

# Palo Verde College

Catalog 2014-15



**PALO VERDE COLLEGE**  
**ONE COLLEGE DRIVE**  
**BLYTHE, CA 92225**  
**Ph. 760-921-5500 Fax 760-921-3608**  
**[www.paloverde.edu](http://www.paloverde.edu)**



Donald G. Wallace, Ph.D.  
Superintendent/President



### **Welcome to Palo Verde College!**

Your decision to pursue a college education is among the most important decisions you will make in your lifetime. It has been said that knowledge is power, and community college is the door through which many people have discovered the power to become more successful in life. According to research, people with a college degree have a much better chance of finding a job as compared to those who do not have a degree, and workers with a college degree will earn over a million dollars more in their career than those who do not have a college degree.

Your decision to make Palo Verde College the next step on your educational journey is an excellent one. Many successful people have made the same choice you are about to make and started their educational journey at a community college including Walt Disney, Tom Hanks, George Lucas, Nolan Ryan, and former Governor Arnold Schwarzenegger to name a few.

Palo Verde College can help you to achieve your educational goals whether you want to get a good paying job immediately after college, or you want to continue on with your education toward more advanced degrees. As a fully accredited institution, our transfer courses are accepted at CSU and UC system sites and your two year degree or certificate of completion is highly regarded in our community, surrounding areas, and throughout the State.

I congratulate you on your decision to attend Palo Verde College. Please take a few moments to review the college catalog and learn about the programs and services available to you here at Palo Verde College. Our outstanding instructors, counselors, and support staff are all available to help make your college experience successful and rewarding. We look forward to seeing you on campus, and thank you for becoming a member of the Palo Verde Community College family!

Donald G. Wallace, Ph.D.  
Superintendent/President

**PALO VERDE COLLEGE BOARD OF TRUSTEES**

The Palo Verde Community College District Board of Trustees is composed of seven members elected to serve four year terms. Five of the trustees are elected at large from the part of the District in Riverside County. Two of the trustees are elected at large from the part of the District in San Bernardino County. The terms of trustees are staggered with elections in even numbered years. In addition, there is a Student Trustee who is elected by the District’s students. The Board of Trustees has responsibility for setting policy, overseeing fiscal stability, and establishing an effective educational program for the students and the community. The Board meets on the 2nd and 4th Tuesdays of the month. The first meeting of each month is scheduled as needed for a study session. The Board’s business meeting is scheduled for the 4th Tuesday of the month unless some national holiday conflicts with the meeting date or if the Board of Trustees elects to change the date.

- Millie Rodriguez .....President
- George Thomas .....Vice President
- Ned Hyde..... Clerk of the Board
- Ed Gonzales.....Trustee
- Jerry Lewis.....Trustee
- Ted Arneson.....Trustee
- Lincoln Edmond.....Trustee

---

**PALO VERDE COLLEGE FOUNDATION BOARD OF DIRECTORS**

The Palo Verde College Foundation is a tax-exempt organization which receives gifts of both real and personal property as a basis for extending educational opportunities to the members of its service area. Gifts can aid the District in its efforts to expand its program and course offerings or they may serve students through scholarships, grants, and other types of assistance.

- Teresa Houston.....President
- Ron Baker..... Vice President
- Don Wallace ..... Secretary
- Russi Egan.....Treasurer
- June Turner .....Faculty Representative/Director
- Alex Munoz.....ASG,Student Trustee
- Denise Hunt.....Administrative Assistant to the Superintendent / President
- Louise Alford .....Director
- Ted Arneson.....Director
- Trudy Cook ..... Director
- Robert Crain ..... Director
- Alicia Fletcher..... Director
- Sarah Frid ..... Director
- Ed Gonzalez..... Director
- John Hadlock.....Director
- Sean Hancock .....Director
- Connie Reale.....Director
- Brad Robinson..... Director
- Lois Shaffer.....Director
- Marcela Thomas.....Director
- Sandra Van Dyke..... Director
- Floie Barrows.....Emeritus Director
- Charlotte McCreary..... Emeritus Director

**MESSAGE FROM THE SUPERINTENDENT/PRESIDENT, PAGE 2**

**BOARD OF TRUSTEES, PAGE 3**

**FOUNDATION BOARD OF DIRECTORS, PAGE 3**

**ACADEMIC CALENDARS, PAGES 5 - 7**

FALL 2014, PAGE 5

SPRING 2015, PAGE 6

SUMMER 2015, PAGE 7

**GENERAL INFORMATION, PAGES 8 - 10**

ABOUT THIS CATALOG, PAGE 8

ACCREDITATION, PAGE 8

NON-DISCRIMINATION POLICY, PAGE 8

MISSION AND VISION, PAGE 9

PHILOSOPHY OF EDUCATION AND VALUES, PAGE 9

INSTITUTIONAL LEARNING OUTCOMES, PAGE 10

**ABOUT PALO VERDE COLLEGE, PAGES 11 - 12**

**DIRECTORY OF SERVICES, PAGES 13 - 14**

**INSTRUCTIONAL AND STUDENT SERVICES, PAGES 15 - 45**

ADMISSIONS PROCEDURES, PAGES 16 - 20

FEES AND EXPENSES/TUITION, PAGES 21 - 24

STUDENT SUCCESS SUPPORT PROGRAM, PAGES 25-27

COUNSELING AND SUPPORT SERVICES, PAGES 28 - 32

VETERANS SERVICES, PAGES 33 - 34

FINANCIAL AID, PAGES 35 - 41

INSTRUCTIONAL SUPPORT SERVICES, PAGES 42 - 43

STUDENT LIFE, PAGES 44 - 45

**COLLEGE POLICIES, PAGES 46 - 63**

ACADEMIC REGULATIONS, PAGES 46 - 57

STUDENTS RIGHTS AND RESPONSIBILITIES, PAGES 58 - 64

**ACADEMIC INFORMATION, PAGES 65- 73**

HONORS AND AWARDS, PAGE 65

REQUIREMENTS FOR CERTIFICATES, DEGREES AND  
UNIVERSITY TRANSFER, PAGES 66 - 69

TRANSFERRING TO THE UNIVERSITY OF CALIFORNIA,  
PAGE 70

TRANSFERRING TO CALIFORNIA STATE UNIVERSITY (CSU),  
PAGE 71

GENERAL INFORMATION ABOUT TRANSFERRING,  
PAGES 72 - 73

**PROGRAMS OF STUDY, PAGES 74 - 96**

TABLE OF DEGREES AND CERTIFICATES, PAGE 74

ASSOCIATE OF SCIENCE DEGREE'S AND CERTIFICATES,  
PAGE 75-87

ASSOCIATE OF ARTS DEGREE IN LIBERAL ARTS,  
PAGE 88-91

ASSOCIATE OF ARTS DEGREES FOR TRANSFER, PAGE 92-96

**COURSES OF INSTRUCTION, PAGES 97 - 175**

ACCOUNTING, PAGE 98

AGRICULTURE, PAGE 99

ALCOHOL AND DRUG STUDIES, PAGE 99

ANTHROPOLOGY, PAGE 101

ART, PAGE 102

ASTRONOMY, PAGE 105

AUTOMOTIVE TECHNOLOGY, PAGE 106

BIOLOGY, PAGE 108

BUILDING CONSTRUCTION TECHNOLOGY, PAGE 109

BUSINESS, PAGE 111

CHEMISTRY, PAGE 113

CHILD DEVELOPMENT, PAGE 113

COMPUTER INFORMATION SYSTEMS, PAGE 117

CRIMINAL JUSTICE, PAGE 120

DANCE, PAGE 123

ECONOMICS, PAGE 123

EDUCATION, PAGE 124

EMERGENCY MEDICAL SERVICES, PAGE 125

ENGLISH, PAGE 126

ENGLISH AS A SECOND LANGUAGE, PAGE 131

FIRE SCIENCE TECHNOLOGY, PAGE 132

FRENCH, PAGE 146

GENERAL STUDIES, PAGE 146

GEOGRAPHY, PAGE 147

GEOLOGY, PAGE 148

HEALTH EDUCATION, PAGE 148

HISTORY, PAGE 149

KINESIOLOGY, PAGE 150

MANAGEMENT, PAGE 150

MATHEMATICS, PAGE 151

MUSIC, PAGE 152

NURSING, PAGE 155

NURSING SCIENCES CLINICAL, PAGE 160

OFFICE ADMINISTRATION, PAGE 161

PHILOSOPHY, PAGE 162

PHYSICAL EDUCATION, PAGE 163

PHYSICS, PAGE 165

POLITICAL SCIENCE, PAGE 165

PSYCHOLOGY, PAGE 166

READING, PAGE 168

SOCIOLOGY, PAGE 169

SPANISH, PAGE 170

SPEECH, PAGE 171

THEATRE ARTS, PAGE 172

WATER TECHNOLOGY, PAGE 173

WELDING, PAGE 173

**COURSES OF INSTRUCTION - NON-CREDIT, PAGES 176 - 183**

ADULT BASIC EDUCATION, PAGES 176 - 177

NON-CREDIT BASIC EDUCATION, PAGES 180- 185

**ORGANIZATION OF THE COLLEGE DISTRICT, PAGES 187 - 188**

**FULL-TIME FACULTY, PAGES 189 - 192**

**GLOSSARY OF TERMS, PAGES 193 - 196**

## FALL 2014 SEMESTER

- April 21— May 30, 2014 ..... \*Assessment Testing, 10:00 a.m.—5:00 p.m., Monday-Thursday
- April 28—May 2, 2014 ..... EOPS, DSPS, Veteran’s & Foster Youth Priority Registration
- May 3 – May 9, 2014..... New & Continuing student Priority Registration – New students that have completed orientation, assessment, and educational plans & continuing students in good academic standing with fewer than 100 units.

### NEW STUDENT ORIENTATION DATES:

04/07/2014, 9:30AM – CS 236

04/09/2014, 9:30AM – CS 236

04/15/2014, 5:00PM – CS 236

04/17/2014, 5:00PM – CS 236

- May 10—August 29, 2014..... \*Open Registration
- August 4 – August 29, 2014..... \*Assessment Testing, 10:00 a.m.—5:00 p.m., Monday-Thursday
- Open..... EOPS Orientation - Online
- August 6, 2014 ..... \*New Student and DSPS Orientation, 9:00 a.m.
- August 7, 2014 ..... \*Needles New Student Orientation, 1:00 p.m.
- August 18, 2014 ..... Classes Begin
- August 20, 2014 ..... CARE/CalWORKs Orientation, 10:00 a.m. – 11:00 a.m.
- August 20, 2014 ..... \*New Student and DSPS Orientation, Make-Up, 5:30 p.m.
- August 21, 2014 ..... \*Needles Orientation, Make-Up, 5:30 p.m.
- August 22, 2014 ..... Last Day to Petition Co/Prerequisite Challenge Form
- August 26, 2014 ..... \*Needles New Student Orientation, 3:00 p.m.
- August 29, 2014 ..... Last Day to Register
- August 29, 2014 ..... Last Day to Apply for a Refund
- September 1, 2014..... Labor Day Holiday – Campus Closed
- September 5, 2014..... Last Day to Withdraw without “W” Showing on Permanent Record
- September 12, 2014..... Institute Day, no classes
- September 23, 2014..... Last Day to Elect P/NP
- November 11, 2014..... Veteran’s Day – Campus Closed
- November 21, 2014..... Last Day to Withdraw from any Course Without Penalty  
 (“W” will show on permanent record)
- November 27-28, 2014..... Thanksgiving Break – Campus Closed
- December 15-19, 2014..... Finals Week
- December 19, 2014 ..... Last Day of Classes

*\*Assessment Testing and Orientation are **mandatory** for New Students*

**SPRING 2015 SEMESTER**

November 24 – December 12, 2014.....	*Assessment Testing, Times and Days to be Announced
December 1 – December 5, 2014.....	EOPS, DSPS, Veteran’s & Foster Youth Priority Registration
December 6—December 12, 2014 .....	New & Continuing Student Priority Registration—New students that have completed orientation, assessment, and educational plans & continuing students in good academic standing with fewer than 100 unit.

**NEW STUDENT ORIENTATION DATES:**

	11/10/2014, 9:30AM—CS 236
	11/12/2014, 9:30AM—CS 236
	11/18/2014, 5:00PM—CS 236
	11/20/2014, 5:00PM—CS 236
December 2014- January 2015.....	*EOPS Orientation, Online
December 13, 2014 – February 6, 2015	*Open Registration
December 24, 2014 – Jan 2, 2015.....	Christmas Break—Campus Closed
January 5– February 5, 2015.....	*Assessment Testing, Mon & Wed 10:00 a.m.—3:00p.m. Tue 12:00 p.m.-5:00p.m., & Thurs 12:00 p.m.—4:00 p.m.
January 08, 2015 .....	*New Student and DSPS Orientation, 9:00 a.m.
January 09, 2015.....	CARE/CalWORKs Orientation, 11:00 a.m.-12:00 p.m.
January 09, 2015.....	*Needles Orientation, 6:00 p.m.
January 15, 2014.....	*New Student and DSPS Orientation, Make-Up, 5.30 p.m.
January 16, 2015.....	*Needles Make-Up Orientation, 10:00 a.m.—12:00p.m.
January 19, 2015.....	Martin Luther King, Jr. Day—Campus Closed
January 20 – 23, 2015.....	Flex Days
January 26, 2015.....	Classes Begin
January 30, 2015.....	*Last day to Petition - Co/Prerequisite Challenge Form
January 16, 2015.....	*Needles Make-Up Orientation, 5:30 p.m.
February 6, 2015.....	Last Day to Register
February 6, 2015.....	Last Day to Apply for a Refund
February 12, 2015.....	Last Day to Withdraw without ‘W’ on Permanent Record
February 13, 2015 .....	Lincoln Day—Campus Closed
February 16, 2015.....	Washington Day—Campus Closed
March 5, 2015.....	Last Day to Elect P/NP Grading Option
March 6, 2015.....	Last Day to Petition to Graduate (First Friday in March)
April 3, 2015 .....	Good Friday Holiday
April 6 – April 10, 2015 .....	Spring Break – Campus Closed
May 8, 2015 .....	Last Day to Withdraw with a “W” on Permanent Record
May 25, 2015 .....	Memorial Day—Campus Closed
June 1 – 5, 2015.....	Finals week
June 5, 2015.....	Last Day of Classes
June 6, 2015.....	Graduation/Institute Day

\*Assessment Testing and Orientation are mandatory for New Students (Dates & Times subject to change)

## SUMMER 2015 SEMESTER

April 13— June 11, 2015 .....	* Assessment Testing, Times and Days to be Announced
April 27—May 1, 2015 .....	EOPS, DSPS, Veterans & Foster Youth Priority Registration
May 2 —June 18, 2015 .....	Open Registration
June 15, 2015 .....	Classes Begin
June 11, 2015 .....	Last Day to Petition to Challenge a Co/Prerequisite
June 17 ,2015.....	Last Day to Apply for a Refund
June 18,2015.....	Last Day to Register
June 19 ,2015.....	Last Day to Withdraw Without “W” showing on Permanent Record
June 25 ,2015.....	Last Day to Elect P/NP
July 3 ,2015.....	Independence Day Holiday (observed)
July 15., 2015.....	Last Day to Withdraw without Penalty (grade received will show on permanent record)
July 24. 2015.....	Last Day of Classes

*\*Assessment Testing and Orientation are mandatory for New Students (Dates and times are subject to change)*

*Note: Campus will be closed every Friday throughout the summer*



---

### **ABOUT THIS CATALOG**

This catalog is valid from July 1, 2014 through June 30, 2015. 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 Palo Verde College. In addition, some courses or programs that are offered may have to be cancelled because of insufficient enrollment, elimination or reduction in programs, or 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.

---

### **ACCREDITATION**

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

---

### **NON-DISCRIMINATION POLICY**

Palo Verde College complies with all Federal and State rules and regulations and is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The College, and each individual who represents the College, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. Harassment of any employee/student with regard to any of the foregoing characteristics is strictly prohibited. In addition, the lack of English language skills will not be a barrier to admission and participation in the college's vocational education programs.

The college's non-discrimination policies are supported by the requirements of titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the education amendments of 1972; the Age Discrimination in Employment Act of 1975; sections 503 and 504 of the Rehabilitation Act of 1972, as amended, and the Americans with Disabilities Act.

Inquiries regarding compliance and/or grievance procedures may be directed to the Palo Verde College Affirmative Action Officer in Administrative Services.



---

### **OUR MISSION**

Palo Verde College is a California community college that supports an exemplary learning environment with high quality educational programs and services. The College promotes student success and lifelong learning for a diverse community of learners.

---

### **OUR VISION**

Palo Verde College will be known for excellence—educationally, socially, economically and culturally.

---

### **OUR PHILOSOPHY OF EDUCATION**

The awarding of an Associate degree is intended to represent more than an accumulation of units. It is to symbolize a successful attempt on the part of the college to lead students through patterns of learning experiences designed to develop certain capabilities and insights. Among these are the ability to think and to communicate clearly and effectively both orally and in writing; to use mathematics, to understand the modes of inquiry of the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems, and to develop the capacity for self-understanding.

---

### **OUR VALUES**

#### **Excellence**

Palo Verde College is committed to excellence. The College expects quality instruction and services, and applauds the achievement of its students, faculty and staff.

#### **Learning**

Palo Verde College facilitates lifelong learning and encourages scholastic achievement. The College believes that knowledge, understanding, and their application are keys to a better future.

#### **Integrity and Ethics**

Palo Verde College maintains the highest standards of ethics and integrity. The College consistently demands respect, honesty and fairness in its educational programs, professional interactions and community relations.

#### **Diversity**

Palo Verde College celebrates diversity in its students, in its faculty and staff, and in its community. Diversity enriches us all and strengthens our community.

#### **Creativity**

Palo Verde College supports and encourages creativity and innovation.

#### **Civic Responsibility**

Palo Verde College supports the continuous development of civic responsibility.

---

### **INTEGRATED STRATEGIC PLAN**

The Palo Verde College Integrated Strategic Plan goals and objectives may be viewed on the web at [www.paloverde.edu](http://www.paloverde.edu).

**INSTITUTIONAL LEARNING OUTCOMES****Critical and Creative Thinking**

Students will identify problems and collect data in order to analyze, interpret, explain and evaluate texts, ideas, works of art and scientific, technological, and mathematical problems.

**Communication**

Students will communicate effectively and interactively in written, electronic, spoken or signed, and artistic forms.

**Community and Global Awareness**

Students will understand and empathize with diverse cultural, social, religious and linguistic differences within and across societies.

**Personal and Professional Growth and Development**

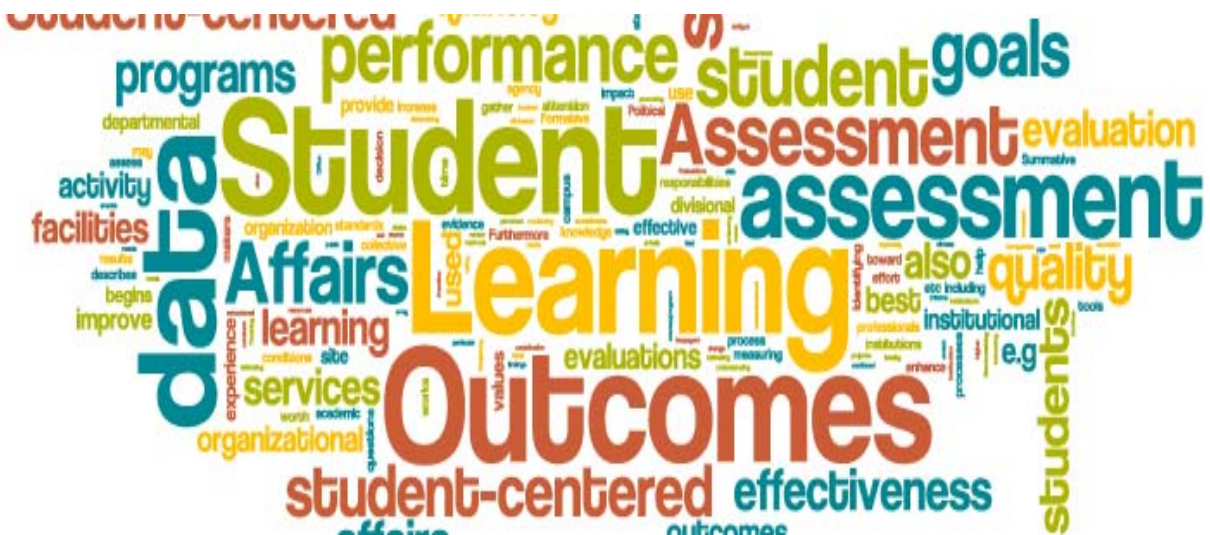
Students will develop personal, educational and career goals that promote self-reliance; lifelong learning; and physical, mental, and social well-being.

**Information Competency**

Students will identify and collect information effectively from a variety of sources and analyze, evaluate and apply information appropriately.

**Technological Competency**

Students will effectively use contemporary technology relevant to their personal and career choices.



### **PALO VERDE COLLEGE**

Palo Verde College is located along the Colorado River in the fertile Palo Verde Valley, 165 miles west of Phoenix, 110 miles east of Palm Springs, and 100 miles north of Yuma, AZ. Its service area includes approximately 20,556 people, 12,456 of whom reside in Blythe.

The charm of Southern California agricultural life permeates the valley. Tourism is a major industry, boosted by temperate winters and summers built around river water sports.

Palo Verde College is dedicated to learning, to reflection, and to personal growth. People of all ages and backgrounds attend from early morning to late evening and weekends to take advantage of a wide variety of course offerings. The College is committed to flexible/convenient scheduling of classes for students. The College has a reputation for quality and a readiness to respond quickly and appropriately to all community educational needs.

---

### **PALO VERDE COLLEGE—NEEDLES CAMPUS**

The Palo Verde Community College Needles Center was established in Fall 1999 and the first classes were offered in Spring 2000.

The goal of the Needles Center is to reach traditional, non-traditional and all potential students in the additional portion of the District within San Bernardino County. The site is located in Needles, California, approximately 100 miles north of the main campus in Blythe. The Needles Center is a comprehensive source of instruction and technology services which are coordinated with the main campus.

---

### **HISTORY OF PALO VERDE COLLEGE**

Palo Verde College was founded on September 15, 1947, six miles northwest of Blythe on the site of the former Morton Air Academy. It opened its doors as a junior college within the Palo Verde Unified School District. Seventeen students enrolled. By 1950, enrollment had reached 250.

In September 1958, the College moved into a beautiful Spanish styled building on East Hobsonway. The building was constructed in 1918 to house Palo Verde High School and later became Hobsonway Elementary School before being taken over by Palo Verde College. Athletics came into prominence. The Pirates won three conference championships in football and three in baseball. By 1966, the student body numbered 472.

Palo Verde College moved to the Chanslorway campus in September, 1967. On July 1, 1973, the College separated from the Unified School District. The instructional programs expanded to include vocational/ technical, developmental, and continuing education courses. The college purchased 200 acres for its present location, which is just a short distance from its original site.

In 1999, Palo Verde Community College District was expanded to include the eastern end of San Bernardino County and the City of Needles. A Needles Center was located on the Needles High School campus, and the first classes began with the Spring 2000 semester. The Board of Trustees was also expanded from five to seven members with two seats assigned to Needles.

## HISTORY OF PALO VERDE COLLEGE (CONT.)

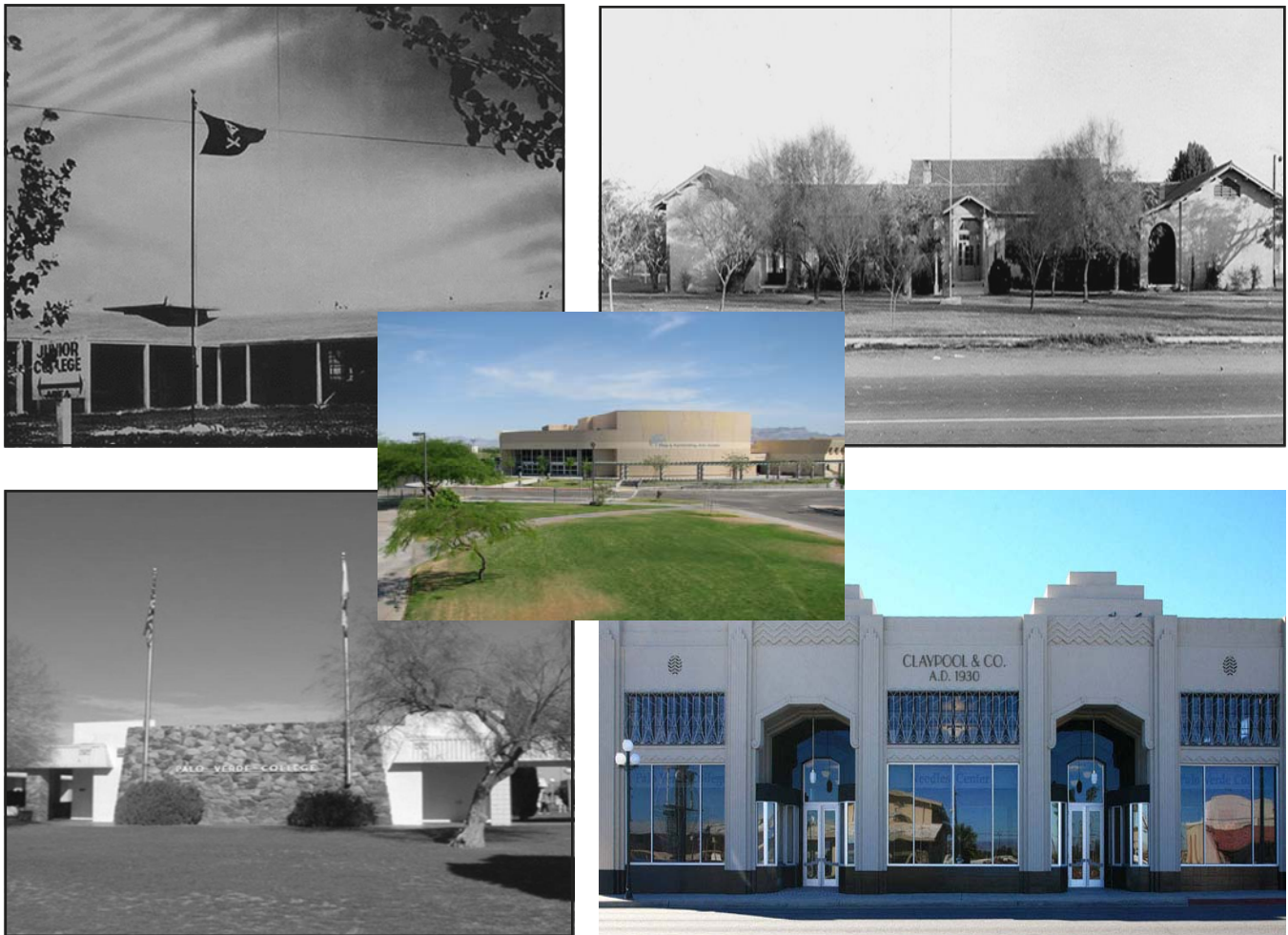
August 2001 marked the start of classes at the new Blythe campus. By Spring 2003, more than 2,000 students were enrolled in classes and enrollment has continued to increase.

In 2009, the Needles Center moved to the remodeled Claypool and Company Building on Broadway.

Students attend Palo Verde College in preparation for transfer to a four-year institution, to acquire entry-level job skills, to increase their vocational competency, for career and technical training, or to participate in a variety of non-credit courses for personal enrichment. Classes are conducted at the Needles Center in addition to the main campus. The college began correspondence education classes in the Spring 2001 semester for inmates at Ironwood State Prison near Blythe and for other students unable to attend regular classes in Blythe or Needles.

Courses in Administration of Justice, Criminal Justice and Fire Science Technology are offered by Palo Verde College in Blythe as well as through the Industrial Emergency Council and Riverside County Fire Department.

Palo Verde College is pleased with the prestige its faculty and graduates have received. The continued success of the College depends upon superior teaching, and faculty members are selected with this in mind.



