
9. Academic renewal will not be used to qualify for graduation honors.

The Academic Renewal Form may be downloaded from the Admissions and Records Office webpage under Forms and submitted electronically.

Annotation of Record

All course work will remain legible on the student's permanent record (transcript), ensuring a true and complete academic history. However, the student's permanent record will be annotated so that it is readily evident to all users of the record that the units are to be disregarded and may not apply to certificate, degree or general education requirements.

Petitions For Exception To Policy

The Educational Policies & Procedures Committee has established an Appeals Review Committee to review and take action on student requests for waiver of academic regulations and policies. It is the responsibility of the student petitioning to look up the deadline for

What are the academic standards of COD?

submitting a petition and to provide documentation along with the petition. Students are strongly encouraged to submit petitions one term prior to the scheduled enrollment.

A student may petition (in writing) to request an exception to the Academic regulations and policies. A decision will be rendered normally within 10 business days. During peak high volume registration periods a decision may take up to three weeks. Students are strongly encouraged to submit petitions well in advance and one term prior to the term they wish to repeat a course. Students will be notified via College of the Desert email. In the event a petition is denied, a student may provide additional documentation to the Appeals Review Committee and appeal the decision. The Committee will review additional information and make a final decision.

Petitions are submitted electronically via the College MyCOD Student Portal under the WebAdvisor link/A&R Forms.



WHAT ARE THE RIGHTS AND RESPONSIBILITIES OF STUDENTS?

Student Conduct Standards

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

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

1. Causing, attempting to cause, or threatening to cause physical injury or physical or verbal abuse or any threat of force or violence, to a person, property or family of any member of the college community, whether on or off District property or at District sponsored or supervised functions.
2. Possession, sale or otherwise furnishing any firearm, illegal 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 by the Superintendent/President.
3. Unlawful possession, use, sale offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5 on District property or at District sponsored or supervised functions.
4. Committing or attempting to commit robbery or extortion.
5. Causing or attempting to cause damage to District property or to private property on campus, or at District sponsored or supervised functions.
6. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
7. Willful or persistent smoking in any area where smoking has been prohibited by law or by District policy.
8. Committing sexual harassment as defined by law or by District policies and procedures.
9. Engaging in harassing or discriminatory behavior based on disability, age, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law.
10. Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; or cyberbullying.
11. Willful misconduct that results in injury or death to a student or to District personnel; or which results in defacing or other damages to any real or personal property owned by the District or on campus, or at District sponsored or supervised functions.
12. Disruptive behavior, violating the rights of other students, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of authority of, or persistent abuse of District personnel.
13. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.
 - a. Cheating is the use of any unauthorized materials, or information in academic work, records or programs, the intentional failure to follow express directives in academic work, records or programs, and/or assisting others to do the same including, but not limited to, the following:
 - i. Knowingly procuring, providing, or accepting unauthorized examination materials or study aids.
 - ii. Completing, in part or in total, any examination or assignment for another person.
 - iii. Knowingly allowing any examination or assignment to be completed, in part or in total, for himself or herself by another (e.g., take - home exams or online assignments which have been completed by someone other than the student).
 - iv. Copying from another student's test, paper, lab report or other academic assignment.
 - v. Copying another student's test answers.
 - vi. Copying, or allowing another student to copy, a computer file that contains another student's assignment, homework lab reports, or computer programs and submitting it, in part or in its entirety, as one's own.
 - vii. Using unauthorized sources of information such as crib sheets, answers stored in a calculator, or unauthorized electronic devices.
 - viii. Storing answers in electronic devices and allowing other students to use the information without the consent of the instructor.
 - ix. Employing aids excluded by the instructor in undertaking course work.
 - x. Looking at another student's exam during a test.
 - xi. Using texts or other reference materials (including dictionaries) when not authorized to do so.
 - xii. Knowingly gaining access to unauthorized data.
 - xiii. Altering graded class assignments or examinations and then resubmitting them for regrading or reconsideration without the knowledge and consent of the instructor.
 - b. Plagiarism is any conduct in academic work or programs involving misrepresentation of someone else's words, ideas or data as one's original work, including, but not limited to, the following:
 - i. Intentionally representing as one's own work the work, words, ideas or arrangement of ideas, research, formulae, diagrams, statistics, or evidence of another.
 - ii. Taking sole credit for ideas and/or written work that resulted from collaboration with others.
 - iii. Paraphrasing or quoting material without citing the source.
 - iv. Submitting as one's own a copy of or the actual work of another person, either in part or in entirety, without appropriate citation (e.g., term - paper mill or internet derived products).

What are the rights and responsibilities of students?

- v Sharing computer files and programs or written papers and then submitting individual copies of the results as one's own individual work.
 - vi Submitting substantially the same material in more than one course without prior authorization from each instructor involved.
 - vii Modifying another's work and representing it as one's own work
14. Dishonesty; forgery; alteration or misuse of District documents, records or identification; or knowingly furnishing false information to the District.
 15. Unauthorized entry into or use of District facilities.
 16. Lewd, indecent or obscene conduct or expression on District-owned or controlled property, or at District sponsored or supervised functions.
 17. Engaging in expression which is obscene; libelous or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on District premises, or the violation of lawful District regulations, or the substantial disruption of the orderly operation of the District.
 18. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct or where the presence of the student causes a continuing danger to the physical safety of students or others.
 19. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any purpose, including commercial, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any District policy or administrative procedure.
 20. Harassment of students and/or District employees that creates an intimidating, hostile, or offensive environment.
 21. A direct or implied expression of intent to inflict physical or mental/emotional harm and/or actions, such as stalking, which a reasonable person would perceive as a threat to personal safety or property. Threats may include verbal statement, written statements, telephone threats or physical threats.
 22. Theft or abuse of computer resources including but not limited to:
 - a. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
 - b. Unauthorized transfer of a file.
 - c. Unauthorized use of another individual's identification and password.
 - d. Use of computing facilities to interfere with the work of a student, faculty member or college official, or to alter District records.
 - e. Use of unlicensed software.
 - f. Unauthorized copying of software.
 - g. Use of computing facilities to access, send or engage in messages which are obscene, threatening, defamatory, present a clear and present danger, violate a lawful regulation and/or substantially disrupt the orderly operation of a college campus.
 - h. Use of computing facilities to interfere with the regular operation of the District's computing system.
 23. Use of the District's computer systems or electronic communications systems and services for any purpose prohibited by Administrative Procedure 3720.
 24. Failure to identify oneself when requested to do so by District officials acting in the performance of their duties.
 25. Misrepresentation of oneself or of any organization to be an agent of the District.
 26. Violation of District rules or regulations concerning the student organizations, the use of District facilities, or the time, place and manner of public expression.
 27. Persistent violation of classroom standards of conduct as established by the instructor.
- Students who engage in any of the above are subject to the procedures outlined in the Student Disciplinary Sanctions. Students are guaranteed the rights of due process when charged with a violation of conduct standards. Student Conduct Due Process Procedures are available online under Student Life.
- This list is not all-inclusive and the list itself is not meant to limit the definition of cheating to just those items mentioned. The Instructor will, in writing, refer incidents of cheating or plagiarism to department chair and dean to make a recommendation for final disciplinary action.

Student Disciplinary Sanctions

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

1. **Verbal Reprimand/Warning** – An oral admonition or warning to cease and desist from conduct that has been determined to violate the standards of student conduct. A record of the fact that a verbal reprimand has been issued may be retained as part of a student's record for a period up to one year and is considered in the event of future violations of the standards of student conduct during the period of retention.
2. **Written Reprimand/Warning** – Written admonition or warning to cease and desist from conduct that has been determined to violate the standards of student conduct. This formal reprimand may become part of a student's permanent record and is considered in the event of future violations of the standards of student conduct.
3. **Mental Health Clearance** – Under circumstances where an administrator has reasonable belief based on objective evidence that a student's presence on campus is a threat to the student or others, mental health clearance may be required before a student is readmitted to a particular class or allowed to be on District property. This determination will be made following consultation with legal counsel. The campus chief administrative officer, or designee, must receive a letter from a licensed mental health professional stating that in his or her professional judgment, the student's presence on campus is not a threat to himself or herself or others. The mental health professional must be licensed by the State of California. The student shall bear the cost and expenses of obtaining mental health clearance.
4. **Restitution** – Reimbursement for damage to or misappropriation of property. This may take the form of requiring appropriate service or other compensation.
5. **Disciplinary Probation** – Disciplinary action is monitored for a period less than a semester with student assigned duties supervised by a faculty or administrative mentor to correct conduct violation. Successful completion of the assigned duties within the defined time limits warrants removal of discipline status. Assigned duties that are incomplete/unsatisfactory within the defined time warrants advanced disciplinary sanctions.
6. **Removal from Class** – The exclusion of a student by the instructor from class for the day of the removal and the next class meeting for a maximum period of two consecutive class sessions (Education Code, section 76032).

7. **Short-term Suspension** – Exclusion of the student by College Superintendent/President or designee for good cause from one or more classes for a period up to ten consecutive days of instruction.
8. **Long-term Suspension** – Exclusion of the student by College Superintendent/President or designee for good cause from one or more classes for the remainder of the college term, or from all classes and activities of the college for one or more terms.
9. **Immediate Interim Suspension** – The College Superintendent/President or designee may order immediate suspension of a student where the president concludes that immediate suspension is required to protect lives or property and to ensure the maintenance of order. In cases where an interim suspension has been ordered, the right to an opportunity for a hearing will be afforded to the student within ten (10) days. (Education Code, section 66017)
10. **Removal from Facility** – The involuntary removal of a student by an administrator from a District or College facility, or facility under the control of the District or College, for a maximum period of two consecutive days/class session(s).
11. **Withdrawal of Consent to Remain on Campus** – Withdrawal of consent by the Superintendent/President or designee for a student or other person to remain on a College campus where they have reasonable cause to believe that the student has willfully disrupted the orderly operation of the campus. Violation of this withdrawal during the designated time is a misdemeanor subject to arrest (California Penal Code, section 626.4).
12. **Expulsion** – Termination of a student's right and privileges, noted in student's file. The involuntary removal of a student from the District and all District programs for one or more terms, or permanently, by action of the Board of Trustees (Education Code, section 72122).

Student Grievance Policy 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, rights, or privileges as a student as outlined in the College catalog.

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

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

Please note: If your complaint is related to a grade that has been issued, please refer to the Grade Grievance Procedures on page 39.

Time Limits

The Superintendent/President or designee may shorten or lengthen the times specified in these procedures. The intent, however, is to ensure that each and every step will take place as expeditiously as possible. Any change to the time requirements will be made in writing.

Informal Grievance Resolution Procedure

Each student who has a grievance shall make a reasonable effort to resolve the matter on an informal basis prior to requesting a grievance hearing, and shall attempt to solve the problem with the person with

whom the student has the grievance, that person's immediate supervisor, or the College administration.

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

Formal Procedure

Filing Statement of Student Grievance

1. If the student is not satisfied with the outcome of the informal procedure, a Student Statement of Grievance may be filed within ten (10) days following the informal meeting to the Grievance Officer. Grievance Forms are available at the offices of the deans, counselors, and the Office of Student Life. The student may choose to terminate the grievance at any time during the formal procedure.
2. A summary of the outcomes of the informal process will be prepared by the faculty or the immediate supervisor and forwarded to Grievance Officer.
3. The Grievance Officer shall investigate the nature of the grievance including meeting with the parties involved and possible witnesses for each, clarification of the perceived violation of rights and investigation of college policies that may or may not have been followed.
4. The Grievance Officer, after conferring with student may determine that the grievance can be resolved by an additional attempt to engage in the informal procedure within ten (10) days. If the student isn't satisfied with the outcome of this informal procedure, the student may still request a formal hearing. The Grievance Officer shall give written notice to the student if it is determined that additional informal procedures should not be pursued.

Request for Student Grievance Hearing

A request for a Student Grievance Hearing shall be filed within twenty (20) days by the student if the student is not satisfied with the outcome of the informal procedure after filing a Student Statement of Grievance, or, if after conferring with the student, the Grievance Officer has determined an informal procedure would be unlikely to help resolve the matter.

Within ten (10) days following receipt of the Request for Student Grievance Hearing, the Superintendent/President shall appoint a Student Grievance Hearing Committee as described below, and the Student Grievance Hearing Committee shall meet in private and without the

What are the rights and responsibilities of students?

parties present to select a chair and to determine on the basis of the Statement of Grievance whether it presents sufficient grounds for a hearing.

The determination of whether the Statement of Grievance presents sufficient grounds for a hearing shall be based on the following:

- The statement contains facts which, if true, would constitute a grievance under these procedures;
- The grievant is a student as defined in these procedures, which include applicants and former students;
- The grievant is personally and directly affected by the alleged grievance;
- The grievance was filed in a timely manner;
- The grievance is not clearly frivolous, clearly without foundation, or clearly filed for purposed of harassment.

If the grievance does not meet each of the requirements, the Hearing Committee chair shall notify the student in writing of the rejection of the Request for a Student Grievance Hearing, together with the specific reasons for the rejection and the procedures for appeal. This notice will be provided within five (5) days of the date the decision is made by the Student Grievance Hearing Committee.

If the Request for Student Grievance Hearing satisfies each of the requirements, the Grievance Officer or designee shall schedule a grievance hearing. The hearing will begin within ten (10) days following the decision to grant a Student Grievance Hearing. All parties to the grievance shall be given not less than five (5) days' notice of the date, time and place of the hearing.

Grievance Hearing Procedures are available online under Student Life.

Students With Disabilities

Background

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

Student Rights

Students have the following rights under Section 504 of the 1973 Rehabilitation Act, as revised (29 U.S.C. 794), The Americans with Disabilities Act (28 CFR35.102-35104), California Assembly Bill 803 (Government Code, section 11135 et seq.) and Title 5 (section 56008) of the California 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 a 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 and/or laboratory experiments to the extent that the disability does not pose a risk to the student or to other students.
- Right to protection against discrimination and harassment. Students have the right to participate in class campus activities without being harassed or discriminated against.

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

Phone: (760) 773-2529

TDD (760) 773-2598

Location: Office of Human Resources

Student Responsibilities

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

Determining Need

Students who need reasonable accommodations must meet with a DSPS counselor/specialist to complete an application form, determine educational limitations and services needed, and complete an academic accommodation plan.

Contact the DSPS Office

The faculty and staff of the DSPS Office are available for consultation on any questions students may have related to accommodation for a disability. The highest standard of confidentiality is maintained. For more information please call (760) 773-2534.



WHAT OTHER COLLEGE POLICIES SHOULD I KNOW?

Distribution of Non-College Publications

Students must receive permission from the Office Student Life 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 the Student Health Center and/or the Counseling Center. While the District will be supportive of those who seek help voluntarily, the District will be equally firm in identifying and disciplining those students who continue to be substance abusers and do not seek help or continue to abuse drugs or alcohol after treatment or counseling.

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

Non-Discrimination Policy

The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, or because he or she is perceived to have one or more of the listed characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

Persons who seek information and/or resolution of alleged acts of discrimination and/or resolution of sexual harassment are directed to contact the Vice President, 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 Annex Building. The phone number is (760) 773-2529.

Política Sobre La Discriminación Ilegal

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

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

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

Pets and Animals on Campus

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

Prohibition of Harassment

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

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

Prohibición Del Acoso

Todas las formas de acoso son contrarias a los estándares básicos de conducta entre los individuos y son prohibidas por el estado y la ley federal, y esta política, no será tolerada. El distrito está comprometido en proporcionar un ambiente académico y de trabajo que respete la dignidad de individuos y de grupos. El distrito estará libre del acoso sexual y de todas las formas de intimidación y de explotación sexual. También estará libre de todo tipo de acoso ilegal, incluyendo los que se basan en las siguientes categorías: raza, credo religioso, tez, origen nacional, ascendencia, incapacidad física, incapacidad mental, condición médica, estado civil, sexo, edad, u orientación sexual de cualquier persona, o porque lo o la perciben de tener una o más de las características

precedentes. La política completa se puede encontrar en: bajo política 3430 de la junta.

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

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

Smoking Policy

In the interest of employee health and the general welfare of students and the public, the Desert Community College District shall be considered a smoke-free environment. Smoking of any form of tobacco or non-tobacco products is prohibited inside any college facility; in any vehicle owned, operated, leased or chartered by the District; in all established eating areas; within 25 feet of all building entrances, exits and operable windows; and in the seating areas of all outdoor athletic facilities owned, operated or leased by the District. Smoking will only be permitted in designated smoking areas and may be permitted for approved theatrical rehearsals and performances where smoking is determined to be an integral part of the rehearsal or performance.

Student Records And Privacy Act

Family Educational Rights and Privacy Act (FERPA)

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

Annual Notification

Students will be notified of their FERPA rights annually by publication in the Schedule of Classes and the College Catalog. Questions regarding annual notification can be directed to the Admissions & Records Office.

Amendment of Student Records

Any student may file a written request with the appropriate dean to correct or remove information recorded in his or her student records that the student alleges to be: (1) inaccurate; (2) an unsubstantiated personal conclusion or inference; (3) a conclusion or inference outside of the observer's area of competence; or (4) not based on the personal observation of a named person with the time and place of the observation noted.

Within 30 days of receipt of the request, the Superintendent/President or designee shall meet with the student and the employee who recorded the information in question, if any, if the employee is presently employed by the District. Should the employee no longer be employed, the appropriate dean will meet with the student. The Superintendent/President or designee shall then sustain or deny the allegations.

If the Superintendent/President or designee sustains any or all of the allegations, he or she shall order the correction or removal and destruction of the information. If the Superintendent/President or designee denies any or all of the allegations and refuses to order the correction or removal of the information, the student, within 30 days of the refusal, may appeal the decision in writing to the Board of Trustees.

Within 30 days of receipt of an appeal, the Board of Trustees shall, in closed session with the student and the employee who recorded the information in question, if any, and if that employee is presently employed by the District, determine whether to sustain or deny the allegations. If the Board of Trustees sustains any or all of the allegations, it shall order the Superintendent/President or designee, to immediately correct or remove and destroy the information. The decision of the Board of Trustees shall be final.

If the final decision is unfavorable to the student, the student shall have the right to submit a written statement of his or her objections to the information. This statement shall become a part of the student's record until the information objected to is corrected or removed.

Disclosure of Educational Records

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

1. To officials and employees of the District who have a legitimate educational interest to inspect a record. A school official is:
 - A person employed by the District in an administrative, supervisory, academic, research, support staff, or security position.
 - A person elected to the Board of Trustees.
 - A student government officer conducting student elections.
 - A person employed by or under contract to the District to perform a special task, such as the attorney or auditor.
School officials have a legitimate educational interest if they are:
 - Performing a task that is specified in their position description or by a contract agreement.
 - Performing a task related to a student's education.
 - Performing a task related to the discipline of a student.
 - Providing a service or benefit relating to the student such as health care, counseling, job placement or financial aid.

2. To officials of another school or school system, upon request, in which a student seeks, intends, or is directed to enroll, including local, county or state correctional facilities where educational programs are provided.
3. To certain officials of the U. S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.
4. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
5. To other state and local officials or authorities to the extent that information is specifically required to be reported pursuant to state law adopted prior to November 19, 1974.
6. To organizations conducting certain studies for or on behalf of the College.
7. To organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, student aid programs, and improving instruction.
8. To accrediting organizations in order to carry out their accrediting functions.
9. To comply with a judicial order or a lawfully issued subpoena.
10. To appropriate persons in connection with an emergency if the knowledge of that information is necessary to protect the health or safety of a student or other persons.
11. To an alleged victim of any crime of violence, or the results of an institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime.

Inspection 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 any student documentation, students must file a letter of request with the Admissions & Records Office. Access shall be granted no later than 15 school days following the date the written request is received. Within the same 15 school days, the student will be notified of the location of all official student records if not centrally located and qualified personnel will be made available to interpret records where appropriate. At that time the student must present appropriate identification verifying their identity.

Release of Student Information

The District does not release student record information without the written consent of the student, except as outlined on page 55 under Disclosure of Education Records. Although the District adheres to this policy, the law allows the College to release student directory information, except when students have specifically requested that directory information be kept confidential. Directory information may be released by exception upon determination of the Vice President or designee, that such release is appropriate and not likely to put students at risk. The District directory information shall include:

- Name, address, phone number, internet address, dates of attendance, major field of study, awards, certificates and degrees received, previous institutions, current enrollment status, photographs, date and place of birth.
- Student participation in officially recognized activities and sports including weight, height and high school of graduation of athletic team members.

- Degrees and awards received by students, including honors, scholarship awards, athletic awards and Dean's List recognition.

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

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

Transcripts

An official transcript of a student's record may be obtained by completing an online request on the Admissions & Records Office webpage under "Transcripts." This process has several options of delivery service and the processing time varies according to the service selected.

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

Student Right-To-Know Disclosure

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

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

Completion Rate: 22.51%

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

Transfer Rate: 12.94%

Based upon the cohort defined above, students who transferred to another post-secondary institution, prior to attaining a degree, certificate, or becoming 'transfer-prepared' during a five semester period, from Spring 2012 to Spring 2014, are transfer students.

More information about Student-Right-to-Know rates and how they should be interpreted can be found at the California Community Colleges Chancellor's Office, "Student Right-to-Know" website.

HOW DO I EARN A CERTIFICATE, COMPLETE A PROGRAM, GRADUATE AND/OR TRANSFER FROM COD?

Catalog Rights

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

Diplomas

Diplomas are mailed to graduates approximately six weeks after the end of the semester in which students have satisfied all degree requirements and grades have been verified. Consequently, at the graduation ceremony, students are presented with a diploma cover. There is a fee for a duplicate diploma, please check the Admissions & Records Office webpage for current fees.

Grade Requirement For An Associate Degree

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

The Associate Degree is not automatically awarded when a student completes required courses. Students must submit a Degree Application electronically via MyCOD Student Portal under the WebAdvisor link/Forms. All transcripts from all colleges and universities attended must be on file in the Admissions & Records Office. At least 40 units must have been completed, including 12 in residence at COD before an application is accepted.

Graduation

Once it has been determined that a student is eligible for graduation, a Degree Application must be completed electronically via the MyCOD Student Portal under the WebAdvisor link/A&R Forms. The deadline to submit this form is found in the Schedule of Classes. This requirement applies to all Associate Degrees.

Formal graduation activities are held at the end of the spring semester. Students who complete degree requirements during the spring, preceding fall, or subsequent summer term, are invited to participate in the ceremony. Students must file a degree application electronically via the College MyCOD Student Portal by the posted deadlines.

Earning An Additional Associate Degree

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

Career And Technical Education (CTE)

College of the Desert offers Career and Technical Education (CTE) 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, noncredit and not-for-credit depending upon the needs of the individual or organization.

Certificate of Achievement

A Certificate of Achievement may be awarded to a student who has completed a required sequence of courses in an occupational field. The certificate is not automatically awarded when a student completes the requirements. Students must file a Certificate Application electronically via MyCOD Student Portal under the WebAdvisor link/A&R Forms by the posted deadline. All transcripts from other colleges must be on file before a request can be filed.

The certificate requires fewer than 60 units of college work. At least six (6) units in the certificate field shall be completed in residence at College of the Desert. A minimum of a "C" average shall be maintained in all courses required for the certificate. All courses shall be approved by the department advisor. See Programs of Study section in this catalog for specific certificate requirements. A fee is charged for a duplicate certificate, please check the Admissions & Records Office webpage for current fees.

Associate Degrees

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

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

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

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

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

II-A. ASSOCIATE DEGREE with emphasis on TRANSFER PREPARATION

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

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

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

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

Associate Degree Requirements

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

A. Competency Requirements

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

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

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

B. General Education (GE) Requirements

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

C. Major Requirements

Complete one of the degree programs listed in the Certificate and Degree Programs section of this catalog. Each course in the major or area of

emphasis must be completed with a grade of "C" or better or "P" if the course is taken on a "Pass/No Pass" basis.

College authorities may approve or require substitutions for discontinued courses or for courses not offered. College of the Desert requires that students declaring or changing a major program of study must complete the major requirements in effect at the time of the declaration of change. For programs of study requiring special selection procedures, students are required to complete major requirements in effect at the time of entrance to the program.

D. Kinesiology Activity Requirement

Two (2) units are required from kinesiology (KINE), recreation (RE) or varsity sports (VSM, VSO, VSW). Note: If KINE-010 (formerly HE-001) is used to fulfill COD General Education Area C2 or C5, it may not be used to fulfill this requirement.

E. A minimum of sixty (60) degree-applicable units with a 2.0 ("C") Grade Point Average (GPA). Basic skills courses do not apply toward the degree. Grades earned in non-degree credit courses are not included in the calculation of the degree-applicable GPA.

F. Completion of twelve (12) units in residence at College of the Desert.

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

California Community Colleges are now offering associate degrees for transfer to the CSU. These may include Associate in Arts (AA-T) or Associate in Science (AS-T) degrees. These degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree.

California Community College students who are awarded an AA-T or AS-T degree are guaranteed admission with junior standing in the CSU system and given priority admission consideration to their local CSU campus or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or campuses.

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

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

Requirements For The Associate In Arts For Transfer (AA-T) Or Associate In Science For Transfer (AS-T) - SB 1440

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

The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete a minimum of 60 required semester units of CSU-transferable coursework with a minimum GPA of 2.0. Students transferring to a CSU campus that does accept the AA-T or AS-T will be required to complete no more than 60 units after transfer

to earn a bachelor's degree (unless the major is a designated "high-unit" major).

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

Requirements

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

1. Completion of 60 CSU-transferable semester units.
2. Minimum Grade Point Average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.
3. Completion of a minimum of 18 semester units in an "AA-T" or "AS-T" major as detailed in the Program of Study section of the catalog. All courses in the major must be completed with a grade of "C" or better or a "P" if the course is taken on a "Pass/No Pass" basis (Title 5, section 55063).
4. Certified completion of the California State University General Education-Breadth (CSU GE Breadth) pattern (see page 65 for more information); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern (see page 67 for more information).
5. Students do not need to complete the local requirements of Kinesiology and Reading 51 or 61.



COD GENERAL EDUCATION REQUIREMENTS

GENERAL EDUCATION REQUIREMENTS 2016-2017

Students must complete the course requirements as specified in the program of study for the declared major in addition to the general education courses in order to earn an Associate's Degree.

C1. Natural Sciences: 3 units

AGEH 001	Horticulture	3
AGEH 001L	Horticulture Laboratory	1
AGPS 002	Entomology - General & Applied	4
AGPS 005	Plant Science	3
AGPS 005L	Plant Science Lab	1
ANTH 001	Introduction To Physical Anthropology	3
A 001	Descriptive Astronomy	3
A 001L	Descriptive Astronomy Lab	1
BI 004	Elements Of Biology	4
BI 005	Molecular And Cell Biology	5
BI 006	Biology Of Organisms	5
BI 007	Biology Of Mammals	3
BI 007L	Biology Of Mammals Lab	1
BI 011	Biology Of Viruses	3
BI 013	Human Anatomy And Physiology I	4
BI 014	Human Anatomy And Physiology II	5
BI 015	General Microbiology	5
CH 001A	General Chemistry I	5
CH 001B	General Chemistry II	5
CH 003	Introductory General Chemistry	4
CH 004	Fundamentals Of Chemistry	4
ENGR 006A	Electric Circuits/Engineering & Science	4
GEOG 001	Physical Geography	3
GEOG 001L	Physical Geography Lab	1
G 001	Physical Geology	4
G 002	Historical Geology With Laboratory	4
G 005	Environmental Geology	4
G 010	The Earth Sciences	4
G 017	Introduction To Oceanography	3
G 017L	Introduction To Oceanography Lab	1
G 022	Introduction To Environmental Sciences	3
NR 001	Conservation Of Natural Resources	3
NR 001L	Conservation Of Natural Resources Lab	1
PH 001	Introductory Physics	4
PH 002A	College Physics I	4
PH 002B	College Physics II	4
PH 003A	Engineering Physics	4
PH 003B	Engineering Physics	4
PH 003C	Engineering Physics	4
PH 006A	Electric Circuits For Engineering & Science	4
PH 017	Introduction To Meteorology	3

C2. Social and Behavioral Sciences: 3 units

AJ 001	Introduction To Criminal Justice	3
ANTH 002	Cultural Anthropology	3

ANTH 003	Archaeology, Introduction to Prehistory	3
COUN 012	Career/Life Planning & Personal Exploration	3
ECON 001	Principles Of Macroeconomics	3
ECON 002	Principles Of Microeconomics	3
ECON 011	International Economic Relations	3
ECON 012	Understanding Econ Principles & Applications	3
GEOG 002	Cultural Geography	3
GEOG 007	Regional Geography	3
GS 010	Global Studies	3
GS 011	Global Issues	3
HS 013	General Nutrition	3
HS 072	Introduction To Health & Society	4
HIST 003	History Of World Civilization I	3
HIST 004	History Of World Civilization II	3
HIST 017	US History Through Reconstruction	3
HIST 018	US History/Reconstruction To Present	3
HIST 021	California History	3
HIST 023	Latin American History	3
KINE 010	Personal & Community Health	3
MC 001	Introduction To Mass Media	3
PHIL 003	Introduction To Political Theory	3
PHIL 013	Perspectives On Death & Dying	3
PS 001	Introduction To Government	3
PS 002	Introduction To Comparative Governments	3
PS 003	Introduction To Political Theory	3
PS 004	Introduction To International Relations	3
PS 005	The American Presidency	3
PSY 001	General Psychology	3
PSY 003	Developmental Psychology	3
PSY 007	Positive Psychology	3
PSY 010	Psychological Aspects/Marriage & Family	3
PSY 012	Human Sexuality	3
PSY 020	Adolescent Psychology	3
PSY 023	Psychology Of Women	3
PSY 025	Intro To Research Methods For Soc Sciences	3
PSY 027	Biological Psychology	3
PSY 029	Abnormal Psychology	3
PSY 033	Personal & Social Adjustment	3
SOC 001	Introductory Sociology	3
SOC 002	Social Problems	3
SOC 014	Introduction To Race & Ethnicity	3
SOC 015	Mexican American Culture & Society	3

C3. Arts, Humanities, and Culture: 3 units

AJ 005A	Community And The Justice System	3
ASL 001	Elementary American Sign Language I	5
ASL 002	Elementary American Sign Language II	5
ASL 003	Intermediate American Sign Language I	4
ASL 004	Intermediate American Sign Language II	4
ARCH 014	History Of Architecture I	3
ART 002A	History Of Western Art I: Prehistoric To Medieval	3
ART 002B	History Of Western Art II: Renaissance To Contemporary	3
ART 002C	History Of Modern Art	3

ART 003A	Basic Design & Color	3
ART 010	Introduction To Art	3
ART 012A	Survey Of Asian Art	3
ART 012B	Art Of Africa, Oceania, & Indigenous North America	3
ART 012C	Art Of The Ancient Americas	3
ART 033	History of Photography	3
DANC 015	History Of Dance	3
ENG 001B	Composition & Literature	3
ENG 002	Argumentative Writng & Critical Thinkng Thru Literature	4
ENG 010A	American Literature I	3
ENG 010B	American Literature II	3
ENG 011A	Survey Of English Literature	3
ENG 011B	Survey Of English Literature	3
ENG 012A	World Literature I	3
ENG 012B	World Literature II	3
ENG 014	Shakespeare	3
ENG 015	The Short Story	3
ENG 017	Women In Literature	3
ENG 018	Poetry CSI	3
ENG 021	Intro Latin American/Chicano Literature	3
ENG 022	Intro to African American Literature	3
ENG 024	Native American Literature	3
ENG 025	Introduction To The Novel	3
ENG 026	Lesbian/Gay/Bisexual/Transgender Literat	3
ENG 031	The Bible As Literature: Old Testament	3
ENG 032	The Bible As Literature: New Testament	3
ENG 035	Myth And Legend	3
ENG 036	Children's Literature	3
ENG 037	Methods Of Tutoring Writing	3
FR 001	Elementary French I	5
FR 002	Elementary French II	5
FR 003	Intermediate French I	4
FR 004	Intermediate French II	4
GER 001	Elementary German I	5
GER 002	Elementary German II	5
HIST 003	History Of World Civilization I	3
HIST 004	History Of World Civilization II	3
HIST 017	US History Through Reconstruction	3
HIST 018	US History/Reconstruction To Present	3
HIST 021	California History	3
HIST 023	Latin American History	3
ITAL 001	Elementary Italian I	5
ITAL 002	Elementary Italian II	5
JPN 001	Elementary Japanese I	5
JPN 002	Elementary Japanese II	5
MUS 001	Music Theory I	4
MUS 002	Music Theory II	4
MUS 005	History Of Rock 'n' Roll	3
MUS 006	History Of Film Music	3
MUS 007	History Of Musical Theatre	3
MUS 010	Introduction To Music	3
MUS 011	The History Of Jazz	3
MUS 012	Fundamentals Of Music	3

PHIL 006	Introduction To Philosophy	3
PHIL 007	Ideas Of The Great Philosophers	3
PHIL 012	Religions Of The World	3
PHIL 013	Perspectives On Death & Dying	3
PHIL 014	Introduction To Ethics	3
PHIL 017	Philosophy Of Religion	3
RTV 006	Introduction To Film	3
RTV 008	Contemporary World Film	3
SPAN 001	Elementary Spanish I	5
SPAN 002	Elementary Spanish II	5
SPAN 003	Intermediate Spanish I	4
SPAN 004	Intermediate Spanish II	4
SPAN 020	Hispanic/Latino Culture & Civilization	3
TA 001	Introduction To Theatre	3
TA 002	Acting I	3
TA 032	Technical Theatre Production	3

C4. Language and Rationality: 6 units

C4.a English Composition - 3 units

ENG 001A	Composition	4
ENG 002	Argumentative Writng & Critical Thinkng Thru Literature	4

C4.b Communication & Analytical Thinking - 3 units

COMM 001	Introduction To Public Speaking (formerly Speech 004)	3
COMM 005	Survey Of Human Communication	3
COMM 009	Introduction To Interpersonal Communication (formerly Speech 001)	3
COMM 013	Small Group Communication (formerly Speech 005)	3
COMM 017	Intercultural Communication (formerly Speech 015)	3
COMM 025	Argumentation and Debate (formerly Speech 007)	3
LIS 001	An Introduction To Basic Research Skills	2
MATH 001A	Calculus	4
MATH 001B	Calculus	4
MATH 002A	Multivariate Calculus	4
MATH 002B	Linear Algebra	4
MATH 002C	Ordinary Differential Equations	4
MATH 005	Trigonometry	5
MATH 009	Business Calculus	4
MATH 010	College Algebra	4
MATH 011	Math Concepts For Elementary School Teachers-Number System	4
MATH 012	Pre-calculus	5
MATH 013	Liberal Arts Math	4
MATH 014	Statistical Methods	4
MATH 015	Discrete Mathematics for Computers	4
MATH 040	Intermediate Algebra	4
MATH 042	Beginning & Intermediate Algebra	6
PHIL 010	General Logic	3
SOC 003	Fundamentals Of Statistics	3
SOC 004	Sociological Analysis & Critical Thinking	3

C.5 Personal Growth and Development: 3 units

CIS 010	Computer Literacy	4
COUN 012	Career/Life Planning & Personal Exploration	3
ECE 010	Child Growth & Development	3

ECE 012	Child, Family & Community	3
HS 013	General Nutrition	3
HS 072	Introduction To Health & Society	4
KINE 006	Women's Self Defense, Health & Fitness	3
KINE 010	Personal & Community Health	3
KINE 011	Men's Self Defense, Health & Fitness	3
PSY 003	Developmental Psychology	3
PSY 010	Psychological Aspects/Marriage & Family	3
PSY 012	Human Sexuality	3
PSY 020	Adolescent Psychology	3
PSY 023	Psychology Of Women	3
PSY 033	Personal & Social Adjustment	3

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



TRANSFER TO FOUR-YEAR COLLEGES & UNIVERSITIES

Preparation For Transfer

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

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

1. **Tentative Choice:** Because course requirements vary among colleges and universities, it is advantageous to research and select the school(s) to which students plan to transfer as early as possible in their college career. The College Transfer Center offers a research library to help students prepare to transfer, including catalogs from California public and private institutions, as well as from many out-of-state colleges. Transfer admission information, applications, and other reference materials are also available. The Transfer Center is located in the Cravens Student Services Center.
2. **Catalog:** Examine catalogs of prospective colleges and universities. Carefully study those sections that cover requirements for (a) transfer admission, (b) the major, and (c) graduation. Finding all requirements often warrants a review of the entire catalog, as requirements may be listed in different sections of the catalog. Many of these requirements must be taken during the freshman and sophomore years. Failure to do so can unduly extend the time required for transfer admission and graduation.
3. **Financial Aid:** Apply for financial aid as directed on the College website. Financial aid information is also available in the Financial Aid Office, located in the Cravens Student Services Center and online.
4. **General Education Requirements:** Students may complete their lower division general education or breadth requirements while at College of the Desert. COD has articulation agreements with the California State Universities (CSU) and the University of California (UC) systems that allow students to be certified for these requirements. To select the pattern that is most appropriate, consult a counselor or faculty advisor.
5. **Application Filing Period:** Check carefully the dates of the application filing period. This is the time between the first date applications will be received and the deadline. Many colleges have initial filing periods ten months before admission. In all cases, submission of applications early within the filing period is recommended.
6. **Letters of Recommendation and Rating Forms:** Some independent colleges require letters of recommendation or rating forms. Students should get to know their instructors well enough so that they can comment accurately on the students' characteristics.
7. **Grade Point Requirements:** Grade Point Average requirements for admission and selection to majors vary. Study catalogs carefully for all requirements.

8. **Admission Requirements of the Public California Institutions:** The filing periods for CSU are the months of October and November. The filing period for UC is the month of November. These are the initial filing periods for fall admission. Both CSU and UC require completion of 60 transferable units to enter as a junior.
9. **Admission to Independent California or Out-of-State Colleges:** Students who follow transfer courses of study find they are given credit for most, if not all, courses when they transfer to independent or out-of-state colleges and universities. Some colleges require a certain number of completed units before considering students as eligible for transfer, while others accept students at any time. Admission requirements are outlined in the respective college catalogs. Catalogs are available for use in the College of the Desert Transfer Center. Independent colleges encourage students to make an appointment with their Office of Admissions in order to discuss transfer opportunities on a personal basis.
10. **Transferable Courses:** Courses transferable to the California State University system are indicated by "CSU" and those transferable to the University of California system are indicated by "UC" under the course description in the "Courses of Instruction" section of this catalog. The CSU or UC designates courses accepted for elective credit. Such courses count for the 60 units required for advanced standing transfer to CSU or UC. Students interested in transferring to the University of California should refer to the University of California Transfer Course Agreement, available in the Transfer Center, to make sure they have enough units, since we offer several UC transferable courses for which credit is decreased by one or more units by UC; such courses are marked in this catalog with an asterisk, as **CSU, UC***. This acceptance can change annually. Students should visit the ASSIST website to confirm how each college's course will be accepted at a particular four-year college or university for transfer credit. Consult the Transfer Center for more detailed information.

Transfer Admission Agreement (TAA) And Transfer Admission Guarantee (TAG).

COD has entered into a Transfer Admissions Agreement (TAA) with CSU San Bernardino and a 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 (GPA). 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 (SEP) for transfer.

Admission To The University Of California

Students transferring to the UC system from College of the Desert may, in most cases, follow the Intersegmental General Education Transfer Curriculum (IGETC) to meet lower-division general education requirements for the UC system. To meet the minimum UC system eligibility requirements, residents of California must have a GPA of 2.4 and nonresidents must have a GPA of 2.8. However, higher grade point averages are required to be a competitive transfer applicant to most UC campuses. Students are advised to visit a COD counselor for a realistic estimate of the current GPA actually required for admission to various major programs at various campuses, and to verify whether IGETC will meet their lower-division general education requirements.

To be minimally eligible to transfer to the UC system, assuming ineligibility from high school, a student with California residency must

accumulate a minimum of 60 UC-transferable semester units from an accredited college or university while maintaining a minimum 2.4 GPA. The 60 units will consist of general education and major requirements. Nonresidents must accumulate 60 UC-transferable semester units and have a minimum GPA of 2.8. Specified high unit majors do not completed the transfer general education pattern and must meet with a COD counselor for general education requirements for graduation.

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

Admission to California State University

Students must complete either the CSU General Education Certification Course Pattern (page 65) or the IGETC (page 67) and the major requirements as specified in the program of study for the declared major for a total of 60 units. You may consult with a COD counselor or visit the [ASSIST website](#) for the major requirements. Specified high unit majors do not complete the transfer general education certification and must meet with a COD counselor for general education requirements for graduation. A student must complete 60 or more transferable semester units with a minimum GPA of 2.0 (C) or higher (2.4 for nonresidents), be in good standing at the last college or university attended, and have completed or made up any missing college preparatory subject requirements. Certain “impacted” programs, which have more applicants than there are spaces available, have additional screening requirements. Please see a COD counselor for details.

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

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 students know they want to transfer, but do not know if they will go to a CSU or a UC, or if they do not know which major to 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 pages 67 and 68.

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 students know they want to transfer to a CSU but do not know which campus they will attend, or if they know which campus they will attend but do not know which major to pursue.

It is important to note that CSU GE-Breadth certification is not an admission requirement nor does completion guarantee admission to the

campus or program of choice. The GE-Breadth program requires that students who select this option complete at least 48 semester units of general education to receive a baccalaureate degree. At least nine of these units must be upper-division level and taken at the university. (See page 65 for CSU General Education requirements.)

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

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

General Education Certification

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

CSU Government/History Certification

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

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

Course Identification Numbering System (C-ID)

The Course Identification Numbering System (C-ID) is a statewide numbering system independent from the course numbers assigned by local California community colleges. A C-ID number next to a course signals that participating California colleges and universities have determined that courses offered by other California community colleges are comparable in content and scope to courses offered on their own campuses, regardless of their unique titles or local course number. Thus, if a schedule of classes or catalog lists a course bearing a C-ID number, for example COMM 110, students at that college can be assured that it will be accepted in lieu of a course bearing the C-ID COMM 110 designation at another community college. In other words, the C-ID designation can be used to identify comparable courses at different community colleges. However, students should visit the [ASSIST website](#) to confirm how each college’s course will be accepted at a particular four-year college or university for transfer credit.

The C-ID numbering system is useful for students attending more than one community college and is applied to many of the transferable courses students need as preparation for transfer. Because these course requirements may change and because courses may be modified and qualified for or deleted from the C-ID database, students should always

check with a counselor to determine how C-ID designated courses fit into their educational plans for transfer.

Students may consult the ASSIST database for specific information on C-ID course designations. Counselors can always help students interpret or explain this information.

California State University Campuses

Humboldt State University (S) www.humboldt.edu
1 Harpst Street Arcata, CA 95521 (707) 826-3011

CSU Chico (S) www.csuchico.edu
400 West First Street Chico, CA 95929 (530) 898-6116

Sonoma State University (S) www.sonoma.edu
1801 East Cotati Avenue, Rohnert Park, CA 94928 (707) 664-2880

California Maritime Academy (S) www.csum.edu
200 Maritime Academy Drive. Vallejo, CA 94590 (707) 654-1000

CSU Sacramento (S) www.csus.edu
6000 J Street, Sacramento, CA 95819 (916) 278-6011

San Francisco State University (S) www.sfsu.edu
1600 Holloway Avenue, San Francisco, CA 94132 (415) 338-1111

CSU Eastbay (Hayward) (Q) www20.csueastbay.edu
25800 Carlos Bee Boulevard, Hayward, CA 94542 (510) 885-3000

San Jose State University (S) www.sjsu.edu
One Washington Square, San Jose, CA 95192 (408) 924-1000

CSU Stanislaus(S) www.csustan.edu
One University Circle, Turlock, CA 95382 (209) 667-3122

CSU Monterey Bay (4-1-4) www.csUMB.edu
100 Campus Center, Seaside, CA 93955-8001 (831) 582-3000

CSU Fresno (S) www.csufresno.edu
5241 North Maple Avenue, Fresno, CA 93740 (559) 278-4240

California Polytechnic State University, San Luis Obispo (Q)
www.calpoly.edu
San Luis Obispo, CA 93407 (805) 756-1111

CSU Bakersfield (Q) www.csuB.edu
9001 Stockdale Highway, Bakersfield, CA 93311-1022 (661) 654-2782

CSU Channel Islands (S) www.csuci.edu
One University Drive, Camarillo, CA 93012 (805) 437-8400

CSU Northridge (S) www.csun.edu
18111 Nordhoff Street, Northridge, CA 91330 (818) 677-1200

CSU Los Angeles (Q) www.calstatela.edu
5151 State University Drive, Los Angeles, CA 90032 (323) 343-3000

CSU Dominguez Hills (S) www.csudh.edu
1000 East Victoria Street, Carson, CA 90747 (310) 243-3696

CSU San Bernardino (Q) www.csusb.edu
5500 University Parkway, San Bernardino, CA 92407-2318 (909) 537-5000

California State Polytechnic University, Pomona (S) www.csupomona.edu
3801 West Temple Avenue, Pomona, CA 91768 (909) 869-7659

CSU Long Beach (S) www.csulb.edu
1250 Bellflower Boulevard, Long Beach, CA 90840-0115 (562) 985-4111

CSU Fullerton(S) www.fullerton.edu
800 N. State College Boulevard, Fullerton, CA 92834 (657) 278-2011

CSU San Marcos(S) www.csusm.edu
333 S. Twin Oaks Valley Road, San Marcos, CA 92096-0001 (760) 750-4000

San Diego State University(S) www.sdsu.edu
5500 Campanile Drive, San Diego, CA 92182 (619) 594-5000

S= Semester Systems
Q= Quarter System

CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION REQUIREMENTS

GENERAL EDUCATION REQUIREMENTS 2016-2017

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-4: Mathematics.

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

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

A. English Language Communication and Critical Thinking

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

A-1. Oral Communication

COMM 001	Introduction To Public Speaking (formerly Speech 004)	3
COMM 009	Introduction To Interpersonal Communication (formerly Speech 001)	3
COMM 013	Small Group Communication (formerly Speech 005)	3
COMM 017	Intercultural Communication (formerly Speech 015)	3

A-2. Written Communication

ENG 001A	Composition	4
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A-3. Critical Thinking

COMM 025	Argumentation and Debate (formerly Speech 007)	3
ENG 002	Argumentative Writng & Critical Thinkng Thru Literature	4
PHIL 010	General Logic	3
SOC 004	Sociological Analysis & Critical Thinking	3

B. Scientific Inquiry and Quantitative Reasoning

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

B-1. Physical Science

A 001	Descriptive Astronomy	3
A 001L	Descriptive Astronomy Lab	1
CH 001A	General Chemistry I	5
CH 001B	General Chemistry II	5
CH 003	Introductory General Chemistry	4
CH 004	Fundamentals Of Chemistry	4
CH 005	Bio-organic Chemistry	4
CH 010A	Organic Chemistry I	5
CH 010B	Organic Chemistry II	5
GEOG 001	Physical Geography	3
GEOG 001L	Physical Geography Lab	1
G 001	Physical Geology	4
G 005	Environmental Geology	4
G 010	The Earth Sciences	4
G 017	Introduction To Oceanography	3
G 017L	Introduction To Oceanography Lab	1

G 022	Introduction To Environmental Sciences	3
PH 001	Introductory Physics	4
PH 002A	College Physics I	4
PH 002B	College Physics II	4
PH 003A	Engineering Physics	4
PH 003B	Engineering Physics	4
PH 003C	Engineering Physics	4
PH 017	Introduction To Meteorology	3

B-2. Life Science

AGEH 001	Horticulture	3
AGEH 001L	Horticulture Laboratory	1
AGPS 002	Entomology - General & Applied	4
AGPS 005	Plant Science	3
AGPS 005L	Plant Science Lab	1
ANTH 001	Introduction To Physical Anthropology	3
BI 004	Elements Of Biology	4
BI 005	Molecular And Cell Biology	5
BI 006	Biology Of Organisms	5
BI 007	Biology Of Mammals	3
BI 011	Biology Of Viruses	3
BI 013	Human Anatomy And Physiology I	4
BI 014	Human Anatomy And Physiology II	5
BI 015	General Microbiology	5
NR 001	Conservation Of Natural Resources	3
NR 001L	Conservation Of Natural Resources Lab	1

B-3. Laboratory Activity (One course in either B-1 or B-2 must include a laboratory.)

B-4. Mathematics/Quantitative Reasoning

MATH 001A	Calculus	4
MATH 001B	Calculus	4
MATH 002A	Multivariate Calculus	4
MATH 002B	Linear Algebra	4
MATH 002C	Ordinary Differential Equations	4
MATH 005	Trigonometry	5
MATH 010	College Algebra	4
MATH 011	Math Concepts For Elementary School Teachers-Number System	4
MATH 012	Pre-calculus	5
MATH 013	Liberal Arts Math	4
MATH 014	Statistical Methods	4
MATH 015	Discrete Mathematics for Computers	4
SOC 003	Fundamentals Of Statistics	3

C. Arts and Humanities

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

C-1. Arts (Arts, Cinema, Dance, Music, Theatre)

ARCH 014	History Of Architecture I	3
ART 002A	History Of Western Art I: Prehistoric To Medieval	3
ART 002B	History Of Western Art II: Renaissance To Contemporary	3
ART 002C	History Of Modern Art	3
ART 003A	Basic Design & Color	3
ART 010	Introduction To Art	3
ART 012A	Survey Of Asian Art	3

ART 012B	Art Of Africa, Oceania, & Indigenous North America	3
ART 012C	Art Of The Ancient Americas	3
ART 033	History of Photography	3
DANC 010	Introduction To Choreography	2
DANC 015	History Of Dance	3
MUS 005	History Of Rock 'n' Roll	3
MUS 006	History Of Film Music	3
MUS 007	History Of Musical Theatre	3
MUS 010	Introduction To Music	3
MUS 011	The History Of Jazz	3
MUS 012	Fundamentals Of Music	3
RTV 006	Introduction To Film	3
RTV 008	Contemporary World Film	3
TA 001	Introduction To Theatre	3
TA 002	Acting I	3

C-2. Humanities (Literature, Philosophy, Languages Other than English)

ASL 001	Elementary American Sign Language I	5
ASL 002	Elementary American Sign Language II	5
ASL 003	Intermediate American Sign Language I	4
ASL 004	Intermediate American Sign Language II	4
ENG 001B	Composition & Literature	3
ENG 002	Argumentative Writng & Critical Thinkng Thru Literature	4
ENG 010A	American Literature I	3
ENG 010B	American Literature II	3
ENG 011A	Survey Of English Literature	3
ENG 001B	Composition & Literature	3
ENG 012A	World Literature I	3
ENG 012B	World Literature II	3
ENG 014	Shakespeare	3
ENG 015	The Short Story	3
ENG 017	Women In Literature	3
ENG 021	Intro Latin American/Chicano Literature	3
ENG 022	Intro to African American Literature	3
ENG 024	Native American Literature	3
ENG 025	Introduction To The Novel	3
ENG 031	The Bible As Literature: Old Testament	3
ENG 032	The Bible As Literature: New Testament	3
ENG 035	Myth And Legend	3
ENG 036	Children's Literature	3
FR 001	Elementary French I	5
FR 002	Elementary French II	5
FR 003	Intermediate French I	4
FR 004	Intermediate French II	4
GER 001	Elementary German I	5
GER 002	Elementary German II	5
HIST 003	History Of World Civilization I (Fall 2012)	3
HIST 004	History Of World Civilization II (Fall 2012)	3
HIST 017	US History Through Reconstruction (Fall 2012)	3
HIST 018	US History/Reconstruction To Present (Fall 2012)	3
HIST 021	California History	3
ITAL 001	Elementary Italian I	5
ITAL 002	Elementary Italian II	5

JPN 001	Elementary Japanese I	5
JPN 002	Elementary Japanese II	5
PHIL 006	Introduction To Philosophy	3
PHIL 007	Ideas Of The Great Philosophers	3
PHIL 012	Religions Of The World	3
PHIL 013	Perspectives On Death & Dying	3
PHIL 014	Introduction To Ethics	3
PHIL 017	Philosophy Of Religion	3
PHIL 018	Philosophy Of Science	3
SPAN 001	Elementary Spanish I	5
SPAN 002	Elementary Spanish II	5
SPAN 003	Intermediate Spanish I	4
SPAN 004	Intermediate Spanish II	4
SPAN 020	Hispanic/Latino Culture & Civilization	3

D. Social Sciences

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

D-0. Sociology & Criminology

AJ 001	Introduction To Criminal Justice	3
SOC 001	Introductory Sociology	3
SOC 002	Social Problems	3
SOC 014	Introduction To Race & Ethnicity	3
SOC 015	Mexican American Culture & Society	3

D-1. Anthropology & Archaeology

ANTH 002	Cultural Anthropology	3
ANTH 003	Archaeology, Introduction to Prehistory	3

D-2. Economics

ECON 001	Principles Of Macroeconomics	3
ECON 002	Principles Of Microeconomics	3
ECON 011	International Economic Relations	3
ECON 012	Understanding Econ Principles & Applications	3

D-3. Ethnic Studies

SOC 014	Introduction To Race & Ethnicity	3
SOC 015	Mexican American Culture & Society	3
SPAN 020	Hispanic/Latino Culture & Civilization	3

D-4. Gender Studies

PSY 010	Psychological Aspects/Marriage & Family	3
PSY 023	Psychology Of Women	3

D-5. Geography

GEOG 002	Cultural Geography	3
GEOG 007	Regional Geography	3
GEOG 010	Geography Of California	3

D-6. History

HIST 003	History Of World Civilization I	3
HIST 004	History Of World Civilization II	3
HIST 017	US History Through Reconstruction	3
HIST 018	US History/Reconstruction To Present	3

HIST 021	California History	3
HIST 023	Latin American History	3

D-7. Interdisciplinary Social or Behavioral Science

COMM 017	Intercultural Communication (formerly Speech 015)	3
ECE 010	Child Growth & Development (Fall 2011)	3
ECE 012	Child, Family & Community (Fall 2011)	3
MC 001	Introduction To Mass Media	3
PSY 012	Human Sexuality	3

D-8. Political Science, Government, & Legal Institutions

PS 001	Introduction To Government	3
PS 002	Introduction To Comparative Governments	3
PS 003	Introduction To Political Theory	3
PS 004	Introduction To International Relations	3
PHIL 003	Introduction To Political Theory	3

D-9. Psychology

PSY 001	General Psychology	3
PSY 003	Developmental Psychology	3
PSY 020	Adolescent Psychology	3
PSY 023	Psychology Of Women	3
PSY 027	Biological Psychology	3
PSY 029	Abnormal Psychology	3
PSY 033	Personal & Social Adjustment	3

E. Lifelong Understanding and Self-Development

Three (3) units minimum

ART 028	Portfolio Preparation	3
COUN 012	Career/Life Planning & Personal Exploration	3
ECE 010	Child Growth & Development (Fall 2011)	3
ECE 012	Child, Family & Community (Fall 2011)	3
EDUC 001	Intro To Elementary Classroom Teaching	3
HS 013	General Nutrition	3
HS 072	Introduction To Health & Society	4
HS 073	Introduction To Community Health	3
HSAD 001	Introduction To Alcohol & Drug Studies (Fall 2016)	3
KINE 006	Women's Self Defense, Health & Fitness	3
KINE 010	Personal & Community Health	3
PHIL 013	Perspectives On Death & Dying	3
PSY 003	Developmental Psychology	3
PSY 007	Positive Psychology (Fall 2014)	3
PSY 010	Psychological Aspects/Marriage & Family	3
PSY 012	Human Sexuality	3
PSY 020	Adolescent Psychology	3
PSY 023	Psychology Of Women	3
PSY 033	Personal & Social Adjustment	3

INTERSEGMENTAL GENERAL ED

Transfer Curriculum (IGETC) 2016-2017

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.

1. English Communication

One course from each group:

1-A. English Composition

ENG 001A	Composition	4
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1-B. Critical Thinking/English Composition

ENG 002	Argumentative Writing & Critical Thinking Thru Literature ²	4
SOC 004	Sociological Analysis & Critical Thinking	3

1-C. Oral Communication (required by CSU only)

COMM 001	Introduction To Public Speaking (formerly Speech 004)	3
COMM 017	Intercultural Communication (formerly Speech 015)	3

2. Mathematical Concepts and Quantitative Reasoning

One course:

MATH 001A	Calculus	4
MATH 001B	Calculus	4
MATH 002A	Multivariate Calculus	4
MATH 002B	Linear Algebra	4
MATH 002C	Ordinary Differential Equations	4
MATH 010	College Algebra ¹	4
MATH 012	Pre-calculus ¹	5
MATH 013	Liberal Arts Math	4
MATH 014	Statistical Methods ¹	4
MATH 015	Discrete Mathematics for Computers	4
SOC 003	Fundamentals Of Statistics ¹	3

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 002A	History Of Western Art I: Prehistoric To Medieval	3
ART 002B	History Of Western Art II: Renaissance To Contemporary	3
ART 002C	History Of Modern Art	3
ART 010	Introduction To Art	3
ART 012A	Survey Of Asian Art	3
ART 012B	Art Of Africa, Oceania, & Indigenous North America	3
ART 012C	Art Of The Ancient Americas	3
ART 033	History of Photography	3
DANC 015	History Of Dance	3

MUS 005	History Of Rock 'n' Roll	3
MUS 006	History Of Film Music	3
MUS 007	History Of Musical Theatre	3
MUS 010	Introduction To Music	3
MUS 011	The History Of Jazz	3
MUS 012	Fundamentals Of Music	3
RTV 006	Introduction To Film	3
RTV 008	Contemporary World Film	3

3-B. Humanities

ASL 002	Elementary American Sign Language II ²	5
ASL 003	Intermediate American Sign Language I ²	4
ASL 004	Intermediate American Sign Language II ²	4
ENG 001B	Composition & Literature	3
ENG 002	Argumentative Writing & Critical Thinking Thru Literature ²	4
ENG 010A	American Literature I	3
ENG 010B	American Literature II	3
ENG 011A	Survey Of English Literature	3
ENG 011B	Survey Of English Literature	3
ENG 012A	World Literature I	3
ENG 012B	World Literature II	3
ENG 014	Shakespeare	3
ENG 015	The Short Story	3
ENG 017	Women In Literature	3
ENG 021	Intro Latin American/Chicano Literature	3
ENG 022	Intro to African American Literature	3
ENG 024	Native American Literature	3
ENG 025	Introduction To The Novel	3
ENG 031	The Bible As Literature: Old Testament	3
ENG 032	The Bible As Literature: New Testament	3
ENG 035	Myth And Legend	3
ENG 036	Children's Literature	3
FR 002	Elementary French II ²	5
FR 003	Intermediate French I ²	4
FR 004	Intermediate French II ²	4
GER 002	Elementary German II ²	5
HIST 003	History Of World Civilization I ²	3
HIST 004	History Of World Civilization II ²	3
HIST 017	US History Through Reconstruction ^{2,3}	3
HIST 018	US History/Reconstruction To Present ^{2,3}	3
HIST 021	California History ²	3
ITAL 002	Elementary Italian II ²	5
JPN 002	Elementary Japanese II ²	5
PHIL 006	Introduction To Philosophy	3
PHIL 007	Ideas Of The Great Philosophers	3
PHIL 012	Religions Of The World ²	3
PHIL 013	Perspectives On Death & Dying	3
PHIL 014	Introduction To Ethics	3
PHIL 017	Philosophy Of Religion	3
PHIL 018	Philosophy Of Science	3
SPAN 002	Elementary Spanish II ²	5
SPAN 003	Intermediate Spanish I ²	4
SPAN 004	Intermediate Spanish II ²	4

SPAN 020	Hispanic/Latino Culture & Civilization ²	3
TA 001	Introduction To Theatre	3

4. Social and Behavioral Sciences

At least 3 courses, from at least two disciplines, or an interdisciplinary sequence:

4-A. Anthropology & Archaeology

ANTH 002	Cultural Anthropology	3
ANTH 003	Archaeology, Introduction to Prehistory	3

4-B. Economics

ECON 001	Principles Of Macroeconomics	3
ECON 002	Principles Of Microeconomics	3
ECON 011	International Economic Relations	3
ECON 012	Understanding Econ Principles & Applications (Fall 2014)	3

4-C. Ethnic Studies

SOC 014	Introduction To Race & Ethnicity (Fall 2014)	3
SOC 015	Mexican American Culture & Society	3
SPAN 020	Hispanic/Latino Culture & Civilization ²	3

4-E. Geography

GEOG 002	Cultural Geography	3
GEOG 007	Regional Geography	3
GEOG 010	Geography Of California	3

4-F. History

HIST 003	History Of World Civilization I ²	3
HIST 004	History Of World Civilization II ²	3
HIST 017	US History Through Reconstruction ^{2,3}	3
HIST 018	US History/Reconstruction To Present ^{2,3}	3
HIST 021	California History ²	3
HIST 023	Latin American History	3

4-G. Interdisciplinary, Social/Behavioral Sciences

MC 001	Introduction To Mass Media	3
PHIL 012	Religions Of The World ²	3
PSY 012	Human Sexuality	3

4-H. Political Science, Gov't & Legal Institutions

PS 001	Introduction To Government ³	3
PS 002	Introduction To Comparative Governments	3
PS 003	Introduction To Political Theory	3
PS 004	Introduction To International Relations	3
PHIL 003	Introduction To Political Theory	3

4-I. Psychology

PSY 001	General Psychology	3
PSY 003	Developmental Psychology	3
PSY 020	Adolescent Psychology	3
PSY 023	Psychology Of Women	3
PSY 027	Biological Psychology	3
PSY 029	Abnormal Psychology	3

4-J. Sociology & Criminology

AJ 001	Introduction To Criminal Justice (Fall 2014)	3
SOC 001	Introductory Sociology	3
SOC 002	Social Problems	3
SOC 014	Introduction To Race & Ethnicity	3
SOC 015	Mexican American Culture & Society	3

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

A 001	Descriptive Astronomy	3
CH 001A	General Chemistry I	5
CH 001B	General Chemistry II	5
CH 003	Introductory General Chemistry ¹	4
CH 005	Bio-organic Chemistry	4
CH 010A	Organic Chemistry I	5
CH 010B	Organic Chemistry II	5
GEOG 001	Physical Geography	3
G 001	Physical Geology	4
G 005	Environmental Geology	4
G 010	The Earth Sciences	4
G 017	Introduction To Oceanography	3
G 022	Introduction To Environmental Sciences	3
PH 001	Introductory Physics ¹	4
PH 002A	College Physics I ¹	4
PH 002B	College Physics II ¹	4
PH 003A	Engineering Physics ¹	4
PH 003B	Engineering Physics ¹	4
PH 003C	Engineering Physics ¹	4
PH 017	Introduction To Meteorology	3

5-B. Biological Science

AGPS 002	Entomology - General & Applied	4
AGPS 005	Plant Science	3
ANTH 001	Introduction To Physical Anthropology	3
BI 004	Elements Of Biology ¹	4
BI 005	Molecular And Cell Biology	5
BI 006	Biology Of Organisms	5
BI 007	Biology Of Mammals	3
BI 011	Biology Of Viruses	3
BI 013	Human Anatomy And Physiology I	4
BI 014	Human Anatomy And Physiology II	5
BI 015	General Microbiology	5
NR 001	Conservation Of Natural Resources	3

5-C. Science Laboratory

A 001L	Descriptive Astronomy Lab	1
AGPS 002	Entomology - General & Applied	4
AGPS 005L	Plant Science Lab	1
BI 004	Elements Of Biology ¹	4
BI 005	Molecular And Cell Biology	5
BI 006	Biology Of Organisms	5
BI 013	Human Anatomy And Physiology I	4

BI 014	Human Anatomy And Physiology II	5
BI 015	General Microbiology	5
CH 001A	General Chemistry I	5
CH 001B	General Chemistry II	5
CH 003	Introductory General Chemistry ¹	4
CH 005	Bio-organic Chemistry	4
CH 010A	Organic Chemistry I	5
CH 010B	Organic Chemistry II	5
GEOG 001L	Physical Geography Lab	1
G 001	Physical Geology	4
G 005	Environmental Geology	4
G 010	The Earth Sciences	4
G 017L	Introduction To Oceanography Lab	1
NR 001L	Conservation Of Natural Resources Lab	1
PH 001	Introductory Physics ¹	4
PH 002A	College Physics I ¹	4
PH 002B	College Physics II ¹	4
PH 003A	Engineering Physics ¹	4
PH 003B	Engineering Physics ¹	4
PH 003C	Engineering Physics ¹	4

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 higher.

ASL 001	Elementary American Sign Language I	5
ASL 002	Elementary American Sign Language II ²	5
ASL 003	Intermediate American Sign Language I ²	4
ASL 004	Intermediate American Sign Language II ²	4
FR 001	Elementary French I	5
FR 002	Elementary French II ²	5
FR 003	Intermediate French I ²	4
FR 004	Intermediate French II ²	4
GER 001	Elementary German I	5
GER 002	Elementary German II ²	5
ITAL 001	Elementary Italian I	5
ITAL 002	Elementary Italian II ²	5
JPN 001	Elementary Japanese I	5
JPN 002	Elementary Japanese II ²	5
SPAN 001	Elementary Spanish I	5
SPAN 002	Elementary Spanish II ²	5
SPAN 003	Intermediate Spanish I ²	4
SPAN 004	Intermediate Spanish II ²	4
SPAN 020	Hispanic/Latino Culture & Civilization ²	3

¹ 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.

² Indicates that a single course, even though listed in more than one area, can only be used to satisfy one requirement.

³ Courses used to meet IGETC requirements may also be used to satisfy the "American History and Institutions Requirement" at CSU. See Transfer Center IGETC handout for clarification.

SUPPLEMENTARY NOTES - See Counselor for clarification on the following items:

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

S = Semester System
Q = Quarter System

University of California Campuses

UC Davis (Q) www.ucdavis.edu
One Shields Avenue, Davis 95616 (530) 752-2971

UC Berkeley (S) www.ucberkeley.edu
Berkeley 94720 (510) 642-3175

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

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

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

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

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

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

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

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

PROGRAM OUTCOMES

What will I gain by completing Basic Skills coursework?

1. CRITICAL THINKING

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

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

2. QUANTITATIVE REASONING

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

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

3. READING AND WRITING SKILLS

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

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

4. PROBLEM SOLVING

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

- use a variety of solution methods and techniques, for example, making a sketch, systematic listing, using the solution of a simpler (but related) problem.
- recognize the importance of checking a proposed solution to verify that it satisfies the requirements of a problem.
- recognize that a solution may not be possible, given limits of time, money, or other finite resources.
- restate (formulate) a problem mathematically.
- use background information in a subject to understand the nature of a problem and transfer information to new problems accordingly.

- identify what isn't known, but needs to be known in order to solve a problem (depending on the problem domain, reading and/or mathematical skills are helpful).

5. ACADEMIC BEHAVIORS

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

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

6. INDEPENDENT STUDY SKILLS

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

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

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

General Education

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

C1 – NATURAL SCIENCES

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

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

C2 – SOCIAL AND BEHAVIORAL SCIENCES

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

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

C3 – ARTS, HUMANITIES, AND CULTURE

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

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

C4 – LANGUAGE AND RATIONALITY

C4.A – English Composition

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

- communicate in many different situations, involving diverse people and viewpoints.
- listen and analyze the substance of others' comments.
- summarize and analyze fiction and nonfiction.
- conduct research, synthesize and evaluate information, develop arguments and organize evidence into oral and written presentations, using proper research methods and documentation.

- recognize public presentation of oral and written work as a process subject to brainstorming, organizing, drafting, and revising.

C4.B – Communication and Analytical Thinking

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

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

C5 – PERSONAL GROWTH AND DEVELOPMENT

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

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

Career And Technical Education

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

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

What skills, attitudes and behaviors will I develop by participating in Student Services programs?

1. PERSONAL DEVELOPMENT AND RESPONSIBILITY

- Students utilizing this program/service will demonstrate an ability to:
- display habits of intellectual exploration, personal responsibility, and physical well being.

Program Outcomes

- develop individual responsibility, personal integrity, and respect for diverse people and cultures.
 - value and accept people with different cultural and linguistic backgrounds and abilities.
 - understand ethical issues to make sound judgments and decisions.
2. **SELF-AWARENESS, SELF-UNDERSTANDING, AND SELF-ADVOCACY**
Students utilizing this program/service will demonstrate an ability to:
- evaluate their knowledge, skills, and abilities.
 - display three components of an effective self-advocate:
 - i Self knowledge.
 - ii Define their own needs.
 - iii The ability to get what they need.
 - develop realistic goals.
 - appreciate the value of feedback.
 - adapt to challenging situations.
 - recognize that knowledge is the key to self-advocacy.
 - teach the people around them.
3. **SELF-SUFFICIENCY AND INDEPENDENT LEARNING**
Students utilizing this program/service will demonstrate an ability to:
- identify and utilize services, programs, and resources to become life-long learners including, but not limited to:
 - a. Study/Learning Labs
 - b. Supplemental Instruction
 - c. Computer-aided tutorials/instruction
 - d. Learning Communities
 - e. Counseling Courses
 - f. Tutorial Assistance
 - g. Counseling Services
 - h. Special Programs for Student Success
 - i. Admissions and Records
 - j. Business Services
 - k. Financial Aid
 - l. Scholarship information
 - m. Career/Transfer Center Resources



PROGRAMS OF STUDY

Major	Certificate	Non-Transfer Degree	Transfer Degree
Academic English (p. 109)	C		
Accounting (p. 93)	C	AS	
Administration of Justice (p. 78)	C	AS	AS-T
Administrative Office Assistant (p. 93)	C		
Administrative Office Professional (p. 93)	C		
Adult High School Diploma (p. 79)	C		
Advanced English Completion (p. 79)	C		
Advanced Math Completion (p. 79)	C		
Advanced Transportation Technologies (p. 80)		AS	
Air Conditioning/HVACR (p. 86)	C	AS	
Anthropology (p. 134)			AA-T
Arborist Technician (p. 81)	C		
Architectural Technology (p. 86)	C	AS	AS
Art History (p. 89)			AA-T
Auto Steering, Suspension and Alignment (p. 91)	C		
Automotive Air Conditioning (p. 91)	C		
Automotive Alternate Fuels (p. 80)	C		
Automotive Electrical (p. 91)	C		
Automotive Emissions (p. 91)	C		
Automotive Engine Management (p. 91)	C		
Automotive Technology (p. 91)		AS	
Automotive Transmission and Axle (p. 91)	C		
Automotive, General Service (p. 91)	C		
Basic English Completion (p. 79)	C		
Basic Math Completion (p. 79)	C		
Biology (p. 131)			AS
Building Inspection Technology (p. 86)	C		
Business Administration (p. 93)			AS-T
Business, General (p. 93)			AA
Chemistry (p. 131)			AS
Coaching (p. 119)	L*		
Communication Studies (p. 100)			AA-T
Computer Information Systems (p. 93)	C	AS	
Computer Science (p. 101)			AS
Construction Management (p. 86)	C	AS	AS
Culinary Arts, Basic (p. 102)	C		
Culinary Arts, Intermediate (p. 102)	C		
Culinary Management (p. 102)	C	AA	

Programs of Study

	Certificate	Non-Transfer Degree	Transfer Degree
Desert Ecologist (p. 81)	C		
Digital Design and Production (p. 103)	C	AA	
Drafting, General (p. 86)	C	AA	
Early Childhood Education (ECE) (p. 104)			AS-T
Early Childhood Education - Master Teacher (p. 104)	C		
Early Childhood Education - Site Supervisor (p. 104)	C		
Early Childhood Education - Teacher (p. 104)	C		
Economics (p. 93)			AA-T
Elementary Teacher Education (p. 105)			AA-T
Emergency Medical Care (p. 106)	C		
Energy Systems Technology (p. 107)	C		
English (p. 107)			AA-T
English Proficiency: Life and Work Skills (p. 109)	C		
Environmental Horticulture (p. 81)	C	AS	AS
Environmental Sciences (p. 131)			AS
Environmental Studies, Interdepartmental (p. 131)			AS
ESL Credit (p. 109)	L*		
Field Ranger (p. 81)	C		
Fire Fighter, Basic (p. 110)	C		
Fire Technology (p. 110)	C	AS	
Fitness Specialist (p. 119)	C		
French (p. 112)			AA
Geography (p. 134)			AA-T
Geology (p. 131)			AS
Golf Management (p. 93)	C	AA	
Health Science (p. 112)			AS
History (p. 134)			AA-T
Home Health Aide (p. 112)	L*		
Hospitality Management (p. 93)			AA
Human Resource Generalist (p. 93)	C		
Human Services/Alcohol and Drug Studies (p. 117)	C	AA	
Journalism (p. 118)			AA-T
Kinesiology (p. 119)			AA-T
Landscape and Irrigation Technician (p. 81)	C		
Liberal Arts Emphasis in Arts, Humanities and Communications (p. 121)			AA
Liberal Arts Emphasis in Business and Technology (p. 121)			AA
Liberal Arts Emphasis in Health, Education and Nutrition (p. 121)			AA
Liberal Arts Emphasis in Math and Science (p. 121)			AA

	Certificate	Non-Transfer Degree	Transfer Degree
Liberal Arts Emphasis in Recreation and Leisure and Sports Management (p. 121)			AA
Liberal Arts Emphasis in Social and Behavioral Sciences (p. 121)			AA
Mathematics (p. 126)			AS; AS-T
Music (p. 128)			AA
Music Technology (p. 128)	C		
Musical Theatre (p. 128)	C		
Natural Resources (p. 81)		AS	AS
Nurse Assistant (p. 112)	L*		
Nursing, Registered (RN/ADN) (p. 112)		AS	
Nursing, Vocational (VN/LVN) (p. 112)	C	AS	
Pest Management Technician (p. 81)	C		
Philosophy (p. 134)			AA
Physics (p. 131)			AS-T
Plant Science (p. 81)		AS	
Police Officer, Reserve (p. 130)	C		
Police Science (p. 130)		AS	
Political Science (p. 134)			AA-T
Psychology (p. 134)			AA; AA-T
Reading Completion (p. 79)	C		
Real Estate Development (p. 86)	C		
Recreation (p. 119)			AA
Retail Management (p. 93)	C		
Secondary Education Completion/ GED (p. 79)	C		
Social Science (p. 134)			AA
Sociology (p. 134)			AA-T
Studio Arts (p. 89)			AA-T
Theatre Arts (p. 128)			AA-T
Turfgrass Management (p. 81)	C	AS	
Turfgrass Management Technician (p. 81)	C		

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



Administration Of Justice

Students desiring careers in Administration of Justice may elect a program of study for upper division transfer, or one which is oriented towards job entry either as sworn or non-sworn employees at a Local, State, or Federal Agency within the Criminal Justice System. The Criminal Justice System includes three components:

- Law Enforcement
- Courts
- Corrections

Students intending to transfer to a four-year college, such as CSUSB-Palm Desert Campus, for a degree in Criminal Justice, should pursue the Associate in Science in Administration of Justice for Transfer Degree. Students planning to pursue a career in Administration of Justice after graduation from College of the Desert should include more specialization and emphasis in the Administration of Justice courses.

Students desiring the California POST Certified - Basic Peace Officer Training, should visit the Public Safety Academy under Academic Programs on the College of the Desert website.

Advisor: D. C. Mayes

dcmayes@collegeofthedesert.edu
(760) 862-1302

Administration of Justice Certificate of Achievement

The Administration of Justice Certificate of Achievement provides education and training for students seeking employment in one of the three components of the Criminal Justice System: law enforcement, the judicial system (courts), or the correctional system. Students earning the certificate may also choose to continue their study toward an associate, baccalaureate or advanced degree in Administration of Justice.

Required Courses		Units
AJ 001	Introduction To Criminal Justice	3
AJ 002	Concepts Of Criminal Law	3
AJ 004	Criminal Court Process	3
AJ 006	Criminal Investigation	3
Electives		
Select 15 units from the following:		15
AJ 003	Legal Aspects Of Evidence	
AJ 005A	Community And The Justice System	
AJ 008	Patrol Operations	
AJ 009	Traffic Enforcement	
AJ 010	Juvenile Procedures	
AJ 016	Narcotics Control	
AJ 017	Natural Resources Law Enforcement	
AJ 021	Introduction To Forensics	
AJ 024	Report Writing	
AJ 030	Introduction To Corrections	
AJ 095A	Administration Of Justice Work Experience (Maximum of 3 units may be used for work experience)	
BPOT 001	Basic Peace Ofcr Training - Module III	
BPOT 002	Basic Peace Officer Training -Module II	

Required Subtotal	12
Elective Subtotal	15
CERTIFICATE TOTAL	27

Administration of Justice A.S. Degree for employment preparation

The Administration of Justice A.S. Degree for employment preparation is intended to prepare students academically to perform effectively in a host of careers pertaining to the Administration of Justice system. Students will be exposed to a series of courses within the major intended to develop social awareness, written communication skills, cultural sensitivity, concepts of law and the physical ability to cope with many of the demanding Administration of Justice careers.

Required Courses		Units
AJ 001	Introduction To Criminal Justice	3
AJ 002	Concepts Of Criminal Law	3
AJ 004	Criminal Court Process	3
AJ 006	Criminal Investigation	3
Electives (with Advisor Approval)		
Select 15 units from the following:		15
AJ 003	Legal Aspects Of Evidence	
AJ 005A	Community And The Justice System	
AJ 008	Patrol Operations	
AJ 009	Traffic Enforcement	
AJ 010	Juvenile Procedures	
AJ 016	Narcotics Control	
AJ 017	Natural Resources Law Enforcement	
AJ 021	Introduction To Forensics	
AJ 024	Report Writing	
AJ 030	Introduction To Corrections	
AJ 095A	Administration Of Justice Work Experience (Maximum of 3 units may be used for work experience)	
BPOT 001	Basic Peace Ofcr Training - Module III	
BPOT 002	Basic Peace Officer Training -Module II	
Required Subtotal		12
AJ Electives Subtotal		15
Other Electives (with Advisor approval)		13
COD General Education Pattern (p. 53)		18
Kinesiology Activities		2
DEGREE TOTAL		60

A.S. in Administration of Justice for Transfer Degree (AS-T)

The **Associate in Science in Administration of Justice for Transfer**, also called the Administration of Justice AS-T Degree, is intended to prepare students to transfer to CSU campuses that offer bachelor's degrees in Administration of Justice or Criminal Justice. Students who complete this degree will receive "priority admission with junior status to the California State University system."

This degree requires students to complete 60 CSU transferable units including completion of CSU GE or IGETC and 18 units in the major with a cumulative GPA of 2.0 or better as required by CSU. Title 5 requires that

students must earn a "C" or better in all courses required for the major or area of emphasis. There are no additional graduation requirements. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

Required Courses		Units
AJ 001	Introduction To Criminal Justice	3
AJ 002	Concepts Of Criminal Law	3
AJ 004	Criminal Court Process	3
AJ 006	Criminal Investigation	3
Electives		
Select two courses from the following:		6
AJ 003	Legal Aspects Of Evidence	
AJ 005A	Community And The Justice System	
AJ 010	Juvenile Procedures	
AJ 021	Introduction To Forensics	
AJ 030	Introduction To Corrections	
PSY 001	General Psychology	
SOC 001	Introductory Sociology	
SOC 003	Fundamentals Of Statistics	
Required Subtotal		18
Select one of the following: ¹		37-39
CSU General Education (p. 61)		
IGETC Pattern (p. 66)		
Transferable Electives (as needed to reach 60 transferable units) ²		
DEGREE TOTAL		60

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

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

Please refer to Associate Degree for Transfer (SB 1440). (p. 51)

Adult Basic Education

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

Many courses are offered on an open-entry, open-exit basis. Admission of students 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 Adult High School Diploma, or pursue employment opportunities.

General Education Development Test (GED)

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

High School Completion/Diploma

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

Advisor: Tyrone Thomas

tthomas@collegeofthedesert.edu

(760) 776-7248

Certificate of Completion in Basic English

Core Courses		Units
ABE 320A	Fundamentals Of English	0
ABE 320B	Fundamentals Of English	0

Certificate of Completion in Advanced English

Core Courses		Units
ABE 320A	Fundamentals Of English	0
ABE 320B	Fundamentals Of English	0
ABE 320C	Fundamentals Of English	0
ABE 320D	Fundamentals Of English	0

Certificate of Completion In Basic Math

Core Courses		Units
ABE 342A	Practical Basic Math I	0
ABE 342B	Practical Basic Math II	0
ABE 344A	Math For Living I	0
ABE 344B	Math For Living II	0

Certificate of Completion in Advanced Math

Core Courses		Units
ABE 342A	Practical Basic Math I	0
ABE 342B	Practical Basic Math II	0
ABE 344A	Math For Living I	0
ABE 344B	Math For Living II	0
ABE 346A	Algebra I	0
ABE 346B	Algebra II	0

Certificate of Completion in Reading

Core Courses		Units
ABE 324A	Reading Control Lab I	0
ABE 324B	Reading Control Lab II	0

Certificate of Completion in Secondary Education (GED)

Core Courses		Units
ABE 320B	Fundamentals Of English	0
ABE 324B	Reading Control Lab II	0
ABE 342B	Practical Basic Math II	0
ABE 344B	Math For Living II	0
ABE 346B	Algebra II	0
ABE 364	GED Test Preparation	0

Certificate of Completion in Secondary Education (High School Diploma)

Core Courses		Units
ABE 320A	Fundamentals Of English	0
ABE 320B	Fundamentals Of English	0
ABE 320C	Fundamentals Of English	0
ABE 320D	Fundamentals Of English	0
ABE 323A	American Literature	0
ABE 323B	World Literature	0
ABE 324A	Reading Control Lab I	0
ABE 324B	Reading Control Lab II	0
ABE 326A	U.S. History I	0
ABE 326B	U.S. History II	0
ABE 328A	Practical American Government: U.S. Gov	0
ABE 328B	Practical American Government: Economics	0
ABE 332A	World History I	0
ABE 332B	World History II	0
ABE 342A	Practical Basic Math I	0
ABE 342B	Practical Basic Math II	0
ABE 344A	Math For Living I	0
ABE 344B	Math For Living II	0
ABE 346A	Algebra I	0
ABE 346B	Algebra II	0
ABE 348A	Life Science	0
ABE 348B	Physical Science	0
ABE 348C	Earth Science	0
ABE 351A	Science: Land & Water Life	0
ABE 361A	Fine Arts: Art	0
ABE 361B	Fine Arts: Music	0
ABE 361C	Fine Arts: Theater	0
Elective Courses		
ABE 335A	World Geography I	0
ABE 335B	World Geography II	0

ABE 368A	Beginning Typing - Keyboarding I	0
ABE 391A	Health Issues I	0
ABE 391B	Health Issues II	0

Advanced Transportation Technologies

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

The curriculum was developed with industry guidance and prepares students with foundation courses, and then focuses on the new electronic technologies used in light, medium and heavy-duty vehicles.