- **INSTRUCTIONAL SERVICES – ESTHER MCBROOM, 921-5485**
  - **COMPUTER MALL**
    - OPEN COMPUTER LAB
      - PROVIDES COMPUTER ACCESS TO ENROLLED STUDENTS
  - **LIBRARY – JUNE TURNER, 921-5558**
    - ASSESSMENT TESTING
      - PERFORM PLACEMENT ASSESSMENTS
    - BOOK, DVD AND VIDEO LOANS
    - RESEARCH ASSISTANCE
    - COMPUTER LAB
    - INTERNET ACCESS
    - TUTORING
      - PROVIDE TUTORING SERVICE
    - CAREER INFORMATION
    - STUDY ROOM
    - COPIER
      - BLACK AND WHITE COPIES 10 CENTS PER PAGE
    - COLOR PRINTER
      - COLOR PRINTOUT 35 CENTS PER PAGE
    - SCANNER
    - INTER LIBRARY LOAN
- **STUDENT SERVICES – ESTHER MCBROOM, 921-5485**
  - COUNSELING
  - DISTANCE EDUCATION TESTING
    - ADMINISTER TESTS FOR DISTANCE EDUCATION CLASSES
  - PVC TRANSCRIPT
    - REQUEST TRANSCRIPTS ONLINE AT [WWW.PALOVERDE.EDU](http://WWW.PALOVERDE.EDU)
  - TRANSFER COUNSELING
    - INFORMATION FOR TRANSFORMING TO A FOUR-YEAR INSTITUTION
  - CAREER PLANNING
    - INFORMATION TO ASSIST WITH CAREER PLANNING
- **CALWORKS – STACI LEE, 921-5452**
  - CHILD CARE
    - ASSISTANCE WITH CHILDCARE WHILE IN CLASS OR AT WORK
  - INSTRUCTIONAL SUPPLIES
    - BOOKS OR ITEMS DIRECTLY RELATED TO CLASS
  - JOB SKILLS/PLACEMENT
    - RESUME WRITING AND INTERVIEW HELP
- **CARE - MARIA RIVERA, 921-5430**

CARE PROVIDES QUALIFIED STUDENTS WITH ADDITIONAL SERVICES NOT AVAILABLE TO EOPS OR THE GENERAL POPULATION.

  - BOOK VOUCHERS
  - CHILD CARE GRANTS
  - TRANSPORTATION GRANTS
  - SCHOOL SUPPLIES
  - MEAL TICKETS



- **DSPS – IDA NARANJO-HAMBLÉN, 921-5489**
  - PRIORITY REGISTRATION
  - COUNSELING
  - ACCOMMODATIONS
    - PHYSICAL, LEARNING, AND PSYCHOLOGICAL DISABILITIES
  - ASSISTIVE TECHNOLOGY CENTER
    - SPECIALIZED EQUIPMENT AVAILABLE FOR PSYCHOLOGICAL, LEARNING, AND PHYSICAL DISABILITIES
  - LEARNING DISABILITY ASSESSMENT
    - VERIFICATION OF LEARNING DISABILITY
- **EOPS – TERESA GOMEZ-GUTIERREZ, 921-5402**

EOPS WILL ASSIST STUDENTS IN SUCCESSFULLY COMPLETING A TWO-YEAR PROGRAM AND TRANSFERRING TO A FOUR-YEAR UNIVERSITY.

  - ACADEMIC ADVISEMENT
  - COUNSELING
  - BOOK VOUCHERS
  - TUTORING
  - TRANSPORTATION GRANTS
  - CAREER INFORMATION
  - SURVIVAL PACKETS
  - INTERPRETING SERVICES
  - PRIORITY REGISTRATION
- **FINANCIAL AID – DIANA MENDEZ, 921-5536**
  - GRANTS
  - ASSISTANCE WITH FAFSA AND CAL GRANT APPLICATIONS
  - SCHOLARSHIPS
  - WORK-STUDY
  - FEE WAIVERS
    - ASSISTANCE WITH BOARD OF GOVERNOR'S FEE WAIVER (BOGW)
- **INTERNATIONAL STUDENT SERVICES – SHELLEY HAMILTON, 921-5483**
  - INTERNATIONAL STUDENT CORRESPONDENCE
    - PROCESSES AND APPROVES APPLICATIONS AND I20 FORMS
- **STUDENT ACTIVITIES – STACI LEE, 921-5512**
  - STUDENT GOVERNMENT
    - ASSOCIATED STUDENT GOVERNMENT (ASG) AND COMMITTEE APPOINTMENTS
  - STUDENT EVENTS
    - STUDENT EVENT SPONSORED BY THE ASG
- **VETERAN'S SERVICES – DIANA MENDEZ, 921-5536**
  - VETERAN'S CERTIFYING OFFICIAL
    - ENROLLMENT CERTIFICATION AND ADVISEMENT





**Dr. Sean Hancock**  
Vice President of Instruction and Student Services

## ADMISSIONS PROCEDURES

---

### **ELIGIBILITY**

Admission to Palo Verde College is open to anyone who is a high school graduate, who possesses a GED certificate, or who holds a High School Equivalency Certificate. Those who are not high school graduates or do not have one of the equivalencies but are eighteen (18) years of age and show evidence of being able to benefit from instruction may also attend the college.

---

### **SPECIAL ADMISSION FOR HIGH SCHOOL STUDENTS**

High school students in the 11th and 12th grades, who would benefit from advanced scholastic or vocational work, may attend with the recommendation of their high school principal. Those students below 11th grade may attend if they have parent consent and approval from their high school counselor or principal and the college governing board. Enrollment in some courses will be limited (some examples: classes are full, availability of equipment, safety regulations and enrollment in physical education courses not allowed).

In addition to completing the online application, the college admissions process requires that all High School students complete a special admissions request application along with a paper Student Program Card (High School students cannot enroll online through PVC services). Students below 11th grade are also required to file a petition, stating the reasons why they should be enrolled in a college course. Once the application and the petition have been filed, The Vice President of Instruction and Student Services will review the petition and forward a recommendation to the college president (or their designee). The president will then forward a recommendation to the governing board at the next scheduled board meeting asking for approval or disapproval of the student's request to enroll in college course(s). The student will be notified in writing of the board's decision within ten (10) working days following the board meeting. This process should be initiated at least two (2) weeks prior to the start of a semester to allow for processing time.

Students below 9th grade will only be admitted to credit courses under special circumstances.

NOTE: All courses are taught at college level and special admit students are expected to meet the same requirements and to be held to the same standards as all other college students in the class.

---

### **REGISTRATION PRIORITY**

In January 2013, the California Community Colleges' Board of Governors approved a policy change that will take effect in Fall 2014. This change has established system-wide registration priorities for California's 112 community colleges. The new regulations are designed to ensure that classes are available for students seeking job training, associate degrees or transfer and to reward students for making academic progress toward their educational goals.

The new statewide regulations establish criteria that will provide continuing students who are in good academic standing and who have not exceeded the 100 unit limit with the highest level of registration priority.



---

# INSTRUCTIONAL AND STUDENT SERVICES

## ADMISSIONS PROCEDURES

---

17

### **REGISTRATION PRIORITY**

In addition, new students who have completed assessment, orientation and have an education plan in place will receive greater priority.

Existing groups identified in law such as veterans, foster youth and students participating in EOPS and DSPS programs who have completed orientation, assessment and have education plans in place, will continue to have the highest priority as well.

Continuing students should be aware that if they are on academic or progress probation or close to the 100 unit limit, that they are at risk of losing their registration priority and should see a college counselor or advisor to help develop a plan that will help make sure they stay on track to reach their educational goals.

The new policy has built in protection to ensure students have an opportunity to appeal the loss of registration priority based on extenuating circumstances such as a significant illness or the loss of employment that may have contributed to doing poorly in their classes. Students who are within 12 units of completing their degree, certificate, and /or transferring may also go through the appeal process by submitting a Registration Appointment Appeal form.

The California Community Colleges are committed to ensuring that all Californians have access to a higher education and are able to successfully achieve their educational goals. These new policies were designed to do just that.

While it is the intent that Palo Verde College provides students access to matriculation services, other extended and support services, and course offerings, due to legal constraints, it is possible that some student populations (high school students, inmate students, correspondence education students, etc.) may have limited access to typical services and course offerings.

---

### **RESIDENCY**

Palo Verde College defines a resident as a U.S. citizen or legal immigrant who intends to make California his or her permanent home and has resided within the State for one year prior to the residency determination date, which is one day prior to the first day of classes of each semester or summer session. The requirements necessary to demonstrate intent to become a California resident are available from the Admission & Record office.

---

### **OPEN ENROLLMENT**

Unless specifically exempted by statute, every course offered and maintained by Palo Verde College is open to any person who has been formally admitted to the College and who meets the course prerequisites as may be established under Title V of the California Administrative Code.

---

### **LIMITATIONS ON ENROLLMENT**

**Prerequisite** means a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program. NOTE: Students must pass the prerequisite course with a grade of "C" or better.

**Corequisite** means a condition of enrollment consisting of a course that a student is required to take simultaneously in order to enroll in another course.

---

# INSTRUCTIONAL AND STUDENT SERVICES

## ADMISSIONS PROCEDURES

---

18

---

### **LIMITATIONS ON ENROLLMENT (CONT.)**

Please refer to the course descriptions listed in this catalog to determine specific enrollment requirements. Students who do not satisfy the requirements will not be permitted to enroll in the course, unless they are approved through the challenge process. (See “Waiver Process” in this catalog for further information or contact a counselor.)

No student shall receive more than 30 semester units of credit for remedial coursework. Students who need to exceed this limit shall be referred to appropriate adult noncredit education services. The following students are exempt from the limitation on remedial coursework: (1) Students enrolled in one or more courses of ESL and (2) Students identified by the district as having a learning disability as defined in Title V section 56036.

---

### **CLASSIFICATION**

Students are classified as follows:

- Freshmen have completed fewer than 30 units of college credit.
- Sophomores have completed 30 units or more of college credit.
- Part-time students carry fewer than 12 units of work.
- Full-time students carry 12 or more units of work.

---

### **LIMITED ENGLISH PROFICIENCY**

By law, limited English proficiency should not be a barrier for admission to the College. However, access to some courses might be limited if English proficiency is judged necessary for successful completion of the course(s). During normal working hours, bilingual staff is available.

---

### **APPLICATION FOR ADMISSION**

Computers are available in Student Services for students to access the electronic admissions application. All students applying to Palo Verde College must:

- complete the electronic admissions application at [www.cccapply.org](http://www.cccapply.org);
- continuing students must complete a new electronic application (if there has been a lapse in enrollment of two (2) or more regular semesters),
- arrange to have transcripts of high school and all college work sent to the Admissions & Records Office. (All transcripts become the property of Palo Verde College and cannot be returned to the student.)

All applications will be issued a PVC Services account (password protected) in which to enroll in classes, pay enrollment fees, view online grades, request transcripts, etc.

---

### **INTERNATIONAL STUDENTS**

The College welcomes applications from foreign students and may enroll up to ten percent (10%) of its student body from such applicants. The College has approval from the United States Department of Justice to enroll international students. Application information is available from a counselor.

---

# INSTRUCTIONAL AND STUDENT SERVICES

## ADMISSIONS PROCEDURES

---

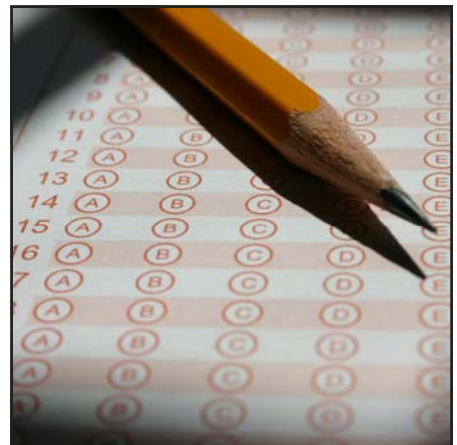
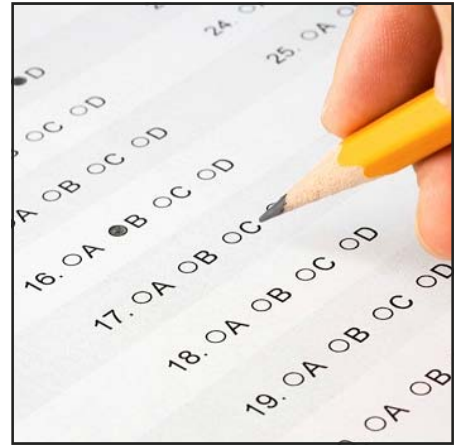
### CREDIT FROM OTHER INSTITUTIONS

Students who transfer from other accredited colleges must submit official transcripts to the Admission & Records Office. It is especially important that students pursuing a degree or certificate, as well as those needing to clear prerequisites, submit all college transcripts. Veterans wishing to apply for Veteran benefits are required to submit all transcripts.

Only lower division courses are accepted from institutions accredited by one of the six regional accrediting associations. A "Request for Transcript Evaluation" form must be completed in order to determine equivalencies before any credits will be considered for graduation purposes.

Students must have international transcripts evaluated by an international evaluating agency accepted by Palo Verde College (i.e., International Education Research Foundation, Inc., The Foreign Educational Document Service or World Education Services, Inc.). The agency must submit an Official Evaluation Report to the Admissions & Records Office. A "Request for Transcript Evaluation" form must also be completed in order to determine equivalencies before any credits will be considered for graduation purposes.

Grades of "P" ("pass"), "CR", and "C" or better are acceptable.



---

### CREDIT FOR ADVANCED PLACEMENT (AP) EXAMINATIONS

Credit will be granted for minimum scores of 3, 4, or 5 on examinations of the Advanced Placement Program of the College Entrance Examination Board (CEEB). Official transcripts sent directly from the CEEB to the Admissions and Records Office is required. Credit toward a PVC associate's degree (AA or AS) will be granted.

Credit will be granted only after students are enrolled in classes at PVC. After credit has been awarded, if students successfully complete the same course(s) for which they were granted AP credit, the AP credit will be removed from their transcript. Credit cannot be earned twice for the same course.



---

# INSTRUCTIONAL AND STUDENT SERVICES

## ADMISSIONS PROCEDURES

---

20

### DUAL ADMISSION AGREEMENT BETWEEN CAL STATE UNIVERSITY, SAN BERNARDINO AND PALO VERDE COLLEGE

California State University, San Bernardino (CSUSB) and Palo Verde College (PVC) have entered into a Dual Admission Program (DAP) agreement for the mutual benefit of both institutions and their students. The DAP is available to students committed to attending CSUSB. Students will be granted admission concurrently upon the condition that the student completes all lower division requirements and achieves full eligibility.

CSUSB and PVC believe that success of transferring can be improved through a systematic, focused and collaborative effort. The overall objective of this agreement is to more closely link the efforts of PVC with CSUSB in order to create a seamless process for the academic, personal and professional success of students.

With the Dual Admission Program (DAP) agreement, the plan is to facilitate the transfer of students from PVC to CSUSB in support of their goals. The student benefits with the DAP by:

- Admission of PVC students to CSUSB is guaranteed contingent upon their completion of 60 semester/90 quarter credits including full general education certification. This includes a guarantee of admission to all undergraduate programs with the exception of those which are formally impacted at the time the student elects to participate in the agreement, e.g., nursing.
- Enrollment in the CSUSB – PVC Dual Admission Program is initiated by a student filing the Dual Admission application form and confirming his/her understanding of the respective obligations of the student/CSUSB/PVC partnership.



---

# INSTRUCTIONAL AND STUDENT SERVICES

## FEES AND EXPENSES/TUITION

---

### **ENROLLMENT FEE**

The Board of Trustees is required to charge each student a state enrollment fee for credit classes. The enrollment fee shall be as specified by the Board of Governors of the California Community Colleges. Payment is due upon registration and payments can be made online (PVC Services) or in-person in the College Administrative Services Office.

#### **California residents:**

State Enrollment Fee..... \$46 per unit

#### **Arizona residents (per Guest Agreement, see Counselor):**

Enrollment Fee.....\$138 per unit (Only LaPaz and Yuma Counties have Guest Agreements)

---

### **ENROLLMENT FEE REFUNDS**

A full refund shall be credited to the student's PVC Services account for the class(es) he or she drops during the first ten (10) days of classes of each semester. No refunds shall be made after the first ten (10) days of classes of each semester, unless the program change is a result of action by the district to cancel or reschedule a class(es). One-day courses and short courses are fully refundable if the student withdraws before the course begins.

---

### **FINANCIAL ASSISTANCE TO OFFSET ENROLLMENT FEES**

In order to prevent the enrollment fee from denying access to students who have limited financial resources, the Board of Governors Waiver (BOGW) is available (to California residents that meet the eligibility requirements) to offset the enrollment fee. Application materials and documentation requirements for the program are available in the Financial Aid Office in Student Services.

AB 540 students are now allowed to apply for the Board of Governors Fee Waiver. See the AB 540 Eligibility Requirements (next page) for more information.

---

### **TUITION**

California residents are charged an enrollment fee and do not pay tuition.

Non-residents (not including those under the Guest Agreement) enrolling for credit classes at Palo Verde College will be charged tuition, which is due and payable upon registration.

#### **Non-resident Tuition and Enrollment Fees:**

Non-resident tuition.....\$217 per unit

+ State enrollment fee.....\$46 per unit



**TUITION REFUNDS**

**When requested by a non-resident student (not including those under the Guest Agreement),** tuition refunds for official reduction in courses or a complete official withdrawal shall be made according to the following schedule:

**First three weeks of semester:**

75 percent (75%)

**Fourth and fifth weeks:**

50 percent (50%)

No refunds will be made after the fifth week of each semester unless the program change is a result of action by the district to cancel or reschedule a class.

**Military Withdrawal**

In the case of students who are members of an active or reserve military service, and who receive orders compelling a withdrawal from courses, upon petition of the student, a refund of the entire enrollment fee shall be issued unless academic credit is awarded. Military students must submit a "Special Circumstance" withdrawal form, a copy of military orders, and a refund request to the Admissions & Record Office in Student Services.

---

**CALIFORNIA NONRESIDENT TUITION EXEMPTION (AB 540/DREAM ACT)****The Law:**

AB 540 authorizes any student, including undocumented students, who meet specific criteria to pay instate tuition at California's public colleges and universities.

**AB540 Eligibility Requirements:**

- Must have attended a California high school for 3 or more years;
- Must have graduated from a California high school or attended the equivalent of a high school diploma (received a GED or passed the California High School Proficiency Exam);
- Must have registered or currently be enrolled at an accredited institution of higher education in California
- Must have filed or will file an affidavit stating that he or she will apply for legal residency as soon as possible; and
- May not be a non-immigrant holding a valid lettered non-immigrant Visa 5.

**AB 540 Affidavit – "California Non-Resident Tuition Exemption Request"**

In order to receive the exemption from non-resident tuition, students must obtain, complete, and submit the AB 540 Affidavit to the Admissions and Records Office. Students may be required to submit additional documentation such as high school transcripts and appropriate records of High school graduation or the equivalent.

## FEES AND EXPENSES/TUITION

---

### **CALIFORNIA NONRESIDENT TUITION EXEMPTION (AB 540/DREAM ACT) (CONT.)**

AB 130 allows students, who meet AB 540 criteria (California Education Code 68130.5(a)), to apply for and receive non-state funded scholarships for public colleges and universities; AB 131 allows students, who meet AB 540 criteria, to apply for and receive state-funded financial aid such as institutional grants, community college fee waivers, Cal Grant and Chafee Grant.

**Therefore, AB 540 students are allowed to apply for and receive the following types of financial aid:**

- Board of Governors Fee Waivers (BOG)
- State financial aid including Cal Grants and Chafee Grants
- Assistance from EOPS, CARE or Cal-WORKS
- Privately-funded scholarships

**If eligible for the AB 540, students must:**

- Contact the Admissions and Records Office to complete the Affidavit form and provide the required documentation to establish eligibility
- Contact the Financial Aid Office to determine the next steps to take
- Students who have a Social Security Number need to complete the FAFSA at: [www.FAFSA.gov](http://www.FAFSA.gov)
- Students who do not have a Social Security Number need to enter a California Dream Act application at: <https://dream.csac.ca.gov/>

---

### **ACTIVE MILITARY TUITION EXEMPTION**

Regulations allow for exceptions from payment of non-resident tuition for some active members of the military and their dependents.

Members of the armed forces (and dependents thereof) stationed in California, (except for those assigned for educational purposes) are entitled to resident classification only for the purpose of determining the amount of tuition and fees. (Ed code 68074 and 68075). Resident classification for purposes of determining the amount of tuition and fees includes eligibility for Board of Governors fee waiver (BOGW).

---

### **COLLEGE TRANSCRIPTS**

Upon written application by the student, a transcript of all work completed at Palo Verde College will be prepared and forwarded to any college, university, employer, or individual designated by the student. Two transcripts are provided free; thereafter, a fee of \$5 is charged for each transcript. Transcript requests are submitted to the Admissions & Records Office from the Palo Verde College home page ([paloverde.edu](http://paloverde.edu)) by clicking transcript request and following the onscreen directions. Online orders are processed daily. Orders that are placed using the transcript request form, or in person, are processed within seven working days. An additional fee of \$10 is charged for processing a transcript 'rush' request within 24 hours. To receive a transcript with same day service, the request must be made between 8:00 a.m. and 3:00 p.m. Monday through Thursday or between 8:00 a.m. and 1:00 p.m. on Friday.

---

## INSTRUCTIONAL AND STUDENT SERVICES

### FEES AND EXPENSES/TUITION

---

24

---

#### **STUDENT FINANCIAL OBLIGATION POLICY**

Palo Verde Community College District will impose restrictions on those students and former students who fail to clear district financial obligations. The restrictions are that students or former students shall be denied the privilege to register and/or shall not receive grades, transcripts, diplomas or other earned certificates, enrollment verification or any other services normally afforded students in good standing. Examples include but are not limited to: returned checks, unpaid fee agreements, unpaid loans, unreturned equipment loans and unpaid library fines. An item or service withheld shall be released when the student satisfactorily meets the financial obligation. All checks returned due to insufficient funds are subject to a fee of \$25.00. (Board Policy 5035 & 5030; Title V Regulation 59410 )

---

#### **ASSOCIATED STUDENT GOVERNMENT (ASG) MEMBERSHIP FEE**

The goal of the Associated Student Government (ASG) is to improve and expand services to students. In addition to other privileges, ASG membership entitles students to free or reduced price admission to various activities, and discounts for various food and merchandise with local merchants. For further information, refer to the Student Handbook located in Student Services. Please note ASG fees are optional.

##### **ASG Membership Fee:**

\$10.00 per semester OR

\$18.00 per academic year

Picture I.D.'s are available in the ASG Office.



---

#### **TEXTBOOK AND SUPPLIES**

Students are responsible for furnishing their own textbooks and supplies. Books can be rented or purchased through the Virtual Bookstore at [www.paloverde.edu](http://www.paloverde.edu). Students should estimate spending \$600-\$700 per semester for books and supplies. Monies may be available to help qualified students, contact Financial Aid for assistance.



#### **STUDENT SUCCESS & SUPPORT PROGRAM (SSSP)**

The Student Success & Support Program (SSSP) is designed to assist students in planning, selecting, and achieving education goals. Listed below are the basic components of the SSSP partnership shared between the college and the student.

#### **The college provides:**

- an admissions application process;
- an orientation to the college's programs and services;
- an assessment of the student's English language proficiency, computational skills, goals, learning skills, career aspirations, academic performance, and need for special services;
- counseling and advisement to develop an educational plan and;
- follow-up evaluation of each student's progress in achieving an educational goal.

#### **The student agrees to:**

- express at least a general education goal upon admission;
- declare an education goal before or during the term after which the student completes 30 units;
- attend class;
- work diligently to complete course assignments;
- demonstrate an effort to attain an educational goal and;
- notify a counselor of any specific needs he or she has or of any change in goals.

#### **Students may be exempt from a specific SSSP component for any of the following reasons:**

- they have earned a college degree;
- they have been previously served through the matriculation process at Palo Verde College or at another college;
- they will be enrolled in less than six (6) units and do not intend to earn a certificate or degree;
- they will be enrolled for high school credit only.

---

#### **ORIENTATION**

Orientation for new or returning students is a vital part of the SSSP. It provides many answers to prepare you for an education at Palo Verde College.

#### **Orientation will:**

- Help build a more solid foundation for your education.
- Assist you with the transition to Palo Verde College.
- Stress the importance of knowing and understanding the college catalog.

Several orientations are scheduled to accommodate day and evening students. This makes it possible for all students to participate. Online orientation is also available.

**ASSESSMENT**

All students are encouraged to take the assessment tests. However, students enrolling in reading, writing, math, or other courses which require a particular skill level are required to take the assessments. The results will be used, along with other measures, to assist the counselor in determining an appropriate educational plan and course placement. Photo identification is required.

The placement test may be taken no more than two times in any semester and not more than three times in any two-year period. The test publisher requires a 14 day wait between testing. Placement results will be valid for two years or as recommended by the instrument publisher.

In compliance with the American with Disabilities Act (ADA) and other state and federal regulations related to disabilities is required by law, Palo Verde College will offer reasonable testing accommodations as prescribed by the test publisher and Title 5 regulations.

Assessment test results cannot be used to supplant or skip a course in a sequence but may be taken into account as one measure of student performance.

The Ability to Benefit (ATB) test shall be administered according to federal guidelines, which may or may not follow the policies described herein.

The district will use the approved assessment instrument, and such additional information collected with the testing process as may be appropriate, to facilitate a “multiple measures” placement system.

Palo Verde Community College District will accept placement scores from other accredited institutions if it can be determined that the instrument used is approved by the Chancellor as a “second party instrument,” and if appropriate concordance tables are available.

---

**COUNSELING AND EDUCATIONAL PLANNING**

Counselors are often available on a drop-in basis, but it is best to make an appointment. Counselors are located in the College Services building. Educational planning, career guidance, and personal counseling are the main services provided. The role of the counselor is to HELP YOU SUCCEED. Any time you encounter a problem, whether it is academic or personal, a counselor can help or direct you to the appropriate source for assistance.

---

**INDIVIDUAL STUDENT EDUCATIONAL PLAN (SEP)**

Everyone needs to make an educational plan. Each person has a reason for attending college. Your particular goals and objectives for attending college may be specific and very clear or they may be vague and undefined. Even if your wish is to experiment and explore a variety of courses to begin with, you can benefit from some tentative planning. Remember, any plans you make now are not etched in stone; they can be changed or modified as your goals change!

---

**INSTRUCTIONAL AND STUDENT SERVICES**

27

**STUDENT SUCCESS & SUPPORT PROGRAM (FORMERLY MATRICULATION)**

---

**SSSP APPEALS PROCEDURE**

A student has the right to challenge or appeal any step in the SSSP. A petition for the waiver of a specific matriculation service or requirement may be filed for any of the following reasons:

**Review of Assessment/Placement Decisions**

The student shall make an appointment to see a counselor to discuss the results of the placement testing. The student has the opportunity to re-test or file a petition to review the assessment decision.

**Assessment Retest Policy**

- Students who are dissatisfied with their initial English, ESL and/or Mathematics assessment(s) may retest through the assessment center. Students may retest once during the semester at any time after a 14 day waiting period, during which the student has studied adequately to create a reasonable chance that their scores will improve sufficiently.
- Scores from the retest will invalidate previous test results.
- Once a student completes English, ESL or a math course at Palo Verde College the student may not re-take the placement examination for that subject area for placement purposes unless the student took the course for high school credit, in which case the student may retest for initial placement.
- Assessment scores will be valid for a maximum of 24 months.

**Challenging Prerequisites/Corequisites**

You have the right to challenge all matriculation requirements including basic skills placement for any reason indicated on the co/prerequisite challenge form. You may appeal the requirement of a co/prerequisite. The process for challenging any co/prerequisite is spelled out on the green challenge form located in the Student Services office. The form must be signed by an instructor, the Vice President of Instruction and Student Services, or the Affirmative Action Officer when applicable, and submitted to the Vice President of Instruction and Student Services with the registration form, and the necessary documentation to support the challenge. In the event a challenge is denied, the student may submit a petition for further consideration by the Petitions Committee. Students may be enrolled in the course pending the outcome of the process. If the challenge is denied, students will be administratively withdrawn from the course, all fees will be refunded, and no drop charges will be made.

**Complaint of Unlawful Discrimination**

If a student feels that assessment, orientation, counseling, or any other matriculation procedure or service is being applied in a discriminatory manner, a petition may be filed with the Affirmative Action Officer. The student will be notified within ten (10) working days of the receipt of the petition regarding the college's proposed response to the complaint and any additional steps which may be taken.

---

# INSTRUCTIONAL AND STUDENT SERVICES

## COUNSELING AND SUPPORT SERVICES

---

28

### COUNSELING

**Career Counseling:** Counselors will provide you with tools to assist you in making career decisions and to help plan ways to help you achieve your goals. For most students this means exploration of career options as well as learning which four-year colleges and universities will have the programs you'll want so that you can complete your educational goals. This may also mean job preparation and acquisition of skills.

The counseling office has staff and computer software that can help you make the connection between your interests and college majors and between college majors and possible careers. Various programs are available online and computer access is provided within the Student Services building.

**University Transfer Counseling:** Counseling staff will help you obtain information about transferring to other institutions. Articulation agreements from other colleges and universities are available (refer to ASSIST for current articulation agreements at [www.assist.org](http://www.assist.org)). For specific information on the requirements for transfer, you should refer to the catalog of the college or university you are considering. Catalogs of many institutions of higher education are available for review in Student Services.

---

### EXTENDED OPPORTUNITY PROGRAM AND SERVICES (EOPS)

EOPS is designed to provide educational support services to economically and educationally disadvantaged students. Each of the counselors are mentors who are specialized and well-trained to provide students with resources, guidance, leadership, and comfort level to reach their full potential.

A student wishing to enter into the EOPS program must meet the following criteria: (1) meet the California residency criteria, (2) be educationally disadvantaged, (3) not have completed more than 70 units of degree applicable course work in any combination of post secondary higher education, (4) all applicants must fully complete their financial aid application and qualify for a BOGW waiver A or B before entering the program, (5) the student must be enrolled in a minimum of twelve (12) units, unless prior enrolled in the DSPS Program, (6) all students must complete an application for the program, and (7) if already in college, the student must be in good standing.

**EOPS will assist eligible students by providing such services as:**

- College Orientation
- Priority Registration Assistance
- Financial Assistance
- Book Services
- CARE Services for eligible students
- Career Information
- Community Service Referrals
- Assistance in transferring to four-year Colleges and Universities
- Interpreting Services
- Scholarship Assistance
- Education Planning



For additional information and details of the program, please see a counselor schedule an appointment by contacting the EOPS office.

or

**COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE)**

The CARE program will assist full-time PVC students who are welfare-dependent single heads of household seeking a viable alternative to continued public assistance while they acquire the education, training and marketable skills needed to transition from welfare-dependency to employment and eventually self-sufficiency.

**EOPS/CARE eligibility requirements:**

- Low income and eligible for Board of Governors Fee Waiver A or B
- Educationally disadvantaged or academically under-prepared
- Enrolled as a full-time student in a vocational certificate, associate degree or transfer program
- At least 18 years of age
- Single head of household (one-parent CalWORKs assistance unit)
- Have one child under 14 years of age at the time of acceptance into CARE
- Current recipient of TANF/CalWORKs cash aid for themselves or their child(ren)
- Important safety net offered to students who head a one-parent welfare family, meet EOPS/ CARE eligibility criteria, but are otherwise ineligible for college CalWORKs and county TANF/ CalWORKs cash aid and subsidiary services, because they:
  - Have exceeded the 60 month lifetime time limit for TANF/CalWORKs
  - Are sanctioned by CalWORKs; or
  - Are otherwise ineligible to receive TANF/CalWORKs cash aid for themselves, but whose child(ren) continue to receive cash aid.

CARE students may also be awarded supplemental grants, services and allowances to pay for educationally- related expenses, child care, transportation, textbooks and supplies not offered by other resources to strengthen their retention, persistence, graduation and transfer rates.



---

## INSTRUCTIONAL AND STUDENT SERVICES

### COUNSELING AND SUPPORT SERVICES

---

30

#### **DISABLED STUDENT SUPPORT AND SERVICES (DSP&S)**

The Disabled Students Support Services (DSP&S) is a categorically funded program designed to assist those students with physical, psychological, or learning disabilities. Services are offered to help students circumvent their functional limitations and become active, productive members of the college community. The program emphasizes independence and self-reliance while providing the support necessary for individuals to achieve their goals.

The DSP&S program is open to any student who have a verifiable physical, psychological, or learning disability, either temporary or permanent, which causes one or more educational limitations.

Funds are used to provide a wide range of services, including, but not limited to:

- Peer-counseling
- Priority registration
- Test-taking accommodations
- Interpreters
- Campus-community liaison
- Note takers
- Tutors
- Academic/specialized counseling
- Assistive Technology Center
- On-campus transportation
- Adaptive equipment
- Tape recorders
- Adaptive P.E.
- Learning Disability assessment

**DSP&S**



---

# INSTRUCTIONAL AND STUDENT SERVICES

## COUNSELING AND SUPPORT SERVICES

---

31

### **Technology Based Instruction**

Whenever technologically mediated instruction is used, which could include on-line, televised, or other delivery methods; the instructor will make available alternative methods of instruction for students with disabilities when access is not compatible with the person's disability.

All web-based material will be presented using the accessibility guidelines in the Palo Verde College Curriculum and Student Handbook, available on our website at [www.paloverde.edu](http://www.paloverde.edu). Any visual enhancements will have "alt" tags and alternate text descriptions to provide access for students with visual impairments; sound enhancements will have closed captioning.

When necessary, text versions of Web pages will also be made available. Course syllabi Web pages will include statements requesting students with disabilities to apprise their instructor of their limitation so that special needs can be met in a timely manner. When access is not compatible with a student's disability, the instructor will make available alternative methods of instruction.

For more information, please stop by the DSSS Office or call 760.921.5489

### **DISABLED STUDENT SUPPORT AND SERVICES (DSSS) / TRIO**

The Disabled Student Support Services Program (DSSS) is designed to provide a comprehensive program of required and allowable academic support and personal development services for a limited number disabled low-income college students. The DSSS participants are identified and selected through an open, informative and non-discriminatory process. This process begins with the identification of Program participants through the admissions and financial aid offices, student organizations, student services offices, and current and former Disabled Student Program & Services (DSPS) participants. Grant funded by the U.S. Department of Education, DSSS services are provided at no cost to program participants.

#### **Academic Need is Determined By:**

- Poor academic record from high school, and/or community college as demonstrated through poor grades;
- Poor standardized test scores as shown on the college assessment test, and/or the Program application;
- Students who have a physical and/or learning disability with their disability documented with the Disabled Students Program & Services Coordinator and need the services of the DSSS Program;
- Referral by faculty because of poor academic performance and class exams;
- Students recognized problem and self-referral that is then verified by DSSS assessment.

For more information, please stop by the DSP&S Office or call 760-921-5489



---

## INSTRUCTIONAL AND STUDENT SERVICES

### COUNSELING AND SUPPORT SERVICES

---

32

---

#### **CALIFORNIA WORK OPPORTUNITIES AND RESPONSIBILITIES TO KIDS (CALWORKS)**

Current CalWORKs/Cash Aid recipients (formerly called AFDC/GAIN or TANF recipients) may be eligible for job assistance and child care services while enrolled in college and during a period of transition to work. CalWORKs students are encouraged to participate in advising, financial aid, and all areas of matriculation. Details are available in the CalWORKs office or the web at [www.paloverde.edu](http://www.paloverde.edu).

---

#### **PALO VERDE COLLEGE (DON KUYKENDALL) CHILD DEVELOPMENT CENTER**

The Palo Verde College Don Kuykendall Child Development Center is located at 557 N. Lovekin Blvd. The Center operates 12 months a year, Monday-Friday between the hours of 7:30 a.m. and 5:30 p.m.

The Center operates on a non-discriminatory basis and gives equal treatment and access to services without regard to race, gender, sexual orientation, disability, and/or religion.

Children who have been legally identified as a recipient of protective services and children with parents who are engaged in vocational training leading directly to a recognized trade have priority.

The Child Development Center is designed to help children develop and grow socially, emotionally, physically and cognitively through the preschool years.



---

#### **PART-TIME EMPLOYMENT**

Part-time jobs such as tutors, clerks, student aides, and others, are available for students. Federal work study and EOPS work study are available for qualified students. See the Financial Aid office or EOPS office for details.

For non-work study positions, contact area supervisors or coordinators.

---

#### **EMERGENCY TREATMENT**

Palo Verde College does not have a Student Health Service and is not able to provide medical service to students. Basic first aid supplies are available in the Administrative Services and Student Services offices. Some special provisions for students with disabilities may be received through the DSP&S office (for additional information, please call (760) 921-5489).

Students will be asked to provide emergency information at the time of registration. The college will refer students to local emergency medical facilities and notify the person designated in the emergency information. Minors cannot be treated at local hospitals without prior approval of a parent or legal guardian.



---

## INSTRUCTIONAL AND STUDENT SERVICES

### VETERANS SERVICES

---

33

#### **VETERANS SERVICES**

Palo Verde College has been approved to offer military service connected benefit programs leading to a certificate, an Associate Degree or transfer to a four-year institution (under Title 38, United States Code).

Veteran services are provided to assist eligible veterans and their dependents in obtaining the VA educational benefits and achieving their educational goals. The Veterans' representative in the Financial Aid Office provides information on veteran benefits and services, assists applicants with completing applications and forms necessary for VA benefits, and assists in resolving VA educational problems.

Veterans seeking enrollment certification to receive educational benefits under the G.I. Bill should contact the Financial Aid Office as soon as possible. Veterans who do not file for benefits 30 days before the opening of the semester should plan for an additional 6 to 8 week delay in receiving benefits.

Palo Verde College will grant priority registration for enrollment to any member or former member of the Armed Forces of the United States for any academic term as verified by DD214 (check the current schedule of courses for priority registration dates).



#### **Veterans Program Course Requirements**

1. Students receiving VA benefits must submit transcripts of all previous college work to the Admissions & Records Office for evaluation. Prior credit must be reviewed and granted as appropriate.
2. Students receiving VA benefits must declare a major and are responsible for enrolling only in courses required for their major. Failure to take proper classes can lead to the reduction or termination of benefits. Academic advisement is recommended each term to help achieve proper course placement.
3. Students receiving VA benefits are required by the Department of Veterans Affairs to maintain regular class attendance and satisfactory academic progress. The College is responsible for enforcing the established standards of progress and must report to the VA when student's fail to maintain these standards. Law requires that educational assistance benefits be discontinued when a student ceases to make satisfactory progress toward completion of their training objective. Students will not be certified for VA educational benefits until their academic status is restored to good standing.

---

# INSTRUCTIONAL AND STUDENT SERVICES

## VETERANS SERVICES

---

34

- The Veterans' Representative must report status changes as well as withdrawals immediately to the Department of Veterans Affairs. In order to avoid possible overpayment of benefits and subsequent billing from the Department of Veterans' Affairs, it is imperative that students collecting benefits report all course changes and withdrawals immediately to the Certifying Official in the Financial Aid office.
- Any student receiving VA educational benefits who has accumulated 30 or more units must have an A.A./A.S. Degree evaluation before he/she can be certified for benefits.

- The unit load requirements for students receiving VA educational benefits are:

### Fall or Spring Semester

Full-time: 12 units or more

$\frac{3}{4}$ -time: 9-11 units

$\frac{1}{2}$ -time: 6-8 units

### Summer Session

Full-time: 6 units or more

$\frac{3}{4}$ -time: 5 units

$\frac{1}{2}$ -time: 3-4 units



Veterans taking a course which lasts less than a semester will be paid only for the actual dates of the course and not for the entire semester.

- Currently enrolled Veterans receive credit for 3.0 units of Health Education and 3.0 units of Physical Education. Official documents indicating that one year of military service has been completed must be submitted by students to the Admissions and Records Office. Military courses shall be evaluated and assigned the course equivalency after review of the recommendation of the American Council of Education (ACE) or the accredited military institution. The academic transcript will be annotated indicating that these units are awarded for military experience and the Veteran will receive a grade of "CR" for each.
- Military Withdrawal (MW) will be assigned by the Director of Admissions & Records in cases where a student is unable to complete a course due to military orders which necessitate withdrawal. Students who are members of the military (active or reserve) should present their military orders to the Director of Admissions & Records in order to have the MW assigned. The MW is not considered in issues of progress probation.



---

## FINANCIAL AID

---

### **FINANCIAL AID PROGRAM**

Financial Aid is provided for eligible students who might otherwise not be able to attend college. The College's Financial Aid Program consists of scholarships, grants and work-study jobs. Only United States citizens and permanent residents are eligible for financial aid. Applications for financial aid should be completed during the spring or summer proceeding the year the student plans to attend Palo Verde College. Application materials are available from the Financial Aid Office, located in Student Services. Students may also apply for federal aid online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or over the phone at 1-800-4-FED-AID (1-800-433-3243).

### **Eligibility Criteria**

Eligibility for most of the Federal and State Student Aid Programs is based on financial need (by filing a FAFSA). In addition, the Federal Student Aid Programs require that the student recipient:

- Show "Ability to Benefit" from the instruction offered at Palo Verde College. Ability to Benefit is defined by Federal regulations which require that students must have a High School diploma, the equivalent (GED), pass an examination approved by the Secretary of Education or have completed 6 degree applicable units (not remedial) with a "C" or better, the units must be applicable toward a degree or certificate offered by the institution in order to be eligible to receive any Federal Student Financial Aid.
- Students must also have and follow a written Educational Plan, developed by their counselor.
- Enroll in an eligible program leading to an AA / AS degree or certificate.
- Enroll in courses as outlined on your Student Educational Plan.
- Be a United States citizen or eligible non-citizen.
- Have a valid Social Security Number. If you don't have a Social Security Number, you can find out more about applying for one through the internet at [www.ssa.gov](http://www.ssa.gov).
- Must be making satisfactory academic progress toward their stated Educational Plan.
- Certify that you will use federal student aid only for educational purposes.
- Certify that you are not in default on a federal student loan and that you do not owe money on a federal student grant.
- Not have a conviction of drug distribution or possession charges; this may make a student ineligible. If you have a drug conviction, call 1-800-433-3243 for more information about your eligibility.
- Have financial need.
- \*Register with Selective Service, if required. You can register at [www.sss.gov](http://www.sss.gov).

\*You must comply with Federal law which requires men 18 through 25 years old to be registered with the Selective Service System (SSS). The law applies to male citizens and immigrant aliens, but not to foreign students who hold valid student visas. Men must be registered before they can receive federal or state financial aid for school. Registration forms are available in the Student Services office and at any post office; or, a man can register online by visiting the SSS home page at [www.sss.gov](http://www.sss.gov) or call 1-847-688-6888.

Students who apply for financial aid must complete the "Free Application for Federal Student Aid." This application is available from the Financial Aid Office in Student Services. Applications are reviewed, and funds awarded, on a "first completed, first awarded" basis throughout the year, based on available funding levels. College policies will not supersede state and federal regulations.

A more detailed description of the College's Financial Aid Program is contained in the Student Financial Aid Handbook which is available in the Financial Aid Office.

### FINANCIAL AID PROGRAMS AT A GLANCE

The following is a summary of the financial aid programs administered by the College. **Please note that all programs for financial aid are subject to changes in Federal and State regulations and a possible shortfall of funds. These types of changes are not within the control of Palo Verde College and will supersede all local policies.** Your Financial Aid Award may consist of one or more of the following:

#### FEDERAL PROGRAMS

**Pell Grant:** This is a federal program for undergraduate students to help pay for their education after high school. Eligible students can receive Federal Pell Grants for the time necessary to complete the first baccalaureate degree. How much you receive is based on your EFC (Expected Family Contribution), the cost of education at Palo Verde College, whether you are a full-time, three-quarter time, part-time, or less than half-time student and the number of semesters attended during the school year.

**Federal Supplemental Educational Opportunity Grant (FSEOG):** FSEOG is an award to help you pay for your education after high school. It is for undergraduate students with the lowest (EFC) Expected Family Contribution (with priority given to Pell Grant recipients). Due to limited funds, grants will be given to those students with the lowest EFC until all funds are awarded. Awards range from \$100 - \$500 per year.

**Federal Work-Study Program:** The Federal Work-Study Program is a Federal program that provides jobs for students who qualify for financial aid. This award is based on need and on the availability of funds. Students must be enrolled at least half time and maintain a 2.00 ("C" average) GPA to be eligible. Work-study jobs are located both on campus and off. Students earn an hourly rate and are paid twice a month.

#### CALIFORNIA STATE PROGRAMS

**Board of Governor's Fee Waiver (BOGW):** The BOGW is a state fee waiver program that is designed to provide assistance for eligible California residents, AB540 students, and eligible AB1899 students, attending a California Community College by waiving the enrollment fees. Students can apply by completing the BOGW Enrollment Fee Waiver application form and/or the Free Application for Federal Student Aid (FAFSA). Students may qualify for the BOGW based on the receipt of certain forms of public assistance, by meeting specific income standards or by completing the FAFSA and having "financial need."

**Cal Grant:** Cal Grant Recipients are selected by the California Student Aid Commission. To apply for the Cal Grant Program, you must submit the FAFSA and a Cal Grant GPA Verification form by March 2nd. If you do not meet the March 2nd Priority filing deadline, you may have a second chance to compete for a Cal Grant by filing the FAFSA and GPA Verification form by September 2nd. If you have been awarded a Cal Grant, and will not be attending this academic year, it is your responsibility to notify CSAC at 1-888-224-7268 to be placed on a Leave of Absence status to avoid being dropped from the recipient list and having to reapply. You may notify the Financial Aid Office for assistance or go online at [www.calgrants.org](http://www.calgrants.org).

### FINANCIAL AID PROGRAMS AT A GLANCE (CONT.)

**Chafee Grant:** The California Chafee Grant Program gives money to current and former Foster Youth to use for vocational training or college courses. The Chafee Grant Program is a state funded program and is subject to the availability of funds each year. The student must have been a Foster Youth between the ages of 16 to 19. The student must also not have reached his/her 22nd birthday as of July 1 of the award year and have been eligible to receive services from the department of Social Services Independent Living Program (ILP). Award amounts are based on need. Applications can be submitted online at [www.chafee.csac.ca.gov](http://www.chafee.csac.ca.gov).

### OTHER PROGRAMS

**BUREAU OF INDIAN AFFAIRS GRANT:** Full-time students who are least 25% American Indian, Eskimo, or Aleut and recognized by a tribal group may apply for a grant. To request an application, call the Office of Indian Education Programs at (916) 978- 6058, or visit their website at [www.oiep.bia.edu](http://www.oiep.bia.edu).

Many students attending Palo Verde College receive assistance from a variety of programs: Cal Grant B, Cal Grant C and scholarships. Although the college does not determine the awards for these programs, we help distribute the funds. Information about individual scholarship programs are posted on the college web site at [www.paloverde.edu](http://www.paloverde.edu). Information is also available at the Student Services Office and applications are available in the Financial Aid Office.

---

### RETURN OF FINANCIAL AID FUNDS

If you receive a Grant and then withdraw or stop attending all of your classes, you will OWE money to the federal program. Palo Verde College will determine the amount of federal financial aid that a student has earned in accordance with federal law. Students who receive federal financial aid and do not attend any classes will be required to repay all of the funds they received. Students who withdraw from all classes prior to completing more than 60% of the semester will have their financial aid eligibility recalculated based on the percentage of the semester completed. The student will be required to repay any unearned financial aid they have received.

#### IF YOU ARE THINKING OF WITHDRAWING OR JUST LEAVING.....PLEASE THINK AGAIN

Immediately see a counselor or advisor and discuss your academic or personal reason(s) for leaving. Perhaps you can stay but take fewer courses. Maybe there are services (like tutoring or personal support) that will help you stay. Talk to your instructors; see what advice and help they can offer.

#### DON'T LEAVE UNLESS YOU MUST. IF YOU MUST, TAKE CARE OF BUSINESS BEFORE YOU GO.

You must notify the Admissions and Records Office that you will be withdrawing. Note that any statement of intent to withdraw made to the Admissions and Records Office will constitute the "date of withdrawal" for calculation purposes of repayment.

Please work with the Financial Aid Office. You can arrange for regular payments with the federal government without losing your student aid eligibility, so it's important to take care of the details before you go. If you leave without taking care of this business and you owe money, the financial aid office will have to put a national hold on your student aid eligibility.

---

**FINANCIAL AID**

---

**COURSE REPETITION FOR FINANCIAL AID STUDENTS**

Student financial aid recipients may not be certified for units which they previously completed successfully (grade of “C” or higher or “CR” credit). Not counted as successful completion are “D”, “I”, “W”, “NC” (no credit).

Courses not successfully completed may be taken a second time.

Students receiving a “C” or higher in a course may not receive payment a second time. If repeated as part of an educational program “load”, it may not be counted again for financial aid purposes.

---

**REGULATIONS REGARDING ENROLLMENT FOR FINANCIAL AID STUDENTS**

Entitlement to federal and state student financial aid is subject to the requirement that the student maintain satisfactory progress in his/her approved program. The student’s program and academic progress will be evaluated at the beginning of each academic term.

**An approved program is one that:**

- leads to an Associate of Science Degree, or;
- is a two-year program that is acceptable for credit toward a Bachelor’s Degree or Associate of Arts Degree (transfer program), or;
- is at least a one-year program leading to a vocational certificate;
- has been approved by the Department of Education.

In addition to the student’s enrollment in an approved program, the student must complete the program requirements within a designated number of semesters. These are:

**Associate Degree or Transfer Program**

- Full-time enrollment (12+ units):  
Seven (7) semesters or completion of all degree requirements, whichever occurs first.
- $\frac{3}{4}$  time enrollment (9-11 units):  
Nine (9) semesters or completion of all degree requirements, whichever occurs first.
- $\frac{1}{2}$  time enrollment (6-8 units):  
Twelve (12) semester or completion of all degree requirements, whichever occurs first.

Exceptions may be made for ESL students, remedial students, and any professional judgment cases that may arise.

**Occupational Certificate**

- Full-time enrollment (12+ units):  
Four (4) semesters or completion of all certificate requirements, whichever occurs first.
- $\frac{3}{4}$  time enrollment (9-11 units):  
Five (5) semesters or completions of all certificate requirements, whichever occurs first.
- $\frac{1}{2}$  time enrollment (6-8 units):  
Eight (8) semesters or completion of all certificate requirements, whichever occurs first.

FINANCIAL AID

---

**SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID STUDENTS**

Satisfactory progress is determined throughout the current semester of enrollment and at the completion of each term. To remain eligible for continuing aid, the student must achieve and maintain satisfactory progress. Satisfactory progress is defined as the maintenance of a cumulative grade point average of "C" (2.0) or higher, and the progressive accomplishment of sufficient units in the required subjects to complete the educational objective within the allotted period of time. Satisfactory progress is evaluated at the beginning of each semester and must demonstrate positive movement toward the educational objective during the period being evaluated. The minimum percentage of work required is 67% of the units a student has attempted. This is represented by the number of units completed compared to the maximum time frame allotted for the program. Please refer to the following table.

Students are no longer eligible for financial aid after completion of the educational objective or when a student has attempted 150% of the units required for their educational objective. Approximately 90 units for an AA or the number of units required for the certificate program is attempted.

Exceptions to the maximum number of units allowed are made for English as a Second Language (ESL), remedial students and any professional judgment cases that may arise. Thirty (30) units of remedial course work are allowed in addition to the maximum units required for the AA/AS degree or Certificate. ESL course work beyond the remedial 30 units is also allowable.

**AA/AS Degree or Transfer Program  
Academic Year**

Level of Enrollment		1	2	3	4	5	6	7
<b>Full-time</b>	Units:	16	32	48	64	X	X	X
<b><math>\frac{3}{4}</math> time</b>	Units:	12	24	36	48	60	X	X
<b><math>\frac{1}{2}</math> time</b>	Units:	8	16	24	32	40	48	X

**Vocational Certificate Program  
Academic Year**

Level of Enrollment		1	2	3	4	5
<b>Full-time</b>	Units:	16	32	48	X	X
<b><math>\frac{3}{4}</math> time</b>	Units:	12	24	36	48	X
<b><math>\frac{1}{2}</math> time</b>	Units:	8	16	24	32	40

These policies apply to all students regardless of the amount of funding received or the length of time on financial aid. A student may be funded for as few as one semester or as many as six (6) semesters. But in all cases, funding will be discontinued when a student's educational objectives have been accomplished.

A student who cannot enroll in a course(s) necessary for his or her educational program because the College has not offered the course(s) may petition for course substitution or other measures in order to complete the requirements.

**SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID STUDENTS (CONT.)**

Students failing to complete the progressive minimum work (refer to chart) required, or failing to maintain a grade point average of 2.0 or higher during each semester of evaluation, will be notified of the deficiency and placed on financial aid warning. If the student fails to make a 2.0 semester GPA but has maintained a cumulative GPA of at least 2.0, the student will remain eligible. At the end of the second academic year (60 units), the student must have academic standing consistent with the requirements for graduation.

Standards which apply to students receiving financial aid also apply to those semesters during which students did not receive financial aid.

Once placed on Financial Aid Warning, the student must consult with the Director of Financial Aid for a plan to make up the deficiency during the subsequent semester. A student failing to demonstrate satisfactory progress during the semester on Financial Aid Warning will no longer be eligible to receive financial assistance administered by Palo Verde College. A student whose financial assistance has been discontinued may be reinstated once the deficiency has been corrected. During the term, satisfactory progress will be determined accordingly:

The initial payment for each term will be given after the student enrolls in the required number of units. The required number of semester units necessary to receive financial aid funds is as follows:

**PELL Grant**

- 12 units - full-time award
- 9 -11 units -  $\frac{3}{4}$  time award
- 6-8 units -  $\frac{1}{2}$  time award
- 1-5 units - less than  $\frac{1}{2}$  time award



---

**FINANCIAL AID APPEAL PROCESS**

The Director of Financial Aid is available for counseling regarding all Financial Aid regulations, as well as any other matters concerning the student's educational benefits, programs of study, or other services provided by the College.

Students requesting exception to these policies or any students who have been denied and discontinued Financial Aid or who believe the amount of aid offered is inadequate or unfair, may appeal by following the procedures outlined below. Reasons for discontinuing financial aid are as follows:

- failure to achieve satisfactory academic progress;
- proven willful fraud;
- completion of Educational Goal.



---

**FINANCIAL AID APPEAL PROCESS (CONT.)**

A student requesting exceptions to these policies may appeal by following these procedures:

1. Obtain and complete a “Financial Aid Appeal Petition” from the Financial Aid Office in Student Services.
2. Make an appointment with a counselor to update your educational plan and include a copy of the educational plan with your appeal petition.
3. The student presents to the Financial Aid staff a written statement of appeal with an updated educational plan attached. Appealable items are as follows: Death in the family, personal injury, illness, or other special circumstances (all must be documented).
4. The Financial Aid staff schedules a meeting of the Appeals committee as expeditiously as possible. Adequate documentation must be submitted by the student.
5. The committee will review the student’s case and reach one of the following conclusions: approve appeal, deny appeal, or table for further information.
6. The Financial Aid staff notifies the student in writing as to the final decision of the committee.
7. The right to appeal a second time for reasons of unsatisfactory progress shall be denied if the appeal was granted during the previous semester.

---

**FINANCIAL AID PROBATION**

A financial aid probation period allows a student, who does not meet Satisfactory Academic Programs, but has successfully petitioned, to continue to receive aid.

An educational plan is required for a student on probation. The educational plan must be developed to ensure that a student will meet Satisfactory Academic Progress.

---

**REINSTATEMENT FOR FINANCIAL AID STUDENTS**

A student may be reinstated to “satisfactory” once his or her GPA is at least a 2.0, and he or she has completed the minimum number of semester units for program progress.



### **DISTANCE EDUCATION**

Palo Verde College offers convenient, expanded access to higher education and learning opportunities via distance education. Distance education is defined, for the purpose of accreditation review, as a formal interaction which uses one or more technologies to deliver instruction to students who are separated from the instructor and which supports regular and substantive interaction between the students and instructor, either synchronously or asynchronously. Distance education often incorporates technologies such as the internet; one-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices; audio conferencing; or video cassettes, DVDs, and CD-ROMs, in conjunction with any of the other technologies.

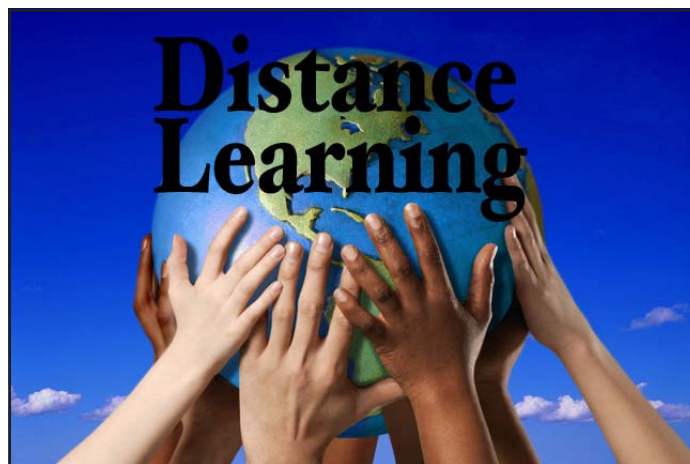
All distance education students will have reasonable and adequate access to the full range of student services enjoyed by all of our students. For more information, call (760) 921-5595. Contact the Financial Aid Office prior to enrolling in Distance education courses to determine if your financial aid eligibility will be affected.