The program has special emphasis on the hybrid and alternate fuel vehicles being introduced by the major manufacturers.

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

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

Advisors:

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Automotive Alternate Fuels Certificate of Achievement

Required Courses		Units
AUTO 010	Introduction To Automotive Technology	4
AUTO 011B	Auto Electronics & Electrical Systems	4
AUTO 040D	CNG/LPG Diagnosis & Repair	5.5
AUTO 043A	Hybrid, Fuel-Cell & Electric Technology	3
AUTO 045A	Intro To Alternative Fuel Vehicles	2
AUTO 092A	Biodiesel: Charctrstc, Use & Production	2
AUTO 095A	Automotive Technology Work Experience ¹	2
CERTIFICATE TOTAL		22.5

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

Advanced Transportation Technologies A.S. Degree for employment preparation

Required Courses		Units
AUTO 010	Introduction To Automotive Technology	4
AUTO 011B	Auto Electronics & Electrical Systems	4
AUTO 011C	Advanced Automotive Electrical Systems	5
AUTO 014A	Automotive Engine Management	4
AUTO 021A	Automotive Diagnosis And Troubleshooting	2
AUTO 040D	CNG/LPG Diagnosis & Repair	5.5
AUTO 043A	Hybrid, Fuel-Cell & Electric Technology	3
AUTO 045A	Intro To Alternative Fuel Vehicles	2
AUTO 092A	Biodiesel: Charctrstc, Use & Production	2
AUTO 095A	Automotive Technology Work Experience ¹	2
AUTO 099	Auto/Advanced Transportation Summation	1
Electives		
Select 8 units from the following:		8
AUTO 014B	Advanced Engine Management	
AUTO 016	Manual Drive Train & Axles	
AUTO 017	Automatic Transmissions & Transaxles	
AUTO 018	Automotive Heating & Air Conditioning	
AUTO 030A	Consumer Automotive Technology	
AUTO 041	CNG/LPG Conversion & Installation	
AUTO 054C	Basic & Advanced Clean Air Car Course	
AUTO 095A	Automotive Technology Work Experience (1-2 units in addition to required) ¹	
ACR 060	Air Conditioning/Refrigeration I	
ACR 064	Air Cond/Refrigeration Electricity I	
BUMA 094	Business Communications	
WELD 010	Oxy-Acetylene Gas Welding	
Required Subtotal		42.5
COD General Education Pattern (p. 53)		18
Kinesiology Activities		2
DEGREE TOTAL		62.5

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

Agriculture

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

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

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

- ARBORIST TECHNICIAN
- DESERT ECOLOGIST
- ENVIRONMENTAL HORTICULTURE
Including preparation for General Horticulture, Landscape Design/Contract and Nursery Management
- FIELD RANGER
- LANDSCAPE AND IRRIGATION TECHNICIAN
- NATURAL RESOURCES
- PEST MANAGEMENT TECHNICIAN
- PLANT SCIENCE
Including preparation for Soil Science
- TURFGRASS MANAGEMENT
 - TURFGRASS MANAGEMENT TECHNICIAN

Advisors:

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Arborist Technician Certificate of Achievement

Required Courses		Units
AGEH 001	Horticulture	3
AGEH 005	Ornamental Plant Identification	3
AGEH 008	Landscape Management	3
AGEH 016	Arboriculture	2
AGEH 027	Turfgrass & Landscape Pest Management	3
AGEH 046	Landscape Irrigation Systems	2
AGPS 032	Pesticide Laws & Regulations	2
CERTIFICATE TOTAL		18

Desert Ecologist Certificate of Achievement

Desert Ecologist Certificate prepares students for jobs as docents, volunteers, or paid employees working with a variety of local, state, & federal and tribal agencies. Students successfully completing this certificate may find entry-level positions in various natural resources specializations, such as:

- Zookeeper or Museum worker
- Ecological Consultant
- State or National Park Ranger
- Lab Technician
- Ecosystem Manager

- Environmental Educator
- Ecotourism Industry

The Desert Ecologist Certificate is intended to prepare students to directly enter the conservation field in various capacities. Students who achieve this certificate will become familiar with a broad range of ecological topics that are applicable anywhere but are also pertinent to the local desert environment. There are no prerequisite skills or limitations on enrollment required for this certificate.

Required Courses		Units
NR 001	Conservation Of Natural Resources	3
NR 001L	Conservation Of Natural Resources Lab	1
NR 003	Introduction To Wildlife Management	3
or NR 004	Introduction to Ecosystem Management	
NR 020	GPS and Map Use	1
NR 021	Introduction to GIS	3
NR 041A	Native Plants - Mountain	1
NR 041B	Native Plants - Desert	1
NR 050	Winter Birds	1
NR 051A	Migrant Birds - Fall	1
NR 051B	Migrant Birds - Spring	1
NR 058	Reptiles Of The Coachella Valley	1
NR 095A	Natural Resources Work Experience	1
Group A		
Choose 3 units (cannot repeat courses from above):		3
AGPS 002	Entomology - General & Applied	
NR 003	Introduction To Wildlife Management	
NR 004	Introduction to Ecosystem Management	
NR 017	Natural Resources Law Enforcement	
NR 059	Careers In Natural Res & Agri Sciences	
NR 095A	Natural Resources Work Experience (3 units in addition to required)	
CERTIFICATE TOTAL		21

Environmental Horticulture Certificate of Achievement

Required Courses		Units
AGEH 001	Horticulture	3
AGEH 001L	Horticulture Laboratory	1
AGEH 004	Turfgrass Management	2
AGEH 004L	Turfgrass Management Laboratory	1
AGEH 005	Ornamental Plant Identification	3
AGEH 008	Landscape Management	3
AGEH 009	Landscape Planning & Design	3
or AGEH 027	Turfgrass & Landscape Pest Management	
AGEH 016	Arboriculture	2
AGEH 020	Landscape Construction	2
AGEH 030	Landscape Equipment	2
AGEH 046	Landscape Irrigation Systems	2
AGEH 046L	Landscape Irrigation Systems Lab	1
AGBU 059A	Leadership	1
AGBU 059B	Careers	1
AGPS 001	Soils & Plant Nutrition	4

Electives (with Advisor approval)

Select 7 units from the following:		7
AGEH 024	Advanced Turfgrass Management	
AGEH 034	Golf Course Management	
AGEH 095A	Environmental Horticulture Turfgrass Work Experience (Maximum of 2 units may be used for work experience)	
AGPS 002	Entomology - General & Applied	
AGPS 005	Plant Science	
AGPS 005L	Plant Science Lab	
BUAC 066	Fundamentals Of Bookkeeping	
BUMA 031	Business Calculations	
CIS 010	Computer Literacy	
NR 001	Conservation Of Natural Resources	
NR 001L	Conservation Of Natural Resources Lab	
NR 041A	Native Plants - Mountain	
NR 041B	Native Plants - Desert	
Required Subtotal		31
Elective Subtotal		7
CERTIFICATE TOTAL		38

Environmental Horticulture A.S. Degree for employment preparation

Required Courses		Units
AGEH 001	Horticulture	3
AGEH 001L	Horticulture Laboratory	1
AGEH 004	Turfgrass Management	2
AGEH 004L	Turfgrass Management Laboratory	1
AGEH 005	Ornamental Plant Identification	3
AGEH 008	Landscape Management	3
or AGEH 027	Turfgrass & Landscape Pest Management	
AGEH 009	Landscape Planning & Design	3
AGEH 016	Arboriculture	2
AGEH 020	Landscape Construction	2
AGEH 030	Landscape Equipment	2
AGEH 046	Landscape Irrigation Systems	2
AGEH 046L	Landscape Irrigation Systems Lab	1
AGEH 095A	Environmental Horticulture Turfgrass Work Experience	2
AGBU 059A	Leadership	1
AGBU 059B	Careers	1
AGPS 001	Soils & Plant Nutrition	4
Electives (with Advisor approval)		
Select 8 units from the following:		8
AGEH 024	Advanced Turfgrass Management	
AGEH 034	Golf Course Management	
AGEH 095A	Environmental Horticulture Turfgrass Work Experience	
AGEH 095A	Environmental Horticulture Turfgrass Work Experience (1-2 units in addition to required)	
AGPS 002	Entomology - General & Applied	
AGPS 032	Pesticide Laws & Regulations	

BUMA 031	Business Calculations	
CIS 010	Computer Literacy	
NR 001	Conservation Of Natural Resources	
NR 001L	Conservation Of Natural Resources Lab	
Required Subtotal		33
Elective Subtotal		8
COD General Education Pattern (p. 53)		18
Kinesiology Activities		2
DEGREE TOTAL		61

Environmental Horticulture A.S. Degree and transfer preparation

Required Courses		Units
AGEH 001	Horticulture	3
AGEH 001L	Horticulture Laboratory	1
AGEH 005	Ornamental Plant Identification	3
AGEH 009	Landscape Planning & Design	3
AGEH 016	Arboriculture	2
AGEH 020	Landscape Construction	2
AGEH 046	Landscape Irrigation Systems	2
AGEH 046L	Landscape Irrigation Systems Lab	1
AGPS 001	Soils & Plant Nutrition	4
AGPS 002	Entomology - General & Applied	4
AGBU 059A	Leadership	1
AGBU 059B	Careers	1
Required Subtotal		27
Transferable Electives (with Advisor approval)		13
COD General Education Pattern (confer with Counselor) (p. 53)		18
Kinesiology Activities		2
DEGREE TOTAL		60

Consult catalog of transfer institution for specific requirements.

Field Ranger Certificate of Achievement

The Field Ranger Certificate prepares students for jobs as docents, volunteers, or paid employees working with a variety of local, state, federal and tribal agencies. Students successfully completing this certificate may find entry-level positions in various natural resources specializations, such as:

- State, Tribal, B.L.M. or National Park Ranger
- U.S. Forest Service or Calif. Dept. of Forestry Firefighter
- Fish and Wildlife Game Warden
- Ecological Consultant
- Zookeeper of Museum Worker
- Lab Technician
- Ecosystem Manager
- Environmental Educator
- Ecotourism Industry

The Field Ranger Certificate is intended to prepare students to directly enter the conservation field in various capacities. Students who achieve

this certificate will become familiar with a broad range of ranger skills and techniques as well as ecological topics that are applicable anywhere but are also pertinent to the Southwest and the local desert environment. There are no prerequisite skills or limitations on enrollment required for this certificate.

Required Courses		Units
NR 001	Conservation Of Natural Resources	3
NR 001L	Conservation Of Natural Resources Lab	1
NR 003	Introduction To Wildlife Management	3
or NR 004	Introduction to Ecosystem Management	
NR 017	Natural Resources Law Enforcement	3
or AJ 017	Natural Resources Law Enforcement	
NR 020	GPS and Map Use	1
NR 021	Introduction to GIS	3
NR 095A	Natural Resources Work Experience	1
NR 041A	Native Plants - Mountain	1
or NR 041B	Native Plants - Desert	
NR 058	Reptiles Of The Coachella Valley	1
NR 050	Winter Birds	1
or NR 051A	Migrant Birds - Fall	
or NR 051B	Migrant Birds - Spring	
NR 010	Wildland Fire Technology	3
or FIRE 010	Wildland Fire Technology	
KINE 001	First Aid And Safety	3
CERTIFICATE TOTAL		24

Landscape and Irrigation Technician Certificate of Achievement

Required Courses		Units
AGEH 001	Horticulture	3
AGEH 008	Landscape Management	3
AGEH 016	Arboriculture	2
AGEH 027	Turfgrass & Landscape Pest Management	3
AGEH 030	Landscape Equipment	2
AGEH 046	Landscape Irrigation Systems	2
AGEH 046L	Landscape Irrigation Systems Lab	1
AGPS 032	Pesticide Laws & Regulations	2
CERTIFICATE TOTAL		18

Natural Resources A.S. Degree for employment preparation

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. 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.

Required Courses		Units
With Advisor approval, choose 30 units from the following:		30

NR 001	Conservation Of Natural Resources	
NR 001L	Conservation Of Natural Resources Lab	
NR 003	Introduction To Wildlife Management	
NR 004	Introduction to Ecosystem Management	
NR 010	Wildland Fire Technology	
NR 020	GPS and Map Use	
NR 021	Introduction to GIS	
NR 041A	Native Plants - Mountain	
NR 041B	Native Plants - Desert	
NR 050	Winter Birds	
NR 051A	Migrant Birds - Fall	
NR 051B	Migrant Birds - Spring	
NR 095A	Natural Resources Work Experience (Maximum of 3 units may be used for work experience)	
AGBU 059A	Leadership	
AGBU 059B	Careers	
AGPS 001	Soils & Plant Nutrition	
AGPS 002	Entomology - General & Applied	
AGPS 032	Pesticide Laws & Regulations	
BUAC 066	Fundamentals Of Bookkeeping	
CIS 010	Computer Literacy	
Required Subtotal		30
Elective Subtotal (with Advisor approval)		10
COD General Education Pattern (p. 53) ¹		18
Kinesiology Activities		2
DEGREE TOTAL		60

¹ To include AGPS 005, Plant Science

Natural Resources A.S. Degree and transfer preparation

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.

Required Courses	Units	
NR 001	Conservation Of Natural Resources	3
NR 001L	Conservation Of Natural Resources Lab	1
BI 005	Molecular And Cell Biology	5
BI 006	Biology Of Organisms	5
CH 001A	General Chemistry I	5
G 001	Physical Geology	4
or G 005	Environmental Geology	
or G 010	The Earth Sciences	
Electives (with Advisor approval)		

Select 17 units from the following:	Units	
NR 003	Introduction To Wildlife Management	
NR 004	Introduction to Ecosystem Management	
NR 010	Wildland Fire Technology	
NR 017	Natural Resources Law Enforcement	
NR 020	GPS and Map Use	
NR 021	Introduction to GIS	
NR 041A	Native Plants - Mountain	
NR 041B	Native Plants - Desert	
NR 050	Winter Birds	
NR 051A	Migrant Birds - Fall	
NR 051B	Migrant Birds - Spring	
NR 058	Reptiles Of The Coachella Valley	
NR 095A	Natural Resources Work Experience (Maximum of 2 units may be used for work experience)	
AGBU 059A	Leadership	
AGBU 059B	Careers	
AGPS 001	Soils & Plant Nutrition	
AGPS 002	Entomology - General & Applied	
AGPS 032	Pesticide Laws & Regulations	
G 017	Introduction To Oceanography	
Required Subtotal		23
Elective Subtotal		17
COD General Education Pattern (confer with Counselor) (p. 53)		18
Kinesiology Activities		2
DEGREE TOTAL		60

Consult catalog of transfer institution for specific requirements.

Pest Management Technician Certificate of Achievement

Required Courses	Units	
AGEH 001	Horticulture	3
AGEH 004	Turfgrass Management	2
AGEH 004L	Turfgrass Management Laboratory	1
AGEH 008	Landscape Management	3
AGEH 027	Turfgrass & Landscape Pest Management	3
AGPS 001	Soils & Plant Nutrition	4
AGPS 032	Pesticide Laws & Regulations	2
CERTIFICATE TOTAL		18

Plant Science A.S. Degree for employment preparation

Required Courses	Units	
AGPS 001	Soils & Plant Nutrition	4
AGPS 002	Entomology - General & Applied	4
AGPS 005	Plant Science	3
AGPS 005L	Plant Science Lab	1
AGPS 032	Pesticide Laws & Regulations	2
AGBU 059A	Leadership	1

AGBU 059B	Careers	1
BUAC 066	Fundamentals Of Bookkeeping	3
CIS 010	Computer Literacy	4
Required Subtotal		23
Elective Subtotal (with Advisor approval)		18
COD General Education Pattern (p. 53) ¹		18
Kinesiology Activities		2
DEGREE TOTAL		61

¹ To include NR 001, Conservation of Natural Resources

Turfgrass Management Certificate of Achievement

Required Courses		Units
AGEH 001	Horticulture	3
AGEH 001L	Horticulture Laboratory	1
AGEH 004	Turfgrass Management	2
AGEH 004L	Turfgrass Management Laboratory	1
AGEH 008	Landscape Management	3
or AGEH 027	Turfgrass & Landscape Pest Management	
AGEH 016	Arboriculture	2
AGEH 024	Advanced Turfgrass Management	3
AGEH 030	Landscape Equipment	2
AGEH 046	Landscape Irrigation Systems	2
AGEH 046L	Landscape Irrigation Systems Lab	1
AGEH 095A	Environmental Horticulture Turfgrass Work Experience	2
AGBU 059A	Leadership	1
AGBU 059B	Careers	1
AGPS 001	Soils & Plant Nutrition	4
AGPS 032	Pesticide Laws & Regulations	2
Electives (with Advisor approval)		
Select 8 units from the following:		8
AGPS 002	Entomology - General & Applied	
AGPS 005	Plant Science	
AGPS 005L	Plant Science Lab	
AGEH 005	Ornamental Plant Identification	
AGEH 009	Landscape Planning & Design	
AGEH 034	Golf Course Management	
AGEH 095A	Environmental Horticulture Turfgrass Work Experience (1-2 units in addition to required)	
NR 001	Conservation Of Natural Resources	
NR 001L	Conservation Of Natural Resources Lab	
NR 041A	Native Plants - Mountain	
NR 041B	Native Plants - Desert	
NR 059	Careers In Natural Res & Agri Sciences	
BUAC 066	Fundamentals Of Bookkeeping	
BUMA 031	Business Calculations	
CIS 010	Computer Literacy	
Required Subtotal		30
Elective Subtotal		8

CERTIFICATE TOTAL	38
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Turfgrass Management A.S. Degree for employment preparation

Required Courses		Units
AGEH 001	Horticulture	3
AGEH 001L	Horticulture Laboratory	1
AGEH 004	Turfgrass Management	2
AGEH 004L	Turfgrass Management Laboratory	1
AGEH 008	Landscape Management	3
AGEH 016	Arboriculture	2
AGEH 024	Advanced Turfgrass Management	3
AGEH 027	Turfgrass & Landscape Pest Management	3
AGEH 030	Landscape Equipment	2
AGEH 046	Landscape Irrigation Systems	2
AGEH 046L	Landscape Irrigation Systems Lab	1
AGEH 095A	Environmental Horticulture Turfgrass Work Experience	2
AGPS 001	Soils & Plant Nutrition	4
AGPS 032	Pesticide Laws & Regulations	2
AGBU 059A	Leadership	1
AGBU 059B	Careers	1
Electives (with Advisor approval)		
Select 8 units from the following:		8
AGPS 002	Entomology - General & Applied	
AGEH 005	Ornamental Plant Identification	
AGEH 009	Landscape Planning & Design	
AGEH 020	Landscape Construction	
AGEH 034	Golf Course Management	
AGEH 095A	Environmental Horticulture Turfgrass Work Experience (1-2 units in addition to required)	
NR 001	Conservation Of Natural Resources	
NR 001L	Conservation Of Natural Resources Lab	
NR 041A	Native Plants - Mountain	
NR 041B	Native Plants - Desert	
NR 059	Careers In Natural Res & Agri Sciences	
BUAC 066	Fundamentals Of Bookkeeping	
BUMA 031	Business Calculations	
CIS 010	Computer Literacy	
Required Subtotal		33
Elective Subtotal		8
COD General Education Pattern (p. 53)		18
Kinesiology Activities		2
DEGREE TOTAL		61

Turfgrass Management Technician Certificate of Achievement

Required Courses		Units
AGEH 001	Horticulture	3
AGEH 004	Turfgrass Management	2
AGEH 008	Landscape Management	3

AGEH 024	Advanced Turfgrass Management	3
AGEH 027	Turfgrass & Landscape Pest Management	3
AGEH 030	Landscape Equipment	2
AGPS 032	Pesticide Laws & Regulations	2
CERTIFICATE TOTAL		18

Air Conditioning/HVACR

The Air Conditioning/HVACR program is a well established curriculum and has long served the desert community by providing highly trained individuals to work in various businesses throughout the Coachella Valley. The program offers a Certificate and Associate of Science degree for employment preparation that is designed to provide a wide range of courses in order to best serve student needs. In addition, required courses listed in the program are derived from the collaboration and dedicated efforts of members of a Technical Advisory Committee and other individuals' experiences in the specific occupational areas.

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Air Conditioning And Refrigeration Certificate of Achievement

Required Courses	Units	
ACR 060	Air Conditioning/Refrigeration I	3
ACR 061	Air Conditioning/Refrigeration II	3
ACR 064	Air Cond/Refrigeration Electricity I	3
ACR 065	Air Cond/Refrigeration Electricity II	3
ACR 075	HVACR Systems Design	3
ACR 076	Facilities Maintenance/Chillers	3
ACR 078	Safe Refrigerant Handling & Management	3
ACR 080	Gas Heating	3
ACR 083	All Weather Heating & Cooling Systems	3
CERTIFICATE TOTAL		27

Air Conditioning And Refrigeration A.S. Degree for employment preparation

Required Courses	Units	
ACR 060	Air Conditioning/Refrigeration I	3
ACR 061	Air Conditioning/Refrigeration II	3
ACR 064	Air Cond/Refrigeration Electricity I	3
ACR 065	Air Cond/Refrigeration Electricity II	3
ACR 075	HVACR Systems Design	3
ACR 076	Facilities Maintenance/Chillers	3
ACR 078	Safe Refrigerant Handling & Management	3
ACR 080	Gas Heating	3
ACR 083	All Weather Heating & Cooling Systems	3

Electives

Select 13 units from the following:	13
ACR 077	Energy Conservation Methods for HVACR
ACR 095A	Air Conditioning Refrigeration Work Experience (Maximum of 4 units may be used for work experience)
ARCH 011	Architectural Blueprint Reading
AUTO 018	Automotive Heating & Air Conditioning
BIT 001	California Building Codes
BIT 002	Building & Mechanical Codes
BUAC 020A	Financial Accounting
BUAC 066	Fundamentals Of Bookkeeping
BUMA 020A	Business Law I
BUMA 028	Small Business: Development & Mgmt.
BUMA 031	Business Calculations
BUMA 094	Business Communications
CIS 010	Computer Literacy
ESYS 001	Introduction To The Power Industry
ESYS 002	Electricity & Electrical Theory
ESYS 003	Energy Systems Technology
ESYS 004	Industrial Calculations
WELD 010	Oxy-Acetylene Gas Welding
WELD 011	Shielded Metal Arc Welding
WELD 012	Basic Gas Metal Arc Welding (MIG)
Required Subtotal	27
Approved Electives	13
COD General Education Pattern (p. 53)	18
Kinesiology Activities	2
DEGREE TOTAL	60

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.

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Architectural Technology Certificate of Achievement

Required Courses	Units	
ARCH 001	Intro To Architectural Professions	3
ARCH 002	Materials Of Construction	4
ARCH 003A	Architectural Practice I	3
ARCH 003B	Architectural Practice II	3
ARCH 005A	Introduction To Drawing & Perspective	3
ARCH 005B	Architectural Delineation	3
ARCH 011	Architectural Blueprint Reading	3

BIT 001	California Building Codes	3
DRA 001	Technical Drafting I	3
DRA 008	Autocad Level I: Basic Drawing Techniques	2
DRA 009	Autocad Level II: Adv Drawing Techniques	2
DRA 010	CAD Drafting/Design Project	2
DRA 011	Intro To Sketchup & Revit	3
CERTIFICATE TOTAL		37

Architectural Technology A.S. Degree for employment preparation

Required Courses	Units	
ARCH 001	Intro To Architectural Professions	3
ARCH 002	Materials Of Construction	4
ARCH 003A	Architectural Practice I	3
ARCH 003B	Architectural Practice II	3
ARCH 005A	Introduction To Drawing & Perspective	3
ARCH 005B	Architectural Delineation	3
ARCH 008	Architectural Design Fundamentals I	3
ARCH 009	Architectural Design Fundamentals II	3
ARCH 010	Environmental Control Systems	3
ARCH 011	Architectural Blueprint Reading	3
DRA 001	Technical Drafting I	3
DRA 008	Autocad Level I: Basic Drawing Techniques	2
DRA 009	Autocad Level II: Adv Drawing Techniques	2
DRA 011	Intro To Sketchup & Revit	3
Required Subtotal		41
COD General Education Pattern (p. 53)		18
Kinesiology Activities		2
DEGREE TOTAL		61

Architectural Technology A.S. Degree and transfer preparation

Required Courses	Units	
ARCH 002	Materials Of Construction	4
ARCH 003A	Architectural Practice I	3
ARCH 003B	Architectural Practice II	3
ARCH 005A	Introduction To Drawing & Perspective	3
ARCH 005B	Architectural Delineation	3
ARCH 008	Architectural Design Fundamentals I	3
ARCH 009	Architectural Design Fundamentals II	3
ARCH 010	Environmental Control Systems	3
ARCH 017	Architectural Design Fundamentals III	3
Required Subtotal		28
Select one of the following: ¹		37-39
CSU General Education (p. 61)		
IGETC Pattern (p. 66)		
Kinesiology Activities		2
DEGREE TOTAL		67-69

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

Building Inspection Technology Certificate of Achievement

Required Courses	Units	
BIT 001	California Building Codes	3
BIT 002	Building & Mechanical Codes	3
BIT 003	Building & Plumbing Codes	3
BIT 004	Building & Electrical Codes	3
BIT 026	Building II & Fire Codes	3
ARCH 002	Materials Of Construction	4
ARCH 011	Architectural Blueprint Reading	3
CIS 010	Computer Literacy	4
CERTIFICATE TOTAL		26

Construction Management Certificate of Achievement

Required Courses	Units	
ARCH 001	Intro To Architectural Professions	3
ARCH 002	Materials Of Construction	4
ARCH 003A	Architectural Practice I	3
ARCH 011	Architectural Blueprint Reading	3
BIT 001	California Building Codes	3
BIT 026	Building II & Fire Codes	3
CM 001	Introduction To Construction Management	2
CM 002	Intro To Urban Planning	3
DRA 008	Autocad Level I: Basic Drawing Techniques	2
DRA 009	Autocad Level II: Adv Drawing Techniques	2
CERTIFICATE TOTAL		28

Construction Management A.S. Degree for employment preparation

Required Courses	Units	
ARCH 001	Intro To Architectural Professions	3
ARCH 002	Materials Of Construction	4
ARCH 003A	Architectural Practice I	3
ARCH 011	Architectural Blueprint Reading	3
BIT 001	California Building Codes	3
BIT 026	Building II & Fire Codes	3
CM 001	Introduction To Construction Management	2
CM 002	Intro To Urban Planning	3
DRA 008	Autocad Level I: Basic Drawing Techniques	2
DRA 009	Autocad Level II: Adv Drawing Techniques	2
Electives		
Select 12 units from the following:		12
ARCH 003B	Architectural Practice II	
BIT 002	Building & Mechanical Codes	
BIT 003	Building & Plumbing Codes	

BIT 004	Building & Electrical Codes	
CM 003	Site & Terrain Analysis	
CM 004	Construction Law Survey	
CM 005	Construction Planning	
Required Subtotal		28
Elective Subtotal		12
COD General Education Pattern (p. 53)		18
Kinesiology Activities		2
DEGREE TOTAL		60

Construction Management A.S. Degree and transfer preparation

Required Courses		Units
ARCH 001	Intro To Architectural Professions	3
ARCH 002	Materials Of Construction	4
ARCH 003A	Architectural Practice I	3
ARCH 005A	Introduction To Drawing & Perspective	3
BIT 001	California Building Codes	3
BIT 026	Building II & Fire Codes	3
CM 001	Introduction To Construction Management	2
CM 002	Intro To Urban Planning	3
DRA 008	Autocad Level I: Basic Drawing Techniques	2
Required Subtotal		26
Select one of the following: ¹		37-39
CSU General Education (p. 61)		
IGETC Pattern (p. 66)		
Kinesiology Activities		2
DEGREE TOTAL		65-67

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

General Drafting Certificate of Achievement

Required Courses		Units
DRA 001	Technical Drafting I	3
DRA 008	Autocad Level I: Basic Drawing Techniques	2
DRA 009	Autocad Level II: Adv Drawing Techniques	2
DRA 010	CAD Drafting/Design Project	2
DRA 011	Intro To Sketchup & Revit	3
ARCH 001	Intro To Architectural Professions	3
ARCH 002	Materials Of Construction	4
ARCH 003A	Architectural Practice I	3
ARCH 003B	Architectural Practice II	3
ARCH 005A	Introduction To Drawing & Perspective	3
ARCH 005B	Architectural Delineation	3
ARCH 011	Architectural Blueprint Reading	3
CERTIFICATE TOTAL		34

General Drafting A.A. Degree for employment preparation

Required Courses		Units
DRA 001	Technical Drafting I	3
DRA 008	Autocad Level I: Basic Drawing Techniques	2
DRA 009	Autocad Level II: Adv Drawing Techniques	2
DRA 010	CAD Drafting/Design Project	2
DRA 011	Intro To Sketchup & Revit	3
ARCH 001	Intro To Architectural Professions	3
ARCH 002	Materials Of Construction	4
ARCH 003A	Architectural Practice I	3
ARCH 003B	Architectural Practice II	3
ARCH 005A	Introduction To Drawing & Perspective	3
ARCH 005B	Architectural Delineation	3
ARCH 011	Architectural Blueprint Reading	3
BIT 001	California Building Codes	3
DDP 001A	Computer Graphics 1A	3
Required Subtotal		40
COD General Education Pattern (p. 53)		18
Kinesiology Activities		2
DEGREE TOTAL		60

Real Estate Development Certificate of Achievement

The Certificate of Achievement in Real Estate Development is designed to serve students seeking either to enter or enhance their careers in the Real Estate profession. The courses in the certificate program will provide the foundational knowledge for a person to enter the profession of Real Estate as a developer, manager or investor. Career paths chosen by students pursuing undergraduate studies in real estate development include small business owners, residential or commercial real estate developers, construction managers and members of the trades. The student usually enters the real development field from the construction industry and advances either in a corporate or private pathway to management or entrepreneurship.

All courses must be completed with a grade of "C" or better.

Required Courses		Units
RED 010	Introduction To Real Estate Professions	3
RED 020	Introduction To Real Estate Development	3
ARCH 002	Materials Of Construction	4
ARCH 011	Architectural Blueprint Reading	3
BUMA 027	Marketing	3
CIS 005	Computer Survival Skills	2
ECON 001	Principles Of Macroeconomics	3
WEG 095C	Work Experience, General	3
Electives		
Select 3 units from the following:		3
RED 090A	Real Estate Roles	
RED 090B	Real Estate Enterprise Valuation	
RED 090C	Feasibility of Development	
RED 090D	The Value of Building Green	

RED 090E	Real Estate Capital and Financing	
RED 090F	Land Use Regulation: Entitlements/Permit	
RED 091A	Real Estate Consulting and Advising	
RED 091B	Real Estate Property Management	
CERTIFICATE TOTAL		27

Art

Art is the study of communicating concepts and ideas visually. The Art program offers a wide range of courses in studio art and art history in order to provide an overview of the discipline, including art appreciation, two and three-dimensional foundation courses, studio courses in drawing, painting, photography, printmaking, sculpture, ceramics, along with courses in portfolio presentation and gallery management. The Art program offers an Associate in Arts for Transfer (AA-T) degree in both Studio Art and Art History. It is the goal of the Art program to:

- Help students develop their artistic and intellectual potential to the highest possible level, so that majors and non-majors alike develop skill in creative problem-solving, critical thinking, and interpersonal communication through visual and verbal forms.
- Provide a broad foundation of knowledge in the appreciation, history, and practice of art for students wishing to pursue degree, certificate, transfer, and vocational agendas, leading to possible careers as a studio artist, art educator, art historian, art consultant, art therapist, art conservator, or curator.
- Promote community awareness of the relationship between art 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 advance studies or professional employment, and those who will use their artistic training in community settings and other cultural service areas.

Careers in art include but are not limited to studio artist, art educator, art consultant, art therapist, conservator, art historian, photographer, designer, illustrator, animator, museum and gallery employment in curatorial, administrative, educational, registration, installation, and conservation departments. Transfer requirements at four-year colleges and universities vary, so students should consult with a counselor and faculty advisor for specific information regarding the transfer process and lower division requirements.

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Courses Related in Content

Limitation on Enrollment by Courses Related in Content

Title 5, section 55040 (c) The policies and procedures adopted by the governing board of each community college district pursuant to subdivision (a) may not permit student enrollment in active participatory courses, as defined in section 55000, in physical education/kinesiology, visual arts or performing arts that are related in content, *more than four times* for semester courses. This limitation applies even if a student receives a substandard grade or "W" during one or more of the enrollments in such a course or petitions for repetition due to extenuating circumstances as provided in section 55045. The following groups of courses related in content were approved by the Curriculum Committee:

Related in Content	Art Courses
CERAMICS	
ART 007A	Beginning Ceramics
ART 007B	Intermediate Ceramics
ART 007C	Advanced Ceramics
DESIGN & COLOR	
ART 003A	Basic Design & Color
ART 004	Three-Dimensional Design
ART 006A	Intermediate Design & Color
ART 006B	Advanced Design & Color
DRAWING	
ART 001A	Beginning Drawing & Composition
ART 001B	Intermediate Drawing & Composition
ART 001C	Advanced Drawing & Composition
ART 005A	Beginning Figure Drawing
ART 005B	Intermediate Figure Drawing
ART 005C	Advanced Figure Drawing
PAINTING	
ART 019	Introduction To Painting
ART 021A	Beginning Watercolor Painting
ART 021B	Intermediate Watercolor Painting
ART 023A	Beginning Oil Painting
ART 023B	Intermediate Oil Painting
ART 025A	Beginning Acrylic Painting
ART 025B	Intermediate Acrylic Painting
PHOTOGRAPHY	
ART 030A	Beginning Black & White Photography
ART 030B	Intermediate Photography
ART 031	Digital Photography
PRINTMAKING	
ART 009A	Beginning Printmaking
ART 009B	Intermediate Printmaking
ART 014A	Beginning Screen Printing
ART 014B	Intermediate Screen Printing
SCULPTURE	
ART 011A	Beginning Sculpture
ART 011B	Intermediate Sculpture
ART 011C	Advanced Sculpture
ART 020A	Beginning Ceramic Sculpture
ART 020B	Intermediate Ceramic Sculpture

ART 020C Advanced Ceramic Sculpture

A.A. in Art History for Transfer Degree (AA-T)

This program provides the academic and practical experience to prepare students for a career, or further education at a four-year institution, in art history and related fields, such as museum studies, art education and administration. The **Associate in Arts in Art History for Transfer**, also called the Art History AA-T Degree, provides the academic and practical experience to transfer into the CSU system to complete a baccalaureate degree that will prepare students for a career in the Art History industry. The Art History AA-T is especially designed for students who plan to complete a bachelor's degree in Art History at a CSU campus. Students completing an Art History AA-T are guaranteed admission to the CSU system, but not to a particular campus or major. The Art History AA-T degree requires students to complete 60 CSU transferable units including completion of CSU GE or IGETC and 18-20 units in the major with a cumulative GPA of 2.0 or better. Title 5 requires that students must earn a "C" or better in all courses required for the major or area of emphasis. There are no additional graduation requirements. Students are advised to consult with a counselor to verify transfer requirements.

Required Core Courses		Units
ART 001A	Beginning Drawing & Composition	3
ART 002A	History Of Western Art I: Prehistoric To Medieval	3
ART 002B	History Of Western Art II: Renaissance To Contemporary	3

List A

Select one course from the following:	3
ART 012A	Survey Of Asian Art
ART 012B	Art Of Africa, Oceania, & Indigenous North America
ART 012C	Art Of The Ancient Americas

List B

Select one course from the following:	3
ART 003A	Basic Design & Color
ART 004	Three-Dimensional Design
ART 005A	Beginning Figure Drawing
ART 007A	Beginning Ceramics
ART 011A	Beginning Sculpture
ART 030A	Beginning Black & White Photography

List C

Select one course from the following:	3-5
Any course from List A or B not already used	
ART 002C	History Of Modern Art
ART 010	Introduction To Art
ART 033	History of Photography
ARCH 014	History Of Architecture I
ANTH 002	Cultural Anthropology
ANTH 003	Archaeology, Introduction to Prehistory
ENG 001B	Composition & Literature
ENG 010A	American Literature I
ENG 010B	American Literature II
ENG 011A	Survey Of English Literature

ENG 011B	Survey Of English Literature
ENG 012A	World Literature I
ENG 012B	World Literature II
HIST 003	History Of World Civilization I
HIST 004	History Of World Civilization II
HIST 017	US History Through Reconstruction
HIST 018	US History/Reconstruction To Present
MUS 010	Introduction To Music
PHIL 006	Introduction To Philosophy
PHIL 007	Ideas Of The Great Philosophers
PHIL 012	Religions Of The World
PHIL 013	Perspectives On Death & Dying
RTV 006	Introduction To Film
SOC 014	Introduction To Race & Ethnicity
SOC 015	Mexican American Culture & Society
TA 001	Introduction To Theatre
FR 001	Elementary French I
FR 002	Elementary French II
FR 003	Intermediate French I
FR 004	Intermediate French II
GER 001	Elementary German I
GER 002	Elementary German II
SPAN 001	Elementary Spanish I
SPAN 002	Elementary Spanish II
SPAN 003	Intermediate Spanish I
SPAN 004	Intermediate Spanish II

Required Subtotal	18-20
Select one of the following: ¹	37-39
CSU General Education (p. 61)	
IGETC Pattern (p. 66)	
Transferable Electives (as needed to reach 60 transferable units) ²	
DEGREE TOTAL	60

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

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

Please refer to Associate Degree for Transfer (SB 1440). (p. 51)

A.A. in Studio Arts for Transfer Degree (AA-T)

Art is the study of communicating concepts and ideas visually. Career paths chosen by students pursuing undergraduate to graduate studies in art include, but are not limited to, studio artist, art educator, art consultant, art therapist, conservator, museum curator and art educator.

Even students who choose not to major in studio art can improve their ability in complex and creative problem solving, critical analysis, research skills, understanding the intuitive process and in their ability to visualize.

College of the Desert's Studio Arts curriculum includes course offerings that provide a general overview and history of the discipline as well as specific training in the myriad of studio areas.

The **Associate in Arts in Studio Arts for Transfer**, also called the Studio Arts AA-T Degree, requires students to complete 60 CSU transferable

units including completion of CSU GE or IGETC and 24 units in the major with a cumulative GPA of 2.0 or better. Title 5 requires that students must earn a "C" or better in all courses required for the major or area of emphasis. There are no additional graduation requirements. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

Required Core Courses		Units
ART 001A	Beginning Drawing & Composition	3
ART 002B	History Of Western Art II: Renaissance To Contemporary	3
ART 003A	Basic Design & Color	3
ART 004	Three-Dimensional Design	3
List A		
Select one course from the following:		3
ART 002A	History Of Western Art I: Prehistoric To Medieval	
ART 002C	History Of Modern Art	
List B		
Select three Curricular Areas:		9
Drawing		
ART 005A	Beginning Figure Drawing	
or ART 001B	Intermediate Drawing & Composition	
Painting		
ART 019	Introduction To Painting	
Printmaking		
ART 009A	Beginning Printmaking	
Ceramics		
ART 007A	Beginning Ceramics	
Sculpture		
ART 011A	Beginning Sculpture	
Photography		
ART 030A	Beginning Black & White Photography	
Color		
ART 006A	Intermediate Design & Color	
Required Subtotal		24
Select one of the following: ¹		37-39
CSU General Education (p. 61)		
IGETC Pattern (p. 66)		
Transferable Electives (as needed to reach 60 transferable units) ²		
DEGREE TOTAL		60

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

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

Please refer to Associate Degree for Transfer (SB 1440). (p. 51)

Automotive Technology

Automotive Technology is the study of automotive systems as they relate to the current generation of computer controlled vehicles. Career paths in this discipline include automotive service technician, automotive service consultants, automotive parts sales people, vehicles modifiers in the alternate fuels and fuel cells. Even students who choose not to major in automotive technology find that course work in the field can

improve their ability to solve complex problems, improve diagnostic skills and research complex problems. College of the Desert's automotive curriculum includes course offerings that provide a general overview of the discipline as well as specific courses in steering, suspension, braking systems, both automatic and manual transmission, air conditioning, electrical systems, engine performance and emission control systems. The College also offers certificates of achievement for student who specialize in the areas. Students earning the certificates of achievement in the various specialty areas may choose to continue towards an associate's degree or go directly to entry-level jobs in that aspect of the automotive service industry. Past recipients of COD automotive certificates have obtained positions as service technicians, service advisors, heavy-duty technicians, alternate fuels technicians and alternate fuel system up fitters.

NATEF Certification

The Automotive curriculum is aligned with the standards of The National Automotive Technicians Education Foundation (NATEF). The Automotive and Advanced Transportation programs are NATEF certified.

Students are recommended to consult with the program advisor for requirements for Automotive Service Excellence (ASE) certification.

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Automotive Technology A.S. Degree for employment preparation

Required Courses		Units
AUTO 010	Introduction To Automotive Technology	4
AUTO 011B	Auto Electronics & Electrical Systems	4
AUTO 011C	Advanced Automotive Electrical Systems	5
AUTO 012A	Automotive Steering & Suspension	4
AUTO 013A	Automotive Braking Systems	4
AUTO 014A	Automotive Engine Management	4
AUTO 015	Automotive Engine Diagnosis & Repair	4
AUTO 020A	Automotive Quick Service	3
AUTO 021A	Automotive Diagnosis And Troubleshooting	2
AUTO 095A	Automotive Technology Work Experience ¹	2
AUTO 099	Auto/Advanced Transportation Summation	1

Electives

Select 6 units from the following:		6
AUTO 014B	Advanced Engine Management	
AUTO 016	Manual Drive Train & Axles	
AUTO 017	Automatic Transmissions & Transaxles	
AUTO 018	Automotive Heating & Air Conditioning	
AUTO 030A	Consumer Automotive Technology	
AUTO 043A	Hybrid, Fuel-Cell & Electric Technology	
AUTO 045A	Intro To Alternative Fuel Vehicles	
AUTO 054C	Basic & Advanced Clean Air Car Course	

AUTO 095A	Automotive Technology Work Experience (1-2 units in addition to required) ¹	
ACR 060	Air Conditioning/Refrigeration I	
ACR 064	Air Cond/Refrigeration Electricity I	
WELD 010	Oxy-Acetylene Gas Welding	
Required Courses		43
COD General Education Pattern (p. 53)		18
Kinesiology Activities		2
DEGREE TOTAL		63

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

Automotive Air Conditioning Certificate of Achievement

Required Courses		Units
AUTO 010	Introduction To Automotive Technology	4
AUTO 011B	Auto Electronics & Electrical Systems	4
AUTO 018	Automotive Heating & Air Conditioning	4
AUTO 095A	Automotive Technology Work Experience ¹	2
Electives		
Select 4 units from the following:		4
AUTO 013A	Automotive Braking Systems	
AUTO 014A	Automotive Engine Management	
AUTO 014B	Advanced Engine Management	
AUTO 016	Manual Drive Train & Axles	
AUTO 017	Automatic Transmissions & Transaxles	
AUTO 021A	Automotive Diagnosis And Troubleshooting	
AUTO 030A	Consumer Automotive Technology	
AUTO 043A	Hybrid, Fuel-Cell & Electric Technology	
AUTO 054C	Basic & Advanced Clean Air Car Course	
AUTO 095A	Automotive Technology Work Experience (1-2 units in addition to required) ¹	
ACR 060	Air Conditioning/Refrigeration I	
ACR 064	Air Cond/Refrigeration Electricity I	
WELD 010	Oxy-Acetylene Gas Welding	
CERTIFICATE TOTAL		18

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

Automotive Electrical Certificate of Achievement

Required Courses		Units
AUTO 010	Introduction To Automotive Technology	4
AUTO 011B	Auto Electronics & Electrical Systems	4
AUTO 011C	Advanced Automotive Electrical Systems	5
AUTO 021A	Automotive Diagnosis And Troubleshooting	2
AUTO 043A	Hybrid, Fuel-Cell & Electric Technology	3
AUTO 095A	Automotive Technology Work Experience ¹	2

CERTIFICATE TOTAL 20

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

Automotive Emissions Certificate of Achievement

Required Courses		Units
AUTO 010	Introduction To Automotive Technology	4
AUTO 011B	Auto Electronics & Electrical Systems	4
AUTO 021A	Automotive Diagnosis And Troubleshooting	2
AUTO 054C	Basic & Advanced Clean Air Car Course	7
AUTO 095A	Automotive Technology Work Experience ¹	2
CERTIFICATE TOTAL		19

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

Automotive Engine Management Certificate of Achievement

Required Courses		Units
AUTO 010	Introduction To Automotive Technology	4
AUTO 011B	Auto Electronics & Electrical Systems	4
AUTO 014A	Automotive Engine Management	4
AUTO 014B	Advanced Engine Management	5
AUTO 021A	Automotive Diagnosis And Troubleshooting	2
AUTO 095A	Automotive Technology Work Experience ¹	2
CERTIFICATE TOTAL		21

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

Automotive Transmission & Axle Certificate of Achievement

Required Courses		Units
AUTO 010	Introduction To Automotive Technology	4
AUTO 011B	Auto Electronics & Electrical Systems	4
AUTO 016	Manual Drive Train & Axles	4
AUTO 017	Automatic Transmissions & Transaxles	4
AUTO 095A	Automotive Technology Work Experience ¹	2
CERTIFICATE TOTAL		18

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

General Automotive Service Certificate of Achievement

Required Courses Units

AUTO 010	Introduction To Automotive Technology	4
AUTO 011B	Auto Electronics & Electrical Systems	4
AUTO 012A	Automotive Steering & Suspension	4
AUTO 013A	Automotive Braking Systems	4
AUTO 014A	Automotive Engine Management	4
AUTO 018	Automotive Heating & Air Conditioning	4
AUTO 095A	Automotive Technology Work Experience ¹	2
CERTIFICATE TOTAL		26

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

Steering, Suspension & Alignment Certificate of Achievement

Required Courses		Units
AUTO 010	Introduction To Automotive Technology	4
AUTO 011B	Auto Electronics & Electrical Systems	4
AUTO 012A	Automotive Steering & Suspension	4
AUTO 095A	Automotive Technology Work Experience ¹	2
Electives		
Select 4 units from the following:		4
AUTO 013A	Automotive Braking Systems	
AUTO 014A	Automotive Engine Management	
AUTO 014B	Advanced Engine Management	
AUTO 016	Manual Drive Train & Axles	
AUTO 017	Automatic Transmissions & Transaxles	
AUTO 018	Automotive Heating & Air Conditioning	
AUTO 021A	Automotive Diagnosis And Troubleshooting	
AUTO 030A	Consumer Automotive Technology	
AUTO 043A	Hybrid, Fuel-Cell & Electric Technology	
AUTO 054C	Basic & Advanced Clean Air Car Course	
AUTO 095A	Automotive Technology Work Experience (1-2 units in addition to required) ¹	
ACR 060	Air Conditioning/Refrigeration I	
ACR 064	Air Cond/Refrigeration Electricity I	
WELD 010	Oxy-Acetylene Gas Welding	
CERTIFICATE TOTAL		18

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

Business

Programs and courses in the Business Department have been developed for students who wish to:

1. Earn an Associate in Science in Business Administration for Transfer (AS-T) degree. The AS-T in Business Administration is aligned with the CSU system and is aimed at preparation and readiness for transfer to the CSU system.
2. Meet occupational qualifications of business and industry. Occupational curricula are designed to prepare students to enter a vocational field and successfully pursue a career.

3. Meet lower division requirements for transfer to a four-year college or university to obtain a bachelor's and/or advanced degree.

Students should consult their advisors to determine additional courses, within and outside the School of Applied Sciences and Business, which are most appropriate for individual objectives.

Advisors:

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Accounting Certificate of Achievement

Accounting is the study of analyzing, recording, summarizing, and reporting financial information to managers, owners, customers, investors, and other decision makers inside and outside a business organization. Career paths chosen by students pursuing undergraduate studies in accounting commonly include financial accounting, management accounting, tax accounting, governmental and not-for-profit accounting, and auditing. Careers in the discipline that generally require graduate-level degrees include forensic auditing, management consulting services and education. Even students who choose not to major in accounting find that coursework in the field can improve their ability to understand the role of accounting as a part of the overall business management team, as well as their ability to comprehend financial information as it pertains to their personal wealth management.

The accounting program at College of the Desert is designed to:

- Prepare non-transfer accounting students for entry-level positions in the field by completing the Accounting Certificate and/or Associate of Science degree in Accounting.
- Prepare business majors for transfer to four-year institutions.
- Provide non-accounting students with sufficient knowledge and expertise to make intelligent use of accounting information.

COD's accounting program is constantly updated to provide students with current accounting information. In addition, current textbooks are used in all of our classes as well as popular commercial accounting software programs in our accounting software classes.

Our core accounting courses (BUAC 020A, Financial Accounting and BUAC 020B, Managerial Accounting) are required for transfer to most California four-year universities. We regularly monitor the course content of these universities so that we continually meet the needs of the transfer students.

All of our instructors have accounting experience in addition to completing academic studies of accounting. We believe that our instructors do a better job of teaching when they have both academic and practical experience.

For more information please contact the School of Applied Sciences and Business Office, the Counseling Center or call (760) 776-7316.

Required Courses		Units
BUAC 003	Accounting For Government & Non-Profit	3
BUAC 004	Tax Accounting I - Individuals	3
or BUAC 005	Tax Accounting II	
BUAC 010	Accounting With QuickBooks	3
or BUAC 013	Payroll Accounting	
BUAC 020A	Financial Accounting	4
BUAC 020B	Managerial Accounting	4
CIS 010	Computer Literacy	4
CIS 072D	Excel	3
Recommended Electives		
Select any two courses:		6
BUAC 004	Tax Accounting I - Individuals	
BUAC 005	Tax Accounting II	
BUAC 010	Accounting With QuickBooks	
BUAC 013	Payroll Accounting	
BUAC 050	Accounting In The Business Environment	
BUAC 051	Survey Of Accounting	
BUFI 012	Money Management/Planning For The Future	
BUFI 013	Investment Opportunities	
BUMA 001	Principles Of Management	
BUMA 010	Introduction To Business	
BUMA 020A	Business Law I	
BUMA 031	Business Calculations	
BUMA 032	Human Relations In the Workplace	
BUMA 094	Business Communications	
Required Subtotal		24
Elective Subtotal		6
CERTIFICATE TOTAL		30

Accounting A.S. Degree for employment preparation

Accounting is the study of analyzing, recording, summarizing, and reporting financial information to managers, owners, customers, investors, and other decision makers inside and outside a business organization. Career paths chosen by students pursuing undergraduate studies in accounting commonly include financial accounting, management accounting, tax accounting, governmental and not-for-profit accounting, and auditing. Careers in the discipline that generally require graduate-level degrees include forensic auditing, management consulting services and education. Even students who choose not to major in accounting find that coursework in the field can improve their ability to understand the role of accounting as a part of the overall business management team, as well as their ability to comprehend financial information as it pertains to their personal wealth management.

The accounting program at College of the Desert is designed to:

- Prepare non-transfer accounting students for entry-level positions in the field by completing the Accounting Certificate and/or Associate of Science degree in Accounting.
- Prepare business majors for transfer to four-year institutions.
- Provide non-accounting students with sufficient knowledge and expertise to make intelligent use of accounting information.

COD's accounting program is constantly updated to provide students with current accounting information. In addition, current textbooks are used in all of our classes as well as popular commercial accounting software programs in our accounting software classes.

Our core accounting courses (BUAC 020A, Financial Accounting and BUAC 020B, Managerial Accounting) are required for transfer to most California four-year universities. We regularly monitor the course content of these universities so that we continually meet the needs of the transfer students.

All of our instructors have accounting experience in addition to completing academic studies of accounting. We believe that our instructors do a better job of teaching when they have both academic and practical experience.

For more information please contact the School of Applied Sciences and Business Office, the Counseling Center or call (760) 776-7316.

Required Courses		Units
BUAC 003	Accounting For Government & Non-Profit	3
BUAC 004	Tax Accounting I - Individuals	3
or BUAC 005	Tax Accounting II	
BUAC 010	Accounting With QuickBooks	3
BUAC 013	Payroll Accounting	3
BUAC 020A	Financial Accounting	4
BUAC 020B	Managerial Accounting	4
CIS 010	Computer Literacy	4
CIS 072D	Excel	3
Electives		
Select 15 units from the following:		15
BUAC 004	Tax Accounting I - Individuals	
BUAC 005	Tax Accounting II	
BUAC 050	Accounting In The Business Environment	

BUAC 051	Survey Of Accounting	
BUFI 012	Money Management/Planning For The Future	
BUFI 013	Investment Opportunities	
BUMA 001	Principles Of Management	
BUMA 010	Introduction To Business	
BUMA 020A	Business Law I	
BUMA 031	Business Calculations	
BUMA 032	Human Relations In the Workplace	
BUMA 094	Business Communications	
Required Subtotal		27
Elective Subtotal		15
COD General Education Pattern (p. 53)		18
Kinesiology Activities		2
DEGREE TOTAL		62

Administrative Office Assistant Certificate of Achievement

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

Required Courses		Units
CIS 005	Computer Survival Skills	2
CIS 006	Business Research	1
CIS 010	Computer Literacy	4
CIS 012	Professional Office Procedures	3
Accounting Electives		
Select one course from the following:		3
BUAC 010	Accounting With QuickBooks	
BUAC 050	Accounting In The Business Environment	
BUAC 066	Fundamentals Of Bookkeeping	
Computer Applications		
Select one course from the following:		3-4
CIS 011	Current Topics In Technology	
CIS 017	Business Data Management With Microsoft Access	
CIS 020	Integrated Office Technology	
CIS 072D	Excel	
CIS 082C	Web Publishing I	
Business Electives		
Select at least two units from the following:		2-3
BUMA 001	Principles Of Management	
BUMA 028	Small Business: Development & Mgmt.	
BUMA 031	Business Calculations	
BUMA 032	Human Relations In the Workplace	
BUMA 094	Business Communications	

CIS 095A	Computer Information Systems Work Experience (Maximum of 3 units may be used for work experience)	
or BUAC 095A	Accounting Work Experience	
or BUMA 095A	Business Management Work Experience	
Required Courses		10
Accounting Electives		3
Computer Applications Electives		3-4
Business Electives		2-3
CERTIFICATE TOTAL		18-20

Administrative Office Professional Certificate of Achievement

This course of study equips the student with the range of skills necessary to perform the duties of an entry level administrative assistant in today's technological office. Completers master skills in communication, bookkeeping, office skills, and an essential selection of intermediate computer applications for business. Those completing the Administrative Office Professional Certificate may continue to a degree in Business or Computer Information Systems or in Liberal Arts with an emphasis on Business and Technology.

Required Courses		Units
CIS 005	Computer Survival Skills	2
CIS 006	Business Research	1
CIS 010	Computer Literacy	4
CIS 012	Professional Office Procedures	3
CIS 020	Integrated Office Technology	4
BUMA 094	Business Communications	3
Accounting Electives		
Select one course from the following:		3
BUAC 010	Accounting With QuickBooks	
BUAC 050	Accounting In The Business Environment	
BUAC 066	Fundamentals Of Bookkeeping	
Computer Applications		
Select two courses from the following:		6-7
CIS 011	Current Topics In Technology	
CIS 017	Business Data Management With Microsoft Access	
CIS 072D	Excel	
CIS 082C	Web Publishing I	
Business Electives		
Select 3 units from the following:		3
BUMA 001	Principles Of Management	
BUMA 028	Small Business: Development & Mgmt.	
BUMA 031	Business Calculations	
BUMA 032	Human Relations In the Workplace	
CIS 095A	Computer Information Systems Work Experience (Maximum of 3 units may be used for work experience)	
or BUAC 095A	Accounting Work Experience	
or BUMA 095A	Business Management Work Experience	
Required Courses		17
Accounting Electives		3

Computer Applications Electives	6-7
Business Electives	3
CERTIFICATE TOTAL	29-30

A.S. in Business Administration for Transfer Degree (AS-T)

Business Administration is the study of basic principles and techniques to effectively manage and lead organizations.

The **Associate in Science in Business Administration for Transfer**, also called the Business Administration AS-T Degree, is designed for students planning to transfer to a 4-year university and major in general business or a more specialized field of business such as finance, accounting, international business, marketing, or management. The intent of the degree is to assist students in seamlessly transferring to a CSU. However, transfer requirements at four-year colleges and universities tend to vary from institution to institution; students should consult with a counselor for specific information regarding the transfer requirements of their preferred college or university.

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.

This degree requires students to complete 60 CSU transferable units including completion of CSU GE or IGETC and 28 units in the major with a cumulative GPA of 2.0 or better. Title 5 requires that students must earn a "C" or better in all courses required for the major or area of emphasis. There are no additional graduation requirements. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. For more information please call (760) 776-7224.

Required Courses	Units
Must be completed with a grade of "C" or better while maintaining a minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework.	
BUAC 020A Financial Accounting	4
BUAC 020B Managerial Accounting	4
BUMA 020A Business Law I	3
BUMA 010 Introduction To Business	3
CIS 010 Computer Literacy	4
ECON 001 Principles Of Macroeconomics	3
ECON 002 Principles Of Microeconomics	3
MATH 014 Statistical Methods	4
Required Subtotal	28
Select one of the following: ¹	37-39
CSU General Education (p. 61)	
IGETC Pattern (p. 66)	
Transferable Electives (as needed to reach 60 transferable units) ²	
DEGREE TOTAL	60

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

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

Please refer to Associate Degree for Transfer (SB 1440). (p. 51)

Business, General A.A. Degree for employment preparation

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, consult with a counselor for further information.

Career paths chosen by students pursuing the General Business AA Degree include not only entry level general business positions. The program provides the flexibility for students to pursue other more specialized interests in business. These would include areas like finance, human resources, hospitality, information technology and public administration. Even students who choose not to major in General Business find that coursework in the field can improve their ability to think critically, problem-solve, manage their lives, and understand the business issues that engage our world, our country, and our communities. For more information please call (760) 776-7224.

Required Courses	Units
BUAC 010 Accounting With QuickBooks	3
BUAC 020A Financial Accounting	4
BUMA 001 Principles Of Management	3
BUMA 010 Introduction To Business	3
CIS 010 Computer Literacy	4
ECON 001 Principles Of Macroeconomics	3
ECON 002 Principles Of Microeconomics	3
or ECON 011 International Economic Relations	
Elective Courses	
Select 18 units from the following:	18
AGBU 059A Leadership	
AGBU 059B Careers	
CIS 072D Excel	
BUFI 012 Money Management/Planning For The Future	
BUFI 013 Investment Opportunities	
BUHM 063 Hotel & Restaurant Operations	
BUMA 027 Marketing	
BUMA 029 Retail Merchandise Management	
BUMA 031 Business Calculations	
BUMA 032 Human Relations In the Workplace	
BUMA 064 Human Resource Management	
BUMA 094 Business Communications	
Required Subtotal	23
Elective Subtotal	18
COD General Education Pattern (p. 53)	18
Kinesiology Activities	2
DEGREE TOTAL	61

Computer Information Systems Certificate of Achievement

Computer Information Systems (CIS) is the study of the tools and techniques used to effectively and efficiently transform raw data into useful information.

Career paths chosen by students pursuing undergraduate studies in CIS commonly include office administration, general business, web design, software installation and maintenance, software quality control, database management, electronic bookkeeping, network administration and customer support.

Careers in the discipline that generally require higher level degrees include programming, system analysis, database design, network design and administration, and security management.

Even students who choose not to major in CIS find that coursework in the field can improve their ability to think analytically, solve problems, organize thoughts and information, and utilize new technology more efficiently and effectively.

Our discussions with industry representatives indicate that in today's world employers expect and demand a certain minimum of computer skills as a given, much as they expect an employee to be able to read, write, and use basic math. College of the Desert's CIS curriculum includes course offerings that provide a general overview of the discipline, as well as courses dealing with more advanced software concepts and tools used in the business environment.

The College offers appropriate certificates and degrees in Computer Information Systems. In addition to the immediate employment benefits of certificates and associate degrees, coursework at College of the Desert prepares the way for further study at the Baccalaureate level within the California State Universities and University of California systems, and other colleges nationwide. For more information please call (760) 776-7476.

Required Courses		Units
CIS 006	Business Research	1
or LIS 001	An Introduction To Basic Research Skills	
CIS 010	Computer Literacy	4
Computer Applications		
Select 14 units from the following:		14
CIS 005	Computer Survival Skills ¹	
CIS 011	Current Topics In Technology	
CIS 012	Professional Office Procedures	
CIS 017	Business Data Management With Microsoft Access	
CIS 020	Integrated Office Technology	
CIS 072D	Excel	
CIS 082C	Web Publishing I	
CIS 085C	Web Programming	
CIS 086	Visual Basic Programming	
Required Electives		
Select 12 units from the following:		12
BUAC 020A	Financial Accounting	
BUAC 066	Fundamentals Of Bookkeeping	
BUMA 001	Principles Of Management	
BUMA 010	Introduction To Business	

BUMA 028	Small Business: Development & Mgmt.	
BUMA 031	Business Calculations	
BUMA 032	Human Relations In the Workplace	
BUMA 094	Business Communications	
CIS 081A	Computer Graphics 1A	
CIS 081B	Computer Graphics 1B	
CIS 083D	Computer Graphics 2	
CIS 095A	Computer Information Systems Work Experience (Maximum of 4 units may be used for work experience)	
or BUAC 095A	Accounting Work Experience	
or BUMA 095A	Business Management Work Experience	
Required Subtotal		5-6
Computer Applications		14
Elective Subtotal		12
CERTIFICATE TOTAL		31-32

¹ No credit for CIS 005 if taken after CIS 010.

Computer Information Systems A.S. Degree for employment preparation

Computer Information Systems (CIS) is the study of the tools and techniques used to effectively and efficiently transform raw data into useful information.

Career paths chosen by students pursuing undergraduate studies in CIS commonly include office administration, general business, web design, software installation and maintenance, software quality control, database management, electronic bookkeeping, network administration and customer support.

Careers in the discipline that generally require higher level degrees include programming, system analysis, database design, network design and administration, and security management.

Even students who choose not to major in CIS find that coursework in the field can improve their ability to think analytically, solve problems, organize thoughts and information, and utilize new technology more efficiently and effectively.

Our discussions with industry representatives indicate that in today's world employers expect and demand a certain minimum of computer skills as a given, much as they expect an employee to be able to read, write, and use basic math. College of the Desert's CIS curriculum includes course offerings that provide a general overview of the discipline, as well as courses dealing with more advanced software concepts and tools used in the business environment.

The College offers appropriate certificates and degrees in Computer Information Systems. In addition to the immediate employment benefits of certificates and associate degrees, coursework at College of the Desert prepares the way for further study at the Baccalaureate level within the California State Universities and University of California systems, and other colleges nationwide. For more information please call (760) 776-7476.

Required Courses		Units
CIS 006	Business Research	1
or LIS 001	An Introduction To Basic Research Skills	

CIS 010	Computer Literacy	4
Computer Applications		
Select 18 units from the following:		18
CIS 005	Computer Survival Skills	
CIS 011	Current Topics In Technology	
CIS 012	Professional Office Procedures	
CIS 017	Business Data Management With Microsoft Access	
CIS 020	Integrated Office Technology	
CIS 072D	Excel	
CIS 082C	Web Publishing I	
CIS 085C	Web Programming	
CIS 086	Visual Basic Programming	
Required Electives		
Select 19 units from the following:		19
BUAC 020A	Financial Accounting	
BUAC 066	Fundamentals Of Bookkeeping	
BUMA 001	Principles Of Management	
BUMA 010	Introduction To Business	
BUMA 020A	Business Law I	
BUMA 027	Marketing	
BUMA 028	Small Business: Development & Mgmt.	
BUMA 031	Business Calculations	
BUMA 032	Human Relations In the Workplace	
BUMA 094	Business Communications	
CIS 081A	Computer Graphics 1A	
CIS 081B	Computer Graphics 1B	
CIS 083D	Computer Graphics 2	
CIS 095A	Computer Information Systems Work Experience (Maximum of 4 units may be used for work experience)	
or BUAC 095A	Accounting Work Experience	
or BUMA 095A	Business Management Work Experience	
Required Subtotal		5-6
Computer Applications		18
Elective Subtotal		19
COD General Education Pattern (p. 53)		18
Kinesiology Activities		2
DEGREE TOTAL		62-63

Note: To ensure an individualized student education plan, we strongly urge students to meet with a Counselor or Faculty Advisor before selecting courses from these categories. Some course substitutions may be approved.

A.A. in Economics for Transfer Degree (AA-T)

The purpose of the Economics program is to provide as many students as possible with an opportunity to:

- acquire a basic knowledge of economics;
- become aware of the role and place of economics in their personal and public life;

- get exposure to the critical thinking approach especially in the context of addressing economic issues; and
- achieve their academic and career objectives as well as their personal development goals.

The **Associate in Arts in Economics for Transfer**, also called the Economics AA-T Degree, requires students to complete 60 CSU transferable units including completion of CSU GE or IGETC and 21-23 units in the major with a cumulative GPA of 2.0 or better. Title 5 requires that students earn a grade of "C" or better in all courses required for the major or area of emphasis. There are no additional graduation requirements. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. For more information please call (760) 776-7304.

Required Courses		Units
ECON 001	Principles Of Macroeconomics	3
ECON 002	Principles Of Microeconomics	3
MATH 014	Statistical Methods	4
MATH 001A	Calculus	5
List A		
Select one course from the following:		3-4
BUAC 020A	Financial Accounting	
BUAC 020B	Managerial Accounting	
ENG 001B	Composition & Literature	
SOC 004	Sociological Analysis & Critical Thinking	
List B		
Select one course from the following:		3-4
Any List A course not already used		
ECON 011	International Economic Relations	
ECON 012	Understanding Econ Principles & Applications	
Required Subtotal		21-23
Select one of the following: ¹		37-39
CSU General Education (p. 61)		
IGETC Pattern (p. 66)		
Transferable Electives (as needed to reach 60 transferable units) ²		
DEGREE TOTAL		60

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

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

Please refer to Associate Degree for Transfer (SB 1440). (p. 51)

Golf Management A.A. Degree for employment preparation

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 communication and problem solving skills.

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 designed to meet industry needs and standards.

The College offers an Associate of Arts degree, as well as courses leading to transfer. Students earning associate's degrees in Golf Management may pursue entry-level positions as apprentice PGA golf professionals or may choose to continue their studies in the discipline toward bachelor's or graduate degrees. For more information please call (760) 341-2491.

Required Courses		Units
GOLF 029	Methods Of Teaching Golf	2
GOLF 030	Teaching The Short Game	2
GOLF 032	Golf Teaching Laboratory	2
GOLF 036	Fundamentals & Rules Of Golf	2
AGEH 004	Turfgrass Management	2
AGEH 004L	Turfgrass Management Laboratory	1
AGEH 030	Landscape Equipment	2
AGEH 034	Golf Course Management	3
BUMA 025	Golf Shop Operations	2
BUMA 029	Retail Merchandise Management	3
BUMA 094	Business Communications	3
Recommended Electives		
Select 18 units from the following:		18
AGEH 024	Advanced Turfgrass Management	
BUAC 050	Accounting In The Business Environment	
BUAC 066	Fundamentals Of Bookkeeping	
BUMA 001	Principles Of Management	
BUMA 020A	Business Law I	
BUMA 027	Marketing	
BUMA 028	Small Business: Development & Mgmt.	
BUMA 031	Business Calculations	
BUMA 032	Human Relations In the Workplace	
BUMA 064	Human Resource Management	
CIS 005	Computer Survival Skills	
ECON 001	Principles Of Macroeconomics	
RE 001	Intro To Recreation & Sport Management	
GOLF 095A	Golf Work Experience (Maximum of 3 units may be used for work experience)	
Required Subtotal		24
Elective Subtotal		18
COD General Education Pattern (p. 53)		18
Kinesiology Activities		2
DEGREE TOTAL		62

Golf Management Certificate of Achievement

Golf Management is the study of all aspects pertaining to the operation and the responsibilities of the golf professional in managing a public or private golf facility.

Career paths chosen by students pursuing undergraduate studies in golf management commonly include marketing and management as part of their work load.

Even students who choose not to major in Golf Management find that coursework in the field can improve their communication and problem solving skills.

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 designed to meet industry needs and standards.

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. For more information please call (760) 341-2491.

Required Courses		Units
GOLF 029	Methods Of Teaching Golf	2
GOLF 030	Teaching The Short Game	2
GOLF 032	Golf Teaching Laboratory	2
GOLF 036	Fundamentals & Rules Of Golf	2
AGEH 004	Turfgrass Management	2
AGEH 004L	Turfgrass Management Laboratory	1
AGEH 030	Landscape Equipment	2
AGEH 034	Golf Course Management	3
BUMA 025	Golf Shop Operations	2
BUMA 029	Retail Merchandise Management	3
BUMA 094	Business Communications	3
Electives		
Select 3 units from the following:		3
AGEH 024	Advanced Turfgrass Management	
BUMA 001	Principles Of Management	
BUMA 027	Marketing	
BUMA 028	Small Business: Development & Mgmt.	
BUMA 031	Business Calculations	
BUMA 032	Human Relations In the Workplace	
BUMA 064	Human Resource Management	
RE 001	Intro To Recreation & Sport Management	
GOLF 095A	Golf Work Experience (Maximum of 3 units may be used for work experience)	
CERTIFICATE TOTAL		27

Hospitality Management A.A. Degree and transfer preparation

Hospitality Management is the study of different aspects of management and leadership as they relate to the hospitality industry. Included in the hospitality industry are such sectors as hotels, restaurant, travel services, gaming and entertainment, recreation, managed services, and special events. The 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 four-year institutions may vary so students should consult with a

counselor for specific information regarding the transfer requirements for their preferred college or university.

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

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

College level skill in English is prerequisite for many of these hospitality management courses. For more information please call (760) 776-7360.

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

Required Courses		Units
BUAC 020A	Financial Accounting	4
BUAC 020B	Managerial Accounting	4
BUHM 050	Introduction To The Hospitality Industry	3
BUHM 063	Hotel & Restaurant Operations	3
BUMA 020A	Business Law I	3
CART 001	Sanitation & Safety	3
CART 003	Principles Of Cooking	5
Required Subtotal		25
Select one of the following:		37-39
CSU General Education (p. 61)		
IGETC Pattern (p. 66)		
Kinesiology Activities		2
DEGREE TOTAL		64-66

Human Resource Generalist Certificate of Achievement

The Human Resource Generalist program is intended to prepares students to enter the dynamic business environment of human resources. Students become familiar with various approaches to business organizations and the strategic nature of human resource management. Studies in human resource law, compensation systems, training, and development provide students with a solid foundation from which to build a career in human resource management. Individuals already active in the work arena will acquire new, highly desirable workplace skills. The Human Resource Generalist Certificate of Achievement prepares students for jobs as Human Resource Generalists and/or Human Resource Assistants. Students successfully completing the certificate may find entry-level positions in various Human Resource specializations, such as:

- Employment, Recruitment, and Placement
- Compensation, Benefits, and Job Analysis
- Training and Development

- Human Resources, Training, and Labor Relations
- Payroll

Required Courses		Units
BUMA 001	Principles Of Management	3
BUMA 020A	Business Law I	3
BUMA 031	Business Calculations	3
or MATH 040	Intermediate Algebra	
BUMA 032	Human Relations In the Workplace	3
BUMA 064	Human Resource Management	3
BUMA 094	Business Communications	3
CIS 006	Business Research	1
CIS 010	Computer Literacy	4
CIS 072D	Excel	3
Electives		
Select one course from the following:		3-4
BUAC 013	Payroll Accounting	
BUAC 020A	Financial Accounting	
BUAC 050	Accounting In The Business Environment	
BUAC 066	Fundamentals Of Bookkeeping	
CIS 012	Professional Office Procedures	
CIS 020	Integrated Office Technology	
CERTIFICATE TOTAL		29-31

Retail Management Certificate of Achievement

The Retail is a growing, fast-paced, and diverse industry with many opportunities for advancement. With over 42 million people employed, retail is responsible for 1 in 4 jobs in the United States, Retail is a great place to be.

The Retail Management Certificate is an accredited business program recognized by leading retailers across the nation and provides you with the skills these retailers are actively looking for in their employees.

The Certificate is available to anyone. Classes may be taken in any sequence. Full time students can achieve the Certificate in as little as one year. For more information please call (760) 776-7224.

Required Courses		Units
BUMA 001	Principles Of Management	3
BUMA 027	Marketing	3
BUMA 029	Retail Merchandise Management	3
BUMA 031	Business Calculations	3
BUMA 032	Human Relations In the Workplace	3
BUMA 064	Human Resource Management	3
BUMA 094	Business Communications	3
CIS 010	Computer Literacy	4
CERTIFICATE TOTAL		25

Communication Studies

The Communication Studies program exists to improve the communication skills of students at College of the Desert. Each course gives COD students the experience needed in applying communication theory in a variety of contexts. In each course, students learn how to think in a clear and logical manner, analyze information critically, and

deliver those arguments both orally and in written form. There are six different communication studies (*formerly speech*) courses offered: COMM 001 (*Speech 004*), COMM 005, COMM 009 (*Speech 001*), COMM 013 (*Speech 005*), COMM 017 (*Speech 015*), and COMM 025 (*Speech 007*).

The **Associate in Arts in Communication Studies for Transfer**, also called the Communication Studies AA-T Degree, requires students to complete 60 CSU transferable units including completion of CSU GE or IGETC and 18 units in the major with a cumulative GPA of 2.0 or better. Title 5 requires that students must earn a "C" or better in all courses required for the major or area of emphasis. There are no additional graduation requirements. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

Advisors:

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A.A. in Communication Studies for Transfer Degree (AA-T)

Required Courses	Units
SP 004 Public Speaking	3
List A	
Select two courses from the following:	6
SP 001 Intro To Interpersonal Communication	
SP 005 Small Group Communication	
SP 007 Argumentation & Debate	
List B	
Select two courses from the following:	6
Any course from List A not already used	
MC 001 Introduction To Mass Media	
SP 015 Intercultural Communication	
List C	
Select one course from the following:	3
Any course from List A or List B not already used	
ANTH 002 Cultural Anthropology	
ENG 001B Composition & Literature	
J 003A News Reporting & Writing	
PSY 001 General Psychology	
SOC 001 Introductory Sociology	
Required Subtotal	18
Select one of the following: ¹	37-39
CSU General Education (p. 61)	

IGETC Pattern (p. 66)

Transferable Electives (as needed to reach 60 transferable units)²

DEGREE TOTAL 60

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

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

Please refer to Associate Degree for Transfer (SB 1440). (p. 51)

Computer Science

The Associate in Science degree in Computer Science prepares students for transfer to the four-year college or university to complete a bachelor's degree program. The program covers courses typically offered in freshman and sophomore years of an accredited computer science curriculum in the United States. Students are strongly recommended to keep themselves informed of the rules and requirements related to the major department at the transfer institution. Students are advised to use the counseling expertise available via the Counseling Center and faculty advisors to establish an individual student education plan (SEP) specific to their academic goals.

Advisor: Geoff Hagopian

ghagopian@collegeofthedesert.edu
(760) 776-7223

Computer Science A.S. Degree and transfer preparation

Required Courses	Units
CS 007A Computer Science I	4
CS 007B Computer Science II	4
CS 008 Computer Architecture and Organization	4
MATH 001A Calculus	5
MATH 001B Calculus	5
MATH 015 Discrete Mathematics for Computers	4
PH 003A Engineering Physics	4
PH 003B Engineering Physics	4
Electives	
Select a minimum of two courses from the following:	8-10
CS 009 Data Structures and Algorithms	
CH 001A General Chemistry I	
MATH 002A Multivariate Calculus	
MATH 002B Linear Algebra	
MATH 002C Ordinary Differential Equations	
PH 003C Engineering Physics	
PH 006A Electric Circuits For Engineering & Science	
Required Subtotal	34
Elective Subtotal	8-10
COD General Education (confer with Counselor) (p. 53)	18
Kinesiology Activities	2
DEGREE TOTAL	62-64

Consult catalog of transfer institution for specific requirements

Counseling

Counseling programs and courses are designed to prepare students for college experiences, academic achievement, and success in educational and occupational pursuits. Each course is designed to assist groups of students who share either common goals or common difficulties in reaching their goals.

New and re-entering students who might benefit from guidance in time management, study techniques, educational planning, setting realistic goals, changing careers, etc., are able to earn credit and reap personal benefits through Counseling courses. For more information please call (760) 773-2521.

Counseling Faculty:

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Culinary Arts

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

This program is designed to prepare future working cooks and chef apprentices, provide courses for the student desiring personal

enrichment, and enhance the skills and professional qualifications of cooks and chefs employed in the local industry.

Advisor: Steve Beno

sbeno@collegeofthedesert.edu
(760) 776-7384

Basic Culinary Arts Certificate of Achievement

Required Courses		Units
CART 001	Sanitation & Safety	3
CART 003	Principles Of Cooking	5
CART 004	Pantry	5
CART 033	Introduction To Baking	4
BUHM 050	Introduction To The Hospitality Industry	3
CERTIFICATE TOTAL		20

Intermediate Culinary Arts Certificate of Achievement

Required Courses		Units
CART 001	Sanitation & Safety	3
CART 003	Principles Of Cooking	5
CART 004	Pantry	5
CART 006	Garde Manger	5
CART 033	Introduction To Baking	4
CART 034	Intermediate Baking	4
BUHM 050	Introduction To The Hospitality Industry	3
BUMA 001	Principles Of Management	3
Business Elective		
Select 3 units from the following:		3
BUHM 063	Hotel & Restaurant Operations	
BUMA 010	Introduction To Business	
BUMA 027	Marketing	
BUMA 028	Small Business: Development & Mgmt.	
BUMA 029	Retail Merchandise Management	
CERTIFICATE TOTAL		35

Culinary Management A.A. Degree for employment preparation (Includes Certificate Program)

Required Courses		Units
CART 001	Sanitation & Safety	3
CART 003	Principles Of Cooking	5
CART 004	Pantry	5
CART 006	Garde Manger	5
CART 010	Food Procurement & Cost Control	3
CART 011	Menu Planning	3
CART 033	Introduction To Baking	4
CART 034	Intermediate Baking	4
BUHM 050	Introduction To The Hospitality Industry	3
BUHM 063	Hotel & Restaurant Operations	3

BUMA 001	Principles Of Management	3
CIS 010	Computer Literacy	4
CERTIFICATE TOTAL		45
COD General Education Pattern (p. 53)		18
Kinesiology Activities		2
DEGREE TOTAL		65

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) 773-2571.

Digital Design & Production Certificate of Achievement

Required Courses		Units
DDP 001A	Computer Graphics 1A	3
DDP 001B	Computer Graphics 1B	3
DDP 002	Computer Graphics 2	3
DDP 010	Graphic Design I	3
DDP 011	Graphic Design II	3
DDP 020	New Media I	3
Electives		
Select 6 units from the following with advisor approval:		6
DDP 021	New Media II	
DDP 030	Intro To Applied Digital Photography	
DDP 032	Applied Digital Photography	

ART 001A	Beginning Drawing & Composition	
ART 003A	Basic Design & Color	
ART 030A	Beginning Black & White Photography	
CIS 010	Computer Literacy	
CIS 082C	Web Publishing I	
MUS 078A	Digital Audio I	
Required Subtotal		18
Elective Subtotal		6
CERTIFICATE TOTAL		24

Digital Design & Production A.A. Degree for employment preparation

Required Courses		Units
DDP 001A	Computer Graphics 1A	3
DDP 001B	Computer Graphics 1B	3
DDP 002	Computer Graphics 2	3
DDP 010	Graphic Design I	3
DDP 011	Graphic Design II	3
DDP 020	New Media I	3
Electives		
Select 24 units from the following with advisor approval:		24
DDP 021	New Media II	
DDP 030	Intro To Applied Digital Photography	
DDP 032	Applied Digital Photography	
ART 001A	Beginning Drawing & Composition	
ART 003A	Basic Design & Color	
ART 010	Introduction To Art	
ART 030A	Beginning Black & White Photography	
CIS 010	Computer Literacy	
CIS 082C	Web Publishing I	
MUS 078A	Digital Audio I	
Required Subtotal		18
Elective Subtotal		24
COD General Education Pattern (confer with Advisor) (p. 53)		18
Kinesiology Activities		2
DEGREE TOTAL		62

Disabled Students Programs and Services

Students with disabilities at College of the Desert participate in the same activities and courses as any other student. Special services are offered to provide a more equitable classroom experience and to help successfully integrate the student into college life. Interested students must meet with a DSPS counselor to apply for these services.