#### **Online Classes**

All instruction occurs online. Access to e-mail and the Internet is required. Students may be required to complete work using e-mail, chat rooms, discussion boards, and other instructional tools.

#### **Interactive Television (ITV) Classes**

Instruction is offered via interactive television (closed circuit) to both Blythe students and Needles students. These courses can originate in either Blythe or Needles and are televised in real-time to the other campus.



---

### **CORRESPONDENCE EDUCATION**

This method of instruction allows students to receive lessons and exercises via the mail or electronic transmission and upon completion, return them for analysis, criticism and grading. Students are separated from the instructor and interaction between them is limited. Instruction may be wholly by correspondence or a combination of home study and residential training. Typically, correspondence courses are self-paced; however there are almost always deadlines that must be adhered to.

### INSTRUCTIONAL SUPPORT SERVICES

---

#### **HARRY A. FAULL LIBRARY**

The Harry A. Faull Library is a vital component of the educational experience at Palo Verde College. Located on the second floor of the John O. Crain College Services Building, the Library provides a peaceful haven for studying or relaxation.

The physical collection is comprised of approximately 19,000 books, videos and DVD's and most items are available for loan. Many textbooks are available for use while in the library. Current magazines and newspapers are available for reading and research. A computer lab provides high-speed access to the Internet as well as word processing and other popular software programs. The library's website, [www.paloverde.edu/library](http://www.paloverde.edu/library) provides access to the library catalog as well as to digital subscriptions to full-text articles from books, magazines, newspapers, and professional journals. Free wireless Internet access is available.

During the fall and spring semesters, the library is open Monday through Thursday, 9:00 a.m. to 6:00 p.m., and Fridays from 9:00 a.m. to 1:00 p.m. Please call 921-5518 or check the library's website for hours other than the fall and spring semesters.

---

#### **COMPUTER MALL**

The Computer Mall is located on the first floor in the Anthony J. Reale Classroom/Lab building. Computers are available with high-speed access to the Internet as well as word processing and other popular software programs.

---

#### **TUTORING**

Tutoring is available to Palo Verde College students who are experiencing difficulty in both academic and vocational subjects. Tutoring is done by qualified, trained tutors who have been recommended by faculty. Contact Student Services for more information.

---

#### **ENGLISH AS A SECOND LANGUAGE**

The English as a Second Language (ESL) program is offered for students whose native language is other than English. Our goal is to help students desiring a vocational or academic career to bridge the language gap in order to participate fully in regular college-level or vocational/technical classes. Students in the ESL program acquire the essentials of the English language, allowing them to participate more actively in our society and acquire information about the citizenship process. Initial placement into the program is the result of a conference between the student and a counselor, and a test to establish the appropriate level of English class.

---

#### **THE VIRTUAL BOOKSTORE**

Students will find the required textbooks for each course for rent or purchase at [www.paloverde.edu](http://www.paloverde.edu) through the [ecampus.com](http://ecampus.com) link. At the end of each term, some books will be eligible for students to sell-back to the Virtual Bookstore through the college website as well.

---

## STUDENT LIFE

---

### STUDENT LIFE

Palo Verde College's Student Activities Program offers opportunities for students to develop leadership skills, prepare for civic responsibility, explore diverse cultures, and help build a strong sense of college community. The Associated Student Government (ASG) governs student affairs at Palo Verde College. The ASG office is located on campus in the Student Activity Center CS133. For information call (760) 921-5512 or (760) 921-5519.

---

### ASG MEMBERSHIP

ASG Membership Cards entitle students to special discounts on campus and in the community. ASG membership is required for students to take part in student government and to hold office. Cards may be purchased at the time of registration or at any time during the semester. The ASG membership fee is \$10.00 per semester or \$18.00 per academic year. Please note ASG fees are optional.

---

### STUDENT CLUBS

Student Clubs provide an opportunity for students to pursue special interests with those who share the same interest. Clubs vary each year depending on student interests and new clubs are actively encouraged. Regular meetings held by each club promote cooperative and coordinated activity planning among the various organizations.

---

### STUDENT GOVERNMENT

Student Government provides the opportunity for the student body to self-govern and participate in a joint governance structure with faculty, staff, and administration. Seminars and leadership courses which provide training and experience in planning, decision-making, leadership styles, time management and problem solving, budget development, team building, parliamentary procedure, and student government are offered. Campus clubs and organizations are available for student participation.



Students may also help with student orientation, campus tours, outreach activities, and ASG representation in the various joint governance committees of the college.

ASG meetings are held weekly. Public agendas and minutes are posted in the Library and on the bulletin boards outside the Student Activity Center.

**THE COLLEGE HOUR**

The College Hour provides a time frame every Tuesday from 11:00 a.m. to 12:00 noon in the Student Activity Center. During this period, ASG General Assembly meetings are held. Most classes are not held during this hour, enabling students, faculty, and staff to participate in a collegial setting. A master calendar is maintained in the ASG Office and is posted on the college website and bulletin boards. All clubs are required to register their activities one (1) week in advance of the event.

---

**COMMUNITY OUTREACH AND SERVICE**

Community Outreach and Service is an integral part of our leadership program and club activities. ASG and the student organizations sponsor or assist with such events as the children's Easter Egg Hunt, Adopt- A-Family Project at Christmas, Blythe Christmas Parade, AVID Middle School Student Visit and the Annual College/Career Day.

---

**CULTURAL ENRICHMENT**

Cultural Enrichment is offered by ASG and the various student clubs. Some cultural events may include Women's History Month, Multicultural Festival, Cinco de Mayo Celebration, and African American Heritage Month.

# Cultural Events

*Cinco de Mayo Celebration*

*Multicultural Festival*

*African American Heritage Month*

*Women's History Month*

*Women's History Month*

---

# COLLEGE POLICIES

## ACADEMIC REGULATIONS AND STANDARDS

---

46

---

### **ACADEMIC ADVISING AND REGISTRATION**

Assistance in career and educational planning is offered at Palo Verde College. Counselors are available on an “open door” basis; however, it is suggested that students make appointments. Dates for registration are listed on the college website ([www.paloverde.edu](http://www.paloverde.edu)) and in the Schedule of Courses.

---

### **UNIT COURSE LOAD LIMITATION**

An overload schedule in excess of 19 units in the Fall and Spring semesters, and more than 8 units in the Summer session may be approved for students who have completed a minimum of 12 college units in at least one semester with a GPA of 3.0, as well as have a cumulative GPA of 3.0. An exception to the minimum standards may be made for high school graduates or equivalents on a case-by-case basis. The number of units of credit offered for each course may be found under “Courses of Instruction” in this catalog. Credit for college work is based on the semester hour (usually called hours or units). In lecture courses, one hour in the classroom per week constitutes one unit of work. In the laboratory, three hours per week constitutes one unit of work. In a clinic/field course, three hours per week constitutes one unit of work. Approval for such overloads may be secured by completing a petition and submitting it to the counseling department in Student Services.

Note: Meeting the minimum standards for course overload approval as outlined above does not guarantee that the petition will be approved. Other factors, including the difficulty of the schedule and time constraints, will be taken into consideration by the petitions committee. Students will not be able to enroll in an overload online until approval has been made and processed by the Admissions & Records Office.

---

### **ADDING COURSES**

Adding courses is permitted under certain circumstances. Check for the last day to register each semester.

---

### **WITHDRAWAL FROM CLASSES**

Students are responsible for officially withdrawing from any class, classes, or waitlist in which they no longer wish to be enrolled. After registration has been completed, and within the withdrawal date guidelines, students may drop a class or classes through the web registration system. Nonattendance or non-payment does not release the student from this responsibility and may result in a failing grade being awarded.

A student who withdraws or is dropped from a semester length course through the 20 percent date of any term will not have the course included on the permanent record. A ‘W’ will appear on the permanent record for courses dropped between the 20 percent date and the 75 percent date of the term. No ‘W’ grades may be issued after the 75 percent date. In courses other than semester length, refer to the class schedule for withdrawal date deadlines (check the college home page for these specific dates [www.paloverde.edu](http://www.paloverde.edu)). Failure to formally withdraw will result in a failing grade for each course.

---

# COLLEGE POLICIES

## ACADEMIC REGULATIONS AND STANDARDS

---

47

---

### **WITHDRAWAL FROM CLASSES (CONT.)**

A student may contact the Office of Admissions and Records regarding the procedure to drop or withdraw after the final withdrawal date deadline if there are verifiable extenuating circumstances. Examples of verifiable extenuating circumstances may be: accidents, illness, death of an immediate family member, or other circumstances beyond the control of the student.

A 'W' is not used in calculating grade point averages, but excessive 'W's' will be used as factors in progress probation and disqualification. Students who find it necessary to withdraw from the college are required to return all check-out supplies, equipment and library books, and pay all fines and debts owed the college.

---

### **PASS/NO PASS GRADING**

Students may take courses outside of their major or outside of the general education requirements under a pass/no pass plan (P/NP). In courses where the students have received unit credits a "P" (for pass) will be assigned for student achievement, which is considered by the instructor to be passing. When achievement is considered to be unsatisfactory, (or not passing) an "NP" will be assigned. Some UC and CSU campuses do not accept Pass/No pass, so it is important for the student to contact the transferring institution about the transferability of these courses.

A maximum of twelve units of Pass or Credit may be acquired in this manner. The student may choose whether the basis of evaluation is to be pass/no pass or a letter grade at registration, or no later than the end of the first 30% of the term. Units earned on a pass/no pass basis shall not be used to calculate grade point averages; however, units attempted for which "NP" or "NC" is recorded shall be considered in probation and dismissal procedures. Students must complete a Pass/No pass form and have it signed by the instructor of the course and a counselor. The form may be obtained from the Admissions & Records Office.

---

### **CREDIT BY EXAMINATION**

To be eligible for credit by examination, a student:

1. Must have earned a minimum of 12 semester hours of credit at Palo Verde College, must be currently registered, and in good standing.
2. Must make an appointment with a counselor to verify eligibility and obtain the Credit by Examination form (form must be signed by the counselor).
3. Must furnish proof of background, experience or training to ensure a reasonable measure of success.
4. After Petition is approved, **the student must pay the current enrollment fee for each unit of credit to be taken by examination, plus a service fee of \$30 prior to taking the examination.**

If the petition is approved, the examination or series of tests shall be administered by the appropriate instructor. Whether the student passes or fails the test, the course, with the units and grades assigned, shall be entered on the student's record in the same way as regularly scheduled courses.

---

# COLLEGE POLICIES

## ACADEMIC REGULATIONS AND STANDARDS

---

---

### **CREDIT BY EXAMINATION (CONT.)**

A student who fails the examination(s) shall not be permitted to repeat the course in this manner. A maximum of 12 units may be earned through credit by examination. Units for which credit is given by examination shall not be counted in determining the 12 semester hours of credit in residence which is required for an Associate Degree.

Only those courses listed in the current catalog are approved for credit by examination and only for the amount of credit listed. Ordinarily, no activity, performance, skill or laboratory course may be approved.

The student's academic record shall be clearly annotated to reflect that the credit was earned by examination.

---

### **CREDIT FOR ADVANCED PLACEMENT**

Palo Verde College grants credit towards its Associate Degrees for successful completion of the Advanced Placement (AP) Examination offered by the College Entrance Examination Board. In order to receive credit, a student must (1) receive a score of three or higher and (2) submit official scores to the Admissions and Records Office. A grade of AP credit will be assigned on the transcript (this course will be listed under other as a non-course on the college transcript). The units earned from the AP credit will not apply toward financial aid nor can they be used to satisfy the 12-unit residence requirement for graduation. To determine how AP credit may be transferred to a four year college/university, please check with the receiving institution.

---

### **INDEPENDENT STUDY**

Independent study courses are permitted when the student is in the last term immediately preceding receipt of a degree or certificate and is unable to register for a needed course because of one or more of the following reasons: medical emergency; course required for graduation not offered within the last four semesters; course canceled due to insufficient enrollment; unforeseen change in job status. A maximum of 10 units may be earned by independent study.

Students must first make an appointment with a counselor to verify eligibility and obtain the Independent Study Contract form (form must be signed by the counselor).

Once eligibility is verified, the Independent Study Contract must be approved by the Vice President of Instruction and Student Services and the instructor selected to supervise the study. The instructor specifies the requirements to be completed by the student. These requirements may include tests, periodic class attendance and term papers.

Students taking a course through independent study must register for the specific course section in the regular manner. Grades earned by independent study have the same status as those acquired through regular class attendance.



---

# COLLEGE POLICIES

## ACADEMIC REGULATIONS AND STANDARDS

---

49

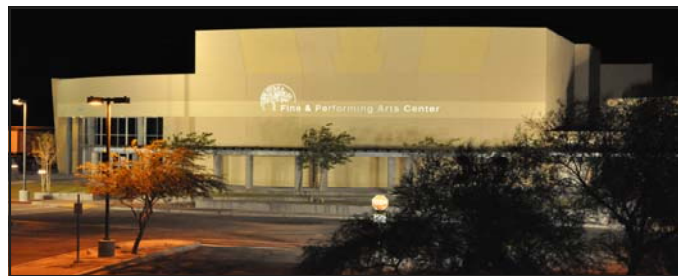
### **WAIVER PROCESS**

#### **Course Substitution/Waiver Process**

Students who wish to substitute courses or waive course requirements must follow the petition process.

In order to graduate with an associate degree or complete a certificate program at Palo Verde College, students must meet major requirements as well as general education, grade point average, residency and unit requirements. However, the College recognizes that, at times, a substitution of one course for another or the waiver of a course may be appropriate (students must pass a prerequisite course with a grade of "C" or better). Therefore, a procedure has been established to allow students a reasonable opportunity to petition to substitute or waive a course. The process for doing so is as follows:

1. Student will meet with a counselor or advisor to determine if course substitution is appropriate.
2. If recommended, the student will complete the petition form clearly stating which course her/she is requesting to be waived or substituted.
3. The completed petition form shall be submitted to the office of the Vice President of Instruction and Student Services for distribution to appropriate division chair or designee.
4. The division chair or designee will review the petition to determine if a course substitution or waiver of the program requirement is appropriate.
5. The division chair or designee will submit a recommendation to the office of the Vice President of Instruction and Student Services.
6. The Instructional Services Secretary or designee will forward the results to Admissions and Records and will notify the student of the outcome.
7. The student will then request to meet with a counselor to update the educational plan.
8. Course substitutions or waivers could affect transfer. Please see a counselor for further details.



---

### **OPEN ENTRY/EXIT COURSES**

These are courses in which the student may enroll after the semester has started and exit before it has ended. Open entry/exit courses are designated in the catalog and in the semester schedule. Such courses must be completed prior to the end of the semester in which the student registers.

---

# COLLEGE POLICIES

## ACADEMIC REGULATIONS AND STANDARDS

---

50

### **COURSE REPETITION**

#### **Course Repetition Definition**

A “course repetition” occurs when a student attempts a course and receives an evaluative or non-evaluative symbol for the course (i.e. A, B, C, D, F, W, P/NP, RD, I) and wishes to enroll again in the same course. Course repetition includes the following components. (Title 5 Section 55040)

#### **Course Repetition To Alleviate Substandard Work**

A student who has earned a substandard grade (D, F, and NP) may repeat the course to improve the grade. A student may attempt a course a maximum of three times. To alleviate substandard work, a “course attempt” occurs when a student receives an evaluative or non-evaluative symbol for the course (D, F, W, or NP). All course attempts in a student’s academic record count toward this enrollment limitation. The first or first and second substandard grades and units are excluded in computing the student’s GPA. The grade and units for the third or final attempt are included in the student’s GPA. (Title 5 Section 55042)

#### **Course Repetition As A Result of a Withdrawal**

A “W” counts as a course attempt. A student may attempt a course a maximum of three times. All course attempts in a student’s academic record count toward this enrollment limitation.

1. **A Student Earning A Satisfactory Grade May Not Enroll In The Same Course Again Unless One Of The Following Five Exception Applies**

##### **Significant Lapse of Time**

A student may enroll for one additional attempt if he/she successfully completed the course and a significant lapse of time of more than 36 months has occurred since the student was awarded a grade in the course AND the district has established a recency prerequisite for the course or an institution of higher education to which the student seeks to transfer has established a recency requirement that applies to the course. (Example: Biology 110 was completed with a grade of C in Fall 2011. In Fall 2013 the student is preparing to apply to a nursing program that requires Biology 110 to be completed within the last three years. The student is eligible to repeat the course in Spring 2015 with documentation of the recency requirement.) The grade and units from the first course completion will be disregarded in computing the GPA. (Title 5 Section 55043)

2. **Variable Unit Courses**

A student may enroll in a variable unit course as many times as necessary to complete one time the entire curriculum and unit value of the course. However, a student may not repeat any portion of a variable unit course that has already be completed and evaluated. (Title 5 Section 55044)

3. **Extenuating Circumstances**

A student may enroll for one additional attempt only if documentable extenuating circumstances exist that match the dates of the course for the previous enrollment. Examples of extenuating circumstances are natural disaster, accident, illness, or other extraordinary documentable experience beyond the student’s control. (Title 5 Section 55045)

**COURSE REPETITION (CONT.)**

**4. Students with Disabilities Repeating a Special Class**

A student with a verifiable disability may repeat a special class for students with disabilities any number of times based on achieving progress in the class and an individualized determination that such repetition is required as a disability-related accommodation for that student. (Title 5 Section 55040)

**5. Legally Mandated Course**

A student may repeat a course determined to be legally mandated and required by statute or regulation as a condition of paid or volunteer employment or licensure. A student must provide evidence that the course is legally mandated or that licensure standards require course repetition. Such courses may be repeated for credit any number of times. (Title 5 Section 55000)

**Courses Related in Content**

Course Attempts within Subject Families (Dance, PE, Art, Music): District policy limits enrollment of students in courses that are active participatory courses in physical education, and visual or performing arts. In this regard, the colleges have established “families” of similar educational activities. Physical Education activity courses and some visual and performing arts have established “families” and are subject to enrollment limitations. Although a course cannot be repeated, a student may attempt up to 4 courses in a subject “family.” All course attempts in a student’s academic history count toward this enrollment limitation within a “family” of courses. This limitation applies even if the student receives a substandard grade or a “W.” Enrollment limitations are monitored district wide for a subject “family.” New students are advised to enroll in the beginning level of a course family and be placed by their instructor upon assessment. Continuing students who have previously taken a course within a family must progress to the next level. (Title 5 Section 55040)

**INCOMPLETE GRADES**

Upon the written request of a student and the instructor, an “I” (followed by a letter grade assigned in lieu of its removal) may be assigned after the 14<sup>th</sup> week of the semester if the student’s assigned work, including the final examination, is deficient for either of the following reasons:

- Verifiable prolonged illness, or emergency.
- Verifiable work conflict.

The condition for removal of the “I” shall be stated on the “Incomplete Grade Contract” and the grade assigned in lieu of its removal.

The “Incomplete” will be a factor in probation and dismissal procedures. Students may not re-enroll in courses for which they have been given an “I”.

1. The “I” grade contract is to be distributed upon completion or expiration of contract as follows:
  - a. One copy is to be retained by the instructor
  - b. One copy is to be given to the student
  - c. Original copy is to be forwarded to the Director of Admissions & Records

ACADEMIC REGULATIONS AND STANDARDS

---

**COURSE REPETITION (CONT.)**

2. A final grade shall be assigned by the instructor when the work has been completed and evaluated. However, if the requirements are not completed within the timelines, the grade will convert to the letter grade assigned by the instructor at the time the incomplete contract was issued.

---

**GRADES AND GRADE POINTS**

The Palo Verde College grading policies comply with the Board of Governors of the California Community Colleges. The College will ensure that grades earned by the student in non-degree applicable courses will not be included in the calculation of the student's degree applicable grade point average. The following symbols have been authorized:

	<u>Evaluative Symbols</u>	<u>Meaning</u>	<u>Grade Point Values</u>
<b>A</b>		Excellent	4
<b>B</b>		Good	3
<b>C</b>		Satisfactory	2
<b>D</b>		Less than satisfactory	1
<b>F</b>		Failing	0
<b>P</b>		Passing (At least satisfactory - units awarded not counted in GPA. Has the same meaning as "CR" as that symbol was defined prior to June 30, 2007)	
<b>NP</b>		No Pass (Less than satisfactory, or failing - units not counted in GPA. Has the same meaning as "NC" as that symbol was defined prior to June 30, 2007)	

**Non-Evaluative Symbols**

- W** The "W" is used to denote withdrawal from a class or classes through 75 percent of the course (or the last day of the 14th week for regular term-length courses, whichever is shorter). The "W" is not used in calculating the grade point average but "W's" are used as factors in progress probation and dismissal procedures.

No notation is made on the academic record of a student who withdraws during the first three weeks of a full-term course, or during the first 20 percent of a course offered as a short-term class.

If a student remains enrolled for 75 percent of the course, either an evaluative or a non-evaluative symbol ("A", "B", "C", "D", "F", "P", "NP", "I", "IP") must be issued by the instructor, except in the case of verifiable extenuating circumstances. (See "Withdrawal from Classes" in this catalog for explanations of extenuating circumstances).

- IP** "IP" is used to denote that the course extends beyond the normal end of an academic term. It indicates that work is "in progress", and that assignment of a grade must await course completion. The grade and units earned appear on the student's transcript upon course completion. The "IP" is not used in calculating the grade point average.

---

# COLLEGE POLICIES

## ACADEMIC REGULATIONS AND STANDARDS

---

53

### **GRADES AND GRADE POINTS (CONT.)**

- MW** “MW” is assigned only for students who are members of an active or reserve military service, and who receive orders compelling a withdrawal from courses. Upon verification of such orders, this symbol may be assigned at any time after the period established by the governing board during which no notation is made for withdrawals. “MW” shall not be counted in progress probation and dismissal calculations. MW shall not be counted for the permitted number of withdrawals.
- I** “I” symbol (preceded by a letter grade) is used to denote incomplete academic work for the term. The “I” is followed by the letter grade assigned by the instructor at the time the incomplete was issued (this is the grade earned at the end of the term). The incomplete is a temporary mark assigned when the instructor determines that a student has been unable to complete course requirements by the designated ending date of the course, according to the following definition:
- Incomplete: Incomplete academic work for unforeseeable, emergency, and justifiable reason at the end of the term may result in an “I” symbol being entered in the student’s record. A written contract between the instructor and the student, stipulating the conditions and timelines in which to complete the course is required. A final grade shall be assigned by the instructor when the work has been completed and evaluated. However, if the requirements are not completed within the timelines, the grade will convert to the letter grade assigned by the instructor at the time of the incomplete contract was issued. Examples of possible incomplete grades that one might be assigned are:
- IF** - incomplete that will convert to an “F” if contract not fulfilled within timelines
  - ID** - incomplete that will convert to a “D” if contract not fulfilled within timelines
  - INP** - incomplete that will convert to a “NP” (no pass) if contract not fulfilled within timelines.
- The “I” must be made up no later than one year following the end of the term in which it was assigned.
- An incomplete is issued only upon mutual agreement between the instructor and the student.
- The instructor and the student will agree upon course work and/or other requirements necessary for the removal of the incomplete mark.
- RD** Report Delayed: “RD” may be assigned by the Director of Admissions & Records only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. “RD” shall not be used in calculating grade point averages.
- UG** Ungraded: “UG” will be assigned to all non-credit (ABE and NBE) courses beginning with the 2013-2014 academic year forward.

---

# COLLEGE POLICIES

## ACADEMIC REGULATIONS AND STANDARDS

---

### **GRADE APPEAL POLICY**

When grades are given for any course of instruction taught at Palo Verde College, the grade given to students shall be the grade determined by the instructor of the course. The determination of the student's grade by the instructor in the absence of mistake\*, fraud, bad faith, or incompetency, shall be final (California Education Code, Section 76224; Title 5 Section 55025).

Appeals to protest grades, or requests for grade changes, must be submitted by the student no later than one hundred eighty (180) calendar days after the grade has been issued.

All appeals to protest grades must include a one-page letter written by the student. The letter must outline, in detail, the reasons for the appeal and be submitted by the student to the Vice President of Instruction and Student Services with a Petition for grade change.

In addition to the Petition and letter, the student must attach a copy of the syllabus for the course in question and any assignments/documents that support the grade change petition.

The Petition, accompanying letter, and supporting documentation shall be evaluated by the instructor of record.

If the instructor determines the grade should be changed, he or she shall complete and sign a "Grade Change" form and submit it to the Admissions & Records Office within 30 calendar days of his or her receipt of the Petition in order to officially change a student's grade. All grade changes shall be reviewed and approved by the Vice President of Instruction and Student Services.

If the instructor determines the grade should not be changed, he or she shall write "Denied" on the Petition and return it to the Vice President of Instruction and Student Services within 30 calendar days of his or her receipt of the Petition.

Students may file only one (1) grade appeal petition per class.

In the event that an instructor is no longer employed by the District or is otherwise unavailable to respond to the grade change claim, the Vice President of Instruction and Student Services shall refer the petition to the appropriate Division chairperson or designee for review and action. The decision of the Division shall be final.

(\*For purposes of this section, "mistake" may include, but is not limited to, clerical errors and errors made by an instructor in calculating a student's grade.)

---

### **REQUIRED GRADE POINT AVERAGE**

To graduate from Palo Verde College, a student must achieve at least a "C" (2.0) grade point average (GPA) in all work attempted. The grade point average is computed by dividing all units attempted into all grade points received.

---

### **AUDITING COURSES**

Auditing of courses is not permitted at Palo Verde College.

---

# COLLEGE POLICIES

## ACADEMIC REGULATIONS AND STANDARDS

---

---

### **ACADEMIC RENEWAL WITHOUT COURSE REPETITION**

In order to graduate from Palo Verde College, students must have earned a minimum grade point average of 2.0. However, the College recognizes that students who have done poorly in the past can, and do, return to their studies with a determination to succeed. Therefore, a policy has been established to give them a reasonable opportunity to do so.

1. The College may eliminate, in the grade point calculations, up to a maximum of two semesters of grades and units which are not reflective of present ability and level of performance.
2. A student shall have completed a minimum of 30 units of satisfactory work from Palo Verde College or any other accredited institution verified by an official transcript (minimum 2.0 GPA) subsequent to the course work to be eliminated, and shall meet with a counselor to submit a petition for academic renewal.
3. Any action regarding academic renewal shall be noted on the student's transcripts.
4. Work to be eliminated shall be on a semester basis. All work for the designated semester will be eliminated without regard to requirements for graduation, GPA, field of concentration, honors, general education or units. Any work eliminated, which would otherwise meet a particular requirement, will have to be fulfilled by retaking a course or by other legitimate means.
5. Course work that has been eliminated will remain on the student's transcript. The transcript shall be appropriately annotated to indicate that academic renewal has been applied, including the specific semester(s) affected.

---

### **ATTENDANCE**

A student in a California public community college is expected to attend all sessions of each course. It is the student's responsibility to contact instructors regarding any absences.

The acceptance of an excuse for an absence other than illness, or official leave of absence, is at the discretion of the individual instructor. The acceptance of an excuse due to illness or strictly unavoidable circumstances may be excused if the cause is explained to the instructor. Any absence, excused or otherwise, does not relieve the student of the responsibility for completing the work of the course.

---

### **ATTENDANCE AT FIRST CLASS MEETING**

Students who do not attend the first class meeting may be dropped as a "no show." Students should not, however, assume they will be dropped. It is the student's responsibility to officially withdraw from a course online through PVC Services. Refund and drop deadlines for courses can be found in the current Schedule of Classes on the college home page ([www.paloverde.edu](http://www.paloverde.edu)).

If a student is unable to attend the first class meeting, it is the student's responsibility to notify the instructor before that class meeting and request that the seat be held. The instructor is under no obligation to honor this request.