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

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

Participation in DSPS services is voluntary.

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

Counseling Faculty/Advisors:

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Early Childhood Education

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

College of the Desert's ECE curriculum includes course offerings that provide a general overview of the discipline, as well as teaching strategies that are developmentally appropriate for young children. Students earning ECE certificates may also choose to continue their study toward an associate, baccalaureate or advanced degree in the field. Students earning an associate's degree in ECE may pursue entry-level positions as preschool teachers or may choose to continue their study in the discipline toward a bachelor's or graduate degree. COD has transfer agreements with CSUSB, in this discipline/program. However, transfer requirements at four-year colleges and universities tend to vary from institution to institution; students should consult with a counselor for specific information regarding the transfer requirements of their preferred college or university.

Advisors:

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A.S. in Early Childhood Education for Transfer Degree (AS-T)

The **Associate in Science in Early Childhood Education for Transfer**, also called the Early Childhood Education AS-T Degree, provides a clearly articulated curricular track for students who wish to transfer to a CSU campus, while also serving the diverse needs of students interested in the breadth and depth of the field of early childhood education. Additionally, this degree exposes students to the core principles and practices of the field in order to build a foundation for their future personal, academic, or vocational paths. The degree was designed to facilitate students' successful transfer to certain California State University (CSU) campuses that prepare them for advanced study in a variety of graduate programs, as well as a variety of careers such as teaching, Child Development Specialist, Program Directors, and Child

Life Specialists. This degree requires students to complete 60 CSU transferable units including completion of CSU GE or IGETC and 24 units in the major with a cumulative GPA of 2.0 or better. Title 5 requires that students must earn a "C" or better in all courses required for the major or area of emphasis. There are no additional graduation requirements.

Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

Required Courses		Units
ECE 001	Principles and Practices of Teaching	3
ECE 010	Child Growth & Development	3
ECE 012	Child, Family & Community	3
ECE 040	Introduction To Curriculum	3
ECE 044	Health, Safety & Nutrition	3
ECE 045	Teaching In A Diverse Society	3
ECE 046B	Observation & Assessment	3
ECE 047A	Practicum In Early Childhood Education	3
Required Subtotal		24
CSU General Education Pattern (p. 61) ¹		39
Transferable Electives (as needed to reach 60 transferable units) ²		
DEGREE TOTAL		60

¹ Units for the major may be double counted for CSU GE only (not IGETC), confer with Counselor.

² Elective units to reach 60 unit total must be CSU transferable.

Please refer to Associate Degree for Transfer (SB 1440). (p. 51)

ECE Teacher Certificate of Achievement and preparation for State Permit

Required Courses		Units
ECE 001	Principles and Practices of Teaching	3
ECE 010	Child Growth & Development	3
ECE 012	Child, Family & Community	3
ECE 031	Child Abuse & Neglect	3
ECE 040	Introduction To Curriculum	3
ECE 044	Health, Safety & Nutrition	3
ECE 045	Teaching In A Diverse Society	3
ECE 046B	Observation & Assessment	3
ECE 047A	Practicum In Early Childhood Education	3
ENG 001A	Composition	4
Required Core Subtotal		31
COD General Education Subtotal (12 units from the following areas: Social Sciences, Humanities, Math or Science) (p. 53)		12
CERTIFICATE TOTAL		43

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

ECE Master Teacher Certificate of Achievement

and preparation for State Permit

Early Childhood Education (ECE) is the study of child development and developmentally appropriate practices for young children. Students completing the Early Childhood Education Master Teacher Certificate will be prepared for positions such as mentor teachers, curriculum specialists, and leaders in early care and education programs.

A Master Teacher certificate enables the holder to serve as a lead teacher in a Head Start or State Preschool Program. Master Teachers can supervise teachers, student teachers and interns.

Required Courses		Units
ECE 001	Principles and Practices of Teaching	3
ECE 010	Child Growth & Development	3
ECE 012	Child, Family & Community	3
ECE 023	The Mentor Teacher/Adult Supervision	2
ECE 031	Child Abuse & Neglect	3
ECE 040	Introduction To Curriculum	3
ECE 044	Health, Safety & Nutrition	3
ECE 045	Teaching In A Diverse Society	3
ECE 046B	Observation & Assessment	3
ECE 047A	Practicum In Early Childhood Education	3
ENG 001A	Composition	4
ECE Emphasis Courses		
Select one group from the following:		6
Infant/Toddler Education:		
ECE 020 & ECE 021	Infant/Toddler Growth & Development and Infant/Toddler Curriculum	
Early Childhood Special Education:		
ECE 033 & ECE 035	Inclusion of Children With Special Needs and Curriculum & Strategies - Children W/ Special Needs	
Early Childhood Curriculum:		
ECE 030 & ECE 036	Creativity In Young Children and Music for Young Children	
Language Acquisition & Development:		
ECE 019 & ECE 027	Children's Language & Literature and English Language Learners In ECE	
Social Development:		
ECE 034 & ECE 039	Social Cognition & the Developing Brain and ECE Global Diplomacy Practicum	
Required Subtotal		39
COD General Education Subtotal (12 units from the following areas: Social Sciences, Humanities, Math or Science) (p. 53)		12
CERTIFICATE TOTAL		51

Note: State of California also requires 350 days of experience working in a child care program to apply for a Master Teacher Permit.

ECE Site Supervisor Certificate of Achievement

Early Childhood Education (ECE) is the study of child development and developmentally appropriate practices for young children. Students completing the Early Childhood Education Site Supervisor Certificate will be prepared for positions such as mentor teachers, site supervisors and directors of private preschool programs.

Required Courses		Units
ECE 001	Principles and Practices of Teaching	3
ECE 010	Child Growth & Development	3
ECE 012	Child, Family & Community	3
ECE 023	The Mentor Teacher/Adult Supervision	2
ECE 024	Admin. Of Programs For Young Children	3
ECE 025	Adv. Administration/Programs Young Children	3
ECE 040	Introduction To Curriculum	3
ECE 044	Health, Safety & Nutrition	3
ECE 045	Teaching In A Diverse Society	3
ECE 046B	Observation & Assessment	3
ECE 047A	Practicum In Early Childhood Education	3
Recommended COD General Education Courses		
ENG 001A	Composition	4
MATH 040	Intermediate Algebra	4
NR 001	Conservation Of Natural Resources (or C1-Natural Sciences selected courses)	3
PSY 001	General Psychology (or C2-Social/Behavioral Sciences selected course)	3
Any course (C3-Arts, Humanities, & Culture selected courses)		3
Any courses (C5-Personal Growth & Development selected courses)		3
Required Subtotal		32
Recommended COD General Education (p. 53)		20
CERTIFICATE TOTAL		52

Elementary Teacher Education

The **Associate in Arts in Elementary Teacher Education for Transfer**, also called the Elementary Teacher Education AA-T Degree, is designed to prepare students for a seamless transfer with junior status to a CSU campus in a program or major in Liberal Studies, Integrated Teacher Education Programs for completion of a baccalaureate degree. Upon successful completion of courses leading to the Elementary Teacher Education AA-T Degree the student will be able to know and understand the established as well as recent theories of child development and apply human development theory to observation and practice. The successful student will be able to analyze and think critically about the teacher's role in early learning and development settings.

This degree requires students to complete 60 CSU transferable units including completion of CSU GE or IGETC and 54 units in the major with a cumulative GPA of 2.0 or better. Title 5 requires that students earn a grade of "C" or better in all courses required for the major or area of emphasis. There are no additional graduation requirements. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

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A.A. in Elementary Teacher Education for Transfer Degree (AA-T)

Required Courses		Units
EDUC 001	Intro To Elementary Classroom Teaching	3
BI 004	Elements Of Biology	4
CH 003	Introductory General Chemistry	4
ECE 010	Child Growth & Development	3
ENG 001A	Composition	4
ENG 001B	Composition & Literature	3
G 010	The Earth Sciences	4
GEOG 007	Regional Geography	3
HIST 003	History Of World Civilization I	3
HIST 017	US History Through Reconstruction	3
MATH 011	Math Concepts For Elementary School Teachers-Number System	4
PH 001	Introductory Physics	4
PS 001	Introduction To Government	3
SOC 004	Sociological Analysis & Critical Thinking	3
SP 004	Public Speaking	3
Select one course from the following:		3
ART 010	Introduction To Art	
MUS 010	Introduction To Music	
TA 001	Introduction To Theatre	
Required Subtotal		54
Select one of the following: ¹		37-39
CSU General Education (p. 61)		
IGETC Pattern (p. 66)		
Transferable Electives (as needed to reach 60 transferable units) ²		
DEGREE TOTAL		60

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

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

Please refer to Associate Degree for Transfer (SB 1440). (p. 51)

Emergency Medical Services

The Emergency Medical Services 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 is required prior to students attending clinical experience. Students must be eighteen (18) years of age to enroll in this course. Students are required to purchase

malpractice insurance in conjunction with this course. Students will be required to provide a negative criminal background clearance. You will be required to provide proper identification including your Social Security number. The student shall be responsible for paying any associated costs of program requirements. Information sessions are provided for prospective students. Call (760) 568-3083 or visit the department website for dates and times of sessions.

On completion of 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 two-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.

Note: Pursuant to California Health and Safety code Section 1799.100, by participating in a course of instruction in emergency medical training you have waived your rights to collect civil damages against the College in the event you sustain an injury.

The code states: "No local agency, entity of state or local government, or other public or private organization which sponsors, authorizes, supports, finances, or supervises the training of people, excluding physicians and surgeons, registered nurses, and licensed vocational nurses, as defined, in emergency medical services in training programs under this part, shall be liable for any civil damages alleged to result from such training program."

Advisor: Neil Lingle

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Emergency Medical Care Certificate of Achievement

The Emergency Medical Care (EMC) Certificate of Achievement is designed to offer a full range of both required and elective courses that prepare students for immediate entry into the emergency medical care field. The certificate is structured to ensure gradual, systematic and comprehensive attainment of the practical knowledge, skills and abilities desired by both private and public organizations. It also provides an excellent foundation from which to pursue both paramedic and related degree programs.

Although job ready EMT certification is the overriding goal of the program, the courses offered take into account that many students experience significant difficulty in satisfactorily completing the core 6 unit EMT course without additional preparation. Therefore, a more fundamental 3 unit Emergency Medical Responder (EMR) course is provided as a prerequisite to the 6 unit EMT course, as well as a required Medical Terminology course. A basic anatomy and physiology course (Your Living Body) is also offered as an advisory to EMR in the list of electives. The certificate also assists both students and emergency medical care providers by offering an ambulance operations course that provides both operator information and driving skills training. Additionally, the certificate addresses today's communication/information and interpersonal relations work place needs by offering a variety of other highly relevant elective courses.

Required Core

Units

EMT 080	Emergency Medical Responder ¹	3
EMT 081	Ambulance Operations	1
EMT 084	Emergency Medical Technician I	6
HS 061	Medical Terminology	2
Electives		
Select 4 courses from the following:		11-13
BUMA 094 or ENG 001A	Business Communications Composition	
CIS 005	Computer Survival Skills	
HS 013	General Nutrition	
HS 062	Your Living Body ²	
KINE 010	Personal & Community Health	
PSY 001 or PSY 029	General Psychology Abnormal Psychology	
SP 001	Intro To Interpersonal Communication	
Required Subtotal		12
Elective Subtotal		11-13
CERTIFICATE TOTAL		23-25

¹ EMT-080 is a prerequisite for EMT 84.

² HS-62 is an advisory for EMT 80.

Energy Systems Technology

Students completing this program will have obtained the basic skill sets required to assume an entry-level position within the power generation industry. The Energy Systems Technology program provides College of the Desert students with opportunities for immediate employment in the power generation industries. Upon program completion, students will be prepared to enter the field as a Utility Employee, Solar Integrator, Union Electrician, Operations and Maintenance Technician, Photovoltaic System Designer or Photovoltaic Systems Sales Person. Specific objectives for the Energy Systems Technology program include:

- Equipping students with the knowledge and skills needed to comprehend the five disciplines of renewable energy and their impact on the developing world.
- Educating students in the areas of fossil fuels and the corresponding economic and environmental impact.
- Preparing students with the information and background needed to work in a vertically integrated renewable energy industry.

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Energy Systems Technology Certificate of Achievement

The Energy Systems Technology program will provide students with the knowledge and skills necessary for an entry-level position in the power generation industry ranging from small stand-alone systems designed for minimal single electrical load devices to centralized utility

scale operations designed to provide power to large regions supporting residential, commercial and/or industrial customers. Students will gain foundational skills in both the conceptual and practical side of power generation as well as an overview of the current electrical infrastructure including; Centralized Power Generation Stations, Distributed Power Generation, Transmission Systems, Distribution Systems, Switchyards and Sub-stations. Upon completion of the core courses, the students are given several elective course options to provide a measure of flexibility in determination of the student's occupational path. Elective courses cover fundamental skills in natural resources, business, alternative transportation, construction technology, HVAC, design and earth sciences.

Required Core Courses		Units
ESYS 001	Introduction To The Power Industry	3
ESYS 002	Electricity & Electrical Theory	3
ESYS 003	Energy Systems Technology	3
ESYS 004	Industrial Calculations	3
BUMA 032	Human Relations In the Workplace	3
NR 001	Conservation Of Natural Resources	3
ACR 077	Energy Conservation Methods for HVACR	3

Elective Courses		Units
Select 3 units from the following:		3
NR 001L	Conservation Of Natural Resources Lab	
BUMA 010	Introduction To Business	
AUTO 045A	Intro To Alternative Fuel Vehicles	
ACT 020	Introduction To Construction Technology	
DRA 001	Technical Drafting I	
G 010	The Earth Sciences	
PH 001	Introductory Physics	
ESYS 095A	Energy Systems Technology Work Experience	
(Maximum of 2 units may be used for work experience)		
CERTIFICATE TOTAL		24-25

English

College of the Desert's English program offers a wide range of courses meant to help students develop writing, research, problem-solving, and critical-thinking skills that are applicable across disciplines and the varied career paths that our diverse student body pursues. Currently, there are between 100 and 120 sections of English offered each semester.

The English program's basic skills English composition courses prepare incoming students with the fundamentals of sentence structure, fundamentals of academic expository essay structures, critical thinking skills, and basic research techniques to assure competency in their freshman-level writing requirements, other college-level writing assignments, and vocational and professional needs. These skills translate into use across the disciplines and career paths.

The English program also offers an AA-T degree in English in compliance with SB 1440, as well as courses leading to transfer to a four-year college. Students earning an AA-T degree in English are well prepared for a wide variety of career fields in the liberal arts and publishing fields. Students may also choose to continue their study in the discipline toward a bachelor's degree. Transfer requirements at four-year colleges and universities tend to vary from institution to institution - students should consult with a counselor for specific information regarding the transfer

requirements of their preferred college or university. For more information please call (760) 773-2572.

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A.A. in English for Transfer Degree (AA-T)

College of the Desert's **Associate in Arts in English for Transfer**, also called the English AA-T Degree, offers a wide range of courses designed to help students develop writing, research, problem solving, and critical thinking skills that are applicable across disciplines and the varied career paths that our diverse student body will pursue. Courses in writing and literature prepare students to write effective essays, conduct in-depth research on many topics, and use problem solving and critical thinking strategies in synthesizing and relaying information to specific audiences. These skills translate across all disciplines and career paths that students will pursue. Students earning an AA-T degree in English are well prepared for a variety of career fields in the liberal arts. Students may also choose to continue their study in the discipline toward a bachelor's degree.

This degree requires students to complete 60 CSU transferable units including completion of CSU GE or IGETC and 19-21 units in the major

with a cumulative GPA of 2.0 or better. Title 5 requires that students must earn a "C" or better in all courses required for the major or area of emphasis. There are no additional graduation requirements. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. For more information please call (760) 773-2572.

Required Course		Units
ENG 002	Argumentative Writng & Critical Thinkng Thru Literature	4

List A		
Select 2 courses from the following:		6

ENG 010A	American Literature I
ENG 010B	American Literature II
ENG 011A	Survey Of English Literature
ENG 011B	Survey Of English Literature
ENG 012A	World Literature I
ENG 012B	World Literature II

List B		
Select 2 courses from the following:		6

Any courses from List A not already used	
ENG 005A	Creative Writing
ENG 005B	Advanced Creative Writing
ENG 014	Shakespeare
ENG 015	The Short Story
ENG 017	Women In Literature
ENG 021	Intro Latin American/Chicano Literature
ENG 022	Intro to African American Literature
ENG 024	Native American Literature
ENG 025	Introduction To The Novel
ENG 031	The Bible As Literature: Old Testament
ENG 032	The Bible As Literature: New Testament
ENG 035	Myth And Legend
ENG 036	Children's Literature
J 003A	News Reporting & Writing
TA 001	Introduction To Theatre

List C:		
Select one course from the following:		3-5

Any course from List A or B not already used	
ASL 001	Elementary American Sign Language I
ASL 002	Elementary American Sign Language II
ASL 003	Intermediate American Sign Language I
ASL 004	Intermediate American Sign Language II
FR 001	Elementary French I
FR 002	Elementary French II
FR 003	Intermediate French I
FR 004	Intermediate French II
GER 001	Elementary German I
GER 002	Elementary German II
ITAL 001	Elementary Italian I
ITAL 002	Elementary Italian II
JPN 001	Elementary Japanese I
JPN 002	Elementary Japanese II
SPAN 001	Elementary Spanish I

SPAN 002	Elementary Spanish II	
SPAN 003	Intermediate Spanish I	
SPAN 004	Intermediate Spanish II	
Required Subtotal		19-21
Select one of the following: ¹		37-39
CSU General Education Pattern (p. 61)		
IGETC Pattern (p. 66)		
Transferable Electives (as needed to reach 60 transferable units) ²		
DEGREE TOTAL		60

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

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

Please refer to Associate Degree for Transfer (SB 1440). (p. 51)

English as a Second Language

College of the Desert's English as a Second Language program offers credit and noncredit courses preparing students for entry to academic programs at COD as well as for vocational and personal goals.

English as a Second Language (ESL) Credit Program

The Credit ESL program is for non-native speakers of English and for those who speak English as a second language. The credit ESL program offers multi-level courses in writing, reading and speaking to prepare students for the demands of higher education or a vocational certificate.

English as a Second Language (ESLN) Noncredit Program

The Noncredit ESL program is an intensive series of multi-skill courses which meet the needs of students not fluent in English. Persons from the literacy level to advanced level of English proficiency acquire the skills required for their daily lives and prepare themselves to enter high school completion, vocational or academic programs.

Classes are open-entry, thereby allowing students to register at any time during the school year. Classes are held day and evening at Palm Desert, Indio Campus and other off-campus locations.

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

The Noncredit ESL program also offers two noncredit certificate options to students. The English Proficiency Certificate focuses on the essential English language skills needed in day-to-day living and working situations. The Academic English Certificate is for students who are planning on pursuing a college degree or vocational certificate. Please refer to the sequence of noncredit ESL courses required for these certificates. For more information please call (760) 773-2559.

El Ingles Como Segundo Idioma

Inglés como Segundo Idioma ofrece programas de instrucción para todos los niveles de habilidad. Se encuentra la oficina de ESL noncredit en el segundo piso del centro estudiantil Hilb localizado enfrente de la fuente (Palm Desert Campus). Las clases que se ofrecen en este departamento reciben nuevos estudiantes todos los días. Cada persona de 18 años

o más, sin tener en cuenta su educación previa, es bienvenida a este programa.

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ESL Credit Certificate of Proficiency

The English as a Second Language (ESL) Credit Certificate of Proficiency recognizes the attainment of English language abilities in listening speaking, reading, writing and grammar skills suitable for use in academic classes at the community college level as well as in the workplace. *This certificate is locally approved and is NOT notated on the student's academic transcript in accordance with State regulations.*

Required Courses		Units
ESL 070	ESL/Academic English I	4
ESL 070A	Grammar & Editing	2
ESL 071	ESL/Academic English II	4
ESL 071A	Advanced Grammar & Editing	2
ESL 052	Pronunciation	3
ESL 053	Speech Pronunciation & Listening	3
CERTIFICATE TOTAL		18

English Proficiency Certificate of Completion: Life & Work Skills

This sequence of courses will teach the student the English grammar, reading, writing, listening and speaking skills that he or she will need to be an active and productive member of the community at large. The sequence of courses will also give students the necessary skills to find and maintain a job, as well as advance in a current job that he or she may have.

Core Courses (Required)

ESLN 309A	ESL - Foundations	0
ESLN 310A	ESL - Comprehensive I	0
ESLN 310B	ESL - Comprehensive II	0
ESLN 310C	ESL - Comprehensive III	0

Elective Courses (Optional)

ESLN 324A	ESL - Reading Laboratory	0
ESLN 388A	ESL Conversation I - Low Beginning	0
ESLN 388B	ESL Conversation II/High Beginning	0
ESLN 388C	ESL Conversation III/Low Intermediate	0
ESLN 399	ESL Language Lab	0

Academic English Certificate of Completion

This series of courses will teach the students English grammar, reading, writing, listening and speaking skills that they will need to be adequately prepared for college-credit classes where they will be able to earn vocational certificates, earn an Associate degree, and/or transfer to a baccalaureate institution. The sequence of courses will also give students the necessary skills to find and maintain a job, as well as advance in a current job that he or she may have.

Core Courses (Required)

ESLN 310D	ESL - Comprehensive IV	0
ESLN 310E	ESL - Comprehensive V	0

Elective Courses (Optional)

ESLN 324A	ESL - Reading Laboratory	0
ESLN 388D	ESL Conversation IV/High Intermediate	0
ESLN 388E	ESL Conversation V/Low Advanced	0
ESLN 399	ESL Language Lab	0

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.

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Basic Firefighter Certificate of Achievement

This certificate provides individuals with the knowledge and skills to safely perform, under minimal supervision, essential and advanced fire ground tasks. These shall include basic rescue operations, auto extrication, basic fire suppression, prevention and investigation, a basic knowledge of the "Incident Command System" and an introduction to the potential dangers of hazardous materials. In addition, students will learn to use, inspect and maintain various types of firefighting and rescue equipment. Completion of this certificate satisfies the manipulative and academic training requirements as established by the State Fire Marshal to become certified as a Fire Fighter I.

Required Courses

Required Courses		Units
FIRE 063A	Basic Fire Fighter I Academy (Part 1)	9.75
FIRE 063B	Basic Fire Fighter I Academy (Part 2)	8.75
CERTIFICATE TOTAL		18.5

Fire Technology Certificate of Achievement

Fire technology is the study of the organization and function of fire prevention and suppression techniques; fire behavior, combustible materials, extinguishing agents, hazardous and toxic material; fire protection techniques and systems; fire command and fire management (supervision).

The certificate of achievement is designed to provide students with skills necessary for employment or advancement as an entry level firefighter. Students earning the certificate may also choose to continue their study toward an associate or baccalaureate degree in the field.

Past recipients of the COD Certificate of Achievement in Fire Technology have obtained positions as firefighter, firefighter/EMT and paramedic.

This program follows the Fire and Emergency Services Higher Education (FESHE) model from the National Fire Academy in Emmitsburg, Maryland and is a component of accreditation from the California State Fire Marshal.

Required Courses

Required Courses		Units
FIRE 001	Principles Of Emergency Services	3
FIRE 002	Fire Prevention	3
FIRE 003	Fire Protection Equipment & Systems	3
FIRE 004	Bldg Construction For Fire Protection	3
FIRE 005	Fire Behavior & Combustion	3
FIRE 007	Principles Of Fire & Emergency Services Safety & Survival	3

Electives

Select 4 units from the following (with Advisor approval):		4
FIRE 006	Hazardous Materials/ICS	
FIRE 008	Firefighting Strategies & Tactics	
FIRE 010	Wildland Fire Technology	
FIRE 070	Confined Space - Awareness	
FIRE 077A	Fire Investigation 1A: Fire Origin/Cause Determination	
FIRE 077B	Fire Investigation 1B: Techniques of Fire Investigation	

FIRE 078A	Training Instructor 1A: Cognitive Lesson Delivery	
FIRE 078B	Training Instructor 1B: Psychomotor Lesson Delivery	
FIRE 078C	Training Instructor 1C: Instructional Devlpmnt Technqs	
FIRE 079B	I-200: Basic ICS	
FIRE 079C	I-300: Intermediate ICS	
FIRE 079D	I-400: Advanced ICS	
FIRE 082A	Fire Apparatus Driver/Operator 1A: Emergency Vehicle Ops	
FIRE 082B	Fire Apparatus Driver/Operator 1B: Pump Operations	
FIRE 090A	Fire Prevention 1	
FIRE 091A	Command 1A: Command Principles for Company Officers	
FIRE 091B	Command 1B: Incident Management-Company Officers	
FIRE 091C	Command 1C: WUI Command Operations for the Company Officers	
FIRE 092	Fire Management 1: Mgt/Supervision for Company Officers	
BIT 026	Building II & Fire Codes	
EMT 080	Emergency Medical Responder	
EMT 084	Emergency Medical Technician I	
Required Subtotal		18
Elective Subtotal		4
CERTIFICATE TOTAL		22

Fire Technology A.S. Degree for employment preparation

Fire technology is the study of the organization and function of fire prevention and suppression techniques; fire behavior and combustion, fire chemistry, extinguishing agents, hazardous and toxic material; fire protection systems; fire command and fire management (supervision).

Career paths chosen by students pursuing an undergraduate and/or baccalaureate degree in fire technology commonly include firefighter, fire engineer, paramedic, forest service worker, health and safety officer, fire prevention specialist, fire inspector, fire investigator, fire protection engineer and hazardous materials specialist.

College of the Desert's Fire Technology curriculum includes course offerings that provide a general overview of fire service disciplines, as well as specific courses in fire suppression, fire tactics and strategy, fire prevention, design and operation of fire detection and alarm systems, hazardous materials, fire protection building design and construction. In addition, Fire Service Training & Education Program (FSTEP) and California Fire Service Training & Education System (CFSTES) courses through the California State Fire Marshal's office are offered in this program.

College of the Desert is recognized by the California State Fire Marshal as an Accredited Regional Training Program offering a Firefighter 1 Basic Training Academy. The objective for this program is to develop teamwork, skills, attitudes and public service commitment necessary for employment in the fire service. Completion of this certificate satisfies the

manipulative and academic training requirements as established by the California State Fire Marshal.

Required Courses		Units
FIRE 001	Principles Of Emergency Services	3
FIRE 002	Fire Prevention	3
FIRE 003	Fire Protection Equipment & Systems	3
FIRE 004	Bldg Construction For Fire Protection	3
FIRE 005	Fire Behavior & Combustion	3
FIRE 007	Principles Of Fire & Emergency Services Safety & Survival	3
Electives		
Select 22 units from the following (with Advisor approval):		22
FIRE 006	Hazardous Materials/ICS	
FIRE 008	Firefighting Strategies & Tactics	
FIRE 010	Wildland Fire Technology	
FIRE 063A	Basic Fire Fighter I Academy (Part 1)	
FIRE 063B	Basic Fire Fighter I Academy (Part 2)	
FIRE 070	Confined Space - Awareness	
FIRE 077A	Fire Investigation 1A: Fire Origin/Cause Determination	
FIRE 077B	Fire Investigation 1B: Techniques of Fire Investigation	
FIRE 078A	Training Instructor 1A: Cognitive Lesson Delivery	
FIRE 078B	Training Instructor 1B: Psychomotor Lesson Delivery	
FIRE 078C	Training Instructor 1C: Instructional Devlpmnt Technqs	
FIRE 079B	I-200: Basic ICS	
FIRE 079C	I-300: Intermediate ICS	
FIRE 079D	I-400: Advanced ICS	
FIRE 082A	Fire Apparatus Driver/Operator 1A: Emergency Vehicle Ops	
FIRE 082B	Fire Apparatus Driver/Operator 1B: Pump Operations	
FIRE 090A	Fire Prevention 1	
FIRE 091A	Command 1A: Command Principles for Company Officers	
FIRE 091B	Command 1B: Incident Management-Company Officers	
FIRE 091C	Command 1C: WUI Command Operations for the Company Officers	
FIRE 092	Fire Management 1: Mgt/Supervision for Company Officers	
BIT 026	Building II & Fire Codes	
EMT 080	Emergency Medical Responder	
EMT 084	Emergency Medical Technician I	
Required Subtotal		18
Elective Subtotal		22
COD General Education Pattern (p. 53)		18
Kinesiology Activities		2
DEGREE TOTAL		60

Foreign Languages

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

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

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

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French A.A. Degree and transfer preparation

Required Courses	Units
Elementary Level	
FR 001 Elementary French I	5
FR 002 Elementary French II	5
Intermediate Level	
FR 003 Intermediate French I	4
FR 004 Intermediate French II	4
Another Language	4-5
Required Subtotal	22-23
Select one of the following:	37-39
CSU General Education (p. 61)	
IGETC Pattern (p. 66)	
Kinesiology Activities	2
DEGREE TOTAL	61-64

Health Sciences

The Department of Health Sciences offers associate degrees in Nursing (Registered Nursing) and Vocational Nursing as well as certificates for Nurse Assistant (NA), Home Health Aide (HHA) and Vocational Nursing (VN). These are highly impacted programs that are highly regulated. **NA and HHA certificates are locally approved and are NOT notated on the student's academic transcript in accordance with the State regulations.**

For policies and procedures for each of the programs consult the Health Sciences & Education webpage under Academic Programs on the College of the Desert website. For specific questions please call (760) 568-3093 or (760) 773-2579.

College policy requires each student enrolled in Health Sciences programs with clinical components to purchase insurance coverage against liability for malpractice, as well as materials for nursing student practice kits. A materials fee may be required for Nursing kits. Refer to the school webpage for current fees. These fees are paid at the time of registration. All programs offered by the Health Sciences Department demand a grade of "C" or better (2.0) in any course fulfilling program requirements.

Hospital Requirements

Affiliation agreements with clinical facilities regulated by the Joint Commission (JC) require that College of the Desert Health Sciences students meet specific requirements prior to being placed at a facility for a clinical rotation. These requirements include clearance of a recent physical examination, specific immunizations or titers, negative TB status, negative criminal background clearance, negative drug test, and current Basic Life Support CPR Certification. Requirements are subject to change as specified by the clinical facility.

Policies and procedures for the criminal background check are available on the Health Sciences & Education webpage. 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.

All students enrolled in Health Sciences courses requiring patient care contact in a JC accredited facility must provide evidence of meeting these requirements prior to the first clinical experience. Students will be excluded from the clinical site until all required materials have been received in the department office.

Core Performance Standards

In compliance with the Americans with Disabilities Act (ADA), students must be, with reasonable accommodation, physically and mentally capable of performing the essential functions of the program. The Core Performance Standards adopted by the Department of Health Sciences include the following.

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:

- perform mathematical calculation for medication preparation and administration in a timely manner;
- 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.

Students enrolled in the clinical program are subject to special guidelines developed to protect patient safety. A student may be asked to withdraw from a program in the Health Science Department for academic reasons or for other reasons such as drug/alcohol abuse, inappropriate social or emotional behavior or documented acts of dishonesty. The faculty reserves the right to remove from the clinical area any student who, in the faculty member's professional judgment, places the patient in physical or emotional jeopardy.

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Home Health Aide

The Home Health Aide program prepares men and women to assist with the routine care and treatments of clients in their homes. These services include personal health care as well as food purchasing, meal planning, laundry, and light housekeeping. Successful completion of the program results in eligibility to take the state approved tests that lead to certification as a Home Health Aide.

The course of study includes 27 hours of classroom instruction and 27 hours of supervised clinical experience. Students wishing to enter the program must be certified as a nursing assistant in California or currently enrolled in HS-064. Specific information regarding the program may be obtained by contacting the Office of Health Sciences & Education.

Nurse Assistant (Certified Nurse Assistant/CNA)

The Nurse Assistant (NA) program prepares men and women to assist with the routine care and treatment of patients in health care facilities. Working under the direction of the nursing and medical staff, activities

of the Certified Nursing Assistant include providing personal care, maintaining safety, and assisting with activities of daily living. Successful completion of the program results in eligibility to take the state approved tests that lead to certification as a nursing assistant.

The course of study includes 63 hours of classroom instruction and at least 100 hours of clinical practice in long-term care facilities. The first 16 hours of class is mandatory. Students missing any portion of the first 16 hours of class will be dropped.

Students submitting initial application to the Department of Health Services for this course will need to complete information disclosing any past criminal record. Electronically transmitted fingerprinting (LiveScan) is required for this course. If a history exists that has not been cleared with the California Department of Public Health, the student will not be able to continue in the class.

Students must provide a valid Social Security number as required by the California Department of Public Health, Licensing and Certification, Aide and Technician Certification Section (ATCS) under Health and Safety Code, Sections 1337 through 1338.5 and 1736.1-1736.6 in order to process requests for nurse assistant and home health aide certification.

Specific information regarding the program may be obtained by contacting the Office of Health Sciences & Education.

Associate Degree Nursing Program REGISTERED NURSING (ADN/RN)

Acceptance criteria, program eligibility and selection processes are subject to change. Prospective students are encouraged to check the school webpage 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.

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-RN) and become licensed as Registered Nurses. The role of the California Board of Registered Nursing is to protect the public by screening applicants for licensure to identify potentially unsafe practitioners. A State board of nursing may deny licensure on the basis of: conviction of crime substantially related to the practice of nursing; any act involving dishonesty, fraud, or deceit with intent to substantially benefit self or another or to substantially injure another; any act which is grounds for revocation of a license; making a false statement on the application for license; breach of examination security. 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 or visit www.rn.ca.gov.

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.

RN Program Application Process

Application to the nursing program is separate from application to the College. The application form is available during specific application period and can be obtained from the School of Health Sciences & Education webpage or from the Office of Health Sciences & Education office located in the Barker Nursing Complex at College of the Desert, 43-500 Monterey Avenue, Palm Desert, CA, 92260.

Enrollment into the Registered Nursing program is limited. Detailed information regarding the nursing program, selection, and other important particulars is available on the School webpage.

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", **no online science courses:**
 - 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. English course must have a research component).
5. New admission to the program is competitively based on a multicriteria point system. These criteria include: prerequisite course GPA, general education GPA, TEAS test scores, previous degrees, work experience, life experience, and second language proficiency.

Selection Process: Please see the School of Health Sciences & Education webpage for specific selection processes and application dates:

1. Applications are accepted twice a year. Please see the School webpage for dates.
2. A diagnostic readiness test will be required of all accepted students. Details are on the School webpage.
3. 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 and transfer students from accredited nursing programs. Specific information regarding the advanced placement procedure is available through the Office of Health Sciences & Education. All advanced standing applicants are accepted to the program on a space available basis.

LVN-RN (Transition)

Licensed Vocational Nurses may enter the associate degree program at an advanced level. For the transition option, enrollment is limited and the following is applicable to the LVN-RN option:

Program Eligibility:

To be eligible to apply to College of the Desert's Transition Option, the applicant must:

1. Have current licensure in California as a vocational nurse.
2. Have a minimum GPA of 2.5 in all college level work taken within the past seven (7) years.
3. Have a minimum GPA of 2.5 in the following prerequisite science courses with no grade less than a "C", **no online science courses:**
 - Human Anatomy with a lab component
 - Human Physiology with a lab component
 - Microbiology with a lab component
4. Have no more than one repeat of any one of the three science courses. A "W", "I", "D", and "F" mark is considered a repeat. Repetitions within the past seven (7) years will be used in determining eligibility.
5. Have a "C" or better in any 3 unit college level transferable English course with a research component. (English 1A, Freshman Composition, is the highly recommended course. English course must have a research component).

Selection Process:

1. Application periods are accepted during the following periods:
 - **Application period #1:** March 1 - 21 for the following Fall semester
 - **Application period #2:** August 1 - 21 for the following Spring semester
(If the 21st 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. A random selection process of qualified applications will be used to determine entrants once all applications are evaluated.
3. Applicants will be notified of acceptance status within 7-12 weeks after the application deadline.

LVN-RN (30-Unit Option)

The non-degree option requires that interested students fulfill the following requirements:

1. Current licensure as a California LVN;
2. Proof of high school diploma/GED;
3. Completion of courses in Human Physiology and Microbiology with a minimum GPA of 2.5.

Thirty-unit option students are accepted to the third semester of the nursing program on a space available basis. Students will complete the final two semesters of the nursing program. It is important to note that LVNs choosing to take the 30-unit option can never be qualified as graduates of the COD ADN/RN Program and will permanently be referred to as having attained a Nursing Non-Degree/Non Graduate Status. Lack

of a degree may create limitations for licensure in other states. Students who do not receive an A.S. degree in Nursing may not be eligible for licensure by endorsement in other states. Interested students must make an appointment with the Director of Nursing and Allied Health or designee to obtain further information and to complete an application.

All advanced placement students will be accepted on space available basis. Detailed information is available on the School of Health Sciences & Education webpage.

Transfer

Students with previous nursing education from a Board of Registered Nursing approved registered nurse program may request transfer into the program. All transfer requests will be evaluated on an individual basis. Students should make an appointment with the Director of Nursing and Allied Health to discuss transfer possibilities and materials needed to make the assessment. Transfer students must meet the same enrollment requirements as all students entering the nursing program. General education courses must be completed to correspond with the nursing program's requirements respective to the semester for which the student is seeking transfer. Transfer students must submit a letter from their previous Director/Dean of Nursing stating eligibility for re-entry into the nursing program from which they are transferring. A minimum of twelve units must be completed at COD to earn a degree from COD. All transfer students are accepted on a space available basis.

Entrance to the nursing program is limited to students who have completed the science and English prerequisite courses, have applied, have passed the TEAS V exam and been notified of acceptance into the nursing program.

Registered Nursing Course Sequence

Students can complete the nursing program in two years **once accepted to the nursing program**.

It is recommended that students interested in a Nursing degree see a counselor in the counseling department and read the information on the School of Health Sciences & Education webpage

Please note: Students are strongly encouraged to complete all general education courses prior to program application. Licensure can be achieved when all courses required for the degree are completed.

Registered Nursing A.S. Degree and employment preparation (Graduates eligible for Registered Nurse Licensing Examination in California)

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

All courses must be completed with a grade of "C" or better.

Required Courses	Units
BI 013 Human Anatomy And Physiology I	4
BI 014 Human Anatomy And Physiology II	5
BI 015 General Microbiology	5
PSY 001 General Psychology	3
or PSY 003 Developmental Psychology	
Select one course from the following:	3
SOC 001 Introductory Sociology	
SOC 014 Introduction To Race & Ethnicity	
SOC 015 Mexican American Culture & Society	
ANTH 002 Cultural Anthropology	

ENG 001A Composition	4
Select one course from the following:	3
SP 001 Intro To Interpersonal Communication	
SP 004 Public Speaking	
SP 005 Small Group Communication	
SP 015 Intercultural Communication	
Humanities - Area C3 requirements for Associate Degree Occupational/Vocational	3
MATH 040 Intermediate Algebra	4
Select any 2 units in Kinesiology or 1 unit of KINE & HS 070	2
N 001 Basic Concepts In Nursing Practice	8
N 002 Nursing Common Alterations In Health	9
N 003A Nursing Chronic Alterations In Health	9
N 003B Issues In Nursing	0.5
N 004 Nursing Acute Complex Alterations In Health	9.5
DEGREE TOTAL	72

Note: For advanced placement students who qualify for N 056, Transition to Registered Nurse, total units for degree may be different.

Vocational Nursing Program Licensed Vocational Nursing (VN/LVN)

Acceptance criteria, program eligibility and selection processes are subject to change. Prospective students are encouraged to check the College webpage periodically to remain updated.

Program Description

The Vocational Nursing (VN) Program prepares graduates to qualify to take the national licensing examination (NCLEX-PN) to become a Licensed Vocational Nurse. Licensed vocational nurses assist in data collection, plan and implement nursing care, administer medications and treatments, and maintain a safe environment for patients and families.

Approved by the California Board of Vocational Nursing and Psychiatric Technicians (BVNPT), the 12-month, full-time VN program provides student-centered instruction and meets all State regulations. Classroom instruction is offered concurrent with clinical practice, assisting the student in the application of nursing theory to actual nursing situations. Students are in class and clinical instruction approximately 34 hours each week. A minimum grade of "C" must be earned in all courses taken for the Vocational Nursing certificate.

Licensing Requirements

Upon program completion, students are awarded a vocational certificate and become eligible to apply to the California Board of Vocational Nurses and Psychiatric Technicians (BVNPT) to take the licensure examination. The role of the California Board of Vocational Nursing and Psychiatric Technicians is to protect the public by screening applicants of licensure to identify potentially unsafe practitioners. A State board of nursing may deny licensure on the basis of: conviction of crime substantially related to the practice of nursing; any act involving dishonesty, fraud, or deceit with intent to substantially benefit self or another or to substantially injure another; any act which is grounds for revocation of a license; making a false statement on the application for license; breach of examination security. 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 Vocational Nursing and Psychiatric Technicians at (916) 263-7800 or visit BVNPT website.

Program Application Process

Application to the Vocational Nursing program is separate from application to the College. An Application Form is available during specific application periods and can be obtained from the School of Health Sciences & Education webpage or from the Office of Health Sciences & Education located in the Barker Nursing Complex at College of the Desert, 43-500 Monterey Avenue, Palm Desert, CA, 92262.

Enrollment into the Vocational Nursing program is limited. Detailed information regarding the Vocational Nursing program is available on the School of Health Sciences & Education webpage.

Entrance and Selection Process

Program Eligibility:

To be eligible to apply to College of the Desert's Vocational Nursing Program, the applicant must be at least 17 years of age and be able to provide proof of High School graduation or GED equivalency. Applicants must also:

1. Have a minimum GPA of 2.5 in the following prerequisite courses:
 - HS 62, Your Living Body or BI 13 and BI 14 (or equivalent courses)
 - HS 13, General Nutrition (or equivalent course)
 - HS 67, Intro to Med Dosage Calculations
 - PSY 1, General Psychology (or equivalent course)
2. Additional prerequisites include:
 - ENG 61, Accelerated English, or
 - ENG 71, Academic English II, or
 - ESL 71, ESL/Academic English II (passed with a grade of C or better, or an assessment score greater than 99).
 - MATH 60, A Preparation for the Study of Algebra (passed with a grade of C or better, or an assessment score greater than 65).

Selection Process: Please see the School of Health Sciences & Education webpage for specific selection processes and application dates:

1. Applications are accepted once a year. Please see the School webpage for dates.
2. A random selection process of qualified applicants will be used to determine entrants once all applications are evaluated.
3. Applicants will be notified of acceptance status within 6–8 weeks after the application deadline. All initial communication will be sent by e-mail.

Completion of the VN program does not guarantee licensure.

The program is three semesters long, commencing each fall. It is a limited enrollment program.

Students interested in the VN Program should:

1. Visit the School of Health Sciences & Education webpage for detailed information.
2. Attend an informational session. Call (760) 773-2579 or (760) 568-3093 or visit the School webpage for dates and times of sessions.

Vocational Nursing Certificate of Achievement

(Graduates eligible for Vocational Nurse Licensing Examination in California)

Program Acceptance Requirements: See School of Health Sciences & Education webpage.

All courses must be completed with a grade of "C" or better:

Required Courses		Units
HS 013	General Nutrition	3
HS 062	Your Living Body	3
HS 067	Intro To Med/Dosage Calculations	1
PSY 001	General Psychology	3
VN 010	Vocational Nursing I	9
VN 010L	Vocational Nursing I Lab	7
VN 020	Vocational Nursing II	9
VN 020L	Vocational Nursing II Lab	7
VN 030	Vocational Nursing III	5
VN 030L	Vocational Nursing III Lab	4
CERTIFICATE TOTAL		51

Vocational Nursing A.S. Degree for employment preparation

Acceptance criteria, program eligibility and selection processes are subject to change. Prospective students are encouraged to check the College webpage periodically to remain updated.

(Graduates eligible for Vocational Nurse Licensing Examination in California)

Program Acceptance Requirements: See School of Health Sciences & Education webpage.

All courses must be completed with a grade of "C" or better:

Required Courses		Units
HS 013	General Nutrition	3
HS 062	Your Living Body	3
HS 067	Intro To Med/Dosage Calculations	1
PSY 001	General Psychology	3
VN 010	Vocational Nursing I	9
VN 010L	Vocational Nursing I Lab	7
VN 020	Vocational Nursing II	9
VN 020L	Vocational Nursing II Lab	7
VN 030	Vocational Nursing III	5
VN 030L	Vocational Nursing III Lab	4
Required Subtotal		51
COD General Education Pattern (p. 53)		18
Kinesiology Activities		2
DEGREE TOTAL		71

Health Science A. S. Degree and transfer preparation

The Associate Degree in Health Science provides courses which are the foundation to professional career opportunities in the health science, public health and environmental fields. The degree emphasizes an

ecological approach to health issues in the community and to provide students with the tools and knowledge necessary to understand factors contributing to the promotion of optimal health and well-being.

Required Core Courses		Units
BI 013	Human Anatomy And Physiology I	4
BI 014	Human Anatomy And Physiology II	5
BI 015	General Microbiology	5
HS 072	Introduction To Health & Society	4
HS 073	Introduction To Community Health	3
or HS 013	General Nutrition	
HS 074	Informatics For Health Science	3
Recommended Courses for Transfer		
ENG 001A	Composition	4
Select one from the following:		3
PSY 001	General Psychology	
PSY 003	Developmental Psychology	
SOC 001	Introductory Sociology	
SPAN 001	Elementary Spanish I	5
or ASL 001	Elementary American Sign Language I	
SOC 003	Fundamentals Of Statistics	3
Required Subtotal		24
Select one of the following:		37-39
CSU General Education (p. 61)		
IGETC Pattern (p. 66)		
Kinesiology (PE) Activities		2
DEGREE TOTAL		63-65

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 Consortium of Addiction Programs and Professionals (CCAPP) and California Association of Alcohol and Drug Educators (CAADE) certification. Students earning the certificate may also choose to continue their study toward an Associate of Arts degree in the field. Past recipients of the COD Certificate of Achievement in Alcohol and Drug Studies have obtained positions as supervised chemical dependency counselors, locally and throughout California. Students earning an associate's degree in Alcohol and Drug Studies may pursue entry level positions as supervised chemical dependency counselors or may choose to continue their study in the discipline toward a bachelor's or graduate degree in psychology or social work.

Transfer requirements at four year colleges and universities vary from institution to institution; students should consult with an academic

advisor for specific information regarding the transfer requirements of their preferred college or university.

Requirements for Internship

1. Completion of the COD application.
2. Completion of the eight core courses - HSAD 001, HSAD 002, HSAD 004, HSAD 020, HSAD 022, HSAD 024, HSAD 030, and HSAD 034 with a minimum grade of "C".
3. Students who have completion of HSAD 036 will receive placement priority.
4. Course currency - completing the eight core courses within five years of applying for the internship OR currently working directly with clients at a substance abuse facility.
5. 24 months of continuous sobriety – required for placement in many facilities.
6. There is a **75%** attendance requirement for HSAD courses to earn credit.
7. Many facilities require interns to have evidence of student registration with a certification organization: ex: CCAPP-Registered Alcohol Drug Trainee (RADT -1) at the students' expense.
8. LiveScan – background checks are also required by the majority of the facilities (at the students' expense).

Please contact program advisors L. Emerson or C. Jones with questions and concerns. For more information please call (760) 773-2574.

Advisors:

Linda Emerson
lemerson@collegeofthedesert.edu
(760) 776-7267

Chris Jones
cjonescage@collegeofthedesert.edu
(760) 568-3264

Alcohol and Drug Studies Certificate of Achievement

A minimum grade of "C" must be earned in all courses for the certificate. In addition, students will be required to have **75%** attendance in these courses.

Required Courses		Units
FALL SEMESTER		
HSAD 001	Introduction To Alcohol & Drug Studies	3
(HSAD 001, corequisite for HSAD 004, 020, 024, 030, 034 and 036)		
HSAD 002	Intro To Human Services Counseling	3
HSAD 004	Personal & Professional Growth	2
HSAD 024	Law/Ethics: Community Resources	3
SPRING SEMESTER		
HSAD 020	Biomedical Pharmacology	3
HSAD 022	Case Management	3
HSAD 030	Individual, Group & Family Counseling	3
HSAD 034	Dual Diagnosis	3
Internship/Practicum		
HSAD 032A	Alcohol/Drug: Supervised Practicum I	2
HSAD 032B	Alcohol/Drug: Supervised Practicum II	2

Alcohol and Drug Studies A.A. Degree for employment preparation

HSAD 033A	Alcohol/Drug: Supervised Internship I	3
HSAD 033B	Alcohol/Drug: Supervised Internship II	3
HSAD 036	Counseling Diverse Populations (Fall only)	3
(Please see item #3 under Requirements for Internship)		
CERTIFICATE TOTAL		36

These courses prepare students for the certification options. Below are agencies that provide state accepted certification. **Please contact the agencies directly with specific questions.**

California Consortium of Addiction Programs and Professionals (CCAPP)

In order to take the ICRC examination, potential applicants must have completed 315 hours of alcohol and drug education and 255 hours of supervised practicum/internship. The COD HSAD Program is accredited by CCAPP and the COD HSAD Certificate meets their requirements of 315 hours of alcohol/drug education and the 255 hours of supervised practicum/internship.

Requirements for Certified Alcohol and Drug Counselor (CADC-1)

- Passing grade on the ICRC examination
- 4000 hours of supervised work experience as an alcohol and drug counselor

California Association of Alcohol and Drug Educators (CAADE)

Requirements for Certified Addictions Treatment Counselor (CATC)

- Passing grade on the examination
- 2240 supervised clinical hours at a State Licensed AOD facility (which include the hours completed in your field experience/practicum/fieldwork class at college and any supervised/verifiable work at a State Licensed AOD facility, dating back 5 years from when you apply for initial certification).

Alcohol and Drug Studies A.A. Degree for employment preparation

Required Courses		Units
FALL SEMESTER		
HSAD 001	Introduction To Alcohol & Drug Studies	3
(HSAD 001, corequisite for HSAD 004, 020, 024, 030, 034 and 036)		
HSAD 002	Intro To Human Services Counseling	3
HSAD 004	Personal & Professional Growth	2
HSAD 024	Law/Ethics: Community Resources	3
SPRING SEMESTER		
HSAD 020	Biomedical Pharmacology	3
HSAD 022	Case Management	3
HSAD 030	Individual, Group & Family Counseling	3
HSAD 034	Dual Diagnosis	3
Internship/Practicum		
HSAD 032A	Alcohol/Drug: Supervised Practicum I	2
HSAD 032B	Alcohol/Drug: Supervised Practicum II	2
HSAD 033A	Alcohol/Drug: Supervised Internship I	3
HSAD 033B	Alcohol/Drug: Supervised Internship II	3

HSAD 036	Counseling Diverse Populations (Fall only, can be taken while completing the internship)	3
Electives		
Select 6 units from the following:		6
PSY 003	Developmental Psychology	
PSY 007	Positive Psychology	
PSY 010	Psychological Aspects/Marriage & Family	
SP 001	Intro To Interpersonal Communication	
Required Subtotal		36
Elective Subtotal		6
COD General Education Pattern (p. 53) ¹		18
Kinesiology Activities		2
DEGREE TOTAL		62

¹ Recommended: PSY 001, PSY 003 and PSY 010

Journalism

College of the Desert's Journalism program offers an **Associate in Arts in Journalism for Transfer**, also called the Journalism AA-T Degree. Students earning this degree are well prepared for career fields in radio and television broadcasting, newspaper and magazine writing and production, motion picture, television and video production. The program is designed to train students how to write, report and think critically. The study of Journalism covers the collection, writing, editing and presentation of news or news articles in the media. It is designed to train graduates to be ethical, objective, and critical writers, with the skills and knowledge needed to pursue careers working for newspapers, magazines, broadcast stations and publishing outlets in the online community, and any setting that involves the relaying and reporting of information.

The Journalism AA-T is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing this degree are guaranteed admission to the CSU system, but not to a particular campus or major.

This degree requires students to complete 60 CSU transferable units including completion of CSU GE or IGETC and 18-19 units in the major with a cumulative GPA of 2.0 or better. Title 5 requires that students must earn a "C" or better in all courses required for the major or area of emphasis. There are no additional graduation requirements. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. For more information please call (760) 773-2574.

Advisor: Laurilie Jackson
ljackson@collegeofthedesert.edu
(760) 674-7795

A.A. in Journalism for Transfer Degree (AA-T)

Required Courses		Units
MC 001	Introduction To Mass Media	3
J 003A	News Reporting & Writing	3
J 004A	Basic Newspaper Production	3
List A		
Select one course from the following:		3

MC 005	Introduction To Public Relations
J 004B	Intro To Newspaper Editing & Design
or RTV 007	Introduction To Radio Production
or RTV 010A	Basic Motion Picture TV Production

List B

Any two courses from the following: 6-7

ART 030A	Beginning Black & White Photography
DDP 010	Graphic Design I
ECON 001	Principles Of Macroeconomics
or ECON 002	Principles Of Microeconomics
PHIL 010	General Logic
PS 001	Introduction To Government
PS 002	Introduction To Comparative Governments
SOC 003	Fundamentals Of Statistics
or MATH 014	Statistical Methods
SOC 004	Sociological Analysis & Critical Thinking
SP 007	Argumentation & Debate

Required Subtotal 18-19Select one of the following:¹ 37-39

CSU General Education Pattern (p. 61)
IGETC Pattern (p. 66)

Transferable Electives (as needed to reach 60 transferable units)²**DEGREE TOTAL** 60**Recommended CSU GE or IGETC courses**

ART 003A	Basic Design & Color	3
ENG 001A	Composition	4
SP 004	Public Speaking	3

¹ Units for the major may be double counted for CSU GE or IGETC, confer with Counselor.² Elective units to reach 60 unit total must be CSU transferable, confer with Counselor.**Please refer to Associate Degree for Transfer (SB 1440). (p. 51)**

Kinesiology and Recreation

Kinesiology is the study of health, fitness, recreation and lifetime wellness. Career paths chosen by students pursuing undergraduate studies in kinesiology commonly include: public school instruction, athletic coaching, recreational sports management/leisure studies, fitness professional, athletic training, and corporate wellness programs. Careers in the discipline that generally require graduate-level degrees include: K-12 teacher, physical therapist, athletic trainer, sports/athletic coach, club/corporate wellness director, and recreational sports management.

Even students who choose not to major in Kinesiology find that coursework in the field can improve their ability to: think critically, recognize and value the human body as an integrated organism with systematic functions such as movement, nutrition, growth, reproduction, and aging, exhibit habits of intellectual exploration, personal responsibility and well being, value diverse cultures and populations, and integrate research in the field to contribute to personal and community well being.

College of the Desert's Kinesiology curriculum includes course offerings that provide a general overview of the discipline, as well as specialized

instruction in athletic coaching, recreational sports management, sports officiating, athletic training and dance.

Students earning an AA degree in Kinesiology may pursue (entry-level) positions such as personal fitness trainer, community recreation and youth sports coordinator, or may choose to continue their study in the discipline toward a bachelor's or graduate degree. COD has transfer agreements with the California State Universities and University of California systems in this discipline/program. However, transfer requirements at four-year colleges and universities vary from institution to institution; students should consult with a counselor for specific information regarding the transfer requirements of their preferred college or university.

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.

Advisors:**Wendy Ansley**

wansley@collegeofthedesert.edu
(760) 776-7203

Courtney Doussett

cdoussett@collegeofthedesert.edu
(760) 776-7339

Courses Related in Content

Limitation on Enrollment by Courses Related in Content

Title 5, section 55040 (c) The policies and procedures adopted by the governing board of each community college district pursuant to subdivision (a) may not permit student enrollment in active participatory courses, as defined in section 55000, in physical education/kinesiology, visual arts or performing arts that are related in content, **more than four times** for semester courses. This limitation applies even if a student receives a substandard grade or "W" during one or more of the enrollments in such a course or petitions for repetition due to extenuating circumstances as provided in section 55045. The following groups of courses related in content were approved by the Curriculum Committee:

Related in Content	Kinesiology Courses
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AEROBICS	
KINE 040	Aerobics, Total Body Fitness
KINE 051	Dance, Aerobic
KINE 071	Kickboxing Aerobics
AQUATICS	
KINE 066	Adapted Fitness Aquatics
KINE 082	Swimming
KINE 084	Aquatic Crosstraining
KINE 093	Water Fitness

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BADMINTON	
KINE 042	Adapted Badminton
KINE 043	Badminton
COMBATIVES	
KINE 077	Self-Defense/Fitness
KINE 078	Self-Defense, Martial Arts
FENCING	
KINE 057	Fencing
KINE 058	Competitive Fencing Strategy
FLEXIBILITY	
KINE 072	Pilates Mat Work
KINE 073	Pilates For Dance
GOLF	
KINE 062	Golf
KINE 063	Golf: The Short Game
KINE 067	Adapted Golf
RESISTANCE TRAINING	
KINE 047	Body Sculpt & Tone
KINE 065	Adapted Physical Activity
KINE 096	Weight Training
KINE 096A	Biomechanics Of Strength Training
RUNNING	
KINE 068	Jogging, Powerwalking & Running
KINE 069	Biomechanics Of Running
TRIATHLON	
KINE 046	Endurance Training (Running/Swimming/ Cardio-Respiratory)
KINE 083	Swimming & Running For Triathletes
TEAM SPORTS	
KINE 045	Basketball
KINE 079	Soccer
KINE 091	Volleyball
TENNIS	
KINE 064	Adapted Tennis
KINE 086	Tennis
KINE 087	Pickleball
KINE 088	Strokes & Strategies For Tennis Play
TRAINING & CONDITIONING	
KINE 039	TRX & Kettlebell Training
KINE 041	Core Conditioning
KINE 094	Personal Fitness
YOGA	
KINE 085	Adapted Yoga
KINE 098	Yoga
KINE 099	Power Yoga

Coaching Certificate of Proficiency

This coaching certificate will educate, train, and prepare students with the diverse opportunities such as individual and team sports in the field of coaching. *This certificate is locally approved and is NOT notated on the student's academic transcript in accordance with State regulations.*

Required Courses	Units
KINE 002 Sports Officiating	3

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KINE 005	Foundations Of Coaching	3
KINE 008	Introduction To Kinesiology	3
KINE 007	Techniques Of Exercise Leadership	3
CERTIFICATE TOTAL		12

Fitness Specialist Certificate of Achievement

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

Required Courses	Units
KINE 001 First Aid And Safety	3
KINE 003 Athletic Training I	3
KINE 007 Techniques Of Exercise Leadership	3
KINE 008 Introduction To Kinesiology	3
KINE 095 Exercise Science	2
HS 013 General Nutrition	3
RE 010B Recreation Field Work II	2

Fitness Courses	Units
Select 2 units from the following:	2
KINE 039 TRX & Kettlebell Training	
KINE 040 Aerobics, Total Body Fitness	
KINE 041 Core Conditioning	
KINE 046 Endurance Training (Running/Swimming/ Cardio-Respiratory)	
KINE 047 Body Sculpt & Tone	
KINE 068 Jogging, Powerwalking & Running	
KINE 069 Biomechanics Of Running	
KINE 071 Kickboxing Aerobics	
KINE 072 Pilates Mat Work	
KINE 073 Pilates For Dance	
KINE 077 Self-Defense/Fitness	
KINE 083 Swimming & Running For Triathletes	
KINE 084 Aquatic Crosstraining	
KINE 093 Water Fitness	
KINE 098 Yoga	
KINE 099 Power Yoga	
CERTIFICATE TOTAL	21

A.A. in Kinesiology for Transfer Degree (AA-T)

The Kinesiology program will stimulate learning and necessary skills for the different options of study in the practical field of kinesiology. After completion of the **Associate in Arts in Kinesiology for Transfer**, also called the Kinesiology AA-T Degree, the students' knowledge will be diverse in topics such as health and fitness, sports management, personal training, pedagogy, motor development and learning, physiology of exercise, athletic training, and pre-physical therapy. Students who

complete the Kinesiology AA-T will receive "priority admission with junior status to the California State University system."

This degree requires students to complete 60 CSU transferable units including completion of CSU GE or IGETC and 21-23 units in the major with a cumulative GPA of 2.0 or better. Title 5 requires that students must earn a "C" or better in all courses required for the major or area of emphasis. There are no additional graduation requirements. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

Required Courses		Units
KINE 008	Introduction To Kinesiology	3
BI 013	Human Anatomy And Physiology I	4
BI 014	Human Anatomy And Physiology II	5
Movement Based Courses		
Select a maximum of one (1) course from any three (3) of the following areas for a maximum of three units:		3
Aquatics (1 unit)		
KINE 082	Swimming	
Combatives (1 unit)		
KINE 077	Self-Defense/Fitness	
KINE 078	Self-Defense, Martial Arts	
Dance (1 unit)		
KINE 051	Dance, Aerobic	
Fitness (1 unit)		
KINE 068	Jogging, Powerwalking & Running	
KINE 096	Weight Training	
KINE 098	Yoga	
Individual Sports (1 unit)		
KINE 043	Badminton	
KINE 057	Fencing	
KINE 062	Golf	
KINE 086	Tennis	
Team Sports (1 unit)		
KINE 045	Basketball	
KINE 079	Soccer	
KINE 091	Volleyball	
List A		
Select 2 courses from the following:		6-8
KINE 001	First Aid And Safety	
PH 002A	College Physics I	
SOC 003	Fundamentals Of Statistics	
	or MATH 014 Statistical Methods	
Required Subtotal		21-23
Select one of the following: ¹		37-39
CSU General Education (p. 61)		
IGETC Pattern (p. 66)		
Transferable Electives (as needed to reach 60 transferable units) ²		
DEGREE TOTAL		60

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

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

Please refer to Associate Degree for Transfer (SB 1440). (p. 51)

Recreation A.A. Degree and transfer preparation

Required Courses		Units
KINE 001	First Aid And Safety	3
KINE 002	Sports Officiating ¹	3
KINE 005	Foundations Of Coaching ¹	3
KINE 008	Introduction To Kinesiology ¹	3
KINE 040-099 (Kinesiology Activity) ²		2
RE 001	Intro To Recreation & Sport Management ¹	3
RE 010B	Recreation Field Work II	2
Required Subtotal		19
Select one of the following:		37-39
CSU General Education (p. 61)		
IGETC Pattern (p. 66)		
Transferable Electives (as needed to get to 60)		
DEGREE TOTAL		60

¹ Scheduling priority: Course is offered only every other year

² May double count for Degree Kinesiology Requirement.

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 **or** the Intersegmental General Education Transfer Curriculum 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 under Liberal Arts transfer to CSU. Refer to www.assist.org for transfer details or see a counselor or faculty advisor for additional details.

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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
Select one of the following:	37-39
CSU General Education (p. 61)	
IGETC Pattern (p. 66)	
Area of Emphasis	18
(18 units required from courses listed below with at least 2 or more courses from 1 discipline)	
ARCH 014 History Of Architecture I ¹	
ART 002A History Of Western Art I: Prehistoric To Medieval ¹	
ART 002B History Of Western Art II: Renaissance To Contemporary ¹	
ART 002C History Of Modern Art ¹	
ART 003A Basic Design & Color ¹	
ART 010 Introduction To Art ¹	
ART 012A Survey Of Asian Art ¹	

ART 012B	Art Of Africa, Oceania, & Indigenous North America ¹
ART 012C	Art Of The Ancient Americas ¹
ART 033	History of Photography ¹
ASL 001	Elementary American Sign Language I ¹
ASL 002	Elementary American Sign Language II ¹
ASL 003	Intermediate American Sign Language I ¹
ASL 004	Intermediate American Sign Language II ¹
DANC 010	Introduction To Choreography ¹
DANC 015	History Of Dance ¹
ENG 001A	Composition ¹
ENG 001B	Composition & Literature ¹
ENG 002	Argumentative Writng & Critical Thinkng Thru Literature ¹
ENG 005A	Creative Writing ¹
ENG 005B	Advanced Creative Writing ¹
ENG 010A	American Literature I ¹
ENG 010B	American Literature II ¹
ENG 011A	Survey Of English Literature ¹
ENG 011B	Survey Of English Literature ¹
ENG 012A	World Literature I ¹
ENG 012B	World Literature II ¹
ENG 014	Shakespeare ¹
ENG 015	The Short Story ¹
ENG 017	Women In Literature ¹
ENG 021	Intro Latin American/Chicano Literature ¹
ENG 022	Intro to African American Literature ¹
ENG 024	Native American Literature ¹
ENG 025	Introduction To The Novel ¹
ENG 026	Lesbian/Gay/Bisexual/Transgender Literat ¹
ENG 031	The Bible As Literature: Old Testament ¹
ENG 032	The Bible As Literature: New Testament ¹
ENG 035	Myth And Legend ¹
ENG 036	Children's Literature ¹
FR 001	Elementary French I ¹
FR 002	Elementary French II ¹
FR 003	Intermediate French I ¹
FR 004	Intermediate French II ¹
GER 001	Elementary German I ¹
GER 002	Elementary German II ¹
HIST 003	History Of World Civilization I ¹
HIST 004	History Of World Civilization II ¹
HIST 017	US History Through Reconstruction ¹
HIST 018	US History/Reconstruction To Present ¹
HIST 021	California History ¹
HIST 023	Latin American History ¹
ITAL 001	Elementary Italian I ¹
ITAL 002	Elementary Italian II ¹
JPN 001	Elementary Japanese I ¹
JPN 002	Elementary Japanese II ¹
MC 001	Introduction To Mass Media ¹
MC 005	Introduction To Public Relations

MUS 005	History Of Rock 'n' Roll ¹
MUS 006	History Of Film Music ¹
MUS 007	History Of Musical Theatre ¹
MUS 010	Introduction To Music ¹
MUS 011	The History Of Jazz ¹
MUS 012	Fundamentals Of Music ¹
PHIL 006	Introduction To Philosophy ¹
PHIL 007	Ideas Of The Great Philosophers ¹
PHIL 010	General Logic ¹
PHIL 012	Religions Of The World ¹
PHIL 013	Perspectives On Death & Dying ¹
PHIL 014	Introduction To Ethics ¹
PHIL 017	Philosophy Of Religion ¹
PHIL 018	Philosophy Of Science ¹
RTV 006	Introduction To Film ¹
RTV 008	Contemporary World Film ¹
SOC 004	Sociological Analysis & Critical Thinking ¹
SPAN 001	Elementary Spanish I ¹
SPAN 002	Elementary Spanish II ¹
SPAN 003	Intermediate Spanish I ¹
SPAN 004	Intermediate Spanish II ¹
SPAN 020	Hispanic/Latino Culture & Civilization ¹
SP 001	Intro To Interpersonal Communication ¹
SP 004	Public Speaking ¹
SP 005	Small Group Communication ¹
SP 007	Argumentation & Debate ¹
SP 015	Intercultural Communication ¹
TA 001	Introduction To Theatre ¹
TA 002	Acting I ¹
TA 003	Acting II ¹
TA 004	Script Analysis ¹

(Courses selected can be used to also fulfill GE area, see a counselor for appropriate course selection; all courses transfer to CSU)

Transferable Electives (as needed to reach 60 transferable units)

Kinesiology Activities	2
DEGREE TOTAL	60

¹ courses also transfer to UC

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
Select one of the following:	37-39
CSU General Education (p. 61)	

IGETC Pattern (p. 66)	
Area of Emphasis	18
(18 units required from courses listed below with at least 2 or more courses from 1 discipline)	
BUAC 003	Accounting For Government & Non-Profit
BUAC 004	Tax Accounting I - Individuals
BUAC 004A	Individual Income Tax
BUAC 010	Accounting With QuickBooks
BUAC 020A	Financial Accounting ¹
BUAC 020B	Managerial Accounting ¹
BUFI 012	Money Management/Planning For The Future
BUFI 013	Investment Opportunities
BUHM 050	Introduction To The Hospitality Industry
BUHM 063	Hotel & Restaurant Operations
BUMA 001	Principles Of Management
BUMA 010	Introduction To Business ¹
BUMA 020A	Business Law I ^{1,2}
BUMA 027	Marketing
BUMA 028	Small Business: Development & Mgmt.
BUMA 032	Human Relations In the Workplace
BUMA 064	Human Resource Management
CIS 010	Computer Literacy ¹
CIS 072D	Excel
CIS 081B	Computer Graphics 1B
CIS 082C	Web Publishing I
CIS 083D	Computer Graphics 2
CIS 085C	Web Programming
CIS 086	Visual Basic Programming ¹
CS 007A	Computer Science I ^{1,2}
CS 007B	Computer Science II ¹
CS 008	Computer Architecture and Organization ¹
CS 009	Data Structures and Algorithms ¹
ECON 001	Principles Of Macroeconomics ¹
ECON 002	Principles Of Microeconomics ¹
ECON 011	International Economic Relations ¹
MATH 010	College Algebra ^{1,2}
MATH 014	Statistical Methods ^{1,2}
MATH 015	Discrete Mathematics for Computers ¹
PHIL 014	Introduction To Ethics ¹
PS 004	Introduction To International Relations ¹
SOC 003	Fundamentals Of Statistics ^{1,2}

(Courses selected can be used to also fulfill GE area, see a counselor for appropriate course selection; all courses transfer to CSU)

Transferable Electives (as needed to reach 60 transferable units)

Kinesiology Activities	2
DEGREE TOTAL	60

¹ courses also transfer to UC

² indicates that transfer credit is limited depending on UC

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
Select one of the following:	37-39
CSU General Education (p. 61)	
IGETC Pattern (p. 66)	
Area of Emphasis	18
18 units required: 2 courses each from area I and II (must include HS 013), 1 course each from area III and IV	
AREA I - Nutrition & Health (6 units)	
ECE 044	Health, Safety & Nutrition
HS 013	General Nutrition ¹
HS 072	Introduction To Health & Society ¹
KINE 008	Introduction To Kinesiology ^{1,2}
KINE 010	Personal & Community Health (formerly HE-001) ^{1,2}
AREA II - Child Development & Community Health (6 units)	
ECE 010	Child Growth & Development
ECE 012	Child, Family & Community
HSAD 001	Introduction To Alcohol & Drug Studies
HSAD 024	Law/Ethics: Community Resources
KINE 010	Personal & Community Health ^{1,2}
RE 001	Intro To Recreation & Sport Management
SOC 014	Introduction To Race & Ethnicity ¹
AREA III - Business/Human Relations & Communication (3 units)	
BUMA 001	Principles Of Management
BUMA 010	Introduction To Business ¹
BUMA 020A	Business Law I ^{1,2}
BUMA 027	Marketing
BUMA 032	Human Relations In the Workplace
SOC 014	Introduction To Race & Ethnicity ¹
SP 004	Public Speaking ¹
SP 015	Intercultural Communication ¹
AREA IV - Biology and Anatomy (3 units)	
BI 004	Elements Of Biology ^{1,2}
BI 013	Human Anatomy And Physiology I ^{1,2}
BI 014	Human Anatomy And Physiology II ^{1,2}

(Courses selected can be used to also fulfill GE area, see a counselor for appropriate course selection; all courses transfer to CSU)

Transferable Electives (as needed to reach 60 transferable units)

Kinesiology Activities	2
DEGREE TOTAL	60

¹ courses also transfer to UC

² indicates that transfer credit is limited depending on UC

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
Select one of the following:	37-39
CSU General Education (p. 61)	
IGETC Pattern (p. 66)	
Area of Emphasis	18
(18 units required from courses listed below with 2 or more courses in science and 2 or more courses in math)	
A 001	Descriptive Astronomy ¹
A 001L	Descriptive Astronomy Lab ¹
AGEH 001	Horticulture ¹
AGEH 001L	Horticulture Laboratory ¹
AGPS 002	Entomology - General & Applied ¹
AGPS 005	Plant Science ¹
AGPS 005L	Plant Science Lab ¹
ANTH 001	Introduction To Physical Anthropology ¹
BI 004	Elements Of Biology ^{1,2}
BI 005	Molecular And Cell Biology ¹
BI 006	Biology Of Organisms ¹
BI 007	Biology Of Mammals
BI 011	Biology Of Viruses
BI 013	Human Anatomy And Physiology I ^{1,2}
BI 014	Human Anatomy And Physiology II ^{1,2}
BI 015	General Microbiology ¹
CH 001A	General Chemistry I ¹
CH 001B	General Chemistry II ¹
CH 003	Introductory General Chemistry ^{1,2}
CH 004	Fundamentals Of Chemistry ¹
CH 005	Bio-organic Chemistry ^{1,2}
CH 010A	Organic Chemistry I ^{1,2}
CH 010B	Organic Chemistry II ^{1,2}
CS 007A	Computer Science I ^{1,2}
CS 007B	Computer Science II ¹
CS 008	Computer Architecture and Organization ¹

CS 009	Data Structures and Algorithms ¹
ENGR 006A	Electric Circuits/Engineering & Science ¹
ENGR 009	Introduction To Engineering
ENGR 011	Statics ¹
ENGR 012	Dynamics ¹
ENGR 013	Materials Science ¹
G 001	Physical Geology ¹
G 005	Environmental Geology ¹
G 010	The Earth Sciences ¹
G 017	Introduction To Oceanography ¹
G 017L	Introduction To Oceanography Lab ¹
G 022	Introduction To Environmental Sciences ¹
GEOG 001	Physical Geography ¹
GEOG 001L	Physical Geography Lab ¹
MATH 001A	Calculus ¹
MATH 001B	Calculus ¹
MATH 002A	Multivariate Calculus ¹
MATH 002B	Linear Algebra ¹
MATH 002C	Ordinary Differential Equations ¹
MATH 005	Trigonometry ¹
MATH 010	College Algebra ^{1,2}
MATH 011	Math Concepts For Elementary School Teachers-Number System ¹
MATH 012	Pre-calculus ^{1,2}
MATH 013	Liberal Arts Math ¹
MATH 014	Statistical Methods ^{1,2}
MATH 015	Discrete Mathematics for Computers ¹
NR 001	Conservation Of Natural Resources ¹
NR 001L	Conservation Of Natural Resources Lab ¹
PH 001	Introductory Physics ^{1,2}
PH 002A	College Physics I ^{1,2}
PH 002B	College Physics II ^{1,2}
PH 003A	Engineering Physics ^{1,2}
PH 003B	Engineering Physics ^{1,2}
PH 003C	Engineering Physics ^{1,2}
PH 006A	Electric Circuits For Engineering & Science ¹
PH 011	Statics ¹
PH 012	Dynamics ¹
PH 017	Introduction To Meteorology ¹
SOC 003	Fundamentals Of Statistics ^{1,2}

Courses selected can be used to also fulfill GE area, see a counselor for appropriate course selection; all courses transfer to CSU

Transferable Electives (as needed to reach 60 transferable units)

Kinesiology Activities	2
DEGREE TOTAL	60

¹ courses also transfer to UC
² indicates that transfer credit is limited depending on UC

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 Sports 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
Select one of the following:	37-39
CSU General Education (p. 61)	
IGETC Pattern (p. 66)	
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)	
AGEH 034	Golf Course Management
BUMA 001	Principles Of Management
BUMA 010	Introduction To Business ¹
BUMA 020A	Business Law I ^{1,2}
BUMA 027	Marketing
BUMA 032	Human Relations In the Workplace
AREA II - Community Health & Recreation (6 units)	
HS 013	General Nutrition ¹
KINE 008	Introduction To Kinesiology ¹
KINE 010	Personal & Community Health (formerly HE-001) ^{1,2}
RE 001	Intro To Recreation & Sport Management
AREA III - Health Safety & Field Work (3 units)	
AGEH 034	Golf Course Management
GOLF 036	Fundamentals & Rules Of Golf ^{1,2}
KINE 001	First Aid And Safety ¹
KINE 002	Sports Officiating ^{1,2}
KINE 008	Introduction To Kinesiology ¹
RE 001	Intro To Recreation & Sport Management
RE 010A	Recreation Field Work I
RE 010B	Recreation Field Work II
RE 010C	Recreation Field Work III
AREA IV - Child Development/Human Relations & Communication (3 units)	
ECE 010	Child Growth & Development ¹
ECE 012	Child, Family & Community

HSAD 001	Introduction To Alcohol & Drug Studies	
HSAD 024	Law/Ethics: Community Resources	
SOC 014	Introduction To Race & Ethnicity ¹	
SP 004	Public Speaking ¹	
SP 015	Intercultural Communication ¹	
(Courses selected can be used to also fulfill GE area, see a counselor for appropriate course selection; all courses transfer to CSU)		
Transferable Electives (as needed to reach 60 transferable units)		
Kinesiology Activities		2
DEGREE TOTAL		60

¹ courses also transfer to UC

² indicates that transfer credit is limited depending on UC

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
Select one of the following:		37-39
CSU General Education (p. 61)		
IGETC Pattern (p. 66)		
Area of Emphasis		18
(18 units required from courses listed below with at least 2 or more courses from 1 discipline)		
AJ 001	Introduction To Criminal Justice ¹	
AJ 005A	Community And The Justice System ¹	
ANTH 002	Cultural Anthropology ¹	
ANTH 003	Archaeology, Introduction to Prehistory ¹	
ECON 001	Principles Of Macroeconomics ¹	
ECON 002	Principles Of Microeconomics ¹	
ECON 011	International Economic Relations ¹	
ECON 012	Understanding Econ Principles & Applications ¹	
ECE 010	Child Growth & Development ¹	
ECE 012	Child, Family & Community	
ECE 031	Child Abuse & Neglect	
GEOG 002	Cultural Geography ¹	
GEOG 007	Regional Geography ¹	
GEOG 010	Geography Of California ¹	
HIST 003	History Of World Civilization I ¹	
HIST 004	History Of World Civilization II ¹	
HIST 017	US History Through Reconstruction ¹	
HIST 018	US History/Reconstruction To Present ¹	
HIST 021	California History ¹	

HIST 023	Latin American History ¹	
MC 001	Introduction To Mass Media ¹	
MATH 014	Statistical Methods ^{1,2}	
PHIL 012	Religions Of The World ¹	
PHIL 013	Perspectives On Death & Dying ¹	
PS 001	Introduction To Government ¹	
PS 002	Introduction To Comparative Governments ¹	
PS 003	Introduction To Political Theory ¹	
PS 004	Introduction To International Relations ¹	
PSY 001	General Psychology ¹	
PSY 003	Developmental Psychology ¹	
PSY 007	Positive Psychology ¹	
PSY 010	Psychological Aspects/Marriage & Family	
PSY 012	Human Sexuality ¹	
PSY 020	Adolescent Psychology ¹	
PSY 023	Psychology Of Women ¹	
PSY 025	Intro To Research Methods For Soc Sciences ¹	
PSY 027	Biological Psychology ¹	
PSY 029	Abnormal Psychology ¹	
PSY 033	Personal & Social Adjustment	
SOC 001	Introductory Sociology ¹	
SOC 002	Social Problems ¹	
SOC 003	Fundamentals Of Statistics ^{1,2}	
SOC 014	Introduction To Race & Ethnicity ¹	
SOC 015	Mexican American Culture & Society ¹	
SPAN 020	Hispanic/Latino Culture & Civilization ¹	
SP 015	Intercultural Communication ¹	

(Courses selected can be used to also fulfill GE area, see a counselor for appropriate course selection; all courses transfer to CSU)

Transferable Electives (as needed to reach 60 transferable units)		
Kinesiology Activities		2
DEGREE TOTAL		60

¹ courses also transfer to UC

² indicates that transfer credit is limited depending on UC

Mathematics

Mathematics is the study of quantity, structure, space and change. It is developed through the use of abstraction and logical reasoning from counting, calculations, measurement, study of shapes & change. Mathematics is also used to refer to the insight gained by mathematicians by doing mathematics, also known as the body of mathematical knowledge. This latter meaning of mathematics includes the mathematics used to do calculations and is an indispensable tool in the natural sciences and engineering.

Career paths chosen by students pursuing undergraduate studies in mathematics commonly include teaching, actuary, computer science, statistics, physics and engineering. Careers in the discipline that generally require graduate-level degrees include mathematics, engineering and the natural sciences. Even students who choose not to major in mathematics find that coursework in the field can improve their

ability to think critically, solve complex problems, perform research and analysis and improve their writing skills.

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

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

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A.S. in Mathematics for Transfer Degree (AS-T)

The Associate in Science in Mathematics for Transfer, also called the Mathematics AS-T, provides student with sufficient understanding of mathematical concepts, skills and application to attain upper division status in mathematics at most four-year institutions. This degree is intended for students who are interested in the theory of mathematics and are planning on transferring to a four-year institution and majoring in Mathematics, Physics, Engineering, Computer Science or Statistics. Students who complete the Mathematics AS-T will receive "priority admission with junior status to the California State University system."

This degree requires students to complete 60 CSU transferable units including completion of CSU GE or IGETC and 23 units in the major with a cumulative GPA of 2.0 or better. Title 5 requires that students must earn a "C" or better in all courses required for the major or area of emphasis. There are no additional graduation requirements. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

Required Core Courses		Units
MATH 001A	Calculus	5
MATH 001B	Calculus	5
MATH 002A	Multivariate Calculus	5
PH 003A	Engineering Physics	4
MATH 002B or MATH 002C	Linear Algebra Ordinary Differential Equations	4
Required Subtotal		23
Select one of the following: ¹		37-39
CSU General Education (p. 61)		
IGETC Pattern (p. 66)		
Transferable Electives (as needed to reach 60 transferable units) ²		
DEGREE TOTAL		60

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

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

Please refer to Associate Degree for Transfer (SB 1440). (p. 51)

Mathematics A.S. Degree and transfer preparation

Required Courses	Units
MATH 001A Calculus	5
MATH 001B Calculus	5
MATH 002A Multivariate Calculus	5
Select one or both of the following:	4-8
MATH 002B Linear Algebra	
MATH 002C Ordinary Differential Equations	
PH 003A Engineering Physics	4
PH 003B Engineering Physics	4
CS 007A Computer Science I	4
Required Subtotal	31
COD General Education (confer with Counselor)	18
Transferable Electives (with Advisor approval)	9
Kinesiology Activities	2
DEGREE TOTAL	60

Consult catalog of transfer institution for specific requirements.