---

# COLLEGE POLICIES

## ACADEMIC REGULATIONS AND STANDARDS

---

56

---

### ACADEMIC PROBATION

1. Once a student has attempted a total of 12 semester units, he or she shall be subject to academic probation if the student has earned a cumulative grade point average below 2.0.
2. Once placed on academic probation, the student has one (1) additional semester, meaning a total of two (2) semesters (Fall and/or Spring), in which to attain a cumulative grade point average of 2.0 or higher to be removed from academic probation.
3. A student on academic probation shall be subject to dismissal if his or her cumulative grade point average remains less than 2.0 through two (2) consecutive semesters of attendance.
4. Students who are eligible for Financial Aid, EOPS or other educational benefit programs may be subject to more stringent standards for academic progress.
5. If a student disagrees with his or her probation status or dismissal, he or she may appeal by submitting a Petition to the Vice President of Instruction and Student Services. A separate appeal may be necessary for students who are eligible for Financial Aid, EOPS or other educational benefit programs with the appropriate program coordinator.

---

### PROGRESS PROBATION

1. A student who has attempted at least a total of twelve (12) semester units shall be placed on progress probation when the percentage of all units for which entries of "W", "I", and "NC" are recorded reaches or exceeds fifty percent (50%) of the total units the student has attempted.
2. A student on progress probation shall be removed from probation when the percentage of "W", "I", "NP" or "NC" units drops below fifty percent (50%).
3. A student on progress probation shall be subject to dismissal if his or her percentage of "W", "I", "NP" or "NC" units reaches or exceeds fifty percent (50%) after one (1) additional semester, for a total of two (2) consecutive semesters of attendance.
4. Students who are eligible for Financial Aid, EOPS or other educational benefit programs may be subject to more stringent standards for academic progress.
5. If a student disagrees with his or her probation status or dismissal, he or she may appeal by submitting a Petition to the Vice President of Instruction and Student Services. A separate appeal with the appropriate program coordinator may be necessary for students who are eligible for Financial Aid, EOPS or other educational benefit programs.



---

# COLLEGE POLICIES

## ACADEMIC REGULATIONS AND STANDARDS

---

### **DISMISSAL**

1. A student who is on academic probation shall be subject to dismissal if the student maintained a cumulative grade point average of less than 2.0 in all units attempted for two (2) consecutive semesters (Fall and/or Spring).
2. A student who has been placed on progress probation shall be subject to dismissal if the percentage of units for which he or she has received entries of "W", "I", "NP" or "NC" for two (2) consecutive semesters reaches or exceeds fifty percent (50%) of the total number of units the student has attempted.
3. Students who have been dismissed pursuant to academic or progress standards may not apply for reinstatement until a minimum of one semester has elapsed since dismissal.
4. Students who are eligible for Financial Aid, EOPS or other educational benefit programs may be subject to more stringent standards for academic progress.
5. If a student disagrees with his or her probation status or dismissal, he or she may appeal by submitting a Petition to the Vice President of Instruction and Student Services. A separate appeal with the appropriate program coordinator may be necessary for students who are eligible for Financial Aid, EOPS or other educational benefit programs.

---

### **REINSTATEMENT**

A student applying for reinstatement shall not be reinstated until a minimum of one semester (Fall or Spring) has elapsed since dismissal. A student applying for reinstatement must submit a Petition for Reinstatement to the Vice President of Instruction and Student Services. 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. Prior to registration, a reinstated student must have Counselor approval of his or her educational program before they will be able to enroll online. A student who is reinstated shall have two (2) semesters to achieve satisfactory academic standing or be subject to dismissal again.

---

### **NOTIFICATION OF PROBATION OR DISMISSAL**

The college shall make a reasonable effort to provide a student with notice of probation or dismissal at or near the beginning of the semester in which the probation will take effect. As a condition of continuing enrollment, a student placed on probation is to receive individual counseling, which includes monitoring of his or her academic program in order to facilitate successful progress. Each student shall also receive other support services to help him/her overcome any academic difficulties. It is recommended that prior to registration a student on probation meet with a Counselor for approval of his or her educational program to ensure continued eligibility.

---

# COLLEGE POLICIES

## STUDENT RIGHTS AND RESPONSIBILITIES

---

58

### **ACADEMIC HONOR CODE**

The faculty of Palo Verde College is committed to a policy of honesty in academic affairs. We assume that students will pursue their studies with integrity and honesty. However, when students are caught cheating or plagiarizing, a process is begun which may result in severe consequences. Cheating is seeking credit for academic work through the use of dishonest, deceptive, or fraudulent means. Dishonesty consisting of cheating of any kind with respect to examination, course assignments, or illegal possession of examination papers, or any student helping another to cheat is subject to penalties. Plagiarism is representing the work of someone else's as your own. Plagiarism consisting of the deliberate use and appropriation of another's work without identifying the source and the passing off of such work as the student's own, or who fails to give full credit for ideas or materials taken from another, has plagiarized.

It is the responsibility of the student to know what constitutes academic dishonesty. If a student is unclear about a specific situation, he or she may speak to his or her instructor. Depending on the seriousness of the infraction, the student may:

- have his/her course grade lowered;
- receive a failing grade on the paper, test, or course;
- be placed on probation or suspension;
- be expelled.

In cases of cheating or plagiarism the instructor may take academic action as outlined in the Due Process section of this catalog. This may range from loss of credit for a specific assignment, examination, or project, to removal from the course with a grade of "F". The instructor should initially seek to resolve the problem with the student to their mutual satisfaction. In addition, the instructor or student may also request action through the Discipline Hearing Committee and/or the Appeals Procedure, which will adjudicate on the basis of College policy. The Office of the Vice President of Instruction and Student Services will maintain a record of students who have engaged in academic dishonesty. For additional information, contact the Office of Student Services.

---

### **STUDENT CONDUCT**

Students have certain rights and privileges, as well as certain obligations. In correcting unacceptable student conduct, disciplinary proceedings play a secondary role to counseling and admonition. In the exceptional circumstances, when discipline is deemed necessary, the college will observe due process in order to protect the student from the unfair and arbitrary imposition of serious penalties.

The Office of Student Services facilitates due process in matters of general student conduct. The Office of Administrative Services facilitates due process in matters related to sexual harassment and discrimination.

Students are expected to maintain the highest standards of citizenship, and to assume responsibility for personal conduct appropriate to college level age and maturity. Students, in all cases, must respect the authority of the instructors and such regulations as are necessary for the welfare of the school.

---

## STUDENT RIGHTS AND RESPONSIBILITIES

---

### **STUDENT CONDUCT (CONT.)**

Students who are unable to assume such responsibility may be subject to disciplinary action. The following conduct shall constitute good cause for discipline including, but not limited to the removal, suspension or expulsion of a student:

- Causing, attempting to cause, or threatening to cause physical injury to another person.
- Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive (see also BP/AP 3530-Weapons on Campus).
- Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in California Health & Safety Code Section 11053 et seq., 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 & Safety Code Section 11014.5 (see also BP-AP 3550-Drug Free Environment, and BP/AP 3560-Alcoholic Beverages).
- Committing or attempting to commit robbery or extortion.
- Causing or attempting to cause damage to district property or to private property on campus.
- Stealing or attempting to cause damage to District property or private property on campus, or knowingly receiving stolen District Property or private property on campus.
- Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the district (see also BP 3570-Smoking on Campus).
- Committing sexual harassment as defined by law or by district policies and procedures (see also BP/AP 3430-Prohibition of Discrimination and Harassment).
- Engaging in harassing or discriminatory behavior based on race, sex, religion, age, national origin, disability, or any other status protected by law (see also BP/AP 3430-Prohibition of Discrimination and Harassment).
- Willful misconduct that results in injury or death to a student or to District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus (see BP/AP 3540-Sexual and Other Assaults on Campus).
- Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel (see also BP/AP 5550-Speech: Time, Place and Manner).
- Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty as defined by the Academic Honor Code.
- Dishonesty; forgery; alteration or misuse of District documents, records or identification; or knowingly furnishing false information to the District.
- Unauthorized entry upon or use of District facilities.
- Lewd, indecent or obscene conduct or expression on district-owned or controlled property, or at district sponsored or supervised functions.
- 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 or supervised function.
- Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

---

## STUDENT RIGHTS AND RESPONSIBILITIES

---

### STUDENT CONDUCT (CONT.)

- Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any district policy or administrative procedures.
- Failure to pay just debts, such as fines or loans, and failure to return borrowed property, following reasonable attempts by the college to retrieve same.
- Failure to make good on returned checks cashed by the college (Penal Code Section 476 and 476a).
- Obstruction or disruption of the college's educational process, administrative process, or other college function (California Code of Regulations Section 41301).
- Failure to comply with directions of college officials acting in the performance of their duties, including disobedience and defiance of the authority of said officials.
- Eating and drinking in classrooms, laboratories, and the library when these facilities are being used for normal instructional purposes (see also BP/AP 4268-PVC).
- Soliciting or assisting another to do any act which would subject a student to expulsion, suspension, probation, or other discipline pursuant to this policy (California Code of Regulations Section 41304).
- Hazing (California Education Code Sections 32050 and 32051).
- Gambling on college property (Penal Code Section 330).
- Reckless driving on college property (Vehicle Code Sections 360, 670, 23103 and 23104).
- False accusations or malicious charges against any other student, staff member or governing board member of the District.
- Violation of other state, federal, or local statutes, or District policies, rules or regulations while on college property, or in defined college activities elsewhere.

Students who engage in any of the above are subject to the procedure outlined in AP 5520.

**If a student violates a state or federal statute that requires immediate suspension or presents a threat of bodily harm to himself or herself, or members of the college community, he or she can be removed from the campus prior to a Disciplinary Committee Hearing.**

Schools are viewed as a "marketplace of ideas" but no individual has a constitutional right to prevent a school from carrying out its assigned functions. The school must, however, show that a behavior is disruptive before disciplinary action can be initiated.

When it becomes necessary to impose discipline, and the situation cannot be resolved by a faculty or staff member, the discipline will be referred to the Vice President of Instruction and Student Services. In the event the disciplinary situation cannot be resolved without a Disciplinary Committee Hearing, the Vice President of Instruction and Student Services will advise the student of the procedures as outlined in Board Policy 5300 and Administrative Regulation 5300.

In cases involving high school students and/or minors (under 18 years of age), the parent or guardian will be notified immediately if the student is suspended from a college level class taught on the College campus.

---

## STUDENT RIGHTS AND RESPONSIBILITIES

---

### **DISCIPLINARY PROCEDURE**

The purpose of Discipline Procedures are to provide a prompt and equitable means to address violations of the Standards of Conduct, which guarantees to the student or students involved the due process rights guaranteed them by state and federal constitutional protections. The procedure will be used in a fair and equitable manner, and not for purposes of retaliation. It is not intended to substitute for criminal or civil proceedings that may be initiated by other agencies.

These Administrative Procedures are specifically not intended to infringe in any way on the rights of students to engage in free expression as protected by state and federal constitutions, and by Education code Section 76120, and will not be used to punish expression that is protected (see BP/AP 5550– Speech: Time, Place and Manner).

These Administrative Procedures are specifically not intended to infringe in any way on the rights of students to engage in free expression as protected by state and federal constitutions, and by Education code Section 76120, and will not be used to punish expression that is protected (see BP/AP 5550– Speech: Time, Place and Manner).

Before any disciplinary action to suspend or expel is taken against a student, the following procedures will apply:

- The Vice President of Instruction and Student Services will provide the student with written notice of the conduct warranting the discipline. The notice will include the specific section of the Standards of Conduct that the student is accused of violating; a short statement of the facts supporting the accusation; the right of the student to meet with the Vice President or designee to discuss the accusation, or to respond in writing; and the nature of the discipline that is being considered.
- The notice must be provided to the student within five (5) days of the date on which the conduct took place. When the student meets with the Vice President, they must again be told the facts leading to the accusation, and must be given an opportunity to respond verbally or in writing to the accusation.
- With 10 days of the meeting, the Superintendent/President shall, pursuant to a recommendation from the Vice President, decide whether to impose a suspension (Short-term, Long-term, or Expulsion), whether to impose some lesser disciplinary action, or whether to end the matter. Written notice of the Superintendent/President's decision shall be provided to the student including the length of time of the suspension, or the nature of the lesser disciplinary action.
- The Superintendent/President's decision on a short-term suspension shall be final. However, when the decision results in the imposition of a long-term suspension or expulsion, the notice will include the right of the student to request a formal hearing before imposed and a copy of the policy describing the procedures for a hearing.

---

# COLLEGE POLICIES

## STUDENT RIGHTS AND RESPONSIBILITIES

---

62

### **COMPLAINT PROCEDURE/DUE PROCESS**

The student is encouraged to pursue course work and other college-sponsored activities that will promote intellectual growth and personal development. In pursuing these goals, the students should be free of unfair and improper action by any member of the academic community. Occasionally, one or more students will register a complaint. Such a complaint may pertain to discrimination, the application of policy, schedules, financial aid, treatment by employees, or any other concerns.

The complaint procedures for discrimination (Board Policy 3410) and sexual harassment (Board Policy 3410/ Administrative Procedures 3410), both allow more than 10 days from the time of the alleged incident to file a complaint, and neither requires a mandatory informal step. For additional information, or for a copy of the procedures, contact the Affirmative Action Officer in Administrative Services or call (760) 921-5524.

Complaints which do not involve allegations of discrimination or sexual harassment (Complaints Concerning employees - Board Policy 3815-PVC/ Administrative Procedures 3815-PVC) must be initiated within ten days of the alleged complaint, and evidence of an attempt to informally resolve the matter must be documented before a formal complaint. This procedure may result in a resolution between the two parties thereby avoiding a more formal level of the process. This may prevent the escalation of feelings related to the complaint, and will also help to maintain the privacy of the matter if it remains between the two individuals. For additional information, or for a copy of the procedures for the formal level process, contact the office of the vice President of Instruction and Student Services.

---

### **NON-DISCRIMINATION**

**Gender:** Palo Verde College does not allow discrimination on the basis of sexual orientation and gender identity in the educational programs or activities it conducts. Title IX of the Educational Amendments of 1972, as amended, and the administrative regulations adopted therein prohibit discrimination.

**Disabled:** Palo Verde College does not discriminate on the basis of disability and is in compliance with Section 503 and 504 of the Rehabilitation Act of 1972, as amended, and the regulations adopted therein.

**Age, Race, Color, Religion, Sex, or National Origin:** Palo Verde College complies with the requirements of Title VI and VII of the Civil Rights Act of 1964, and the Age Discrimination Act of 1975 and the regulations adopted therein. No person shall, on the grounds of age, race, color, religion, sex, ethnicity, national origin, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability or pregnancy be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under, any program of Palo Verde College. Any student who feels discriminated against should contact the Palo Verde College Affirmative Action Officer in Administrative Services.

The procedures for filing a complaint are identified in Administrative Procedures 3410. Copies of the complaint forms may be obtained in Administrative Services, the Library, and Student Services.

The existence of this local complaint procedure does not preclude the complainant from filing a complaint directly with the Equal Employment Opportunity Commission, the Office of Civil Rights, the Department of Fair Employment and Housing, or the Chancellor's Office of the California Community Colleges.

## STUDENT RIGHTS AND RESPONSIBILITIES

---

### **SEXUAL HARASSMENT**

The Palo Verde Community College District recognizes that harassment on the basis of sex is a violation of both Federal and State discrimination laws as well as District Policy. The District is committed to providing all employees, applicants for employment and students with an environment free from sexual harassment, and will not tolerate such conduct on the part of any employee or student (Board Policy 3410).

Such behavior includes, but is not limited to, unwelcome sexual advances and verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made, either explicitly or implicitly, a term or condition of a student's educational progress or an individual's employment; (2) submission to or rejection of such conduct is used as a basis for educational or employment conditions affecting the individuals involved; (3) such conduct has the purpose or effect of unreasonably interfering with one's educational or work performance or creating an intimidating, hostile or offensive educational or work environment; or (4) submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits, services, honors, programs, or activities available at or through the Palo Verde Community College District.

Any student who feels sexually harassed should contact the Palo Verde College Affirmative Action Officer in Administrative Services.

The procedure for filing a complaint is identified in Administrative Procedures 3410. Copies of the complaint forms may be obtained in Administrative Services, the Library, and Student Services.

The existence of this local complaint procedure does not preclude the complainant from filing a complaint directly with the Equal Employment Opportunity Commission, the Office of Civil Rights, the Department of Fair Employment and Housing, or the Chancellor's Office of the California Community Colleges.



---

## COLLEGE POLICIES

### STUDENT RIGHTS AND RESPONSIBILITIES

---

64

---

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

Pursuant to the Family Education Rights and Privacy Act of 1974, family rights regarding student records were developed. The rights apply to all students and to the parents or legal guardians of students that are financially dependent upon them (financial dependency must be documented). Students may request an opportunity to inspect any and all official school records, files, and data related to them. If information in the file is inaccurate, misleading, or inappropriate, the student may request that the information be removed or, if denied, include a statement disputing the material which was challenged.

Other provisions of the federal law restrict access to the information in student records. School personnel with legitimate educational interest, schools of intended enrollment, specified federal and state educational administrators, or those who provide financial aid are entitled to access without student consent. Access may also be obtained without student consent pursuant to a court order.

The law designates certain information related to students as “Directory Information” and gives the college the right to disclose such information to anyone inquiring without having to ask students for permission. Palo Verde College has designated “Directory Information” to include: name, address, telephone number and electronic mail address, date of birth, dates of attendance, enrollment status, and degrees and awards received. “Directory Information” may be released at the discretion of the college unless a student has notified the college in writing that such information shall not be released. The “Request to Prevent Disclosure of Directory Information” forms are available on the college website or in the Admissions & Records Office.

When the Admissions & Records Office receives a student’s request to prevent the disclosure of directory information, no further disclosures are made without the student’s written consent (except to parties who have legal access to student records without written consent). Rescinding of this action can be done by the student submitting the request in writing to the Admissions & Records Office.

Degrees and awards received are published in order to recognize individual scholastic achievements. If a student has denied release of “Directory Information”, recognition for any and all scholastic achievements will also be withheld. Palo Verde College will honor the student’s request to withhold all of the categories listed but cannot assume responsibility to contact them for subsequent permission to release certain information. Regardless of the effect upon the student, Palo Verde College assumes no liability for honoring your instructions that such information may be withheld.

Currently enrolled or former students may examine their academic records which are maintained in the Admissions & Records Office located in the John O. Crain College Services Building.

The College policy regarding student records is available from the Admissions & Records Office (Board Policy 5040).



---

# ACADEMIC INFORMATION

## HONORS AND AWARDS

---

### HONORS AND AWARDS

Palo Verde College honors those students who have achieved academic excellence during their course of study at the college. Students are eligible for the following honors:

#### PRESIDENT'S LIST

A letter from Palo Verde College's Superintendent/President is sent to students who complete 12 or more units for the term and earn a semester GPA of 3.80 to 4.00 (does not include remedial courses or courses with pass/no pass grades).

#### DEAN'S LIST

A letter from Palo Verde College's Vice President of Instruction and Student Services is sent to students who complete 12 or more units for the term and earn a semester GPA of 3.50 to 3.79 (does not include remedial courses or courses with pass/no pass grades).

#### HONORS RECOGNITION

Students who graduate with honors or high honors in the Associate Degree program receive that recognition on their diplomas according to the following cumulative GPAs:

- 3.90 to 4.00.....summa cum laude
- 3.70 to 3.89.....magna cum laude
- 3.50 to 3.69.....cum laude

#### VALEDICTORIAN/SALUTATORIAN

The graduates with the highest level of scholarship are awarded the honor of serving as class Valedictorian and Salutatorian.

#### OUTSTANDING STUDENT AWARDS

Outstanding Student Awards are given to students for outstanding scholastic achievements and demonstrated leadership.

#### SOPHOMORE MAN AND SOPHOMORE WOMAN OF THE YEAR AWARDS

The Sophomore Man and Sophomore Woman of the Year awards are based on demonstrated leadership on campus, and/or in the community. The selection is made by peers and staff of the college.



---

### REQUIREMENTS FOR CERTIFICATES, DEGREES AND UNIVERSITY TRANSFER

---

#### **ACADEMIC OBJECTIVES**

There are three academic objectives that can be completed at Palo Verde College. These include:

- Occupational degrees/certificates
- Graduation with an Associate's Degree
- Preparation for to a university where a Bachelor's Degree can be completed.

Many students elect to complete two, or even all three, of these goals at the same time; this can be done with careful planning. This section of the catalog will explain how to accomplish these three objectives.

---

#### **CERTIFICATE PROGRAMS**

If Palo Verde College offers a certificate program in a certain area of study, the classes required to complete that certificate are listed under the corresponding area. It is also possible to complete a certificate program and use those courses towards an Associate Degree or towards transfer. Additionally, certificates and degrees may be pursued concurrently.

If basic academic skills in English, Reading and Math require some remediation, the appropriate courses in those areas should be taken. These courses may be taken prior to, or concurrent with, other courses. Refer to the assessment printout for an indication of which courses to choose. Employers want employees who can think well, speak well, write well, and, at the same time possess adequate social skills. Courses addressing all of these areas can be taken at Palo Verde College.

Many students complete a certificate program, then come back to school and use some of those courses again as the major, and often the electives, for an Associate Degree, or even as preparation for transfer. Other students work on certificates and the requirements for a degree at the same time.

There are two different types of certificates available to the students through Palo Verde College. The "Certificates of Achievement" is a certificate that has been approved by the California Community Colleges Chancellor's Office and will be entered on the students' transcript upon completion. The "Certificate of Career Preparation" is a locally approved certificate under 18 units and will not be entered on the students' transcript upon completion (paper certificates will be issued if requested through the Petition to Graduate process).

---

#### **REQUIREMENTS FOR GRADUATION WITH AN ASSOCIATE DEGREE**

Graduation generally requires two years of full-time study which leads to an Associate in Science (A.S.), Associate in Science for Transfer (A.S.-T), Associate in Arts (A.A.) or Associate in Arts for Transfer (A.A.-T) degree. For extensive coverage of programs available, turn to the section entitled, "Programs of Study".

The college's graduation requirements allow students to earn Associate Degrees and, with careful planning, simultaneously meet requirements for a certificate or for transfer to a four-year college or university. Students who wish to transfer should check with their intended institution regarding which courses meet that school's requirements.

---

**REQUIREMENTS FOR CERTIFICATES, DEGREES AND UNIVERSITY TRANSFER**

---

---

**REQUIREMENTS FOR GRADUATION WITH AN ASSOCIATE DEGREE (CONT.)**

When a course(s) required for a specific major is also on the list of approved general education courses, the course(s) may be used to satisfy both major and general education requirements. However, no course may be counted more than once. The requirements for the Associate Degrees may be met by courses meeting the specific major requirements listed in the Palo Verde College Catalog.

Minimum requirements for the Associate Degree include competence in written expression demonstrated by obtaining a satisfactory grade in an English course equivalent to Freshman Composition (ENG 101) and competence in mathematics shall be demonstrated by obtaining a satisfactory grade in a mathematics course at the level of Intermediate Algebra (MAT 086/088).

Palo Verde College will confer the Associate Degree upon students who successfully complete the following requirements:

- A minimum of 60 units of Associate Degree coursework (as defined by the major).
- A cumulative grade point average of 2.0 or better in all coursework.
- A minimum of 12 units at Palo Verde College.

Students should make an appointment with their counselor the semester before they plan to graduate and request a graduation evaluation in order to complete a Petition to Graduate (the deadline to submit Petitions to Graduate is the first Friday in March) and then schedule a follow-up appointment to verify that all degree requirements will be able to be completed. The student must then follow up after the semester ends to make sure that all courses have been completed successfully.

---

**PETITION FOR GRADUATION**

All potential graduating students must file a petition to graduate by the 1st Friday in March following these recommended procedures:

1. Students planning to graduate should meet with a counselor for a graduation evaluation during the fall semester. This will allow for the planning of any deficiencies to be satisfied in the following spring term.
2. Complete the "Petition to Graduate" form and indicate if you plan to participate in the graduation ceremony.
3. Make an appointment with the counselor to review and sign the "Petition to Graduate" form before the March deadline. The counselor will submit the petition to the Admissions & Records Office for final evaluation.
4. Make a follow-up appointment to verify that all degree requirements are met or can be met by the end of the academic year.

---

### REQUIREMENTS FOR CERTIFICATES, DEGREES AND UNIVERSITY TRANSFER

---

#### **PETITION FOR GRADUATION (CONT.)**

5. Potential graduates will receive an e-mail regarding graduation in early April (if you have not received a Graduation e-mail by mid April, please contact your counselor immediately). Be sure to check your e-mail regularly.
6. Students wishing to participate in the graduation ceremony are required to wear a cap and gown. Information about ordering caps and gowns, invitations and/or pictures may be obtained on the college website in early April (or you can inquire in the Student Services Department).

It could take up to three (3) months to process degrees and certificates. Students will be able to pick up their degrees at the Student Services Office once available.

Note: Degrees and certificates will not be conferred until after all degree requirements are met.

---

#### **CATALOG RIGHTS/CONTINUOUS ENROLLMENT**

The college catalog is your contract with the college. It is important to know that when you enter Palo Verde College for the first time, the catalog in effect at that time will be valid for the entire time that you are continuously enrolled. Students maintaining continuous enrollment at Palo Verde College have “catalog rights” in determining their graduation requirements. This applies only to graduation requirements and not to policies, procedures, or other regulations.

By maintaining continuous enrollment, students may use the requirements in effect at either the time they began their studies at PVC or the time they graduate from PVC. It is the student’s responsibility to indicate which catalog he/she elects to follow at the time the graduation petition is submitted.

Continuous enrollment is defined as enrollment in at least one credit course at Palo Verde College for at least one semester (fall and/ or spring) in each academic year. The student must receive a grade of A, B, C, D, F, P, NP, I, WIP, W or MW for the course. A student who has not maintained continuous enrollment is considered to be under the catalog requirements in effect when returning.

---

#### **DEGREE PROGRAM POLICIES**

Degree programs shall have at least one of the following purposes:

- Extend general education and cultural understanding
- Prepare for entrance to an occupation
- Provide credits for transfer to a four-year college or university at the junior level

Palo Verde College offers the following Associate Degrees:

- Associate in Arts
- Associate in Science
- Associate in Arts for Transfer
- Associate in Science for Transfer

Multiple Associate Degrees may be awarded according to the following guidelines.

---

### REQUIREMENTS FOR CERTIFICATES, DEGREES AND UNIVERSITY TRANSFER

---

#### **DEGREE PROGRAM POLICIES (CONT.)**

Students seeking additional degrees after having previously received an Associate Degree from Palo Verde College may qualify if all requirements for the second major are completed with at least a 2.0 grade point average for all units attempted in pursuit of the second degree.

Students seeking additional degrees after previously receiving an Associate Degree from another college may qualify for graduation. To be eligible students must complete all general education requirements for which equivalencies have not been determined, complete all requirements of the major with at least a 2.0 grade point average for all units attempted in pursuit of the second degree and complete a minimum of 12 units at Palo Verde College.

If students have not been enrolled at Palo Verde College in at least one credit course for at least one semester in each academic year, they will need to meet any new general education and major requirements in effect during the academic year in which they return. (see Catalog Rights).

---

#### **TRANSFERRING TO A FOUR-YEAR COLLEGE OR UNIVERSITY**

Counseling staff in Student Services will help you obtain information about transferring to other institutions. Articulation agreements from other colleges and universities are available (refer to ASSIST for current articulation agreements at [www.assist.org](http://www.assist.org)). For specific information on the requirements for transfer, you should refer to the catalog of the college or university you are considering. Catalogs of many institutions of higher education are available for review in Student Services.

**University of California (UC):** The 10 campuses of the University of California open their doors to all who work hard and dream big. Through its teaching, research and public service, UC drives California's economy and leads the world in new directions. The University of California is one of the finest research universities in the world. Its academic offerings span 150 disciplines, with more departments ranked in the top 10 nationally than any other public or private university. The rewards of a UC education extend beyond the University's classrooms. UC graduates enjoy high acceptance rates at graduate and professional schools and compete successfully in the job market with graduates of other top universities and colleges.

**California State University (CSU):** The 23 campuses that have almost 433,000 students and 44,000 faculty, is the largest, most diverse, and one of the most affordable university systems in the country. CSU is a leader in high-quality, accessible, student-focused higher education. CSU offers unlimited opportunities to help students achieve their goals, and prepare graduates who go on to make a difference in the workforce. The system engages in research and creative activities leading to scientific, technical, artistic and social advances, and play a vital role in the growth and development of California's communities and economy.

**Private and Out-of-State Institutions:** Palo Verde College students also transfer to private schools and out-of-state institutions. Such institutions are geographically and figuratively "all over the map," and students are advised to consult with them directly. See your counselor for more information.