Performing Arts

Performing Arts programs offer a wide range of courses in music, theater and dance, including fundamentals, appreciation, theory, history, technique and performance practice.

Instrumental and vocal ensembles along with theatrical productions provide public performance opportunities to majors and non-majors alike. Performing Arts at College of the Desert is rooted in the passionate belief that the arts are an essential part of life and education, integral in the social development of every person, and vital to the understanding of diverse cultures. Students learn to express themselves artistically, both as individuals and in collaboration with others. Our community sees, supports, and sustains performing arts education not only for the immediate values of performance, but for ways of understanding the world, for the development of the mind and body, and for many underlying skills and understandings that are necessary for success in life. It is the goal of the performing arts program to:

- help students develop their artistic and intellectual potential to the highest possible level.
- provide a broad foundation of knowledge in the theory, history, literature and practice of performing arts for students wishing to pursue degree, certificate, transfer and vocational agendas.
- promote community awareness of the relationship between the performing arts and the history of human values, cultural diversity and the liberal arts tradition.
- promote the development of discipline-specific skills appropriate to the training of those who wish to teach, those who will pursue advanced studies or professional employment, and those who will use their artistic training in community settings and other cultural service areas.
- enable all students to benefit from the cultural richness of our heritage through both traditional and experimental performance practices.

Careers in Performing Arts include, but are not limited to, performer, educator, designer, director, choreographer, stage manager, conductor,

composer, arranger, accompanist, audio engineer, dramaturg, critic, special effects artist and music/drama therapist. Professional union affiliations include SAG-AFTRA, Actors' Equity Association (AEA), the Society of Directors & Choreographers (SDC), the American Federation of Musicians (AFM) and the American Guild of Musical Artists (AGMA). Transfer requirements at four-year colleges and universities vary, so students should consult with a counselor and faculty advisor for specific information regarding the transfer process and lower division requirements.

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Courses Related in Content

Limitation on Enrollment by Courses Related in Content

Title 5, section 55040 (c) The policies and procedures adopted by the governing board of each community college district pursuant to subdivision (a) may not permit student enrollment in active participatory courses, as defined in section 55000, in physical education/kinesiology, visual arts or performing arts that are related in content, **more than four times** for semester courses. This limitation applies even if a student receives a substandard grade or "W" during one or more of the enrollments in such a course or petitions for repetition due to extenuating circumstances as provided in section 55045. The following groups of courses related in content were approved by the Curriculum Committee:

Related in Content	Music Courses
PIANO	
MUS 021A	Piano I
MUS 021B	Piano II
MUS 021C	Piano III
VOICE	
MUS 022A	Voice I
MUS 022B	Voice II
MUS 022C	Voice III
GUITAR	
MUS 039A	Beginning Class Guitar
MUS 039B	Intermediate Class Guitar
MUS 039C	Advanced Class Guitar
MUS 050A	Beginning Jazz/Rock Guitar
MUS 050B	Intermediate Jazz/Rock Guitar
MUS 050C	Advanced Jazz/Rock Guitar
DIGITAL AUDIO	
MUS 078A	Digital Audio I
MUS 078B	Digital Audio II
MUS 078C	Digital Audio III
MUSICAL THEATRE PERFORMANCE	
MUS 084	Musical Theatre Performance (1 unit, Repeatable 3 times)
MUS 085	Musical Theatre Performance (2 units, Repeatable 3 times)

MUS 086	Musical Theatre Performance (3 units, Repeatable 3 times)
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MUSICAL THEATRE WORKSHOP

MUS 090	Musical Theatre Workshop (1 unit, Repeatable 3 times)
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MUS 091	Musical Theatre Workshop (2 units, Repeatable 3 times)
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MUS 092	Musical Theatre Workshop (3 units, Repeatable 3 times)
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Related in Content Theatre Art Courses

ACTING

TA 002	Acting I
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TA 003	Acting II
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PLAY PRODUCTION, ACTING

TA 020	Play Production - Acting (1 unit, Repeatable 3 times)
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TA 021	Play Production - Acting (2 units, Repeatable 3 times)
--------	--

TA 022	Play Production - Acting (3 units, Repeatable 3 times)
--------	--

TECHNICAL THEATRE PRODUCTION

TA 030	Technical Theatre Production (1 unit, Repeatable 3 times)
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TA 031	Technical Theatre Production (2 units, Repeatable 3 times)
--------	--

TA 032	Technical Theatre Production (3 units, Repeatable 3 times)
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Related in Content Dance Courses

DANCE PERFORMANCE

DANC 024	Dance Performance
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DANC 025	Dance Performance
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DANC 026	Dance Performance
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DANCE

DANC 070	Dance, Modern
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DANC 073	Dance, Jazz
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DANC 075	Dance, Tap
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DANC 076	Dance, Ballet
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KINE 053	Dance, Jazz
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KINE 056	Dance, Ballet
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Music Technology Certificate of Achievement

Required Courses	Units
MUS 012	Fundamentals Of Music 3
MUS 021A	Piano I 2
MUS 021B	Piano II 2
MUS 021C	Piano III 2
MUS 078A	Digital Audio I 3
MUS 078B	Digital Audio II 3
MUS 078C	Digital Audio III 3
CERTIFICATE TOTAL	18

Musical Theatre Certificate of Achievement

Required Courses	Units
MUS 007	History Of Musical Theatre 3
MUS 022A	Voice I 2
MUS 022B	Voice II 2
MUS 086	Musical Theatre Performance 3
MUS 090	Musical Theatre Workshop 1
DANC 073	Dance, Jazz 1
DANC 076	Dance, Ballet 1
TA 002	Acting I 3
TA 003	Acting II 3
CERTIFICATE TOTAL	19

Music A.A. Degree and transfer preparation

The Music program offers a wide range of courses in music fundamentals, musicianship, harmony, appreciation, history, technology and musical theatre, as well as group instruction in piano, voice and guitar. Private lessons are available to music majors through the applied music program. Public performance opportunities are provided to both majors and non-majors enrolled in instrumental ensembles, vocal ensembles, and musical theatre productions. It is the goal of the music program to:

- help students develop their musical and intellectual potential to the highest possible level.
- provide a broad foundation of knowledge in the theory, history, literature and practice of performing arts for students wishing to pursue degree, certificate, transfer and vocational agendas.
- promote community awareness of the relationship between music and the history of human values, cultural diversity and the liberal arts tradition.
- promote the development of discipline-specific skills appropriate to the training of those who wish to teach, those who will pursue advanced studies or professional employment, and those who will use their artistic training in community settings and other cultural service areas.
- enable all students to benefit from the cultural richness of our heritage through both traditional and experimental performance practices.

Careers in music include performer, educator, conductor, composer, arranger, accompanist, recording engineer, radio/television audio engineer, music minister, music therapist, private instructor.

Students planning to transfer to four-year institutions and major in music should consult with an advisor regarding the transfer process and lower division requirements.

Required Courses	Units
MUS 001	Music Theory I 4
MUS 002	Music Theory II 4
MUS 003	Music Theory III 4
MUS 004	Music Theory IV 4
MUS 099A	Applied Music, Instrumental 2

A.A. in Theatre Arts for Transfer Degree (AA-T)

or MUS 099B	Applied Music, Vocal	
(2 units chosen from MUS 099A or MUS 099B in consultation with Music Advisor)		
Performance Ensembles		
Select 4 units from the following in consultation with Music Advisor:		4
MUS 027	Jazz Band	
MUS 028	Jazz Ensembles	
MUS 029	Jazz Singers	
MUS 031	Chamber Singers	
MUS 033	Symphonic Band	
Required Subtotal		22
Select one of the following:		37-39
CSU General Education (p. 61)		
IGETC Pattern (p. 66)		
Kinesiology Activities		2
DEGREE TOTAL		61-63

A.A. in Theatre Arts for Transfer Degree (AA-T)

Theatre Arts is the study of the creative, historical, technical, and cultural aspects of performance. Career paths chosen by students pursuing undergraduate studies in Theatre Arts commonly include performance, education, design, and communication. Careers in the discipline that generally require graduate-level degrees include dramatic criticism and education. Even students who choose not to major in Theatre Arts find that coursework in the field can improve their ability to communicate, problem solve, speak publicly, build self-confidence, and work successfully both collaboratively and independently. College of the Desert's Theatre Arts curriculum includes course offerings that provide a general overview and history of the discipline, training in acting, makeup, design, technical production, and script analysis.

The **Associate in Arts in Theatre Arts for Transfer**, also called the Theatre Arts AA-T Degree, consists of courses and training allowing students to pursue entry-level positions as performers and technicians or to continue their study in the discipline toward a B.A. or Graduate degree. College of the Desert offers transfer agreements with California State Universities, the University of California systems and independent colleges and universities.

The Theatre Arts AA-T requires students to complete 60 CSU transferable units including completion of CSU GE or IGETC and 18 units in the major with a cumulative GPA of 2.0 or better. Title 5 requires that students must earn a "C" or better in all courses required for the major or area of emphasis. There are no additional graduation requirements.

Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

Required Core		Units
TA 001	Introduction To Theatre	3
TA 002	Acting I	3
Select maximum of 3 units from either Rehearsal and Performance or Technical Theatre Practicum:		3
Rehearsal and Performance (maximum 3 units)		
TA 020	Play Production - Acting	
TA 021	Play Production - Acting	

TA 022	Play Production - Acting	
or Technical Theater Practicum (maximum 3 units)		
TA 030	Technical Theatre Production	
TA 031	Technical Theatre Production	
TA 032	Technical Theatre Production	
List A		
Select 3 courses from the following:		9
TA 003	Acting II	
TA 004	Script Analysis	
TA 009	Stagecraft	
TA 010	Introduction To Design & Production	
TA 080	Theatre Makeup	
3 units maximum from the following if not used in core		
TA 020	Play Production - Acting	
TA 021	Play Production - Acting	
TA 022	Play Production - Acting	
Or 3 units maximum from the following if not used in core		
TA 030	Technical Theatre Production	
TA 031	Technical Theatre Production	
TA 032	Technical Theatre Production	
Required Subtotal		18
Select one of the following: ¹		37-39
CSU General Education (p. 61)		
IGETC Pattern (p. 66)		
Transferable Electives (as needed to reach 60 transferable units) ²		
DEGREE TOTAL		60

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

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

Please refer to Associate Degree for Transfer (SB 1440). (p. 51)

Police Science

The Police Science program provides training for careers in law enforcement as well as related fields in corrections, probation, security and community service. The program offers one level of job entry training, as well as an Associate's Degree designed to enhance professional skills and qualifications. The job entry training level is the Reserve Police Officer Certificate of Achievement. This level consists of the Peace Officer Standards and Training (POST) certified Module III and Module II, Basic Peace Officer Training courses. Satisfactory completion of these courses establishes eligibility for hire as a Level-III or Level-II Reserve Peace Officer in the State of California.

With the Reserve Police Officer Certificate of Achievement a Police Science Associate's Degree is attainable with an additional 18 units of required courses, 18 units of General Education and 5 units of electives.

Basic Peace Officer Training courses are non-traditional courses subject to State regulations prescribed by the California Commission on Peace Officer Standards and Training (POST). Students wishing to enroll in any POST certified Basic Peace Officer Training courses must be 18 years of age, possess a valid driver's license, be fingerprinted and present a Department of Justice signed clearance letter to possess a firearm on the first day of class. There are also certain physical and moral character requirements for peace officers. Students wanting to register for POST

courses at COD who are unsure if they meet the POST requirements are urged to contact the Academy Director or designee prior to enrollment. Please refer to the Public Safety Academy under Academic Programs on the College of the Desert website for more detailed program information or call (760) 346-8041 Ext. 3765 or 3083.

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Police Science A.S. Degree for employment preparation

Required Courses		Units
BPOT 001	Basic Peace Ofcr Training - Module III	7
BPOT 002	Basic Peace Officer Training -Module II	12
AJ 001	Introduction To Criminal Justice	3
AJ 002	Concepts Of Criminal Law	3
AJ 004	Criminal Court Process	3
AJ 006	Criminal Investigation	3
AJ 010	Juvenile Procedures	3
AJ 030	Introduction To Corrections	3
Electives		
Select 5 units chosen from the following:		5
AJ 003	Legal Aspects Of Evidence	
AJ 005A	Community And The Justice System	
AJ 095A	Administration Of Justice Work Experience (Maximum of 3 units may be used for work experience)	
PSY 001	General Psychology	
PSY 003	Developmental Psychology	
PSY 029	Abnormal Psychology	
SOC 001	Introductory Sociology	
SOC 002	Social Problems	
SOC 003	Fundamentals Of Statistics	
SOC 014	Introduction To Race & Ethnicity	
SPAN 001	Elementary Spanish I	
ASL 001	Elementary American Sign Language I	
SP 001	Intro To Interpersonal Communication	
SP 005	Small Group Communication	
SP 007	Argumentation & Debate	
SP 015	Intercultural Communication	
Required Subtotal		37
Elective Subtotal		5
COD General Education Pattern		18
Kinesiology Activities		2
DEGREE TOTAL		62

Note: With Advisor approval up to 18 units of any Peace Officer Standards and Training (POST) certified Basic Peace Officer Training Module I course may be substituted for some or all of the 18 units of required AJ courses.

Reserve Police Officer Certificate of Achievement

The Reserve Police Officer program is designed to serve students seeking either to enter or enhance their careers in the law enforcement profession. The courses in the Reserve Police Officer Certificate program will provide the foundational knowledge for a person to enter the profession of law enforcement as a Level-III or Level-II Reserve Officer.

Required Courses		Units
All courses must be completed with a grade of "C" or better.		
BPOT 001	Basic Peace Ofcr Training - Module III	7
BPOT 002	Basic Peace Officer Training -Module II	12
CERTIFICATE TOTAL		19

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.

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.

Physical Sciences

Physical Science is the study of inanimate natural objects, including chemistry, geology, physics and astronomy.

Career paths chosen by students pursuing undergraduate studies in the physical sciences commonly include chemistry, physics, engineering, geology, astronomy and environmental science.

All careers in the discipline generally require graduate-level degrees. Even students who choose not to major in physical sciences find that coursework in the field can improve their ability to solve complex problems by using critical thinking and to perform research and analysis.

College of the Desert's Physical Science curriculum includes course offerings that provide a general overview of the discipline for students seeking a bachelor's degree in a nursing program and students planning to be K through 12 teachers. Our primary function is to teach courses designed for majors in the specific disciplines.

College of the Desert offers Associate of Science degrees, as well as courses leading to transfer. Students earning the degrees may also choose to continue their study toward baccalaureate or advanced degree in the field. COD has transfer agreements with the California State Universities and University of California systems in this discipline/program. However, transfer requirements at four-year colleges and universities vary from institution to institution; students should consult with a counselor for specific information regarding the transfer requirements of their preferred college or university.

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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)

Required Courses		Units
(Based on minimum prior preparation) ¹		
BI 005	Molecular And Cell Biology	5
BI 006	Biology Of Organisms	5
CH 001A	General Chemistry I	5
CH 001B	General Chemistry II	5
MATH 001A	Calculus	5
MATH 001B	Calculus	5
PH 003A	Engineering Physics	4
PH 003B	Engineering Physics	4
Required Subtotal		38
COD General Education (confer with Counselor)		18
Transferable Electives		2
Kinesiology Activities		2
DEGREE TOTAL		60

¹ Consult catalog of transfer institution for specific requirements. Consult course descriptions for prerequisites.

IMPORTANT NOTE: The student must see a counselor or advisor depending on proposed career, as some courses listed are not required. Thus, the total units will vary depending on the individual student's career objective and prior preparation.

Students majoring in biological science, medicine, pharmacy, dentistry, or allied fields should complete Biology 5 & 6, Chemistry 1A & 1B, and two semesters of calculus to establish a strong foundation prior to transfer.

Chemistry A.S. Degree and transfer preparation (Includes Bio-Chemistry)

Required Courses		Units
CH 001A	General Chemistry I	5
CH 001B	General Chemistry II	5
CH 010A	Organic Chemistry I	5
CH 010B	Organic Chemistry II	5
BI 005	Molecular And Cell Biology	5
BI 006	Biology Of Organisms	5
MATH 001A	Calculus	5
MATH 001B	Calculus	5
PH 003A	Engineering Physics	4
PH 003B	Engineering Physics	4
Required Subtotal		48
COD General Education (confer with Counselor)		18
Kinesiology Activities		2
DEGREE TOTAL		68

Consult catalog of transfer institution for specific requirements.

Environmental Sciences A.S. Degree and transfer preparation

This Program is designed for students who are interested in solving environmental problems from an interdisciplinary approach. This set of courses prepares the student to transfer to four-year institutions where they can choose a specialized track that could include many disciplines. For example, depending on the transfer institution selected, choices include Natural Resources Management, Climate Change, Soil and Biogeochemistry and many others. It is very important to consult an advisor and review transfer institution requirements.

Required Courses		Units
BI 006	Biology Of Organisms	5
CH 001A	General Chemistry I	5
G 001	Physical Geology	4
MATH 001A	Calculus	5
MATH 001B	Calculus	5
PH 003A	Engineering Physics	4
ECON 001	Principles Of Macroeconomics	3
Electives (with Advisor approval)		
Select 9 - 15 units from the following:		9-15
BI 005	Molecular And Cell Biology	
CH 001B	General Chemistry II	
CS 007A	Computer Science I	
G 005	Environmental Geology	
G 010	The Earth Sciences	
G 017	Introduction To Oceanography	
MATH 014	Statistical Methods	
PH 003B	Engineering Physics	
PH 017	Introduction To Meteorology	
For other course selections confer with Advisor.		

Required Subtotal	31
Elective Subtotal	9-15
COD General Education (confer with Counselor)	18
Kinesiology Activities	2
DEGREE TOTAL	60-66

Consult catalog of transfer institution for specific requirements.

Interdepartmental Environmental Studies A.S. Degree and transfer preparation

Required Courses		Units
G 001	Physical Geology	4
or G 005	Environmental Geology	
or G 010	The Earth Sciences	
BI 005	Molecular And Cell Biology	5
or BI 004	Elements Of Biology	
CH 003	Introductory General Chemistry	4
or CH 004	Fundamentals Of Chemistry	
NR 001	Conservation Of Natural Resources	3
NR 001L	Conservation Of Natural Resources Lab	1
GEOG 001	Physical Geography	3
MATH 010	College Algebra	4

Electives (with Advisor approval)

Select a minimum of 17 additional units to be chosen from the following:

AGPS 001	Soils & Plant Nutrition	
AGPS 002	Entomology - General & Applied	
AGEH 001	Horticulture	
AGEH 001L	Horticulture Laboratory	
ECON 001	Principles Of Macroeconomics	
GEOG 002	Cultural Geography	
MATH 014	Statistical Methods	
NR 003	Introduction To Wildlife Management	
PS 001	Introduction To Government	
Architecture	2-6 units	
Elective(s)		
Biology	3-8 units	
Elective(s)		
Communicator	3 units	
Studies		
Electives		
Computer	3-6 units	
Courses		
Geology	3-8 units	
Elective(s)		

Required Subtotal	23-24
Elective Subtotal	17
COD General Education (confer with Counselor)	18
Kinesiology Activities	2
DEGREE TOTAL	60-61

Consult catalog of transfer institution for specific requirements.

Geology A.S. Degree and transfer preparation (Includes Earth Science, Paleontology, Physical Oceanography)

Required Courses	Units
G 001 Physical Geology	4
CH 001A General Chemistry I	5
CH 001B General Chemistry II	5
Select 1 set of courses from the following: ¹	8
PH 002A College Physics I & PH 002B and College Physics II	
PH 003A Engineering Physics & PH 003B and Engineering Physics	
BI 005 Molecular And Cell Biology	5
BI 006 Biology Of Organisms	5
MATH 001A Calculus	5
MATH 001B Calculus	5
(Consult course descriptions for prerequisites)	
Required Subtotal	42
COD General Education (confer with Counselor)	18
Kinesiology (PE) Activities	2
DEGREE TOTAL	62

¹ Physics requirement depends on transfer institution.

Consult catalog of transfer institution for specific requirements.
(Consult with advisor before embarking on program.)

A.S. in Physics for Transfer Degree (AS-T)

The **Associate in Science in Physics for Transfer**, also called the Physics AS-T Degree, is designed to prepare students for a seamless transfer with junior status to a CSU campus in a program or major in Physics for completion of a baccalaureate degree. Upon successful completion of courses leading to the Physics AS-T Degree the student will be able to know and understand Physics concepts, skills and application to attain upper division status in Physics at most 4-year institutions.

This degree requires students to complete 60 CSU transferable units including completion of CSU GE or IGETC and 27 units in the major with a cumulative GPA of 2.0 or better. Title 5 requires that students earn a grade of "C" or better in all courses required for the major or area of emphasis. There are no additional graduation requirements. Students are advised to consult with a counselor to verify transfer requirements.

Required Core Courses	Units
PH 003A Engineering Physics	4
PH 003B Engineering Physics	4
PH 003C Engineering Physics	4
MATH 001A Calculus	5
MATH 001B Calculus	5
MATH 002A Multivariate Calculus	5
Required Subtotal	27
Select one of the following: ¹	37-39

CSU General Education (p. 61)

IGETC Pattern (p. 66)

Transferable Electives (as needed to reach 60 transferable units) ²

DEGREE TOTAL 60

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

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

Please refer to Associate Degree for Transfer (SB 1440). (p. 51)

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 degree and certificate program in Alcohol & Drug Studies. The courses offered in each discipline serve both as general surveys of each field and as general education and transfer requirements.

Social Sciences majors find jobs in social service agencies, non-profit organizations, government agencies, educational institutions, hospitals, rehabilitation centers, libraries, probation departments, and correctional institutes. Social Sciences majors also find jobs in business and industry in market research, survey research, public relations, management, advertising, human resources, sales, counseling, and as forensic anthropologists and archeologists. Careers that generally require graduate-level degrees include teacher, researcher, field anthropologist, historian, counselor, criminologist, urban planner, lawyer, political consultant, pollster, political campaign manager, philosopher, psychologist, psychiatrist, and human resources director. Even students who choose not to major in the social sciences find that coursework in the various disciplines prepares them to understand organizational and group dynamics, incorporate logic and reasoning in everyday life, understand research and statistical analysis, and connect personal problems to social issues through critical analysis.

College of the Desert's Social Sciences program courses are designed to provide students with a general overview of various disciplines of the social sciences, help students meet general education requirements for transfer to four-year institutions, and provide them with supporting courses for majors in other programs. Within the social sciences program, students can earn an Associate of Arts degree in any of the seven disciplines and/or a Certificate of Achievement in Alcohol & Drug Studies. Students earning an associate's degree within the social sciences program have a choice of pursuing positions as community support worker, gerontology aide, compensation/benefits worker, consumer survey advisor, delinquency counselor, insurance agent/broker, social welfare examiner, peace corps/VISTA worker, research assistant, claims representative, case aid worker, human resources assistant, public opinion surveyor, community service agency worker, or continuing their studies toward a bachelor's or graduate degree. COD has transfer agreements with the California State Universities and University of California systems in the disciplines contained within the social sciences program. However, transfer requirements at four-year colleges and universities tend to vary from institution to institution; students should consult with a counselor for specific information regarding the transfer requirements of their preferred college or university. For more information please call (760) 773-2574.

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A.A. in Anthropology for Transfer Degree (AA-T)

Anthropology is the comparative study of human societies and cultures.

Anthropology concerns all aspects of being human, throughout all time and worldwide. It is an examination of human nature, human society, and human past. The study of Anthropology provides an understanding of the globally interconnected world in which we live, the human past and present, and the unity and diversity that characterize the human species. Anthropology prepares students for dealing with the challenges of an increasingly international economy, globally connected communities, and multicultural peoples.

The three anthropology courses offered at College of the Desert (Introduction to Cultural Anthropology, Introduction to Physical Anthropology, Introduction to Archaeology/ Prehistory) introduce fundamental concepts, theories, methods, data, and references in ways that are exciting and informative for students.

The **Associate in Arts in Anthropology for Transfer**, also called the Anthropology AA-T Degree, requires students to complete 60 CSU transferable units including completion of CSU GE or IGETC and 18-20 units in the major with a cumulative GPA of 2.0 or better. Title 5 requires that students must earn a "C" or better in all courses required for

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

Required Core Courses		Units
ANTH 001	Introduction To Physical Anthropology	3
ANTH 002	Cultural Anthropology	3
ANTH 003	Archaeology, Introduction to Prehistory	3
List A		
Select one course from the following:		3-4
MATH 014	Statistical Methods	
SOC 003	Fundamentals Of Statistics	
List B		
Select one course from the following:		3-4
BI 013	Human Anatomy And Physiology I	
G 001	Physical Geology	
G 005	Environmental Geology	
G 010	The Earth Sciences	
NR 021	Introduction to GIS	
PHIL 018	Philosophy Of Science	
PSY 025	Intro To Research Methods For Soc Sciences	
List C		
Select one course from the following:		3
GEOG 002	Cultural Geography	
PHIL 012	Religions Of The World	
SOC 001	Introductory Sociology	
SOC 014	Introduction To Race & Ethnicity	
SOC 015	Mexican American Culture & Society	
Required Subtotal		18-20
Select one of the following: ¹		37-39
CSU General Education (p. 61)		
IGETC Pattern (p. 66)		
Transferable Electives (as needed to reach 60 transferable units) ²		
DEGREE TOTAL		60

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

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

Please refer to Associate Degree for Transfer (SB 1440). (p. 51)

A.A. in Geography for Transfer Degree (AA-T)

Geography is concerned with the spatial variations and interrelationships between the natural and cultural features of the earth. The Geography major is designed to develop and deepen a student's ability to interpret and explain the occurrence, distribution, and interrelationships of the earth's physical and social elements. Geographers examine where are things located; why are they located in that manner; and how their location affects them? The geographer's challenge is to provide continuing interpretation of the constantly changing physical and human landscapes of the world.

Geography is often paired with an environmental component intended to develop and deepen an understanding of environmental issues. It emphasizes a systems approach to understanding the major environmental problems facing our society and the world at large. Students gain an understanding of geographical perspectives of human impacts on natural systems, and on the implications of environmental change on local, regional and global human systems. This is an especially attractive major for liberal arts students as well as those who want to specialize in areas such as international issues, development, the environment and remote-sensing GIS. Geography's body of theory and its methodologies provide ideas and techniques applicable to a wide range of questions about our environment; it also provides both the regional and world perspectives required of responsible citizens.

The **Associate in Arts in Geography for Transfer**, also called the Geography AA-T Degree, requires students to complete 60 CSU transferable units including completion of CSU GE or IGETC and 19-23 units in the major with a cumulative GPA of 2.0 or better. Title 5 requires that students earn a grade of "C" or better in all courses required for the major or area of emphasis. There are no additional graduation requirements. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

Required Core Courses	Units
GEOG 001 Physical Geography	3
GEOG 001L Physical Geography Lab	1
GEOG 002 Cultural Geography	3
List A	
Select 2 to 3 courses from the following:	6-9
GEOG 007 Regional Geography	
GEOG 010 Geography Of California	
NR 021 Introduction to GIS	
PH 017 Introduction To Meteorology	
List B	
Select 2 courses from the following:	6-7
Any course from List A not already used	
ANTH 002 Cultural Anthropology	
G 001 Physical Geology	
PS 004 Introduction To International Relations	
Required Subtotal	19-23
Select one of the following: ¹	37-39
CSU General Education (p. 61)	
IGETC Pattern (p. 66)	
Transferable Electives (as needed to reach 60 transferable units) ²	
DEGREE TOTAL	60

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

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

Please refer to Associate Degree for Transfer (SB 1440). (p. 51)

A.A. in History for Transfer Degree (AA-T)

History is the study of the people and events of the past, especially their social and political effects. History ranges from the study of

wars, religion, technology, industrialization and urbanization to social movements, political movements and cultural developments. Students in history courses learn more than dates, names, and events. They also learn how to interpret, debate, and draw conclusions. History majors acquire a broad perspective on the human experience and appreciate how the past shaped the present. A History degree is an excellent general preparation for careers in education, law, historical research, historical preservation, the national and state park systems, government, journalism, media, and communication.

The **Associate in Arts in History for Transfer**, also called the History AA-T Degree, prepares students to transfer to CSU campuses that offer bachelor's degrees in History. Students earning the History AA-T degree will be granted priority for admission as a History major to a local CSU, as determined by the CSU campus to which the student applies. This degree requires students to complete 60 CSU transferable units including completion of CSU GE or IGETC and 18-20 units in the major with a cumulative GPA of 2.0 or better. Title 5 requires that students must earn a "C" or better in all courses required for the major or area of emphasis. There are no additional graduation requirements. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

Required Core Courses	Units
HIST 003 History Of World Civilization I	3
HIST 004 History Of World Civilization II	3
HIST 017 US History Through Reconstruction	3
HIST 018 US History/Reconstruction To Present	3
Select 2 courses, one course from each area:	6-8
Area 1 - Diversity Course (3-5 units)	
ENG 021 Intro Latin American/Chicano Literature	
PS 002 Introduction To Comparative Governments	
PS 004 Introduction To International Relations	
SOC 014 Introduction To Race & Ethnicity	
SOC 015 Mexican American Culture & Society	
SP 015 Intercultural Communication	
FR 001 Elementary French I	
FR 002 Elementary French II	
FR 003 Intermediate French I	
FR 004 Intermediate French II	
GER 001 Elementary German I	
GER 002 Elementary German II	
ITAL 001 Elementary Italian I	
ITAL 002 Elementary Italian II	
JPN 001 Elementary Japanese I	
JPN 002 Elementary Japanese II	
SPAN 001 Elementary Spanish I	
SPAN 002 Elementary Spanish II	
SPAN 003 Intermediate Spanish I	
SPAN 004 Intermediate Spanish II	
Area 2 - History Course (3 units)	
ANTH 002 Cultural Anthropology	
HIST 021 California History	
Required Subtotal	18-20
Select one of the following: ¹	37-39
CSU General Education (p. 61)	
IGETC Pattern (p. 66)	

Transferable Electives (as needed to reach 60 transferable units)²

DEGREE TOTAL 60

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

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

Please refer to Associate Degree for Transfer (SB 1440). (p. 51)

Philosophy A.A. Degree and transfer preparation

Required Courses	Units
PHIL 006 Introduction To Philosophy	3
PHIL 010 General Logic	3
PHIL 007 Ideas Of The Great Philosophers	3
or PHIL 012 Religions Of The World	
Electives	
Select 12 units from the following:	12
HIST 003 History Of World Civilization I	
HIST 004 History Of World Civilization II	
ANTH 002 Cultural Anthropology	
PSY 001 General Psychology	
PHIL 013 Perspectives On Death & Dying	
PHIL 014 Introduction To Ethics	
PHIL 017 Philosophy Of Religion	
PHIL 018 Philosophy Of Science	
Required Subtotal	9
Elective Subtotal	12
Select one of the following:	37-39
CSU General Education (p. 61)	
IGETC Pattern (p. 66)	
Kinesiology Activities	2
DEGREE TOTAL	60-62

A.A. in Political Science for Transfer Degree (AA-T)

Political Science is the scientific study of politics, structure of governments at the national, state and local levels, policy making and policy makers. As such, it encompasses a wide range of interdisciplinary subjects, including economics, history, law, and philosophy. One major concern of political science is educating each generation of how democracy works, what are its benefits relative to other governmental systems. Lacking such knowledge can threaten our very existence since democracy is dependent upon a well-informed and civic-minded citizenry. This degree is an excellent general preparation for careers in conflict resolution, criminal justice, diplomacy, civil service, education, elections, journalism, the practice of law, public administration and public policy, public service, and research.

The **Associate in Arts in Political Science for Transfer**, also called the Political Science AA-T Degree, prepares students to transfer to CSU campuses that offer bachelor's degrees in Political Science. Students earning the Political Science AA-T Degree will be granted priority for admission as a Political Science major to a local CSU, as determined

by the CSU campus to which the student applies. This degree requires students to complete 60 CSU transferable units including completion of CSU GE or IGETC and 18-19 units in the major with a cumulative GPA of 2.0 or better. Title 5 requires that students must earn a "C" or better in all courses required for the major or area of emphasis. There are no additional graduation requirements. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

Required Core Courses	Units
PS 001 Introduction To Government	3
PS 002 Introduction To Comparative Governments	3
PS 004 Introduction To International Relations	3
SOC 003 Fundamentals Of Statistics	3
or MATH 014 Statistical Methods	
List A	
Select 2 courses from the following:	6
ANTH 002 Cultural Anthropology	
ECON 001 Principles Of Macroeconomics	
GEOG 002 Cultural Geography	
HIST 017 US History Through Reconstruction	
HIST 018 US History/Reconstruction To Present	
PSY 001 General Psychology	
SOC 001 Introductory Sociology	
Required Subtotal	18-19
CSU General Education Pattern (p. 61) ¹	37-39
Transferable Electives (as needed to reach 60 transferable units) ²	
DEGREE TOTAL	60

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

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

Please refer to Associate Degree for Transfer (SB 1440). (p. 51)

A.A. in Psychology for Transfer Degree (AA-T)

The **Associate in Arts in Psychology for Transfer**, also called the Psychology AA-T Degree, prepares students to transfer to CSU campuses that offer bachelor's degree in Psychology. This degree is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing Psychology AA-T are guaranteed admission to the CSU system, but not to a particular campus or major. This degree requires students to complete 60 CSU transferable units including completion of CSU GE or IGETC and 19-20 units in the major with a cumulative GPA of 2.0 or better. Title 5 requires that students must earn a "C" or better in all courses required for the major or area of emphasis. There are no additional graduation requirements. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

Required Core Courses	Units
PSY 001 General Psychology	3
PSY 025 Intro To Research Methods For Soc Sciences	3
SOC 003 Fundamentals Of Statistics	3

or MATH 014	Statistical Methods	
BI 004	Elements Of Biology	4
PSY 003	Developmental Psychology	3
Select one course from the following:		3
PSY 007	Positive Psychology	
PSY 010	Psychological Aspects/Marriage & Family	
PSY 012	Human Sexuality	
PSY 020	Adolescent Psychology	
PSY 023	Psychology Of Women	
PSY 027	Biological Psychology	
PSY 029	Abnormal Psychology	
PSY 033	Personal & Social Adjustment	
SOC 001	Introductory Sociology	
Required Subtotal		19-20
Select one of the following: ¹		37-39
CSU General Education (p. 61)		
IGETC Pattern (p. 66)		
Transferable Electives (as needed to reach 60 transferable units) ²		
DEGREE TOTAL		60

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

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

Please refer to Associate Degree for Transfer (SB 1440). (p. 51)

Psychology A.A. Degree and transfer preparation

A diverse field of academic study and practical application, psychology deals with personal behaviors, such as mental life and personal development, and how development depends on individual and cultural experience and biological variables. The emphasis of the program is to enable students to understand and apply psychological principles to everyday life situations, understand the needs or special concerns of people and the impact of certain stresses that affect human behavior.

Students investigate how humans and other species develop and adapt to everyday problems. Maladaptive behavior creates personal, interpersonal, cultural, and numerous other difficulties. Psychology explores not only how these difficulties can be avoided or removed, but is also interested in how psychology can enhance well-being. Students will develop the knowledge that is basic to a career in areas of professional psychology, marriage and family therapy, and human services. The curriculum provides appropriate courses to support areas such as the natural sciences, mathematics, language arts, and the humanities.

Psychologists may work in academic, research, industrial and governmental settings. Many clinical psychologists are employed in clinics or in hospitals or are engaged in private practice, focusing on the diagnosis and treatment of psychological disorders. Also, skills developed through a psychology program are utilized in jobs such as Marriage Family Therapists (MFT), case workers, counselor aides, sales, marketing, personnel, and management positions.

This psychology program offers students a comprehensive education in the content and method of the discipline. A variety of courses allow students to expand their intellectual horizons and acquire the core ideas and skills of psychology. The missions of the program are to

provide a major that presents psychology as a rational science of affect, behavior and cognition; and to provide a major that fulfills the general requirements for transfer, including of the California State University transfer requirements. Two tracks are offered: the Psychology A.A. and the Psychology AA-T. Students who complete the AA-T or “associate degree for transfer” will receive “priority admission with junior status to the California State University system.”

Required Courses		Units
PSY 001	General Psychology	3
PSY 003	Developmental Psychology	3
SOC 001	Introductory Sociology	3
SOC 003	Fundamentals Of Statistics	3
or MATH 014	Statistical Methods	
Electives		
Select 12 units to be chosen with advisor approval:		12
BI 005	Molecular And Cell Biology	
CIS 010	Computer Literacy	
PSY 007	Positive Psychology	
PSY 010	Psychological Aspects/Marriage & Family	
PSY 012	Human Sexuality	
PSY 020	Adolescent Psychology	
PSY 023	Psychology Of Women	
PSY 025	Intro To Research Methods For Soc Sciences	
PSY 027	Biological Psychology	
PSY 029	Abnormal Psychology	
PSY 033	Personal & Social Adjustment	
Required Subtotal		12-13
Elective Subtotal		12
Select one of the following:		37-39
CSU General Education (p. 61)		
IGETC Pattern (p. 66)		
Kinesiology Activities		2
DEGREE TOTAL		63-66

Social Science A.A. Degree and transfer preparation

Required Courses		Units
ECON 001	Principles Of Macroeconomics	3
HIST 003	History Of World Civilization I	3
HIST 018	US History/Reconstruction To Present	3
PHIL 006	Introduction To Philosophy	3
PS 001	Introduction To Government	3
PS 002	Introduction To Comparative Governments	3
PSY 001	General Psychology	3
Required Subtotal		21
Select one of the following:		37-39
CSU General Education (p. 61)		
IGETC Pattern (p. 66)		
Kinesiology Activities		2
DEGREE TOTAL		60-62

A.A. in Sociology Degree and Transfer Preparation (AA-T)

The Sociology program provides students with a core curriculum that instills the knowledge, skills, and practices of sociological content, theory, and methodology. In addition to helping students meet general education and core requirements for transfer to an upper-level Sociology program, the courses are designed to help students understand the structure, processes, and functions of society, the key theoretical approaches and insights that inform sociology, and the role of social theory and research methods in understanding society. Further, the program seeks to foster critical and systemic thinking and increase self-knowledge and awareness of the diversity of the human condition.

The **Associate in Arts in Sociology for Transfer**, also called the Sociology AA-T Degree, requires students to complete 60 CSU transferable units including completion of CSU GE or IGETC and 18 units in the major with a cumulative GPA of 2.0 or better. Title 5 requires that students must earn a "C" or better in all courses required for the major or area of emphasis. There are no additional graduation requirements. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

The Sociology AA-T is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing this degree are guaranteed admission to the CSU system, but not to a particular campus or major.

Required Core Course	Units
SOC 001 Introductory Sociology	3
List A	
Select 2 courses from the following:	6
SOC 002 Social Problems	
SOC 003 Fundamentals Of Statistics	
PSY 025 Intro To Research Methods For Soc Sciences	
List B	
Select 2 courses from the following:	6
Any List A course not used above	
SOC 004 Sociological Analysis & Critical Thinking	
SOC 014 Introduction To Race & Ethnicity	
PSY 010 Psychological Aspects/Marriage & Family	
List C	
Select one course from the following:	3
Any List A or List B course not used above	
SOC 015 Mexican American Culture & Society	
ANTH 002 Cultural Anthropology	
PSY 001 General Psychology	
Required Subtotal	18
Select one of the following: ¹	37-39
CSU General Education (p. 61)	
IGETC Pattern (p. 66)	
Transferable Electives (as needed to reach 60 units) ²	
DEGREE TOTAL	60

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

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

Please refer to Associate Degree for Transfer (SB 1440). (p. 51)

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 resumes, 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 businesses, industry, and public agencies into extended educational training opportunities.

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
- A stronger resume
- An up to date laboratory experience
- Job contacts
- Practical experience
- Confidence building skills at work

Types of Work Experience

1. **General Work Experience Education** is supervised employment of students with the intent to assist them in acquiring desirable work habits, positive job attitudes, and career awareness. Students' jobs need not be directly related to their educational or occupational goals. Students may register for 1-6 units per semester of General Work Experience with a maximum of 16 units total combined Work Experience during their college career. Same number of units may not be repeated.
2. **Occupational Work Experience Education** is supervised employment of students designed to extend their classroom-based occupational learning at an on-the-job site. This type of Work Experience is available to students whose job is directly related to their educational or occupational goals. Students may register for 1-8 Occupational Work Experience units per semester with a maximum of 16 total combined 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. Be enrolled as a College of the Desert student
2. For each unit earned, Work Experience participants are required to complete:
 - 75 hours of paid work, or
 - 60 hours of volunteer work
3. Pursue a planned program of Work Experience that includes new or expanded responsibilities or learning opportunities beyond those of previous employment and training.

Note: Students with an F-1 visa must make a formal application to U.S. Citizenship and Immigration Services before they can begin any paid employment. Contact the International Student Office for more information.

How to Enroll

- **Register for the appropriate section** (see Schedule of Classes). For Occupational Work Experience sections, students must be working or interning in a field directly related to their educational or occupational goals. All others must register for a General Work Experience section.
- **Pick-up and complete the required application packet** in the Administration Building, Room 9 (Admin-9), or online- click on Academic Programs then Work Experience.
- **Attend an orientation** (in person or online). Students who complete the orientation online will need to return their application to the Administration Building, Room 9 (Admin-9), during the first two days of the session.

Academic Areas

Work Experience credit is available in the following fields:

- Accounting
- Administration of Justice
- Agriculture
- Air Conditioning
- Anthropology
- Architecture
- Art
- Automotive Technology
- Biology
- Business Administration
- Culinary Arts
- Computer Information Systems
- Computer Science
- Construction Management
- Digital Design & Production
- Early Childhood Education
- Energy Systems Technology
- English
- Fire Technology

- General Work Experience
- Golf Management
- Health Sciences
- History
- Human Services/Alcohol & Drug Studies
- Hotel & Restaurant Management
- Journalism
- Kinesiology
- Mass Communication
- Mathematics
- Natural Resources
- Physics
- Political Science
- Psychology
- Radio & Television
- Recreation
- Sociology

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COURSES OF INSTRUCTION

Classification of Courses

There are three types of courses/classes offered by College of the Desert:

1. **Credit Courses** - Credit courses are designated as either associate degree credit courses or nondegree credit courses. Associate degree credit courses may be used as required or elective courses in a degree or certificate program. Nondegree credit courses are designed to assist the student in preparation for college level course work. Units earned in nondegree credit courses may not be applied toward a degree or certificate.
2. **Noncredit Courses** - Noncredit developmental 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

Transfer Status

CSU = meets baccalaureate criteria for the California State University system.

UC = accepted by the University of California system.

UC* = University of California will accept course but with some unit limitations or other stipulations. Please consult a counselor.

Degree Applicability

AA/AS = applies to the Associate of Arts or Associate of Science and/or Associate in Arts for Transfer or Associate in Science for Transfer degree

NAA = offered for credit but does not apply to the A.A. or A.S. degree

NONC = noncredit course

COD GE = meets General Education criteria for COD's occupational/vocational non-transfer degrees

CSU GE = meets criteria for California State University and College of the Desert General Education

IGETC = meets criteria for Intersegmental General Education Transfer Curriculum (applicable to both the California State University system and the University of California system)

Key to Subjects

A - Astronomy

ABE - Adult Basic Education

ACR - Air Conditioning/HVAC

ACT - Applied Construction Technology

AGBU - Agriculture/Business

AGEH - Agriculture/Environmental Horticulture

AGPS - Agriculture/Plant Science

AJ - Administration of Justice

ANTH - Anthropology

AOT - Advanced Officer Training

ARCH - Architecture

ART - Art

ASC - Academic Skills Center

ASL - American Sign Language

AUTO - Advanced Transportation Technology

AUTO - Automotive Technology

BFFA - Basic Fire Fighter Academy

BI - Biology

BIT - Building Inspection Technology

BPOT - Basic Peace Officer Training

BUAC - Business/Accounting

BUFI - Business/Finance

BUHM - Business/Hotel & Restaurant Management

BUMA - Business/Management

CART - Culinary Arts

CH - Chemistry

CIS - Computer Information Systems

CM - Construction Management

COMM - Communication Studies

COUN - Counseling

CS - Computer Science

CSFM - California State Fire Marshal

DANC - Dance

DDP - Digital Design and Production

DRA - General Drafting/CAD

DSPS - Disabled Students Programs and Services

ECE - Early Childhood Education

ECON - Economics

EDUC - Education

EMT - Emergency Medical Technology

ENG - English/Composition

ESL - English as a Second Language (Credit)

ESLN - English as a Second Language (Noncredit)

ESYS - Energy Systems Technology

FIRE - Fire Technology

FR - French

G - Geology

GEOG - Geography

GER - German

GOLF - Golf Management

GS - Global Studies

HIST - History

HS - Health Sciences

HSAD - Human Services/Alcohol & Drug Studies

J - Journalism

JPN - Japanese

KINE - Kinesiology

LIS - Library & Information Studies

MATH - Mathematics

MC - Mass Communication

MUS - Music

N - Nursing

NR - Natural Resources

PH - Physics

PHIL - Philosophy
 PS - Political Science
 PSY - Psychology
 RDG - Reading
 RE - Recreation
 RED - Real Estate Development
 RTV - Radio-Television
 SOC - Sociology
 SPAN - Spanish
 TA - Theater Arts
 VN - Vocational Nursing
 VSM - Varsity Sports, Men
 VSO - Varsity Sports, Off-Season
 VSW - Varsity Sports, Women
 WEG - Work Experience, General
 WELD - Welding

Key to Course Codes

Academic Skills Center - ASC
 Administration of Justice - AJ
 Adult Basic Education - ABE
 Advanced Officer Training - AOT
 Advanced Transportation Technology - AUTO
 Agriculture/Business - AGBU
 Agriculture/Environmental Horticulture - AGEH -
 Agriculture/Plant Science - AGPS
 Air Conditioning/HVAC - ACR
 Alcohol & Drug Studies - HSAD
 American Sign Language - ASL -
 Anthropology - ANTH
 Applied Construction Technology - ACT
 Architecture - ARCH
 Art - ART
 Astronomy - A
 Automotive Technology - AUTO
 Basic Fire Fighter Academy - BFFA
 Basic Peace Officer Training - BPOT
 Biology - BI
 Building Inspection Technology - BIT
 Business/Accounting - BUAC
 Business/Finance - BUFI
 Business/Hotel & Restaurant Management - BUHM
 Business/Management - BUMA
 California State Fire Marshal - CSFM
 Chemistry - CH
 Communication Studies - COMM
 Computer Information Systems - CIS
 Computer Science - CS
 Construction Management - CM
 Counseling - COUN
 Culinary Arts - CART
 Dance - DANC
 Digital Design and Production - DDP

Disabled Students Programs and Services - DSPS
 Early Childhood Education - ECE
 Economics - ECON
 Education - EDUC
 Emergency Medical Technology - EMT
 Energy Systems Technology - ESYS
 Engineering, General - ENGR
 English as a Second Language (Credit) - ESL
 English as a Second Language (Noncredit) - ESLN
 English/Composition - ENG
 Fire Technology - FIRE
 French - FR
 General Drafting/CAD - DRA
 Geography - GEOG
 Geology - G
 German - GER
 Global Studies - GS
 Golf Management - GOLF
 Health Sciences - HS
 History - HIST
 Human Services/Alcohol & Drug Studies - HSAD
 Italian - ITAL
 Japanese - JPN
 Journalism - J
 Kinesiology - KINE
 Library & Information Studies - LIS
 Mass Communication - MC
 Mathematics - MATH
 Music - MUS
 Natural Resources - NR
 Nursing - N
 Nutrition - HS
 Philosophy - PHIL
 Physics - PH
 Political Science - PS
 Psychology - PSY
 Radio-Television - RTV
 Reading - RDG
 Real Estate Development - RED
 Recreation - RE
 Sociology - SOC
 Speech - COMM (formerly SP)
 Spanish - SPAN
 Theater Arts - TA
 Varsity Sports, Men - VSM
 Varsity Sports, Off-Season - VSO
 Varsity Sports, Women - VSW
 Vocational Nursing - VN
 Welding - WELD
 Work Experience, General - WEG

COURSE DESCRIPTIONS

Academic Skills Center (ASC)

ASC 005 Tutor Training **Units: 0.5**

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

Lecture Hours: 4 Lab Hours: 16 Repeatable: No

Grading: Letter

Prerequisite: Grade of C or better in course being tutored

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

ASC 100 Supervised Tutoring **Units: 0**

Supervised Tutoring is an open entry/open exit environment where COD students with learning needs in academic subjects receive drop-in tutoring, small group instruction, and computer assisted or mediated instruction that supplements classroom instruction. A student does not have to register at formal registration. In order to register for this course, students must be referred by a counselor or an instructor. Registration may be completed in the Tutorial Center or the Academic Skills Center. The course includes multiple sections focusing on specific discipline areas including, but not limited to, writing, ESL, foreign languages, math, sciences, and general tutoring.

Lecture Hours: None Lab Hours: None Repeatable: Yes

Grading: Pass/No Pass

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE: None CSU GE: None IGETC: None

Administration of Justice (AJ)

AJ 001 Introduction To Criminal Justice **Units: 3**

This course introduces students to the characteristics of the criminal justice system in the United States. Focus is placed on examining crime measurement, theoretical explanations of crime, responses to crime, components of the system, and current challenges to the system. The course examines the evolution of the principles and approaches utilized by the justice system and the evolving forces which have shaped those principals and approaches. Although justice structure and process is examined in a cross cultural context, emphasis is placed on the US justice system, particularly the structure and function of US police, courts, and corrections. Students are introduced to the origins and development of criminal law, legal process, and sentencing and incarceration policies. (C-ID AJ 110)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: ENG-070

Limitation on enrollment: None

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

COD GE: C2 CSU GE: D0 IGETC: 4J

AJ 002 Concepts Of Criminal Law **Units: 3**

This course offers an analysis of the doctrines of criminal liability in the United States and the classification of crimes against persons, property, morals, and public welfare. Special emphasis is placed on the classification of crime, the general elements of crime, the definitions of common and statutory law, and the nature of acceptable evidence. This course utilizes case law and case studies to introduce students to criminal law. The completion of this course offers a foundation upon which upper-division criminal justice course will build. The course will also include some limited discussion of prosecution and defense decision making, criminal culpability, and defenses to crimes. (C-ID AJ 120)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: AJ-001 or concurrent enrollment

Advisory: None

Limitation on enrollment: None

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 origin, development, philosophy and constitutional basis for the Rules of Evidence. It includes constitutional and procedural considerations affecting search and seizure, kinds and degrees of evidence and the rules governing admissibility at trial, judicial decisions interpreting individual rights and case studies. (C-ID AJ 124)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: AJ-001 or concurrent enrollment

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

AJ 004 Criminal Court Process **Units: 3**

This course provides an examination and analysis of due process in criminal proceedings from pre-arrest through trial and appeal utilizing statutory law and state and constitutional law precedents. (C-ID AJ 122)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: AJ-001 or concurrent enrollment

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

AJ 005A Community And The Justice System **Units: 3**

This course examines the complex, dynamic relationship between communities and the justice system in addressing crime and conflict with an emphasis on the challenges and prospects of administering justice within a diverse multicultural population. Topics may include the consensus and conflicting values in Cultural, Religion, and Law. (C-ID AJ 160)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: AJ-001 or concurrent enrollment

Advisory: None

Limitation on enrollment: None

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

COD GE: C3 CSU GE: None IGETC: None

AJ 006 Criminal Investigation Units: 3
This course provides students with basic principles of all types of investigations utilized in the Justice System. Coverage includes human aspects in dealing with the public, specific knowledge necessary for handling crime scenes, interviews, evidence, surveillance, follow-up, technical resources and case preparation. (C-ID AJ 140)
Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter
Prerequisite: AJ-001 or concurrent enrollment
Advisory: ENG-070
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

AJ 008 Patrol Operations Units: 3
Topics discussed in this course include exploration of theories, philosophies, and concepts related to the role expectations of the line enforcement officer which include patrol, traffic, and public service responsibilities.
Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter
Prerequisite: AJ-001 or concurrent enrollment
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

AJ 009 Traffic Enforcement Units: 3
Students study basic accident investigation, the use of the State Accident Report Form, the principles of "selective" enforcement, parking and intersection control, basic provisions of the California Vehicle Code governing the operation of motor vehicles, and the responsibilities of the community in traffic control.
Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter
Prerequisite: AJ-001 or concurrent enrollment
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

AJ 010 Juvenile Procedures Units: 3
This course introduces major types of criminal behavior, role 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 in handling juveniles. (C-ID AJ 220)
Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter
Prerequisite: AJ-001 or concurrent enrollment
Advisory: None
Limitation on enrollment: None
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: None Repeatable: No
Grading: Letter
Prerequisite: AJ-001 or concurrent enrollment
Advisory: ENG-071
Limitation on enrollment: None
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: None Repeatable: No
Grading: Letter
Prerequisite: None
Advisory: ENG-070
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

AJ 021 Introduction To Forensics Units: 3
This course provides an introduction to the role of forensics in criminal investigations. It examines the methods utilized in the forensic analysis of crime scenes, pattern evidence, instruments, firearms, questioned documents and controlled substances. (C-ID AJ 150)
Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter
Prerequisite: AJ-001 or concurrent enrollment
Advisory: None
Limitation on enrollment: None
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: None Repeatable: No
Grading: Letter
Prerequisite: AJ-001 or concurrent enrollment
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

AJ 030 Introduction To Corrections Units: 3
 This course provides a history of and critical analysis of punishment, the various types of punishment, alternatives to punishment, and the impact of punishment on the Criminal Justice System, corrections, a critical examination of the types of correctional institutions and the clients housed in each institution, and an examination of contemporary correctional issues. (C-ID AJ 200)
 Lecture Hours: 54 Lab Hours: None Repeatable: No
 Grading: Letter
Prerequisite: AJ-001 or concurrent enrollment
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

AJ 095A Administration Of Justice Work Experience Units: 1-8
 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. Credit may be accrued at the rate of one to eight units per semester for a maximum of sixteen units (combined total of all Work Experience units). Additionally, students must work 75 paid hours or 60 non-paid hours per unit earned. This type of work experience is available to students whose job or occupational goals are directly related to Administration of Justice.
 Lecture Hours: None Lab Hours: 60-600 Repeatable: Yes
 Grading: Letter
Prerequisite: None
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

Adult Basic Education (ABE)

ABE 300 Adult Basic Education Units: 0
 This course is designed to provide basic skills instruction in reading, writing, math, and survival skills in everyday living.
 Lecture Hours: None Lab Hours: 80 Repeatable: Yes
 Grading: Pass/No Pass
Prerequisite: None
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: None Degree Applicable: NONC
 COD GE: None 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.
 Lecture Hours: None Lab Hours: 80 Repeatable: Yes
 Grading: Pass/No Pass
Prerequisite: None
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: None Degree Applicable: NONC
 COD GE: None CSU GE: None IGETC: None

ABE 320B Fundamentals Of English Units: 0
 This course provides a secondary level in English grammar and further experience in essay writing. Students learn to write coherent descriptive, definition, expository and current event essays.
 Lecture Hours: None Lab Hours: 80 Repeatable: Yes
 Grading: Pass/No Pass
Prerequisite: None
 Advisory: ABE-320A and/or transcript evaluation
 Limitation on enrollment: None
 Transfer Status: None Degree Applicable: NONC
 COD GE: None CSU GE: None IGETC: None

ABE 320C Fundamentals Of English Units: 0
 This course provides students the opportunity to refine their skills in writing the narrative and persuasive argumentative writing. Students learn to write coherent expository, narrative, persuasive and current event essays. They also type a job application letter and resume.
 Lecture Hours: None Lab Hours: 80 Repeatable: Yes
 Grading: Pass/No Pass
Prerequisite: None
 Advisory: ABE-320B and/or transcript evaluation
 Limitation on enrollment: None
 Transfer Status: None Degree Applicable: NONC
 COD GE: None CSU GE: None IGETC: None

ABE 320D Fundamentals Of English Units: 0
 This course prepares students to use critical thinking and dictionary skills.
 Lecture Hours: None Lab Hours: 80 Repeatable: Yes
 Grading: Pass/No Pass
Prerequisite: None
 Advisory: ABE-32C and/or transcript evaluation
 Limitation on enrollment: None
 Transfer Status: None Degree Applicable: NONC
 COD GE: None CSU GE: None IGETC: None

ABE 323A American Literature Units: 0
 This course provides a study of representative American writers. Students evaluate two novels written by a selected author according to point of view, plot, style, emotional appeal, and character development. Students critique the author, comparing their opinion of the work to that of a published opinion.
 Lecture Hours: None Lab Hours: 80 Repeatable: Yes
 Grading: Pass/No Pass
Prerequisite: None
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: None Degree Applicable: NONC
 COD GE: None CSU GE: None IGETC: None

ABE 323B World Literature Units: 0
 This course provides an opportunity to explore the works of a few of the world's greatest authors. Students research the life of one or two authors from a provided list. Students address point of view, plot, style, emotional appeal, characters and how the book has affected the history of society.
 Lecture Hours: None Lab Hours: 80 Repeatable: Yes
 Grading: Pass/No Pass
Prerequisite: None
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: None Degree Applicable: NONC
 COD GE: None CSU GE: None IGETC: None

ABE 324A Reading Control Lab I Units: 0

This course is designed to teach reading to adults. Credit is applicable towards a high school diploma.

Lecture Hours: None Lab Hours: 80 Repeatable: Yes

Grading: Pass/No Pass

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE: None CSU GE: None IGETC: None

ABE 324B Reading Control Lab II Units: 0

This course is designed to teach reading to adults. Credit is applicable towards a high school diploma.

Lecture Hours: None Lab Hours: 80 Repeatable: Yes

Grading: Pass/No Pass

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE: None CSU GE: None IGETC: None

ABE 326A U.S. History I Units: 0

This course provides the history of the United States from exploration through the Civil War.

Lecture Hours: None Lab Hours: 80 Repeatable: Yes

Grading: Pass/No Pass

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE: None CSU GE: None IGETC: None

ABE 326B U.S. History II Units: 0

This course provides the history of the United States from Reconstruction of 1865 to the present.

Lecture Hours: None Lab Hours: 80 Repeatable: Yes

Grading: Pass/No Pass

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE: None CSU GE: None IGETC: None

ABE 328A Practical American Government: U.S. Gov Units: 0

This course is designed to give students an understanding of the principles and structure of government

Lecture Hours: None Lab Hours: 80 Repeatable: Yes

Grading: Pass/No Pass

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE: None CSU GE: None IGETC: None

ABE 328B Practical American Government: Economics Units: 0

This course is designed to help students recognize the role and importance of the individual consumer in the world economy.

Lecture Hours: None Lab Hours: 80 Repeatable: Yes

Grading: Pass/No Pass

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE: None 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 to the 18th century cultures.

Lecture Hours: None Lab Hours: 80 Repeatable: Yes

Grading: Pass/No Pass

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE: None 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.

Lecture Hours: None Lab Hours: 80 Repeatable: Yes

Grading: Pass/No Pass

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE: None 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.

Lecture Hours: None Lab Hours: 80 Repeatable: Yes

Grading: Pass/No Pass

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE: None 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.

Lecture Hours: None Lab Hours: 80 Repeatable: Yes

Grading: Pass/No Pass

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE: None CSU GE: None IGETC: None

ABE 342A Practical Basic Math I Units: 0

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

Lecture Hours: None Lab Hours: 80 Repeatable: Yes

Grading: Pass/No Pass

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE: None CSU GE: None IGETC: None

ABE 342B Practical Basic Math II Units: 0

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

Lecture Hours: None Lab Hours: 80 Repeatable: Yes

Grading: Pass/No Pass

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE: None 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.

Lecture Hours: None Lab Hours: 80 Repeatable: Yes

Grading: Pass/No Pass

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE: None 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.

Lecture Hours: None Lab Hours: 80 Repeatable: Yes

Grading: Pass/No Pass

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE: None CSU GE: None IGETC: None

ABE 346A Algebra I Units: 0

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

Lecture Hours: None Lab Hours: 80 Repeatable: Yes

Grading: Pass/No Pass

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE: None CSU GE: None IGETC: None

ABE 346B Algebra II Units: 0

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

Lecture Hours: None Lab Hours: 80 Repeatable: Yes

Grading: Pass/No Pass

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE: None CSU GE: None IGETC: None

ABE 348A Life Science Units: 0

This course is designed to provide students with the basic knowledge of science as related to all living things. Students study animals, plants, the human body, ecology, heredity and evolution.

Lecture Hours: None Lab Hours: 80 Repeatable: Yes

Grading: Pass/No Pass

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE: None CSU GE: None IGETC: None

ABE 348B Physical Science Units: 0

This course is designed to provide students with an understanding of the forms of matter and energy that make up the physical universe. Students study the things around them. Two areas covered are chemistry and physics.

Lecture Hours: None Lab Hours: 80 Repeatable: Yes

Grading: Pass/No Pass

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE: None CSU GE: None IGETC: None

ABE 348C Earth Science Units: 0

This course is designed to provide students with the basic knowledge of science as related to themselves and their range of experiences. Students study the earth's land, water and air. Fields of focus are geology, oceanography, meteorology and astronomy.

Lecture Hours: None Lab Hours: 80 Repeatable: Yes

Grading: Pass/No Pass

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE: None CSU GE: None IGETC: None

ABE 351A Science: Land & Water Life Units: 0

This high school level course provides the study and understanding of the origin of water and land animals. Students learn invertebrates, amphibians, mammals, animal adaptation and conservation.

Lecture Hours: None Lab Hours: 80 Repeatable: Yes

Grading: Pass/No Pass

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE: None 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.

Lecture Hours: None Lab Hours: 80 Repeatable: Yes

Grading: Pass/No Pass

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE: None 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.

Lecture Hours: None Lab Hours: 80 Repeatable: Yes

Grading: Pass/No Pass

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE: None 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.

Lecture Hours: None Lab Hours: 80 Repeatable: Yes

Grading: Pass/No Pass

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE: None CSU GE: None IGETC: None

ABE 364 GED Test Preparation Units: 0

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

Lecture Hours: None Lab Hours: 80 Repeatable: Yes

Grading: Pass/No Pass

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE: None 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.

Lecture Hours: None Lab Hours: 80 Repeatable: Yes

Grading: Pass/No Pass

Prerequisite: ESLN Level 3

Advisory: None

Limitation on enrollment: None

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.

Lecture Hours: None Lab Hours: 80 Repeatable: Yes

Grading: Pass/No Pass

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE: None 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.

Lecture Hours: None Lab Hours: 80 Repeatable: Yes

Grading: Pass/No Pass

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE: None CSU GE: None IGETC: None

Advanced Officer Training (AOT)

AOT 001 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 (State of California, Commission on Peace Officer Standards and Training) requirements, document identification and interview techniques related to an employment interview.

Lecture Hours: 36 Lab Hours: None Repeatable: No

Grading: Pass/No Pass

Prerequisite: None

Advisory: None

Limitation on enrollment: Must be currently employed by a law enforcement/public safety agency or have completed a Basic Peace Officer Academy.

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

AOT 002 ID Theft Investigation - Basic Course Units: 0.5

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: None Repeatable: No

Grading: Pass/No Pass

Prerequisite: None

Advisory: None

Limitation on enrollment: Must be currently employed by a law enforcement/public safety agency or have completed a Basic Peace Officer Academy.

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

AOT 003 ID Theft Investigation - Adv. Course Units: 0.5

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: None Repeatable: No

Grading: Pass/No Pass

Prerequisite: AOT-002

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

AOT 004 Field Training Officer Course - Basic Units: 2.5

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: None Repeatable: No

Grading: Pass/No Pass

Prerequisite: None

Advisory: None

Limitation on enrollment: Must be currently employed by a POST law enforcement agency as a Sworn Peace Officer.

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

AOT 005 Field Training Officer Course - Update Units: 1.5

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: None Repeatable: No

Grading: Pass/No Pass

Prerequisite: None

Advisory: None

Limitation on enrollment: Must be currently employed by a POST law enforcement agency as a Sworn Peace Officer.

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

AOT 006 Casino-Related Crime Investigation Units: 0.5

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: None Repeatable: No

Grading: Pass/No Pass

Prerequisite: None

Advisory: None

Limitation on enrollment: Must be currently employed by a law enforcement/public safety agency or have completed a Basic Peace Officer Academy.

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

AOT 007 Interview & Interrogation Course - Basic Units: 1.5

This course will provide the student with the fundamentals and techniques for properly interviewing victims, witnesses, and suspects in a field setting. Methods for preparing for an interview, establishing a rapport with people, and interview strategies will be discussed.

Additionally, methods for using a tape recorder and techniques for manually recording an interview, along with dealing with different personalities and ethnic groups will be covered. This class is POST Certified and will be taught with the Riverside Sheriff Department's POST Certification. Total of 27 hours as required by POST Certification.

Lecture Hours: 27 Lab Hours: None Repeatable: No

Grading: Pass/No Pass

Prerequisite: None

Advisory: None

Limitation on enrollment: Must be currently employed by a law enforcement/public safety agency or have completed a Basic Peace Officer Academy.

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

AOT 008 Interview & Interrogation Course - Adv. Units: 2.5

This POST certified course will provide advanced interview and interrogation techniques for experienced law enforcement personnel assigned to patrol or investigations and others who conduct criminal interviews and interrogations. This course will further refine the skills and techniques required to properly obtain statements, incriminating statements, admissions, and confessions. This class is POST Certified and will be taught with the Riverside Sheriff Department's POST Certification. Total of 40 hours as required by POST Certification.

Lecture Hours: 45 Lab Hours: None Repeatable: No

Grading: Pass/No Pass

Prerequisite: None

Advisory: None

Limitation on enrollment: Must be currently employed by a law enforcement/public safety agency or have completed a Basic Peace Officer Academy.

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

AOT 009 Courtroom Testimony & Demeanor Units: 0.5

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: None Repeatable: No
Grading: Pass/No Pass

Prerequisite: None

Advisory: None

Limitation on enrollment: Must be currently employed by a law enforcement/public safety agency or have completed a Basic Peace Officer Academy.

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

AOT 010 Internet Undercover Investigations Units: 0.5

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: None Repeatable: No
Grading: Pass/No Pass

Prerequisite: None

Advisory: None

Limitation on enrollment: Must be currently employed by a law enforcement/public safety agency or have completed a Basic Peace Officer Academy.

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

AOT 011 Crime Scene Investigation Course Units: 1.5

This course reviews principles of evidence collection, crime scene examination, recording, gathering trace evidence, and collecting and packaging of biological evidence, i.e., body fluids. It will introduce the student to basic fundamentals of a digital camera and its use and function in a crime scene investigation. Total of 27 hours as required by POST Certification.

Lecture Hours: 27 Lab Hours: None Repeatable: No
Grading: Pass/No Pass

Prerequisite: None

Advisory: None

Limitation on enrollment: Must be currently employed by a law enforcement/public safety agency or have completed a Basic Peace Officer Academy.

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

AOT 012 Fingerprint/Specialized Technique-Latent Units: 1

This course is designed to present a study of the scientific development of fingerprints and their retrieval. The course will focus on the identification, fiction ridges, and basic categories of fingerprints. Topics will include the methods of processing fingerprints, types of surfaces, and powder processing versus chemical processing. Total of 14 hours as required by POST Certification.

Lecture Hours: 18 Lab Hours: None Repeatable: No
Grading: Pass/No Pass

Prerequisite: None

Advisory: None

Limitation on enrollment: Must be currently employed by a law enforcement/public safety agency or have completed a Basic Peace Officer Academy.

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

AOT 013 Search Warrant Preparation Units: 0.5

This course is designed to instruct law enforcement personnel in the proper techniques used in the preparation of search warrants. The student will learn methods in the development, obtaining, and executing search warrants. This course discusses the legal and statutory requirements for obtaining a search warrant. It blends classroom and practical exercises, and stresses officer safety. This course is POST Certified and will be taught with the Riverside County Sheriff Department's POST Certification. Total of 8 hours is required by POST Certification.

Lecture Hours: 9 Lab Hours: None Repeatable: No
Grading: Pass/No Pass

Prerequisite: None

Advisory: None

Limitation on enrollment: Must be currently employed by a law enforcement/public safety agency or have completed a Basic Peace Officer Academy.

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

AOT 014 Search Warrant Execution Units: 0.5

This course is designed to instruct law enforcement personnel in the proper techniques used on the development and execution of warrant services. Special emphasis is placed on scouting, approach, forced entry techniques, and room-to-room clearing utilizing force-on-force training and FX marking cartridges. Course must be taken in conjunction with search warrant preparation. This class is POST Certified and will be taught with the Riverside Sheriff Department's POST Certification. Total of 8 hours is required by POST Certification.

Lecture Hours: 9 Lab Hours: None Repeatable: No
Grading: Pass/No Pass

Prerequisite: None

Advisory: None

Limitation on enrollment: Must be currently employed by a law enforcement/public safety agency or have completed a Basic Peace Officer Academy.

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

Agriculture/Business (AGBU)

AGBU 059A Leadership

Units: 1

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

Lecture Hours: 18 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: ENG-070

Limitation on enrollment: None

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: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: ENG-070

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

AGBU 095A Agri-business Wk Exp

Units: 1

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. Credit may be accrued at the rate of one to eight units per semester for a maximum of sixteen units (combined total of all Work Experience units). Additionally, students must work 75 paid hours or 60 non-paid hours per unit earned. This type of work experience is available to students whose job and educational or occupational goals are directly related to Agriculture/Business.

Lecture Hours: None Lab Hours: 60-75 Repeatable: Yes

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

Agriculture/Environmental Horticulture (AGEH)

AGEH 001 Horticulture

Units: 3

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

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: ENG-070

Limitation on enrollment: None

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: None Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: Concurrent enrollment or prior completion of AGEH-001

Limitation on enrollment: None

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

COD GE: 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: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: ENG-070

Limitation on enrollment: None

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: None Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: AGEH-004

Advisory: None

Limitation on enrollment: None

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 240 species of perennials, interior plants, vine, ground covers, and succulents for California's low elevation deserts. Each plant is covered with respect to its identification, growth habits, culture, use and pests. (C-ID AG-EH 108L)
 Lecture Hours: 36 Lab Hours: 54 Repeatable: No
 Grading: Letter
Prerequisite: None
 Advisory: ENG-070
 Limitation on enrollment: None
 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: Letter
Prerequisite: None
 Advisory: AGEH-001
 Limitation on enrollment: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

AGEH 009 Landscape Planning & Design Units: 3
 The study and implementation of the art and science of landscape design, including principles of design, the design process, drafting, graphics, and presentation methods. Project emphasis is placed upon residential and small commercial sites. Course includes introduction to computer landscape design software programs. Emphasis is placed on residential and commercial properties landscape designs.
 Lecture Hours: 36 Lab Hours: 54 Repeatable: No
 Grading: Letter
Prerequisite: None
 Advisory: AGEH-001 or AGPS-005
 Limitation on enrollment: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None 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 macroorganisms; human intervention, including pruning, planting, climbing, fertilization, watering, pest control, vandalism and aesthetics. Class instruction prepares students for the International Arborists Certification Exam.
 Lecture Hours: 18 Lab Hours: 54 Repeatable: No
 Grading: Letter
Prerequisite: None
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

AGEH 020 Landscape Construction Units: 2
 Covers the fundamentals of landscape construction, including soil preparation, paving and construction materials, hand and power tool use, turf and plant installation, plan reading, estimating and bid preparation.
 Lecture Hours: 18 Lab Hours: 54 Repeatable: No
 Grading: Letter
Prerequisite: None
 Advisory: AGEH-001 or AGPS-005
 Limitation on enrollment: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None 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: None Repeatable: No
 Grading: Letter
Prerequisite: None
 Advisory: ENG-070
 Limitation on enrollment: None
 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: None Repeatable: No
 Grading: Letter
Prerequisite: None
 Advisory: ENG-070
 Limitation on enrollment: None
 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: Letter
Prerequisite: None
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

AGEH 034 Golf Course Management Units: 3
 This course involves the maintenance and operation of golf courses. It includes the study of equipment, scheduling of maintenance, and directing the staff in the maintenance of golf courses. Heavy emphasis is placed in developing a basic understanding of the turfgrass principles required to produce a championship golf course.
 Lecture Hours: 54 Lab Hours: None Repeatable: No
 Grading: Letter
Prerequisite: None
 Advisory: ENG-070
 Limitation on enrollment: None
 Transfer Status: CSU 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: None Repeatable: No
Grading: Letter

Prerequisite: None

Advisory: ENG-070 and MATH-060

Limitation on enrollment: None

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

AGEH 046L Landscape Irrigation Systems Lab Units: 1

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

Lecture Hours: None Lab Hours: 54 Repeatable: No
Grading: Letter

Prerequisite: AGEH-046

Advisory: None

Limitation on enrollment: None

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

AGEH 095A Environmental Horticulture Turfgrass Work Experience Units: 1-8

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. Credit may be accrued at the rate of one to eight units per semester for a maximum of sixteen units (combined total of all Work Experience units). Additionally, students must work 75 paid hours or 60 non-paid hours per unit. This type of work experience is available to students whose job and educational or occupational goals are directly related to Agriculture/Environmental Horticulture.

Lecture Hours: None Lab Hours: 60-600 Repeatable: Yes
Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

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

Agriculture/Plant Science (AGPS)

AGPS 001 Soils & Plant Nutrition Units: 4

This lecture and laboratory course covers soil derivation, classification, texture, structure, water movement and measurement, organic matter, microorganisms, sampling techniques, pH, salinity, reclamation and tillage. Also included are soil survey reports and maps, basic soil chemistry, essential plant nutrients, soil analysis, and fertilizers. (C-ID AG-PS 128L)

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

Prerequisite: None

Advisory: ENG-070 and MATH-060

Limitation on enrollment: None

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

AGPS 002 Entomology - General & Applied Units: 4

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

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

Prerequisite: None

Advisory: ENG-070

Limitation on enrollment: None

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

AGPS 005 Plant Science Units: 3

This course offers an opportunity to learn the basic structure and function of plants, their place in the world of human activity and the methods used to manipulate the botanical world to human advantage. Students can expect to be exposed to plant anatomy, morphology and physiology as well as such practical matters as plant propagation, pruning and fertilization. (C-ID AG-PS 106L)

Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter

Prerequisite: ENG-070

Advisory: None

Limitation on enrollment: None

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. (C-ID AG-PS 106L)

Lecture Hours: None Lab Hours: 54 Repeatable: No
Grading: Letter

Prerequisite: None

Advisory: Concurrent enrollment or prior completion of AGPS-005

Limitation on enrollment: None

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

AGPS 032 Pesticide Laws & Regulations Units: 2

This course covers state and federal laws regulating the use of pesticides and prepares students to take California's Certified Applicator examinations. Proper and safe methods of applying agricultural chemicals are discussed, along with procedures for calculating the amount of material needed. In addition, students study alternative pest control methods.

Lecture Hours: 36 Lab Hours: None Repeatable: No
Grading: Letter

Prerequisite: None

Advisory: ENG-070

Limitation on enrollment: None

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

Air Conditioning/HVAC (ACR)

ACR 060 Air Conditioning/Refrigeration I Units: 3

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

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

Prerequisite: None

Advisory: ENG-070, MATH-060 and concurrent enrollment in ACR-064
Limitation on enrollment: None

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: Letter

Prerequisite: None

Advisory: ENG-070, MATH-060, ACR-060, and ACR-064
Limitation on enrollment: None

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

ACR 064 Air Cond/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: Letter

Prerequisite: None

Advisory: ENG-070, MATH-060 and concurrent enrollment in ACR-060
Limitation on enrollment: None

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

ACR 065 Air Cond/Refrigeration Electricity II Units: 3

This course introduces the procedures, techniques and instruments utilized for troubleshooting the motors, circuitry and control elements for air conditioning and refrigeration equipment. Variations in control systems, including solid state, are described and analyzed.

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

Prerequisite: None

Advisory: ENG-070, MATH-060, and ACR-064
Limitation on enrollment: None

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

ACR 075 HVACR Systems Design Units: 3

Presents current industry practices for quality installation and service of residential air distribution systems as well as calculating heating and cooling loads.

Lecture Hours: 45 Lab Hours: 27 Repeatable: No
Grading: Letter

Prerequisite: None

Advisory: ACR-060

Limitation on enrollment: None

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

ACR 076 Facilities Maintenance/Chillers Units: 3

Presents current industry practices in maintaining chilled water, hot water, steam, cooling towers, pumps and energy management for central station systems.

Lecture Hours: 45 Lab Hours: 27 Repeatable: No
Grading: Letter

Prerequisite: None

Advisory: ACR-060

Limitation on enrollment: None

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

ACR 077 Energy Conservation Methods for HVACR Units: 3

Presents current industry practices for auditing energy losses in residential and light commercial buildings. Methods of conserving energy and sustaining natural resources are presented. Blower door diagnostics are featured.

Lecture Hours: 45 Lab Hours: 27 Repeatable: No
Grading: Letter

Prerequisite: None

Advisory: ACR-060

Limitation on enrollment: None

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

ACR 078 Safe Refrigerant Handling & Management Units: 3

Presents current industry practices for recovery, reclamation, recycling and retrofitting. Emphasis is on safe use and management of common refrigerants as well as efficient use of pressure and temperature measurement to determine system operating parameters.

Lecture Hours: 45 Lab Hours: 27 Repeatable: No
Grading: Letter

Prerequisite: None

Advisory: ACR-060

Limitation on enrollment: None

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

ACR 080 Gas Heating Units: 3

This course presents the basic principles of gas-fired furnaces. Students are introduced to gas heating, gas combustion, gas burners gas ignition systems, safety and operating controls, installation practices, ventilation, venting, combustion air and gas troubleshooting. Emphasis is on service and maintenance of residential gas furnaces.

Lecture Hours: 45 Lab Hours: 27 Repeatable: No
Grading: Letter

Prerequisite: None

Advisory: ACR-060 and ACR-064

Limitation on enrollment: None

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

ACR 083 All Weather Heating & Cooling Systems Units: 3

Presents current industry practices for year-round conditioned air including air to air heat pumps, geothermal heat pumps, water source heat pumps, electric heat and fuel oil heating.

Lecture Hours: 45 Lab Hours: 27 Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: ACR-060

Limitation on enrollment: None

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

ACR 095A Air Conditioning Refrigeration Work Experience Units: 1-8

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. Credit may be accrued at the rate of one to eight units per semester for a maximum of sixteen units (combined total of all WE units). Additionally, students must work 75 paid hours or 60 non-paid hours per unit. This type of work experience is available to students whose job and educational or occupational goals are directly related to Air Conditioning/HVAC.

Lecture Hours: None Lab Hours: 60-600 Repeatable: Yes

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

American Sign Language (ASL)

ASL 001 Elementary American Sign Language I Units: 5

This course presents the fundamentals of American Sign Language in an intensive method, with many lectures conducted in ASL. Students learn basic grammar and vocabulary of ASL, with an emphasis on both expressive and receptive skills. The history, values, and attitudes of American Deaf culture are explored.

Lecture Hours: 90 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

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

COD GE: C3 CSU GE: C2 IGETC: 6A

ASL 002 Elementary American Sign Language II Units: 5

This course further develops material introduced in American Sign Language I. Increasingly complex grammar and vocabulary will be introduced, with the class conducted primarily in ASL. Equal focus is placed on expressive and receptive skill development. Students will explore simple Deaf humor and poetry, and examine writings by American Deaf persons to discover values, attitudes, and themes of the American Deaf culture.

Lecture Hours: 90 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: ASL-001 or two years high school American Sign Language

Advisory: None

Limitation on enrollment: None

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

COD GE: C3 CSU GE: C2 IGETC: 3B, 6A

ASL 003 Intermediate American Sign Language I Units: 4

This course continues to develop material introduced in American Sign Language 2. Students expand their sign vocabulary and idioms, develop normal conversational signing speed, and express and receive complex ASL sentences. Students comprehend ASL narratives, and develop discourse skills with special emphasis on spatial grammar structures. Students increase Deaf culture awareness through the study of Deaf cultural texts and other concepts.

Lecture Hours: 72 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: ASL-002

Advisory: None

Limitation on enrollment: None

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

COD GE: C3 CSU GE: C2 IGETC: 3B, 6A

ASL 004 Intermediate American Sign Language II Units: 4

This course continues to develop material introduced in ASL-003. Students demonstrate mastery of ASL vocabulary and idioms, complex ASL sentences and fingerspelled loan signs, and develop ASL storytelling skills while refining discourse skills. Students attain conversational speed in fingerspelling. Students comprehend, examine, and discuss ASL literature. Sensitivity to Deaf cultural issues will be extended through the study of Deaf cultural texts and related concepts. The ability to navigate Deaf culture will be demonstrated in the classroom and the Deaf community.

Lecture Hours: 72 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: ASL-003

Advisory: None

Limitation on enrollment: None

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

COD GE: C3 CSU GE: C2 IGETC: 3B, 6A

Anthropology (ANTH)

ANTH 001 Introduction To Physical Anthropology Units: 3

This course is a study of the origins of humans and their place in nature. Topics emphasized include the mechanisms of biological evolution, the physical form and behavior of the nonhuman primates, the fossil record of early humans and our current racial variability.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: ENG-070

Advisory: None

Limitation on enrollment: None

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

COD GE: C1 CSU GE: B2 IGETC: 5B

ANTH 002 Cultural Anthropology Units: 3

This course is a topical introduction to the cross-cultural study of human societies. Among the topics discussed are foodgetting 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: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: ENG-070

Limitation on enrollment: None

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

COD GE: C2 CSU GE: D1 IGETC: 4A

ANTH 003 Archaeology, Introduction to Prehistory Units: 3

This course is an introduction to the study of concepts, theories, data and models of anthropological archaeology that contribute to our knowledge of the human past. The course includes a discussion of the nature of scientific inquiry; the history and interdisciplinary nature of archaeological research. The course describes and explains dating techniques; methods of survey, excavation, analysis, and interpretation; selected cultural sequences; cultural resource management, and professional ethics. (C-ID ANTH 150)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: ENG-070

Limitation on enrollment: None

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

COD GE: C2 CSU GE: D1 IGETC: 4A

ANTH 095A Anthropology Work Experience Units: 1

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. Credit may be accrued at the rate of one to 6 units per semester for a maximum of sixteen units (combined total of all Work Experience units). Additionally, students must work 75 paid hours or 60 non-paid hours per unit earned. This type of work experience is available to students whose job and educational or occupational goals are directly related to Anthropology.

Lecture Hours: None Lab Hours: 60-75 Repeatable: Yes

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE:None CSU GE:None IGETC:None

Applied Construction Technology (ACT)

ACT 020 Introduction To Construction Technology Units: 3

This course provides students with in-depth analysis of the organization and structure of the construction industry and the many career choices the industry offers. The course emphasizes green construction practices, jobsite safety, practical knowledge of tool and equipment use, basic construction math, basic rigging techniques, and communication as well as employability skills. Guest speakers and site visits provide students a wide view of the expectations of entry-level work, wages, benefits, and work place culture. (Equivalent to CM-020.)

Lecture Hours: 36 Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: ENG-071 and MATH-060

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

ACT 021 Site Preparation and Layout Units: 1

This course provides the understanding and skills necessary to complete the initial stages of building construction. General topics include project site clearance, reading and implementing the information from the Precise Grading Plan, concept of cutting and filling, and site layout. Students participate in Service Learning by way of a practical lab or an actual project site under close supervision of trade professionals.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No

Grading: Letter

Prerequisite: ACT-020 or CM-020

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

ACT 022 Concrete & Formwork Units: 1

This course introduces the significance of concrete as a building material. Topics include the properties of cement, composition of concrete, reinforcement materials, and the various types of forms needed for each particular footing. Students participate in Service Learning by way of a practical lab or an actual project site under close supervision of trade professionals.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No

Grading: Letter

Prerequisite: ACT-020 or CM-020

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

ACT 023 Framing Carpentry Units: 4

This course provides the understanding of framing systems and the practical framing techniques used to construct the floor, walls, and roof of a simple structure. Topics include the fundamentals of wood, lumber, fasteners, adhesives, layout, assembly, bracing, sheathing, and truss identification. In addition to learning vocabulary associated with framing, students participate in Service Learning by way of a practical lab or an actual project site under close supervision of trade professionals.

Lecture Hours: 18 Lab Hours: 162 Repeatable: No

Grading: Letter

Prerequisite: ACT-020 or CM-020

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

ACT 024 Roofing Applications Units: 2

This course introduces the application of typical roof materials on different types of residential and light commercial structures. Safety procedures are emphasized as preparation for roofing application is demonstrated. Topics include roofing tools and proper roof ventilation. Some of the roof materials discussed include composite shingles, shakes, metal roofing, slate and tile, single ply roofing and foam application. Students participate in Service Learning by way of a practical lab or an actual project site under close supervision of trade professionals.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: ACT-020 or CM-020

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

ACT 025 Thermal & Moisture Protection Units: 1
 This course covers the fundamentals of thermal insulation and vapor barriers for building structures, including topics such as requirements and characteristics of certain insulation and waterproofing. Hands-on application and proper installation of these materials are demonstrated by certified installers.
 Lecture Hours: 9 Lab Hours: 27 Repeatable: No
 Grading: Letter
Prerequisite: ACT-020 or CM-020
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ACT 026 Drywall Installation & Finish Units: 1
 This course introduces the proper installation, types of application and the various finishes applied on gypsum board. Some of the topics covered include the tools, fasteners and materials used in the covering of the framed interior of a building. Other topics include soundproofing, estimating and problems that occur in drywall finishes for both new and remodeling projects. Students participate in Service Learning by way of a practical lab or an actual project site under close supervision of trade professionals.
 Lecture Hours: 9 Lab Hours: 27 Repeatable: No
 Grading: Letter
Prerequisite: ACT-020 or CM-020
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ACT 027 Exterior Finish Units: 1
 This course covers the wide variety of siding materials used to finish the exterior of houses and some commercial buildings. Proper handling and installation for various materials such as wood, brick, vinyl, metal and stucco are demonstrated by industry professionals as well as by the students in a practical lab or actual project site.
 Lecture Hours: 9 Lab Hours: 27 Repeatable: No
 Grading: Letter
Prerequisite: ACT-020 or CM-020
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ACT 028 Finish Carpentry Units: 4
 This course focuses on the variety of applications that occur within the interior of a building during the final stages nearing completion. Topics such as safety, door and window installation, door hardware, trims and molding, tools for installation, and cabinet installation are covered. Students participate in Service Learning by way of a practical lab or an actual project site under close supervision of trade professionals.
 Lecture Hours: 18 Lab Hours: 162 Repeatable: No
 Grading: Letter
Prerequisite: ACT-020 or CM-020
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ACT 029 Masonry Fundamentals Units: 2
 This course explores masonry and its history as one of the oldest trades and method of construction. In addition, basic materials, tools, and techniques used by masons are discussed and demonstrated along with safety precautions exercised around a jobsite. The many types of masonry units are covered as well as the important role of mortar, and the concept of modularity and layout of masonry units. Students participate in Service Learning by way of a practical lab or an actual project site under close supervision of trade professionals.
 Lecture Hours: 18 Lab Hours: 54 Repeatable: No
 Grading: Letter
Prerequisite: ACT-020 or CM-020
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ACT 030 Plumbing Fundamentals Units: 3
 This course is an introduction to the mechanics of plumbing including the design, installation, and maintenance of drain, waste, and vent systems in buildings in addition to significant code and health issues, violations, and consequences related to those systems. Methods of measuring, cutting, and joining different materials and schedules of plastic and copper piping are covered along with the peripheral types of fittings and valves used in plumbing. Installation of water heaters, gas piping, and finish fixtures are also demonstrated. Safety procedures are emphasized as students participate in Service Learning by way of a practical lab or an actual project site under close supervision of trade professionals.
 Lecture Hours: 18 Lab Hours: 108 Repeatable: No
 Grading: Letter
Prerequisite: ACT-020 or CM-020
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ACT 031 Electrical Fundamentals Units: 3
 This course is an introduction to residential wiring and grounding, and covers the installation of panels, switches, receptacles, lighting, and other outlets. In addition, load calculations are used to size the electrical service for dwellings. Safety procedures are emphasized as students participate in Service Learning by way of a practical lab or an actual project site under close supervision of trade professionals.
 Lecture Hours: 18 Lab Hours: 108 Repeatable: No
 Grading: Letter
Prerequisite: ACT-020 or CM-020
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

Architecture (ARCH)

ARCH 001 Intro To Architectural Professions Units: 3

This course provides students with an overview of professional occupations in Architecture, Construction Management, Building Inspection Technology, City and Regional Planning, Architectural Engineering and Landscape Architecture.

Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter

Prerequisite: None

Advisory: ENG-070

Limitation on enrollment: None

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: Letter

Prerequisite: None

Advisory: ENG-070

Limitation on enrollment: None

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: Letter

Prerequisite: DRA-001

Advisory: None

Limitation on enrollment: None

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: Letter

Prerequisite: ARCH-003A

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

ARCH 005A Introduction To Drawing & Perspective Units: 3

This course is the first in a series of two graphics courses. It is an introduction to basic techniques used for graphic communication in the design profession. It includes the study of orthographic and isometric projections, mechanical and freehand perspectives, shading, shadows and reflection. Students begin the process of compiling work to implement into a comprehensive portfolio.

Lecture Hours: 18 Lab Hours: 108 Repeatable: No
Grading: Letter

Prerequisite: DRA-001

Advisory: None

Limitation on enrollment: None

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

COD GE: None CSU GE: None IGETC: None

ARCH 005B Architectural Delineation Units: 3

This course is a continuation of ARCH-005A. It focuses on drawing and sketching as a communication tool in the field of environmental design. Student development of basic skills in architectural illustration and proper use of various drawing media are emphasized. Students finalize the design portfolio in preparation for employment or for admission to a transfer institution.

Lecture Hours: 18 Lab Hours: 108 Repeatable: No
Grading: Letter

Prerequisite: ARCH-005A

Advisory: None

Limitation on enrollment: None

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: Letter

Prerequisite: None

Advisory: DRA-001

Limitation on enrollment: None

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: Letter

Prerequisite: ARCH-008

Advisory: None

Limitation on enrollment: None

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: Letter

Prerequisite: ARCH-002

Advisory: None

Limitation on enrollment: None

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: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: DRA-001 and ENG-070

Limitation on enrollment: None

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: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: ENG-070

Limitation on enrollment: None

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

COD GE: C3 CSU GE: C1 IGETC: None

ARCH 017 Architectural Design Fundamentals III Units: 3

This is the final course in a three-semester design series. It focuses on the application of both theoretical and environmental issues involved in the Student Design Competitions. Students study site and environmental issues and architectural programming as design stimulus.

Lecture Hours: 18 Lab Hours: 108 Repeatable: No

Grading: Letter

Prerequisite: ARCH-009 and ARCH-010

Advisory: None

Limitation on enrollment: None

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

COD GE: None CSU GE: None IGETC: None

ARCH 095A Architecture Work Experience Units: 1

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. Credit may be accrued at the rate of one to eight units per semester for a maximum of sixteen units (combined total of all Work Experience units). Additionally, students must work 75 paid hours or 60 non-paid hours per unit earned. This type of work experience is available to students whose job and educational or occupational goals are directly related Architecture.

Lecture Hours: None Lab Hours: 60-75 Repeatable: Yes

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

Art (ART)

ART 001A Beginning Drawing & Composition Units: 3

This course is an introduction to the fundamentals of drawing and composition. Through hands-on assignments, drawing techniques covered include traditional approaches of line application, charcoal shading and ink wash techniques. Throughout the course, emphasis is placed on the use of basic visual elements and organizational principles of compositional structure. These techniques enable the student to communicate visual images as creative statements. (C-ID ARTS 110)

Lecture Hours: 36 Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: Courses Related in Content

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

COD GE: None CSU GE: None IGETC: None

ART 001B Intermediate Drawing & Composition Units: 3

This is an intermediate course in the methods of drawing and composition with an emphasis on the use of color. Students build on beginning level skills through a continued study of traditional drawing approaches and are then introduced to intermediate drawing problems. An emphasis on experimental applications with color media and mixed media occurs. Focus is on the development of images that are created through the use of intermediate applications of technical processes, color theory use and compositional structure. (C-ID ARTS 205)

Lecture Hours: 36 Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: ART-001A

Advisory: None

Limitation on enrollment: Courses Related in Content

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

COD GE: None CSU GE: None IGETC: None

ART 001C Advanced Drawing & Composition Units: 3
 This is an advanced course in the methods of drawing and composition. Students build on intermediate level observational and technical skills through advanced drawing problems. Conceptual and serial approaches to the drawing process are studied on an advanced level as well as experimental applications and advanced technical processes. Under faculty guidance, students develop a pictorial personal portfolio that reflects their individual expression.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: ART-001B

Advisory: None

Limitation on enrollment: Courses Related in Content

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

COD GE: None CSU GE: None IGETC: None

ART 002A History Of Western Art I: Prehistoric To Medieval Units: 3

This course provides an overview of western art and architecture from prehistory through the medieval period, to include Prehistoric, Mesopotamian, Egyptian, Aegean, Greek, Etruscan, Roman, Early Christian, Byzantine, Early Medieval, Romanesque, and Gothic periods. (C-ID ARTH 110)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: ENG-071

Limitation on enrollment: None

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

COD GE: C3 CSU GE: C1 IGETC: 3A

ART 002B History Of Western Art II: Renaissance To Contemporary Units: 3

This course provides an overview of art and architecture from the Renaissance through the contemporary period, to include Early and High Renaissance, Northern Renaissance, Mannerism, Baroque and Rococo, Neoclassicism, Romanticism, Realism, Impressionism, Post-Impressionism, Modernism and Postmodernism in Europe and America, and contemporary art worldwide.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: ENG-071

Limitation on enrollment: None

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

COD GE: C3 CSU GE: C1 IGETC: 3A

ART 002C History Of Modern Art Units: 3

This course covers art and architecture of the major modern movements in Western art, from the 19th century and 20th centuries to the present, including: Neoclassicism and Romanticism; Realism, Impressionism, Post-Impressionism, Symbolism; Art Nouveau, Fauvism, Cubism, Non-Objectivity; Expressionism, Dada, Surrealism; American Modernism, including WPA and Abstract Expressionism; Minimalism, Pop Art; Conceptual Art, Happenings, Earthworks, Installation, site-specific art; Postmodernism, Neo-Expressionism; Globalization. (C-ID ARTH 150)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: ENG-071

Limitation on enrollment: None

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

COD GE: C3 CSU GE: C1 IGETC: 3A

ART 003A Basic Design & Color Units: 3

This course is an introduction to the fundamentals of two dimensional design. Through hands-on assignments, various traditional and contemporary design techniques are covered which include the use of pencil, paper and paint. Mixed media applications are introduced at the end of the course. Throughout the course, emphasis is placed on the study and use of basic visual elements of line, shape, texture, space, time and color theory and on organizational principles of compositional structure and concept development. These techniques enable students to gain experience in organizing their thoughts in solving design problems and to communicate visual images as creative statements.

(C-ID ARTS 100)

Lecture Hours: 36 Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: Courses Related in Content

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

COD GE: 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. (C-ID ARTS 101)

Lecture Hours: 36 Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: Courses Related in Content

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

COD GE: None CSU GE: None IGETC: None

ART 005A Beginning Figure Drawing Units: 3

This is a basic course in the study of the human figure from a model. Composition and expressive aspects of gesture, weight, and line on a beginning level are investigated through study of the human figure using pencil and charcoal exercises. (C-ID ARTS 200)

Lecture Hours: 36 Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: ART-001A and/or ART-003A

Limitation on enrollment: Courses Related in Content

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

COD GE: None CSU GE: None IGETC: None

ART 005B Intermediate Figure Drawing Units: 3

This is an intermediate course in the study of the human figure from a model. Students continue exploration with black and white media and are then introduced to color applications. Students explore these variety of drawing materials and techniques on an intermediate level leading toward personal growth and style.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: ART-005A

Advisory: None

Limitation on enrollment: Courses Related in Content

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

COD GE: None CSU GE: None IGETC: None

ART 005C Advanced Figure Drawing Units: 3

This advanced course in the study of the human figure from a model. Students explore a variety of drawing materials and techniques from traditional to contemporary which leads toward personal growth and style. Under faculty guidance students produce a pictorial personal portfolio that reflects their individual expression.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: ART-005B

Advisory: None

Limitation on enrollment: Courses Related in Content

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

COD GE: None CSU GE: None IGETC: None

ART 006A Intermediate Design & Color Units: 3

This is an intermediate course in the methods and applications of two dimensional color and design. After further study of basic design and color approaches, students then develop images that are created through the use of progressive applications of color theory and compositional structure. Multiple types of water based media, the use of collage and mixed media applications are investigated. An introduction to book arts is explored through altered books and basic book structures.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: ART-003A

Advisory: None

Limitation on enrollment: Courses Related in Content

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

COD GE: None CSU GE: None IGETC: None

ART 006B Advanced Design & Color Units: 3

This is an advanced course in the methods and applications of color and design. Students explore advanced design and color approaches, then develop images that are created through the use of progressive applications of color theory and compositional structure. Advanced level use of water based media, collage and mixed media applications are explored. Emphasis is on the development of a personal pictorial portfolio that reflects students' individual expression.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: ART-006A

Advisory: None

Limitation on enrollment: Courses Related in Content

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

COD GE: None CSU GE: None IGETC: None

ART 007A Beginning Ceramics Units: 3

Introduction to ceramics materials, concepts, and processes including basic design principles, creative development, hand-building, throwing, glaze techniques, firing and ceramic terminology. The course covers aesthetics and creative development of clay objects examining historical, contemporary, and personal modes of expression across cultures.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: Courses Related in Content

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

COD GE: None CSU GE: None IGETC: None

ART 007B Intermediate Ceramics Units: 3

This is an intermediate course which expands students' knowledge and expertise in both hand building and throwing on the potter's wheel. Students explore intermediate glaze application, kiln loading and firing techniques.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: ART-007A

Advisory: None

Limitation on enrollment: Courses Related in Content

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

COD GE: None CSU GE: None IGETC: None

ART 007C Advanced Ceramics Units: 3

This course provides an opportunity for advanced ceramic students to work in specific areas of ceramics. Students study advanced pottery forming techniques, glaze formulation and glaze making, kiln loading and firing techniques, advanced pottery decoration and embellishing techniques. The student has an opportunity to further explore his/her personal creative style.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: ART-007B

Advisory: None

Limitation on enrollment: Courses Related in Content

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

COD GE: None CSU GE: None IGETC: None

ART 009A Beginning Printmaking Units: 3

Introduction to the basic materials, equipment, and processes of printmaking, including relief (i.e., linocut and woodcut), intaglio (i.e., drypoint and etching), planography (i.e., lithography and monotype), and stencil (i.e., screenprint). (C-ID ARTS 220)

Lecture Hours: 36 Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: Courses Related in Content

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

COD GE: None CSU GE: None IGETC: None

ART 009B Intermediate Printmaking Units: 3

In this course students build on skills learned in the beginning printmaking course. Students create prints using intermediate level technical processes where the focus is on edition printing skills, work in series, and multiple color work. With faculty guidance, students develop personal imagery utilizing one or more of the intermediate level hand printmaking processes.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: ART-009A

Advisory: None

Limitation on enrollment: Courses Related in Content

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

COD GE: None CSU GE: None IGETC: None

Art (ART)

ART 010 Introduction To Art **Units: 3**
This course provides a general introduction to art that offers a look at works of art through the study of terminology, themes, visual elements and design principles, media and techniques, with an introduction to the visual arts across time and diverse cultures. (C-ID ARTH 100)
Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter
Prerequisite: None
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: C3 CSU GE: C1 IGETC: 3A

ART 011A Beginning Sculpture **Units: 3**
This is a basic course in the principles, theories and techniques of sculpture. Students explore three-dimensional forms with a variety of materials and techniques. Additive, subtractive and assemblage formats are explored.
Lecture Hours: 36 Lab Hours: 54 Repeatable: No
Grading: Letter
Prerequisite: None
Advisory: ART-004
Limitation on enrollment: Courses Related in Content
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

ART 011B Intermediate Sculpture **Units: 3**
This is an intermediate course in the principles, theories, and techniques of additive, subtractive and mold making approaches in sculpture.
Lecture Hours: 36 Lab Hours: 54 Repeatable: No
Grading: Letter
Prerequisite: ART-011A
Advisory: None
Limitation on enrollment: Courses Related in Content
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

ART 011C Advanced Sculpture **Units: 3**
This is an advanced course in the principles, theories and techniques of sculpture. Students explore three-dimensional forms with an emphasis in the subtractive, additive and mold making processes.
Lecture Hours: 36 Lab Hours: 54 Repeatable: No
Grading: Letter
Prerequisite: ART-011B
Advisory: None
Limitation on enrollment: Courses Related in Content
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

ART 012A Survey Of Asian Art **Units: 3**
This course provides a select overview of art and architecture from India, Southeast Asia, China, Korea, and Japan from prehistory to modern times. (C-ID ARTH 130)
Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter
Prerequisite: None
Advisory: ENG-071
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: C3 CSU GE: C1 IGETC: 3A

ART 012B Art Of Africa, Oceania, And Indigenous North America **Units: 3**
Survey of visual culture within select regions in Africa, Oceania, and indigenous North America. (C-ID ARTH 140)
Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter
Prerequisite: None
Advisory: ENG-071
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: C3 CSU GE: C1 IGETC: 3A

ART 012C Art Of The Ancient Americas **Units: 3**
Survey of visual culture within the historical context of select ancient civilizations in Mexico, Central America, and South America up to European contact.
Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter
Prerequisite: None
Advisory: ENG-071
Limitation on enrollment: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: C3 CSU GE: C1 IGETC: 3A

ART 014A Beginning Screen Printing **Units: 3**
This is an introductory course in screen printing. Basic silkscreen printing techniques are studied, including stencil formation, edition printing, and various substrate concerns. Class work focuses on attaining competence in direct screen printing processes. Emphasis is placed on composition theory, print quality, concept, and design throughout the course. These techniques enable the student to communicate visual images as creative print statements. Basic drawing skills are recommended.
Lecture Hours: 36 Lab Hours: 54 Repeatable: No
Grading: Letter
Prerequisite: None
Advisory: ART-001A
Limitation on enrollment: Courses Related in Content
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

ART 014B Intermediate Screen Printing **Units: 3**
In this course students use a variety of intermediate screen printing techniques, materials, and equipment. Students further build competence in screen printing skills and aesthetics. With faculty guidance, students develop their individual expression and personal style.
Lecture Hours: 36 Lab Hours: 54 Repeatable: No
Grading: Letter
Prerequisite: ART-014A
Advisory: None
Limitation on enrollment: Courses Related in Content
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

ART 019 Introduction To Painting**Units: 3**

This course is an introduction to the principles, elements and practices of painting. Focus is on the exploration of painting materials, paint mixing techniques, perceptual skills, color theory and compositional structure as applied to painting. Exploration of traditional and contemporary approaches and techniques applied to painting as well as creative responses to materials and subject matter are explored. This course also applies the basic development of painting as a means of self-expression. (C-ID ARTS 210)

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

Prerequisite: ART-001A or ART-003A

Advisory: None

Limitation on enrollment: Courses Related in Content

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

COD GE: None CSU GE: None IGETC: None

ART 020A Beginning Ceramic Sculpture**Units: 3**

This course explores the basic techniques of the ceramic sculptural art form. Emphasis is on the understanding of the medium of clay, the appreciation of the basic ceramic sculpture modeling processes and glazing techniques. The students will also begin to explore their own personal expression in clay.

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

Prerequisite: None

Advisory: ART-004 or ART-007A or ART-011A

Limitation on enrollment: Courses Related in Content

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

COD GE: None CSU GE: None IGETC: None

ART 020B Intermediate Ceramic Sculpture**Units: 3**

Students study intermediate ceramic sculpture modeling techniques, decoration and embellishing techniques, glaze formulation and kiln loading and firing techniques. This course expands student knowledge and expertise in the technologies of the ceramic sculpture art form. With faculty guidance, students move toward development of a personal creative style.

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

Prerequisite: ART-020A

Advisory: None

Limitation on enrollment: Courses Related in Content

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

COD GE: None CSU GE: None IGETC: None

ART 020C Advanced Ceramic Sculpture**Units: 3**

Students study advanced ceramic sculpture modeling techniques, decoration and embellishing techniques, glaze formulation and kiln loading and firing techniques. This course expands student knowledge and expertise in the technologies of the ceramic sculpture art form. With faculty guidance, students move toward development of a personal creative style.

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

Prerequisite: ART-020B

Advisory: None

Limitation on enrollment: Courses Related in Content

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

COD GE: None CSU GE: None IGETC: None

ART 021A Beginning Watercolor Painting**Units: 3**

This course is an introduction to the fundamentals of transparent watercolor painting. Through hands-on assignments, painting techniques covered include traditional applications of wash, wet-in-wet, direct painting and layering techniques. Throughout the course, emphasis is placed on the use of basic visual elements, organizational principles of compositional structure, color theory and concept development. These techniques enable the student to communicate visual images as creative statements. Historical applications of watercolor techniques and different conceptual approaches to painting are studied. Basic drawing skills are recommended.

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

Prerequisite: None

Advisory: ART-001A or ART-003A, and ART-019

Limitation on enrollment: Courses Related in Content

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

COD GE: None CSU GE: None IGETC: None

ART 021B Intermediate Watercolor Painting**Units: 3**

This is an intermediate course in the methods of transparent and opaque watercolor painting. Aspects acquired in Beginning Watercolor Painting develop further through a continued building on the study of traditional watercolor painting approaches and which are then followed by intermediate approaches. Focus is on the development of images that are created through the use of intermediate of technical processes, color use and compositional structure.

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

Prerequisite: ART-021A

Advisory: None

Limitation on enrollment: Courses Related in Content

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

COD GE: None CSU GE: None IGETC: None

ART 023A Beginning Oil Painting**Units: 3**

This course is an introduction to the fundamentals of oil painting. Through hands-on assignments, painting techniques covered include traditional approaches of opaque, transparent, under and over painting, palette knife and wet-on-wet painting. Using quick oil sketches throughout the course, emphasis is placed on the use of basic visual elements, organizational principles of compositional structure, color theory and concept development. These techniques enable the student to communicate visual images as creative statements. Historical applications of oil painting techniques and different conceptual approaches to painting are studied. Basic drawing skills are recommended.

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

Prerequisite: None

Advisory: ART-001A or ART-003A, and ART-019

Limitation on enrollment: Courses Related in Content

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

COD GE: None CSU GE: None IGETC: None

ART 023B Intermediate Oil Painting Units: 3

This is an intermediate course in the methods of transparent and opaque oil painting. Aspects acquired in the Beginning Oil Painting develop further through a continued study of traditional oil painting approaches. Focus is on the development of images that are created through the use of intermediate applications of technical processes, color use and compositional structure.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: ART-023A

Advisory: None

Limitation on enrollment: Courses Related in Content

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

COD GE: None CSU GE: None IGETC: None

ART 025A Beginning Acrylic Painting Units: 3

This course is an introduction to the fundamentals of acrylic painting. Through hands-on assignments, painting techniques covered include traditional approaches of opaque, transparent, under and over painting, palette knife and wet-on-wet painting. Throughout the course, emphasis is placed on the use of basic visual elements, organizational principles of compositional structure, color theory and concept development. These techniques enable the student to communicate visual images as creative statements. Historical applications of acrylic techniques and different conceptual approaches to painting are studied. Basic drawing skills are recommended.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: ART-001A or ART-003A, and ART-019

Limitation on enrollment: Courses Related in Content

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

COD GE: None CSU GE: None IGETC: None

ART 025B Intermediate Acrylic Painting Units: 3

This is an intermediate course in the methods of acrylic painting. Painting approaches acquired in the Beginning Acrylic Painting course develop further through a continued study of traditional acrylic painting. The use of gels and mediums explored. Focus is on the development of images that are created through the use of intermediate applications of technical processes, color use and compositional structure.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: ART-025A

Advisory: None

Limitation on enrollment: Courses Related in Content

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

COD GE: None CSU GE: None IGETC: None

ART 026 Gallery Display Management Units: 3

This course is an introduction to the history of museums, and to professional practices in museums and art galleries. Course provides overview of exhibition development, design, installation, and evaluation, along with study of exhibition interpretation and education practices, event management and marketing, visitor relations, collections management, conservation and archival practices, copyright and artists' rights, cultural diversity and repatriation of cultural artifacts, accreditation and professional standards, non-profit management, and fundraising and development.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: ART-010

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

ART 028 Portfolio Preparation Units: 3

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, Digital and Graphic Design, Architecture, or other creative arts and media areas, and serves as preparation for transfer, or for a career in these fields.

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: 36 Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: Instructor's permission

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

COD GE: None CSU GE: E IGETC: None

ART 030A Beginning Black & White Photography Units: 3

Introduction to the processes, principles, and tools of photography. Topics include the development of technical and aesthetic skills, elements of design and composition, camera technology, materials and equipment, and contemporary trends in photography. A 35mm film camera with manually adjustable f-stops and shutter speeds is required.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: Courses Related in Content

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

COD GE: None CSU GE: None IGETC: None

ART 030B Intermediate Photography Units: 3

This intermediate level course integrates digital capture with traditional film processing and printing. Students strengthen technical applications and further explore photography as a means of creative expression and communication. Archival printing techniques, alternative print processes, medium format film cameras, digital cameras and studio lighting are covered. Print quality, concept, and composition are emphasized throughout the course in both "wet" and "dry" lab environments. A 35mm film or digital SLR camera is required.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: ART-030A or permission of instructor based on a portfolio presentation of student's previous work

Advisory: None

Limitation on enrollment: Courses Related in Content

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

COD GE: None CSU GE: None IGETC: None

ART 031 Digital Photography Units: 3

This course provides an introduction to the tools, materials and techniques of digital photography. Students learn to capture images using a digital camera to demonstrate and master basic standards in photographic technique. Topics include the use of digital interfaces, printers and file formats as well as the preparation of images for electronic display. A digital camera with a minimum of 5 mega pixels and a corresponding camera manual is required.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: Courses Related in Content

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 provides an overview of the history of photography from its beginning in the mid nineteenth century to the present, examining technological and aesthetic developments, significant movements and photographers, and the impact that photography has had on culture and society.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: ENG-071

Limitation on enrollment: None

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

COD GE: C3 CSU GE: C1 IGETC: 3A

ART 095A Art Work Experience Units: 1

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. Credit may be accrued at the rate of one to 6 units per semester for a maximum of sixteen units (combined total of all Work Experience units). Additionally, students must work 75 paid hours or 60 non-paid hours per unit earned. This type of work experience is available to students whose job and educational or occupational goals are directly related to Art.

Lecture Hours: None Lab Hours: 60-75 Repeatable: Yes

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

Astronomy (A)

A 001 Descriptive Astronomy Units: 3

This course is an introductory survey of planetary, stellar and galactic astronomy designed for students not majoring in science. This course reviews research techniques, current knowledge and theory about the planets, stars, galaxies and the age and origin of the universe.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: ENG-071 and MATH-040

Limitation on enrollment: None

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

COD GE: C1 CSU GE: B1 IGETC: 5A

A 001L Descriptive Astronomy Lab Units: 1

This is an introductory laboratory course featuring the practical use of the telescope, an introduction to the geography of the sky, and applications of astronomical methods involving projects performed by the student.

Lecture Hours: None Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: A-001

Advisory: ENG-071 and MATH-040

Limitation on enrollment: None

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

COD GE: C1 CSU GE: B3 IGETC: 5C

Automotive Technology (AUTO)

AUTO 010 Introduction To Automotive Technology Units: 4

This course provides an overview of the major components and systems found on modern automobiles. The course includes an overview of the automotive industry, shop safety, hand tools usage, basic theory of major automobile systems and basic vehicle maintenance and service.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: ENG-070

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

AUTO 011B Auto Electronics & 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: Letter

Prerequisite: AUTO-010

Advisory: ENG-070

Limitation on enrollment: None

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: Letter

Prerequisite: AUTO-011B

Advisory: ENG-070

Limitation on enrollment: None

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

AUTO 012A Automotive Steering & 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: Letter

Prerequisite: AUTO-010

Advisory: ENG-070

Limitation on enrollment: None

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: Letter

Prerequisite: None

Advisory: ENG-070

Limitation on enrollment: None

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: Letter

Prerequisite: AUTO-010

Advisory: ENG-070

Limitation on enrollment: None

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: Letter

Prerequisite: AUTO-014A

Advisory: ENG-070

Limitation on enrollment: None

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: Letter

Prerequisite: AUTO-010

Advisory: ENG-070

Limitation on enrollment: None

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: Letter

Prerequisite: AUTO-010

Advisory: ENG-070

Limitation on enrollment: None

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: Letter

Prerequisite: AUTO-010

Advisory: ENG-070

Limitation on enrollment: None

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: Letter

Prerequisite: None

Advisory: ENG-070

Limitation on enrollment: None

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: Letter

Prerequisite: AUTO-011B and AUTO-013A

Advisory: ENG-070

Limitation on enrollment: None

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

AUTO 021A Automotive Diagnosis And Troubleshooting Units: 2

This course provides an overview of Root Cause Analysis and its application as relevant to automotive diagnosis and troubleshooting. The focus is on electrical and drivability diagnosis, but includes guidelines for any vehicle system diagnosis and troubleshooting. The coursework will include scenario based diagnosis and cold circuit analysis. This course will help anyone interested in developing an effective, logical approach to automotive diagnosis and troubleshooting.

Lecture Hours: 36 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: AUTO-011B

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

AUTO 040D CNG/LPG Diagnosis & Repair Units: 5.5

This course provides classroom lecture/discussion and hands-on training on CNG/LPG diagnosis and repair. The course is designed to introduce the service technician to safety diagnostic and repair practices and procedures unique to gaseous fuel vehicles.

Lecture Hours: 72 Lab Hours: 81 Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

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: Letter

Prerequisite: None

Advisory: ENG-070

Limitation on enrollment: None

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: Letter

Prerequisite: AUTO-010

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

AUTO 045A Intro To Alternative Fuel Vehicles Units: 2

This course provides an overview of the major alternative fuel vehicles available to the transportation industry. The course includes a brief history of alternative fuels, an overview of alternative fuels including an analysis of the pros and cons of each fuel and discussions on whether an alternative fuel vehicle is right for you. It is an essential course for those interested in an alternative fuel certificate or degree.

Lecture Hours: 36 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

AUTO 054C Basic & Advanced Clean Air Car Course Units: 7

This course provides the student with the basic and advanced training to meet the requirements of the Bureau of Automotive Repair for a SMOG Technician. The course includes the Basic Clean Air Car Course material in addition to the OBD II Update course, the prior update courses, 8 Hour Dynamometer Transition course, and 20 Hour Advanced Diagnostic update course.

Lecture Hours: 117 Lab Hours: 27 Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: AUTO-014A

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

AUTO 092A Biodiesel: Charctrstc, Use & Production Units: 2

This course introduces biodiesel, its characteristics, its use and effects on engines operation and vehicles emissions. The course also covers basic productions considerations and specifications of biodiesel.

Lecture Hours: 36 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

AUTO 093A Intro To Light & Medium Duty Diesel Systems Units: 2

This course is designed as an introduction to light duty diesel systems. Students will explore the operation and function of the key systems related to compression ignition engines. Students will learn safety of a repair shop, vehicles, and of environmental impact. Students will gain knowledge of diesel engine design, engine oil types, correct application, diesel emission systems, and fuel delivery systems.

Lecture Hours: 36 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: ENG-070

Limitation on enrollment: None

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

AUTO 093B Light/Medium Duty Diesel Systems Units: 4

This course provides theory and hands-on experience in the fundamentals of light and medium duty diesel systems including: engine construction, lubrication, cooling, fuel delivery, and emission systems. In addition, this course covers maintenance and light repair.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: AUTO-010 ENG-070

Limitation on enrollment: None

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

AUTO 093C Advanced Light/Medium Duty Systems Units: 4

This course provides theory and hands-on experience in intermediate to advanced light/medium duty diesel system management including: fuel injection, electronic systems, emission controls, OBDII, as well as service and maintenance, diagnosis and repair of diesel system 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 diesel system management malfunctions.

Lecture Hours: 36 Lab Hours: 108 Repeatable: No

Grading: Letter

Prerequisite: AUTO-093B

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

AUTO 093D Diesel Diagnostics & Troubleshooting Units: 2

This course provides an overview of root cause analysis and its application as relevant to light and medium duty diesel systems diagnosis and troubleshooting. The focus is on fuel delivery, air induction, emissions, electrical and drivability diagnosis. The coursework will include scenario based diagnosis and cold circuit analysis. This course will help anyone interested in developing an effective, logical approach to diesel systems diagnosis and troubleshooting.

Lecture Hours: 36 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: AUTO-093C

Limitation on enrollment: None

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

AUTO 095A Automotive Technology Work Experience Units: 1-8

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. Credit may be accrued at the rate of one to eight units per semester for a maximum of sixteen units (combined total of all Work Experience units). Additionally, students must work 75 paid hours or 60 non-paid hours per unit. This type of work experience is available to students whose job and educational or occupational goals are directly related to Automotive Technology.

Lecture Hours: None Lab Hours: 60-600 Repeatable: Yes

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

AUTO 099 Auto/Advanced Transportation Summation Units: 1

This course provides a forum, for those close to earning an Automotive or Advanced Transportation degree, to reflect on past work and evaluate the program robustness as well as look toward the future and understand educational and career opportunities available to them. It will allow students to evaluate program curriculum, instruction, facilities, equipment and support services. There will also be insight provided by key industry representatives as to employment opportunities and strategies.

Lecture Hours: 18 Lab Hours: None Repeatable: No
Grading: Letter

Prerequisite: AUTO-011B and AUTO-013A

Advisory: None

Limitation on enrollment: None

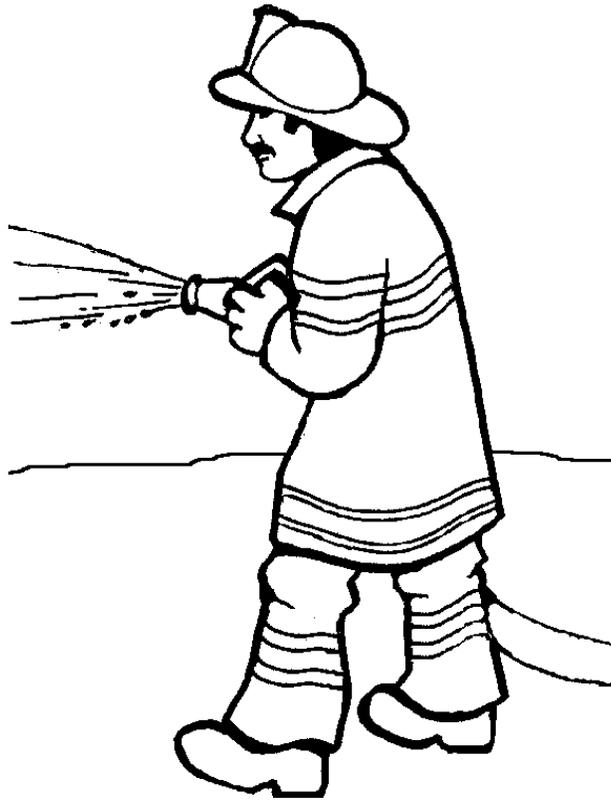
Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

**Basic Fire Fighter Academy (BFFA)****BFFA 063A Basic Fire Fighter I Academy (Part 1) Units: 9.75**

[formerly FIRE-063A] This course is Part 1 of the Basic Firefighter I Academy. Students must successfully complete this course to be eligible to enroll in BFFA-063B (Part 2). Successful completion of both BFFA-063A and BFFA-063B are required to meet the minimum requirements as mandated by the California State Fire Marshal. This course provides students with the skills and knowledge needed for the entry level professional fire fighter position to perform his/her duties safely, effectively, and competently. The curriculum is based on the 2013 edition of the National Fire Protection Association (NFPA 1001 Standard for Fire Fighter Professional Qualifications, the 2012 edition of NFPA 1051 Standard for Wildland Fire Fighter Professional Qualifications, and the 2008 edition of NFPA 72 Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents. Completion of this course satisfies the requirements as established by the State Fire Marshal for the (2013) Fire Fighter I curriculum. Completion of this course requires students to complete all summative tests with a minimum of 80%, complete all activities and formative tests, and complete all mandatory skills testing as established by the State Fire Marshal Fire Fighter I course plan. Students will be issued CSFM certificates upon successful completion of the scheduled training modules during the fire academy. 1. Students will be required to rent or purchase NFPA compliant structural protective equipment to enroll in this class. 2. Students will be required to purchase black leather boots that include a vibrant rubber sole, steel shank and steel toe. 3. Students will be required to purchase two complete fire academy uniforms. Uniform specifications and vendors are identified in the fire academy Standard Operating Procedures. 4. Students will be required to pay for the California State Fire Marshal Fire Service Training & Education System (FSTEP) certificates at time of specific course completion. 5. Students will be required to pay for the California State Fire Marshal Fire Fighter 1 IFSAC and Pro Board written examination fees.

Lecture Hours: 113

Lab Hours: 189

Repeatable: No

Grading: Letter

Prerequisite: EMT-084 and FIRE-001; FIRE-070/CSFM-070 or concurrent enrollment

Advisory: ENG-071

Limitation on enrollment: Successful completion of a Certified Physical Ability Test (CPAT) or BIDDLE test within one year prior to the start of the fire academy. Students must complete a mandatory respiratory examination (FIT) test before using the SCBA equipment. Safety gear and SCBA will be required of all students. Complete IS-100: Introduction to the Incident Command System (<http://training.fema.gov/EMIweb/IS/is100lst.asp>) and IS-700: National Incident Management, An Introduction (<http://training.fema.gov/EMIweb/IS/is700alst.asp>) during BFFA-063A or BFFA-063B academy.

Transfer Status: None

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

BFFA 063B Basic Fire Fighter I Academy (Part 2) Units: 8.75
[formerly FIRE-063B] This course is Part 2 of the Basic Firefighter 1 Academy. Students must have successfully completed BFFA-063A (Part 1) to be eligible to enroll in BFFA-063B (Part 2). Successful completion of both BFFA-063A and BFFA-063B are required to meet the minimum requirements as mandated by the California State Fire Marshal. This course provides students with the skills and knowledge needed for the entry level professional fire fighter position to perform his/her duties safely, effectively, and competently. The curriculum is based on the 2013 edition of the National Fire Protection Association (NFPA) 1001 Standard for Fire Fighter Professional Qualifications, the 2012 edition of NFPA 1051 Standard for Wildland Fire Fighter Professional Qualifications, and the 2008 edition of NFPA 72 Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents. Completion of this course satisfies the requirements as established by the State Fire Marshal for the (2013) Fire Fighter I curriculum. Completion of this course requires students to complete all summative tests with a minimum of 80%, complete all activities and formative tests, and complete all mandatory skills testing as established by the State Fire Marshal Fire Fighter I course plan. Students will be issued CSFM certificates upon successful completion of the scheduled training modules during the fire academy. 1. Students will be required to rent or purchase NFPA compliant structural protective equipment to enroll in this class. 2. Students will be required to purchase black leather boots that include a vibrant rubber sole, steel shank and steel toe. 3. Students will be required to purchase two complete fire academy uniforms. Uniform specifications and vendors are identified in the fire academy Standard Operating Procedures. 4. Students will be required to pay for the California State Fire Marshal Fire Service Training & Education System (FSTEP) certificates at time of specific course completion. 5. Students will be required to pay for the California State Fire Marshal Fire Fighter 1 IFSAC and Pro Board written examination fees.

Lecture Hours: 81 Lab Hours: 230 Repeatable: No
Grading: Letter

Prerequisite: BFFA-063A with a minimum grade of "B", Students must complete all activities and formative tests. Students must complete all summative tests with a minimum score of 80%. Students must complete all mandatory skills testing.

Advisory: None

Limitation on enrollment: Successful completion within one year of a Certified Physical Ability Test (CPAT). Safety gear and SCBA will be required. FIT testing is mandatory.

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

Basic Peace Officer Training (BPOT)

BPOT 001 Basic Peace Ofcr Training - Module III Units: 7

This course is referred to as the Module III Academy and is designed to meet the minimum requirements of a Level III Reserve Officer as established by the Commission on Peace Officer Standards and Training (POST). It is the first of three components of the Regular Basic Course-Modular Format Academy required to become a full time peace officer. The Module III Academy is a discipline/stress oriented program with an emphasis on Professionalism/Ethics & Leadership, Physical Fitness, Vehicle Operations, Arrest Methods/Defensive Tactics, Report Writing, First Aid/CPR, and Firearms training. In addition there are inspections, drill training (formation, facing movements, marching, etc.), and physical exercises (running, push-ups, sit-ups, jumping jacks, etc.). Recruits attend the Academy in full uniform. There are 6 knowledge based examinations administered throughout the course which require a recruit to receive a passing score in order to successfully complete the Module III Academy. Students must also successfully pass Arrest Methods/Defensive Tactics and Firearms testing. There are a total of 168 hours required in this course.

Lecture Hours: 99 Lab Hours: 81 Repeatable: No
Grading: Letter

Prerequisite: None

Advisory: ENG-070

Limitation on enrollment: None

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

BPOT 002 Basic Peace Officer Training -Module II Units: 12

This course is referred to as the Module II Academy and is designed to meet the minimum requirements of a Level II Reserve Officer as established by the Commission on Peace Officer Standards and Training (POST). It is the second of three components of the Regular Basic Course-Modular Format Academy required to become a full time peace officer. The Module II Academy is a discipline/stress oriented program with an emphasis on Community Relations, Physical Fitness, Cultural Diversity, Arrest Methods/Defensive Tactics, Investigative Report Writing, Chemical Agents training and Firearms/Shotgun training. In addition there are inspections, drill training (formation, facing movements, marching, etc.), and physical exercises (running, push-ups, sit-ups, jumping jacks, etc.). Recruits attend the Academy in full uniform. There are 9 knowledge based examinations administered throughout the course which require a recruit to receive a passing score in order to successfully complete the Module II Academy. Students must also successfully pass Arrest Methods/Defensive Tactics and Firearms testing. There are a total of 268 hours required in this course.

Lecture Hours: 189 Lab Hours: 81 Repeatable: No
Grading: Letter

Prerequisite: BPOT-001

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

Biology (BI)

BI 004 Elements Of Biology

Units: 4

An introduction to biology for non-science majors including the study of plants, animals, ecology, and evolution. The foundations of biology, including biochemistry, cell biology, genetics, anatomy and physiology, and the impact of humans on the environment, will be covered in this course.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: ENG-071

Limitation on enrollment: None

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

COD GE: C1 CSU GE: B2, B3 IGETC: 5B, 5C

BI 005 Molecular And Cell Biology

Units: 5

This course presents a survey of basic biological principles with a strong emphasis on biochemistry, cell biology and genetics. Topics include: bio-molecular and cell structure and function, cellular respiration, photosynthesis, DNA replication, protein synthesis, Mendelian genetics, Gene expression, 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. (C-ID BIOL 190)

Lecture Hours: 72 Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: BI-004 or high school biology; ENG-001A or concurrent enrollment; CH-001A or concurrent enrollment

Advisory: None

Limitation on enrollment: None

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

COD GE: C1 CSU GE: B2, B3 IGETC: 5B, 5C

BI 006 Biology Of Organisms

Units: 5

This course covers classification, development, physiology and regulation at the organismal level. Additional topics include population dynamics, community ecology, evolution and population genetics. This course is primarily designed for students pursuing careers in science, medicine, dentistry, veterinary medicine and other health

fields requiring a strong foundation in biology. Together BI-006 and BI-005, Molecular and Cell Biology, provide students with the basic biology core curriculum for transfer. (C-ID BIOL 140)

Lecture Hours: 72 Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: BI-004 or high school biology; MATH-012 or concurrent enrollment; ENG-001A or concurrent enrollment

Advisory: None

Limitation on enrollment: None

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

COD GE: C1 CSU GE: B2, B3 IGETC: 5B, 5C

BI 007 Biology Of Mammals

Units: 3

This course covers classification, development, physiology, and regulation of mammals. Additional topics covered include zoogeography, echolocation, domestication, conservation ethics, and diseases and zoonoses. This course is primarily designed for students pursuing careers in science, veterinary medicine, and other fields requiring a strong foundation in biology.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: BI-004 and ENG-001A

Limitation on enrollment: None

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

COD GE: C1 CSU GE: B2 IGETC: 5B

BI 007L Biology Of Mammals Lab

Units: 1

This course covers classification, development, physiology, and regulation of mammals. Additional topics covered include zoogeography, evolution, identification of mammals based on skulls and teeth, and anatomy. This course is primarily designed for students pursuing careers in science, veterinary medicine, and other fields requiring a strong foundation in biology.

Lecture Hours: None Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: BI-004 and ENG-001A

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: C1 CSU GE: None IGETC: None

BI 011 Biology Of Viruses

Units: 3

This course is designed for science and non-science major students. The course emphasizes molecular and cellular biology, epidemiology, and development of diseases caused by human viruses. This includes the study of viral structure, classification, natural viral habitats, viral replication methods, host immune responses to viral infections, human viral diseases, viral isolation techniques, immunization and treatments. The scientific method is introduced and specific examples of its application to the study of viruses are included.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: ENG-071

Limitation on enrollment: None

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

COD GE: C1 CSU GE: B2 IGETC: 5B

BI 013 Human Anatomy And Physiology I Units: 4

This course involves an integrated study of human body organization and function. Topics include anatomical terminology, cells and tissues, the integumentary system, the skeletal system, articulations, the muscular system, the nervous system, and special senses. This is the first part of a two course sequence that studies the fundamental concepts of anatomy and physiology and provides a foundation for advanced study of the human body. Both BI-013 and BI-014 must be taken to study all of the major body systems. This two-course sequence is designed to meet the prerequisites for health professional programs, e.g. nursing, physical therapy. (C-ID BIOL 115S)

Lecture Hours: 54 Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: MATH-054

Advisory: ENG-071

Limitation on enrollment: None

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

COD GE: C1 CSU GE: B2, B3 IGETC: 5B, 5C

BI 014 Human Anatomy And Physiology II Units: 5

This course involves an integrated study of human body organization and function. Topics include the endocrine, immune, cardiovascular, respiratory, digestive, urinary and reproductive systems. This is the second part of a two course sequence that studies the fundamental concepts of anatomy and physiology and provides a foundation for advanced study of the human body. Both BI-013 and BI-014 must be taken to study all of the major body systems. This two-course sequence is designed to meet the prerequisites for health professional programs, e.g. nursing, physical therapy. (C-ID BIOL 115S)

Lecture Hours: 72 Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: BI-013 and CH-004

Advisory: None

Limitation on enrollment: None

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

COD GE: C1 CSU GE: B2, B3 IGETC: 5B, 5C

BI 015 General Microbiology Units: 5

This course is a comprehensive study of the microbial world. It is designed to develop an appreciation and understanding of microorganisms and their relationship to humans and their environment. A knowledge of the principles of microbiology and their practical applications is stressed. Subject matter includes medical microbiology, microbial physiology, microbial genetics, and industrial microbiology. The laboratory experience explores the development of current methods, techniques, and skills necessary to culture, propagate and identify microorganisms.

Lecture Hours: 72 Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: BI-013 and CH-004

Advisory: None

Limitation on enrollment: None

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

COD GE: C1 CSU GE: B2, B3 IGETC: 5B, 5C

BI 031 Undergraduate Research Experience Units: 2

Under the supervision of STEM faculty, students will select a project to be completed during the semester. Topics will include information retrieval, computer skills applied to laboratory research, time management and organizational skills, application of modern research methods, experimental design, data collection and analysis, presentation skills (written and oral), and applying for summer internship opportunities. This course is intended for students pursuing a STEM degree and who have completed a minimum of 35 college level units.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: BI-005 or BI-006

Advisory: LIS-001

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

BI 095A Biology Work Experience Units: 1

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. Credit may be accrued at the rate of one to 6 units per semester for a maximum of sixteen units (combined total of all Work Experience units). Additionally, students must work 75 paid hours or 60 non-paid hours per unit earned. This type of work experience is available to students whose job and educational or occupational goals are directly related to Biology.

Lecture Hours: None Lab Hours: 60-75 Repeatable: Yes

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

Building Inspection Technology (BIT)

BIT 001 California Building Codes Units: 3

This course covers California Building, Housing, Energy and Disabled Access Codes used for construction, maintenance, and use of buildings and grounds within the State of California. It emphasizes an understanding and application of code sections and provisions and the relationships between building, housing, energy and disabled access codes.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: ENG-070 and MATH-060

Limitation on enrollment: None

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: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: ENG-070 and MATH-060

Limitation on enrollment: None

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: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: ENG-070 and MATH-060

Limitation on enrollment: None

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: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: ENG-070 and MATH-060

Limitation on enrollment: None

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.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: ENG-070 and MATH-060

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

Business/Accounting (BUAC)**BUAC 003 Accounting For Government & Non-Profit****Units: 3**

This course focuses on the study of accounting for governmental and not-for-profit agencies. Topics include financial reporting; federal, state and local government accounting; budgetary accounting; general and special revenue funds; proprietary funds; trust and agency funds; fixed assets and long term debt; and nonprofit accounting for entities such as public colleges, universities and health care providers.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: BUAC-020A

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

BUAC 004 Tax Accounting I - Individuals**Units: 3**

This course is designed to provide students with tax information for both personal and career interests. Students learn tax information with the current laws and regulations available for preparation of personal tax returns and tax returns of others. Tax planning issues for the current and later years are considered.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: ENG-070 and MATH-060

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

BUAC 004A Individual Income Tax**Units: 4**

This course covers federal and California individual income tax planning and preparation. Topics include filing status, exemptions, income and exclusions, business expenses, itemized deductions, credits, capital gains, depreciation, tax payments, California tax, IRS and FTB, and audits. This Course fulfills the 60-hour "qualifying education" requirement by the California Tax Education Council (CTEC) for California tax preparers and prepares students to meet the federal guidelines for paid tax preparers.

Lecture Hours: 72 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: ENG-070 and BUMA-031 or MATH-060

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

BUAC 005 Tax Accounting II**Units: 3**

This course provides students with tax information for both corporations and partnerships. Students learn tax information with the current laws and regulation available for preparation of personal tax returns and tax returns of others. Tax planning issues for the current and later years are considered.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: ENG-070 and MATH-060

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

BUAC 010 Accounting With QuickBooks Units: 3
Introduction to the use of QuickBooks Accounting Software to process accounting transactions related to both a service and merchandising company. Students learn to record and process transactions in the following major accounting activities: journalizing, preparation of financial statements, budgeting, adjusting entries, receipts and payments, cash flow and payroll. Course work prepares students for actual situations using upto-date equipment and software. Additional topics include a review of basic accounting concepts and the creation of a company using QuickBooks.

Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter

Prerequisite: BUAC-066 or BUAC-020A

Advisory: CIS-010

Limitation on enrollment: None

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

BUAC 013 Payroll Accounting Units: 3

This course provides a comprehensive overview of all phases of payroll accounting including a working background in federal and state payroll laws and their effect on payroll records and required government reporting. Worker's compensation and state disability benefits will be studied, as well as current accounting practices in regards to pension plans, health plans, vacation and sick leave, and other employee benefits.

Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter

Prerequisite: BUAC-020A or BUAC-066

Advisory: None

Limitation on enrollment: None

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

BUAC 020A Financial Accounting Units: 4

This course covers the accounting information system and the recording and reporting of business transactions with a focus on the accounting cycle, the application of generally accepted accounting principles, and financial statements. It also includes issues relating to asset, liability, and equity valuation, revenue and expense recognition, cash flow, internal controls and ethics. (C-ID ACCT 110)

Lecture Hours: 72 Lab Hours: None Repeatable: No
Grading: Letter

Prerequisite: None

Advisory: BUAC-066, ENG-070 and MATH-060

Limitation on enrollment: None

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

BUAC 020B Managerial Accounting Units: 4

This course covers the study of how managers use accounting information in decision-making, planning, directing operations and controlling. Focuses on cost terms and concepts, cost behavior, cost structure and cost-volume-profit analysis. Includes issues relating to cost systems, cost control, profit planning, and performance analysis in manufacturing and service environments. (C-ID ACCT 120)

Lecture Hours: 72 Lab Hours: None Repeatable: No
Grading: Letter

Prerequisite: BUAC-020A

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None 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: None Repeatable: No
Grading: Letter

Prerequisite: None

Advisory: ENG-070 and MATH-060

Limitation on enrollment: None

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

BUAC 051 Survey Of Accounting Units: 3

This course is designed for students who need to develop an understanding of fundamental accounting principles and their application in the business environment. This course covers the basic principles of both financial and managerial accounting with an emphasis placed on how accounting information is used by owners, managers, and other stakeholders.

Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter

Prerequisite: None

Advisory: ENG-070 and MATH-060

Limitation on enrollment: None

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

BUAC 066 Fundamentals Of Bookkeeping Units: 3

This course covers the essential elements of bookkeeping practice upon which advanced work in other accounting courses is based. Topics include the basic accounting equation, uses of journals and ledgers, preparation of financial statements, adjusting and closing entries, bank account reconciliation, and payroll.

Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter

Prerequisite: None

Advisory: ENG-070 and MATH-060

Limitation on enrollment: None

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

BUAC 095A Accounting Work Experience Units: 1-8

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. Credit may be accrued at the rate of one to eight units per semester for a maximum of sixteen units (combined total of all Work Experience units). Additionally, students must work 75 paid hours or 60 non-paid hours per unit. This type of work experience is available to students whose job and educational or occupational goals are directly related to Business/Accounting. Lecture Hours: None Lab Hours: 60-600 Repeatable: Yes

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

Business/Finance (BUFI)**BUFI 012 Money Management/Planning For The Future Units: 3**

This course provides students with an introductory understanding of economic and financial principles and the environment within which consumer and business decisions are made. It helps those interested in pursuing a career in financial services develop an appreciation for financial concerns of their clients. It also helps students make more informed decisions about setting their own career and financial goals, as well as managing their budget, taxes and investments, protecting their assets against risk, and preparing for retirement.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Student Option

Prerequisite: None

Advisory: None

Limitation on enrollment: None

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: None Repeatable: No

Grading: Student Option

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

Business/Hotel & Restaurant Management (BUHM)**BUHM 050 Introduction To The Hospitality Industry Units: 3**

This course provides a basic understanding of the hospitality industry including lodging, food service, institutional, and resort operations. The history, growth and development, current trends, and organizational structure of the industry are explored with a focus on employment opportunities and future trends.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: Advisory; ENG-070

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

BUHM 063 Hotel & 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: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: ENG-070

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

BUHM 095A Hotel and Restaurant Management Work Experience Units: 1-8

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. Credit may be accrued at the rate of one to eight units per semester for a maximum of sixteen units (combined total of all units). Additionally, students must work 75 paid hours or 60 non-paid hours per unit. This type of work experience is available to students whose job and educational or occupational goals are directly related to Business/Hotel & Restaurant Management.

Lecture Hours: None Lab Hours: 60-600 Repeatable: Yes

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

Business/Management (BUMA)

BUMA 001 Principles Of Management Units: 3

This course is the study of organization design, managerial processes, motivational theories, and current management problems. It is a study of the concepts of management in organizations and the role of manager in a technologically oriented society including planning, organizing, staffing, directing and controlling. The student is provided an opportunity to gain a contemporary knowledge in management design to improve managerial skills and ability.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

BUMA 010 Introduction To Business Units: 3

Students study the formation, structure, objectives, and ethics of contemporary American business enterprises. The course emphasizes the significance of the small business organization, the role of large business organizations, and the practices for the development of managerial personnel. This course is recommended for students who wish to explore a career in business. (C-ID BUS 110)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: ENG-070

Limitation on enrollment: None

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

COD GE: None CSU GE: None IGETC: None

BUMA 020A Business Law I Units: 3

Fundamental legal principles pertaining to business transactions. Introduction to the law as an instrument of social and political control in society. Topics include sources of law and ethics, contracts, torts, agency, judicial and administrative processes, employment law, forms of business organizations, and domestic and international governmental regulations. (C-ID BUS 120)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: ENG-070

Limitation on enrollment: None

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

COD GE: None CSU GE: None IGETC: None

BUMA 027 Marketing Units: 3

This course is the study of market structures, channels of distribution, pricing and price policy, and market research. The course emphasizes the relationship of human behavior and culture to marketing activities. The student participates in individual and class projects designed to reinforce basic marketing theory and concepts.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

BUMA 028 Small Business: Development & Mgmt. 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: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: ENG-070 and BUMA-031 or MATH-060

Limitation on enrollment: None

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: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: ENG-070

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

BUMA 031 Business Calculations Units: 3

This course focuses on the math skills that business professionals need to be able to solve real-world problems. Content includes financial calculations such as business-related conversions between fractions, decimals, percentages and ratios, the impact of financial transactions on accounting statements and decision making, budgeting, and goal setting.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: AA/AS

COD GE: None 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: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

BUMA 064 Human Resource Management Units: 3

Introduction to the human resource management concepts and applications including the impact HR management has on the organization in terms of human resource activities, global human resource strategies, social and organizational realities, legal implications affecting people at work, union / non-union practices, comparable work, employee compensation and benefits, and employee rights.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: ENG-070

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

BUMA 094 Business Communications Units: 3

This course integrates instruction and practice in business communication. The emphasis is on modern structure, style, vocabulary, grammar, and logical organizational patterns. The course content emphasizes memos and letters, reports, career communications, oral communication. The course materials highlight standards and physical aspects of written and oral communication including graphic aids, physical presentation of reports, public speaking and oral reporting. The course involves learning how to conduct meetings and improving one's listening ability.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: ENG-070

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

BUMA 095A Business Management Work Experience Units: 1-8

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. Credit may be accrued at the rate of one to eight units per semester for a maximum of sixteen units (combined total of all Work Experience units). Additionally, students must work 75 paid hours or 60 non-paid hours per unit earned. This type of work experience is available to students whose job and educational or occupational goals are directly related to Business Management.

Lecture Hours: None Lab Hours: 60-600 Repeatable: Yes

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

California State Fire Marshal (CSFM)**CSFM 070 Confined Space - Awareness Units: 0.5**

[formerly FIRE-070] 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: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

CSFM 077A Fire Investigation 1A: Fire Origin & Cause Determination Units: 2.5

[formerly FIRE-077A] 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: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

CSFM 077B Fire Investigation 1B: Techniques Of Fire Investigation Units: 2.5

[formerly FIRE-077B] 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: None Repeatable: No

Grading: Letter

Prerequisite: CSFM-077A or FIRE-077A

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

CSFM 078A Training Instructor 1A: Cognitive Lesson Delivery Units: 2.5

[formerly FIRE-078A] Personnel preparing for a Company Officer, SFT Registered Instructor, or Training Officer position. This is the first of a three-course series. Topics include methods and techniques for training in accordance with the latest concepts in career education; selecting, adapting, organizing, and using instructional materials appropriate for teaching cognitive lessons; criteria and methods to evaluate teaching and learning efficiency; and an opportunity to apply major principles of learning through teaching demonstrations.

Lecture Hours: 45 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

CSFM 078B Training Instructor 1B: Psychomotor Lesson Delivery Units: 2.5
 [formerly FIRE-078B] Personnel preparing for a Company Officer, SFT Registered Instructor, or Training Officer position. This is the second of a three-course series. Topics include methods/techniques for training with the latest concepts in career education; selecting, adapting, organizing, and using instructional materials appropriate for teaching psychomotor lessons; criteria and methods to evaluate teaching and learning efficiency; and an opportunity to apply major principles of learning through teaching demonstrations. Two (2) student instructor teaching demonstrations are required of all.
 Lecture Hours: 45 Lab Hours: None Repeatable: No
 Grading: Letter
Prerequisite: CSFM-078A or FIRE-078A
 Advisory: None
 Limitation on enrollment: None

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

CSFM 078C Training Instructor 1C: Instructional Development Techniques Units: 2.5
 [formerly FIRE-078C] Personnel preparing for SFT Registered Instructor or Training Officer position. This is the third of a three-course series. Topics include methods and techniques for developing lesson plans, ancillary components, and tests in accordance with the latest concepts in career education. The course offers the opportunity to develop, receive feedback, and finalize instructional materials and deliver a teaching demonstration. Two (2) student instructor teaching demonstrations are required of all.
 Lecture Hours: 45 Lab Hours: None Repeatable: No
 Grading: Letter
Prerequisite: CSFM-078B or FIRE-078B
 Advisory: None
 Limitation on enrollment: None

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

CSFM 079B I-200: Basic ICS Units: 1
 [formerly FIRE-079B] 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: None Repeatable: No
 Grading: Letter
Prerequisite: None
 Advisory: None
 Limitation on enrollment: None

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

CSFM 079C I-300: Intermediate ICS Units: 1.5
 [formerly FIRE-079C] This course provides a description and detail of the Incident Command System (ICS) organization and operations in supervisory roles on expanding or Type 3 incidents. Topics include: ICS fundamentals review, incident/event assessment and agency guidance is establishing incident objectives, Unified Command, incident resource management, planning process, demobilization, transfer of command and close out procedures.
 Lecture Hours: 18 Lab Hours: 27 Repeatable: No
 Grading: Letter
Prerequisite: CSFM-079B or FIRE-079B
 Advisory: None
 Limitation on enrollment: None

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

CSFM 079D I-400: Advanced ICS Units: 1
 [formerly FIRE-079D] This course directs students towards an operational understanding of large single-agency and complex multi-agency-jurisdictional incident responses. Topics include: review of command and general staff, major and or complex incident/event management, area command and multi-agency coordination.
 Lecture Hours: 18 Lab Hours: None Repeatable: No
 Grading: Letter
Prerequisite: CSFM-079C or FIRE-079C
 Advisory: None
 Limitation on enrollment: None

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

CSFM 082A Fire Apparatus Driver/Operator 1A: Emergency Vehicle Operations Units: 2
 [formerly FIRE-082A] This course provides students with information on driver responsibilities, recognized standards, and related laws for fire apparatus. Topics include basic inspections; documentation; maintenance; troubleshooting fire apparatus; and techniques on driving and positioning the fire apparatus. Each student has the opportunity to increase his or her driving skills during simulated driving conditions. This course is a California State Fire Training course that meets the current California Vehicle Code (CVC) section 12804.11 requirements. It reflects the new requirements for California firefighter licensing law per (AB 1648) and the 2009 National Fire Protection Association (NFPA) Standard for Fire Apparatus Driver/Operator Professional Qualifications. A minimum of 40 hours is required. (Students must pay state fire training certification fee.)
 Lecture Hours: 31.50 Lab Hours: 13.50 Repeatable: No
 Grading: Letter
Prerequisite: None
 Advisory: ENG-070
 Limitation on enrollment: Fire apparatus driving experience on a public highway. Option 1: Signed verification from the Fire Chief (form is on the SFT website); or Option 2: California Class B driver's license, fire fighter restricted; or Option 3: California Class A, B, or C driver's license, fire fighter endorsed.

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

CSFM 082B Fire Apparatus Driver-Operator 1B: Pump Operations Units: 2
 [formerly FIRE-082B] Students learn about pump construction and theory of pump operations in this course. Topics include methods for performing basic hydraulics and techniques on basic inspections, documentation, maintenance, and troubleshooting fire pumps. Students will have the opportunity to increase their pumping skills during simulated pumping conditions. This course is a California State Fire Training course that meets the 2009 NFPA 1002 Standard for Fire Apparatus Driver/Operator Professional Qualifications. A minimum of 40 hours is required. (Students must pay state fire training certification fee.)
 Lecture Hours: 31.50 Lab Hours: 13.50 Repeatable: No
 Grading: Letter
Prerequisite: None
 Advisory: ENG-070 and ESYS-004
 Limitation on enrollment: Fire apparatus driving experience on a public highway. Option 1: Signed verification from the Fire Chief (form is on the SFT website); Option 2: California Class B driver's license, fire fighter restricted; or Option 3: California Class A, B, or C driver's license, fire fighter endorsed.
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

CSFM 090A Fire Prevention 1 Units: 2
 [formerly FIRE-090A] This course provides students with the basic knowledge of the Company Officer certification track and Capstone Task Book process. Students will gain knowledge and skills related to the Company Officer's role in fire prevention; including the relationship between life safety and building construction, the elements of a quality company inspection program, and how to address complex hazards encountered during an inspection. This is a California State Fire Marshal approved California Fire Service Training and Education System (CFSTES) approved course. A minimum of 40 hours is required. California State Fire Marshal certificate fees are required of each student upon successful completion of this course. Students will receive a CSFM Fire Prevention 1 certificate.
 Lecture Hours: 31.50 Lab Hours: 13.50 Repeatable: No
 Grading: Letter
Prerequisite: None
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

CSFM 091A Command 1A: Command Principles For Company Officers Units: 2
 [formerly FIRE-091A] This course provides an introduction to the principles of command, an overview of the concepts of command safety and the risk management process, pre-incident planning considerations, command considerations at structure fire incidents, Company Officer initial actions at an incident including the development of incident priorities, strategy, and tactics, information on the roles and responsibilities of a Company Officer for post-incident actions. Each student will have the opportunity to gain experience in a controlled environment through structure fire incident simulations. 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. California State Fire Marshal (CSFM) certificate fees are required of each student that successfully completes this course for the Command 1A certificate that will be issued.
 Lecture Hours: 31.50 Lab Hours: 13.50 Repeatable: No
 Grading: Letter
Prerequisite: BFFA-063B with a minimum grade of "B" or current volunteer, reserve firefighters CSFM-079B
 Advisory: None
 Limitation on enrollment: None

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

CSFM 091B Command 1B: Incident Management - Company Officers Units: 2
 [formerly FIRE-091B] This course provides instruction in the art of command as related to tactical fire problems and prepares the fire officer for emergency operation command. Topics include pre-planning and attack utilizing simulator, chemical and pesticide emergencies, shipping papers, and environmental considerations. This course prepares the fire officer for emergency operation command. This is a California State Fire Marshal and California Fire Service Training and Education System (CFSTES) approved course. A minimum of 40 hours is required.
 Lecture Hours: 31.50 Lab Hours: 13.50 Repeatable: No
 Grading: Letter
Prerequisite: FIRE-091A CSFM-079B
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

CSFM 091C Command 1C: WUI Command Operations For Company Officers Units: 2.5
 [formerly FIRE-091C] 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. This is a California State Fire Marshal approved California Fire Service Training and Education System (CFSTES) approved course. A minimum of 40 hours is required. California State Fire Marshal (CSFM) certificate fees are required of each student that successfully completes this course for the Command 1C certificate that will be issued.
 Lecture Hours: 45 Lab Hours: None Repeatable: No
 Grading: Letter
Prerequisite: CSFM-079B CSFM-091A Limitation on Enrollment: S-290 Intermediate Wildland Fire, Behavior (NWCG online is acceptable) <http://www.nwcg.gov/>
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

CSFM 092 Fire Management 1: Mgmt.-Supervision For Company Officers **Units: 2**
 [formerly FIRE-092] This course prepares or enhances the first line supervisor's ability to supervise subordinates. It introduces key management concepts and practices and includes discussions about decision making, time management, leadership styles, personnel evaluations, and counseling guidelines. 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. California State Fire Marshal (CSFM) certificate fees are required of each student that successfully completes this course for the Fire Management 1 certificate that will be issued.
 Lecture Hours: 31.50 Lab Hours: 13.50 Repeatable: No
 Grading: Letter
Prerequisite: None
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

Chemistry (CH)

CH 001A General Chemistry I **Units: 5**
 This is the first course of a two-semester sequence covering the basic principles and concepts of chemistry with emphasis on chemical calculations. Inorganic chemistry is stressed, and the material includes a discussion of atomic structure, chemical bonding, molecules, reaction types, states of matter, and the properties of solutions. The laboratory part of the course complements the lectures and includes qualitative analysis. (C-ID CHEM 120S)
 Lecture Hours: 54 Lab Hours: 108 Repeatable: No
 Grading: Letter
Prerequisite: CH-003 or one year high school chemistry; MATH-012 or concurrent enrollment
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C1 CSU GE: B1, B3 IGETC: 5A, 5C

CH 001B General Chemistry II **Units: 5**
 This is the second course of a two-semester sequence covering the basic principles and concepts of chemistry with emphasis on chemical calculations. Inorganic chemistry is stressed, and the material includes a discussion of thermodynamics, reaction kinetics, 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. (C-ID CHEM 120S)
 Lecture Hours: 54 Lab Hours: 108 Repeatable: No
 Grading: Letter
Prerequisite: CH-001A
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C1 CSU GE: B1, B3 IGETC: 5A, 5C

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. Business/Management Note: This course should be taken by Liberal Studies majors on the Education track to satisfy the chemistry requirement. It should also be taken as a prerequisite for CH-001A for students who have not had high school chemistry within the past 5 years. (C-ID CHEM 101)
 Lecture Hours: 54 Lab Hours: 54 Repeatable: No
 Grading: Letter
Prerequisite: MATH-054
 Advisory: ENG-071
 Limitation on enrollment: None
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: C1 CSU GE: B1, B3 IGETC: 5A, 5C

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: Letter
Prerequisite: MATH-054
 Advisory: ENG-071
 Limitation on enrollment: None
 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. (C-ID CHEM 102)
 Lecture Hours: 54 Lab Hours: 54 Repeatable: No
 Grading: Letter
Prerequisite: CH-004
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: B1, B3 IGETC: 5A, 5C

CH 010A Organic Chemistry I**Units: 5**

This course is the first of a two-semester sequence covering the basic principles and concepts of organic chemistry. An in-depth study is made of the bonding of carbon, stereochemistry, and the reactivity of alkanes, alkyl halides, alkenes, alkynes and alcohols. Addition, elimination, substitution and free radical reactions are discussed. Infrared Spectroscopy, Mass Spectrometry and Nuclear Magnetic Resonance Spectroscopy are being covered in detail. The course is designed for chemistry, biology and pre-professional majors. (C-ID CHEM 160S)

Lecture Hours: 72 Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: CH-001B

Advisory: None

Limitation on enrollment: None

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

COD GE: None CSU GE: B1, B3 IGETC: 5A, 5C

CH 010B Organic Chemistry II**Units: 5**

This course is the second of a two-semester sequence covering the basic principles and concepts of organic chemistry. Ethers, epoxides, sulfides, conjugated systems, UV spectroscopy, aromatic compounds, ketones and aldehydes, amines, carboxylic acids and carboxylic acid derivatives and synthetic polymers are being covered. An introduction is made to biochemical compounds: carbohydrates, nucleic acids, amino acids, peptides, proteins and lipids. Condensation and Alpha substitution reactions are introduced. Review from the first semester of Organic Chemistry I, of IR, Mass Spectroscopy, NMR Spectroscopy. The course is designed for chemistry, biology and pre-professional majors. (C-ID CHEM 160S)

Lecture Hours: 72 Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: CH-010A

Advisory: None

Limitation on enrollment: None

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

COD GE: None CSU GE: B1, B3 IGETC: 5A, 5C

CH 031 Undergraduate Research Experience**Units: 2**

Under the supervision of STEM faculty, students will select a project to be completed during the semester. Topics will include information retrieval, computer skills applied to laboratory research, time management and organizational skills, application of modern research methods, experimental design, data collection and analysis, presentation skills (written and oral), and applying for summer internship opportunities. This course is intended for students pursuing a STEM degree and who have completed a minimum of 35 college level units.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: CH-001B

Advisory: LIS-001

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

Communication Studies (COMM)**COMM 001 Introduction To Public Speaking****Units: 3**

[formerly Speech 004] 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. (C-ID COMM 110)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: ENG-001A

Limitation on enrollment: None

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

COD GE: C4b CSU GE: A1 IGETC: 1C

COMM 005 Survey Of Human Communication**Units: 3**

[formerly Speech 006] This introductory communication course focuses on the basic foundations of interpersonal communication, small group communication, and public speaking. Students will be introduced to the breadth of the communication discipline. Additionally, students will examine and practice human communication principles and theories to develop critical thinking and communication competencies in a variety of contexts. (C-ID COMM 115)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: ENG-001A

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: C4b CSU GE: None IGETC: None

COMM 009 Introduction To Interpersonal Communication**Units: 3**

[formerly Speech 001] 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. (C-ID COMM 130)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: ENG-001A

Limitation on enrollment: None

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

COD GE: C4b CSU GE: A1 IGETC: None

COMM 013 Small Group Communication**Units: 3**

[formerly Speech 005] This course covers principles of communication in a variety of group contexts. Topics include theory, application, and evaluation of group processes, including problem solving, conflict management, and leadership. (C-ID COMM 140)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: ENG-001A

Limitation on enrollment: None

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

COD GE: C4b CSU GE: A1 IGETC: None

COMM 017 Intercultural Communication Units: 3
 [formerly Speech 015] 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.
 (C-ID COMM150)
 Lecture Hours: 54 Lab Hours: None Repeatable: No
 Grading: Letter
Prerequisite: None
 Advisory: ENG-001A
 Limitation on enrollment: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C4b CSU GE: A1, D7 IGETC: 1C

COMM 025 Argumentation and Debate Units: 3
 [formerly Speech 007] This course focuses on methods of critical inquiry and advocacy. It covers identifying fallacies in reasoning and language, testing evidence and evidence sources, advancing a reasoned position, and defending and refuting arguments. Analysis, presentation, and evaluation of oral and written arguments required. (C-ID COMM 120)
 Lecture Hours: 54 Lab Hours: None Repeatable: No
 Grading: Letter
Prerequisite: None
 Advisory: ENG-001A
 Limitation on enrollment: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C4b CSU GE: A3 IGETC: None

Computer Information Systems (CIS)

CIS 003 Introduction To Microsoft Word Units: 1
 Students will learn the basics of Windows and Microsoft Word. Specific topics covered include: creating and formatting a document; creating a business letter with graphics and tables; creating a research paper with references and sources; mail merge.
 Lecture Hours: 9 Lab Hours: 27 Repeatable: No
 Grading: Letter
Prerequisite: None
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

CIS 004 PowerPoint Units: 1
 This course provides basic concepts and practical applications using PowerPoint for Windows. Students receive instruction and practice in creating presentations with pictures, shapes, transitions, and animations; evaluation of presentation effectiveness; technology of packaging presentations and portability across multiple mediums.
 Lecture Hours: 9 Lab Hours: 27 Repeatable: No
 Grading: Letter
Prerequisite: None
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

CIS 005 Computer Survival Skills Units: 2
 This course provides the basic computer skills required for success in both academic and career endeavors. Students become comfortable with Windows and file management; understand the relationships among hardware, software, networks, operating systems, programs, driver, and files; and learn how to use word processing and the Internet as tools for academic and vocational success. Students also have an opportunity to develop keyboarding skills.
 Lecture Hours: 18 Lab Hours: 54 Repeatable: No
 Grading: Letter
Prerequisite: None
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

CIS 006 Business Research Units: 1
 An introduction to effective business research techniques using electronic resources. Students learn how to express information needs, access information from appropriate sources, evaluate retrieved data, and organize the data to solve business problems.
 Lecture Hours: 18 Lab Hours: None Repeatable: No
 Grading: Letter
Prerequisite: None
 Advisory: CIS-005
 Limitation on enrollment: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

CIS 010 Computer Literacy Units: 4
 The study of computer concepts and basic proficiency in modern computer application software. Computer concepts focus on historical development of computers; hardware and software definitions and terminology; categories of system software and application software, overview of machine language and highlevel programming languages; the systems development process; careers in data processing; principles of networking; overview of e-commerce; security; the legal, moral and ethical issues associated with computers. Students also develop basic skills in applications including word processing, spreadsheets, presentation software, and database query. (C-ID ITIS 120, C-ID BUS 140)
 Lecture Hours: 54 Lab Hours: 54 Repeatable: No
 Grading: Letter
Prerequisite: None
 Advisory: CIS-005
 Limitation on enrollment: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C5 CSU GE: None IGETC: None

CIS 011 Current Topics In Technology Units: 3
 This course encourages students to develop a higher level of social, legal, and ethical awareness in the study of technology. Students are guided through topics that provide insight into the crucial role technology plays both personally and professionally. Students explore their responsibilities to the environment and to society, ensuring that productivity and technical risks are appropriately managed.
 Lecture Hours: 54 Lab Hours: None Repeatable: No
 Grading: Letter
Prerequisite: None
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

CIS 012 Professional Office Procedures Units: 3
 Topics covered in this course include basic administrative support skills and applied procedures; practical application of office technologies; applied records management; meeting, travel, and conference planning; management and supervision skills; human relations, job attitudes, and public relations; company politics and ethics; and changing job roles.
 Lecture Hours: 54 Lab Hours: None Repeatable: No
 Grading: Letter
Prerequisite: None
 Advisory: CIS-005
 Limitation on enrollment: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

CIS 017 Business Data Management With Microsoft Access Units: 4
 Students are introduced to the complex field of records management including physical paper and electronic data management. They learn to design, create, customize, organize, extract, and present information using Microsoft Access and Microsoft Sharepoint in preparation for careers in Insurance, Medical, or Legal offices.
 Lecture Hours: 54 Lab Hours: 54 Repeatable: No
 Grading: Letter
Prerequisite: CIS-010
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

CIS 020 Integrated Office Technology Units: 4
 Advanced skills of word processing, spreadsheets, presentation graphics, the Internet, mail management and databases with an emphasis on multitasking, integrating applications linking, and embedding. Concepts covered include communications and networks, ethical issues, security, privacy, databases and information management, information systems development, program development and programming languages, computer careers, and certification.
 Lecture Hours: 72 Lab Hours: None Repeatable: No
 Grading: Letter
Prerequisite: CIS-010
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

CIS 072D Excel Units: 3
 This course provides basic concepts and practical applications using Excel for Windows. Students receive instruction and computer experience using electronic spreadsheets to solve common numerical and accounting-based problems.
 Lecture Hours: 36 Lab Hours: 54 Repeatable: No
 Grading: Letter
Prerequisite: CIS-010 or BUAC-050
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

CIS 081A Computer Graphics 1A Units: 3
 This course provides an introduction to the process of creating, capturing, and manipulating bitmap graphics using Adobe Photoshop, the industry standard bitmap editor for graphics professionals. Adobe Photoshop is used for retouching and photo processing of scanned or digital photographic images on the computer.
 Lecture Hours: 36 Lab Hours: 54 Repeatable: No
 Grading: Letter
Prerequisite: None
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None 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. (Equivalent to DDP-001B.)
 Lecture Hours: 36 Lab Hours: 54 Repeatable: No
 Grading: Letter
Prerequisite: None
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None 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: Letter
Prerequisite: CIS-010
 Advisory: None
 Limitation on enrollment: None
 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. (Equivalent to DDP-002.)
 Lecture Hours: 36 Lab Hours: 54 Repeatable: No
 Grading: Letter
Prerequisite: CIS-081A or DDP-001A
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

CIS 085C Web Programming**Units: 3**

This course teaches the fundamentals of client-side and serverside web programming, using JavaScript, PHP, Perl and MySQL. Students learn how to understand and use simple variables, proper programming syntax, arithmetic and string operations, conditional and logical operators, functions and subroutines, loops and arrays, data file operations and database concepts.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: CIS-082C

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

CIS 086 Visual Basic Programming**Units: 3**

This is an introductory course in computer programming concepts. Students design, write and debug programs using the principles of structured programming. Topics covered include programming language structure and syntax; algorithm development, logic and design considerations and program development tools; error handling and debugging; functions, subprograms and parameter passing; conditional and relational operators; selection and looping structures; array processing; sequential and random file access; and an introduction to object oriented programming.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: CIS-010

Advisory: None

Limitation on enrollment: None

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

COD GE: None CSU GE: None IGETC: None

CIS 095A Computer Information Systems Work Experience**Units: 1-8**

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. Credit may be accrued at the rate of one to eight units per semester for a maximum of sixteen units (combined total of all Work Experience units). Additionally, students must work 75 paid hours or 60 non-paid hours per unit earned. This type of work experience is available to students whose job and educational or occupational goals are directly related to Computer Information Systems.