---

## TRANSFERRING TO THE UNIVERSITY OF CALIFORNIA (UC)

---

### **REGULAR TRANSFER (AS A JUNIOR)**

If a student wishes to transfer as a junior to any of the campuses of the University of California, he or she should generally plan to complete at least 60 transferable units with at least a 2.4 minimum GPA at Palo Verde College, including those units required in the major and those needed for completion of the general education requirements.

Students to whom this applies should follow the listings under the Intersegmental General Education Transfer Curriculum (IGETC).

There are some exceptions to the general recommendation to follow IGETC, most commonly for those students wishing to transfer to high-unit programs in Engineering or in the sciences. For these majors, it is usually recommended that students follow the general education pattern of the specific campus they plan to attend. See the section on IGETC starting on this page.

---

### **GUARANTEED TRANSFER TO UC RIVERSIDE (UCR) OR UC DAVIS (UCD)**

Palo Verde College has established a Transfer Admissions Guarantee (TAG) program with UC Riverside and UC Davis to encourage students to transfer to UCR or UCD and to facilitate that process. UCR and UCD representatives visit Palo Verde College periodically to answer questions about programs, majors, and alternative admissions programs. Check with the counseling office for more information.

---

### **THE INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)**

IGETC (usually pronounced “eye-GET-see”) was developed in concert with the UC and CSU systems to create a set of general education courses that would be accepted at both institutions, so that students who have not made a final decision about where to transfer would be able to have one list of courses to follow, instead of two.

Completing the IGETC therefore fulfills the lower division general education requirements for both the UC and the CSU systems without the need, after transfer, to complete any further lower division GE coursework. It should be noted that completing the IGETC is neither a requirement for admission to UC or CSU, nor is it the only way to fulfill lower-division GE requirements.

**Certification:** When a student has completed all the courses to be used for the IGETC, Palo Verde College can, at the student’s request, certify to the intended UC or CSU campus that all the lower division GE requirements have been fulfilled. As a general rule, community colleges can certify the IGETC for transfer students who have also completed transfer units at a CSU, UC, or independent colleges, provided that the student has completed most of the transfer units at one or more California community colleges. Students who have been registered at a UC campus during a regular term (not summer or Extension) and wish to return to that campus are not eligible to use IGETC.

**Limitations:** All courses used for IGETC must be passed with a minimum grade of C. Credit or pass grades are acceptable, providing they are equivalent to the grade of C.

**Restrictions:** IGETC is not used for transfer to UC Berkeley’s Haas School of Business or UC San Diego’s Revelle or Roosevelt Colleges. It is also not recommended for transfer into majors requiring extensive lower-division preparation, such as engineering, biology, chemistry, and others. Students in these programs should follow the general education pattern of the specific campus they plan to attend. Be sure to meet with your counselor for thorough planning.

---

**TRANSFERRING TO CALIFORNIA STATE UNIVERSITY (CSU)**

---

**REGULAR TRANSFER (AS A JUNIOR)**

A student is eligible for admission to the California State University with 60 transferable semester units, if the student:

- Has a college GPA of 2.0 (2.4 for Non-Residents) in all transferable college units attempted.
- Is in good standing at the last college or university attended.
- Has completed or will complete prior to transfer at least 30 semester units of courses equivalent to general education with grades of “C” or better. The 30 units of “C” must include all of the general education requirements in communication, English language (English composition, oral communication, and critical thinking) and at least one course of at least 3 semester units required in college level mathematics.

---

**CSU GENERAL EDUCATION BREADTH CERTIFICATION (CSU-GE)/A.A. LIBERAL ARTS**

The CSU General Education-Breadth (GE-Breadth) program allows California Community College transfer students to fulfill lower-division general education requirements for any CSU campus prior to transfer. This curriculum provides an alternative to the IGETC requirements and campus-specific GE-Breadth requirements. This can be a good option if you know you want to transfer to a CSU but don’t know which campus you will attend, or if you know which campus you will attend but don’t know which major you will pursue. Please see AA degree in Liberal Arts, option B for CSU-GE requirements.

It is important to note that CSU GE-Breadth certification is not an admission requirement nor does completion guarantee admission to the campus or program of choice. The GE-Breadth program requires that students who select this option complete at least 48 semester units of general education to receive the baccalaureate degree. At least nine of these units must be taken at the university after transfer.

---

**GUARANTEED TRANSFER TO CAL STATE SAN BERNARDINO (CSUSB)**

Many students elect to transfer to California State University at San Bernardino, which offers a special “guaranteed admission” contract to Palo Verde College students. This agreement guarantees that, upon completion of specified coursework at Palo Verde College, the student will be admitted to CSUSB with full junior status. To develop such a contract, visit your counselor to make an appointment with the CSUSB representative, who comes to Palo Verde College periodically.

---

## GENERAL INFORMATION ABOUT TRANSFERRING

---

### **TRANSFERRING TO INDEPENDENT OR OUT-OF-STATE COLLEGES**

In addition to state-funded institutions, California has many accredited independent colleges and universities. Other states have a wide variety of schools from which to choose. Generally, in-state public school tuition costs are the lowest, but financial aid packages can sometimes absorb much of the difference. For information about private and out-of-state institutions, whose requirements vary considerably, the independent college or university in which the student is interested should be contacted.

---

### **TRANSFER INFORMATION**

It's a good idea to begin thinking about transfer goals in the early stages of the program, so that a well-planned program of courses toward the objectives can be established. The Counseling staff, located in the John O. Crain Student Services Building, are available to find out about careers, majors, universities and colleges.

**Catalogs:** Catalogs from colleges and universities throughout California are available. These catalogs contain programs of study, course descriptions, photographs of the campus, requirements for degrees, and other pertinent information. If a catalog from a specific out-of-state institution is not available, information can usually be found on a CD-ROM. Other continuously updated programs, such as the Internet, offer similar opportunities to research options.

**College Representatives:** Representatives from the University of California, Riverside and California State University, San Bernardino, visit Palo Verde College periodically to discuss students' transfer plans. Other representatives from both public and private schools visit during the year as well. Ask your counselor for information regarding the current schedule.

---

### **COUNSELING RESOURCES**

Counselors are available to help students identify personal and educational goals, select a major, plan courses to meet objectives, and deal confidentially with personal situations that may affect their education. It is strongly recommended that all students planning to transfer meet with a Palo Verde College counselor, to ensure that their courses are in line with their goals and requirements.

An annual Career Day, Transfer Day and other resources are available to help students explore their career alternatives.

---

### **CAMPUS VISITS**

In addition to reviewing catalogs and other written materials of the campus being considered, it is beneficial to visit those institutions.

This will provide the opportunity to become familiar with not only the campus itself, but also the surrounding areas. Do you want to be in an urban setting? Rural? Desert? Coastal? What is the "flavor" of the place and would you feel comfortable there? Visit the libraries, shopping areas, recreation facilities, cafes, bookstores, movie houses and other components that make up a student's life. To explore living situations, visit the university's housing office; also, look at the want ads in the local newspaper.



---

## GENERAL INFORMATION ABOUT TRANSFERRING

---

### **APPLYING FOR ADMISSION**

The University of California (UC system) and the California State University (CSU system) are different and distinct branches of public higher education in California and have different requirements for admission.

To apply to the University of California or the California State University systems, students should plan to complete all requirements and submit applications online during the filing periods at [www.csumentor.edu](http://www.csumentor.edu) or [www.universityofcalifornia.edu](http://www.universityofcalifornia.edu). Information is available from the counseling staff.

Contact other institutions directly for information about applications. For further assistance contact any college counselor.

---

### **APPLICATION DEADLINES**

To better the chances for acceptance, students should apply to every university for which they want to be considered during the initial, or priority, application filing period. Students planning to apply to a private university need to research what the initial or priority application filing period is for that university. Certain impacted or highly competitive majors may require earlier deadlines. It is the student's responsibility to research what these deadlines are. All information can be found online.

Each individual campus closes application filing periods at different times according to how many students apply. Students who are filing an application late should contact the Admissions Department of the specific college for which they are applying to inquire if applications are still being accepted.

---

### **IMPACTED MAJORS**

At some UC and CSU campuses, more students may seek admission to popular areas of study such as engineering, computer science, and business than can be accommodated. Occasionally, more applications are received during the first month of the filing period than can possibly be accepted at the particular school. When this happens at a UC or CSU campus, certain majors are declared "impacted," and these schools may permit only limited enrollment. Students who apply to impacted majors may also be directed to alternate campuses. Applicants to impacted majors are subject to supplementary admission criteria.

Students who seek to transfer into majors which are impacted should complete all courses designated as required lower division preparation for the major prior to transfer.

At some schools, completion of specific courses with minimum grades is required before transfer as a condition of acceptance into an impacted major.

---

### **MAXIMUM TRANSFERABLE CREDIT**

A maximum of 70 semester or 105 quarter units earned in California community colleges may be applied toward the Baccalaureate degree at either a UC or CSU campus.

---

### **NOTICE OF RESPONSIBILITY**

Students should always study the catalog of the school to which they plan to transfer, and are responsible for directly contacting that institution's admissions office for the most up-to-date information. No matter how much help is received from various sources, it is ultimately the student's responsibility to ensure that all transfer requirements and deadlines are met.

# PROGRAMS OF STUDY

## A.S./A.A DEGREE PROGRAMS, CERTIFICATES OF ACHIEVEMENT AND CERTIFICATES OF CAREER PREPARATION AVAILABLE THROUGH PALO VERDE COLLEGE

Program/ Discipline	A.S. Degree for Transfer	A.A. Degree for Transfer	A.S. Degree	A.A. Degree	Certificates of Achievement	Certificates of Career Preparation
Agriculture						1
Alcohol & Drug Studies					1	2
Arts & Humanities				1		
Automotive Technology			1		1	1
Building Construction Technology			1		1	
Business & Technology				1		
Business Management/ Administration	1		1		1	2
Child Development	1		1		1	2
Computer Information Systems			1			6
Criminal Justice/ Administration of Justice	1		1		1	
Fire Science Technology			1			3
Mathematics & Science				1		
Nursing & Allied Health					1	3
Psychology		1				
Social & Behavioral Science				1		
Sociology		1				
Welding Technology			1		1	



## ASSOCIATE OF SCIENCE DEGREES AND CERTIFICATE PROGRAMS

## ASSOCIATE OF SCIENCE DEGREE

The Associate in Science Degree is a program of study that generally leads to a specific occupational goal or may prepare the student for transfer. Some courses in such programs do not transfer all credit earned to a four-year college or university. Programs of study with specific course requirements are defined in this catalog.

## ASSOCIATE DEGREE REQUIREMENTS

A minimum of 60 units of Associate Degree credit college work.  
 Grades of C or better in all degree applicable coursework.  
 An overall graduating GPA of 2.0 or better.  
 Minimum of 12 units in residence at Palo Verde College.  
 Successful completion of all institutional requirements.  
 A minimum of 18 units of major requirements in a specific field.  
 (For A.S. majors, all listed courses need to be completed).

## CERTIFICATE PROGRAMS

Certificate Programs are designed to prepare the student for occupational goals. Some certificates are also designed to relate to the Associate Degree so that students may enter the workforce with the option of continuing their education. There are two certificates available to the students through Palo Verde College. The "Certificate of Achievement" is a certificate that has been approved by the California Community Colleges Chancellor's Office and will be entered on the students transcripts upon completion. The "Certificate of Career Preparation" is a locally approved certificate under 18 units and will not be entered on the students transcripts upon completion.

## CERTIFICATE REQUIREMENTS

Grades of C or better in all certificate applicable coursework.

## OPTION A – A.S. GENERAL EDUCATION

## DEGREE REQUIREMENTS

COMMUNICATIONS – (6 units minimum in English and Oral Communication); 3 units from Group A and 3 units from Group B.

**Group A**

ENG•101

**Group B**

ENG•103

PHI •210

SPE •101, •102, •103

**NATURAL SCIENCES – (3 units minimum)**

♦ = co/prerequisite \_\_\_\_ = includes lab

AST101, ♦105, 110

BIO 100, 101, ♦110, ♦111, ♦140, ♦141, ♦142, ♦210, ♦211,

CHE♦ 101, ♦108, ♦109, ♦210, ♦211,

GEO♦ 101, ♦107,

GEL101, 103, ♦105, 110,

PHY ♦101, ♦110, ♦220

**MATHEMATICS – (3-4 units)**

MAT •086 [OR] •088

**HUMANITIES – (3 units minimum)**

ART 101, 106, ♦110, ♦111, ♦120, ♦125, 135

DAN 101

EDU 131, ♦132, ♦134, 160, ♦161, ♦201

ENG♦102, ♦120, ♦122, ♦125, ♦132, ♦133, ♦139, ♦140, ♦141, ♦154, ♦201

FRE 101, ♦102

HIS ♦110\*, ♦120\*

MUS ♦121, ♦135, ♦137, ♦150

PHI 100, 105

SPA ♦101, ♦102 115

THA ♦110, ♦120

**SOCIAL SCIENCES – Area A (3 units minimum)**

HIS♦130 or♦140, and POS ♦145 (recommended for CSU)  
 or HIS ♦110\*, ♦115, ♦120\*, 125 or POS 101, 285

**SOCIAL SCIENCES – Area B (3 units minimum)**

ANT 100, 101, 102, 106, 201

CHD 101\*, 102

CRJ ♦103, 220

ECO ♦105, ♦106

GEO 103, 104

PSY ♦101, ♦110\*, ♦115, ♦145, ♦150, ♦201, ♦205, 210, ♦215, ♦220

SOC 101, 111\*

**LIFE LONG UNDERSTANDING & SELF DEVELOPMENT – (minimum of 3 units)**

ADS 101, ♦102

CHD 101

DAN 102, ♦103

GES 115

HEA 128, 140

PHE (see counseling)

PSY ♦110\*

SOC 111\*

*\*These courses can only be counted once in the GE area. This degree is not a transferable degree, Courses within the degree may transfer to a four year college/university. See a counselor for additional information.*

ASSOCIATE OF SCIENCE DEGREES AND CERTIFICATE PROGRAMS

The following is a list of the majors and the corresponding requirements which satisfy the Associate in Science degree and certificates for Palo Verde College. All listed courses need to be completed to meet major requirements. Courses requiring a co/prerequisite or have recommendations are marked with a diamond(♦)

AGRICULTURE

The Agriculture program offers a Certificate of Career Preparation in Agricultural Crop Science . The major deals with the application of the various principles of the biological and physical sciences in agriculture. The courses are fundamental and broad in scope so that students can seek employment in one of the many career opportunities in the agriculture field.

AGRICULTURAL CROP SCIENCE  
CERTIFICATE OF CAREER PREPARATION I

Agricultural Crop Sciences encompasses the study of plant, soil, and water resources that are foundational to all agro-ecosystems. The crop sciences field can prepare you for a challenging career in many areas including soil and crop management, plant breeding and genetics, seed science, environmental soil science and conservation, international agriculture, and ecosystem management.

Course	Title	Units
AGR 080	Pesticide Safety	1
AGR 120	Soil Science	3
AGR 140	Principles of Plant Science	4
AGR 170	Principles of Entomology	3

**Total Required Units** 11

**PROGRAM STUDENT LEARNING OUTCOMES**

Upon successful completion of the Agricultural Crop Science Certificate of Career Preparation I program students will have:

1. Demonstrated an understanding of fundamental concepts and knowledge related to the selection, propagation, and management of various plant commodities produced for food, feed, and fiber.
2. Displayed competency with respect to the use of standard lab, industry equipment, and techniques used in production.
3. Demonstrated understanding of scientific research and critical thinking skills related to hypothesis development and data interpretation as applied to the decision-making process for commercial production.



ALCOHOL & DRUG STUDIES

The Alcohol & Drug Studies Program (ADS) offers a Certificate of Achievement and two Career Preparation Certificates. These provide the student with academic and practical skills for entry-level employment in alcohol and drug treatment programs, training in alcohol and drug abuse counseling for employment with human services organizations and training for professionals who wish to expand their knowledge and skills. The goals are to develop basic competencies in counseling, case management, record keeping, treatment planning, pharmacology and physiology of substance abuse dependency, and social services systems. The Certificate of Achievement in Alcohol and Drug Studies is approved by the California Association of Alcohol and Drug Educators (C.A.A.D.E.), and qualifies the recipient to take the Certified Addictions Treatment Counselors (CATC) examination as part of California licensure requirements. For more information please contact Program Advisor Sheri Jones at [sheri.jones@paloverde.edu](mailto:sheri.jones@paloverde.edu).

# PROGRAMS OF STUDY

77

## ASSOCIATE OF SCIENCE DEGREES AND CERTIFICATE PROGRAMS

### ALCOHOL & DRUG STUDIES CERTIFICATE OF ACHIEVEMENT

Course	Title	Units
ADS 107	Group & Family Processes	3
•ADS 150*	Practicum for Alcohol and Drug Studies	6
•PSY 101	General Psychology	3
<i>*This is a 3 unit course that needs to be taken twice in order to meet certificate requirements.</i>		
<i>(Choose a minimum of 3 courses from the list below)</i>		
ADS 101	Introduction to Addiction Studies	3
ADS 102	Pharmacology & Physiological Effects of Addiction	3
ADS 103	Case Management and Documentation	3
ADS 104	Addiction Prevention Education & Outreach/Referral	3
<i>(Choose a minimum of 3 courses from the list below)</i>		
ADS 105	Dual Diagnosis and Mental Health Issues	3
ADS 108	Codependency & Family Systems	
ADS 109	Substance Abuse in Special Populations	3
•PSY 220	Counseling and Interviewing	3
<i>(Choose a minimum of 2 courses from the list below)</i>		
•PSY 110	Personal and Social Adjustment I	3
•PSY 201	Human Growth & Development	3
•PSY 210	Abnormal Psychology	3
SOC 101	Introduction to Sociology	3
<b>Total Required Units</b>		<b>36</b>

#### PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the Alcohol & Drug Studies Certificate of Achievement program students will have:

1. Obtained competencies of knowledge and skill in alcohol and drug treatment.



### ADS SPECIALIST I CERTIFICATE OF CAREER PREPARATION

Course	Title	Units
ADS 101	Introduction to Addiction Studies	3
ADS 103	Case Management & Documentation	3
ADS 104	Addiction Prevention Education & Outreach/Referral	3
•PSY 220	Counseling and Interviewing	3
<i>(Choose minimum of three (3) units from the list below)</i>		
ADS 107	Group and Family Processes	3
ADS 108	Codependency and Family Systems	3
ADS 109	Substance Abuse in Special Populations	3
<b>Total Required Units</b>		<b>15</b>

#### PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the ADS Specialist I Certificate of Career Preparation program students will have:

1. Obtained basic knowledge of the principles and practices of the field of alcohol and drug treatment.

### ADS SPECIALIST II CERTIFICATE OF CAREER PREPARATION

Course	Title	Units
ADS 101	Introduction to Addiction Studies	3
ADS 102	Pharmacology & Physiological Effects of Addiction	3
ADS 105	Dual Diagnosis & Mental Health Issues	3
•PSY 220	Counseling and Interviewing	3
<i>(Choose minimum of three (3) units from the list below)</i>		
ADS 108	Codependency & Family Systems	3
ADS 109	Substance Abuse in Special Populations	3
•PSY 210	Abnormal Psychology	3
<b>Total Required Units</b>		<b>15</b>

#### PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the ADS Specialist II Certificate of Career Preparation program students will have:

1. Obtained fundamental skill and knowledge in the principles and practices in alcohol and drug treatment.

# PROGRAMS OF STUDY

78

## ASSOCIATE OF SCIENCE DEGREES AND CERTIFICATE PROGRAMS

### AUTOMOTIVE TECHNOLOGY

The Automotive Technology program provides for entry level skills in the automotive field. The program is designed to impart in-depth technical skills as required in today's highly technical automotive field. Preparation for employment in the automotive and/or transportation trades, with upgrading and specialization skills for those currently employed will be stressed. Emphasizes practical experience in actual repairs under simulated shop conditions.

#### Automotive Technologies Electives –

(Choose a minimum of 6 units from the list below)

AUT 100	Introduction to Automotive Technology	3
AUT 103	Suspension, Steering & Alignment	3
AUT 113	Standard and Automatic Power Trains	3
AUT 200	Engine Diagnosis/Overhaul	6
AUT 212	Automotive Air Conditioning	3

**Total Required Units** **18**

#### PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the Automotive Technology Certificate of Achievement program students will have:

1. Acquired fundamental understanding of the principles and practices of automotive technology.

### AUTOMOTIVE TECHNOLOGY

#### A.S. DEGREE

Course	Title	Units
AUT 100	Intro to Automotive Technology	3
AUT 101	Basic Technician Skills	3
AUT 102	Engine Analysis/Tune-Up	3
AUT 103	Suspension, Steering & Alignment	3
AUT 110	Brake Systems	3
AUT 111	Automotive Electrical Systems	3
AUT 200	Engine Diagnosis/Overhaul	6
Elective	AUT/WEL (100/200 level)	3
Elective	AUT/WEL (100/200 level)	3

**Total Required Units** **30**

*In addition to the CORE courses required for the A.S. Degree in Automotive Technology, students will also be required to meet the Associate Degree Requirements and the General Education Requirements (Option A) listed in this catalog.*

#### PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the A.S. Degree in Automotive Technology program students will have:

1. Acquired fundamental grounding in communications, science, mathematics, humanities, the social sciences, and self-development in preparation for an occupation, and possible transfer to a four-year institution.
2. Acquired knowledge and skills in AUT 200, demonstrating the proper procedure and techniques for diagnosing and rebuilding engines.

### AUTOMOTIVE TECHNOLOGY

#### CERTIFICATE OF ACHIEVEMENT

Course	Title	Units
AUT 101	Basic Technician Skills	3
AUT 102	Engine Analysis/Tune Up	3
AUT 110	Brake Systems	3
AUT 111	Automotive Electrical Systems	3

### AUTOMOTIVE FABRICATION

#### CERTIFICATE OF CAREER PREPARATION

Course	Title	Units
AUT 090*	Automotive Fabrication & Set-Up	4
AUT 103	Suspension, Steering & Alignment	3
AUT 200	Engine Diagnosis/Overhaul	6
WEL 102	Basic Gas Metal Arc Welding	3

*\*This is a 2 unit course that needs to be taken twice in order to meet certificate requirements.*

**Total Required Units** **16**

#### PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the Automotive Fabrication Certificate of Career Preparation program students will have:

1. Acquired fundamental understanding of the rules and regulations of sanctioned stock car racing, safety, fabrication, and suspension setup.



ASSOCIATE OF SCIENCE DEGREES AND CERTIFICATE PROGRAMS

**BUILDING TECHNOLOGY**

The Building Technology program provides students with a basic background in the management of construction projects. Students will find employment in the broad spectrum of opportunities available in the construction industry. The program also provides continuing education for those already employed as contractors, site superintendents, project managers, estimators, and other areas related to construction.

**BUILDING CONSTRUCTION TECHNOLOGY  
A.S. DEGREE**

Course	Title	Units
BCT 100	Introduction to Building Trades	3
BCT 101	Rough Carpentry	3
BCT 102	Advanced Framing Techniques	3
BCT 110	Blueprint Reading	3
BCT 112	Basic Electricity	3
BCT 113	Basic Plumbing	3

Building Construction Technology Electives –  
(Choose a minimum of two courses from the list below)

BCT 200	Cabinetry I	3
BCT 201	Cabinetry II	3
BCT 202	Finish Cabinetry	3
BCT 210	Interior Trim Carpentry	3
BCT 212	Masonry Construction	3
BCT 220	Photovoltaic Systems	4

**Total Required Units 24-25**

*In addition to the Core Courses required for the A.S. Degree in Building Construction Technology, students will also be required to meet the Associate Degree Requirements and the General education Requirements (Option A) listed in this catalog.*

**PROGRAM STUDENT LEARNING OUTCOMES**

Upon successful completion of the A.S. Degree in Building Construction Technology program students will have:

1. Acquired fundamental grounding in communications, science, mathematics, humanities, the social sciences and self-development in preparation for an occupation, and possible transfer to a four-year institution.
2. Acquired knowledge and skill in the organization for the trades of building construction projects.

**BUILDING CONSTRUCTION TECHNOLOGY  
CERTIFICATE OF ACHIEVEMENT**

Course	Title	Units
BCT 100	Introduction to Building Trades	3
BCT 101	Rough Carpentry	3
BCT 102	Advanced Framing Techniques	3
BCT 110	Blueprint Reading	3

Building Technologies Elective –  
(Choose minimum of 6 units from the list below)

BCT 112	Basic Electricity	3
BCT 113	Basic Plumbing	3
BCT 200	Cabinetry I	3
BCT 210	Interior Trim Carpentry	3
BCT 212	Masonry Construction	3
BCT 220	Photovoltaic Systems	4

**Total Required Units 18**

**PROGRAM STUDENT LEARNING OUTCOMES**

Upon successful completion of the Building Construction Technology Certificate of Achievement program students will have:

1. Acquired fundamental understanding of the principles and practices of building construction technology.



# PROGRAMS OF STUDY

80

## ASSOCIATE OF SCIENCE DEGREES AND CERTIFICATE PROGRAMS

### BUSINESS MANAGEMENT

The Business Management program provides students with skills, knowledge and judgment requisite for business careers. Many positions in business and government service require general business training. Retail organizations, financial institutions, insurance agencies, and government are but a few of the employers offering opportunities to the person with general business training.

MAN 106	Personnel Management	3
•MAN 107	Small Business Management	3

Business Management Electives –  
(Choose a minimum of 5 units from the list below)

BUS 101	Introduction to Business	3
BUS 105	Business Mathematics	3
•BUS115	Small Business Finance	3
•BUS 201	Principles of Organizational Leadership	3
•ECO 105	Principles of Macroeconomics	3
MAN 145	Organizational Behavior	3
•PSY 145	Human Relations	3

**Total Required Units** **31**

#### PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the Business Management Certificate of Achievement program students will have:

1. Acquired fundamental understanding of the principles and practices of business management.

### BUSINESS MANAGEMENT

#### A.S. DEGREE

Course	Title	Units
•ACC 101	Principles of Accounting I	4
•ACC 102	Principles of Accounting II	[OR]
•BUS 115	Small Business Finance	3-4
BUS 105	Business Mathematics	3
BUS 135	Business Law	3
•ECO 105	Principles of Macroeconomics	3
•ECO 106	Principles of Microeconomics	3
•MAN 105	Principles of Management & Organizations	3
MAN 106	Personnel Management	3
•MAN 107	Small Business Management	3
MAN 145	Organizational Behavior	[OR]
•PSY 145	Human Relations	3
BUS 206	Marketing	3
Elective	Business [OR] Management Course	3

**Total Required Units** **37**

*In addition to the Core Courses required for the A.S. Degree in Business Management, students will also be required to meet the Associate Degree Requirements and the General Education Requirements (Option A) listed in this catalog.*

#### PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the A.S. Degree in Business Management program students will have:

1. Acquired fundamental grounding in communications, science, mathematics, humanities, the social sciences and self-development in preparation for an occupation, and possible transfer to a four-year institution.
2. Acquired fundamental knowledge of the operations of business organizations.

### BUSINESS MANAGEMENT

#### CERTIFICATE OF ACHIEVEMENT

Course	Title	Units
•ACC 101	Principles of Accounting I	4
•ACC 102	Principles of Accounting II	4
BUS 135	Business Law	3
BUS 202	Business Communications	3
•ECO 106	Principles of Microeconomics	3
•MAN 105	Principles of Management & Organizations	3

### BUSINESS LITERACY

#### CERTIFICATE OF CAREER PREPARATION

Course	Title	Units
ACC 100	Basic Accounting	4
BUS 101	Introduction to Business	3
•MAT 082	Arithmetic Fundamentals with Lab	[OR]
BUS 105	Business Mathematics	3-4
CIS 101	Introduction to Computers & Information Systems	3

**Total Required Units** **13**

#### PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the Business Literacy Certificate of Career Preparation program students will have:

1. Acquired fundamental understanding of the principles and practices of business.

### SMALL BUSINESS MANAGEMENT

#### CERTIFICATE OF CAREER PREPARATION

Course	Title	Units
MAN 107	Small Business Management	3
ACC 100	Basic Accounting	4
BUS 115	Small Business Finance	3
BUS 135	Business Law	3
BUS 206	Marketing	3

**Total Required Units** **16**

#### PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the Business Literacy Certificate of Career Preparation program students will have:

1. Demonstrated fundamental understanding of the accounting, marketing, law, and finance useful for managing a business, and
2. Will have written a concise but fully developed business plan for a new start-up company.



## ASSOCIATE OF SCIENCE DEGREES AND CERTIFICATE PROGRAMS

### CHILD DEVELOPMENT

The Child Development program is designed for students who are interested in working with young children as preschool teachers, daycare providers, and/or other child development careers. The Child Development program provides students with a background of knowledge and skills in child growth and development.

*All required courses for this major must be completed with a grade of "C" or better.*

### CHILD DEVELOPMENT A.S. DEGREE

This program meets the course requirements for the Child Development A.S. Degree. This program also meets course requirements for the State of California Child Development Permits. See your instructor or visit the website: [www.childdevelopment.org](http://www.childdevelopment.org) for information regarding work experience requirements for Permits.

**PLEASE SEE A COUNSELOR FOR ASSISTANCE WITH THIS PROGRAM OF STUDY.**

A minimum of twenty-seven (27) units is required for the program.

Course	Title	Units
CHD 101	Child Growth and Development	3
CHD 102	Child, Family, and the Community	3
CHD 103	Introduction to Curriculum	3
CHD 104	Principles and Practices of Teaching Young Children	3
CHD 105	Observation and Assessment	3
CHD 106	Health, Safety and Nutrition	3
CHD 107	Teaching in a Diverse Society	3
•CHD 108	Practicum – Field Experience	3

Child Development Electives –  
(Choose a minimum of 3 units from the list below)

CHD 130	Art for Early Childhood	3
CHD 131	Music for Early Childhood	3
CHD 135	Literature for Early Childhood	3
CHD 145	Child Abuse & Neglect	3
CHD 150	Infants and Toddlers	3
CHD 205	Adult Supervision	2
CHD 215	Supervision & administration I	3
CHD 216	Supervision & Administration II	3

**Total Required Units** **27**

*In addition to the Core Courses required for the A.S. Degree in Child Development, students will also be required to meet the Associate Degree Requirements and the General Education Requirements (Option A) listed in this catalog.*

### PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the A.S. Degree in Child Development program student will have:

1. Acquired fundamental grounding in communications, science, mathematics, humanities, the social sciences and self-development in preparation for an occupation, and possible transfer to a four-year institution.
2. Acquired knowledge and skill in the professional care of children.

### CHILD DEVELOPMENT - TEACHER CERTIFICATE OF ACHIEVEMENT

This certificate meets the course requirements for the child Development Permit Matrix: Teacher work experience is required for this Permit. Visit the website: [www.childdevelopment.org](http://www.childdevelopment.org) for information regarding work experience requirements.

*All required courses for this certificate must be completed with a grade of "C" or better.*

Course	Title	Units
CHD 101	Child Growth and Development	3
CHD 102	Child, Family, and the Community	3
CHD 103	Introduction to Curriculum	3
CHD 104	Principles and Practices of Teaching Young Children	3
CHD 105	Observation and Assessment	3
CHD 106	Health, Safety and Nutrition	3
CHD 107	Teaching in a Diverse Society	3
•CHD 108	Practicum – Filed Experience	3
•ENG 101	Reading and Composition	3
HEA 140	Health Education	3
•MAT 086	Intermediate Algebra	[OR]
•MAT 088	Intermediate Algebra w/ Lab	3-4
•POS 145	American Political Institutions	[OR]
•HIS 130	American History I	[OR]
•HIS 140	American History II	3
•PSY 101	General Psychology	3

**Total Required Units** **39-40**

### PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the Child Development – Teacher Certificate of Achievement program students will have:

1. Met the course requirements for the Child Development Permit Matrix.



ASSOCIATE OF SCIENCE DEGREES AND CERTIFICATE PROGRAMS

**CHILD DEVELOPMENT - ASSOCIATE TEACHER  
CERTIFICATE OF CAREER PREPARATION**

This certificate meets the course requirements for the child Development Associate Teacher Certificate. This certificate also meets the course requirements for the State of California Child Development Permit Matrix: Associate Teacher Permit. Work experience is required for this Permit. Visit the website: [www.childdevelopment.org](http://www.childdevelopment.org) for information regarding work experience requirements or meet with your instructor for eligibility to take CHD 108, Practicum – Field Experience for the Associate Teacher Permit.

All required courses for this certificate must be completed with a grade of "C" or better.

Course	Title	Units
CHD 101	Child Growth and Development	3
CHD 102	Child, Family, and the Community	3
CHD 103	Introduction to Curriculum	3
CHD 104	Principles & Practices of Teaching Young Children	3

**Total Required Units: 12**

**PROGRAM STUDENT LEARNING OUTCOMES**

Upon successful completion of the Child Development – Associate Teacher Certificate of Career Preparation program students will have:

1. Acquired competency to qualify for the Child Development Associate Teacher Certificate.

**CHILD DEVELOPMENT - ASSISTANT  
CERTIFICATE OF CAREER PREPARATION**

This certificate meets the course requirements for the Child Development Permit Matrix: Assistant Permit. Work experience is not required for this Permit.

All required courses for this certificate must be completed with a "C" or better.

Child Development Electives -

(Choose a minimum of six (6) units from the list below)

Course	Title	Units
CHD 101	Child Growth and Development	3
CHD 102	Child, Family, and the Community	3
CHD 103	Introduction to Curriculum	3
CHD 104	Principles & Practices of Teaching Young Children	3
CHD 105	Observation and Assessment	3
CHD 106	Health, Safety, and Nutrition	3
CHD 107	Teaching in A Diverse Society	3

**Total Required Units: 6**

**PROGRAM STUDENT LEARNING OUTCOMES**

Upon successful completion of the Child Development – Assistant Certificate of Career Preparation program students will have:

1. Acquired competency to qualify for the Child Development Permit Matrix: Assistant Permit.

**COMPUTER INFORMATION SYSTEMS**

To meet the needs of successful computer science or computational science, this degree program integrates the study of computer applications and computer sciences. This degree program prepares the student for immediate entry into a vocational field related to computer programming and/or further study in computer science, or computational science.

Science Degree and/or employment in computer information systems or computer applications. This degree requires 27 units (18 units from required courses, 6 units from restricted electives, 3 units from restricted courses).

**COMPUTER INFORMATION SYSTEMS  
A.S. DEGREE**

Course	Title	Units
CIS 101	Introduction to Computer & Information Systems	3
CIS 102	Personal Computer Applications	3
CIS 123	Web Page Design – HTML	3
CIS 130	Introduction to 3D Computer Animation	3
*CIS 248	Systems Analysis and Design	3
CIS 265	Adobe Photoshop	3

Computer Information Systems Electives -

(Choose a minimum of 6 units from the list below)

CIS 124	Web Page Design Tools	3
CIS 131	Animation Principles and Production I	3
CIS 132	Animation Principles and Production II	3
CIS 133	Advanced 3D Computer Animation	3
CIS 260	Desktop Publishing	3

Restricted Courses

(Choose a minimum of 3 units from the list below)

*MAN 105	Principles of Management & Organization	3
MAN 106	Personnel Management	3
*MAN 107	Small Business Management	3
*BUS 201	Principles of Organizational Leadership	3

**Total Required Units 27**

In addition to the Core Courses required for the A.S. Degree in Computer Information Systems, students will also be required to meet the Associate Degree Requirements and the General Education Requirements (Option A) listed in this catalog.

**PROGRAM STUDENT LEARNING OUTCOMES**

Upon successful completion of the A.S. Degree in Computer Information Systems program student will have:

1. Acquired fundamental grounding in communications, science, mathematics, humanities, the social sciences and self development in preparation for an occupation, and possible transfer to a four-year institution.
2. Demonstrated knowledge of technology applicable to the field, and a proficiency in appropriate software; be competent evaluators and users of hardware; adapt to technological changes and select a current solution for a given problem.

## ASSOCIATE OF SCIENCE DEGREES AND CERTIFICATE PROGRAMS

### COMPUTER APPLICATIONS CERTIFICATE OF CAREER PREPARATION

*Required courses for this certificate must be completed with a minimum grade of "C" or better.*

Course	Title	Units
CIS 101	Introduction to Computer & Information Systems	3
CIS 102	Personal Computer Applications	3
CIS 123	Web Page Design – HTML	3
CIS 260	Desktop Publishing	3

Computer Information Systems Electives –  
(Choose a minimum of 3 units from the list below)

CIS 124	Web Page Design Tools	3
CIS 130	Introduction to 3D Computer	3
CIS 131	Animation Principles and Production I	3
CIS 132	Animation Principles and Production II	3
CIS 133	Advanced 3D Computer	3
•CIS 248	Systems Analysis and Design	3
CIS 265	Adobe Photoshop	3

**Total Required Units** **15**

#### PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the Computer Applications Certificate of Career Preparation program students will have:

1. Demonstrated understanding of the basics of computers and applications, including web page design and desktop publishing.

### 3D COMPUTER ANIMATION CERTIFICATE OF CAREER PREPARATION

Course	Title	Units
CIS 130	Introduction to 3D Computer Animation	3
CIS 131	Animation Principles and Production I	3
CIS 132	Animation Principles and Production II	3
CIS 133	Advanced 3D Computer Animation	3

**Total Required** **12**

#### PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the 3D Computer Animation Certificate of Career Preparation program students will have:

1. Demonstrated understanding of 3D animation principles in 3D production.

### GRAPHIC DESIGN AND WEB CONTENT CERTIFICATE OF CAREER PREPARATION

Course	Title	Units
CIS 123	Web Design Using HTML	3
CIS 124	Web Design Tools	3
CIS 260	Desktop Publishing	3
CIS 265	Adobe Photoshop	3

**Total Required Units** **12**

#### PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the Graphic Design and Web Content Certificate of Career Preparation program students will have:

1. Demonstrated knowledge of technology applicable to the field, and a proficiency in appropriate software; adapt to technological changes and select a current solution for a given problem.

### INFORMATION TECHNOLOGY LITERACY CERTIFICATE OF CAREER PREPARATION

Course	Title	Units
CIS 101	Introduction to computer & Information Systems	3
CIS 102	Personal Computer Applications	3
•CIS 248	Systems Analysis Design	3

**Total Required Units** **9**

#### PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the Information Technology Literacy Certificate of Career Preparation program students will have:

1. Acquire and validate resources to solve technical problems; use information resources to gather discipline specific information or materials.

### MANAGEMENT INFORMATION SYSTEMS CERTIFICATE OF CAREER PREPARATION

Course	Title	Units
CIS 101	Introduction to Computer & Information Systems	3
•CIS 248	Systems Analysis Design	3
•MAN 105	Principles of Management and Organizations	3
•ACC 100	Basic Accounting	4

**Total Required Units** **13**

#### PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the Management Information Systems Certificate of Career Preparation program students will have:

1. Demonstrated knowledge of technology applicable to the field, and a proficiency in appropriate software related to managing information systems; adapt to technological changes and select a current solution for a given problem in today's business environment.



ASSOCIATE OF SCIENCE DEGREES AND CERTIFICATE PROGRAMS

COMPUTER MAINTENANCE  
& HELP DESK SUPPORT  
CERTIFICATE OF CAREER PREPARATION

Course	Title	Units
CIS 150	Windows	3
CIS 155	Managing Operating Systems	3
CIS 170	Computer Maintenance	3
CIS 175	Computer Help Desk Support	3
<b>Total Required Units:</b>		<b>12</b>

**PROGRAM STUDENT LEARNING OUTCOMES**

Upon successful completion of the Computer Maintenance & Help Desk Support Certificate of Career Preparation program students will have:

1. Demonstrated the principles and practices involved in computer system troubleshooting techniques and repair procedures including advanced diagnostic test programs and the use of specialized test equipment. Develop hardware and software troubleshooting techniques and perform procedures used in troubleshooting.

CRIMINAL JUSTICE

The Criminal Justice program is designed to provide students with the basic theoretical knowledge that will prepare them for a career in law enforcement or corrections. The program develops a high level of academic, personal, and professional competence demanded in a wide range of agencies.

PEACE OFFICERS/CORRECTIONAL OFFICERS TRAINING: Documents indicating that such training has taken place must be submitted by the student. Academy training may be awarded up to 12 units for the certificate and/or the degree in Criminal Justice as follows:

- 3 units for Physical Education
- 3 units for Health Education
- 3 units for CRJ 115 **AND** 3 units for elective credit in CRJ
- OR**
- 3 units for CRJ 115 **AND** 9 units of elective credit in CRJ

CRIMINAL JUSTICE  
A.S. DEGREE

Course	Title	Units
•CRJ 103	Criminal Law	3
CRJ 115	Introduction to Law Enforcement/Corrections	3
CRJ 125	Report Writing	3
CRJ 130	Alcohol, Narcotics & Drug Abuse	3
•CRJ 165	Arrest & Firearms	3
CRJ 206	Legal Aspects of Evidence	3
•PSY 101	General Psychology	3

Criminal Justice Electives –

(Choose a minimum of 9 units from the list below)

CRJ 104	Criminal Investigation	3
CRJ 120	Community Relations	3
CRJ 132	Family Intervention	3
CRJ 135	Spanish of Emergency Services Personnel	[OR]
•SPA 101	Elementary Spanish I	3-5
CRJ 155	Crime Scene Investigation	3
CRJ 220	Interviewing and Counseling	[OR]
•PSY 220	Counseling and Interviewing	3
•PSY 210	Abnormal Psychology	3

**Total Required Units**

**30**

In addition to the Core Courses required for the A.S. Degree in Criminal Justice, students will also be required to meet the Associate Degree Requirements and the General Education Requirements (Option A) listed in this catalog.

**PROGRAM STUDENT LEARNING OUTCOMES**

Upon successful completion of the A.S. Degree in Criminal Justice program students will have:

1. Acquired fundamental grounding in communications, science, mathematics, humanities, the social sciences and self-development in preparation for an occupation, and possible transfer to a four-year institution.
2. Acquired theoretical knowledge and practical skills in law enforcement and corrections.

CRIMINAL JUSTICE  
CERTIFICATE OF ACHIEVEMENT

Course	Title	Units
•CRJ 103	Criminal Law	3
CRJ 115	Introduction to Law Enforcement/Corrections	3
CRJ 125	Report Writing	3
CRJ 130	Alcohol, Narcotics & Drug Abuse	3
•CRJ 165	Arrest & Firearms	3
CRJ 206	Legal Aspects of Evidence	3

**Total Required Units**

**18**

**PROGRAM STUDENT LEARNING OUTCOMES**

Upon successful completion of the Criminal Justice Certificate of Achievement program students will have:

1. the ability to recognize the key differences between felony and manslaughter, and will be able to explain the reasoning behind them.



ASSOCIATE OF SCIENCE DEGREES AND CERTIFICATE PROGRAMS

**FIRE SCIENCE TECHNOLOGY**

The program prepares individuals to perform the duties of fire fighters. This includes instruction in fire-fighting equipment operation and maintenance, principles of fire science and combustible substances, methods of controlling different types of fires, hazardous material handling and control, fire rescue procedures, public relations and applicable laws and regulations.

**HAZARDOUS MATERIAL SPECIALIST  
A.S. DEGREE**

Course	Title	Units
FST 150	Haz-Mat First Responder Operations	1
FST 152	Basic Chemistry	2
•FST 153	Applied Chemistry	2
FST 154	Incident Considerations	2
•FST 155	Tactical Field Operations	2
FST 157	Specialized Mitigation Techniques, Module F1, Haz-Mat Specialist	2
FST 158	Advanced Field Operations, Module 1G, Haz-Mat Specialist	2
FST 162	ICS 300, Intermediate Incident Command System	1.25
•FST 183	Terrorism: Weapons of Mass Destruction	1
FST	ELECTIVE: 100 – Level or above	3
FST	ELECTIVE: 100 – Level or above	3
FST	ELECTIVE: 100 – Level or above	3
FST	ELECTIVE: 100 – Level or above	3

**Total Required Units 27.25**

*In addition to the Core Courses required for the A.S. Degree Hazardous Materials Specialist, students will also be required to meet the Associate Degree Requirements and the General Education Requirements (Option A) listed in this catalog.*

**PROGRAM STUDENT LEARNING OUTCOMES**

Upon successful completion of the A.S. Degree in Hazardous Materials Specialist program students will have:

1. Acquired fundamental grounding in communications, science, mathematics, humanities, the social sciences and self-development in preparation for an occupation, and possible transfer to a four-year institution.
2. Demonstrated knowledge of fire-fighting equipment, operation and maintenance, principles of fire science and combustible substances, methods of controlling different types of fires hazardous materials handling, fire rescue procedures, public relations and applicable laws and regulations..

**FIREFIGHTER I**

**CERTIFICATE OF CAREER PREPARATION**

Course	Title	Units
•FST 140	Essentials of Firefighting	8.25
FST 150	HazMat – First Responder Operations	1
FST 159	Basic ICS	1
FST 166	Confined Space Rescue Awareness	0.5-1
•FST 228	Emergency Care of the Sick & Injured	1.5-2

**Total Required Units 12.25**

**PROGRAM STUDENT LEARNING OUTCOMES**

Upon successful completion of the Firefighter I Certificate of Career Preparation program students will have:

1. Acquired skills and knowledge to perform the work of a firefighter.

**FIRE INSTRUCTOR I**

**CERTIFICATE OF CAREER PREPARATION**

This certificate will enable the holder of the certificate in his or her career as a fire technology instructor to perform certain fire and EMS training and education. This is a two-course series certificate. Course topics include: The Occupational Analysis, course outline, concepts of learning, levels of instruction, behavioral objectives, lesson plan development, psychology of learning, and instructor evaluation. Student teaching demonstrations are required of all.

Course	Title	Units
FST 178	Instructor 1A, Instructional Techniques	2
FST 179	Instructor 1B, Instructional Techniques	2

**Total Required Units 4**

**PROGRAM STUDENT LEARNING OUTCOMES**

Upon successful completion of the Fire Instructor I Certificate of Career Preparation program students will have:

1. Acquired skills and knowledge to perform certain fire and EMS training and education.



ASSOCIATE OF SCIENCE DEGREES AND CERTIFICATE PROGRAMS

**FIRE INSTRUCTOR II  
CERTIFICATE OF CAREER PREPARATION**

This certificate will enable the holder of the certificate in his or her career as a fire technology instructor to perform the techniques of evaluation, course writing and media uses. The classes include: construction of written (technical knowledge) and performance (manipulative skills) tests, as well as test planning, test analysis, test security, and evaluation of test results to determine instructor and student effectiveness. Essential course for writing valid, objective tests. Group dynamics, problem-solving techniques, and interpersonal relations are utilized in staff meetings, brainstorming sessions, and conference meetings.

Course	Title	Units
•FST 216	Instructor 2A Techniques of Evaluation	2
•FST 217	Instructor 2B Group Dynamics & Problem Solving	2
•FST 218	Instructor 2C Employing Audiovisual Aids	2
<b>Total Required Units</b>		<b>6</b>

**PROGRAM STUDENT LEARNING OUTCOMES**

Upon successful completion of the Fire Instructor II Certificate of Career Preparation program students will have:

1. Acquired skills and knowledge in fire technology instruction to perform the technique of evaluation, course writing and media uses.

**NURSING & ALLIED HEALTH**

The programs in Nursing and Allied Health offer certificates for students seeking entry level employment in the health care profession and prepare students to write state board and national exams. As required by California State Credentialing requirements all courses (general education and nursing) must be passed with a "C" or better.

**TRADITIONAL VOCATIONAL NURSING  
CERTIFICATE OF ACHIEVEMENT**

*Prior to enrollment in the VN programs, students must show official proof of High School Graduation or GED Completion (Foreign transcripts must be evaluated for US equivalency) and must be at least 17 years of age.*

**GENERAL EDUCATION COURSES REQUIRED FOR  
ADMISSION TO TRADITIONAL VN PROGRAM**

- Current CPR and HCP card
  - ENG 099 Basic Composition
  - MAT 081/082 Basic Arithmetic
- OR** Assessment Test Scores **above** ENG 099 & MAT 082

**CORE NURSING COURSES REQUIRED FOR  
TRADITIONAL VN PRIOR TO ADMISSION**

- NUR 100 Certified Nursing Assistant – Lecture\*
  - NUR 118 Certified Nursing Assistant – Clinical\*
- \*Or equivalent, such as current California CNA License

**GENERAL EDUCATION CORE COURSES TO BE COMPLETED  
PRIOR TO COMPLETION OF VN PROGRAM**

Course	Title	Units
•BIO 210	*Human Anatomy	4
<b>AND</b>		
•BIO 211	*Human Physiology	5
<b>[OR]</b>		
•NUR 102	Introduction to Anatomy and Physiology for Allied Health	3
•PSY 101	General Psychology	3
•PSY 201	Life Span Development	3
NUR 117	Nutrition for Nurses	1.5

*\*Strongly recommended for students continuing on to RN*

**CORE TRADITIONAL VN COURSES REQUIRED FOR  
CERTIFICATE**

Course	Title	Units
•NUR 100	CNA – Lecture	3
•NUR 118	CNA – Clinical	3
•NUR 103	Introduction to Pharmacology I	1.25
•NUR 106	Introduction to Pharmacology II	2
•NUR 120	Fundamentals of Nursing – Lecture	6
•NUR 121	Fundamentals of Nursing – Clinical	5
•NUR 109	Medical-Surgical Nursing I- Lecture	6
•NUR 124	Medical-Surgical Nursing I- Clinical	5
•NUR 112	Medical-Surgical Nursing II- Lecture	6
•NUR 127	Medical-Surgical Nursing II- Clinical	7

**Total Required Units 54.75+**

**PROGRAM STUDENT LEARNING OUTCOMES**

Upon successful completion of the Traditional Vocational Nursing Certificate of Achievement program students will have:

1. Demonstrated successful accomplishment of the stated program objectives, validated by successful passage of the NCLEX licensure exam, according to California standards.
2. The ability to find employment as an LVN in the areas of nursing found in our community.

**CERTIFIED NURSING ASSISTANT  
CERTIFICATE OF CAREER PREPARATION**

Course	Title	Units
•NUR 100	Certified Nursing Assistant – Lecture	3
•NUR 118	Certified Nursing Assistant – Clinical	3
<b>Total Required Units</b>		<b>6</b>

*•To enroll, the student must be at least 17 years of age and have a current CPR and HCP card  
•Corequisites – NUR 100 and NUR 118  
(both courses are required for Traditional VN)*

**PROGRAM STUDENT LEARNING OUTCOMES**

Upon successful completion of the Certified Nursing Assistant Certificate of Career Preparation program students will have:

1. Demonstrated compliance with the established federal and state standards of practice for the nursing assistant, measured by successful completion of the California written and skill certification exam.
2. Demonstrated ethical behaviors of a nursing assistant.

ASSOCIATE OF SCIENCE DEGREES AND CERTIFICATE PROGRAMS

EMERGENCY MEDICAL TECHNICIAN  
CERTIFICATE OF CAREER PREPARATION

Course	Title	Units
*EMS 160	*Emergency Medical Technician	4-13
<b>Total Required Units</b>		<b>4-13</b>

\*To enroll, the student must be at least 18 years of age and have a current CPR and HCP card.  
\*Strongly recommend ENG099 prior to enrollment for student success.

*The variable hours for EMT course are determined by the various county Emergency Medical Services Agency*

**PROGRAM STUDENT LEARNING OUTCOMES**

Upon successful completion of the Emergency Medical Technician Certificate of Career Preparation program students will have:

1. Demonstrated successful completion of the EMS program objectives and skills competencies, validated by passing the NREMT licensure exam and skills checklist required by the State of California.
2. Discussed and demonstrated professionalism and medical ethics.

PHLEBOTOMY  
CERTIFICATE OF CAREER PREPARATION

Course	Title	Units
*NSC 130	*Phlebotomy Technician	3
*NSC 132	Phlebotomy Technician Practical Experience	1
<b>Total Required Units</b>		<b>4</b>

\*To enroll, the student must be at least 18 years of age

**PROGRAM STUDENT LEARNING OUTCOMES**

Upon successful completion of the Phlebotomy Certificate of Career Preparation program students will have:

1. Demonstrated compliance with state and federal standards of practice for certified phlebotomy technicians, measured by successful completion of clinical training and written exam.

**WELDING TECHNOLOGY**

The program of studies in Welding Technology is designed to provide comprehensive occupational training in welding methods currently used in the welding fabrication industry. Students will be taught the manipulative skills and the technical knowledge required to operate oxyacetylene, shielded electric arc, MIG, TIG, and semiautomatic flame cutting. They will be prepared for certification as required by employment in the welding industry.

WELDING TECHNOLOGY  
A.S. DEGREE

Course	Title	Units
WEL 100	Oxyacetylene Gas Welding	3
WEL 101	Shielded Metal Arc Welding	3
WEL 102	Basic Gas Metal Arc Welding	3
WEL 103	Basic Gas Tungsten Arc Welding	3
WEL 200	Advanced Metal Arc Welding	3
WEL 201	Advanced Gas Tungsten Arc Welding	3
WEL 202	Advanced Oxyacetylene Gas Welding	3
WEL 203	Consolidated Welding	3

Welding Technologies Electives –  
(Choose a minimum of two courses from the list below)

WEL/AUT	ELECTIVE: 100- Level or above	3
BCT 110	Blueprint Reading	3

**Total Required Units 30**

*In addition to the Core Courses required for the A.S. Degree Welding Technology, students will also be required to meet the Associate Degree Requirements and the General Education Requirements (Option A) listed in this catalog.*

**PROGRAM STUDENT LEARNING OUTCOMES**

Upon successful completion of the A.S. Degree in Welding Technology program students will have:

1. Acquired fundamental grounding in communications, science, mathematics, humanities, the social sciences, and self-development in preparation for an occupation, and possible transfer to a four-year institution.
2. Acquired knowledge and skills in WEL 201, Demonstrating the proper procedure and techniques for welding mild steel plates and tubing.

WELDING TECHNOLOGY  
CERTIFICATE OF ACHIEVEMENT

Course	Title	Units
WEL 100	Oxyacetylene Gas Welding	3
WEL 101	Shielded Metal Arc Welding	3
WEL 102	Basic Gas Metal Arc Welding	3
WEL 103	Basic Gas Tungsten Arc Welding	3

Welding Technologies Electives –  
(Choose a minimum of 6 units from the list below)

BCT 110	Blueprint Reading	3
WEL 200	Advanced Metal Arc Welding	3
WEL 201	Advanced Gas Tungsten Arc Welding	3
WEL 202	Advanced Oxyacetylene Gas Welding	3
WEL 203	Consolidated Welding	3

**Total Required Units 18**

**PROGRAM STUDENT LEARNING OUTCOMES**

Upon successful completion of the Welding Technology Certificate of Achievement program students will have:

1. Have the ability to describe the health and safety practices used in Gas Metal Arc Welding and Flux Core Arc Welding processes.

## ASSOCIATE OF ARTS DEGREE IN LIBERAL ARTS

Counselors are available to assist students with program selections and planning. It is recommended that students utilize ASSIST online ([www.assist.org](http://www.assist.org)) to access course equivalencies with many UC and CSU campuses. ASSIST is the recognized source of statewide articulation data.

## ASSOCIATE OF ARTS DEGREE IN LIBERAL STUDIES

(With General Education Requirements Option B or C)

### PROGRAM DESCRIPTION

The Associate degree in Liberal Arts is designed for students who wish to have 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 who plan on transferring to the California State University (CSU) or University of California (UC) as students can satisfy general education requirement, plus focus on transferable coursework that relates to majors at these institutions. Please consult with a counselor for information regarding your intended major at the specific college or university of your choice.

Choose either **Option B:** CSU General Education Breadth or **Option C:** IGETC (Intersegmental General Education Transfer Curriculum) for the General Education pattern which relates to your educational goal.

Complete 18 units in one "Area of Emphasis" from those outlined. (Note: where appropriate, courses in the "Area of Emphasis" may also apply towards General Education areas on the General Education pattern).

For **ALL DEGREE OPTIONS:** Complete necessary Palo Verde College Graduation requirements (See REQUIREMENTS FOR GRADUATION WITH AN ASSOCIATE DEGREE) All classes listed below transfer to the CSU system and courses in BOLD also transfer to the UC system. Refer to [www.assist.org](http://www.assist.org) for articulation agreements and transfer details for each course.

**General Education CSU-GE Breadth or IGETC: 37-39 units** (Units necessary to meet CSU-GE Breadth or IGETC Certification requirements only).

**Areas of Emphasis: 18 units**  
A minimum of 18 units is required in one Area of Emphasis listed below. For depth of study, 2 or more courses in one discipline is required. Courses selected may also be used to fulfill GE areas, refer to each transfer institution policy

**Electives: 3-5 units**  
Electives may be necessary to total 60 overall units required for the Associate Degree. These units must be transferable to the CSU and/or UC for appropriate credit.