Lecture Hours: None Lab Hours: 60-600 Repeatable: Yes

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

Computer Science (CS)

CS 007A Computer Science I**Units: 4**

This course is an introduction to computer programming and is designed primarily for computer science and related transfer major. Its primary objective is to teach fundamentals of computer science and problem solving using the C++ programming language. Topics include structured procedural programming with program control structures (sequence, selection, iteration), modular program structures (functions and parameter passing), data types (primitive types, arrays, files and structures) and an intro to object-oriented programming.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: MATH-005 or any other math course with MATH-040 as a prerequisite.

Advisory: None

Limitation on enrollment: None

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

COD GE: None CSU GE: None IGETC: None

CS 007B Computer Science II**Units: 4**

This second course in computer science introduces more advanced topics in programming. Students will use modularity to develop solutions for larger-scale programming problems. Recursion, algorithmic analysis, data structures, file processing, and object-oriented programming are implemented. This course will be taught using the C++ programming language.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: CS-007A and MATH-012

Advisory: None

Limitation on enrollment: None

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

COD GE: None CSU GE: None IGETC: None

CS 008 Computer Architecture and Organization**Units: 4**

The organization and behavior of computer systems at the assembly-language level. The translation of statements and constructs in a high-level language into sequences of machine instructions is studied, as well as the internal representation of simple data types and structures. Numerical computation is examined, noting the various data representation errors and potential procedural errors. Digital electronics with the Boolean algebra of logic gates is studied.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: CS-007A

Advisory: None

Limitation on enrollment: None

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

COD GE: None CSU GE: None IGETC: None

CS 009 Data Structures and Algorithms Units: 4

This is an advanced course in C++ programming. Students design, write, and debug C++ programs using structured programming concepts. Topics covered include pointers; linked lists, unions and data structures; bit operations, user-defined data types; recursion; incorporation of assembly language subroutines; and advanced graphical and animation techniques.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: CS-007B and MATH-015

Advisory: None

Limitation on enrollment: None

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

COD GE: None CSU GE: None IGETC: None

CS 095A Computer Science Work Experience Units: 1

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. Credit may be accrued at the rate of one to eight units per semester for a maximum of sixteen units (combined total of all Work Experience units). Additionally, students must work 75 paid hours or 60 non-paid hours per unit earned. This type of work experience is available to students whose job and educational or occupational goals are directly related to Computer Science.

Lecture Hours: None Lab Hours: 60-75 Repeatable: Yes

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

Construction Management (CM)

CM 001 Introduction To Construction Management Units: 2

This course provides an overview of the construction industry and its markets. The impact, practices, methods and ethics in the construction industry are reviewed.

Lecture Hours: 36 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: MATH-060 and ENG-070

Limitation on enrollment: None

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: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: ENG-070

Limitation on enrollment: None

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: Letter

Prerequisite: None

Advisory: MATH-060 and ENG-070

Limitation on enrollment: None

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: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: ENG-070

Limitation on enrollment: None

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: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: MATH-060 and ENG-070

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

CM 020 Introduction To Construction Technology Units: 3

This course provides students with in-depth analysis of the organization and structure of the construction industry and the many career choices the industry offers. The course emphasizes green construction practices, jobsite safety, practical knowledge of tool and equipment use, basic construction math, basic rigging techniques, and communication as well as employability skills. Guest speakers and site visits provide the students a wide view of the expectations of entry-level work, wages, benefits, and work place culture. (Equivalent to ACT-020.)

Lecture Hours: 36 Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: MATH-060 and ENG-071

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

CM 095A Construction Mgmt Work Experience Units: 1
 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. Credit may be accrued at the rate of one to eight units per semester for a maximum of sixteen units (combined total of all Work Experience units). Additionally, students must work 75 paid hours or 60 non-paid hours per unit earned. This type of work experience is available to students whose job and educational or occupational goals are directly related to Construction Management Technology.
 Lecture Hours: None Lab Hours: 60-75 Repeatable: Yes
 Grading: Letter
Prerequisite: None
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

Counseling (COUN)

COUN 011 Introduction To Scholarships Units: 1
 Introduces students to scholarship and financial aid opportunities at the local, state, and national levels. Learn research techniques and utilize publications, software, internet sites, and community resources. Emphasis is on development of a personal organizational system to manage the process of the scholarship search. Identify scholarships that meet personal criteria. Personal statements, interview techniques, resumes, organization and time management skills are also covered.
 Lecture Hours: 9 Lab Hours: 27 Repeatable: No
 Grading: Letter
Prerequisite: None
 Advisory: Basic knowledge of the Internet; basic word processing
 Limitation on enrollment: Basic knowledge of the Internet; basic word-processing
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

COUN 012 Career/Life Planning & Personal Exploration Units: 3
 This course is designed to cover theories and concepts of values, interests, skills, and personality as applied to the career and life planning process. It assists students to establish life, career, educational, and personal goals and to develop plans and strategies to meet those goals.
 Lecture Hours: 54 Lab Hours: None Repeatable: No
 Grading: Student Option
Prerequisite: None
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: C2, C5 CSU GE: E IGETC: None

COUN 013 Strategies For College Transfer Units: 1
 This course provides students with a concrete plan for understanding and succeeding in transferring to four-year colleges or universities. 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: None Repeatable: No
 Grading: Student Option
Prerequisite: None
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

COUN 060 College Success Skills Units: 1
 This course helps college students learn the information and develop the skills necessary for success in college. Course topics include an overview of higher education, student support services (including financial aid), study skills (including time management, note taking and test preparation), and an introduction to transfer and career development. Students are helped to develop realistic Student Education Plans (SEPs) consistent with their educational goals.
 Lecture Hours: 18 Lab Hours: None Repeatable: No
 Grading: Student Option
Prerequisite: None
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: None Degree Applicable: NAA
 COD GE: None CSU GE: None IGETC: None

COUN 061 College Success/International Students Units: 0.5
 This course is required for all first-semester F-1 Visa students. This course is designed to introduce International Students to various college services and programs. It includes enrollment procedures, interpretation of the College of the Desert Assessment, information on educational programs and assistance in developing a personalized Student Educational Plan in order to assist in accomplishing their future goals. Students are introduced to the requirements for Certificates, the Associate in Arts/Science (A.A. or A.S.) degree, and for transferring to a four-year institution. Campus policies and resources are reviewed as well as an overview of American culture, cultural adaptation issues, career planning, and F-1 Visa issues. This course helps F-1 Visa students gain an understanding of the critical elements involved in living and studying successfully in the United States of America. In addition to becoming acquainted with regulations affecting International Students, the class reviews graduation and transfer requirements along with other policies and procedures at College of the Desert.
 Lecture Hours: 9 Lab Hours: None Repeatable: No
 Grading: Pass/No Pass
Prerequisite: None
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: None Degree Applicable: NAA
 COD GE: None CSU GE: None IGETC: None

Culinary Arts (CART)

CART 001 Sanitation & 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: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: ENG-070 and MATH-060

Limitation on enrollment: None

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, dryheat, and fat, and the art of seasoning and flavoring are also covered.

Lecture Hours: 50.4 Lab Hours: 118.8 Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

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: Letter

Prerequisite: None

Advisory: ENG-070 and MATH-060

Limitation on enrollment: None

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: Letter

Prerequisite: None

Advisory: ENG-070 and MATH-060

Limitation on enrollment: None

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

CART 010 Food Procurement & Cost Control **Units: 3**

This course studies the basic principles of purchasing food and beverages, as well as nonfood items, with particular attention to product identification and to the ordering, receiving, storing, and issuing sequence.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: ENG-070 and MATH-060

Limitation on enrollment: None

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: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: ENG-070 and MATH-060

Limitation on enrollment: None

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: Letter

Prerequisite: None

Advisory: ENG-070 and MATH-060

Limitation on enrollment: None

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 cremes, mousses, pastry cream and ice cream.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: CART-033

Advisory: ENG-070 and MATH-060

Limitation on enrollment: None

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

CART 095A Culinary Arts Work Experience Units: 1

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. Credit may be accrued at the rate of one to eight units per semester for a maximum of sixteen units (combined total of all Work Experience units). Additionally, students must work 75 paid hours or 60 non-paid hours per unit earned. This type of work experience is available to students whose job and educational or occupational goals are directly related to Culinary Arts.

Lecture Hours: None Lab Hours: 60-75 Repeatable: Yes

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

Dance (DANC)

DANC 010 Introduction To Choreography Units: 2

This course is an introduction to the fundamental elements of choreography and their practical application in creating dance composition.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

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

COD GE: None 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: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: ENG-070

Limitation on enrollment: None

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

COD GE: C3 CSU GE: C1 IGETC: 3A

DANC 024 Dance Performance Units: 1

This course exposes the student to the methods and execution of dance as it applies directly to a fully mounted musical theater production or dance concert. It includes exposure to both acting areas and dancing areas as needed by the director and choreographer of the actual production. Emphasis is on rehearsal and performance techniques. Dance Performance course (DANC-024, DANC-025 and DANC-026) may be taken for a maximum of 4 times up to a total of 12 units.

Lecture Hours: None Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: Audition or consent of instructor

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

COD GE: None CSU GE: None IGETC: None

DANC 025 Dance Performance Units: 2

This course exposes the student to the methods and execution of dance as it applies directly to a fully mounted musical theater production or dance concert. It includes exposure to both acting areas and dancing areas as needed by the director and choreographer of the actual production. Emphasis is on rehearsal and performance techniques. Dance Performance courses (DANC-024, DANC-025 and DANC-026) may be taken for a maximum of 4 times up to a total of 12 units.

Lecture Hours: None Lab Hours: 108 Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: Audition or consent of instructor

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

COD GE: None CSU GE: None IGETC: None

DANC 026 Dance Performance Units: 3

This course exposes the student to the methods and execution of dance as it applies directly to a fully mounted musical theater production or dance concert. It includes exposure to both acting areas and dancing areas as needed by the director and choreographer of the actual production. Emphasis is on rehearsal and performance techniques. Dance Performance courses (DANC-024, DANC-025 and DANC-026) may be taken for a maximum of 4 times up to a total of 12 units.

Lecture Hours: None Lab Hours: 162 Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: Audition or consent of instructor

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

COD GE: None CSU GE: None IGETC: None

DANC 050 Theatre Dance Units: 1

This course includes practical training in Ballet, Modern, Jazz and Tap for stage performance as well as application of various choreographic techniques for musical theater productions.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

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

COD GE: None CSU GE: None IGETC: None

DANC 070 Dance, Modern Units: 1

This course provides instruction in modern dance techniques as a vehicle for creating original movement.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: Courses Related in Content

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

COD GE: None CSU GE: None IGETC: None

DANC 073 Dance, Jazz **Units: 1**
 This course provides instruction in jazz dance technique emphasizing optimum body placement and improved body mechanics and coordination. (Equivalent to KINE-053.)
 Lecture Hours: 9 Lab Hours: 27 Repeatable: No
 Grading: Letter
Prerequisite: None
 Advisory: None
 Limitation on enrollment: Courses Related in Content
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

DANC 075 Dance, Tap **Units: 1**
 This course provides instruction in basic tap dance steps and simple choreography forms for the improvement of coordination and physical conditioning.
 Lecture Hours: 9 Lab Hours: 27 Repeatable: No
 Grading: Letter
Prerequisite: None
 Advisory: None
 Limitation on enrollment: Courses Related in Content
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

DANC 076 Dance, Ballet **Units: 1**
 This course provides instruction in ballet technique and vocabulary. (Equivalent to KINE-056.)
 Lecture Hours: 9 Lab Hours: 27 Repeatable: No
 Grading: Letter
Prerequisite: None
 Advisory: None
 Limitation on enrollment: Courses Related in Content
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

Digital Design & Production (DDP)

DDP 001A Computer Graphics 1A **Units: 3**
 This course provides an introduction to the process of creating, capturing, and manipulating bitmap graphics using Adobe Photoshop, the industry standard bitmap editor for graphics professionals. Adobe Photoshop is used for retouching and photo processing of scanned or digital photographic images on the computer. (Equivalent to CIS-081A.)
 Lecture Hours: 36 Lab Hours: 54 Repeatable: No
 Grading: Letter
Prerequisite: None
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None 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. (Equivalent to CIS-081B.)
 Lecture Hours: 36 Lab Hours: 54 Repeatable: No
 Grading: Letter
Prerequisite: None
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None 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. (Equivalent to CIS-083D.)
 Lecture Hours: 36 Lab Hours: 54 Repeatable: No
 Grading: Letter
Prerequisite: DDP-001A or CIS-081A
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

DDP 010 Graphic Design I **Units: 3**
 Students in this course utilize computers to solve visual communication and design problems using graphic components. Topics covered include typography, logos/marks/symbols/ pictographs, corporate identity, graphic techniques (both digital and traditional), introduction to advertising design, digital prepress and press. Adobe Photoshop and Adobe Illustrator software are used to create final images.
 Lecture Hours: 36 Lab Hours: 54 Repeatable: No
 Grading: Letter
Prerequisite: ART-003A or concurrent enrollment
 Advisory: DDP-001A and DDP-001B (strongly recommended)
 Limitation on enrollment: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

DDP 011 Graphic Design II **Units: 3**
 Students in this course utilize computers to solve communication and design problems for traditional and new media using graphic, audio, and animation components. Topics covered include traditional and digital typography, animation, motion graphics, sound, new media as communication, non-linear interactive design, and electronic page design.
 Lecture Hours: 36 Lab Hours: 54 Repeatable: No
 Grading: Letter
Prerequisite: DDP-010
 Advisory: None
 Limitation on enrollment: None
 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.
 Lecture Hours: 36 Lab Hours: 54 Repeatable: No
 Grading: Letter
Prerequisite: DDP-001A or DDP-001B or CIS-081A or CIS-081B
 Advisory: DDP-010
 Limitation on enrollment: None
 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 webbased interactive presentations.
 Lecture Hours: 36 Lab Hours: 54 Repeatable: No
 Grading: Letter
Prerequisite: DDP-020
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

DDP 030 Intro To Applied Digital Photography **Units: 3**
 This course provides an introduction to the tools, materials and techniques of digital photography for the working professional photographer. Students learn to capture images using a digital camera or camcorder. Topics include the use of digital interfaces, printers and file formats as well as the preparation of images for web use. A digital camera is required.
 Lecture Hours: 36 Lab Hours: 54 Repeatable: No
 Grading: Letter
Prerequisite: None
 Advisory: None
 Limitation on enrollment: None
 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 3 megapixels is required and Adobe Photoshop software is recommended. Students should have access to a computer capable of handling digital photo files, a photo quality printer and USB connections.
 Lecture Hours: 36 Lab Hours: 54 Repeatable: No
 Grading: Letter
Prerequisite: DDP-030
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

DDP 095A Digital Design & Production Work Exp **Units: 1**
 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. Credit may be accrued at the rate of one to eight units per semester for a maximum of sixteen units (combined total of all Work Experience units). Additionally, students must work 75 paid hours or 60 non-paid hours per unit earned. This type of work experience is available to students whose job and educational or occupational goals are directly related to Digital Design & Production.
 Lecture Hours: None Lab Hours: 60-75 Repeatable: Yes
 Grading: Letter
Prerequisite: None
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

Disabled Students (DSPS)

DSPS 040 Survey Of Resources For DSPS Students **Units: 2**
 This course focuses on an in-depth assessment of the student with a disability. It also introduces the student to the information and skills necessary for success in college. Course topics include development of personal goals, self-advocacy skills, use of services provided by DSPS as well as other student support services on campus, and available community resources. Students will learn to implement their Student Education Plans (SEPs), prepared by a DSPS counselor, to work toward their educational goals and will learn what accommodations are necessary to achieve these goals.

Lecture Hours: 36 Lab Hours: None Repeatable: No
 Grading: Letter
Prerequisite: None
 Advisory: None
 Limitation on enrollment: Intended for students with disabilities
 Transfer Status: None Degree Applicable: NAA
 COD GE: None CSU GE: None IGETC: None

DSPS 040B Employment For Individuals W/ 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: None Repeatable: No
 Grading: Letter
Prerequisite: None
 Advisory: None
 Limitation on enrollment: Intended for Workability III students
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

DSPS 041 Information Management Strategies **Units: 2**
 Course emphasis is to develop and enhance the ability of students with disabilities to manage and organize information. Multi-media instruction is utilized. The lecture section includes specific software programs and hardware designed to assist students in the management of academic coursework. The lab section provides repetition of the topics using various software applications, specialized hardware, and individualized computer instruction.

Lecture Hours: 27 Lab Hours: 27 Repeatable: No
 Grading: Letter
Prerequisite: None
 Advisory: None
 Limitation on enrollment: Intended for students with disabilities
 Transfer Status: None Degree Applicable: NAA
 COD GE: None CSU GE: None IGETC: None

DSPS 043 Alternative Learning Strategies **Units: 3**
 This course provides specialized computer-assisted instruction for students with disabilities. Students are provided with study skills strategies to maximize their learning potential and to promote academic success.

Lecture Hours: 45 Lab Hours: 27 Repeatable: No
 Grading: Letter
Prerequisite: None
 Advisory: None
 Limitation on enrollment: Intended for students with disabilities
 Transfer Status: None Degree Applicable: NAA
 COD GE: None CSU GE: None IGETC: None

DSPS 045A Job Skills Dev/Vocational Exploration Units: 1

This course is designed to assist students with disabilities in developing specific goals for employment. The course focuses on personal and vocational assessment, clarification of values, identification of skills, and the development of a vocational plan.

Lecture Hours: 18 Lab Hours: None Repeatable: No
Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: Intended for Workability III students

Transfer Status: None Degree Applicable: NAA

COD GE: None CSU GE: None IGETC: None

DSPS 045B Job Skills Dev/Job Applications/Resume Units: 0.5

This course is designed to assist students with disabilities in successfully completing job applications and writing a resume, complete with cover letter.

Lecture Hours: 9 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: Intended for Workability III students

Transfer Status: None Degree Applicable: NAA

COD GE: None CSU GE: None IGETC: None

DSPS 045C Job Skills Dev/Job Interview Skills Units: 0.5

This course is designed to assist students with disabilities to develop competitive job interview skills.

Lecture Hours: 9 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: Intended for Workability III students

Transfer Status: None Degree Applicable: NAA

COD GE: None CSU GE: None IGETC: None

DSPS 046 Computer Access Applications Units: 0.5

Students with verified disabilities are provided with advanced training in specific adaptive computer technologies so they may complete regular course assignments.

Lecture Hours: None Lab Hours: 27 Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: Intended for students with disabilities

Transfer Status: None Degree Applicable: NAA

COD GE: None 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.

Lecture Hours: None Lab Hours: 90 Repeatable: Yes

Grading: Pass/No Pass

Prerequisite: None

Advisory: None

Limitation on enrollment: Students must be referred by the Learning Disability Specialist.

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.

Lecture Hours: None Lab Hours: 90 Repeatable: Yes

Grading: Pass/No Pass

Prerequisite: None

Advisory: None

Limitation on enrollment: Intended for students with disabilities

Transfer Status: None Degree Applicable: NONC

COD GE: None CSU GE: None IGETC: None

Drafting, General & CAD (DRA)

DRA 001 Technical Drafting I Units: 3

This course introduces students to general and architectural drafting skills. Students learn to differentiate among several drafting techniques. This course prepares students for higher level drafting courses and more complex drawing types.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: ENG-070 and MATH-060

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

DRA 002 AutoCAD Units: 4

This course covers the basics of computer aided drafting and design including hardware, software, operating systems and development of skills for creating and plotting, simple technical and architectural drawings using AutoCAD software.

Lecture Hours: 45 Lab Hours: 81 Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: DRA-001 and CIS-010

Limitation on enrollment: None

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: Letter

Prerequisite: None

Advisory: DRA-001 and CIS-010

Limitation on enrollment: None

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

COD GE: None CSU GE: None IGETC: None

DRA 009 Autocad Level II: Adv 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: Letter

Prerequisite: DRA-008

Advisory: None

Limitation on enrollment: None

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 (CAD) and design to selected projects. Students with majors or interest in architecture, drafting, interior design, landscape design or engineering, with the approval of their professor, will select projects to be produced using AutoCAD software.

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

Prerequisite: DRA-008

Advisory: None

Limitation on enrollment: None

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

COD GE: None CSU GE: None IGETC: None

DRA 011 Intro To Sketchup & Revit Units: 3

This course covers the basic principles of 3-dimensional CAD modeling from a conceptual stage to a transitional architectural design and documentation platform built on Building Information Modeling (BIM) using SketchUp and Revit software respectively.

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

Prerequisite: None

Advisory: DRA-001 and CIS-010

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

Early Childhood Education (ECE)

ECE 001 Principles and Practices of Teaching Units: 3

This course is an examination of the underlying theoretical principles of developmentally appropriate practices applied to programs, environments, emphasizing the key role of relationships, constructive adult-child interactions, and teaching strategies in supporting physical, social, creative and intellectual development for all children. This course includes a review of the historical roots of early childhood programs and the evolution of the professional practices promoting advocacy, ethics and professional identity. (C-ID ECE 120)

Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter

Prerequisite: None

Advisory: ENG-071

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

ECE 010 Child Growth & Development Units: 3

This course examines the major physical, psychosocial, and cognitive/ language developmental milestones for children, both typical and atypical, from conception through adolescence. There will be an emphasis on interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students will observe children, evaluate individual differences and analyze characteristics of development at various stages. (C-ID CDEV 100)

Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter

Prerequisite: None

Advisory: ENG-071

Limitation on enrollment: None

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

COD GE: C5 CSU GE: D7, E IGETC: None

ECE 012 Child, Family & Community Units: 3

An examination of the developing child in a societal context focusing on the interrelationship of family, school and community and emphasizes historical and socio-cultural factors. The processes of socialization and identity development will be highlighted, showing the importance of respectful, reciprocal relationships that support and empower families. (C-ID CDEV 110)

Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter

Prerequisite: None

Advisory: ECE-010

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: C5 CSU GE: D7, E IGETC: None

ECE 016A Parenting Infants & Toddlers Units: 1

This course explores parent-child interaction patterns for parents of infants and toddlers. Students examine age-appropriate behaviors, problem behaviors, observation and communication strategies. Special attention is given to family structures, cultural backgrounds, and parenting children with disabilities.

Lecture Hours: 18 Lab Hours: None Repeatable: No
Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

ECE 016B Parenting The Preschool Child Units: 1

This course explores parent-child interaction patterns for parents of preschool aged children. Students examine age-appropriate behaviors, problem behaviors, observation and communication strategies. Special attention is given to family structures, cultural backgrounds, and parenting children with disabilities.

Lecture Hours: 18 Lab Hours: None Repeatable: No
Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

ECE 016C Parenting The Young Child Units: 1

This course explores parent-child interaction patterns for those parenting children ages 5-8. Students examine age-appropriate behaviors, problem behaviors, observation and communication strategies. Special attention is given to family structures, cultural backgrounds, and parenting children with disabilities.

Lecture Hours: 18 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

ECE 017 Child Guidance Units: 3

This course presents a developmentally appropriate approach to the guidance of children, including children with special needs. Effective guidance techniques, effective communication and working with children in groups will be covered. The role of and collaboration with family as a means to effective guidance will be covered. This course is intended for teachers and professionals who work with children in a variety of settings.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: ENG-071

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

ECE 019 Children's Language & 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: None Repeatable: No

Grading: Letter

Prerequisite: ECE-010

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

ECE 020 Infant/Toddler Growth & Development Units: 3

This course studies the process of human development from conception through age three as determined by heredity, society and human interaction with implications for child guidance. Prenatal development and the birth process are emphasized. Major theories of development are reviewed. Observations provide opportunity to integrate theory and practice for all children. Multiple influences on development are analyzed including cultural, linguistic and ability differences are emphasized.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: ECE-010

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

ECE 021 Infant/Toddler Curriculum Units: 3

This course prepares students to develop and implement an infant and/or toddler curriculum including design of a developmentally appropriate learning environment. Licensing requirements and teacher competency necessary for working with infants and toddlers are explored.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: ECE-010 or ECE-020

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

ECE 023 The Mentor Teacher/Adult Supervision Units: 2

Methods and principles of supervising adults who are student teachers, assistants or volunteers in early childhood classrooms. Emphasis is on the role of experienced classroom teachers who function as mentors to new teachers while simultaneously addressing the needs of children, parents and other staff.

Lecture Hours: 36 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: ECE-046B

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

ECE 024 Admin. Of Programs For Young Children Units: 3

This course examines the requirements for the administration of programs for young children including private and publicly funded preschool programs, emphasizing the business and management skills of administration. It is required by the State Department of Social Services for directors of private preschools and child care programs.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: ECE-010 and completion of 9 units in ECE

Advisory: ENG-001A

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

ECE 025 Adv. Administration/Programs 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: None Repeatable: No

Grading: Letter

Prerequisite: ECE-024 and completion of 12 units in ECE

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

ECE 027 English Language Learners In ECE Units: 3
 This course focuses on principles for promoting language, literacy and learning for preschool English language learners. Upon successful completion of this course, students will demonstrate the ability to foster an environment that respects and values linguistic and cultural diversity while assisting children toward the eventual mastery of English as a second language.
 Lecture Hours: 54 Lab Hours: None Repeatable: No
 Grading: Letter
Prerequisite: ECE-010
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ECE 030 Creativity In Young Children Units: 3
 This course examines materials and techniques for teaching creative activities to young children. Developing creativity and cognitive flexibility are emphasized. Various sensory modalities are explored. Alignment of curriculum with California State Standards while providing a play-based creative environment is highlighted.
 Lecture Hours: 54 Lab Hours: None Repeatable: No
 Grading: Letter
Prerequisite: ECE-010
 Advisory: ENG-071
 Limitation on enrollment: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ECE 031 Child Abuse & 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: None Repeatable: No
 Grading: Letter
Prerequisite: None
 Advisory: ENG-070
 Limitation on enrollment: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ECE 033 Inclusion of Children With Special Needs Units: 3
 This course provides an introduction to special education and in early childhood settings. Introduces the variations in development of children with special needs ages birth through eight and the resulting impact on families. Includes an overview of historical and societal influences, laws relating to children with special needs, and the identification and referral process. The role of child development professionals and paraprofessionals in serving children with disabilities is emphasized. Strategies to include children with special needs in full inclusion settings is emphasized.
 Lecture Hours: 54 Lab Hours: None Repeatable: No
 Grading: Letter
Prerequisite: ECE-010
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ECE 034 Social Cognition & The Developing Brain Units: 3
 This course is designed to help students understand brain development occurs through the interaction of a child's relationships and experiences. Early childhood teachers (birth to age eight) create calm and effective learning environments when they facilitate children's capacity to know others (social cognition) and to get along with others (prosocial behavior).
 Lecture Hours: 54 Lab Hours: None Repeatable: No
 Grading: Letter
Prerequisite: ECE-010
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ECE 035 Curriculum & Strategies - Children With Special Needs Units: 3
 This course prepares students to become professionals in programs serving children with special needs and their families. Covers curriculum and intervention strategies for working with children with special needs in partnership with their families and communities. Focuses on the use of observation and assessment in meeting the individualized needs of children in inclusive and natural environments. Including the role of the teacher and other professionals working with families, collaboration with interdisciplinary teams and cultural competence. Strategies to support children with challenging behaviors is emphasized.
 Lecture Hours: 54 Lab Hours: None Repeatable: No
 Grading: Letter
Prerequisite: ECE-033
 Advisory: None
 Limitation on enrollment: None
 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: None Repeatable: No
 Grading: Letter
Prerequisite: ECE-010
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ECE 037 Inclusion Practices In Early Childhood Units: 3
 Designed to develop both planning and intervention skills for working with young children with special needs and their families. Students will plan educational programs which include use of specific intervention techniques and practices from recognized early intervention programs for children showing atypical development. Attention will be given to adopting strategies to include exceptional children in programs for typically developing young children. Field experiences required.
 Lecture Hours: 36 Lab Hours: 54 Repeatable: No
 Grading: Letter
Prerequisite: ECE-035
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ECE 038 Science & Number Concepts/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: None Repeatable: No
Grading: Letter

Prerequisite: ECE-010

Advisory: None

Limitation on enrollment: None

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

ECE 039 ECE Global Diplomacy Practicum Units: 3

This course is designed to develop the practical skills needed to work in a global education environment by placing students in an integrated, service learning study abroad experience. Critical thinking skills and application will be developed by examining communication, culture, history, values and lifestyles in the context of childhood.

Lecture Hours: 18 Lab Hours: 108 Repeatable: No
Grading: Letter

Prerequisite: ECE-047A

Advisory: None

Limitation on enrollment: None

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

ECE 040 Introduction To Curriculum Units: 3

This course presents an overview of knowledge and skills related to providing appropriate curriculum and environments for young children. Students examine teacher's role in supporting development and fostering the joy of learning for all young children using observation and assessment strategies emphasizing the essential role of play. An overview of content areas will include, but not be limited to: Language and literacy, social and emotional learning, sensory learning, art and creativity, math and science. (C-ID ECE 130)

Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter

Prerequisite: ECE-010 or concurrent enrollment

Advisory: None

Limitation on enrollment: None

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

ECE 044 Health, Safety & Nutrition Units: 3

Introduction to the laws, regulations, standards, policies and procedures and early childhood curriculum related to child health safety and nutrition. The key components that ensure physical health, mental health and safety for both children and staff will be identified along with the importance of collaboration with families and health professionals. Focus on integrating the concepts into everyday planning and program development for all children. (C-ID ECE 220)

Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

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

ECE 045 Teaching In A Diverse Society Units: 3

Examination of the development of social identities in diverse societies including theoretical and practical implications of oppression and privilege as they apply to young children, families, programs, classrooms and teaching. Various classroom strategies are explored emphasizing culturally and linguistically appropriate anti-bias approaches supporting all children in becoming competent members of a diverse society. Course includes self-examination and reflection on issues related to social identity, stereotypes and bias, social and educational access, media and schooling. (C-ID ECE 230)

Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter

Prerequisite: ECE-010

Advisory: None

Limitation on enrollment: None

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

ECE 046B Observation & Assessment Units: 3

This course focuses on the appropriate use of assessment and observation strategies to document development, growth, play and learning in order to join with families and professionals in promoting children's success and maintaining quality programs. Recording strategies, rating systems, portfolios, and multiple assessment methods are explored. (C-ID ECE 200)

Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter

Prerequisite: ECE-010

Advisory: ENG-001A

Limitation on enrollment: None

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

ECE 047A Practicum In Early Childhood Education Units: 3

A demonstration of developmentally appropriate early childhood teaching competencies under guided supervision. Students will utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Child centered, play-oriented approaches to teaching, learning, and assessment; and knowledge of curriculum content areas will be emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning for all young children. (C-ID ECE 210)

Lecture Hours: None Lab Hours: 162 Repeatable: No
Grading: Letter

Prerequisite: ECE-001 and ECE-010 and ECE-012 and ECE-040 and ECE-046B

Advisory: None

Limitation on enrollment: None

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

ECE 095A Early Childhood Ed Work Experience Units: 1

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. Credit may be accrued at the rate of one to eight units per semester for a maximum of sixteen units (combined total of all Work Experience units). Additionally, students must work 75 paid hours or 60 non-paid hours per unit earned. This type of work experience is available to students whose job and educational or occupational goals are directly related to Early Childhood Education.

Lecture Hours: None Lab Hours: 60-75 Repeatable: Yes
Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

Economics (ECON)

ECON 001 Principles Of Macroeconomics Units: 3

Macroeconomics deals with the overall performance of the economy. It focuses on aggregate economic concepts such as the gross domestic product, employment, unemployment, price stability, inflation, ups and downs of the economy, economic growth, the role of money, and the impact of international trade. The course also covers different theories and views that explain an economic system, and addresses a range of policy options that can be considered for improving the performance of the economy. (C-ID ECON 202)

Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter

Prerequisite: ENG-070 and MATH-054

Advisory: MATH-040

Limitation on enrollment: None

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. (C-ID ECON 201)

Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter

Prerequisite: ENG-070 and MATH-054

Advisory: MATH-040

Limitation on enrollment: None

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: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

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

COD GE: C2 CSU GE: D2 IGETC: 4B

ECON 012 Understanding Econ Principles & Applications Units: 3

This course provides students with an introductory knowledge of fundamental economic principles and economic data. It prepares students to make critical evaluations of economic issues and policies in order to make more informed decisions as income earner, taxpayer, and voter. It will acquaint students with the methods and principles of economics such as understanding economic behavior, economic decision-making, government policy, and domestic and international economic issues.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Student Option

Prerequisite: None

Advisory: None

Limitation on enrollment: None

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

COD GE: C2 CSU GE: D2 IGETC: 4B

Education (EDUC)

EDUC 001 Intro To Elementary Classroom Teaching Units: 3

This course introduces students to the concepts and issues related to teaching diverse learners in today's contemporary schools, Kindergarten through grade 12 (K-12). Topics include teaching as a profession and career, historical and philosophical foundations of the American education system, contemporary educational issues, California's content standards and frameworks, and teacher performance standards. In addition to class time, the course requires a minimum of 45 hours of structured fieldwork in public elementary classrooms that represent California's diverse student population, and includes cooperation with at least one carefully selected and campus approved certificated classroom teacher. (C-ID EDUC 200)

Lecture Hours: 36 Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: ECE-010 and ENG-002

Limitation on enrollment: None

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

COD GE: None CSU GE: E IGETC: None

Emergency Medical Technology (EMT)

EMT 080 Emergency Medical Responder Units: 3

This course prepares the EMR student to provide emergency pre-hospital assessment and care for patients of all ages with a variety of medical conditions and traumatic injuries. Areas of study include an introduction to emergency medical services systems, roles and responsibilities of EMRs, anatomy and physiology, medical emergencies, trauma, and special considerations for working in the pre-hospital setting.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: ENG-070 and HS-062

Limitation on enrollment: None

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

EMT 081 Ambulance Operations Units: 1

This course provides information and skills training. Topics include applicable laws, defensive driving techniques, basic inspection and maintenance. Each student also has the opportunity to increase their driving skills during simulated driving conditions.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: ENG-070

Limitation on enrollment: Valid driver's license, DMV H6 printout, current EMT Certification.

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

EMT 084 Emergency Medical Technician I Units: 6

This course prepares students for EMT certification. Students study and practice the fundamental principles and skills required to provide care to patients experiencing traumatic injury and emergency medical conditions. This course is approved by Riverside County EMS. This course meets Title 22 regulations and National EMS Educational Standards. This course includes theory instruction, skills practice, and supervised clinical time in selected pre-hospital sites.

Lecture Hours: 72 Lab Hours: 108 Repeatable: No

Grading: Letter

Prerequisite: EMT-080

Advisory: ENG-070

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

EMT 085 EMT Refresher Course Units: 2

This refresher course for Emergency Medical Technician (EMT) personnel meets or exceeds the requirements specified in the California Code of Regulations, Title 22, Chapter 5, section 9. This course is for those who have completed a recognized EMT training course and are in the process of obtaining certification or renewing their current certification. The course contains information on new EMT techniques and procedures, review of cardiopulmonary resuscitation, and a review of current local protocols. Passing performance on both written and skills competency examinations are required for course completion. To meet legally mandated training requirement, students may re-enroll in this course as many times as needed by completing a petition electronically via the @MyCod Student Portal, A&R Forms.

Lecture Hours: 36 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: EMT-084 or must have successfully completed a State of California EMSA recognized EMT course.

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NAA

COD GE: None CSU GE: None IGETC: None

Energy Systems Technology (ESYS)

ESYS 001 Introduction To The Power Industry Units: 3

An overview of our current power generation infrastructure, methods of power generation and potential employment opportunities will be examined in this course. These areas will be supported by the fundamentals of the power industry including safety practices, power industry economics and the future of the power industry. An introduction to construction math, hand tools, power tools, construction drawings, material handling and basic rigging will form the basis of knowledge for entering into the power industry. Communication and employability skills will be introduced to provide the student with additional "soft-skill" workforce training.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: ENG-070 and MATH-060

Limitation on enrollment: None

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

ESYS 002 Electricity & Electrical Theory Units: 3

This course provides a solid foundation of the theory behind electricity, electrical circuits, circuit components, electrical test equipment and safe practices when working with electricity.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: ENG-070 and MATH-060

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

ESYS 003 Energy Systems Technology

Units: 3

This course will explore various methods of power generation with an emphasis on renewable energy technologies. Students will take a hands-on approach in the examination of the rankin cycle, steam generation, gas turbine operation, biofuel production, geoexchange systems, solar power production, wind power production and hydro-power production. Students will engage in discussion regarding cost effectiveness, viability and practicality of each of these technologies.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: MATH-060 and ENG-070 or ESL-070

Limitation on enrollment: None

Transfer Status: None

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

ESYS 004 Industrial Calculations

Units: 3

This contextualized math course provides Career and Technical Education (CTE) specific applications of basic math skills. It is intended for CTE students seeking a certificate. Topics include adding, subtracting, multiplying, and dividing rational numbers, percentages, ratios and proportions measurement, and career applications.

Lecture Hours: 45 Lab Hours: 27 Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: None

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

ESYS 095A Energy Systems Technology

Work Experience

Units: 1-8

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. Credit may be accrued at the rate of one to eight units per semester for a maximum of sixteen units (combined total of all work experience units). Additionally, students must work 75 paid hours or 60 non-paid hours per unit earned. This type of work experience is available to students whose jobs are directly related to energy systems technology.

Lecture Hours: None Lab Hours: 60-600 Repeatable: Yes

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

Engineering, General (ENGR)

ENGR 006A Electric Circuits/Engineering & Science

Units: 4

This course is the first semester of a one year course designed to provide students with a broad knowledge of the theoretical background and experimental application of modern electronic devices and circuitry. It covers basic electronic concepts, solid state devices such as diodes and transistors and an introduction to basic analog and digital circuit design and analysis emphasizing practical applications including Ohm's Law and Kirchhoff's Laws; nodal and loop analysis; analysis of linear circuits; network theorems; transients in RLC circuits; sinusoidal steady-state analysis and application of PSPICE to circuit analysis. (Equivalent to PH-006A.)

Lecture Hours: 54

Lab Hours: 54

Repeatable: No

Grading: Letter

Prerequisite: MATH-001A

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C1

CSU GE: None

IGETC: None

ENGR 009 Introduction To Engineering

Units: 3

This course is a basic introduction to Engineering and its different fields. Covers procedures and pathways to reach full academic potential in each student's field of choice. Discusses ethics and communication skills while applying design and analysis techniques to projects from various areas of engineering. This course is intended for students pursuing a degree in engineering.

Lecture Hours: 36

Lab Hours: 54

Repeatable: No

Grading: Letter

Prerequisite: Advisory; MATH-054

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

ENGR 011 Statics

Units: 3

This course is an introduction to the analysis of forces on engineering structures in equilibrium. Vector analysis is utilized to study two- and three-dimensional frames, machines and trusses. Principles of friction, centroids, center of gravity, and moment of inertia for areas and masses are applied to analyze complex real-world problems. (Equivalent to PH-011.)

Lecture Hours: 54

Lab Hours: None

Repeatable: No

Grading: Letter

Prerequisite: MATH-001B and PH-003A

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

ENGR 012 Dynamics**Units: 3**

This course is intended for engineering majors planning to transfer to four-year institutions. It covers the fundamentals of kinematics and kinetics of particles and rigid bodies. Topics include kinematics of particle motion, Newton's Second Law, planar and three dimensional motion of rigid bodies, momentum and energy principles for rigid body motion and an introduction to vibrations and oscillations. (Equivalent to PH-012.)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: ENGR-011 or PH-011 or PH-010

Advisory: None

Limitation on enrollment: None

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

COD GE: None CSU GE: None IGETC: None

ENGR 013 Materials Science**Units: 3**

Application of basic principles of chemistry and physics to the mechanical, electrical, optical, thermal, magnetic, and deteriorative properties of materials. Special emphasis is given to the relationship between microstructure and the properties of metals, polymers, ceramics, and semiconducting materials.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: CH-001A and MATH-001A

Advisory: PH-003A

Limitation on enrollment: None

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

COD GE: None CSU GE: None IGETC: None

English (ENG)

ENG 001A Composition**Units: 4**

This course introduces students to the demands of writing in the academic setting. Students learn the basics of critical thinking and research techniques as they apply to the writing process. Students then learn to apply the writing process in composing essays in response to their analysis of prose and poetry. (C-ID ENGL 100)

Lecture Hours: 72 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: ENG-061 or ENG-071 or ESL-071 or Assessment Score indicating placement into ENG-001A

Advisory: None

Limitation on enrollment: None

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

COD GE: C4a CSU GE: A2 IGETC: 1A

ENG 001B Composition & Literature**Units: 3**

This course introduces the student to the genres of imaginative literature - prose fiction, poetry, and drama - with special emphasis on the interrelationships between form and theme. Students write critical essays about the literature. (C-ID ENGL 120)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: ENG-001A

Advisory: None

Limitation on enrollment: None

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

COD GE: C3 CSU GE: C2 IGETC: 3B

ENG 002 Argumentative Writing & Critical Thinking Thru Literature**Units: 4**

This course offers expanded instruction in analytical, critical, and argumentative writing, critical thinking, research strategies, information literacy, and proper documentation through the study of literary works from major genres, while developing students' close reading skills and promoting an appreciation for the aesthetic qualities of literature. This course builds upon the skills begun in English 1A. (C-ID ENGL 110, C-ID ENGL 120)

Lecture Hours: 72 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: ENG-001A

Advisory: None

Limitation on enrollment: None

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

COD GE: C3, C4a CSU GE: A3, C2 IGETC: 1B, 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. (C-ID ENGL 200)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: ENG-001A

Advisory: None

Limitation on enrollment: None

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

COD GE: 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: None Repeatable: No

Grading: Letter

Prerequisite: ENG-005A

Advisory: None

Limitation on enrollment: None

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

COD GE: None 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. (C-ID ENGL 130)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: ENG-001A

Advisory: ENG-001B

Limitation on enrollment: None

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

COD GE: C3 CSU GE: C2 IGETC: 3B

ENG 010B American Literature II **Units: 3**
 This course presents a survey of late 19th and 20th Century American literature. Selections include writings of traditional and non-traditional American authors that reflect the rich and diverse cultural backgrounds that make up America's unique and complex heritage. (C-ID ENGL 135)
 Lecture Hours: 54 Lab Hours: None Repeatable: No
 Grading: Letter
Prerequisite: ENG-001A
 Advisory: ENG-001B
 Limitation on enrollment: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C3 CSU GE: C2 IGETC: 3B

ENG 011A Survey Of English Literature **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. (C-ID ENGL 160)
 Lecture Hours: 54 Lab Hours: None Repeatable: No
 Grading: Letter
Prerequisite: ENG-001A
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C3 CSU GE: C2 IGETC: 3B

ENG 011B Survey Of English Literature **Units: 3**
 This course surveys the major writers and works of English literature of the Romantic, Victorian, Edwardian, and Modern Periods. (C-ID ENGL 165)
 Lecture Hours: 54 Lab Hours: None Repeatable: No
 Grading: Letter
Prerequisite: ENG-001A
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C3 CSU GE: C2 IGETC: 3B

ENG 012A World Literature I **Units: 3**
 This course presents a survey of the literary works that have influenced world thought from Homer through the Renaissance to 1660. Classics in all genres are studied for their artistic merit and their contributions to modern life. (C-ID ENGL 140)
 Lecture Hours: 54 Lab Hours: None Repeatable: No
 Grading: Letter
Prerequisite: ENG-001A
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C3 CSU GE: C2 IGETC: 3B

ENG 012B World Literature II **Units: 3**
 This course surveys works which have influenced world thought from 1660 to the present. Selections reflect the rich and diverse cultural backgrounds of world literature. This course may be taken independently from World Literature I, ENG-012A. (C-ID ENGL 145)
 Lecture Hours: 54 Lab Hours: None Repeatable: No
 Grading: Letter
Prerequisite: ENG-001A
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C3 CSU GE: C2 IGETC: 3B

ENG 014 Shakespeare **Units: 3**
 This course is a study of selected histories, comedies, and tragedies of William Shakespeare.
 Lecture Hours: 54 Lab Hours: None Repeatable: No
 Grading: Letter
Prerequisite: ENG-001A
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C3 CSU GE: C2 IGETC: 3B

ENG 015 The Short Story **Units: 3**
 This course introduces students to the short story, through critical discussion and analysis of its elements, structure, devices and context using short stories from around the world.
 Lecture Hours: 54 Lab Hours: None Repeatable: No
 Grading: Letter
Prerequisite: ENG-001A
 Advisory: ENG-001B
 Limitation on enrollment: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: 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: None Repeatable: No
 Grading: Letter
Prerequisite: ENG-001A
 Advisory: ENG-001B
 Limitation on enrollment: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C3 CSU GE: C2 IGETC: 3B

ENG 018 Poetry CSI **Units: 3**
 This course offers an investigation of the techniques and development of poetry through the exploration, discussion and criticism of poetry in its historical context. Students are encouraged to compose their own poems based on forms studied in the course.
 Lecture Hours: 54 Lab Hours: None Repeatable: No
 Grading: Letter
Prerequisite: ENG-001A
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: C3 CSU GE: None IGETC: None

ENG 021 Intro Latin American/Chicano Literature **Units: 3**
 This course is a survey of literary analysis of folk, traditional, and contemporary Latin American/Chicano literature with critical analysis of representative works in all the literary genres: the essay, short stories, the novel, poetry, and drama.
 Lecture Hours: 54 Lab Hours: None Repeatable: No
 Grading: Letter
Prerequisite: ENG-001A
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C3 CSU GE: C2 IGETC: 3B

ENG 022 Intro to African American Literature Units: 3

This course provides an introduction to folk, traditional and contemporary African American literature with critical analysis of representative works in the essay, the short story, the novel, poetry and drama. It includes a historical overview from the seventeenth century through the present. Through varied reading selections and learning about the history and culture of African Americans in the United States, the students better understand and appreciate the richness and diversity of African American literature.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: ENG-001A

Advisory: None

Limitation on enrollment: None

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

COD GE: C3 CSU GE: C2 IGETC: 3B

ENG 024 Native American Literature Units: 3

A survey of Native American literature, from oral tradition through European contact, assimilation, and contemporary narrative.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: ENG-001A

Advisory: None

Limitation on enrollment: None

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

COD GE: C3 CSU GE: C2 IGETC: 3B

ENG 025 Introduction To The Novel Units: 3

This course introduces students to the techniques and development of fiction by the discussion and criticism of novels from countries throughout the world.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: ENG-001A

Advisory: ENG-001B

Limitation on enrollment: None

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

COD GE: C3 CSU GE: C2 IGETC: 3B

ENG 026 Lesbian/Gay/Bisexual/Transgender Literature 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: None Repeatable: No

Grading: Letter

Prerequisite: ENG-001A

Advisory: ENG-001B

Limitation on enrollment: None

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

COD GE: C3 CSU GE: None IGETC: None

ENG 031 The Bible As Literature: 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: None Repeatable: No

Grading: Letter

Prerequisite: ENG-001A

Advisory: None

Limitation on enrollment: None

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

COD GE: C3 CSU GE: C2 IGETC: 3B

ENG 032 The Bible As Literature: 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: None Repeatable: No

Grading: Letter

Prerequisite: ENG-001A

Advisory: None

Limitation on enrollment: None

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

COD GE: C3 CSU GE: C2 IGETC: 3B

ENG 035 Myth And Legend Units: 3

This course provides an introduction to the mythological and legendary literature from various world cultures, with special reference to Judeo-Christian, Oriental, Native American, Northern European, and classical Greek and Roman mythologies.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: ENG-001A

Advisory: None

Limitation on enrollment: None

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

COD GE: C3 CSU GE: C2 IGETC: 3B

ENG 036 Children's Literature Units: 3

This course introduces students to a formal study of literature for children from preschool through middle school, including critical examination of genres, themes, and cultures depicted in these texts; in addition, students study the professional literary criticism of this literature. (C-ID ENGL 180)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: ENG-001A

Advisory: None

Limitation on enrollment: None

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

COD GE: 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: Letter
Prerequisite: ENG-001A
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: C3 CSU GE: None IGETC: None

ENG 061 Accelerated English For College Success Units: 4
Preparation for academic writing and critical thinking expected in transfer and associate-degree classes. Strongly recommended: participation in the English placement process.
Lecture Hours: 72 Lab Hours: None Repeatable: No
Grading: Letter
Prerequisite: None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NAA
COD GE: None CSU GE: None IGETC: None

ENG 070 Academic English I Units: 4
This course will introduce students to academic reading and writing. Emphasis will be on basic essay structure, beginning research skills, and critical reading strategies with integrated practice and reinforcement in writing and reading. [This class meets entry level reading and English requirements.] (Equivalent to ESL-070.)
Lecture Hours: 72 Lab Hours: None Repeatable: No
Grading: Student Option
Prerequisite: None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NAA
COD GE: None CSU GE: None IGETC: None

ENG 071 Academic English II Units: 4
This course will continue to prepare students for writing and reading in an academic setting by focusing on essay structure, research skills, and critical reading strategies with integrated practice in writing and reading. [This class meets intermediate reading and English requirements.] (Equivalent to ESL-071.)
Lecture Hours: 72 Lab Hours: None Repeatable: No
Grading: Student Option
Prerequisite: ENG-070 or ESL-070
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NAA
COD GE: None CSU GE: None IGETC: None

ENG 095A English Work Experience Units: 1
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. Credit may be accrued at the rate of one to 6 units per semester for a maximum of sixteen units (combined total of all Work Experience units). Additionally, students must work 75 paid hours or 60 non-paid hours per unit earned. This type of work experience is available to students whose job and educational or occupational goals are directly related to English.
Lecture Hours: None Lab Hours: 60-75 Repeatable: Yes
Grading: Letter
Prerequisite: None
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

English As A Second Language Credit (ESL)

ESL 052 Pronunciation Units: 3
This course, for Non-native Speakers of English, focuses on pronunciation of phonetic sounds, syllable stress, word pattern stress, rhythm and intonation of Standard American English for effective communication.
Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Student Option
Prerequisite: None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NAA
COD GE: None CSU GE: None IGETC: None

ESL 053 Speech Pronunciation & Listening Units: 3
This course is designed to enable ESL students to gain confidence and pronunciation accuracy in speaking. Students will practice and develop their overall English listening and speaking proficiency and focus on specific areas of pronunciation difficulty in leading group discussions and giving speeches in college and the workplace.
Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Student Option
Prerequisite: None
Advisory: ESL-052
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NAA
COD GE: None CSU GE: None IGETC: None

ESL 069 ESL Academic Reading & Writing Units: 4
This is the first in a series of three Reading and Writing courses to help non-native English students develop academic reading and writing skills. Emphasis is on vocabulary development, and locating main ideas and supporting sentences for reading comprehension, as well as, developing basic sentence and paragraph skills for academic purposes.
Lecture Hours: 72 Lab Hours: None Repeatable: No
Grading: Student Option
Prerequisite: None
Advisory: ESL-069A is strongly advised as a corequisite
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NAA
COD GE: None CSU GE: None IGETC: None

ESL 069A Introductory Grammar & Editing**Units: 2**

This course provides non-native English speaking students with a review of intermediate level grammar and language structures applicable to introductory academic writing as well as strategies for editing their own writing.

Lecture Hours: 36 Lab Hours: None Repeatable: No
Grading: Student Option

Prerequisite: None

Advisory: ESL-069 is strongly advised as a corequisite

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NAA

COD GE: None CSU GE: None IGETC: None

ESL 070 ESL/Academic English I**Units: 4**

This is the second in a series of three Reading and Writing courses to help non-native English students develop and improve academic reading and writing skills. Emphasis will be on basic essay structure, beginning research skills, and critical reading strategies with integrated practice and reinforcement in writing and reading. (Equivalent to ENG-070.)

Lecture Hours: 72 Lab Hours: None Repeatable: No
Grading: Student Option

Prerequisite: ESL-069

Advisory: ESL-070A is strongly advised as a corequisite

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NAA

COD GE: None CSU GE: None IGETC: None

ESL 070A Grammar & Editing**Units: 2**

Non-native English speaking students will learn high-intermediate level grammar and language structures applicable to academic writing as well as strategies for editing their own writing.

Lecture Hours: 36 Lab Hours: None Repeatable: No
Grading: Student Option

Prerequisite: ESL-069A

Advisory: ESL-070 is strongly advised as a corequisite

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NAA

COD GE: None CSU GE: None IGETC: None

ESL 071 ESL/Academic English II**Units: 4**

This is the third (and most advanced) in a series of three Reading and Writing courses to help non-native English students develop and improve academic reading and writing skills. Emphasis is on practice in college-level reading, critical thinking, expository essay writing, and research skills. (Equivalent to ENG-071.)

Lecture Hours: 72 Lab Hours: None Repeatable: No
Grading: Student Option

Prerequisite: ESL-070 or ENG-070

Advisory: ESL-071A is strongly advised as a corequisite

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NAA

COD GE: None CSU GE: None IGETC: None

ESL 071A Advanced Grammar & Editing**Units: 2**

Non-native English speaking students will learn advanced level grammar and language structures applicable to college writing as well as strategies for editing their own writing.

Lecture Hours: 36 Lab Hours: None Repeatable: No
Grading: Student Option

Prerequisite: ESL-070A

Advisory: ESL-071 is strongly advised as a corequisite

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NAA

COD GE: None CSU GE: None IGETC: None

English As A Second Language Noncredit (ESLN)

ESLN 309A ESL - Foundations**Units: 0**

This foundation level comprehensive English as a Second Language course emphasizes the development of the very basic English literacy skills. This course is for ESLN students who require basic skills development in reading, writing, speaking, and listening.

Lecture Hours: 192 Lab Hours: None Repeatable: Yes
Grading: Pass/No Pass

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE: None CSU GE: None IGETC: None

ESLN 310A ESL - Comprehensive I**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.

Lecture Hours: 192 Lab Hours: None Repeatable: Yes
Grading: Pass/No Pass

Prerequisite: ESLN-309, or appropriate ESLN Placement Test, or Instructor recommendation

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE: None CSU GE: None IGETC: None

ESLN 310B ESL - Comprehensive II**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.

Lecture Hours: 192 Lab Hours: None Repeatable: Yes
Grading: Pass/No Pass

Prerequisite: ESLN-310A, or appropriate ESLN Placement Test, or Instructor recommendation

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE: None CSU GE: None IGETC: None

ESLN 310C ESL - Comprehensive III**Units: 0**

This third level comprehensive English as a Second Language course reinforces grammatical structures, as well as reading, writing, speaking, and listening skills from Levels I and II and stresses the present perfect, past continuous, and present perfect continuous tenses. Emphasis is placed on expanding the students' oral, reading, and writing fluency in English.

Lecture Hours: 192 Lab Hours: None Repeatable: Yes
Grading: Pass/No Pass

Prerequisite: ESLN-310B, or appropriate ESLN Placement Test, or Instructor recommendation

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NONC

COD GE: None CSU GE: None IGETC: None

ESLN 310D ESL - Comprehensive IV Units: 0
This fourth level comprehensive English as a Second Language course reinforces grammatical structures from Level III and stresses verb patterns and use of gerunds and infinitives. Emphasis is on developing the student's reading and oral fluency and the ability to compose a paragraph using Standard English word order and learned conventions.
Lecture Hours: 192 Lab Hours: None Repeatable: Yes
Grading: Pass/No Pass
Prerequisite: ESLN-310C, or appropriate ESLN Placement Test, or Instructor recommendation
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CSU GE: None IGETC: None

ESLN 310E ESL - Comprehensive V Units: 0
This course provides a bridge for non-credit non-native speakers of English preparing to enroll in credit academic and vocational classes. The course provides a basic introduction to the writing process and the development of critical-thinking skills. The course emphasizes communication fluency in authentic personal and academic modes.
Lecture Hours: 192 Lab Hours: None Repeatable: Yes
Grading: Pass/No Pass
Prerequisite: ESLN-310D, or appropriate ESLN Placement Test, or Instructor recommendation
Advisory: None
Limitation on enrollment: None
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 English as a Second Language Conversation focuses on simple communication skills relevant to the students' daily lives.
Lecture Hours: 64 Lab Hours: None Repeatable: Yes
Grading: Pass/No Pass
Prerequisite: None
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CSU GE: None IGETC: None

ESLN 388B ESL Conversation II/High Beginning Units: 0
This second level course in English as a Second Language Conversation reinforces skills taught in Level I and emphasizes vocabulary and phrases used in real-life situations.
Lecture Hours: 64 Lab Hours: None Repeatable: Yes
Grading: Pass/No Pass
Prerequisite: ESLN-388A, or appropriate ESLN Placement Test, or Instructor recommendation
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CSU GE: None IGETC: None

ESLN 388C ESL Conversation III/Low Intermediate Units: 0
This third level course in English as a Second Language Conversation reinforces skills presented in Level II and emphasizes skills needed to communicate in small group situations.
Lecture Hours: 64 Lab Hours: None Repeatable: Yes
Grading: Pass/No Pass
Prerequisite: ESLN-388B, or appropriate ESLN Placement Test, or Instructor recommendation
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CSU GE: None IGETC: None

ESLN 388D ESL Conversation IV/High Intermediate Units: 0
This fourth level course in English as a Second Language Conversation focuses on extended use of oral language in various conversational situations. Students engage in conversations, discussions, and presentations.
Lecture Hours: 64 Lab Hours: None Repeatable: Yes
Grading: Pass/No Pass
Prerequisite: ESLN-388C, or appropriate ESLN Placement Test, or Instructor recommendation
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CSU GE: None IGETC: None

ESLN 388E ESL Conversation V/Low Advanced Units: 0
This fifth level course in English as a Second Language Conversation focuses on refining conversation skills within the context of life in the U.S., its social conventions, and U.S. history. Students will engage in conversations, discussions, and presentations.
Lecture Hours: 64 Lab Hours: None Repeatable: Yes
Grading: Pass/No Pass
Prerequisite: ESLN-388D, or appropriate ESLN Placement Test, or Instructor recommendation
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CSU GE: None IGETC: None

ESLN 390B ESL - Pronunciation & Vocabulary Units: 0
This noncredit course is designed to help high-intermediate to low-advanced level students to better communicate orally through practice in recognition and production of the sounds, syllables, rhythm, and intonation of Standard American English words. In addition, students will learn about word meaning and usage and receive help with common errors for conversation purposes. Emphasis is placed on developing confidence in oral production through enhanced clarity of communication as well as vocabulary acquisition.
Lecture Hours: None Lab Hours: 48 Repeatable: Yes
Grading: Pass/No Pass
Prerequisite: ESLN-310C, or appropriate ESLN Placement Test, or Instructor recommendation.
Advisory: None
Limitation on enrollment: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CSU GE: None IGETC: None

Fire Technology (FIRE)

FIRE 001 Principles Of Emergency Services Units: 3

This course provides an overview to fire protection and emergency services; career opportunities in fire protection and related fields; culture and history of emergency services; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics; life safety initiatives.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: ENG-070

Limitation on enrollment: None

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; 197 College of the Desert Catalog 2015-2016 public relations as affected 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. This course meets the Fire and Emergency Service Higher Education (FESHE) model curriculum for an Associate Degree as recognized by the National Fire Academy.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: ENG-070

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

FIRE 003 Fire Protection Equipment & 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 as Fire 3 by the California State Board of Fire Services and the State Fire Marshal as part of the core curriculum. This course meets the Fire and Emergency Service Higher Education (FESHE) model curriculum for an Associate Degree as recognized by the National Fire Academy.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: ENG-070

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

FIRE 004 Bldg 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. This course is designated as Fire 4 by the California State Board of Fire Services and the State Fire Marshal as part of the core curriculum. This course meets the Fire and Emergency Service Higher Education (FESHE) model curriculum for an Associate Degree as recognized by the National Fire Academy.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: ENG-070

Limitation on enrollment: None

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 scientific principles of fire behavior, combustible materials, extinguishing agents, hazardous and toxic materials, form 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. This course meets the Fire and Emergency Service Higher Education (FESHE) model curriculum for an Associate Degree as recognized by the National Fire Academy.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: ENG-071

Limitation on enrollment: None

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 designed to meet the core competencies for hazardous materials first responders as outlined in OSHA 1910.120, NFPA 472, Professional Competencies of Responders to Hazardous Materials Incidents. This course is designated Fire 6 by the State Board of Fire Services and California State Fire Marshall.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: ENG-070

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**FIRE 007 Principles Of Fire & Emergency Services
Safety & Survival Units: 3**

This course introduces the basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavior change throughout the emergency services.

Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter

Prerequisite: None

Advisory: ENG-071

Limitation on enrollment: None

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

FIRE 008 Firefighting Strategies & Tactics Units: 3

Principles of fire control, through utilization of manpower, equipment, extinguishing agents, and fire command and control procedures. Use of information on building construction types in fire control. Pre-fire planning and the organized approach to decision making on the fire ground.

Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter

Prerequisite: FIRE-001

Advisory: ENG-071

Limitation on enrollment: None

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

FIRE 010 Wildland Fire Technology Units: 3

This course is designed to provide students with a fundamental knowledge of the factors affecting wildland fire behavior, fire prevention and the wildland fire suppression techniques. Wildland fire behavior safety is presented throughout the course. (Equivalent to NR-010.)

Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter

Prerequisite: None

Advisory: ENG-070

Limitation on enrollment: None

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

FIRE 095A Fire Technology Work Experience Units: 1-8

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. Credit may be accrued at the rate of one to eight units per semester for a maximum of sixteen units (combined total of all Work Experience units). Additionally, students must work 75 paid hours or 60 non-paid hours per unit earned. This type of work experience is available to students whose job and educational or occupational goals are directly related to Fire Technology.

Lecture Hours: None Lab Hours: 60-600 Repeatable: Yes
Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

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

French (FR)**FR 001 Elementary French I Units: 5**

This course presents the fundamentals of French. Fluency in understanding, speaking, reading and writing within the context of the French society and French-speaking countries, history and culture is emphasized.

Lecture Hours: 90 Lab Hours: None Repeatable: No
Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU/UC* Degree Applicable: AA/AS
COD GE: C3 CSU GE: C2 IGETC: 6A

FR 002 Elementary French II Units: 5

This course continues the development of the skills and essentials of the French language begun in FR 1. Fluency in understanding, speaking, reading and writing within the context of French society, history and culture is emphasized.

Lecture Hours: 90 Lab Hours: None Repeatable: No
Grading: Letter

Prerequisite: FR-001 or 2 years high school French

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: C3 CSU GE: C2 IGETC: 3B, 6A

FR 003 Intermediate French I Units: 4

This course strengthens the students' communication skills in the spoken and written language. Emphasis is on the customs and culture of France and the francophone world. French literature is introduced.

Lecture Hours: 72 Lab Hours: None Repeatable: No
Grading: Letter

Prerequisite: FR-002

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: C3 CSU GE: C2 IGETC: 3B, 6A

FR 004 Intermediate French II Units: 4

This course expands the students' ability to communicate in French. Emphasis is on the discussion of socio-cultural selections and literature of the French-speaking world.

Lecture Hours: 72 Lab Hours: None Repeatable: No
Grading: Letter

Prerequisite: FR-003

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: C3 CSU GE: C2 IGETC: 3B, 6A

Geography (GEOG)

GEOG 001 Physical Geography **Units: 3**

This course examines the major features of the natural environment including land, water, air and life forms. The relationship between humans and their natural environment is emphasized, and map-reading skills are developed. (C-ID GEOG 110)

Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

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

COD GE: C1 CSU GE: B1 IGETC: 5A

GEOG 001L Physical Geography Lab **Units: 1**

Laboratory exercises and experiments designed to explore and understand the primary areas of physical geography. Exercises and applications related to map scales and projections, stereoscopic, topographic and aerial photo interpretation, meteorological tools and models and weather prognostication, geomorphologic models and processes, and landform interpretation. (C-ID GEOG 111)

Lecture Hours: None Lab Hours: 54 Repeatable: No
Grading: Letter

Prerequisite: GEOG-001

Advisory: None

Limitation on enrollment: None

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

COD GE: C1 CSU GE: B3 IGETC: 5C

GEOG 002 Cultural Geography **Units: 3**

This course focuses on the distribution of and interrelationships between features of humankind's modern cultural environment. Among the topics discussed are world population, forms of livelihood, territoriality, urbanization, and material culture. Emphasis is also placed on the development of map-reading skills. (C-ID GEOG 120)

Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

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

COD GE: C2 CSU GE: D5 IGETC: 4E

GEOG 007 Regional Geography **Units: 3**

This course describes and explains the major cultural characteristics of the earth's diverse geographic regions. Emphasis is placed on the development of regional patterns through time and the processes responsible for the existing patterns. The development of map-reading skills is an essential aspect of this investigation. (C-ID GEOG 125)

Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

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

COD GE: 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: None Repeatable: No
Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

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

COD GE: None CSU GE: D5 IGETC: 4E

Geology (G)

G 001 Physical Geology **Units: 4**

This course includes the study of the origin and composition of rocks and minerals; landscape development by water, ice, and wind; earthquakes; the Earth's interior; the nature of mountains and their development; the movement of continental and oceanic plates, and environmental aspects of geology. The laboratory portion includes 3 hours of local field trips and constitutes a practical application of aspects of the above subject areas. (C-ID GEOL 101)

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

Prerequisite: Advisory ENG-001A MATH-054

Advisory: None

Limitation on enrollment: None

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

COD GE: C1 CSU GE: B1, B3 IGETC: 5A, 5C

G 002 Historical Geology With Laboratory **Units: 4**

An introduction to Earth's history and the life it supports with a laboratory. Subjects include geologic dating, plate tectonics, stratigraphy, fossils, biological evolution, the planet's origin and the processes that have influenced paleogeography during the past 4.6 billion years. (C-ID GEOL 111)

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

Prerequisite: None

Advisory: BI-004 and G-001

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: C1 CSU GE: None IGETC: None

G 005 Environmental Geology Units: 4

This course surveys geologic hazards such as flooding, landslides, earthquakes, and volcanic eruptions that affect humanity and studies means by which they may be mitigated. Geologic resources such as groundwater, surface water, and soil are studied to assess supply, conservation practices, and contamination mitigation. Mineral, fossil fuel, and alternate energy resources are examined for potential and for environmental assessment of production and consumption. Land-use planning and environmental impact analysis integrate the foregoing. The laboratory portion applies, on a practical basis, aspects of the above in the classroom and in approximately 16 hours in the field. This course is suggested for students in any major which deals with human interactions with the physical environment, such as architecture, engineering, environmental studies, city planning, natural resources, geology, and geography. (C-ID GEOL 131)

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

Prerequisite: Advisory ENG-001A MATH-054

Advisory: None

Limitation on enrollment: None

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

COD GE: C1 CSU GE: B1, B3 IGETC: 5A, 5C

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. (C-ID GEOL 121)

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

Prerequisite: None

Advisory: ENG-001A MATH-040

Limitation on enrollment: None

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

COD GE: C1 CSU GE: B1, B3 IGETC: 5A, 5C

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: None Repeatable: No
Grading: Letter

Prerequisite: None

Advisory: ENG-061 or ENG-071 MATH-04

Limitation on enrollment: None

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

COD GE: C1 CSU GE: B1 IGETC: 5A

G 017L Introduction To Oceanography Lab Units: 1

This introductory laboratory course explores the study of the Earth's oceans, their chemical composition and vertical structure, marine biological communities, their structure/ composition, the geological origin and evolution of ocean basins, and marine resource discovery, exploitation and management.

Lecture Hours: None Lab Hours: 54 Repeatable: No
Grading: Letter

Prerequisite: G-017

Advisory: ENG-061 or ENG-071 MATH-054

Limitation on enrollment: None

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

COD GE: C1 CSU GE: B3 IGETC: 5C

G 022 Introduction To Environmental Sciences Units: 3

This course covers the physical, biological and chemical systems that constitute the Earth's environment. Topics include geological processes, hydrology, climatology and weather, air and water pollution, population biology, ecosystems, and biodiversity. This course will include analyses of how human behavior and institutions affect the environment.

Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter

Prerequisite: None

Advisory: ENG-061 or ENG-071 MATH-054

Limitation on enrollment: None

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

COD GE: C1 CSU GE: B1 IGETC: 5A

German (GER)

GER 001 Elementary German I Units: 5

This course presents the fundamentals of German. Fluency in understanding, speaking, reading and writing within the context of the German society, history, and culture is emphasized.

Lecture Hours: 90 Lab Hours: None Repeatable: No
Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

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

COD GE: C3 CSU GE: C2 IGETC: 6A

GER 002 Elementary German II Units: 5

This course continues the development of the skills and essentials of the German language begun in GER 1. Fluency in understanding, speaking, reading, and writing within the context of the German society, history, and culture is emphasized.

Lecture Hours: 90 Lab Hours: None Repeatable: No
Grading: Letter

Prerequisite: GER-001 or two years high school German

Advisory: None

Limitation on enrollment: None

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

COD GE: C3 CSU GE: C2 IGETC: 3B, 6A

Global Studies (GS)

GS 010 Global Studies Units: 3

This course is an introduction to the interdisciplinary field of Global Studies, including the history of globalization, and economic, political, social, cultural and ecological developments related to the process of globalization.

Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter

Prerequisite: None

Advisory: ENG-071 PS-001

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS
COD GE: C2 CSU GE: None IGETC: None

GS 011 Global Issues Units: 3

This course introduces students to the origins, current status, and future trends of major transnational issues confronting the global community.

Topics can include population trends, economic development and inequality, basic human needs (for food, water health care), human rights, international conflict and security concerns, and environmental problems.

The course also focuses on global governance, including the study of collective global responsibilities.

Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter

Prerequisite: None

Advisory: GS-001, ENG-071 PS-001

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS
COD GE: C2 CSU GE: None IGETC: None

Golf Management (GOLF)

GOLF 025 Golf Shop Operations Units: 2

[formerly BUMA-025] This course is the study of the principles and techniques involved in managing the modern professional golf shop: selling techniques, customer service, merchandise displays, and an understanding that all golf activity emanates from this area. The knowledge of golf equipment and the production of golf instructional programs is an important part of this learning process. The course 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: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

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

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: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

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

GOLF 030 Teaching The Short Game Units: 2

This course is the study of the techniques used to develop an effective short game and putting stroke. It emphasizes basic swing fundamentals and the modern approach to chips, pitches, greenside sand shots and putting. This course is intended for students pursuing a career in golf.

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

Prerequisite: None

Advisory: None

Limitation on enrollment: None

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

COD GE: None 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: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU/UC* 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: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

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

COD GE: None CSU GE: None IGETC: None

GOLF 095A Golf Work Experience Units: 1-8

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. Credit may be accrued at the rate of one to eight units per semester for a maximum of sixteen units (combined total of all Work Experience units). Additionally, students must work 75 paid hours or 60 non-paid hours per unit. This type of work experience is available to students whose job and educational or occupational goals are directly related to Golf Management.

Lecture Hours: None Lab Hours: 60-600 Repeatable: Yes
Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

Health Sciences (HS)

HS 013 General Nutrition Units: 3

This course is a study of the chemical composition of foods and their utilization by the body. Students study the roles, functions, and interactions of proteins, fats, carbohydrates, vitamins, minerals, and water. Practical problems of nutrition and relationship of adequate diet to physical and mental health are covered. (C-ID NUTR 110)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: ENG-070

Limitation on enrollment: None

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

COD GE: C2, C5 CSU GE: E 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: None Repeatable: No

Grading: Letter

Prerequisite: Advisory:ENG-070

Advisory: None

Limitation on enrollment: None

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: None Repeatable: No

Grading: Letter

Prerequisite: Advisory:HS-061

Advisory: None

Limitation on enrollment: None

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: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

HS 065 Basic Pharmacology Units: 3

This course provides an introduction to basic pharmacology. Content covers calculating dosages, using conversion tables, administering medication, and using drug reference materials. The actions, untoward actions, desired and undesired effects of commonly used drugs in the major classifications are presented.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: MATH-060

Limitation on enrollment: None

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: Letter

Prerequisite: HS-064 or CNA

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NAA

COD GE: None CSU GE: None IGETC: None

HS 067 Intro To Med/Dosage Calculations Units: 1

This course provides a basic foundation for the study of pharmacology and covers the general principles of drug administration with a review of arithmetic and the calculation of math dosages. It utilizes a nursing process approach which focuses on the understanding of pharmacological principles, medication administration, and the evaluation of the client's responses in the health care setting. This course is designed for the beginning vocational nursing student and other allied health care disciplines.

Lecture Hours: 18 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: MATH-060

Limitation on enrollment: None

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: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

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: None Repeatable: No
Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NAA

COD GE: None CSU GE: None IGETC: None

HS 072 Introduction To Health & Society Units: 4

This course will explore the issues in individual and community health through the study of the practices and health behaviors of groups and populations. Major health issues are examined to contribute to the student's understanding of his or her role in personnel responsibility and the development of public policies relating to the environment, the community, and personal health status.

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

Prerequisite: None

Advisory: LIS-001

Limitation on enrollment: None

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

COD GE: C5 CSU GE: E IGETC: None

HS 073 Introduction To Community Health Units: 3

This course is an introduction to health issues and wellness essentials in diverse communities. It introduces fundamental concepts in public health and examines the influence of public, private and voluntary organizations.

Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter

Prerequisite: None

Advisory: LIS-001

Limitation on enrollment: None

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

COD GE: None CSU GE: E IGETC: None

HS 074 Informatics For Health Science Units: 3

This course provides an overview of the computer software used by members of the Health Science profession. It will introduce students to the software in assessment, planning, education, program implementation and management currently used in health science and allied health.

It will introduce students to programs such as statistical packages, Projectmanagement, GIS, and Electronic Health Records. The course will also cover the legal and ethical use of software linked to client care.

Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter

Prerequisite: None

Advisory: LIS-010

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

HS 080 Electrocardiogram (ECG) Interpretation Units: 3

This course is designed for persons interested in working with patients who require cardiac monitoring. It provides an overview of the anatomy and physiology of the heart and the conduction system. Students apply analytical thinking to interpret graphic representations of normal and abnormal electrical activity of the heart. The emphasis of this course is on the interpretation of heart rhythms, lead placement, obtaining a 12 lead Electrocardiogram and interpretation of cardiac rhythms that require immediate intervention.

Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

HS 083A Basic Phlebotomy Units: 1.5

The course will prepare students to perform basic blood collection methods using appropriate techniques. Through lecture and lab experiences, students will receive training in basic infection prevention, proper patient identification, proper labeling of specimens, and quality assurance. Students will be taught specimen handling, and processing.

Lecture Hours: 18 Lab Hours: 27 Repeatable: No
Grading: Letter

Prerequisite: HS-064

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

HS 083B Advanced Phlebotomy Units: 1.5

The course will prepare students to perform advanced blood collection methods using appropriate techniques. Through lecture and lab experiences, students will receive training in infection prevention, proper labeling of specimens, and quality assurance. Students will be taught advanced specimen handling, arterial puncture blood cultures and special processing. The course will be educated in the agencies that regulate phlebotomy.

Lecture Hours: 18 Lab Hours: 27 Repeatable: No
Grading: Letter

Prerequisite: HS-083A or HS-083

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

HS 084 Phlebotomy Practicum Units: 1

The phlebotomy practicum supplies practical experience drawing blood on clients in the clinical setting. It reinforces the theory taught in HS 083A and HS 083B. Students have the opportunity to observe Arterial punctures, and obtain the 50 venous and 10 capillary draws required for the CPT1 certification.

Lecture Hours: None Lab Hours: 54 Repeatable: No
Grading: Letter

Prerequisite: HS-083B

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

History (HIST)

HS 095A Health Sciences Work Experience Units: 1

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. Credit may be accrued at the rate of one to eight units per semester for a maximum of sixteen units (combined total of all Work Experience units). Additionally, students must work 75 paid hours or 60 non-paid hours per unit earned. This type of work experience is available to students whose job and educational or occupational goals are directly related to Health Science.

Lecture Hours: None Lab Hours: 60-75 Repeatable: Yes
Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

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

HS 098A Nursing Skills Lab, Fundamentals Units: 0.5

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.

Lecture Hours: None Lab Hours: 27 Repeatable: No
Grading: Pass/No Pass

Prerequisite: Enrollment in a Nursing course

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NAA
COD GE: None CSU GE: None IGETC: None

HS 098B Nursing Skills Lab, Intermediate Units: 0.5

This course provides opportunity for practice and mastery of intermediate 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.

Lecture Hours: None Lab Hours: 27 Repeatable: No
Grading: Pass/No Pass

Prerequisite: Enrollment in a Nursing course

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NAA
COD GE: None CSU GE: None IGETC: None

HS 098C Nursing Skills Lab, Special Populations Units: 0.5

This course provides opportunity for practice and mastery of nursing skills with in special populations 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.

Lecture Hours: None Lab Hours: 27 Repeatable: No
Grading: Pass/No Pass

Prerequisite: Enrollment in a Nursing course

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NAA
COD GE: None CSU GE: None IGETC: None

HS 098D Nursing Skills Lab, Fundamentals Units: 0.5

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.

Lecture Hours: None Lab Hours: 27 Repeatable: No
Grading: Pass/No Pass

Prerequisite: Enrollment in a Nursing course

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NAA
COD GE: None CSU GE: None IGETC: None

History (HIST)

HIST 003 History Of World Civilization I Units: 3

This course is a broad study of the major elements of history from ancient times to the Renaissance. It is designed to develop understanding of institutions basic to world civilization.

Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter

Prerequisite: None

Advisory: ENG-071

Limitation on enrollment: None

Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: C2, C3 CSU GE: C2, 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 1500 to the present. It is designed to develop understanding of institutions basic to world civilization. (C-ID HIST 160)

Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter

Prerequisite: None

Advisory: ENG-071

Limitation on enrollment: None

Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: C2, C3 CSU GE: C2, D6 IGETC: 3B, 4F

HIST 017 US History Through Reconstruction Units: 3

This course is a survey of the political and social development of the United States from the discovery of America through the Reconstruction Period. (C-ID HIST 130)

Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter

Prerequisite: None

Advisory: ENG-071

Limitation on enrollment: None

Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: C2, C3 CSU GE: C2, D6 IGETC: 3B, 4F

HIST 018 US History/Reconstruction To Present Units: 3

This course is a survey of the political and social development of the United States from the Reconstruction Period to the present. (C-ID HIST 140)

Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter

Prerequisite: None

Advisory: ENG-071

Limitation on enrollment: None

Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: C2, C3 CSU GE: C2, 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: None Repeatable: No
Grading: Letter

Prerequisite: None

Advisory: ENG-071

Limitation on enrollment: None

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

COD GE: C2, C3 CSU GE: C2, D6 IGETC: 3B, 4F

HIST 023 Latin American History**Units: 3**

This course is a survey of the political and social development of South and Central America, including Mexico, from colonization to the present. It includes analysis of pre-Columbian cultures, first European contact and its consequences, independence movements, populist revolutions, and Latin America's current political climate, including its relationship with the United States.

Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter

Prerequisite: None

Advisory: ENG-061 or ENG-071

Limitation on enrollment: None

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

COD GE: C2, C3 CSU GE: D6 IGETC: 4F

HIST 095A History Work Experience**Units: 1**

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. Credit may be accrued at the rate of one to eight units per semester for a maximum of sixteen units (combined total of all work experience units). Additionally, students must work 75 paid hours or 60 non-paid hours per unit. This type of work experience is available to students whose jobs and educational or occupational goals are directly related to History.

Lecture Hours: None Lab Hours: 60-75 Repeatable: Yes
Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

Human Services/Alcohol Drug (HSAD)

HSAD 001 Introduction To Alcohol & Drug Studies**Units: 3**

This is a survey course that examines, interprets and evaluates the significant terms and definitions used in the study of drugs, addiction and alcoholism as a family affair. It looks at the causes and consequences of alcohol/drug use and abuse (i.e. psychological, sociological, physiological, economic, and political), as well as the myths, images and stereotypes of substance abuse and substance users. It examines the modalities utilized in education, prevention, intervention, treatment, recovery, and relapse. This is the basic prerequisite for the Alcohol/Drug Studies Certificate.

Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter

Prerequisite: None

Advisory: ENG-070

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: E IGETC: None

HSAD 002 Intro To Human Services Counseling**Units: 3**

This course is designed to introduce students to the basic concepts and principles of human services and to study the past, present, and future of human services. Students will be familiarized with the vocabulary of the helping professions and introduced to the roles, activities and interventions of human services workers. The course will review the ethical standards of human services professionals.

Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter

Prerequisite: None

Advisory: ENG-071

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

HSAD 004 Personal & Professional Growth**Units: 2**

This course covers the personal and professional aspects of alcohol and drug counseling as a career. It deals with such problematic areas as burnout, recovery, certification and credential requirements, professional associations and personal and professional growth. It introduces problems and possible solutions that will be thematic in many courses in this program. This course can be taken concurrently with HSAD-001, if HSAD-001 not previously completed. This is a required course for the Alcohol and Drug Studies Certificate.

Lecture Hours: 36 Lab Hours: None Repeatable: No
Grading: Letter

Prerequisite: HSAD-001 or concurrent enrollment

Advisory: ENG-070

Limitation on enrollment: None

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 course can be taken concurrently with HSAD-001, if HSAD-001 not previously completed. This is a required course for the Alcohol and Drug Studies Certificate.
Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter
Prerequisite: HSAD-001 or concurrent enrollment
Advisory: ENG-070
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

HSAD 022 Case Management Units: 3
This course presents case management from the initial intake and assessment of an individual, to recovery planning, record keeping, aftercare, follow-up and referral. This is a required course for the Alcohol/Drug Studies Certificate.
Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter
Prerequisite: HSAD-002
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

HSAD 024 Law/Ethics: Community Resources Units: 3
This course is the study, interpretation, and practice of legal and ethical responsibilities and liabilities encountered when providing and utilizing human services. Special focus is placed on privileged relationships, counseling, and confidentiality. It also deals with community agencies responsible for outreach, education, and referrals. This course can be taken concurrently with HSAD-001, if HSAD-001 not previously completed. This is a required course for the Alcohol and Drug Studies Certificate.
Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter
Prerequisite: HSAD-001 or concurrent enrollment
Advisory: ENG-070
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

HSAD 030 Individual, Group & Family Counseling Units: 3
This is a survey course that addresses the differences and similarities of individual and group counseling with special emphasis on the 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 course can be taken concurrently with HSAD-001, if HSAD-001 not previously completed. This is a required course for the Alcohol and Drug Studies Certificate.
Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter

Prerequisite: HSAD-001 or concurrent enrollment
Advisory: ENG-071
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None
HSAD 032A Alcohol/Drug: Supervised Practicum I Units: 2
This course gives direction, interpretation, guidance, and evaluation to assist the student in making the transition from the college to job placement via the Supervised Internship I (HSAD-033A). Values, knowledge, and skills applied in the practical setting are essential to professional dependency counseling. Special attention is given to individual, group, and family approaches to counseling. This is a required course for the Alcohol and Drug Studies Certificate.
Lecture Hours: 36 Lab Hours: None Repeatable: No
Grading: Letter

Prerequisite: Eight (8) HSAD core courses with a grade of C or better within the past five (5) years, and acceptance to the HSAD internship program with application on file. **Corequisite: HSAD-033A**
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

HSAD 032B Alcohol/Drug: Supervised Practicum II Units: 2
This course concludes the work begun in Supervised Practicum I (HSAD-032A). This is a required course for the Alcohol and Drug Studies Certificate.
Lecture Hours: 36 Lab Hours: None Repeatable: No
Grading: Letter
Prerequisite: HSAD-032A. **Corequisite: HSAD-033B**
Advisory: None
Limitation on enrollment: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

HSAD 033A Alcohol/Drug: 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: 18 Lab Hours: 128 Repeatable: No
Grading: Letter

Prerequisite: Eight (8) HSAD core courses with a grade of C or better within the past 5 years. **Corequisite:** HSAD-032A

Advisory: None

Limitation on enrollment: None

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

HSAD 033B Alcohol/Drug: 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: 18 Lab Hours: 128 Repeatable: No
Grading: Letter

Prerequisite: HSAD-033A. **Corequisite:** HSAD-032B

Advisory: None

Limitation on enrollment: None

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 course can be taken concurrently with HSAD-001, if HSAD-001 not previously completed. This is a required course for the Alcohol and Drug Studies Certificate.

Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter

Prerequisite: HSAD-001 or concurrent enrollment

Advisory: ENG-070

Limitation on enrollment: None

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

HSAD 036 Counseling Diverse Populations Units: 3

This counseling course introduces students to multicultural counseling and skills used to support diverse populations in the substance abuse treatment environment. This course surveys the history and experiences of many populations and provides current intervention modalities. This course can be taken concurrently with HSAD-001, if HSAD-001 not previously completed.

Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter

Prerequisite: HSAD-001 or concurrent enrollment

Advisory: None

Limitation on enrollment: None

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

HSAD 095A Alcohol/Drug Work Experience Units: 1

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. Credit may be accrued at the rate of one to eight units per semester for a maximum of sixteen units (combined total of all Work Experience units). Additionally, students must work 75 paid hours or 60 non-paid hours per unit earned. This type of work experience is available to students whose job and educational or occupational goals are directly related to Human Services/Alcohol Drug.

Lecture Hours: None Lab Hours: 60-75 Repeatable: Yes
Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

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

Italian (ITAL)

ITAL 001 Elementary Italian I 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.

Lecture Hours: 90 Lab Hours: None Repeatable: No
Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

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

ITAL 002 Elementary Italian II 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.

Lecture Hours: 90 Lab Hours: None Repeatable: No
Grading: Letter

Prerequisite: ITAL-001 or 2 years high school Italian

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: C3 CSU GE: C2 IGETC: 3B, 6A

Japanese (JPN)

JPN 001 Elementary Japanese I Units: 5

This course introduces students to elementary communication skills of listening, speaking, reading and writing Japanese. Emphasis is on fundamentals of grammar and pronunciation, practical vocabulary and useful phrases and idioms. The honorific, polite, and humble forms of vocabulary and expressions are introduced and analyzed. This course also exposes students to social, cultural, political and historical aspects of Japan.

Lecture Hours: 90 Lab Hours: None Repeatable: No
Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU/UC* Degree Applicable: AA/AS
COD GE: C3 CSU GE: C2 IGETC: 6A

JPN 002 Elementary Japanese II**Units: 5**

This course continues the development of the skills and essentials of the Japanese language begun in JPN 1. Fluency in understanding, speaking, reading and writing within the context of the Japanese society, history and culture is emphasized.

Lecture Hours: 90 Lab Hours: None Repeatable: No
Grading: Letter

Prerequisite: JPN-001 or two years high school Japanese

Advisory: None

Limitation on enrollment: None

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

COD GE: C3 CSU GE: C2 IGETC: 3B, 6A

Journalism (J)

J 003A News Reporting & Writing**Units: 3**

This course provides a solid foundation in practical journalism skills. Through in-class discussion, writing assignments, field trips to local newsrooms and completing several published news stories, students learn news judgment, fairness, the language and style of journalism, how to construct news leads, how to organize and structure news stories, the process of information gathering, interviewing and a basic overview of the laws and ethics of journalism. These basics are relevant for multimedia reporting including print, broadcast, internet and social media journalists. (C-ID JOUR 110)

Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter

Prerequisite: ENG-001A

Advisory: None

Limitation on enrollment: None

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

COD GE: None CSU GE: None IGETC: None

J 004A Basic Newspaper Production**Units: 3**

Student media practicum that includes a lab that regularly produces a news or feature non-fiction product with a journalism emphasis by and for students and distributed to a campus or community audience. Must include weekly news assignments. May include a variety of student media across multiple platforms, including print, broadcast, and online. (C-ID JOUR 130)

Lecture Hours: 18 Lab Hours: 108 Repeatable: No
Grading: Letter

Prerequisite: J-003A

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

J 004B Intro To Newspaper Editing & Design**Units: 3**

Intermediate student media practicum that includes a lab that regularly produces a news or feature non-fiction product with a journalism emphasis by and for students and distributed to a campus or community audience. May include a variety of student media across multiple platforms including print, broadcast, and online. (C-ID JOUR 131)

Lecture Hours: 18 Lab Hours: 108 Repeatable: No
Grading: Letter

Prerequisite: J-004A

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

J 004C Intro To Newspaper Management**Units: 3**

Students in this course will learn to assume the positions of editor in chief, production supervisor, retail advertising manager, national advertising manager, or circulation manager; learn to pass on the skills and knowledge required to publish a printed and online newspaper that meets professional standards of quality in content, design, and production; learn to accept the responsibilities of newspaper publishing; learn to establish and maintain publishing deadlines; and learn to publish and maintain a professional newspaper both online and in print.

Lecture Hours: 18 Lab Hours: 108 Repeatable: No
Grading: Letter

Prerequisite: J-004B

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

J 010 Magazine Writing & Production**Units: 3**

This lecture and laboratory course is designed to give students an understanding of feature writing and initial practical experience in creating and publishing a college magazine. Students will learn the characteristics of different types of features, develop skills in fact-gathering, information evaluation, in-depth interviews, research and the fundamentals of good writing, as well as creativity. The course also focuses on the strategies and techniques of magazine production.

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

Prerequisite: J-003A

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

J 095A Journalism Work Experience**Units: 1**

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. Credit may be accrued at the rate of one to eight units per semester for a maximum of sixteen units (combined total of all Work Experience units). Additionally, students must work 75 paid hours or 60 non-paid hours per unit earned. This type of work experience is available to students whose job and educational or occupational goals are directly related to Journalism.

Lecture Hours: None Lab Hours: 60-75 Repeatable: Yes
Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

Kinesiology (KINE)

KINE 001 First Aid And Safety **Units: 3**

This course includes theory and practice in immediate and temporary care given in case of accident or sudden illness, until service of a trained medical professional can be obtained. Upon successful completion, certificates in first aid and C.P.R. are awarded. (C-ID KIN 101)

Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter

Prerequisite: None

Advisory: ENG-070

Limitation on enrollment: None

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

COD GE: C5 CSU GE: None IGETC: None

KINE 002 Sports Officiating **Units: 3**

This course provides instruction in the qualifications, duties, mechanics, and interpretations of officiating football, basketball, baseball, softball, track & field, cross country, volleyball, soccer, swimming, tennis and golf. Emphasis is on NCAA and California Community College rules.

Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter

Prerequisite: None

Advisory: ENG-070

Limitation on enrollment: None

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

COD GE: None CSU GE: None IGETC: None

KINE 003 Athletic Training I **Units: 3**

This course provides an introduction to the principles and scientific foundations of athletic training, including prevention, evaluation, treatment and rehabilitation of common athletic injuries. It includes the responsibilities of the Certified Athletic Trainer, policies and procedures for the Training Room, and operation of selected injury rehabilitation modalities.

Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

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

COD GE: None CSU GE: None IGETC: None

KINE 004 Athletic Training II **Units: 3**

This course provides practical application of the principles and scientific foundation of athletic training for students considering a career in Sports or Health Sciences. The areas of application include injury prevention techniques, injury evaluation techniques, treatment and rehabilitation techniques for common athletic injuries.

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

Prerequisite: KINE-003

Advisory: None

Limitation on enrollment: None

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

COD GE: None CSU GE: None IGETC: None

KINE 005 Foundations Of Coaching **Units: 3**

This course introduces the student to the profession of athletic coaching. Emphasis is on a comprehensive approach to the art and science of coaching including developing a coaching philosophy, sport psychology, sport pedagogy, sport physiology, and sport management. Subject matter includes coaching objectives and style, communication skills, principles of reinforcement, motivation, teaching sport skills, principles for training, team management and self-management.

Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter

Prerequisite: None

Advisory: ENG-070

Limitation on enrollment: None

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

COD GE: None CSU GE: None IGETC: None

KINE 006 Women's Self Defense, Health & Fitness **Units: 3**

This course focuses on developing the skills required to make decisions in the area of health, fitness and personal protection. The mental and psychological aspects of women's self defense are also explored. Students learn to assess a potentially dangerous situation: how to develop the awareness that may prevent them from becoming a target. They will be exposed to the civil and legal aspects of self defense along with effective crime reporting of physical, sexual assaults and harassment. The students will learn how to use their bodies and voices as weapons in self defense. Additional topics include individualized physical fitness program and design including cardio-respiratory, muscular strength and endurance and flexibility theory and application.

Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

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

COD GE: C5 CSU GE: E IGETC: None

KINE 007 Techniques Of Exercise Leadership **Units: 3**

This course is designed to study the principles and techniques involved in teaching group exercise and developing a personal trainer/client relationship. Emphasis is placed on client assessment, communication skills, program design, exercise adherence, teaching strategies, and professional responsibility and liability.

Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter

Prerequisite: None

Advisory: ENG-070

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

KINE 008 Introduction To Kinesiology Units: 3

This course is an introduction to the interdisciplinary approach to the study of human movement, including knowledge derived from performing physical activity, studying historical, ethical and philosophical foundations of physical activity, and professional practice centered in physical activity. It includes an analysis of the importance of physical activity in daily life, the relationship between physical activity and the discipline of Kinesiology, and the general effects of physical activity experiences. The course surveys the general knowledge base of the discipline as reflected in the major sub disciplines and reviews selected in each, showing how they contribute to our understanding of the nature and importance of physical activity. In addition, the course introduces students to the general characteristics of the professions, to specific types of physical activity professions typically pursued by Kinesiology students and assists them in making some early career decisions. (C-ID KIN 100)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: ENG-070

Limitation on enrollment: None

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

COD GE: None CSU GE: None IGETC: None

KINE 009 Essentials For Fitness Professionals Units: 2

This course provides students with guidance in professional development and client interaction in the fitness industry. There is emphasis on individual and group fitness assessment as related to gender, age and special health circumstances. The class will cover principles of adherence and motivation, and the role of positive psychology to increase drive and determination in exercise and fitness. Current, future and past fitness trends will be explained to compliment exercise program design and progression of vast individual ability levels. The course will include the important roles of growing a personal business both small and large, self-marketing, and ethical and legal responsibilities of the fitness industry. The students will learn to evaluate successful businesses both in the fitness industry and analyze what facilitates their success.

Lecture Hours: 36 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: KINE-007

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

KINE 010 Personal & Community Health Units: 3

This course focuses on the exploration of major health issues and behaviors in the various dimensions of health with implications for individuals and societies. Topics include nutrition, exercise, weight control, mental health, stress management, violence, substance abuse, reproductive health, disease prevention, aging, healthcare, and environmental hazards and safety. (C-ID PHS 100)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: ENG-070

Limitation on enrollment: None

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

COD GE: C2, C5 CSU GE: E IGETC: None

KINE 011 Men's Self Defense, Health & Fitness Units: 3

This course provides knowledge of the basics of self defense principles for men. The course will cover risk reduction strategies to prevent violence to include the following; risk awareness, risk recognition, risk reduction and risk avoidance as well as aspects of the law and self defense. Students will learn how to use their body as a weapon and identification of vulnerable areas on your attacker. Psychological health parameters as related to men's health, such as anger management and stress reduction techniques will be addressed. The significance of responsible behavior and negative health consequences regarding alcohol, tobacco, illicit drug abuse and addiction will be discussed. The value of healthy relationships, birth control and sexually transmitted diseases will be instructed. Significant topics such as the importance of physical activity and the components of fitness, along with nutritional strategies for optimal health will also be imparted.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: C5 CSU GE: None IGETC: None

KINE 039 TRX & Kettlebell Training Units: 1

This course provides instruction in the most current and up-to-date methods of TRX and Kettlebell training. TRX is a form of resistance training that includes various bodyweight, multiplanar and compound exercise movements. These are done with the aim of developing strength, balance, flexibility, and joint stability. Kettlebells will be used to perform ballistic exercises that combine cardiovascular, strength and flexibility which improve grip strength and the posterior chain muscles. Kettlebell movements include kettlebell swing, snatch, and the clean and jerk.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: Courses Related in Content

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

COD GE: None CSU GE: None IGETC: None

KINE 040 Aerobics, Total Body Fitness Units: 1

This course provides instruction in the latest exercise techniques and principles for students interested in improving their cardiovascular fitness, muscular strength and endurance, flexibility, agility, and body composition levels. It includes a variety of different aerobic exercises, strength training, and flexibility techniques to train the muscular and cardiorespiratory systems. The most current and up-to-date fitness principles and aerobic exercises are taught to provide the students with a large variety of training.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: Courses Related in Content

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

COD GE: None CSU GE: None IGETC: None

KINE 041 Core Conditioning**Units: 1**

This course provides instruction in the latest exercise techniques and principles for students interested in improving core strength, posture, flexibility, speed, muscular strength and endurance. The course includes a variety of exercises aimed to strengthen the following muscle groups of the core region: Rectus abdominus, transverse abdominus, external and internal obliques and the spinal erector, muscles. This course offers additional exercises to strengthen the core pillar strength areas including the following: shoulder, hip, gluteus maximus, and hamstring muscle groups. The course covers the most current and up-to-date methods of training to enhance fitness and athletic performance.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: Courses Related in Content

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

COD GE: None CSU GE: None IGETC: None

KINE 042 Adapted Badminton**Units: 1**

Badminton for students with disabilities offers instruction and practice in adapted skills, strategies, and rules of singles and doubles badminton designed to meet individual needs.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: Designed for students with disabilities

Limitation on enrollment: Courses Related in Content

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

COD GE: None CSU GE: None IGETC: None

KINE 043 Badminton**Units: 1**

This course provides beginning, intermediate, and advanced instruction and practice in the skills, strategies, and rules of singles and doubles badminton.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: Courses Related in Content

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

COD GE: None CSU GE: None IGETC: None

KINE 045 Basketball**Units: 1**

This course provides beginning, intermediate, and advanced instruction and practice in skills, offensive and defensive strategies, and officiating of basketball.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: Courses Related in Content

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

COD GE: None CSU GE: None IGETC: None

**KINE 046 Endurance Training (Running/Swimming/
Cardio-Respiratory)****Units: 2**

This course provides emphasis on cardio-respiratory conditioning involving both running and swimming. Students participate in specific designed workouts to improve their endurance and speed in both running and swimming. Students will be tested on body composition, muscular strength, cardiovascular and core conditioning.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: Courses Related in Content

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

COD GE: None CSU GE: None IGETC: None

KINE 047 Body Sculpt & Tone**Units: 1**

This course is an exercise class for all students. It strengthens and tones specific areas of muscle weakness in the body. The students tone areas not normally strengthened with other aerobic exercise activities. By focusing on each specific area of the body, they increase their knowledge of muscle fitness and injury prevention. Students also learn the fundamental principles of physical fitness and its impact on life-long health and wellness.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: Courses Related in Content

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

COD GE: None CSU GE: None IGETC: None

KINE 051 Dance, Aerobic**Units: 1**

This course provides beginning, intermediate, and advanced instruction in principles, techniques and practices of fundamental movements used in rhythmic activities, basic dance, and exercise conditioning, with special emphasis on aerobics.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: Courses Related in Content

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

COD GE: None CSU GE: None IGETC: None

KINE 053 Dance, Jazz**Units: 1**

This course provides instruction in jazz dance technique emphasizing optimum body placement and improved body mechanics and coordination (Equivalent to DANC-073.)

Lecture Hours: 9 Lab Hours: 27 Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: Courses Related in Content

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

COD GE: None CSU GE: None IGETC: None

KINE 056 Dance, Ballet Units: 1

This course provides instruction in ballet technique and vocabulary. (Equivalent to DANC-076.)

Lecture Hours: 9 Lab Hours: 27 Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: Courses Related in Content

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

COD GE: None CSU GE: None IGETC: None

KINE 057 Fencing Units: 1

This course provides beginning, intermediate, and advanced instruction and performance in fencing skills, and bodily development pertinent thereto, in each of the three competitive weapons: the foil, the sabre, and the epee.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: Courses Related in Content

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

COD GE: None CSU GE: None IGETC: None

KINE 058 Competitive Fencing Strategy Units: 1

This course is for students who have taken beginning fencing and wish to compete. Techniques and strategies needed for competitive fencing will be demonstrated and practiced. Students will spar. Competition rules will be explained and students will learn how to referee a bout.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No

Grading: Letter

Prerequisite: KINE-057

Advisory: None

Limitation on enrollment: Courses Related in Content

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

COD GE: None CSU GE: None IGETC: None

KINE 062 Golf Units: 1

This course provides beginning, intermediate, and advanced instruction and practice in the skills and strategies of golf.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: Courses Related in Content

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

COD GE: None CSU GE: None IGETC: None

KINE 063 Golf: The Short Game Units: 1

This course provides beginning, intermediate, and advanced instruction and practice in the skills and strategies of the short game of golf. The emphasis of this course is on golf shots up to 100 yards.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: Some previous golf experience

Limitation on enrollment: Courses Related in Content

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

COD GE: None CSU GE: None IGETC: None

KINE 064 Adapted Tennis Units: 1

Tennis for students with disabilities. Offers instruction and practice in adapted skills, strategies, and rules of tennis designed to meet individual needs.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: Designed for students with disabilities

Limitation on enrollment: Courses Related in Content

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

COD GE: None CSU GE: None IGETC: None

KINE 065 Adapted Physical Activity Units: 1

This course for students with disabilities emphasizes the development of an individualized weight training and fitness program. Mobility assistants are provided.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: Designed for students with disabilities

Limitation on enrollment: Courses Related in Content

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

COD GE: None CSU GE: None IGETC: None

KINE 066 Adapted Fitness Aquatics Units: 1

This course for students with disabilities emphasizes physical fitness, flexibility, and balance through resistance exercises in the water. The pool is four feet deep. Pool lifts and instructional aides are available.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: Designed for students with disabilities

Limitation on enrollment: Courses Related in Content

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

COD GE: None CSU GE: None IGETC: None

KINE 067 Adapted Golf Units: 1

This course provides golf instruction and practice that is adapted for students with disabilities.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: Designed for students with disabilities

Limitation on enrollment: Courses Related in Content

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

COD GE: None CSU GE: None IGETC: None

KINE 068 Jogging, Powerwalking & Running Units: 1

This course provides beginning, intermediate, and advanced instruction in a progressive program of powerwalking and running as applied to health and fitness.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: Courses Related in Content

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

COD GE: None CSU GE: None IGETC: None

KINE 069 Biomechanics Of Running **Units: 1**
 This course provides instruction on proper biomechanics of running. It will cover proper form and technique of the natural, efficient and minimalist style of running. The course will also go over different cardiorespiratory exercise prescription for interval training, endurance and trail running. It will include a component of injury prevention and exercise prescription design to improve individual training safely. In addition basic strength, core and flexibility exercises will be covered to improve biomechanics and fitness for the runner enthusiast.
 Lecture Hours: 9 Lab Hours: 27 Repeatable: No
 Grading: Letter
Prerequisite: None
 Advisory: None
 Limitation on enrollment: Courses Related in Content
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

KINE 071 Kickboxing Aerobics **Units: 1**
 This course is an aerobics class providing beginning, intermediate, and advanced instruction in principles, techniques, and practices of aerobic conditioning using the style and choreography of martial arts. Students learn proper body mechanics and footwork involved with the different styles of kicks, punches, blocking, elbows, and knee strikes. These exercises strengthen and condition all of the major muscle groups as well as providing an efficient workout on the cardiovascular system. Students also learn basic fitness principles associated with physical fitness and the benefits it has on a healthy lifestyle.
 Lecture Hours: 9 Lab Hours: 27 Repeatable: No
 Grading: Letter
Prerequisite: None
 Advisory: None
 Limitation on enrollment: Courses Related in Content
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

KINE 072 Pilates Mat Work **Units: 1**
 This course is designed for individuals who would like to increase their body/mind connection during movement. Students are introduced to the basic alignment and strength concepts of the body via basic mat exercises evolved from the techniques developed by Joseph H. Pilates. Students learn to move with strength, flexibility, and freedom, enabling a smooth transition to the more advanced level workouts where the emphasis of increasing stamina and endurance while mastering the intermediate level of exercises is taught. This is done with focus on control, centering, precision, flowing movements and breathing.
 Lecture Hours: 9 Lab Hours: 27 Repeatable: No
 Grading: Letter
Prerequisite: None
 Advisory: None
 Limitation on enrollment: Courses Related in Content
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

KINE 073 Pilates For Dance **Units: 1**
 This course is designed to provide all students with an understanding of human body in motion as it learns and experiences the repertoire of the Pilates Method of body conditioning and dance. The course addresses anatomical and biomechanical principles as they apply to forms of movement.
 Lecture Hours: 9 Lab Hours: 27 Repeatable: No
 Grading: Letter
Prerequisite: None
 Advisory: None
 Limitation on enrollment: Courses Related in Content
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

KINE 077 Self-Defense/Fitness **Units: 1**
 This course provides an introduction to practical self-defense. Various aspects of the combined arts that are emphasized include history and philosophy of Asian fighting arts, nature of self-defense (origin-development-function), common sense selfdefense,precautionary measures, psychology, physical conditioning, women and special problems, and aesthetic appreciation of form and motion.
 Lecture Hours: 9 Lab Hours: 27 Repeatable: No
 Grading: Letter
Prerequisite: None
 Advisory: None
 Limitation on enrollment: Courses Related in Content
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

KINE 078 Self-Defense, Martial Arts **Units: 1**
 This course provides beginning, intermediate, and advanced instruction in martial arts with an emphasis on physical conditioning, sport, philosophy, and aesthetic appreciation of form and motion.
 Lecture Hours: 9 Lab Hours: 27 Repeatable: No
 Grading: Letter
Prerequisite: None
 Advisory: None
 Limitation on enrollment: Courses Related in Content
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

KINE 079 Soccer **Units: 1**
 This course provides beginning, intermediate, and advanced instruction and practice in the skills and strategies of soccer.
 Lecture Hours: 9 Lab Hours: 27 Repeatable: No
 Grading: Letter
Prerequisite: None
 Advisory: None
 Limitation on enrollment: Courses Related in Content
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

KINE 082 Swimming **Units: 1**
 This course provides beginning, intermediate, and advanced instruction and practice in the various swimming techniques.
 Lecture Hours: 9 Lab Hours: 27 Repeatable: No
 Grading: Letter
Prerequisite: None
 Advisory: None
 Limitation on enrollment: Courses Related in Content
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

KINE 083 Swimming & Running For Triathletes Units: 1

This course will offer instruction in both swimming and running focused for triathletes. It will cover techniques and biomechanics to improve efficiency and speed. It will include exercise prescription and design to cover the different distances of races such as sprint, Olympic and half ironman. The course will improve cardiorespiratory endurance and stamina to enhance overall fitness and competition.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No
Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: Courses Related in Content

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

COD GE: None CSU GE: None IGETC: None

KINE 084 Aquatic Crosstraining Units: 1

This course will include a crosstraining approach to many styles of exercises, swimming and various sports that can be done in the water. It will include instruction on deep water and shallow water exercises to strengthen the entire body. It will also go over techniques and biomechanics of basic strokes in swimming. Running exercises and interval training in the water will be included. In addition water sports such as water polo and exercises and skills related will also be part of the class. There will be a dry land component which will address strengthening the entire body and core to improve fitness and enhance swimming and water sports.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No
Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: Courses Related in Content

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

COD GE: None CSU GE: None IGETC: None

KINE 085 Adapted Yoga Units: 1

This course is designed for individuals with disabilities who would like to increase their body/mind/spirit connection during movement. Students are introduced to the basic alignment and strength concepts of the body via the techniques of Iyengar's method of Hatha Yoga. Special focus will be placed on developing strength, endurance and correct body alignment in addition to flexibility and relaxation/meditation.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No
Grading: Letter

Prerequisite: None

Advisory: Designed for students with disabilities

Limitation on enrollment: Courses Related in Content

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

COD GE: None CSU GE: None IGETC: None

KINE 086 Tennis Units: 1

This course provides beginning, intermediate, and advanced instruction and practice in skills, strategies, and rules of tennis.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No
Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: Courses Related in Content

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

COD GE: None CSU GE: None IGETC: None

KINE 087 Pickleball Units: 1

This course provides beginning, intermediate, and advanced instruction and practice in skills, strategies, and rules of pickle ball.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No
Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: Courses Related in Content

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

KINE 088 Strokes & Strategies For Tennis Play Units: 1

This course offers biomechanics of the tennis strokes (forehand, backhand, volley, overhead, serve). The mechanics of each stroke will be stressed. Strategies used for play will be taught.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No
Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: Courses Related in Content

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

COD GE: None CSU GE: None IGETC: None

KINE 091 Volleyball Units: 1

This course provides beginning, intermediate, and advanced instruction and practice in skills, offensive and defensive strategies, and officiating of volleyball.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No
Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: Courses Related in Content

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

COD GE: None CSU GE: None IGETC: None

KINE 093 Water Fitness Units: 1

This course emphasizes improving components of physical fitness such as cardiorespiratory endurance, muscular strength, endurance, and flexibility through resistance exercises in the water. Instruction of basic swimming exercises and drills may also be included. The pool depth is a minimum of 4'6, the ability to tread water is advisable.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No
Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: Courses Related in Content

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

COD GE: None CSU GE: None IGETC: None

KINE 094 Personal Fitness Units: 1

This course is designed to provide instruction on basic strength training exercises to increase muscular strength, endurance and enhance one's personal fitness levels. There will also be a cardiorespiratory component designed to improve stamina and overall conditioning. Other exercises to progress individual flexibility, core strength, and overall body composition will be integrated. An additional portion focused on various nutritional theories and weight management principles will be addressed.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No
Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: Courses Related in Content

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

COD GE: None CSU GE: None IGETC: None

KINE 095 Exercise Science Units: 2

This course is a study and exploration of the art and science of strength training via studies of historical research, biomechanics, neurophysiology, nutrition, safety considerations, and physical conditioning with emphasis on all technologies to achieve strength fitness over a lifetime and obtain maximum performance for any sports activities. All traditional strength development activities will be incorporated.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

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

COD GE: None CSU GE: None IGETC: None

KINE 095A Kinesiology Work Experience Units: 1-8

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. Credit may be accrued at the rate of one to eight units per semester for a maximum of sixteen units (combined total of all Work Experience units). Additionally, students must work 75 paid hours or 60 non-paid hours per unit earned.

This type of work experience is available to students whose job and educational or occupational goals are directly related to Kinesiology.

Lecture Hours: None Lab Hours: 60-600 Repeatable: Yes

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

KINE 096 Weight Training Units: 1

This course provides practical application of kinetic strength training principles for the beginner, intermediate, and advanced participant. Physical development and improvement are attained through the use of resistance machinery, free weight apparatus and other selected physical conditioning methods.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: Courses Related in Content

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

COD GE: None CSU GE: None IGETC: None

KINE 096A Biomechanics Of Strength Training Units: 1

This course provides the advanced application of strength training principles. Includes safety and personal health issues, advanced strength and conditioning principles, testing and evaluation, exercise techniques, and program design.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: Courses Related in Content

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

COD GE: None CSU GE: None IGETC: None

KINE 098 Yoga Units: 1

This course is designed for individuals who would like to increase their body/mind/spirit connection during movement. Students are introduced to the basic alignment and strength concepts of the body via the techniques of Iyengar's method of Hatha Yoga. Special focus will be placed on developing strength, endurance and correct body alignment in addition to flexibility and relaxation/meditation.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: Courses Related in Content

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

COD GE: None CSU GE: None IGETC: None

KINE 099 Power Yoga Units: 1

Power Yoga is a vigorous, fitness-based approach to Vinyasa- Style Yoga. It does not follow a set series of poses, but emphasizes strength building and flexibility. It is designed to provide a physical workout.

Lecture Hours: 9 Lab Hours: 27 Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: Courses Related in Content

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

COD GE: None CSU GE: None IGETC: None

Library & Information Studies (LIS)

LIS 001 An Introduction To Basic Research Skills Units: 2

This course presents an introduction to the basic concepts and tools used in information research. Emphasis is placed on how to develop a research topic and how to locate, evaluate, use and cite relevant information. Students learn to develop strategies for finding relevant research information in print (such as reference books, indexes and monographs) and electronic resources including catalogs, databases and the web.

Lecture Hours: 36 Lab Hours: None Repeatable: No

Grading: Student Option

Prerequisite: None

Advisory: CIS-005 and RDG-051

Limitation on enrollment: None

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

COD GE: C4b CSU GE: None IGETC: None

LIS 010 Advanced Research Methods, Info. Studies Units: 3

This course is designed for students planning to transfer to a four-year college or university. The principal course objective is to present an in-depth analysis of the research process, emphasizing methods for accessing information from print sources, from electronic databases, and from the Internet. Students will learn how to use a wide variety of research tools including those used to complete historical research projects (e.g., periodical indexes). Students will also learn how to select and develop a research topic and how to locate, evaluate, use and cite to relevant information. A concurrent objective of the course will be to research, discuss and write about current issues in Information Studies. These topics include such issues as current trends in information publishing, the politics and economics of broadband access, privacy concerns of social networking, and regulation of online piracy and copyright violations. These topics will be introduced in class discussions and students will have an opportunity to evaluate critically these issues in written assignments. This course continues the exploration of research completed in LIS-001. A research term project will be required. Knowledge of how to use computers and internet searching is strongly recommended.

Lecture Hours: 54 Lab Hours: None Repeatable: No
 Grading: Letter
Prerequisite: None
 Advisory: CIS-005 and RDG-051
 Limitation on enrollment: None
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

Mass Communication (MC)

MC 001 Introduction To Mass Media Units: 3

This course offers students an overview of the public relations field and the important role it plays in society. Students will learn practical ways of handling and planning public relations campaigns using various media. This course is offered on an irregular basis. (C-ID JOUR 100)

Lecture Hours: 54 Lab Hours: None Repeatable: No
 Grading: Letter
Prerequisite: None
 Advisory: ENG-071
 Limitation on enrollment: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C2 CSU GE: D7 IGETC: 4G

MC 005 Introduction To Public Relations Units: 3

This course offers students an overview of the public relations field with a practical approach to the handling and planning, of public relations campaigns. This course is offered in the Spring semester. (C-ID JOUR 150)

Lecture Hours: 54 Lab Hours: None Repeatable: No
 Grading: Letter
Prerequisite: None
 Advisory: ENG-001A
 Limitation on enrollment: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

MC 095A Mass Communication Work Experience Units: 1

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. Credit may be accrued at the rate of one to eight units per semester for a maximum of sixteen units (combined total of all Work Experience units). Additionally, students must work 75 paid hours or 60 non-paid hours per unit earned. This type of work experience is available to students whose job and educational or occupational goals are directly related to Mass Communications. Lecture Hours: None Lab Hours: 60-75 Repeatable: Yes

Grading: Letter
Prerequisite: None
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

Mathematics (MATH)

MATH 001A Calculus Units: 4

This course is a study of the meaning, computation and analysis of the derivative with an introduction to the integral. Topics include the definitions and analysis of limits, continuity, and differentiability; methods for differentiating polynomial, rational, exponential, logarithmic and trigonometric functions, together with functions represented numerically and graphically; applications of the derivative; and an introduction to the integral. (C-ID MATH 210)

Lecture Hours: 54 Lab Hours: 54 Repeatable: No
 Grading: Letter
Prerequisite: MATH-012
 Advisory: ENG-071
 Limitation on enrollment: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C4b CSU GE: B4 IGETC: 2A

MATH 001B Calculus Units: 4

This course is a study of the meaning, methods and applications of integration and infinite series. Topics include the definition of the definite integral, the Fundamental Theorem of Calculus, techniques of integration, applications of integration, first order separable differential equations, modeling exponential growth and decay, infinite series and approximation of functions using Taylor series with remainder. (C-ID MATH 220)

Lecture Hours: 54 Lab Hours: 54 Repeatable: No
 Grading: Letter
Prerequisite: MATH-001A
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C4b CSU GE: B4 IGETC: 2A

MATH 002A Multivariate Calculus Units: 4

This course extends the concepts of differentiation and integration introduced in the first two semesters of calculus to functions of several variables. Topics include solid Euclidean geometry, vector algebra in 3 dimensions, line and surface integrals, multiple integration in rectangular, cylindrical and spherical coordinates, extreme values, parameterized space curves and surfaces, divergence, directional derivatives, gradients, Gauss', Green's and Stokes' theorems. (C-ID MATH 230)

Lecture Hours: 54 Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: MATH-001B

Advisory: None

Limitation on enrollment: None

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

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

MATH 002B Linear Algebra Units: 4

This course is a standard introductory course in linear algebra. Topics include vectors in R^n , matrices and systems of linear equations, determinants, vector spaces, linear independence, linear transformations, eigenvalues, eigenvectors, and diagonalization of certain quadratic forms. (C-ID MATH 250)

Lecture Hours: 54 Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: MATH-001B

Advisory: None

Limitation on enrollment: None

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

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

MATH 002C Ordinary Differential Equations Units: 4

This is a standard introductory course in differential equations and their applications in modeling dynamic phenomena. Topics include first, second and higher order differential equations; systems of first order equations, linear, homogeneous and nonhomogeneous differential equations; solutions by power series; numerical methods, Laplace transforms; and applications. (C-ID MATH 240)

Lecture Hours: 54 Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: MATH-001B

Advisory: None

Limitation on enrollment: None

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

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

MATH 005 Trigonometry Units: 5

This course is the first of a two semester sequence preparing students for calculus. In this course, students will study functions with an emphasis on the trigonometric functions along with topics in analytic geometry. Topics will include a review of plane and coordinate geometry, functions including function notation, transformations and inverses, definitions and graphs of the trigonometric functions, modeling periodic behavior, solving triangle problems with the Law of Sines and Cosines, the conic sections, parametric equations and vectors.

Lecture Hours: 90 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: MATH-030 and MATH-040

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: C4b CSU GE: B4 IGETC: None

MATH 009 Business Calculus Units: 4

Presents a study of the techniques of calculus with emphasis placed on the application of these concepts to business and management related problems. The applications of derivatives and integrals of functions including polynomials, rational, exponential and logarithmic functions are studied. (C-ID MATH 140)

Lecture Hours: 54 Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: MATH-010 or MATH-012

Advisory: ENG-071

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: C4b CSU GE: None IGETC: None

MATH 010 College Algebra Units: 4

This is a function oriented course that includes an examination of the general concept of a function and function notation, as well as an in depth investigation of polynomial, rational, exponential, and logarithmic functions, particularly their equations, graphs, and behavior. Other topics include the binomial theorem, conic sections, and matrices as they apply to systems of linear equations. (C-ID MATH 150)

Lecture Hours: 54 Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: MATH-040

Advisory: ENG-071

Limitation on enrollment: None

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

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

MATH 011 Math Concepts For Elementary School Teachers-Number System Units: 4

This course covers mathematical topics needed for elementary school teaching with a focus on quantitative reasoning, problem solving and communication. Topics include structure of the real number system, sets, numeration systems, computation algorithms, problem solving strategies, and elementary number theory. The course meets requirements for elementary school teacher certification. (C-ID MATH 120)

Lecture Hours: 54 Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: MATH-040, or completion of two years of High School Algebra and appropriate placement score.

Advisory: MATH-030 or one year High School Geometry and ENG-061 or ENG-071

Limitation on enrollment: None

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

COD GE: C4b CSU GE: B4 IGETC: None

MATH 012 Pre-calculus Units: 5

This course is the second in a two semester sequence preparing students for Calculus. In this course, students will extend the concept of a function to polynomial, rational, exponential and logarithmic functions as well as studying analytic trigonometry. Topics include recognizing, graphing and solving equations and word problems involving polynomial, rational, exponential and logarithmic functions, trigonometric identities, inverse trigonometric functions, and solving trigonometric equations.

Lecture Hours: 90 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: MATH-005

Advisory: None

Limitation on enrollment: None

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

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

MATH 013 Liberal Arts Math Units: 4
 This course is designed for Social Science and Liberal Arts majors. It emphasizes applications of Mathematics in the areas of management science, probability and statistics, social choice and decision making, game theory, and consumer finance. Topics include sets, logic & counting, probability, linear systems, linear programming & scheduling, statistics, mathematics of finance and applications for Liberal Arts majors.
 Lecture Hours: 54 Lab Hours: 54 Repeatable: No
 Grading: Letter
Prerequisite: MATH-040; ENG-071
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C4b CSU GE: B4 IGETC: 2A

MATH 014 Statistical Methods Units: 4
 This course is an introduction to descriptive and inferential statistics; how to use measures of central tendency and dispersion among population samples to draw inferences about a population and to compare two or more populations. Discrete and continuous probability density distributions are analyzed including the binomial, normal, Student-t, chi-squared, and F-distributions. Confidence intervals for population means, proportions and variance are set. Additional topics include regression and correlation analysis and techniques of hypothesis testing, including ANOVA, and use of calculator and software applications. (C-ID MATH 110)
 Lecture Hours: 54 Lab Hours: 54 Repeatable: No
 Grading: Letter
Prerequisite: MATH-040
 Advisory: ENG-071
 Limitation on enrollment: None
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: C4b CSU GE: B4 IGETC: 2A

MATH 015 Discrete Mathematics for Computers Units: 4
 This course is an introduction to discrete mathematics and its applications. Topics to be covered include logic and sets, relations and functions, combinatorics, probabilities, graph and tree theory, recurrence relations, Boolean algebra, Proofs, algorithms, and finite-state machines. Applications to computer studies and other related areas will be presented. discrete mathematical systems including methods of proof that shape the foundations of computer science. Includes propositional logic, set and number theory, Boolean Algebra, deductive and inductive proof, functions and relations, combinatorics, discrete probability, graph theory and network models, and efficiency of algorithms.
 Lecture Hours: 54 Lab Hours: 54 Repeatable: No
 Grading: Letter
Prerequisite: MATH-012
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C4b CSU GE: B4 IGETC: 2A

MATH 030 Plane Geometry Units: 3
 This course examines fundamentals of plane geometry, including topics in solid and coordinate geometry, developed by both inductive and deductive processes. This course is offered in the Fall semester.
 Lecture Hours: 54 Lab Hours: None Repeatable: No
 Grading: Letter
Prerequisite: MATH-054
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: None Degree Applicable: NAA
 COD GE: None CSU GE: None IGETC: None

MATH 031 Undergraduate Research Experience Units: 2
 Under the supervision of STEM faculty, students will select a project to be completed during the semester. Topics will include information retrieval, computer skills applied to laboratory research, time management and organizational skills, application of modern research methods, experimental design, data collection and analysis, presentation skills (written and oral), and applying for summer internship opportunities. This course is intended for students pursuing a STEM degree and who have completed a minimum of 35 college level units.
 Lecture Hours: 18 Lab Hours: 54 Repeatable: No
 Grading: Letter
Prerequisite: MATH-001B
 Advisory: LIS-001
 Limitation on enrollment: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None 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: Letter
Prerequisite: MATH-054
 Advisory: RDG-051
 Limitation on enrollment: None
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: C4b CSU GE: None IGETC: None

MATH 042 Beginning & Intermediate Algebra Units: 6
 This course starts with a review of the real number system and its properties. The focus then turns to the arithmetic of algebraic expressions, the solving of equations or systems of equations in one or more variables, and applications of these via mathematical modeling and problem solving. Topics include linear, quadratic, rational, radical, and exponential expressions, equations, and models, primarily in one or two variables. Significant emphasis is put on graphing in the Cartesian coordinate system and the use of graphing to assist in the problem solving process. (Equivalent to MATH-040.)
 Lecture Hours: 81 Lab Hours: 81 Repeatable: No
 Grading: Letter
Prerequisite: MATH-060
 Advisory: ENG-071
 Limitation on enrollment: None
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: C4b CSU GE: None IGETC: None

MATH 044 College Geometry Units: 4

This course includes fundamentals of plane geometry, including topics in coordinate geometry, developed by both inductive and deductive processes.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: MATH-054

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: AA/AS

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: Letter

Prerequisite: MATH-060

Advisory: ENG-071

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NAA

COD GE: None CSU GE: None IGETC: None

MATH 060 A Preparation For The Study Of Algebra Units: 3

This is a course in the elementary operations required for algebra. Topics include adding, subtracting, multiplying, and dividing whole numbers, decimals, and fractions with an introduction to the concept and uses of variables. Other topics include arithmetic with signed numbers, percents, ratios and proportions, the metric and American system of measurement, including the conversion of units, simplifying algebraic expressions and elementary geometry concepts such as perimeter, area, and volume.

Lecture Hours: 45 Lab Hours: 27 Repeatable: No

Grading: Letter

Prerequisite: MATH-070

Advisory: ENG-070

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NAA

COD GE: None CSU GE: None IGETC: None

MATH 070 Arithmetic Units: 2

This is a course in the basic operations of arithmetic. Topics include adding, subtracting, multiplying, and dividing rational numbers, with an emphasis on whole numbers, integers, and rational numbers written in fraction form. Additional emphasis includes memorization of the basic number facts.

Lecture Hours: 27 Lab Hours: 27 Repeatable: No

Grading: Letter

Prerequisite: Advisory ENG-070

Advisory: None

Limitation on enrollment: None

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: None Repeatable: No

Grading: Pass/No Pass

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NAA

COD GE: None CSU GE: None IGETC: None

MATH 095A Math Work Experience Units: 1

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. Credit may be accrued at the rate of one to 6 units per semester for a maximum of sixteen units (combined total of all Work Experience units). Additionally, students must work 75 paid hours or 60 non-paid hours per unit earned. This type of work experience is available to students whose job and educational or occupational goals are directly related to Math.

Lecture Hours: None Lab Hours: 60-75 Repeatable: Yes

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

Music (MUS)

MUS 001 Music Theory I Units: 4

This course is a study of the basic materials of music (harmony, melody, rhythm, form, etc.) and how those materials combine to create the tonal music of the common practice period. Activities include critical analysis of representative compositions and creative work in counterpoint and harmony combined with historical perspective from the common practice period. Lab activities include sight singing, ear training, and dictation practice related to the theoretical material. (C-ID MUS 120, C-ID MUS 125)

Lecture Hours: 54 Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: MUS-012,

Advisory: Concurrent enrollment in MUS-021A or MUS-021B or another music performance class

Limitation on enrollment: None

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. (C-ID MUS 130)
 Lecture Hours: 54 Lab Hours: 54 Repeatable: No
 Grading: Letter

Prerequisite: MUS-001
 Advisory: Concurrent enrollment in MUS-021A, or MUS-021B or another music performance class
 Limitation on enrollment: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C3 CSU GE: None IGETC: None

MUS 003 Music Theory III Units: 4
 This course continues concepts introduced in Music Theory II. Theory topics include harmonic (secondary dominants, borrowed chords, Neapolitan and augmented sixth chords, and chromatic modulations), melodic, and formal analysis of representative compositions from the Baroque, Classical, and Romantic periods combined with creative work in composition. Musicianship activities include sight singing and dictation of melodic, rhythmic, and harmonic concepts explored in the theory portion of the course. (C-ID MUS 140)
 Lecture Hours: 54 Lab Hours: 54 Repeatable: No
 Grading: Letter

Prerequisite: MUS-002
 Advisory: Concurrent enrollment in MUS-021A or MUS 021B
 Limitation on enrollment: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

MUS 004 Music Theory IV Units: 4
 This course continues concepts introduced in Music Theory III. Theory topics include harmonic borrowed chords and modal interchange, third relations, Neapolitan and augmented sixth chords, extended and altered chords, and enharmonic modulation), melodic, and formal analysis of representative compositions in addition to the study and application of 20th century techniques (serialism, set theory, modes, pentatonic, and symmetric scales, pandiatonicism and polytonalism, and advanced rhythm concepts) combined with creative work in composition. Musicianship activities include sight singing and dictation of melodic, rhythmic, and harmonic concepts explored in the theory portion of the course. (C-ID MUS 150)
 Lecture Hours: 54 Lab Hours: 54 Repeatable: No
 Grading: Letter

Prerequisite: MUS-003
 Advisory: Concurrent Enrollment in MUS 021B
 Limitation on enrollment: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

MUS 005 History Of Rock 'n' Roll Units: 3
 This course is a survey of rock music. The focus is on rock music, the musician, and the manner in which the sociological, political, and economic conditions merged in the evolution of this musical art form.
 Lecture Hours: 54 Lab Hours: None Repeatable: No
 Grading: Letter
Prerequisite: None
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C3 CSU GE: C1 IGETC: 3A

MUS 006 History Of Film Music Units: 3
 This course examines film music from the birth of cinema at the turn of the twentieth century to the present. Students explore the origins of musical-dramatic style, the role music plays in cinema and the scores of famous film composers.
 Lecture Hours: 54 Lab Hours: None Repeatable: No
 Grading: Letter
Prerequisite: None
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C3 CSU GE: C1 IGETC: 3A

MUS 007 History Of Musical Theatre Units: 3
 This course explores the history of musical theatre from its early origins to the Broadway shows of today. The evolution of musical style and literature is traced through a variety of musical genres. Included are operettas, cabarets, follies and traditional musicals as well as a review of famous composers, lyricists and performers.
 Lecture Hours: 54 Lab Hours: None Repeatable: No
 Grading: Letter
Prerequisite: None
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C3 CSU GE: C1 IGETC: 3A

MUS 010 Introduction To Music Units: 3
 This course is a general survey of musical style, form and materials designed to acquaint students with the development of music from the Middle Ages to the present. (C-ID MUS 100)
 Lecture Hours: 54 Lab Hours: None Repeatable: No
 Grading: Letter
Prerequisite: None
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C3 CSU GE: C1 IGETC: 3A

MUS 011 The History Of Jazz Units: 3
 This course is a survey of jazz music from its origins in the late 19th century to today. The focus is on the historical and stylistic developments of jazz and the innovative musicians who shaped its development.
 Lecture Hours: 54 Lab Hours: None Repeatable: No
 Grading: Letter
Prerequisite: None
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: 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. (C-ID MUS-110)
 Lecture Hours: 54 Lab Hours: None Repeatable: No
 Grading: Letter
Prerequisite: None
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C3 CSU GE: C1 IGETC: 3A

MUS 013 Songwriting **Units: 3**
 This course is an introduction to the fundamental elements of songwriting. Emphasis will be placed on the study of rhythm, melody, harmony, form, and lyric writing and their importance in the composition and analysis songs from a variety of musical styles. An introduction to the business of songwriting will also be included.
 Lecture Hours: 54 Lab Hours: None Repeatable: No
 Grading: Letter
Prerequisite: MUS-012
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: C3 CSU GE: None IGETC: None

MUS 021A Piano I **Units: 2**
 Group work in developing piano keyboard facility and reading primary level piano music. Opportunity provided for individual attention and in-class performance.
 Lecture Hours: 18 Lab Hours: 54 Repeatable: No
 Grading: Letter
Prerequisite: None
 Advisory: None
 Limitation on enrollment: Courses Related in Content
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

MUS 021B Piano II **Units: 2**
 Group work in developing piano keyboard facility and reading intermediate level piano music. Opportunity provided for individual attention and in-class performance.
 Lecture Hours: 18 Lab Hours: 54 Repeatable: No
 Grading: Letter
Prerequisite: MUS-021A
 Advisory: None
 Limitation on enrollment: Courses Related in Content
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

MUS 021C Piano III **Units: 2**
 Group work in developing piano keyboard facility and reading advanced level piano music. Opportunity provided for individual attention and in-class performance.
 Lecture Hours: 18 Lab Hours: 54 Repeatable: No
 Grading: Letter
Prerequisite: MUS-021B
 Advisory: None
 Limitation on enrollment: Courses Related in Content
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

MUS 022A Voice I **Units: 2**
 This course involves group study of the foundations of vocal production, technique and diction and their application to all styles of singing from pop to classical. It is designed for the non-music major.
 Lecture Hours: 18 Lab Hours: 54 Repeatable: No
 Grading: Letter
Prerequisite: None
 Advisory: None
 Limitation on enrollment: Courses Related in Content
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

MUS 022B Voice II **Units: 2**
 This course involves group study of interpretation, presentation, and introduces singing in foreign language, with application of these skills to all styles of singing from pop to classical. It is designed for the non-music major and for those considering majoring in vocal arts.
 Lecture Hours: 18 Lab Hours: 54 Repeatable: No
 Grading: Letter
Prerequisite: MUS-022A
 Advisory: None
 Limitation on enrollment: Courses Related in Content
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

MUS 022C Voice III **Units: 2**
 This course involves group study of interpretation and presentation of solo vocal literature in a variety of singing styles and languages. It is designed for the non-music major and for those considering majoring in vocal arts and musical theatre.
 Lecture Hours: 18 Lab Hours: 54 Repeatable: No
 Grading: Letter
Prerequisite: MUS-022B
 Advisory: None
 Limitation on enrollment: Courses Related in Content
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

MUS 023 Commercial Voice **Units: 2**
 This course is an introduction to the basic principles of vocal production as they apply to singing songs from contemporary commercial idioms, including popular songs, jazz, gospel, Broadway show tunes, and track singing. Emphasis is placed on posture, breathing, resonance, style, microphone technique, movement and presentation. Literature appropriate for each voice range and ability is studied. Students are required to perform songs from memory.
 Lecture Hours: 18 Lab Hours: 54 Repeatable: No
 Grading: Letter
Prerequisite: None
 Advisory: MUS-022A
 Limitation on enrollment: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

MUS 027 Jazz Band **Units: 1**
 Group rehearsal and public performance of standard jazz ensemble literature for woodwind, brass, and rhythm section (guitar, piano, bass, and drums). Proper jazz style and improvisation will be emphasized. Repeating this course provides additional skills and competency within the subject area. May be taken for a total of four times for credit. (C-ID MUS 180)
 Lecture Hours: None Lab Hours: 54 Repeatable: Yes
 Grading: Letter
Prerequisite: None
 Advisory: None
 Limitation on enrollment: Audition required to confirm eligibility for enrollment
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

MUS 028 Jazz Ensembles **Units: 1**
 Group rehearsal and public performance of standard music literature for jazz combos including woodwinds, brass, and rhythm section. Repeating this course provides additional skills and competency within the subject area. May be taken for a total of four times for credit. (C-ID MUS 180)
 Lecture Hours: None Lab Hours: 54 Repeatable: Yes
 Grading: Letter
Prerequisite: None
 Advisory: None
 Limitation on enrollment: Audition required to confirm eligibility for enrollment
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

MUS 029 Jazz Singers **Units: 1**
 Group rehearsal and public performance of vocal jazz literature arranged for small ensemble. Jazz styles and techniques will be emphasized. Open to all students by audition. May be taken a total of four times for credit. (C-ID MUS 180)
 Lecture Hours: None Lab Hours: 54 Repeatable: Yes
 Grading: Letter
Prerequisite: None
 Advisory: None
 Limitation on enrollment: Audition required to confirm eligibility for enrollment
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

MUS 031 Chamber Singers **Units: 1**
 Preparation and performance of a diverse array of sacred and secular music for vocal chamber ensemble. Open to all students by audition. May be taken a total of four times for credit. (C-ID MUS 180)
 Lecture Hours: None Lab Hours: 54 Repeatable: Yes
 Grading: Letter
Prerequisite: None
 Advisory: MUS-012
 Limitation on enrollment: Audition required to confirm eligibility for enrollment
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

MUS 033 Symphonic Band **Units: 1**
 This course focuses on the study and performance of medieval through Contemporary symphonic band and wind ensemble literature. Prior musical training on a wind or percussion instrument is required. May be taken for a total of four times for credit. (C-ID MUS 180)
 Lecture Hours: None Lab Hours: 54 Repeatable: Yes
 Grading: Letter
Prerequisite: None
 Advisory: None
 Limitation on enrollment: Audition required to confirm eligibility for enrollment
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None 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: Letter
Prerequisite: None
 Advisory: MUS-012
 Limitation on enrollment: Courses Related in Content
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

MUS 039B Intermediate Class Guitar **Units: 2**
 This is an intermediate course designed for the non-music major that continues the development of guitar technique introduced in MUS-039A. Emphasis on perfecting sound production and mastery of all aspects of the guitar. Music from Classical, Flamenco, Latin, and popular songs will be covered.
 Lecture Hours: 18 Lab Hours: 54 Repeatable: No
 Grading: Letter
Prerequisite: MUS-039A
 Advisory: MUS-012
 Limitation on enrollment: Courses Related in Content
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

MUS 039C Advanced Class Guitar **Units: 2**
 This is an advanced course designed for the non-music major that continues the development of guitar technique introduced in MUS-039A and B. Emphasis on perfecting sound production and mastery of all aspects of the guitar. Music from Classical, Flamenco, Latin, and popular songs will be covered.
 Lecture Hours: 18 Lab Hours: 54 Repeatable: No
 Grading: Letter
Prerequisite: MUS-039B
 Advisory: MUS-012
 Limitation on enrollment: Courses Related in Content
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

MUS 050A Beginning Jazz/Rock Guitar Units: 2
This is a beginning course designed for the non-music major covering fundamentals of guitar technique, reading music notation, improvisation, and the history of the guitar beginning in 1920. Music from jazz, rock, country, and other contemporary styles will be explored.

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

Prerequisite: None

Advisory: MUS-012

Limitation on enrollment: Courses Related in Content

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

COD GE: None CSU GE: None IGETC: None

MUS 050B Intermediate Jazz/Rock Guitar Units: 2

This is an intermediate course designed for the non-music major that continues the development of concepts introduced in MUS-050A. Music from jazz, rock, country, and other contemporary styles will be covered.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: MUS-050A

Advisory: MUS-012

Limitation on enrollment: Courses Related in Content

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

COD GE: None CSU GE: None IGETC: None

MUS 050C Advanced Jazz/Rock Guitar Units: 2

This is an Advanced course designed for the non-music major that continues the development of concepts introduced in MUS-050A and B. Music from jazz, rock, country, and other contemporary styles will be covered.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: MUS-050B

Advisory: MUS-012

Limitation on enrollment: Courses Related in Content

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

MUS 078A Digital Audio I Units: 3

This course is an introduction to the history, theory and practice of using computer music software, synthesizers and MIDI (Musical Instrument Digital Interface.) Activities include completing exercises and creating original compositions using synthesizers, computers and computer music software.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: MUS-021A

Limitation on enrollment: Courses Related in Content

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

MUS 078B Digital Audio II Units: 3

This course focuses on computer-based digital audio recording, mixing and editing. Activities include exercises and projects using microphones, audio mixers, audio processors, synthesizers, computers and computer music software.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: MUS-078A

Advisory: MUS 021A

Limitation on enrollment: Courses Related in Content

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

MUS 078C Digital Audio III Units: 3

This course provides advanced applicational experience in computer-based audio and MIDI (Musical Instrument Digital Interface) recording, editing and mixing. Activities include the creation of original music compositions and multimedia presentations using synthesizers, microphones, audio mixers, audio processors, computers and computer music software.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: MUS-078B

Advisory: Mus -021A

Limitation on enrollment: Courses Related in Content

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

MUS 084 Musical Theatre Performance Units: 1

This course explores the techniques and practices of musical theatre performance in the context of a main-stage musical theatre production. Rehearsals expose students to the creative process as they prepare for public performances that showcase all three areas of musical theatre performance: acting, singing and dancing. Musical Theatre Performance courses (MUS-084, MUS-085 and MUS-086) may be taken for a maximum of 4 times up to a total of 12 units.

Lecture Hours: None Lab Hours: 54 Repeatable: Yes

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: Audition required to confirm eligibility for enrollment

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

COD GE: None CSU GE: None IGETC: None

MUS 085 Musical Theatre Performance Units: 2

This course explores the techniques and practices of musical theatre performance in the context of a main-stage musical theatre production. Rehearsals expose students to the creative process as they prepare for public performances that showcase all three areas of musical theatre performance: acting, singing and dancing. Musical Theatre Performance courses (MUS-084, MUS-085 and MUS-086) may be taken for a maximum of 4 times up to a total of 12 units.

Lecture Hours: None Lab Hours: 108 Repeatable: Yes

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: Audition required to confirm eligibility for enrollment

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

COD GE: None CSU GE: None IGETC: None

MUS 086 Musical Theatre Performance Units: 3
 This course explores the techniques and practices of musical theatre performance in the context of a main-stage musical theatre production. Rehearsals expose students to the creative process as they prepare for public performances that showcase all three areas of musical theatre performance: acting, singing and dancing. Musical Theatre Performance courses (MUS-084, MUS-085 and MUS-086) may be taken for a maximum of 4 times up to a total of 12 units.
 Lecture Hours: None Lab Hours: 162 Repeatable: Yes
 Grading: Letter
Prerequisite: None
 Advisory: None
 Limitation on enrollment: Audition required to confirm eligibility for enrollment
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

MUS 090 Musical Theatre Workshop Units: 1
 This course explores the techniques and practices of musical theatre performance. Students are exposed to the creative process as they utilize and exercise skills necessary to all three areas of musical theatre performance: acting, singing and dancing. The study of excerpts from various time periods and styles acquaint students with a wide variety of musical theatre repertoire. Students present selected musical theatre excerpts at the culmination of the semester. Musical Theatre Workshop courses (MUS-090, MUS-091 and MUS-092) may be taken for a maximum of 4 times up to a total of 12 units.
 Lecture Hours: None Lab Hours: 54 Repeatable: Yes
 Grading: Letter
Prerequisite: None
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

MUS 091 Musical Theatre Workshop Units: 2
 This course explores the techniques and practices of musical theatre performance. Students are exposed to the creative process as they utilize and exercise skills necessary to all three areas of musical theatre performance: acting, singing and dancing. The study of excerpts from various time periods and styles acquaint students with a wide variety of musical theatre repertoire. Students present selected musical theatre excerpts at the culmination of the semester. Musical Theatre Workshop courses (MUS-090, MUS-091 and MUS-092) may be taken for a maximum of 4 times up to a total of 12 units.
 Lecture Hours: None Lab Hours: 108 Repeatable: Yes
 Grading: Letter
Prerequisite: None
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

MUS 092 Musical Theatre Workshop Units: 3
 This course explores the techniques and practices of musical theatre performance. Students are exposed to the creative process as they utilize and exercise skills necessary to all three areas of musical theatre performance: acting, singing and dancing. The study of excerpts from various time periods and styles acquaint students with a wide variety of musical theatre repertoire. Students present selected musical theatre excerpts at the culmination of the semester. Musical Theatre Workshop courses (MUS-090, MUS-091 and MUS-092) may be taken for a maximum of 4 times up to a total of 12 units.
 Lecture Hours: None Lab Hours: 162 Repeatable: Yes
 Grading: Letter
Prerequisite: None
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

MUS 099A Applied Music, Instrumental Units: 0.5
 Individual studio instruction for the Associate of Arts degree in music. Students receive 7 hours of individual instruction, complete 18 hours of on-campus practice, perform at least once in a public campus recital, and play a juried performance (final exam) for a faculty committee. Designed for Music majors who are able to perform at college level. Successful audition on an approved major instrument and concurrent enrollment in an instrumental performance ensemble and an approved academic music class required. May be taken a total of four times for credit. (C-ID MUS 160)
 Lecture Hours: None Lab Hours: 27 Repeatable: Yes
 Grading: Letter
Prerequisite: MUS-027 or MUS-028 or MUS-033 and MUS-001 or MUS-002 or MUS-003 or MUS-004
 Advisory: None
 Limitation on enrollment: Music major
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

MUS 099B Applied Music, Vocal Units: 0.5
 Individual studio instruction for the Associate of Arts degree in music. Students receive 7 hours of individual instruction, complete 18 hours of on-campus practice, perform at least once in a public campus recital and sing a juried performance (final exam) for a faculty committee. Designed for Music majors who are able to perform at college level. Successful audition and concurrent enrollment in a choral ensemble and an approved academic music class required. May be taken a total of four times for credit. (C-ID MUS 160)
 Lecture Hours: None Lab Hours: 27 Repeatable: Yes
 Grading: Letter
Prerequisite: MUS-029 or MUS-031 and MUS-001 or MUS-002 or MUS-003 or MUS-004
 Advisory: None
 Limitation on enrollment: Music major
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

Natural Resources (NR)

NR 001 Conservation Of Natural Resources Units: 3

This environmental science course encompasses a study of general ecological principles including biological energy relationships, biogeochemical cycles, population dynamics, limiting factors, biotic communities, principles of ecosystem sustainability, ecosystem change, and biodiversity. Environmental issues are examined from an ecological perspective and include such topics as water availability and quality, fossil fuels and renewable energy resources, air pollution, global atmospheric issues, hazardous materials, and human population growth. Emphases are placed on the effects of environmental problems upon all living organisms, and the role of human beings in reducing their impact on this planet. Suggested for Biological Sciences General Education Requirements.

Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter

Prerequisite: None

Advisory: ENG-070 and Concurrent enrollment in NR-001L

Limitation on enrollment: None

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

NR 001L Conservation Of Natural Resources Lab Units: 1

A laboratory designed to supplement the Conservation of Natural Resources course (NR-001) by providing laboratory and field experiences in environmental subject areas. Suggested for Biological Science General Education Requirements.

Lecture Hours: None Lab Hours: 54 Repeatable: No
Grading: Letter

Prerequisite: NR-001

Advisory: None

Limitation on enrollment: None

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

NR 003 Introduction To Wildlife Management Units: 3

This course covers the principles of wildlife biology as related to wildlife management. Students will be introduced to basic skills involved in wildlife conservation, and develop an understanding of the relationships between wildlife, people and outdoor recreation. Subjects to be covered include basic ecological concepts, population dynamics, wildlife habitats and nutrition, wildlife identification and natural history, field methods, fish and game laws, and career opportunities.

Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter

Prerequisite: None

Advisory: NR -001

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None 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: None Repeatable: No
Grading: Letter

Prerequisite: None

Advisory: NR-001

Limitation on enrollment: None

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

NR 010 Wildland Fire Technology Units: 3

This course is designed to provide students with a fundamental knowledge of the factors affecting wildland fire behavior, fire prevention and the wildland fire suppression techniques. Wildland fire behavior safety is presented throughout the course. (Equivalent to FIRE-010.)

Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter

Prerequisite: None

Advisory: ENG 070

Limitation on enrollment: None

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

NR 017 Natural Resources Law Enforcement Units: 3

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

Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter

Prerequisite: None

Advisory: ENG-070

Limitation on enrollment: None

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.

Lecture Hours: 18 Lab Hours: None Repeatable: No
Grading: Student Option

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None 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: Letter
Prerequisite: None
 Advisory: CIS 005
 Limitation on enrollment: None
 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: None Repeatable: No
 Grading: Student Option
Prerequisite: None
 Advisory: None
 Limitation on enrollment: None
 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.
 Lecture Hours: 18 Lab Hours: None Repeatable: No
 Grading: Student Option
Prerequisite: None
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None 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.
 Lecture Hours: 18 Lab Hours: None Repeatable: No
 Grading: Student Option
Prerequisite: None
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None 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.
 Lecture Hours: 18 Lab Hours: None Repeatable: No
 Grading: Student Option
Prerequisite: None
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None 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.
 Lecture Hours: 18 Lab Hours: None Repeatable: No
 Grading: Student Option
Prerequisite: None
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

NR 058 Reptiles Of The Coachella Valley Units: 1
 This course provides students with a general overview of reptile life in the Coachella Valley region. Emphasis will be placed on the identification, family characteristics, and natural history of 26 local species. Two Saturday field trips are required.
 Lecture Hours: 18 Lab Hours: None Repeatable: No
 Grading: Student Option
Prerequisite: None
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

NR 059 Careers In Natural Res & Agri Sciences Units: 3
 This course provides students with an overview of professions in Natural Resources and Agricultural Sciences along with educational paths to become qualified for those occupations. Advisory: ENG-070
 Lecture Hours: 54 Lab Hours: None Repeatable: No
 Grading: Letter
Prerequisite: None
 Advisory: ENG 070
 Limitation on enrollment: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

NR 095A Natural Resources Work Experience Units: 1-8
 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. Credit may be accrued at the rate of one to eight units per semester for a maximum of sixteen units (combined total of all Work Experience units). Additionally, students must work 75 paid hours or 60 non-paid hours per unit. This type of work experience is available to students whose job and educational or occupational goals are directly related to Natural Resources.
 Lecture Hours: None Lab Hours: 60-600 Repeatable: Yes
 Grading: Letter
Prerequisite: None
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

Nursing (N)

N 001 Basic Concepts In Nursing Practice Units: 8

This course introduces students to the organizing framework of the program and to the nursing process. The focus is on optimum wellness. Basic care concepts and skills common to promoting, maintaining or restoring health are presented in the classroom and practiced in college and clinical laboratories. Care is focused on the needs of medical, surgical and geriatric clients. A materials fee of \$110.00 - \$150.00 is required for this course to cover lab learning activities.

Lecture Hours: 72 Lab Hours: 216 Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: Acceptance to the Registered Nursing Program

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

N 002 Concepts Of Nursing Practice for Commonly Occurring Alterations In Health Units: 9

This course builds on foundational concepts introduced in Nursing 1. Emphasis is on the nursing management of adults, women in labor and children experiencing commonly occurring alterations in health and promoting optimum wellness in the childbearing family. A materials fee of \$35.00 - \$45.00 is required for this course to cover lab learning activities.

Lecture Hours: 90 Lab Hours: 216 Repeatable: No

Grading: Letter

Prerequisite: N-001

Limitation on enrollment: None

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

Previously learned principles of medical surgical nursing will be built upon in this course. Nursing 3A focuses on promoting, maintaining or restoring health of clients with alterations in psychological and/or physiological functioning. Specific topics covered in this course include men's and women's health, health alterations in respiratory and cardiac systems, conditions of immune response, and psychosocial alterations impacting individuals and families. Clinical experiences will include both inpatient and community-based settings. A materials fee of \$40.00 - \$70.00 is required for this course to cover lab learning activities.

Lecture Hours: 72 Lab Hours: 270 Repeatable: No

Grading: Letter

Prerequisite: N-002. **Corequisite:** N-003B

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

N 003B Issues In Nursing Units: 0.5

This course introduces the student to the non-clinical aspects of nursing and discusses professionalism, credentialing, collective bargaining, nursing organizations, and legal, ethical and bioethical issues frequently encountered by the new graduate. This course may be used for continuing education credit.

Lecture Hours: 9 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

N 004 Concepts Of Nursing Practice for Acute Complex Alterations In Health Units: 9.5

In this course students gain knowledge and experience with clients whose optimum level of wellness is altered by acute and complex conditions. Students will gain experience as direct care providers in the acute/critical/emergent and home health care settings utilizing concepts of care management.

Lecture Hours: 81 Lab Hours: 270 Repeatable: No

Grading: Letter

Prerequisite: N-003A

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

N 056 Transition To Registered Nurse Units: 5

This course focuses on preparing the student for assuming the role of the registered nurse, as covered in the first year of the associate degree program. Skills lab and clinical practice focus on the application of therapeutic nursing interventions and critical thinking behaviors in select client populations. The course facilitates the transition of LVN and approved challenge/ advanced placement students into the second year of the RN program. A materials fee of \$69.00 - \$85.00 is required for this course to cover lab learning activities.

Lecture Hours: 54 Lab Hours: 108 Repeatable: No

Grading: Letter

Prerequisite: BI-014, BI-015, ENG-001A, and MATH-054

Advisory: None

Limitation on enrollment: Graduation from an LVN/LPN program and current, unrestricted licensure as an LVN Licensure as a Vocational Nurse

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

Philosophy (PHIL)

PHIL 003 Introduction To Political Theory Units: 3

This course is an introduction to the nature and tradition of political inquiry as articulated by classical, modern and contemporary theorists. This course focuses on basic theoretical debates such as, but not limited to, justice, equality, and the best form of government. Throughout the course, the application of theoretical debates to the contemporary world is stressed. Equivalent to PS-003.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: PS-001

Advisory: ENG-071

Limitation on enrollment: None

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

COD GE: C2 CSU GE: D8 IGETC: 4H

PHIL 006 Introduction To Philosophy Units: 3
 This course surveys the traditional philosophical problems of knowledge, logic, ethics, aesthetics, religion and metaphysics. A special emphasis is placed upon the ancient Greek philosophers as the foundational thinkers of Western civilization. The historical and conceptual links between ancient Greece and ancient India are discussed. Some relevant developments in medieval and modern philosophy are highlighted.
 Lecture Hours: 54 Lab Hours: None Repeatable: No
 Grading: Letter
Prerequisite: None
 Advisory: ENG-071
 Limitation on enrollment: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C3 CSU GE: C2 IGETC: 3B

PHIL 007 Ideas Of The Great Philosophers Units: 3
 An introduction to the practice of philosophy through the analysis of selected original writings of some of our greatest philosophers. Topics include the nature of reality, the existence and nature of God, the mind/body problem, skepticism and knowledge, and the foundations of morality. This course is offered in the Fall semester.
 Lecture Hours: 54 Lab Hours: None Repeatable: No
 Grading: Letter
Prerequisite: None
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C3 CSU GE: C2 IGETC: 3B

PHIL 010 General Logic Units: 3
 An introduction to the basics of deductive and inductive logics. Emphasis is placed on the syntax and semantics of elementary deductive logic. Inductive reasoning, the identification of informal fallacies, and the rudiments of the scientific method are also studied. (C-ID PHIL 110)
 Lecture Hours: 54 Lab Hours: None Repeatable: No
 Grading: Letter
Prerequisite: None
 Advisory: ENG-001A and MATH-060
 Limitation on enrollment: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C4b CSU GE: A3 IGETC: None

PHIL 012 Religions Of The World Units: 3
 An historical and conceptual introduction to the world's principal religious philosophies – Hinduism, Jainism, Buddhism, Sikhism, Taoism, Confucianism, Shintoism, Zoroastrianism, Judaism, Christianity and Islam – with an examination of their original writings and subsequent commentaries
 Lecture Hours: 54 Lab Hours: None Repeatable: No
 Grading: Letter
Prerequisite: None
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C3 CSU GE: C2 IGETC: 3B, 4G

PHIL 013 Perspectives On Death & Dying Units: 3
 The phenomenon of human mortality as presented, analyzed, and critically evaluated from cross-cultural perspectives in philosophy, religion, literature, psychology, medicine, and law. Students will develop an understanding of death and dying, terminal illness, and attitudes and practices related to death.
 Lecture Hours: 54 Lab Hours: None Repeatable: No
 Grading: Letter
Prerequisite: None
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C2, C3 CSU GE: C2, E IGETC: 3B

PHIL 014 Introduction To Ethics Units: 3
 A systematic examination of the concepts of moral right and wrong and the application of moral principles and/or virtues in the attempted resolution of significant moral difficulties. Theories of normative ethics and meta-ethics are stressed, but are supplemented with cases from applied ethics. (C-ID PHIL 120)
 Lecture Hours: 54 Lab Hours: None Repeatable: No
 Grading: Letter
Prerequisite: None
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C3 CSU GE: C2 IGETC: 3B

PHIL 017 Philosophy Of Religion Units: 3
 An in-depth examination of some of the significant commonalities and major differences among and between the three great monotheistic religions: Judaism, Christianity, and Islam. Particular attention will be paid to the logical analyses of some of the distinctive doctrines endorsed by each faith, and how these doctrines may have reinforced and exacerbated the historic and contemporary conflicts between civilizations.
 Lecture Hours: 54 Lab Hours: None Repeatable: No
 Grading: Letter
Prerequisite: None
 Advisory: PHIL-006 or PHIL-012 and ENG-001A
 Limitation on enrollment: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C3 CSU GE: C2 IGETC: 3B

PHIL 018 Philosophy Of Science Units: 3
 An introduction to the core philosophical issues raised by the unprecedented success of scientific inquiry since the beginning with the origins of modern science in the 16th century through the conceptual revolution in physics in the twentieth century. Topics include the logic and epistemology of scientific discoveries, observation vs. explanation, causation and the laws of nature, realism and antirealism regarding scientific knowledge, and the conflicts and compatibilities between the sciences and religions. This course is offered in the Spring semester.
 Lecture Hours: 54 Lab Hours: None Repeatable: No
 Grading: Letter
Prerequisite: None
 Advisory: RDG-051, and at least one previous college-level course in philosophy or the natural sciences.
 Limitation on enrollment: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: C2 IGETC: 3B

Physics (PH)

PH 001 Introductory Physics Units: 4

This course is an introduction to the basic concepts, theories, and principles of physics. Topics include mechanics, properties of matter, heat, electricity and magnetism, waves, and modern physics. Note: This course is designed for students in general education who need to satisfy a laboratory requirement in the physical sciences, and for those in technical programs who need an introduction to physical concepts.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: MATH-054

Advisory: ENG-071

Limitation on enrollment: None

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

COD GE: C1 CSU GE: B1, B3 IGETC: 5A, 5C

PH 002A College Physics I 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. (C-ID PHYS 105)

Lecture Hours: 54 Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: MATH-005 and ENG-050

Advisory: None

Limitation on enrollment: None

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

COD GE: C1 CSU GE: B1, B3 IGETC: 5A, 5C

PH 002B College Physics II Units: 4

This is an algebra and trigonometry-based physics course designed for majors not seeking a degree in the sciences or engineering. This course is the second semester of the Physics 2 sequence. Topics include electricity, magnetism, optics, and selected topics from modern physics. This course is offered in the Spring semester of odd-numbered years. Note: The physics 2 sequence satisfies the physics requirement for some pre-professional students. (C-ID PHYS 110)

Lecture Hours: 54 Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: PH-002A

Advisory: None

Limitation on enrollment: None

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

COD GE: C1 CSU GE: B1, B3 IGETC: 5A, 5C

PH 003A Engineering Physics Units: 4

This is the first semester of the three-semester calculus-based physics sequence for scientists and engineers including those entering the computer fields. Topics include mechanics, wave motion, and sound. (C-ID PHYS 205)

Lecture Hours: 54 Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: MATH-001A

Advisory: ENG-001A

Limitation on enrollment: None

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

COD GE: C1 CSU GE: B1, B3 IGETC: 5A, 5C

PH 003B Engineering Physics Units: 4

This is the second semester of the calculus-based physics sequence for scientists and engineers including those entering the computer fields. Topics include electricity, magnetism, and thermodynamics. (C-ID PHYS 210)

Lecture Hours: 54 Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: PH-003A MATH-001B

Advisory: None

Limitation on enrollment: None

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

COD GE: C1 CSU GE: B1, B3 IGETC: 5A, 5C

PH 003C Engineering Physics Units: 4

This is the third semester of the calculus-based physics sequence for scientists and engineers including those entering the computer fields. Topics include electromagnetic waves, geometric and physical optics, relativity, quantum physics, and the physics of atoms, nuclei, and elementary particles. (C-ID PHYS 215)

Lecture Hours: 54 Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: PH-003B

Advisory: None

Limitation on enrollment: None

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

COD GE: C1 CSU GE: B1, B3 IGETC: 5A, 5C

PH 006A Electric Circuits For Engineering & Science Units: 4

This course is the first semester of a one year course designed to provide students with a broad knowledge of the theoretical background and experimental application of modern electronic devices and circuitry. It covers basic electronic concepts, solid state devices such as diodes and transistors and an introduction to basic analog and digital circuit design and analysis emphasizing practical applications including Ohm's Law and Kirchhoff's laws; nodal and loop analysis; analysis of linear circuits; network theorems; transients in RLC circuits; sinusoidal steady-state analysis and application of PSpice to circuit analysis. (Equivalent to ENGR-006A.)

Lecture Hours: 54 Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: MATH-001A

Advisory: None

Limitation on enrollment: None

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

COD GE: C1 CSU GE: None IGETC: None

PH 011 Statics Units: 3

This course is an introduction to the analysis of forces on engineering structures in equilibrium. Vector analysis is utilized to study two- and three-dimensional frames, machines and trusses. Principles of friction, centroids, center of gravity, and moment of inertia for areas and masses are applied to analyze complex real-world problems. (Equivalent to ENGR-011.)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: MATH-001B and PH-003A

Advisory: None

Limitation on enrollment: None

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

COD GE: None CSU GE: None IGETC: None

PH 012 Dynamics

Units: 3

This course is intended for engineering majors planning to transfer to four-year institutions. It covers the fundamentals of kinematics and kinetics of particles and rigid bodies. Topics include kinematics of particle motion, Newton's Second Law, planar and three dimensional motion of rigid bodies, momentum and energy principles for rigid body motion and an introduction to vibrations and oscillations. (Equivalent to ENGR-012.)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: PH-011 or ENGR-011

Advisory: None

Limitation on enrollment: None

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. (C-ID GEOG 130)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: MATH-054

Advisory: ENG-071

Limitation on enrollment: None

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

COD GE: C1 CSU GE: B1 IGETC: 5A

PH 031 Undergraduate Research Experience

Units: 2

Under the supervision of STEM faculty, students will select a project to be completed during the semester. Topics will include information retrieval, computer skills applied to laboratory research, time management and organizational skills, application of modern research methods, experimental design, data collection and analysis, presentation skills (written and oral), and applying for summer internship opportunities. This course is intended for students pursuing a STEM degree and who have completed a minimum of 35 college level units.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: PH-003B

Advisory: LIS-001

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

PH 095A Physics Work Experience

Units: 1

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. Credit may be accrued at the rate of one to 6 units per semester for a maximum of sixteen units (combined total of all Work Experience units). Additionally, students must work 75 paid hours or 60 non-paid hours per unit earned. This type of work experience is available to students whose job and educational or occupational goals are directly related to Physics.

Lecture Hours: None Lab Hours: 60-75 Repeatable: Yes

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

Political Science (PS)

PS 001 Introduction To Government

Units: 3

This course is an introduction to the principles, organization and politics of the National Government of the United States, including the study of State and local government. In considering government at the State level, specific emphasis is given to the government of the State of California. Throughout the course, current issues in American and State politics are stressed. (C-ID POLS 110)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: ENG-070

Limitation on enrollment: None

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 involves the comparative analysis of different kinds of political systems, including their history, political institutions, processes and policies, the environments in which they occur, and their consequences. (C-ID POLS 130)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: PS-001

Advisory: None

Limitation on enrollment: None

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

COD GE: C2 CSU GE: D8 IGETC: 4H

PS 003 Introduction To Political Theory

Units: 3

This course is an introduction to the nature and tradition of political inquiry as articulated by classical, modern and contemporary theorists. This course focuses on basic theoretical debates such as, but not limited to, justice, equality, and the best form of government. Throughout the course, the application of theoretical debates to the contemporary world is stressed. Equivalent to PHIL-003. (C-ID POLS 120)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: PS-001

Advisory: ENG-071

Limitation on enrollment: None

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. (C-ID POLS 140)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: PS-001

Advisory: None

Limitation on enrollment: None

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

COD GE: C2 CSU GE: D8 IGETC: 4H

PS 005 The American Presidency**Units: 3**

This course focuses on the evolution of the American presidency, with an emphasis on the modern presidency. Students will examine the expectations gap: what we expect from our president and what he can accomplish within the confines of the Constitution. Students will also learn about the presidential selection process, from the primaries to the general election.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: ENG-071

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: C2 CSU GE: None IGETC: None

PS 048A Seminar- Contemporary World Affairs**Units: 1**

Seminar covering contemporary issues of international relations and global politics, including but not limited to terrorism, foreign policies, international development and globalization.

Lecture Hours: 18 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

PS 095A Political Science Work Experience**Units: 1**

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. Credit may be accrued at the rate of one to 6 units per semester for a maximum of sixteen units (combined total of all Work Experience units). Additionally, students must work 75 paid hours or 60 non-paid hours per unit earned. This type of work experience is available to students whose job and educational or occupational goals are directly related to Political Science.

Lecture Hours: None Lab Hours: 60-75 Repeatable: Yes

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

Psychology (PSY)

PSY 001 General Psychology**Units: 3**

This course is an introduction to psychology and defines the principles and theories governing the scientific study of affect, behavior and cognition. Included are such topics as developmental psychology, states of consciousness, psychotropic agents, learning, memory, motivation, emotion, intelligence, personality, stress, and social psychology, psychotherapy, research methodology, and psychological disorders. This survey course offers a foundation and preparation for additional study in psychology and social sciences, for understanding self and others, and principles of psychology to apply to daily life. (C-ID PSY 110)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: ENG-071

Limitation on enrollment: None

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

COD GE: C2 CSU GE: D9 IGETC: 4I

PSY 003 Developmental Psychology**Units: 3**

This is a life span course that focuses on the behavioral patterns found at each level of normal human development, including the interrelationships of psychological, sociological, cognitive, and physical development from birth to senescence. The implications for both personal development and professional practice are considered.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: PSY-001 and ENG-071

Limitation on enrollment: None

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

COD GE: C2, C5 CSU GE: D9, E IGETC: 4I

PSY 007 Positive Psychology**Units: 3**

The course provides an introduction to positive psychology. Positive psychology uses the tools of rigorous science to examine the sources and nature of positive human strengths, characteristics, resources, and aspirations. This course is designed to explore the concepts, research behind the concepts, techniques, resiliency factors and exercises to enhance optimism, decrease stressors, and significantly increase wellbeing. Topics include happiness, self-esteem, self-knowledge, empathy, compassion, friendship, hope, goal setting, love, parenting, achievement, positive education, positive organizations, resilience, creativity and flow, mindfulness, spirituality, and humor. This course is offered in the Spring semester of even-numbered years.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: ENG-071 or ENG-061

Limitation on enrollment: None

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

COD GE: C2 CSU GE: E IGETC: None

PSY 010 Psychological Aspects/Marriage & Family**Units: 3**

This course is designed to develop the student's repertoire of behavioral skills and an understanding of the principles governing marriage and family life. Included are areas such as communication, decision-making, human sexuality, divorce, single parenting, alternative family lifestyles and coping with stress.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: ENG-071

Limitation on enrollment: None

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. (C-ID PSY 130)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: ENG-001A

Limitation on enrollment: None

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

COD GE: C2, C5 CSU GE: D7, E IGETC: 4G

PSY 020 Adolescent Psychology **Units: 3**
 This course is an introduction to both research and theory related to the growth and development of adolescents. Major areas emphasized include physical and psychological growth, adolescents and their families, the influence of peers, youth subcultures, sex roles, sexual behavior, self image and the impact of society at large. A special emphasis is placed on practical techniques useful to parents and professionals who work with adolescents. This course is offered in the Fall semester of odd-numbered years.
 Lecture Hours: 54 Lab Hours: None Repeatable: No
 Grading: Letter
Prerequisite: None
 Advisory: ENG-071
 Limitation on enrollment: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C2, C5 CSU GE: D9, E IGETC: 4I

PSY 023 Psychology Of Women **Units: 3**
 This course presents an overview of the social and personality development of the female. More specifically, the course examines the physiological and psychological differences characteristic of women, as well as those resulting from gender linked cultural values. This course is offered in the Fall semester of odd-numbered years.
 Lecture Hours: 54 Lab Hours: None Repeatable: No
 Grading: Letter
Prerequisite: None
 Advisory: ENG-071
 Limitation on enrollment: None
 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 Soc Sciences **Units: 3**
 This course is an introduction to the research methodology utilized in the social sciences. This survey of contemporary approaches for study designs and research techniques will include theory development, application of methods, and the systematic nature of data collection. The major qualitative and quantitative research designs and methods such as observation, surveys, experimentation, and correlation will be addressed. This course is offered in the Spring semester. (C-ID PSY 200)
 Lecture Hours: 54 Lab Hours: None Repeatable: No
 Grading: Letter
Prerequisite: PSY-001 and SOC-003 or MATH-014
 Advisory: ENG-001A
 Limitation on enrollment: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C2 CSU GE: None IGETC: None

PSY 027 Biological Psychology **Units: 3**
 This survey course identifies the physiological determinants of behavior, affect and cognition. It will include an overview of neuroanatomy and the endocrine system. The relationship between these systems and psychological aspects such as perception, learning, motivation, emotion and personality will be identified. In addition, students will be introduced to neural basis for select disorders and organic and internally induced brain damage and associated psychopathology. This course is offered in the Fall semester of odd-numbered years. (C-ID PSY 150)
 Lecture Hours: 54 Lab Hours: None Repeatable: No
 Grading: Letter
Prerequisite: PSY-001
 Advisory: ENG-001A
 Limitation on enrollment: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C2 CSU GE: D9 IGETC: 4I

PSY 029 Abnormal Psychology **Units: 3**
 This course is an examination of various categories of abnormal behaviors and psychopathology from current perspectives including socio-cultural, psychodynamic, cognitive, behavioral and biological. Topics will include assessments, diagnostic practices, interventions and therapies. Students will also learn the role of the Diagnostic and Statistical Manual IV-TR (DSM - IV-TR) in psychology. This course is offered in the Fall semester of even-numbered years. (C-ID PSY 120)
 Lecture Hours: 54 Lab Hours: None Repeatable: No
 Grading: Letter
Prerequisite: None
 Advisory: ENG-001A
 Limitation on enrollment: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C2 CSU GE: D9 IGETC: 4I

PSY 033 Personal & Social Adjustment **Units: 3**
 This course examines the development of personality and places emphasis upon the process of adjustment encountered in such areas as self development, school, family, intimate relationships, vocation and community. In particular, the course focuses on the development of well being and understanding process of learning and applying adequate methods of coping in problematic situations. This course is offered in the Spring semester of odd-numbered years. (C-ID PSY 115)
 Lecture Hours: 54 Lab Hours: None Repeatable: No
 Grading: Letter
Prerequisite: None
 Advisory: ENG-070
 Limitation on enrollment: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: C2, C5 CSU GE: D9, E IGETC: None

PSY 095A Psychology Work Experience **Units: 1**
 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. Credit may be accrued at the rate of one to 6 units per semester for a maximum of six units (combined total of all Work Experience units). Additionally, students must work 75 paid hours or 60 non-paid hours per unit earned. This type of work experience is available to students whose job and educational or occupational goals are directly related to Psychology.
 Lecture Hours: None Lab Hours: 60-75 Repeatable: Yes
 Grading: Letter
Prerequisite: None
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

Radio-Television (RTV)

RTV 002 Radio & Television Announcing Units: 2

This course provides students with an introduction to radio and television broadcast announcing principles and techniques for commercial delivery, newscasts, music shows, interviews, sports, weather, and specialty segments. Students will learn the physical make-up of their voice and how to communicate effectively with warmth and authority. Students are required to broadcast live and pre-recorded segments on the campus radio station, KCOD.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None 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.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

RTV 006 Introduction To Film Units: 3

By the age of 18 the average person has watched over 900 movies, but do we really know how to watch them? This course explores the impact film has on us, and the techniques filmmakers use to make us respond. Drawing from the American Film Institute's "Top 100 Movies of All Time" plus others, the class goes beyond movies as entertainment, into the fascinating world of how movies use color, music, story structure, visual effects and cinematography to make us forget we're even watching a movie.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

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

COD GE: C3 CSU GE: C1 IGETC: 3A

RTV 007 Introduction To Radio Production Units: 3

Students will gain a basic understanding of audio equipment used for radio production and live broadcasting. Course provides an introduction of the principles and techniques of music programming, commercials, news, interviews, magazine and talk programs. Students will broadcast live and pre-recorded programs on campus radio station KCOD.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

RTV 008 Contemporary World Film Units: 3

This course surveys modern international cinema. Through the examination of narrative, documentary and experimental films from around the world, the medium's technical, aesthetic and theoretical development will be investigated. Particular attention will be given to the historical, cultural and economic influences that contribute to this international art form.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: RTV-006

Limitation on enrollment: None

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

COD GE: C3 CSU GE: C1 IGETC: 3A

RTV 009 Intro To Media Writing For Film, TV & The Web Units: 3

This course is a basic introduction to writing for the film and electronic media. Students will learn how to prepare scripts in proper formats for the various media, as well as explore conceptual and stylistic issues related to writing fiction and non-fiction scripts for informational and entertainment purposes. The course gives the students hands-on experience and significant critical feedback in developing, writing and re-writing original scripts for the film and electronic media.

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

RTV 010A Basic Motion Picture TV Production Units: 3

This course introduces the student to the basic techniques, procedures, equipment and computer technologies required to produce simple video motion pictures. Actual production experience is gained through student projects. This course is part of the A.S. for Transfer Degree in Film, Television and Electronic Media.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: Advisory; ENG-070

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

RTV 011A Motion Picture TV Production Units: 3

This course is for students who possess basic motion picture production skills. The course focuses on production of short videos using nonlinear computer editing.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: RTV-010A

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

RTV 095A Radio & TV Work Experience Units: 1-8

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. Credit may be accrued at the rate of one to eight units per semester for a maximum of sixteen units (combined total of all Work Experience units). Additionally, students must work 75 paid hours or 60 non-paid hours per unit earned. This type of work experience is available to students whose job and educational or occupational goals are directly related to Radio and Television.

Lecture Hours: None Lab Hours: 60-600 Repeatable: Yes
Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

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

Reading (RDG)

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: None Repeatable: No
Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NAA
COD GE: None CSU GE: None IGETC: None

RDG 061 Accelerated Reading For College Success Units: 4

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

Lecture Hours: 72 Lab Hours: None Repeatable: No
Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: None Degree Applicable: NAA
COD GE: None CSU GE: None IGETC: None

Real Estate Development (RED)

RED 010 Introduction To Real Estate Professions Units: 3

This course provides an overview of the entire career field of real estate including study relative to development, economics, financing, land, marketing, and law. Careers covered include lending officers and mortgage analysts, real estate appraisers, investment counselors, real estate brokers, land developers, property and asset, corporate real estate managers, engineers, architects, skilled contractors and others. This course also discusses terminology, the career ladder and entrepreneurial opportunities in this industry.

Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter

Prerequisite: None

Advisory: ENG-071

Limitation on enrollment: None

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

RED 020 Introduction To Real Estate Development Units: 3

This course introduces the student to the real estate development process, providing an overview from the project idea to the cursory feasibility stage. Topics include evaluating development potential, analysis, land acquisition, site planning, design, and economic feasibility.

Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter

Prerequisite: None

Advisory: ENG-071 and MATH-060

Limitation on enrollment: None

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

RED 030 Real Estate Development Fundamentals Units: 3

This course provides an introduction to the methodologies for accurate measurement of demand for real estate products and discusses the legal and regulatory requirements of the entitlement and development approval or permitting process of a project. The course also identifies sources of capital and analyzes the types of financing available in today's commercial real estate markets. The topic of architectural design and building construction practices that contribute to a building's "green" or sustainability rating is discussed by examining the international standards for rating green buildings. In addition, this course will examine real estate development business valuation and the various facets of property management that apply to the variety of real estate products.

Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter

Prerequisite: None

Advisory: ENG-071

Limitation on enrollment: None

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

Recreation (RE)

RE 001 Intro To Recreation & Sport Management Units: 3

An examination of the broad spectrum of career opportunities available in the recreation and sport management profession. Includes an introduction to career planning, recreation and sport management terminology, and an overview of specific skills required for professional preparation. Introduction of management and leadership roles as each relates to recreation, sport, and fitness organizations.

Lecture Hours: 54 Lab Hours: None Repeatable: No
Grading: Letter

Prerequisite: ENG-070

Advisory: None

Limitation on enrollment: None

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

RE 010A Recreation Field Work I Units: 1

This course gives an initial practical experience to students who are considering a career in Kinesiology and/or Recreation. Course requirements include work at various facilities, either on or off campus.

Lecture Hours: 4.50 Lab Hours: 40.50 Repeatable: No
Grading: Letter

Prerequisite: ENG-070

Advisory: None

Limitation on enrollment: None

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

RE 010B Recreation Field Work II**Units: 2**

This course gives an enhanced practical experience to students who are training for careers in Kinesiology and/or Recreation. The course will focus on student initiative and self-confidence, self-assessment, and career awareness. Course requirements include work at various facilities, either on or off campus.

Lecture Hours: 4.50 Lab Hours: 94.50 Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: ENG-070

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

RE 010C Recreation Field Work III**Units: 3**

This course gives an advanced experience to students who are pursuing a certificate or degree in Kinesiology and/or Recreation, or planning to transfer as a Kinesiology and/or Recreation major/minor. The class focuses on career and job market awareness, career goals, and job success strategies. Course requirements include work at various facilities, both on and off-campus.

Lecture Hours: 4.50 Lab Hours: 148.50 Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: ENG-070

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

RE 095A Recreation Work Experience**Units: 1**

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. Credit may be accrued at the rate of one to six units per semester for a maximum of sixteen units (combined total of all Work Experience units). Additionally, students must work 75 paid hours or 60 non-paid hours per unit earned. This type of work experience is available to students whose job and educational or occupational goals are directly related to Recreation.

Lecture Hours: None Lab Hours: 60-75 Repeatable: Yes

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

Sociology (SOC)

SOC 001 Introductory Sociology**Units: 3**

This course is a survey of the characteristics of social life, the processes of social interaction, and the tools of sociological investigation. (C-ID SOCI 110)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: ENG-070

Limitation on enrollment: None

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

COD GE: C2 CSU GE: D0 IGETC: 4J

SOC 002 Social Problems**Units: 3**

An application of sociological principles and concepts in an analysis of the family, religion, education, minorities, crime and delinquency, urban society, industry, and politics. Special attention is given to the interpretation of relevant quantitative data. This course is offered in the Spring semester. (C-ID SOCI 115)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: SOC-001

Advisory: None

Limitation on enrollment: None

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

COD GE: C2 CSU GE: D0 IGETC: 4J

SOC 003 Fundamentals Of Statistics**Units: 3**

This course is a study of the fundamental concepts and techniques of statistical analysis which are encountered in all areas of application. Emphasis is placed upon precise mathematical reasoning coupled with a thorough understanding of the rationale underlying the statistical methods employed. The course encompasses both descriptive and inferential concepts and techniques, including the mathematical principles of probability theory and their application to parameter estimation and hypothesis testing. Published reports representative of the many ways in which statistical methods/data are employed in support of specific conclusions are examined with respect to both the appropriateness of their use and interpretation. (C-ID SOCI 125)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: MATH-040 and ENG-071

Advisory: None

Limitation on enrollment: None

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

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

SOC 004 Sociological Analysis & Critical Thinking**Units: 3**

This course provides instruction in the principles of critical analysis and the composition of reasoned, written responses to a variety of social issues. These include issues falling within the scope of sociology, anthropology, economics, education, politics, criminology, biology and the physical sciences. Both deductive and inductive forms of reasoning are studied, including common formal and informal fallacies. (C-ID ENGL 105)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: ENG-001A and MATH-054

Advisory: None

Limitation on enrollment: None

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

COD GE: C4b CSU GE: A3 IGETC: 1B

SOC 014 Introduction To Race & Ethnicity Units: 3
 Racial And Ethnic Relations is about the varieties of racial and ethnic interactions in the United States. The course is concerned with the origins, implications, and consequences of race, ethnicity, prejudice, and discrimination. Although the significance of cultural differentiation is highly important in the course, major emphasis is placed on intergroup interaction. Both minority group reaction to ethnic status and majority group reaction to ethnic action are major components of the course. (C-ID SOCI 150)
 Lecture Hours: 54 Lab Hours: None Repeatable: No
 Grading: Letter
Prerequisite: None
 Advisory: ENG-070
 Limitation on enrollment: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C2 CSU GE: D0, D3 IGETC: 4J

SOC 015 Mexican American Culture & Society Units: 3
 This course is an introduction to the culture and society of Mexican Americans. The various social, political, and economic conditions and experiences of people of Mexican ancestry living in the United States are examined in historical context, from the pre-Columbian period to the present. The group's culture and the group's relationship with the larger society are explored and analyzed. This course is offered in the Spring semester.
 Lecture Hours: 54 Lab Hours: None Repeatable: No
 Grading: Letter
Prerequisite: None
 Advisory: ENG-001A
 Limitation on enrollment: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C2 CSU GE: D0, D3 IGETC: 4C, 4J

SOC 095A Sociology Work Experience Units: 1
 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. Credit may be accrued at the rate of one to 6 units per semester for a maximum of sixteen units (combined total of all Work Experience units). Additionally, students must work 75 paid hours or 60 non-paid hours per unit earned. This type of work experience is available to students whose job and educational or occupational goals are directly related to Sociology.
 Lecture Hours: None Lab Hours: 60-75 Repeatable: Yes
 Grading: Letter
Prerequisite: None
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE:None CSU GE:None IGETC:None

Spanish (SPAN)

SPAN 001 Elementary Spanish I Units: 5
 This course presents the fundamentals of Spanish. Fluency in understanding, speaking, reading, and writing within the context of Hispanic society, history, and culture is emphasized. (C-ID SPAN 100)
 Lecture Hours: 90 Lab Hours: None Repeatable: No
 Grading: Letter
Prerequisite: None
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: C3 CSU GE: C2 IGETC: 6A

SPAN 002 Elementary Spanish II Units: 5
 This course builds upon the material presented in SPAN 1 and further develops the conversational skills in confirming and correcting information and using correct response behaviors. Fluency in understanding, speaking, reading and writing within the context of Hispanic society, history and culture is emphasized. (C-ID SPAN 110)
 Lecture Hours: 90 Lab Hours: None Repeatable: No
 Grading: Letter
Prerequisite: SPAN-001 or 2 years high school Spanish
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C3 CSU GE: C2 IGETC: 3B, 6A

SPAN 003 Intermediate Spanish I Units: 4
 This course strengthens the students' communication skills in the spoken and written language. Emphasis is on the customs and culture of the Hispanic world. Hispanic literature is introduced. (C-ID SPAN 200)
 Lecture Hours: 72 Lab Hours: None Repeatable: No
 Grading: Letter
Prerequisite: SPAN-002
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C3 CSU GE: C2 IGETC: 3B, 6A

SPAN 004 Intermediate Spanish II Units: 4
 This course expands the students' ability to communicate in Spanish. Emphasis is on the discussion of socio-cultural selections and literature of the Hispanic- speaking world. (C-ID SPAN 210)
 Lecture Hours: 72 Lab Hours: None Repeatable: No
 Grading: Letter
Prerequisite: SPAN-003
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C3 CSU GE: C2 IGETC: 3B, 6A

SPAN 020 Hispanic/Latino Culture & Civilization Units: 3
 Traces the development of the culture of Hispanic-speaking nations including history, philosophy, political ideas, literature, music, art, science, geography, and customs and its influence on America and the world. Conducted in Spanish. Fluency in Spanish is required
 Lecture Hours: 54 Lab Hours: None Repeatable: No
 Grading: Letter
Prerequisite: SPAN-003, or SPAN-004
 Advisory: None
 Limitation on enrollment: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C3 CSU GE: C2, D3 IGETC: 3B, 4C, 6A

Speech (SP)

See Communication Studies (COMM)

Theatre Arts (TA)

TA 001 Introduction To Theatre Units: 3

This course is designed as a general survey of the history, theory and practice of theatre art from its origins to the present time. The study includes elements of drama, historic structures of the theatre, characteristic types of plays, the contribution of the director, actors, designers, and contemporary production techniques. (C-ID THTR 111)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

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

COD GE: C3 CSU GE: C1 IGETC: 3B

TA 002 Acting I Units: 3

This course provides basic instruction in acting technique while focusing on characterization, improvisation, vocal projection, and movement.

Emphasis is also placed on monologue preparation/performance and group scene study. Students will develop an appreciation and respect for acting, while becoming aware of how their feelings, senses, and relationships in the world around them influence their acting choices. (C-ID THTR 151)

Lecture Hours: 36 Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: Courses Related in Content

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

COD GE: C3 CSU GE: C1 IGETC: None

TA 003 Acting II Units: 3

This course furthers the study of acting and acting styles. The curriculum emphasizes the importance of character analysis/development, improvisation techniques, vocal projection, stage movement, monologue preparation/performance, group scene study/performance, and script analysis. Students will also be introduced to basic directing techniques and theory. (C-ID THTR 152)

Lecture Hours: 36 Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: TA-002

Advisory: None

Limitation on enrollment: Courses Related in Content

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

COD GE: None CSU GE: None IGETC: None

TA 004 Script Analysis Units: 3

Script Analysis is an introduction to theatre research methods and a study of the play from page to stage. The class will focus on critical analysis of structure, genre, theme, style, character, language, and dramatic event from the point of view of the actor, director, critic, and designer. (C-ID THTR 114)

Lecture Hours: 54 Lab Hours: None Repeatable: No

Grading: Letter

Prerequisite: TA-001 and TA-002

Advisory: None

Limitation on enrollment: None

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. This course is offered in the Fall semester. (C-ID THTR 171)

Lecture Hours: 36 Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

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

COD GE: None CSU GE: None IGETC: None

TA 010 Introduction To Design & Production Units: 3

An introductory course in the theory and practice of theatrical design, its construction and its execution. The lab explores the application of a theatrical design through construction, execution, and use of proper technical theatre practices. This course is offered in the Spring semester. (C-ID THTR 172)

Lecture Hours: 36 Lab Hours: 54 Repeatable: No

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

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

COD GE: None 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.

Play Production - Acting courses (TA-020, TA-021 and TA-022) may be taken for a maximum of 4 times up to a total of 12 units. (C-ID THTR 191)

Lecture Hours: None Lab Hours: 54 Repeatable: Yes

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: Audition or consent of instructor

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

COD GE: None 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.

Play Production - Acting courses (TA-020, TA-021 and TA-022) may be taken for a maximum of 4 times up to a total of 12 units. (C-ID THTR 191)

Lecture Hours: None Lab Hours: 108 Repeatable: Yes

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: Audition or consent of instructor

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

COD GE: None 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. Play Production - Acting courses (TA-020, TA-021 and TA-022) may be taken for a maximum of 4 times up to a total of 12 units. (C-ID THTR 191)
Lecture Hours: None Lab Hours: 162 Repeatable: Yes
Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: Audition or consent of instructor

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

COD GE: None CSU GE: None IGETC: None

TA 030 Technical Theatre Production

Units: 1

This course permits progressive participation and instruction in technical play production. Students have hands-on experience in execution of technical roles for actual productions, such as set construction, prop building, scene painting and running crew. Students learn the safe and proper use of power tools, and the various skills, and techniques used in technical theatre. Repetition of the course work will require the student to expand their focus in the various areas of technical theatre. Technical Theatre Production courses (TA-030, TA-031 and TA-032) may be taken for a maximum of 4 times up to a total of 12 units. (C-ID THTR 192)
Lecture Hours: None Lab Hours: 54 Repeatable: Yes
Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

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

COD GE: None CSU GE: None IGETC: None

TA 031 Technical Theatre Production

Units: 2

This course permits progressive participation and instruction in technical play production. Students have hands-on experience in execution of technical roles for actual productions, such as set construction, prop building, scene painting and running crew. Students learn the safe and proper use of power tools, and the various skills, and techniques used in technical theatre. Repetition of the course work will require the student to expand their focus in the various areas of technical theatre. Technical Theatre Production courses (TA-030, TA-031 and TA-032) may be taken for a maximum of 4 times up to a total of 12 units.
Lecture Hours: None Lab Hours: 108 Repeatable: Yes
Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

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

COD GE: None CSU GE: None IGETC: None

TA 032 Technical Theatre Production

Units: 3

This course permits progressive participation and instruction in technical play production. Students have hands-on experience in execution of technical roles for actual productions, such as set construction, prop building, scene painting and running crew. Students learn the safe and proper use of power tools, and the various skills, and techniques used in technical theatre. Repetition of the course work will require the student to expand their focus in the various areas of technical theatre. Technical Theatre Production courses (TA-030, TA-031 and TA-032) may be taken for a maximum of 4 times up to a total of 12 units.
Lecture Hours: None Lab Hours: 162 Repeatable: Yes
Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

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

COD GE: None CSU GE: None IGETC: None

TA 032 Technical Theatre Production

Units: 3

This course permits progressive participation and instruction in technical play production. Students have hands-on experience in execution of technical roles for actual productions, such as set construction, prop building, scene painting and running crew. Students learn the safe and proper use of power tools, and the various skills, and techniques used in technical theatre. Repetition of the course work will require the student to expand their focus in the various areas of technical theatre. Technical Theatre Production courses (TA-030, TA-031 and TA-032) may be taken for a maximum of 4 times up to a total of 12 units.
Lecture Hours: None Lab Hours: 162 Repeatable: Yes
Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

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

COD GE: C3 CSU GE: None IGETC: None

TA 080 Theatre Makeup

Units: 3

This course teaches the basic principles and application techniques of theatrical, film, print, television and special effect makeup. It executes the learned skills in a laboratory atmosphere utilizing current sanitation rules and regulations as established by the State of California. Students will create an accurate pictorial dictionary, a "morgue," and use it as a reference in creating makeup executions. Students will learn to create characters from scripts using design, timeline plots, visual renderings and written descriptions. Students learn facial anatomy and its relationship to makeup placement and color. Students will learn product knowledge, including how to access appropriate materials. Other topics include pre and post production responsibilities of a makeup designer/artist applicable to various venues. (C-ID THTR 175)
Lecture Hours: 36 Lab Hours: 54 Repeatable: No
Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

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

COD GE: None CSU GE: None IGETC: None

Varsity Sports, Men (VSM)

VSM 011 Varsity Baseball-Men

Units: 3

This course is intercollegiate competition for performance oriented students who demonstrate a high degree of skill and interest. May be taken for a total of four times for credit.
Lecture Hours: None Lab Hours: 175 Repeatable: Yes
Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: Successful tryout

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

COD GE: None CSU GE: None IGETC: None

VSM 014A Varsity Basketball Fall - Men

Units: 1.5

This is an intercollegiate preseason competition and preparation course for performance oriented students who demonstrate a high degree of skill and interest. May be taken for a total of four times for credit.
Lecture Hours: None Lab Hours: 87.5 Repeatable: Yes
Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: Successful tryout

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

COD GE: None CSU GE: None IGETC: None

VSM 014B Varsity Basketball Spring - Men Units: 1.5

This is an intercollegiate conference competition course for performance oriented students who demonstrate a high degree of skill and interest. May be taken for a total of four times for credit.

Lecture Hours: None Lab Hours: 87.5 Repeatable: Yes

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: 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 four times for credit.

Lecture Hours: None Lab Hours: 175 Repeatable: Yes

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: Successful tryout

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

COD GE: None 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 four times for credit.

Lecture Hours: None Lab Hours: 175 Repeatable: Yes

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: Successful tryout

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

COD GE: None 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 four times for credit.

Lecture Hours: None Lab Hours: 175 Repeatable: Yes

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: Successful tryout

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

COD GE: None 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 four times for credit.

Lecture Hours: None Lab Hours: 175 Repeatable: Yes

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: Successful tryout

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

COD GE: None 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 four times for credit.

Lecture Hours: None Lab Hours: 175 Repeatable: Yes

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: Successful tryout

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

COD GE: None CSU GE: None IGETC: None

Varsity Sports, Off-Season (VSO)

VSO 011A Baseball, Fall Units: 2

This is a fall semester off-season baseball conditioning course providing beginning, intermediate, and advanced instruction for students interested in improving skill development, physical strength, muscular endurance, anaerobic endurance, and increased muscular elasticity while reducing connective tissue injuries. Students are required to participate in strenuous physical activity and testing. May be taken for a total of four times for credit.

Lecture Hours: None Lab Hours: 117 Repeatable: Yes

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: Successful tryout

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

COD GE: None CSU GE: None IGETC: None

VSO 011B Baseball, Summer Units: 1

This is a summer semester off-season baseball conditioning course providing beginning, intermediate, and advanced instruction for students interested in improving skill development, physical strength, muscular endurance, anaerobic endurance, and increased muscular elasticity while reducing connective tissue injuries. Students are required to participate in strenuous physical activity and testing. May be taken for a total of four times for credit.

Lecture Hours: None Lab Hours: 58 Repeatable: Yes

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: Successful tryout

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

COD GE: None CSU GE: None IGETC: None

VSO 014A Basketball-Men, Fall Units: 1

This is a fall semester off-season men's basketball course providing beginning, intermediate, and advanced instruction for students interested in improving skill development, physical strength, muscular endurance, anaerobic endurance, and increased muscular elasticity while reducing connective tissue injuries. Students are required to participate in strenuous physical activity and testing. May be taken for a total of four times for credit.

Lecture Hours: None Lab Hours: 58 Repeatable: Yes

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: Successful tryout

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

COD GE: None CSU GE: None IGETC: None

VSO 014B Basketball-Men, Spring Units: 1

This is a spring semester off-season men's basketball course providing beginning, intermediate, and advanced instruction for students interested in improving skill development, physical strength, muscular endurance, anaerobic endurance, and increased muscular elasticity while reducing connective tissue injuries. Students are required to participate in strenuous physical activity and testing. May be taken for a total of four times for credit.

Lecture Hours: None Lab Hours: 58 Repeatable: Yes

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: Successful tryout

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

COD GE: None CSU GE: None IGETC: None

VSO 014C Basketball-Men, Summer Units: 1

This is a summer semester off-season men's basketball course providing beginning, intermediate, and advanced instruction for students interested in improving skill development, physical strength, muscular endurance, anaerobic endurance, and increased muscular elasticity while reducing connective tissue injuries. Students are required to participate in strenuous physical activity and testing. May be taken for a total of four times for credit.

Lecture Hours: None Lab Hours: 58 Repeatable: Yes

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: Successful tryout

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

COD GE: None CSU GE: None IGETC: None

VSO 015A Basketball-Women, Fall Units: 1

This is a fall semester off-season women's basketball course providing beginning, intermediate, and advanced instruction for students interested in improving skill development, physical strength, muscular endurance, anaerobic endurance, and increased muscular elasticity while reducing connective tissue injuries. Students are required to participate in strenuous physical activity and testing. May be taken for a total of four times for credit.

Lecture Hours: None Lab Hours: 58 Repeatable: Yes

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: Successful tryout

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

COD GE: None CSU GE: None IGETC: None

VSO 015B Basketball-Women, Spring Units: 1

This is a spring semester off-season women's basketball course providing beginning, intermediate, and advanced instruction for students interested in improving skill development, physical strength, muscular endurance, anaerobic endurance, and increased muscular elasticity while reducing connective tissue injuries. Students are required to participate in strenuous physical activity and testing. May be taken for a total of four times for credit.

Lecture Hours: None Lab Hours: 58 Repeatable: Yes

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: Successful tryout

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

COD GE: None CSU GE: None IGETC: None

VSO 015C Basketball-Women, Summer Units: 1

This is a summer semester off-season women's basketball course providing beginning, intermediate, and advanced instruction for students interested in improving skill development, physical strength, muscular endurance, anaerobic endurance, and increased muscular elasticity while reducing connective tissue injuries. Students are required to participate in strenuous physical activity and testing. May be taken for a total of four times for credit.

Lecture Hours: None Lab Hours: 58 Repeatable: Yes

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: Successful tryout

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

COD GE: None CSU GE: None IGETC: None

VSO 024A Cross Country, Spring Units: 2

This is a spring semester off-season men's and women's cross country conditioning course providing beginning, intermediate, and advanced instruction for students interested in improving skill development, physical strength, muscular endurance, anaerobic endurance, and increased muscular elasticity while reducing connective tissue injuries. Students are required to participate in strenuous physical activity and testing. May be taken for a total of four times for credit.

Lecture Hours: None Lab Hours: 117 Repeatable: Yes

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: Successful tryout

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

COD GE: None CSU GE: None IGETC: None

VSO 024B Cross Country, Summer Units: 1

This is a summer semester off-season men's and women's cross country conditioning course providing beginning, intermediate, and advanced instruction for students interested in improving skill development, physical strength, muscular endurance, anaerobic endurance, and increased muscular elasticity while reducing connective tissue injuries. Students are required to participate in strenuous physical activity and testing. May be taken for a total of four times for credit.

Lecture Hours: None Lab Hours: 58 Repeatable: Yes

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: Successful tryout

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

COD GE: None CSU GE: None IGETC: None

VSO 033A Football, Spring Units: 2

This is a spring semester off-season football conditioning course provides beginning, intermediate, and advanced instruction for students interested in improving skill development, physical strength, muscular endurance, anaerobic endurance, and increased muscular elasticity while reducing connective tissue injuries. Students are required to participate in strenuous physical activity and testing. May be taken for a total of four times for credit.

Lecture Hours: None Lab Hours: 117 Repeatable: Yes

Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: Successful tryout

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

COD GE: None CSU GE: None IGETC: None

VSO 033B Football, Summer **Units: 1**
 This is a summer semester off-season football conditioning course providing beginning, intermediate, and advanced instruction for students interested in improving skill development, physical strength, muscular endurance, anaerobic endurance, and increased muscular elasticity while reducing connective tissue injuries. Students are required to participate in strenuous physical activity and testing. May be taken for a total of four times for credit.
 Lecture Hours: None Lab Hours: 58 Repeatable: Yes
 Grading: Letter
Prerequisite: None
 Advisory: None
 Limitation on enrollment: Successful tryout
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

VSO 040 Golf-Men, Fall **Units: 2**
 This is a fall semester off-season men's golf conditioning course providing beginning, intermediate, and advance instruction for students interested in improving skill development, physical strength, muscular endurance, anaerobic endurance, and increased muscular elasticity while reducing connective tissue injuries. May be taken for a total of four times for credit.
 Lecture Hours: None Lab Hours: 117 Repeatable: Yes
 Grading: Letter
Prerequisite: None
 Advisory: None
 Limitation on enrollment: Successful tryout
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

VSO 041 Golf-Women, Spring **Units: 2**
 This is a spring semester off-season women's golf conditioning course providing beginning, intermediate, and advance instruction for students interested in improving skill development, physical strength, muscular endurance, anaerobic endurance, and increased muscular elasticity while reducing connective tissue injuries. May be taken for a total of four times for credit.
 Lecture Hours: None Lab Hours: 117 Repeatable: Yes
 Grading: Letter
Prerequisite: None
 Advisory: None
 Limitation on enrollment: Successful tryout
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

VSO 042 Golf-Men's & Women's, Summer **Units: 1**
 This is a summer semester-off season men's and women's golf conditioning course providing beginning, intermediate, and advanced instruction for students interested in improving skill development, physical strength, muscular endurance, anaerobic endurance, and increased muscular elasticity while reducing connective tissue injuries. May be taken for a total of four times for credit.
 Lecture Hours: None Lab Hours: 58 Repeatable: Yes
 Grading: Letter
Prerequisite: None
 Advisory: None
 Limitation on enrollment: Successful tryout
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

VSO 053A Soccer-Men, Spring **Units: 2**
 This is a spring semester off-season men's soccer conditioning course providing beginning, intermediate, and advanced instruction for students interested in improving skill development, physical strength, muscular endurance, anaerobic endurance, and increased muscular elasticity while reducing connective tissue injuries. Students are required to participate in strenuous physical activity and testing. May be taken for a total of four times for credit.
 Lecture Hours: None Lab Hours: 117 Repeatable: Yes
 Grading: Letter
Prerequisite: None
 Advisory: None
 Limitation on enrollment: Successful tryout
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

VSO 053B Soccer-Men, Summer **Units: 1**
 This is a summer semester off-season men's soccer conditioning course providing beginning, intermediate, and advanced instruction for students interested in improving skill development, physical strength, muscular endurance, anaerobic endurance, and increased muscular elasticity while reducing connective tissue injuries. Students are required to participate in strenuous physical activity and testing. May be taken for a total of four times for credit.
 Lecture Hours: None Lab Hours: 58 Repeatable: Yes
 Grading: Letter
Prerequisite: None
 Advisory: None
 Limitation on enrollment: Successful tryout
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

VSO 054A Soccer-Women, Spring **Units: 2**
 This is a spring semester off-season women's soccer conditioning course providing beginning, intermediate, and advanced instruction for students interested in improving skill development, physical strength, muscular endurance, anaerobic endurance, and increased muscular elasticity while reducing connective tissue injuries. Students are required to participate in strenuous physical activity and testing. May be taken for a total of four times for credit.
 Lecture Hours: None Lab Hours: 117 Repeatable: Yes
 Grading: Letter
Prerequisite: None
 Advisory: None
 Limitation on enrollment: Successful tryout
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

VSO 054B Soccer-Women, Summer **Units: 1**
 This is a summer semester off-season women's soccer conditioning course providing beginning, intermediate, and advanced instruction for students interested in improving skill development, physical strength, muscular endurance, anaerobic endurance, and increased muscular elasticity while reducing connective tissue injuries. Students are required to participate in strenuous physical activity and testing. May be taken for a total of four times for credit.
 Lecture Hours: None Lab Hours: 58 Repeatable: Yes
 Grading: Letter
Prerequisite: None
 Advisory: None
 Limitation on enrollment: Successful tryout
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

VSO 057A Softball, Fall **Units: 2**
 This is a fall off-season softball conditioning course providing beginning, intermediate, and advanced instruction for students interested in improving skill development, physical strength, muscular endurance, anaerobic endurance, and increased muscular elasticity while reducing connective tissue injuries. Students are required to participate in strenuous physical activity and testing. May be taken for a total of four times for credit.
 Lecture Hours: None Lab Hours: 117 Repeatable: Yes
 Grading: Letter
Prerequisite: None
 Advisory: None
 Limitation on enrollment: Successful tryout
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

VSO 057B Softball, Summer **Units: 1**
 This is a summer off-season softball conditioning course providing beginning, intermediate, and advanced instruction for students interested in improving skill development, physical strength, muscular endurance, anaerobic endurance, and increased muscular elasticity while reducing connective tissue injuries. Students are required to participate in strenuous physical activity and testing. May be taken for a total of four times for credit.
 Lecture Hours: None Lab Hours: 58 Repeatable: Yes
 Grading: Letter
Prerequisite: None
 Advisory: None
 Limitation on enrollment: Successful tryout
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

VSO 065A Tennis, Fall **Units: 2**
 This is a fall semester off-season men's and women's tennis conditioning course providing beginning, intermediate, and advanced instruction for students interested in improving skill development, physical strength, muscular endurance, anaerobic endurance, and increased muscular elasticity while reducing connective tissue injuries. Students are required to participate in strenuous physical activity and testing. May be taken for a total of four times for credit.
 Lecture Hours: None Lab Hours: 117 Repeatable: Yes
 Grading: Letter
Prerequisite: None
 Advisory: None
 Limitation on enrollment: Successful tryout
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

VSO 065B Tennis, Summer **Units: 1**
 This is a summer semester off-season men's and women's tennis conditioning course providing beginning, intermediate, and advanced instruction for students interested in improving skill development, physical strength, muscular endurance, anaerobic endurance, and increased muscular elasticity while reducing connective tissue injuries. Students are required to participate in strenuous physical activity and testing. May be taken for a total of four times for credit.
 Lecture Hours: None Lab Hours: 58 Repeatable: Yes
 Grading: Letter
Prerequisite: None
 Advisory: None
 Limitation on enrollment: Successful tryout
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

VSO 074A Volleyball, Spring **Units: 2**
 This is a spring semester off-season volleyball conditioning course providing beginning, intermediate, and advanced instruction for students interested in improving skill development, physical strength, muscular endurance, anaerobic endurance, and increased muscular elasticity while reducing connective tissue injuries. Students are required to participate in strenuous physical activity and testing. May be taken for a total of four times for credit.
 Lecture Hours: None Lab Hours: 117 Repeatable: Yes
 Grading: Letter
Prerequisite: None
 Advisory: None
 Limitation on enrollment: Successful tryout
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

VSO 074B Volleyball, Summer **Units: 1**
 Intended for off season conditioning and skill development for intercollegiate volleyball student-athletes during the summer semester.
 Limitation on Enrollment: Successful tryout
 Lecture Hours: None Lab Hours: 58 Repeatable: Yes
 Grading: Letter
Prerequisite: None
 Advisory: None
 Limitation on enrollment: Successful tryout
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

Varsity Sports, Women (VSW)

VSW 015A Varsity Basketball Fall - Women **Units: 1.5**
 This course is intercollegiate preseason competition and preparation for performance oriented students who demonstrate a high degree of skill and interest. May be taken for a total of four times for credit.
 Lecture Hours: None Lab Hours: 87.5 Repeatable: Yes
 Grading: Letter
Prerequisite: None
 Advisory: None
 Limitation on enrollment: Successful tryout
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

VSW 015B Varsity Basketball Spring - Women **Units: 1.5**
 This course is intercollegiate competition for performance oriented students who demonstrate a high degree of skill and interest. May be taken for a total of four times for credit.
 Lecture Hours: None Lab Hours: 87.5 Repeatable: Yes
 Grading: Letter
Prerequisite: None
 Advisory: None
 Limitation on enrollment: 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 four times for credit.
 Lecture Hours: None Lab Hours: 175 Repeatable: Yes
 Grading: Letter
Prerequisite: None
 Advisory: None
 Limitation on enrollment: Successful tryout
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: None 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 four times for credit.
 Lecture Hours: None Lab Hours: 175 Repeatable: Yes
 Grading: Letter
Prerequisite: None
 Advisory: None
 Limitation on enrollment: Successful tryout
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: None 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 four times for credit.
 Lecture Hours: None Lab Hours: 175 Repeatable: Yes
 Grading: Letter
Prerequisite: None
 Advisory: None
 Limitation on enrollment: Successful tryout
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: None 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 four times for credit.
 Lecture Hours: None Lab Hours: 175 Repeatable: Yes
 Grading: Letter
Prerequisite: None
 Advisory: None
 Limitation on enrollment: Successful tryout
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: None 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 four times for credit.
 Lecture Hours: None Lab Hours: 175 Repeatable: Yes
 Grading: Letter
Prerequisite: None
 Advisory: None
 Limitation on enrollment: Successful tryout
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: None 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 four times for credit.
 Lecture Hours: None Lab Hours: 175 Repeatable: Yes
 Grading: Letter
Prerequisite: None
 Advisory: None
 Limitation on enrollment: Successful tryout
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

Vocational Nursing (VN)

VN 010 Vocational Nursing I Units: 9
 This course introduces concepts related to the role of the vocational nurse, basic skills, legal and ethical issues, critical thinking, culturally congruent care, pharmacology, fluid/electrolytes, communication and confidentiality. A foundation in normal growth and development including the gerontologic client and end of life care is presented. Using a nursing process format, care of clients with alterations in various body systems is covered. A materials fee of \$90.00 - \$147.00 is required for this course to cover lab learning activities.

Lecture Hours: 162 Lab Hours: None Repeatable: No
 Grading: Letter

Prerequisite: ENG-071, HS-013, HS-062, HS-067, and PSY-001

Corequisite: VN-010L

Limitation on enrollment: Acceptance to the Vocational Nursing Program

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

VN 010L Vocational Nursing I Lab Units: 7

This course provides an opportunity for the practice and application of skills needed to meet the clients' basic needs and the maintenance of optimum wellness. Students care for clients with common alterations in the function various body systems. Learning experiences are provided in the on-campus lab and various clinical sites. Students receive a Pass/No Pass grade mark.

Lecture Hours: None Lab Hours: 378 Repeatable: No
 Grading: Pass/No Pass

Prerequisite: HS-013, HA-062, and HS-067. **Corequisite:** VN-010

Advisory: None

Limitation on enrollment: Acceptance to the Vocational Nursing Program

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

VN 020 Vocational Nursing II Units: 9

Building on the concepts presented in VN-010, this course discusses content related to care of the surgical client and alterations in function of gastrointestinal, urinary, reproductive, neurologic, and spinal cord. Students are also introduced to leadership, supervision of the VN. Introduction to maternity nursing, clients ante, intra and postpartum. Healthy newborn and alterations related to the newborn. Presentation of the hospitalized child, an in-depth look at growth & development.

Lecture Hours: 162 Lab Hours: None Repeatable: No
 Grading: Letter

Prerequisite: VN-010 and VN-010L. **Corequisite:** VN-020L

Advisory: None

Limitation on enrollment: None

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

Welding (WELD)

VN 020L Vocational Nursing II Lab **Units: 7**
This course provides opportunity to care for clients with alterations in various body systems and across the life span. Students will practice in a variety of health care settings. Students receive a Pass/No Pass grade mark.
Lecture Hours: None Lab Hours: 378 Repeatable: No
Grading: Pass/No Pass
Prerequisite: VN-010 and VN-010L. **Corequisite:** VN-020
Advisory: None
Limitation on enrollment: None

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

VN 030 Vocational Nursing III **Units: 5**
This course builds on all concepts from previous semesters. Students will focus on the care of children with various health care needs. The course concludes with concepts to aid the student transition to the role of professional vocational nurse.

Lecture Hours: 90 Lab Hours: None Repeatable: No
Grading: Letter

Prerequisite: VN-020 and VN-020L. **Corequisite:** VN-030L
Advisory: None
Limitation on enrollment: None

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

VN 030L Vocational Nursing III Lab **Units: 4**

This course is a continuation of skills that were acquired in VN-010 and 020. Students apply concepts of team leading and management skills to care for clients of all ages. Students meet the needs for the hospitalized child and clients experiencing labor, delivery, and postpartum. Students receive a Pass/No Pass grade mark.

Lecture Hours: None Lab Hours: 216 Repeatable: No
Grading: Pass/No Pass

Prerequisite: VN-020 and VN-020L. **Corequisite:** VN-030
Advisory: None
Limitation on enrollment: None

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

Welding (WELD)

WELD 010 Oxy-Acetylene Gas Welding **Units: 3**
This is the first course in the Welding Series. The course covers the theory and practices of Oxy-acetylene welding in all positions. Students receive hands-on training in plate and sheet metal welding, pipe welding, brazing and soldering using ferrous and non-ferrous materials. Students learn to safely and efficiently use the various types of equipment in performing welding exercises.

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

Prerequisite: None
Advisory: None
Limitation on enrollment: None

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

WELD 011 Shielded Metal Arc Welding **Units: 3**
This is the second course of the Welding Series. The course covers the basic theories and practices of Arc Welding in all positions. Students receive hands-on training in welding plate, pipe and sheet metal. Students learn about the various types of equipment and the safety practices to be followed in performing the welding exercises.

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

Prerequisite: None
Advisory: None
Limitation on enrollment: None

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

WELD 012 Basic Gas Metal Arc Welding (MIG) **Units: 3**
This is the third course of the Welding Series. The course covers the theory and practices of Basic Gas Metal Arc Welding in all positions. Students use MIG welding equipment to produce specified welds. Students learn about the various types of equipment and the safety practices to be followed in producing the welds.

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

Prerequisite: None
Advisory: None
Limitation on enrollment: None

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

Work Experience, General (WEG)

WEG 095A Work Experience, General **Units: 1**
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. Credit may be accrued at the rate of one to six units per semester for a maximum of sixteen units (combined total of all Work Experience units). Additionally, students must work 75 paid or 60 non-paid hours per unit. This type of work experience is available to students whose jobs are not related to their educational or occupational goals.

Lecture Hours: None Lab Hours: 60-75 Repeatable: Yes
Grading: Letter

Prerequisite: None
Advisory: None
Limitation on enrollment: None

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

WEG 095B Work Experience, General**Units: 2**

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. Credit may be accrued at the rate of one to six units per semester for a maximum of sixteen units (combined total of all Work Experience units). Additionally, students must work 75 paid or 60 non-paid hours per unit. This type of work experience is available to students whose jobs are not related to their educational or occupational goals.

Lecture Hours: None Lab Hours: 120-150 Repeatable: Yes
Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

WEG 095C Work Experience, General**Units: 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. Credit may be accrued at the rate of one to six units per semester for a maximum of sixteen units (combined total of all Work Experience units). Additionally, students must work 75 paid or 60 non-paid hours per unit. This type of work experience is available to students whose jobs are not related to their educational or occupational goals.

Lecture Hours: None Lab Hours: 180-225 Repeatable: Yes
Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

WEG 095D Work Experience, General**Units: 4**

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. Credit may be accrued at the rate of one to six units per semester for a maximum of sixteen units (combined total of all Work Experience units). Additionally, students must work 75 paid or 60 non-paid hours per unit. This type of work experience is available to students whose jobs are not related to their educational or occupational goals.

Lecture Hours: None Lab Hours: 240-300 Repeatable: Yes
Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

WEG 095E Work Experience, General**Units: 5**

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. Credit may be accrued at the rate of one to six units per semester for a maximum of sixteen units (combined total of all Work Experience units). Additionally, students must work 75 paid or 60 non-paid hours per unit. This type of work experience is available to students whose jobs are not related to their educational or occupational goals.

Lecture Hours: None Lab Hours: 300-375 Repeatable: Yes
Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

WEG 095F Work Experience, General**Units: 6**

This work experience course of supervised employment is designed to assist students to acquire desirable work habits, attitudes and skills so as to enable them to become productive employees. This course also provides students with career awareness for jobs. Credit may be accrued at the rate of one to six units per semester for a maximum of sixteen units (combined total of all Work Experience units). Additionally, students must work 75 paid or 60 non-paid hours per unit. This type of work experience is available to students whose jobs are not related to their educational or occupational goals.

Lecture Hours: None Lab Hours: 360-450 Repeatable: Yes
Grading: Letter

Prerequisite: None

Advisory: None

Limitation on enrollment: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

ANNOUNCEMENT OF FACULTY AND ADMINISTRATION

Academic Freedom

Academic freedom is the right of college faculty to interpret their fields and to communicate conclusions without being subject to interference or penalty because these conclusions may be at variance with those of constituted authorities, organized groups or individuals. The Board of Trustees of the Desert Community College District believes that academic freedom of the college faculty is indispensable to the success of the Desert Community College District in fulfilling its obligations to students and society.

It is the policy of the Board of Trustees of the Desert Community College District to recognize the importance of academic freedom in pursuit of academic excellence for the College, consistent with the following:

College faculty are entitled to freedom in the classroom in discussing their subject. The faculty member has license to present whatever he or she may feel is appropriate and the faculty member's individual judgment and discretion shall be responsibly exercised.

College faculty are citizens as well as members of the learned professions. When they speak as citizens, they should be free from institutional censorship or discipline. As persons of learning and members of the College faculty, they must remember that the public may judge their profession and the College by their statements. College faculty should, therefore, make every effort to indicate that when they are speaking or acting as private citizens, they are not speaking or acting for the College. As citizens engaged in a profession that depends upon academic freedom for its health and integrity, College faculty have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

College faculty are entitled to full freedom in research and in the publication of the results, subject to adequate performance of their other academic duties.

College faculty will ensure the academic freedom of students: the freedom to express and to defend their views and the freedom to question and to differ with the College faculty or the College without penalty.

The Faculty Code of Professional Ethics

Guided by a profound belief in and respect for the inherent dignity and worth of each individual in the culturally diverse community we serve, the faculty at College of the Desert endeavor to:

- place as their highest priority excellence in teaching, continually striving to improve scholarly and professional competence, maintaining personal and academic integrity, and accepting the role of intellectual guide and facilitator;
- encourage the free pursuit of learning, honoring the confidential nature of the relationship between instructor and student, avoiding exploitation of students for private advantage, and holding before them high scholarly standards for their discipline and appreciation and respect for others;
- accept accountability for maintaining honest academic conduct, high standards of performance, and evaluation that reflects the true merit of students, courses, programs, and services;
- accept the obligations associated with membership in a community of scholars that includes practicing, fostering and defending intellectual honesty, freedom of inquiry and instruction, social responsibility, and respect for the opinion of others;
- acknowledge the rights and obligations associated with the role of citizen within the community ensuring that views expressed within that society are represented as those of a private citizen rather than those of a spokesperson for the College.



FACULTY & ADMINISTRATION

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FRANKLIN Y. ATTOUN (1967-2014)

Professor Emeritus, French and Spanish

BETTY BALUSKI (2006-2015)

Associate Professor, Nursing

JANICE B. BARNETT (1990-2000)

Coordinator Emeritus, Child Development Training and Resource Center

ARTHUR W. BENDER (1969-1994)

Professor Emeritus, Microbiology

BARBARA A. BOLAÑOS (1971-1995)

Professor Emeritus, Sociology

PAUL D. BOWIE (1970-2006)

Professor Emeritus, Biology and Botany

MARY A. BOYD (1989-2012)

Professor Emeritus, Reading

WAYNE E. BOYER (2005-2015)

Director Emeritus, Nursing and Allied Health

JUDITH BRAE (1988-2006)

Counselor Emeritus, Physical Disabilities

CATHLEEN M. BRANT (1991-2003)

Professor Emeritus, English

FAYE R. CASTILLEJA (1972-1994)

Professor Emeritus, Nursing

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 A. CURRLIN (1975-1986)

Professor Emeritus, Developmental Education

LARRY M. DaSHIELL (1974-2006)

Professor Emeritus, Auto Mechanics

RITA R. DEAN (1973-2004)

Professor Emeritus, Developmental Education

MILFORD C. DECKER (1996-2012)

Professor Emeritus, Computer Information Systems

MARCELINO DIAZ, JR. (1972-2005)

Counselor Emeritus Coordinator EOPS & CARE Programs

WALLACE G. DOHMAN (1969-1992)

Professor Emeritus, English, Copper Mountain Campus

RALPH DORRE (1996-2011)

Adjunct Instructor Emeritus, English

KAREN DOSTAL (1985-2006)

Professor Emeritus,, Mathematics

DAVID EINSTEIN (1994-2012)

Adjunct Instructor Emeritus, Art

SAUNDRA EMERSON (1999-2007)

Dean Emeritus, Health Sciences and ECE

ROBERT F. ESCUDERO (1974-1987)

Professor Emeritus, Spanish

RON R. EVANS (1971-2010)

Professor Emeritus, Art

SUSAN EVANS (1987-2011)

Adjunct Professor Emeritus, Art

CHARLES B. FLATT (1964-2001)

Professor Emeritus, Sociology and Philosophy

ELIZABETH B. FRINCKE (1977-1998)

Professor Emeritus, Drafting & Interior Design

LEANORA R. FURR (1962)

Professor Emeritus, English

JOSEPHINE G. GALLEGOS (1967-2001)

Director Emeritus, Vocational Education

FRANK J. GARCIA (1968-1998)

Professor Emeritus,, Health, Physical Education & Recreation

DEEANN GERKEN (1992-2006)

Professor Emeritus,, Nursing

RICHARD O. GILLICK (1975-1987)

Director Emeritus, Business/Institutional Services, Copper Mountain Campus

THOMAS L. GILLMAN (1989-2015)

Professor Emeritus, Computer Sciences

RALPH T. GRANNAN (1973-1997)

Professor Emeritus, Physics

CHARLES R. GREEN (1966-1997)

Dean Emeritus, Student Services and Relations

WILLIAM A. GUDELUNAS (1990-2012)

Professor Emeritus, Political Science and American History

EILEEN C. HACKETT (1993-2006)

Professor Emeritus, Nursing

EUGENE K. HANSON (1969-92)

Professor Emeritus, Philosophy and Religion

CELIA C. HARTLEY (1992-99)

Professor Emeritus, Nursing

Division Chair, Health Sciences

Director of A.D.N, VN, C.N.A and EMT Programs

BEVERLY A. HARTNETT (1968-94)

Professor Emeritus, Nursing

CYNTHIA HAY (2000-14)

Associate Professor Emeritus, Nursing

FRANCIS J. HEDQUIST (1970-91)

Professor Emeritus, Psychology

DEAN W. HOOVER (1973-92)

Professor Emeritus, Reading

JAMES M. HOPP (1974-2001)

Professor Emeritus, English

KATHLEEN HUDGINS (2006-14)

Associate Professor Emeritus, Nursing

JOSEPH B. IANTORNO (1974-86)

Professor Emeritus, English

C.D. JR JACKSON (1988-2012)

Professor Emeritus, Developmental Education

PENNY S. JENISON (1999-2009)

Professor Emeritus, Nursing

DORIS F. KELLER (1972-87)

Professor Emeritus, Nursing

CHARLES D. KROLL (2001-14)

Associate Professor Emeritus, History

PAULA N. KROONEN (1984-2001)

Adjunct Instructor Emeritus, Japanese and ESL

WILLIAM R. KROONEN (1969-2001)

Superintendent/President

JOHN B. LaFONTAINE (1996-2005)

Assistant Professor Emeritus, Air Conditioning and Refrigeration

IRENE M. LARSEN (1995-2014)

Professor Emeritus, Nursing

CAROL A. LASQUADE (2005-15)

Counselor Emeritus, Coordinator EOPS & CARE Programs

JAN B. LAWSON (1970-94)

Professor Emeritus, English

MARIAN T. LEE (1973-1981)

Professor Emeritus, Mathematics, Copper Mountain Campus

JUAN LUJAN (1989-2012)

Director Emeritus, Education Centers

PAUL MAAG (2000-15)

Counselor Emeritus, Alternative Media Specialist

DOUG A. MacINTIRE (2002-15)

Professor Emeritus, Physics and Computer Science

MICHAEL MANIS (1985-2010)

Professor Emeritus, Business

JOHN L. MARMAN (1969-2002)

Professor Emeritus, Health, Physical Education and Recreation,
Director, Athletics,
Division Chair, Health, Physical Education and Recreation

ELEANOR MARTIN (1977-89)

Counselor Emeritus

ELIZABETH MARTIN (1979-94)

Professor Emeritus, Nursing

JOHN W. MARZICOLA (1972-85)

Professor Emeritus, Mathematics

DIANNE S. MATHEWSON (1992-2004)

Professor Emeritus, Psychology

MONICA III MATTEO (1973-2006)

Counselor Emeritus, Financial Aid

ASHLEY T. McDERMOTT (1964-99)

Professor Emeritus, Astronomy and History

DONNA J. McLAIN (1968-96)

Professor Emeritus, Health, PE and Recreation

JOHN R. McMILLAN (1967-82)

Director Emeritus, Admissions and Records Services

STEVEN R. McWILLIAMS (1971-2002)

Professor Emeritus, Geography and Anthropology

MERLE E. MERRITT (1970-95)

Professor Emeritus, History, Copper Mountain Campus

GEORGE L. MEYER (1969-2002)

Professor Emeritus, Geology

ALFRED D. MILLER (1971-93)

Counselor Emeritus, Cooper Mountain Campus

DARRELL MILLER (1985-2016)

Adjunct Instructor Emeritus, Culinary Arts

EDWARD A. MORANTE (1991-2005)

Counselor Emeritus

LINDA A. MORANTE (1993-2005)

Associate Professor Emeritus, English

LINDA A. MURPHY (2008-12)

Professor Emeritus, Nursing

HOVAK NAJARIAN (1966-94)

Professor Emeritus, Art

CHRISTOPHER E. NELSON (1996-2014)

Coordinator Emeritus, Academic Skills Center

JOHN L. NORMAN (1962-99)

Professor Emeritus, Music

MICHAEL J. O'NEILL (1990-2008)

Professor Emeritus, Special Education, Coordinator, DSPTS

BETTY J. OEDING (1967-92)

Professor Emeritus, Nursing

JAMES C. ONEY (1970-97)

Professor Emeritus, Mathematics

ROSEMARY ORTEGA (1972-2005)

Professor Emeritus, Developmental Education

Faculty and Administration

REYNALDO F. ORTIZ (1978-2011)

Counselor Emeritus

CHARLES R. PALMER (1969-91)

Dean Emeritus, Educational Services, Copper Mountain Campus

JERRY R. PATTON (2004-2012)

President Emeritus

WILLIAM H. PIVAR (1971-94)

Professor Emeritus, Business

SAMUEL H. PLUMER (1975-86)

Counselor Emeritus, DSPS

RICHARD W. POST (1974-2007)

Dean Emeritus, Resource Development/Assistant to the

Superintendent/President

Dean, Applied Science and Business

Director, Vocational Education

DIANE N. RAMIREZ (1974-2011)

Professor Emeritus, Special Education, Vice President Emeritus, Student Affairs

BRETT ROMER (1964-2002)

Professor Emeritus, Physics and Mathematics, Division Chair, Science and Mathematics

MARGARET K. ROSE (1994-2014)

Professor Emeritus, Nursing

ANNE G. SADDINGTON (1995-2011)

Professor Emeritus, Human Services and Sociology

DAVID SALTER (1975-2004)

Professor Emeritus, Biology

MARIA C. SHEEHAN (2001-07)

Superintendent/President Emeritus

GEORGE JR SMITH (1973-94)

Professor Emeritus, Agriculture

GWENDOLYN J. SMITH (1980-92)

Professor Emeritus, Nursing

DOMENICO SOTTILE (1969-2010)

Professor Emeritus, Italian and Spanish

FERN D. STOUT (1964-87)

Superintendent/President Emeritus

JOHN C. TAMULONIS (1971-2004)

Professor Emeritus, Automotive Technology

DONALD D. THOMPSON (1965-96)

Professor Emeritus, Physical Education

NORMAN THU (1975-2001)

Professor Emeritus, Political Science

LESLIE TODD (1995-2006)

Professor Emeritus, Nursing

CHRISTINE J. TOMLINSON (1976-82)

Professor Emeritus, Music

MARY K. (CHRIS) TOTTON (1994-2012)

Professor Emeritus, Biology

RODERICK S. TRACEY (1984-2014)

Professor Emeritus, Chemistry

ANNE M. WALKER (1984-2005)

Adjunct Professor Emeritus, Mathematics

DOUGLAS J. WALKER (1971-2005)

Professor Emeritus, Natural Resources and Entomology, Dean, Applied Sciences and Fine Arts, Division Chair, Applied Sciences

JOAN L. WALKER (2004-14)

Assistant Professor Emeritus, Nursing

HARRY WALTHALL (1962-94)

Librarian Emeritus

KENNETH A. WATERS (1968-91)

Professor Emeritus, Agriculture and Mechanics

FLOYD L. WATSON (1974-2005)

Professor Emeritus, Business

DON A. WELTY (1965-2004)

Coordinator Emeritus, Continuing Education

JOY E. WENTZ (1989-2004)

Professor Emeritus, English and Composition

CHAR WHITAKER (1991-2005)

Coordinator Emeritus, Library Services

Faculty & Administration In Memoriam

HORTENSIA "SANDY" ALWAN (1984-2001)

Adjunct Instructor Emeritus, Spanish

HAROLD JR. L. BIRD (1974-76)

Professor Emeritus, Nursing

MARION BLONDIS (1965-76)

Professor Emeritus, Nursing

SANDRA R. BRANDON (1990-2007)

Professor Emeritus, Computer Information Systems

DAN A. BURKE (1966-85)

Professor Emeritus, Developmental Education

BRYAN R. BURRAGE (1973-2004)

Professor Emeritus, Biology, Anatomy and Zoology

DAVID BUTTLES (1997-2010)

Athletic Academic Advisor Emeritus

THOMAS CIASTKO (1981-99)

Professor Emeritus, Respiratory Therapy

EDGAR L. De FOREST (1962-78)

Professor Emeritus, English and Speech

DANIEL V. DETI (1962-2004)

Professor Emeritus, French and Spanish

STANLEY M. DUPREE (2012-14)
Executive Director Emeritus, Human Resources and Labor Relations

M. W. ELLERBROEK (1961-81)
Professor Emeritus/Past Dean of Business Services

CAROLYN L. FISHER (1963-82)

WENDELL C. FORD (1965-89)
Media Specialist Emeritus

LAWRENCE FREDERICK (1962-81)
Professor Emeritus, Mathematics

MICHELE GAINES (2002-08)
Professor Emeritus, Theatre Arts

ALDEN N. GODFREY (1991-2006)
Adjunct Instructor Emeritus, Journalism

GEORGE D. GOODWIN (1962)
Professor Emeritus, Philosophy and Religion

ROBERT M. GRIFFIN (1966)
Professor Emeritus, Special Education

RAY GRIFFITH (1988-2014)
Adjunct Instructor Emeritus, Administration of Justice

DONALD HARRISON (1971-88)
Professor Emeritus, Business

CHARLES HAYDEN (1983-2012)
Trustee Emeritus

ROY HUDSON (1962)
Professor Emeritus, Rhetoric and Public Address

EDWIN T. INGLES (1960-74)
Professor Emeritus/Past Dean of Instruction

ROBERT B. JORDAN (1966-2004)
Professor Emeritus, Psychology

MARIAN M. KATZ (1967-92)
Professor Emeritus, Nursing

AUSTIN KILIAN (1970 -87)
Professor Emeritus, Art

WILLIAM A. KOHL (1976-2006)
Professor Emeritus, Art

KEN LaMONT (1986-2006)
Counselor Emeritus

ROY MALLERY (1962)
Associate Professor Emeritus, Fine Art

JUDITH M. MANDEL (1989-2006)
Adjunct Instructor Emeritus, French

J.R. JR. MASTERS (1964)
Professor Emeritus, Speech

ROY C. McCALL (1959-73)
President Emeritus/Past President, Past Superintendent, Coachella Valley
Community College District

BARBARA McFADYEN (1965-87)
Professor Emeritus, Political Science

MARTIN McKELL (1965-85)
Professor Emeritus, Business

JAMES A. MILLS (1973-92)
Professor Emeritus, Administration of Justice

KIM R. MILTENBERGER (1982-99)
Associate Professor Emeritus, Speech

KATHLEEN MUCHNIK (1972-87)
Assistant Professor Emeritus, Nursing
Assistant Chairperson, Nursing and Allied Health

GEORGE J. NELSON (1963-74)
Professor Emeritus, Chemistry

SEAMUS NUNAN (1962-82)
Professor Emeritus, History

C.A. PATTERSON (1974-99)
Professor Emeritus, Mathematics

LANCE READ (1964-96)
Counselor Emeritus

WILLIAM M. REESKE (1969-99)
Professor Emeritus, English, Cooper Mountain Campus

BETTY LOU ROCHE (1970-89)
Professor Emeritus, Business

ANTHONY A. SAITTA (1967-78)
Associate Professor Emeritus, Business

RHODA G. SCHWANKE (1973-83)
Professor Emeritus, Nursing, Coordinator Emeritus, Student Health
Service

PERRY J. SHENEMAN (1970-81)
Professor Emeritus, Engineering Technology

STEPHEN SIMONSEN (1979-97)
Professor Emeritus, Communication

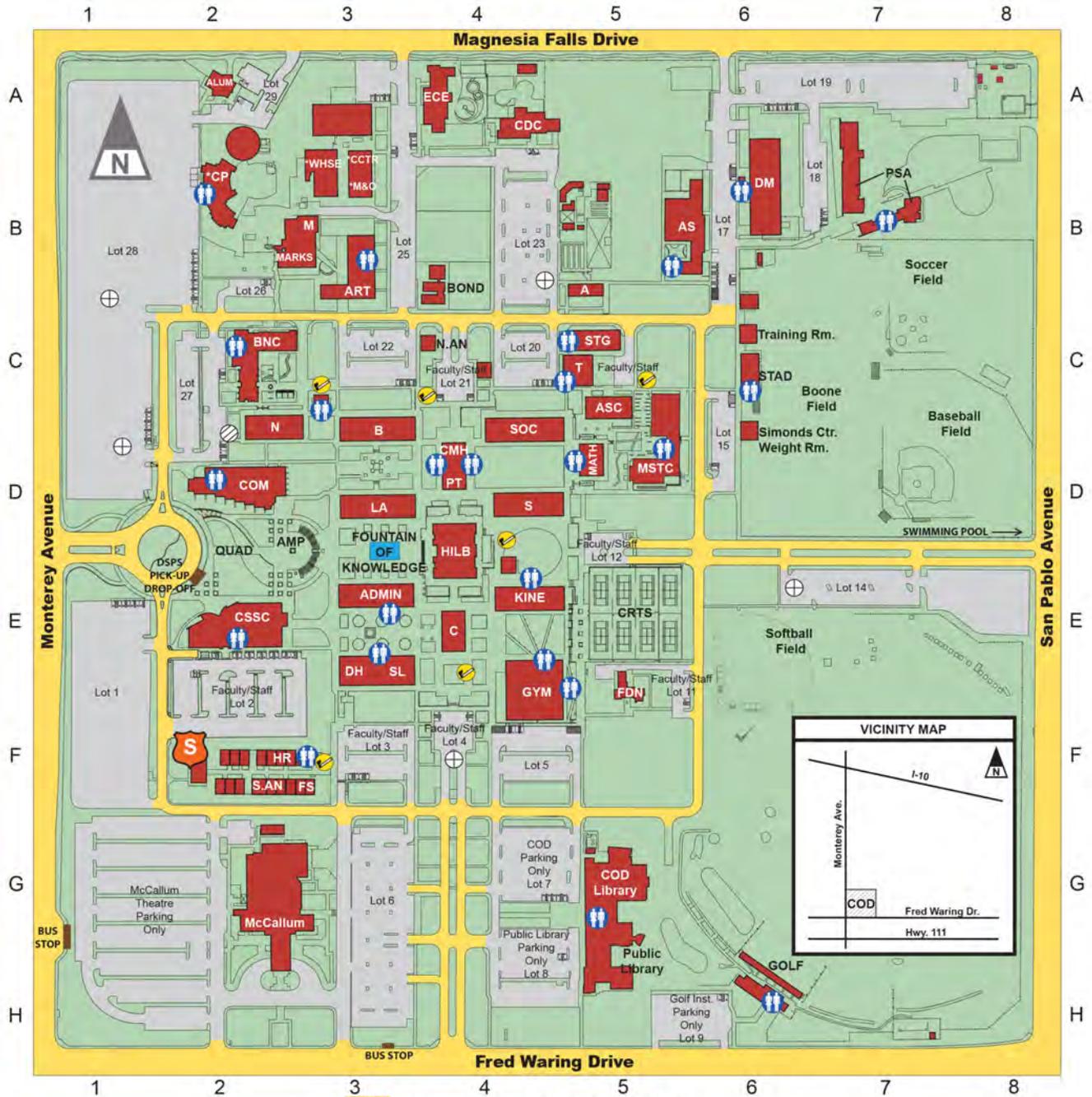
FREDERICK THON (1962-74)
Professor Emeritus, Drama

RAYMOND L. TRAYNOR (1974-87)
Professor Emeritus, Developmental Education, Copper Mountain Campus

JOYCE WADE-MALTAIS (1966-99)
Professor Emeritus, English and Speech

FRANCES De LONG WILSON (1969-84)
Professor Emeritus, Developmental Education

PALM DESERT CAMPUS GUIDE



COLLEGE of the DESERT																																																																																																																																																								
<table border="0"> <tr><td>A</td><td>Agricultural Sciences.....</td><td>B5</td></tr> <tr><td>ADMIN</td><td>Administration.....</td><td>E3</td></tr> <tr><td>ALUM</td><td>Alumni Centre.....</td><td>A2</td></tr> <tr><td>AMP</td><td>Amphitheatre.....</td><td>D3</td></tr> <tr><td>ART</td><td>Art.....</td><td>B3</td></tr> <tr><td>AS</td><td>Applied Sciences.....</td><td>B6</td></tr> <tr><td>ASC</td><td>Academic Skills Center.....</td><td>C5</td></tr> <tr><td>B</td><td>Business Building.....</td><td>D3</td></tr> <tr><td>BNC</td><td>Barker Nursing Center.....</td><td>B2</td></tr> <tr><td>CDC</td><td>Child Development Center.....</td><td>A4</td></tr> <tr><td>CMH</td><td>Carol Meier Lecture Hall.....</td><td>D4</td></tr> <tr><td>CP</td><td>Central Plant.....</td><td>B2</td></tr> <tr><td>CCTR</td><td>Copy Center.....</td><td>B3</td></tr> <tr><td>COM</td><td>Communication.....</td><td>D2</td></tr> <tr><td>CRTS</td><td>Tennis Courts.....</td><td>E5</td></tr> <tr><td>CSSC</td><td>Cravens Student Services Center.....</td><td>E2</td></tr> </table>	A	Agricultural Sciences.....	B5	ADMIN	Administration.....	E3	ALUM	Alumni Centre.....	A2	AMP	Amphitheatre.....	D3	ART	Art.....	B3	AS	Applied Sciences.....	B6	ASC	Academic Skills Center.....	C5	B	Business Building.....	D3	BNC	Barker Nursing Center.....	B2	CDC	Child Development Center.....	A4	CMH	Carol Meier Lecture Hall.....	D4	CP	Central Plant.....	B2	CCTR	Copy Center.....	B3	COM	Communication.....	D2	CRTS	Tennis Courts.....	E5	CSSC	Cravens Student Services Center.....	E2	<table border="0"> <tr><td>DM</td><td>Diesel Mechanics.....</td><td>B6</td></tr> <tr><td>DH</td><td>Dining Hall.....</td><td>E3</td></tr> <tr><td>ECE</td><td>Early Childhood Education Center.....</td><td>A4</td></tr> <tr><td>FS</td><td>Fiscal Services.....</td><td>F2</td></tr> <tr><td>FDN</td><td>Foundation.....</td><td>F5</td></tr> <tr><td>GOLF</td><td>College Golf Center.....</td><td>C5</td></tr> <tr><td>GYM</td><td>Gymnasium.....</td><td>F4</td></tr> <tr><td>HILB</td><td>Hilb.....</td><td>D4</td></tr> <tr><td>HR</td><td>Human Resources.....</td><td>F2</td></tr> <tr><td>KINE</td><td>Kinesiology.....</td><td>E4</td></tr> <tr><td>LA</td><td>Liberal Arts.....</td><td>D3</td></tr> <tr><td>M</td><td>Music Classroom.....</td><td>B3</td></tr> <tr><td>M&O</td><td>Maintenance & Operations.....</td><td>B3</td></tr> <tr><td>MARKS</td><td>Walter N. Marks Center for the Arts.....</td><td>B3</td></tr> <tr><td>MATH</td><td>Math.....</td><td>D5</td></tr> <tr><td></td><td>McCallum Theatre.....</td><td>G2</td></tr> </table>	DM	Diesel Mechanics.....	B6	DH	Dining Hall.....	E3	ECE	Early Childhood Education Center.....	A4	FS	Fiscal Services.....	F2	FDN	Foundation.....	F5	GOLF	College Golf Center.....	C5	GYM	Gymnasium.....	F4	HILB	Hilb.....	D4	HR	Human Resources.....	F2	KINE	Kinesiology.....	E4	LA	Liberal Arts.....	D3	M	Music Classroom.....	B3	M&O	Maintenance & Operations.....	B3	MARKS	Walter N. Marks Center for the Arts.....	B3	MATH	Math.....	D5		McCallum Theatre.....	G2	<table border="0"> <tr><td>MSTC</td><td>Math Science Technology Center.....</td><td>D5</td></tr> <tr><td>N</td><td>Nursing.....</td><td>D2</td></tr> <tr><td>N.AN</td><td>North Annex.....</td><td>C4</td></tr> <tr><td>PSA</td><td>Public Safety Academy.....</td><td>B7</td></tr> <tr><td>PT</td><td>Pollock Theatre.....</td><td>D4</td></tr> <tr><td></td><td>Public Library.....</td><td>H5</td></tr> <tr><td>QUAD</td><td>Student Plaza (Drop-off & Walkway).....</td><td>D2</td></tr> <tr><td>S</td><td>Science.....</td><td>D4</td></tr> <tr><td></td><td>Security.....</td><td>F2</td></tr> <tr><td></td><td>Simonds Center Weight Room.....</td><td>C6</td></tr> <tr><td>S.AN</td><td>South Annex.....</td><td>F2</td></tr> <tr><td>SOC</td><td>Social Sciences.....</td><td>D4</td></tr> <tr><td>STAD</td><td>Stadium.....</td><td>C6</td></tr> <tr><td>STG</td><td>Stagecraft Shop.....</td><td>C5</td></tr> <tr><td>SL</td><td>Student Life.....</td><td>E3</td></tr> <tr><td>T</td><td>Theatre Too.....</td><td>C5</td></tr> <tr><td></td><td>Training Room.....</td><td>C6</td></tr> <tr><td>WHSE</td><td>Warehouse.....</td><td>B3</td></tr> </table>	MSTC	Math Science Technology Center.....	D5	N	Nursing.....	D2	N.AN	North Annex.....	C4	PSA	Public Safety Academy.....	B7	PT	Pollock Theatre.....	D4		Public Library.....	H5	QUAD	Student Plaza (Drop-off & Walkway).....	D2	S	Science.....	D4		Security.....	F2		Simonds Center Weight Room.....	C6	S.AN	South Annex.....	F2	SOC	Social Sciences.....	D4	STAD	Stadium.....	C6	STG	Stagecraft Shop.....	C5	SL	Student Life.....	E3	T	Theatre Too.....	C5		Training Room.....	C6	WHSE	Warehouse.....	B3
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WHSE	Warehouse.....	B3																																																																																																																																																						
<p>★ = Staff Only ⊕ Self Serve One-Day Parking Permit Dispenser ⊗ Electric Vehicle Charging Station ♿ Accessible Restrooms 🚰 Security 🚭 Designated Smoking Area</p>																																																																																																																																																								

INDIO CAMPUS GUIDE

FLOOR THREE
3

Classroom 308, Classroom 307, Classroom 306, Classroom 305, Classroom 301, Classroom 302, Faculty Offices, EMERGENCY EXIT

FLOOR TWO
2

Classroom 207, Classroom 206, TASC 205, Classroom 204, Classroom 201, Administrative & Student Support Services, Classroom 203, EMERGENCY EXIT

FLOOR ONE
1

Bookstore, Retail, Retail, Classroom 105, Atrium Lobby, Classroom 101, Classroom 102, Classroom 103, Classroom 104, EMERGENCY EXIT

Oasis Street

Regua Avenue

Legend:
● Student Areas
● Faculty Areas
 Restrooms
 Elevators

Towne Street
Civic Center Drive
Requa Avenue
Oasis Street
 Parking
 Bus Stop

Driving directions from Interstate 10 to 45524 Oasis St, Indio, CA 92201
 760-776-7200
 Take I-10 East
 Exit Jackson Street (Exit 143)
 Turn right onto Requa Avenue
 Turn right onto Oasis Street
 Indio Campus is on the right

N

MECCA-THERMAL CAMPUS GUIDE

COLLEGE of the DESERT Mecca/Thermal Campus Guide

**61-120 Buchanan Street
Thermal, CA 92274**

Directions (from Palm Desert campus):
Take I-10 East Exit 86 Expressway South (splits off to the right)
Take a left on Avenue 62
Take an immediate left on Buchanan St.
Take a right at the first stop sign into the campus.

Directions coming from the Salton Sea area:
North on 86 Expressway
Take a right on Avenue 62
Take an immediate left on Buchanan St.
Take a right at the first stop sign into the campus.

Legend:
Security (S)
Designated Smoking Areas
Restrooms

Map Labels:
Buchanan Street
Office/Counseling
Cafe
TASC & Tutoring
Bus Stop
Parking
Administration, Counseling & Conference
B6 B7 B8
Student Commons C1
C2
TASC Tutoring C3&4

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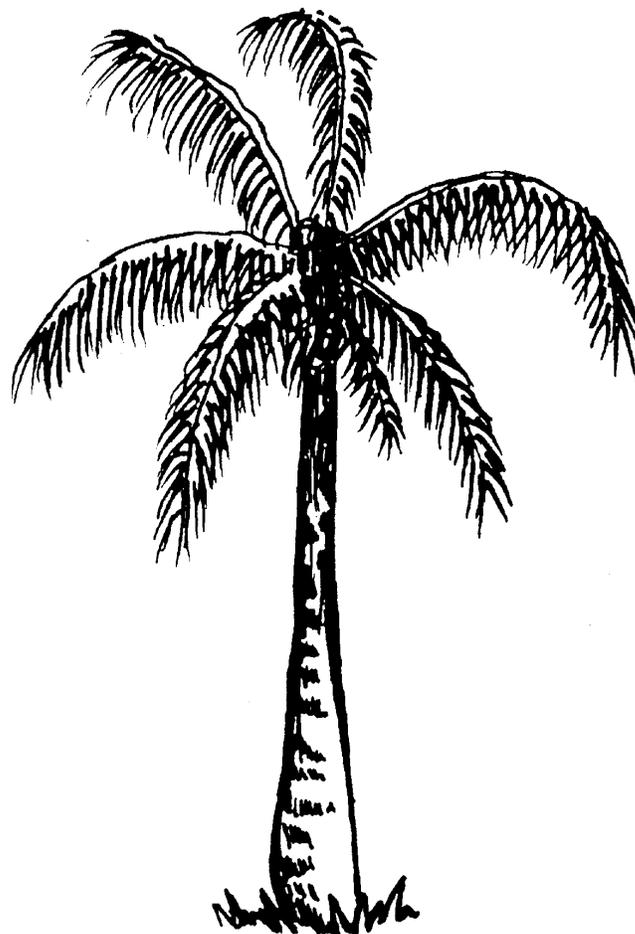
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