**Total 60 units**

### OPTION B - GENERAL EDUCATION CSU-GE BREADTH

#### DEGREE REQUIREMENTS GENERAL EDUCATION CSU-GE BREADTH

The California State University system has established a requirement of 48 semester units in general education as part of a baccalaureate degree. At least nine of the 48 semester units must be upper division courses. A student attending Palo Verde College may complete 39 of the 48 semester units prior to transfer. See Course Descriptions for information regarding CSU transferability.

#### Area A - Communication in the English Language and Critical Thinking:

9 semester units required with at least one course each from A1, A2, A3

##### **A1 Oral Communication**

SPE **•101, •102\*, •103\***

##### **A2 Written Communication**

ENG **•101**

##### **A3 Critical Thinking**

ENG **•103, PHI 210, SPE •102\*, SPE •103\***

#### Area B - Scientific Inquiry and Quantitative Reasoning:

9 semester units required with at least one course each from Physical Science, Life Science (*at least one to contain a laboratory component identified with (\_\_\_)*) and Mathematics/Quantitative Reasoning.

##### **B1 Physical Science**

AST **101, 105, 110**  
CHE **•101,**  
GEO **101, 107**  
GEL **101, 103, 105, 110**  
PHY **•101, •110, • 220**

##### **B2 Life Science**

BIO **100, •110, •111, •140, •141, 142, •210, •211**

##### **B3 Laboratory Activity**

This requirement is satisfied by the completion of any lab course in B1 or B2  
BIO101

##### **B4 Mathematics/Quantitative Reasoning**

MAT **•106, •110, • 210, •220, •224, •226**  
PSY **•155**



## ASSOCIATE OF ARTS DEGREE IN LIBERAL ARTS

**Area C - Arts, Literature, Philosophy and Foreign****Language:**

9 semester units required with at least one course each in Arts and Humanities

**C1 Arts (Art, Dance, Music, Theater)**

ART •101, •110, •111, 120, •125, •135

DAN •101

ENG •125

MUS •121, •137, 150

THA •110

**C2 Humanities (Literature, Philosophy, Foreign Language)**

EDU 131, •132, •134

ENG •102, •120, •122, •132, •133, •139, •140, •141, •154, •201

FRE •101, •102

HIS •110\*, •120\*

PHI 100, 105

SPA 101, •102, 115

**Area D - Social, Political and Economic Institutions and Behavior, Historical Background:**

9 semester units required with courses in at least 2 disciplines

D1: ANT 100, 101, 102, 106\*, 201

D2: ECO •105, •106

D3: ANT 106\*

D5: GEO 103, 104

D6: HIS •110\*, 115, •120, 125, •130, •140

D7: SOC •111, SPE105  
CHD 102

D8: CRJ •103  
POS 101, •145, 285

D9: CHD 101  
CRJ 220,  
PSY •101, •110\*, •115, •145, •150, •201, •205,  
•210, •215, •220

D0: SOC 101

**Area E - Life Long Understanding & Self Development**

Minimum 3 units, not all in physical activity

ADS 101, 102

CHD 101

DAN 102, •103

GES 115

NSC 128

HEA 140

PHE (see counseling)

PSY •110\*

SOC •111\*

**CSU US History, Constitution, and American Ideals Courses**

Students satisfy this CSU graduation requirement through coursework in three areas:

US-1: Historical development of American institutions and ideals

US-2: U.S. Constitution and government

US-3: California State and local government

HIS •130 or •140

[AND]

POS •145

**PROGRAM STUDENT LEARNING OUTCOMES**

Upon successful completion of the AA, CSU General Education Breadth (Option B) Program students will have:

1. Acquired fundamental grounding in communication, critical thinking, scientific inquiry, and quantitative reasoning, the arts, literature and humanities, social, political and economic institutions, and self-development.

**OPTION C - INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)****AREA 1 English Communication**

CSU—3 courses required, one each from Group A, B & C  
UC – 2 courses required, one each from Group A & B

**Group A:** English Composition, 1 course, 3 semester, 4 -5 quarter units.

ENG •101

**Group B:** Critical Thinking – English Comp., 1 course, 3 semester, 4-5 quarter units

ENG •103

**Group C:** Oral Communication (CSU requirement only)

1 course, 3 semester units, 4-5 quarter units.

SPE •101, •102, •103

**AREA 2 Mathematical Concepts and Quantitative Reasoning**

1 course, 3 semester, 4-5 quarter units.

MAT•106+, •110+, •210+, •220, •224, •226

PSY •155

**AREA 3 Arts and Humanities**

At least 3 courses, with at least one course from the Arts and one course from the Humanities. 9 semester, 12-15 quarter units.

**Arts:**

ART •101, •110, •111

DAN •101

ENG •125\*

MUS •121, •137

THA•110

## ASSOCIATE OF ARTS DEGREE IN LIBERAL ARTS

**Humanities:**

ENG •102, •122, 125\*, •132, •133, •139, •140, •141,  
•154, •201  
HIS •110\*, •120\*, •125\*, •130\*, •140\*  
PHI 100, 105

**Area 4 - Social and Behavioral Sciences**

At least 3 courses from at least 2 disciplines or an interdisciplinary sequence. 9 semester, 12-15 quarter units

ANT 100, 101, 102, 106, 201  
CHD 101  
ECO •105, •106  
GEO 103, 104  
HIS •110\*, •120\*, •125\*, •130\*, •140\*,  
POS 101, •145\*, 285  
PSY •101, •115, •150, •201, •205, •210, •215  
SOC 101  
SPE 105

**Area 5 - Physical and Biological Sciences**

At least 2 courses, (one must be Physical Science course and one must include a laboratory). 7-9 semester, 9-12 quarter units

Physical Sciences  
AST 101, 105, 110  
CHE •101+  
GEO 101  
GEL 101, 103, 105, 110  
PHY •101+, •110, •220

Biological Sciences  
BIO 100, •110, •111, •140, •141, •142, •210, •211

**Area 6 - Language Other than English**

(UC Requirement Only)

Complete 2 years of the same foreign language of high school level 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 one course from the lists below:

EDU •132, •134  
FRE •102  
SPA •102, 115

**CSU Graduation Requirement in U.S. History Constitution and American Ideals**

(Not part of IGETC; may be completed prior to transfer)  
6 units, one course from Group 1 and one course from Group 2

*Note: At the discretion of the CSU Campus granting the degree, courses meeting this requirement may also be counted toward certification in general education (GE Breadth or IGETC).*

**Group 1**

POS •145\*

**Group 2**

HIS •130\*, •140\*

**LEGEND**

•Course requiring a pre/ corequisite or having recommendations.

\* Course may be counted in one area only.

+Transfer credit may be limited by either UC or CSU for both.

( ) Designates course with laboratory

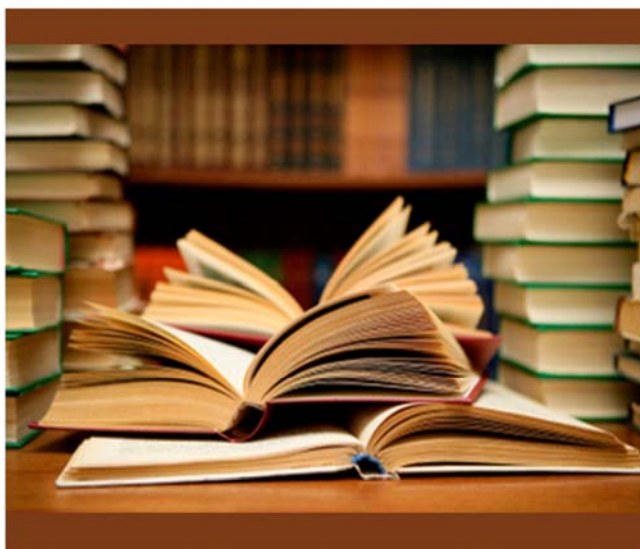
Completion of all the requirements in the Intersegmental General Education Transfer Curriculum (IGETC) will permit a student to transfer from a community college campus in either the California State University or the University of California system without the need, after transfer, to take additional lower division, general education courses to satisfy general education requirements.

The course requirements for all areas must be completed before IGETC can be certified. All courses must be completed with grades of "C" or better.

**PROGRAM STUDENT LEARNING OUTCOMES**

Upon successful completion of the AA, IGETC (Option C) Program students will have:

1. Acquired fundamental grounding in communication, critical thinking, scientific inquiry, and quantitative reasoning, the arts, literature and humanities, social, political and economic institutions, and self-development.



---

# PROGRAMS OF STUDY

91

## ASSOCIATE OF ARTS DEGREE IN LIBERAL STUDIES - AREAS OF EMPHASIS (WITH GENERAL EDUCATION REQUIREMENTS - OPTION B OR OPTION C)

---

### ARTS AND HUMANITIES

**ART** 101, 105, 110, 111, 120, 125, 135  
**DAN** 101, 102, 103  
**EDU** 131, 132, 134  
**ENG** 102, 120, 122, 125, 132, 133, 139, 140, 141, 154, 201  
**FRE** 101, 102  
**GES** 101, 115  
**HIS** 110, 120  
**MUS** 121, 137, 150  
**PHI** 100, 105  
**SPA** 101, 102, 115  
**SPE** 101, 102, 103  
**THA** 110, 120

#### PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the AA, Liberal Arts, Arts and Humanities program students will have:

1. Acquired fundamental grounding in communication, critical thinking, scientific inquiry, and quantitative reasoning, the arts, literature and humanities, social, political and economic institutions, and self-development.
2. Acquired a broad understanding and appreciation of the arts and humanities.

### BUSINESS & TECHNOLOGY

**ACC** 101, 102  
**ART** 120, 125  
**BIO** 100, 101, 110  
**BUS** 101, 105, 135, 201, 202, 206, 221  
**CIS** 101, 102, 123, 124, 130, 131, 132, 133, 150, 155, 170, 175, 248, 260, 265  
**ECO** 105, 106  
**MAN** 105, 106, 107, 145  
**MAT** 106, 110, 210, 220, 224

*Students must complete at least two courses in ACC, BUS or MAN and at least two courses in CIS. At least one business course is required for this emphasis. For depth of study, two or more courses in one discipline is required.*

#### PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the AA, Liberal Arts, Business and Technology program students will have:

1. Acquire fundamental grounding in communication, critical thinking, scientific inquiry, and quantitative reasoning, the arts, literature and humanities, social, political and economic institutions, and self-development.
2. Acquired fundamental knowledge of the operations and technical support requirements of a business organization.

### MATHEMATICS & SCIENCE

**AST** 101, 105, 110  
**BIO** 100, 101, 110, 111, 140, 141, 142, 210, 211  
**CHE** 101, 108, 210, 211  
**GEO** 101, 103, 104, 107  
**GEL** 101, 103, 105, 110  
**MAT** 106, 110, 210, 220, 224, 226  
**PHY** 101, 110, 220

*Students Following the CSU GE or IGETC must complete two science courses with at least one lab AND at least one transferable math to get certified. If a student is transferring in a science and/or math major, more math and science courses must be completed*

#### PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the AA, Liberal Arts Mathematics and Science program students will have:

1. Acquired fundamental grounding in communication, critical thinking, scientific inquiry, and quantitative reasoning, the arts, literature and humanities, social, political and economic institutions, and self-development.
2. An understanding of the process of photosynthesis leading to formation of oxygen and carbohydrates.

### SOCIAL & BEHAVIOR SCIENCES

**ANT** 100, 101, 102, 106, 201  
**CHD** 101, 102  
**CRJ** 103, 104, 115, 220  
**ECO** 105, 106  
**GEO** 103, 104  
**HIS** 110, 115, 120, 125, 130, 140  
**POS** 101, 145, 285  
**PSY** 101, 110, 115, 145, 150, 155, 201, 205, 210, 215, 220  
**SOC** 101, 111

#### PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the AA, Liberal Arts, Social and Behavioral Sciences program students will have:

1. Acquired fundamental grounding in communication, critical thinking, scientific inquiry, and quantitative reasoning, the arts, literature and humanities, social, political and economic institutions, and self-development.
2. Acquired fundamental knowledge and skills in various disciplines constituting the social sciences.

## PROGRAMS OF STUDY

### ASSOCIATE DEGREES FOR TRANSFER

The Student Transfer Achievement Reform Act (SB1440) was approved by the Governor in September of 2010 and language was added to the California Educational Code that empowers the community colleges to grant an associate degree-for-transfer to students who have met specified general education and major requirements. Upon completion of this associate degree, the student is eligible for transfer with junior standing to the CSU system to a major or option within a major determined to be similar.

This act creates the opportunity for an efficient pathway for transfer between the California Community Colleges and California State University campuses. Students are guaranteed admission with junior standing to the CSU system, and further are given priority consideration when applying to a particular CSU program that has been deemed similar to their CCC degree. Transfer Associate Degrees (AA-T/AS-T) deemed "similar" are aligned with the CSU degree majors, eliminating the need for AA-T/AS-T students to repeat courses taken at the community college. Students completing an AA-T/AS-T in a program which has been deemed similar to the CSU major or option within a major to which they have been admitted will be considered to have met all lower division general education and major preparation requirements for that major or option within the major unless a unique lower division requirement can be accommodated within the remaining 60 semester units.

Transfer applicants must still meet standard admission criteria to the CSU's in order to be regularly admissible. Applicants must have 60 units of transfer work completed, have earned the grade of C or higher in the four basic skills areas, have completed 30 units of general education and have earned a GPA of 2.0 in all transferable course work attempted.

This law does not guarantee admission for specific majors or campuses; however, the CSU shall grant priority admission to a student's local CSU campus and to a program or major that has been deemed similar to his or her community college major or area of emphasis, as determined by the CSU campus where student has applied. A student admitted under this degree shall receive priority over all other community college transfer students, excluding community college students who have entered into a transfer agreement between a community college and the CSU prior to the fall term of the 2012-13 academic years.

Students who successfully complete an AA-T/AS-T degree and transfer to a CSU campus in a similar major are guaranteed the ability to complete the BA/BS degree within 60 semester units (90 quarter units). In addition, students completing these degrees may not be required to complete additional lower division general education courses or lower division major preparation upon transfer unless a unique lower division requirement can be accommodated within the remaining 60 semester units.

What does this mean for students and colleges?

1. It recognizes the associate degree as the measure of preparation and readiness for transfer to upper-division course work at the CSU, thus shifting the authority for defining lower division major preparation to the community colleges,
2. It reduces the need for students to take unnecessary courses, thereby shortening the time to degree completion and reduces costs for students, community colleges and CSUs, and
3. Eliminates confusion caused by different and shifting major preparation requirements for each CSU campus.

Palo Verde College currently has five AA-T/AS-T programs, outlined in the pages that follow. For more information regarding these transfer programs contact your college counselor.



## ASSOCIATE DEGREES FOR TRANSFER PROGRAMS

## ASSOCIATE DEGREE FOR TRANSFER

The Associate Degrees for Transfer (AA-T/AS-T) are designed to give students the opportunity for an efficient pathway for transfer between Palo Verde College and CSU campuses. Students completing these programs are guaranteed admission with junior standing to the CSU system, and given priority consideration when applying to a particular CSU program that has been deemed similar. Please consult with a counselor for information regarding your intended major at the specific CSU of your choice.

The following is required for all AA-T or AS-T degrees:  
Completion of 60 CSU-transferable semester units.

1. 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.
2. Completion of a minimum of 18 semester units in an "AA-T" or "AS-T" major. All courses in the major must be completed with a grade of C or better (title 5 § 55063).
3. Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern.

NOTE: Should the student fall below the 60 units between the major unit requirements and the CSU-GE/IGETC pattern, the deficit units shall be comprised of transferrable elective units.

Choose either the CSU General Education Breadth or CSU IGETC (Intersegmental General Education Transfer Curriculum) for the General Education pattern which relates to your educational goal.

**General Education requirements:**

**CSU-GE Breadth or IGETC: 37-39 units** (Units necessary to meet CSU-GE Breadth or CSU IGETC Certification requirements only).

**Requirements for the Major:**

PVC's core program requirements vary between 18 and 27 units (a minimum of 18 units is required). The units vary depending on the individual major. (See Specific programs for details).

**Electives:**

Electives may be necessary to total 60 overall units required for the Associate Degree. These units must be transferable to the CSU for appropriate credit.

**GENERAL EDUCATION CSU-GE BREADTH****DEGREE REQUIREMENTS****GENERAL EDUCATION CSU-GE BREADTH**

The CSU-GE pattern is a set of courses approved to meet lower division general education requirements at the California State University system. For full certification, a student must complete 39 units and each subject area (A-E) minimum. Please see a counselor for additional information and guidance. NOTE: 1. For admission purposes, student must complete the "Golden Four" courses (AREA A1, A2, A3, and B4) with a "C" or better. 2. Electives may be necessary to total 60 overall units required for the Associate Degree. These units must be transferable to the CSU for appropriate credit. Students beginning in Fall must follow the current CSU-GE requirements (see page 87).



Counselors are available to assist students with program selections and planning. It is recommended that students utilize ASSIST online ([www.assist.org](http://www.assist.org)) to access course equivalencies with many UC and CSU campuses. ASSIST is the recognized source of statewide articulation data.

ASSOCIATE DEGREES FOR TRANSFER PROGRAMS

ASSOCIATE OF ARTS IN PSYCHOLOGY  
FOR TRANSFER

**Program Description:**

The Associate in Arts in Psychology for Transfer introduces students to the psychological principles and methodologies used in the scientific study of mental processes and behaviors. Students will acquire the essential foundation and skills necessary to pursue advanced degrees in Psychology, and a wide variety of occupational specializations in the field.

**Requirements for the Major:**

Course	Title	Units
<b>Required Core: 9-10 units</b>		
•MAT 106	Introduction to Statistics w/Lab	4
<b>OR</b>		
•PSY 155	Introduction to Statistical Analysis for the Social Sciences	3
•PSY 101	General Psychology	3
•PSY 150	Introduction to Research Methods	3

**List A (select one): 3-5 units**

BIO 100	Introduction to Biology	4
<b>AND</b>		
BIO 101	Introduction to Biology Laboratory	1
<b>OR</b>		
•PSY 205	Introduction to Biological Psychology	3

**List B (select one): 3 or more units**

•PSY 201	Life Span Development	3
----------	-----------------------	---

**List C (select one): 3 or more units**

CHD 101	Growth and Development for Early Childhood	3
---------	--	---

**Total Units for the Major: 18 - 21**

**PROGRAM STUDENT LEARNING OUTCOMES**

Upon successful completion of the Associate of Arts in Psychology for Transfer program students will have:

1. Acquired fundamental grounding in communication, critical thinking, scientific inquiry, and quantitative reasoning, the arts, literature and humanities, social, political and economic institutions, and self-development.
2. Acquired an essential foundation and skills in concepts, principles, and research methods of psychology.

ASSOCIATE OF ARTS IN  
SOCIOLOGY FOR TRANSFER

**Program Description:**

The Associate in Arts in Sociology for Transfer introduces students to the sociological principles and methodologies used in the study of society and behaviors. Students will acquire the essential foundation and skills necessary to pursue advanced degrees in Sociology, and a wide variety of occupational specializations in the field.

**Requirements for the Major:**

Course	Title	Units
<b>Required Core: 10 units including List A</b>		
SOC 101	Introduction to Sociology	3

**List A (select two): 7 units**

•MAT 106	Introduction to Statistics w/Lab	4
•PSY 150	Introduction to Research Methods	3

**List B (select two): 6 units**

SOC 111	Marriage and the Family	3
•PSY 215	Social Psychology	3

**List C (select one): 3 units**

ANT 101	Cultural Anthropology	3
ANT 106	Mexican-American Culture	3
•PSY 101	General Psychology	3

**Total Units for the Major 19**

**PROGRAM STUDENT LEARNING OUTCOMES**

Upon successful completion of the Associate of Arts in Sociology for Transfer program students will have:

1. Acquired fundamental grounding in communication, critical thinking, scientific inquiry, and quantitative reasoning, the arts, literature and humanities, social, political and economic institutions, and self-development.
2. The ability to explain and apply the major theoretical perspectives in sociology
3. The ability to interpret and communicate the "sociological perspective" and the diverse intersections of social categories, including race, class gender, sexuality, age, religion, and nationality.

ASSOCIATE IN SCIENCE DEGREES FOR TRANSFER

ASSOCIATE OF SCIENCE IN  
BUSINESS ADMINISTRATION FOR  
TRANSFER

**Program Description:**

The Business Administration degree provides students with skills, knowledge and judgment requisite for business careers. Many positions in business and government services require general business training. Retail organizations, financial institutions, insurance agencies, and government are but a few of the employers offering opportunities to the person with general business training.

**Requirements for the Major:**

Course	Title	Units
<b>Required Core: 27 units</b>		
•ACC 101	Principles of Accounting I	4
•ACC 102	Principles of Accounting II	4
•ECO 106	Principles of Microeconomics	3
•ECO 105	Principles of Macroeconomics	3
BUS 135	Business Law	3
•MAT 106	Intro to Statistics with Lab	4
<b>OR</b>		
•PSY 155	Intro to Statistical Analysis for the Social Sciences	3
CIS 101	Intro to Computers	3
BUS 101	Intro to Business	3

**Total Units for the Major: 26-27**

**PROGRAM STUDENT LEARNING OUTCOMES**

Upon successful completion of the Associate of Science in Business Administration for Transfer students will have:

1. Acquired fundamental grounding in communication, critical thinking, scientific inquiry, and quantitative reasoning, the arts, literature and humanities, social, political and economic institutions, and self-development.
2. Demonstrate understanding of various business functions, practices and related theories and be able to integrate this functional knowledge in order to address global market practices

ASSOCIATE OF SCIENCE IN  
EARLY CHILDHOOD EDUCATION FOR  
TRANSFER

**Program Description:**

The Early Childhood Education major is designed for students who are interested in working with young children as preschool teachers, daycare providers, and/or other child development careers. The Early Childhood Education major provides students with a background of knowledge and skills in child growth and development.

**Requirements for the Major:**

Course	Title	Units
<b>Required Core: 24 units</b>		
CHD 101	Child, Growth & Development	3
CHD 102	Child, Family, & the Community	3
CHD 103	Introduction to Curriculum	3
CHD 104	Principles & Practices of Teaching Young Children	3
CHD 105	Observation & Assessment	3
CHD 106	Health, Safety & Nutrition	3
CHD 107	Teaching in a Diverse Society	3
•CHD 108	Practicum—Field Experience	3

**Total Units for the Major 24**

**PROGRAM STUDENT LEARNING OUTCOMES**

Upon successful completion of the Associate of Science in Early Childhood Education for Transfer Degree program students will have the ability to:

1. Interpret the processes of child growth and development
2. Examine practices that respect and support inclusion
3. Plan and demonstrate curriculum based on developmentally appropriate practice.
4. Model ethical practices with children, families, colleagues and communities as stated in the NAEYC Code of Ethical Conduct.



ASSOCIATE IN SCIENCE DEGREES FOR TRANSFER

ASSOCIATE OF SCIENCE IN  
ADMINISTRATION OF JUSTICE FOR  
TRANSFER

**Program Description:**

The Criminal Justice program is designed to provide students with the basic theoretical knowledge that will prepare them for a career in law enforcement or corrections. The program develops a high level of academic, personal, and professional competence demanded in a wide range of agencies.

**Requirements for the Major:**

Course	Title	Units
<b>Required Core: 6 units</b>		
CRJ 115	Introduction to Law Enforcement/Corrections	3
•CRJ 103	Criminal Law	3
<b>List A (select two courses): 6 units</b>		
CRJ 206	Legal Aspects of Evidence	3
CRJ 104	Criminal Investigations	3
CRJ 120	Community Relations	3
<b>List B (select two courses): 6 units</b>		
SOC 101	Introduction to Sociology	3
•MAT 106	Introduction to Statistics w/Lab	4
<b>OR</b>		
•PSY 155	Introduction to Statistical Analysis for the Social Sciences	3
•PSY 101	General Psychology	3
•POS 145	American Political Institutions	3
<b>Total Units for the Major:</b>		<b>18-19</b>

**PROGRAM STUDENT LEARNING OUTCOMES**

Upon successful completion of the Associate of Science in Administration of Justice for Transfer students will have:

1. Acquired fundamental grounding in communications, science, mathematics, humanities, the social sciences and self-development in preparation for transfer to a four-year institution.
2. Acquired theoretical knowledge and practical skills in law enforcement and corrections.





---

## COURSE NUMBERING SYSTEM

Numbering	Designation
<b>050 - 069</b>	<b>Selected Topics: Special Interest</b> - Courses designed to meet particular community requests or interests. May be offered for two semesters on an experimental basis. Not intended for transfer.
<b>070 - 079</b>	<b>Special Interest</b> - Courses designed for students interested in personal improvement, physical fitness or pursuing a hobby. Not intended for transfer.
<b>080 - 099</b>	<b>Developmental</b> - Courses which provide basic knowledge and skills. These course are usually found in areas such as English, mathematics, or other areas which may be considered as support for academic achievement. Not intended for transfer.
<b>100 - 199</b>	<b>First Year Level Courses</b> - Courses designed for transfer, with the exception of selected courses within some vocational programs.
<b>200 - 299</b>	<b>Second Year Level Courses (excluding 280 &amp; 290)</b> - Courses designed for transfer, with the exception of selected courses within some vocational programs.
<b>280*</b>	<b>Selected Topics Courses: Non-Vocational</b> - Selected topics will be offered in all subject areas when there is sufficient interest. Selected topics can be in the form of a class or an individual project.
<b>290</b>	<b>Special Project Courses: Vocational</b> - Courses in this category are designed to meet the specialized vocational needs of in-service students in a specific subject area. Selected topics can be in the form of a class or an individual project.

The notation **CSU** means the course will transfer to the 23 campuses of the California State University.

The notation **UC** means the course will transfer to the 10 campuses of the University of California.

The notation **IGETC** means the course will fulfill the Intersegmental General Education Transfer Curriculum.

The ☒ symbol means the course is available through Correspondence Education.

The 📖 symbol means the course is available through Distance Education (Online, ITV, Hybrid).

The ∇ symbol means the course is available through Distance Education (ITV only).

The ® symbol means the course is repeatable.

\*Please note that the granting of transfer credit for courses in this category is contingent upon a review of the course outline by the UC campus.

---

## STUDENT LEARNING OUTCOMES

Student Learning Outcomes for each course can be found on the course outlines located on the Palo Verde College website at [www.paloverde.edu](http://www.paloverde.edu).

# ACCOUNTING

## ☒ ACC 100 BASIC ACCOUNTING

4 units

Course length: 72 hours lecture

CSU

**Advisory:** *MAT 082, Arithmetic Fundamentals*

Theory of debit and credit, analysis and recording of business transactions, an introduction to payroll accounting, and completion of the accounting cycle with preparation of simple financial reports. The course will also cover the theory and practice in the fundamentals of accounting transactions, business documents, journals and ledgers, opening, adjusting and closing entries.

## ☒ ACC 101 PRINCIPLES OF ACCOUNTING I

4 units

Course length: 72 hours lecture

CSU; UC

**Prerequisite:** *ACC 100*

This introductory financial accounting course provides instruction in the theory and practice of accounting applicable to recording, summarizing, and reporting of business transactions for external reporting and other external uses. Subject matter includes coverage of asset valuation, revenue and expense recognition, and appropriate accounting for various asset, liability, and capital accounts. This course is required for business majors preparing for, and planning to transfer to a four-year college or university.

## ☒ ACC 102 PRINCIPLES OF ACCOUNTING II

4 units

Course length: 72 hours lecture

CSU; UC

**Prerequisite:** *ACC 101*

Continues on the foundations acquired in ACC 101. The basic accounting concepts and principles are adapted to more complex business organizations such as partnerships, corporations, and manufacturing companies, including theories and practices peculiar to these forms of business organizations. Emphasis is given to the use of information needed for managerial planning and control. Students are introduced to the concepts of cost accounting and budgeting data needed in the planning and control in the decision making process.

## ☒ ACC 280 SELECTED TOPICS IN ACCOUNTING

.25 – 4 units

Course length: 4.5 – 72 hours lecture and/or  
13.5 – 216 hours laboratory

CSU

**Prerequisite:** *ACC 100*

Group investigation of a special topic in the area of accounting. As appropriate, the specific subject will be announced in the Schedule of Courses.

## ☒ ACC 290 SELECTED STUDIES IN ACCOUNTING

.25 – 4 units

Course length: 4.5 – 72 hours lecture and/or  
13.5 – 216 hours laboratory

CSU

**Prerequisite:** *ACC 100*

Group investigation of a special problem in the area of accounting. As appropriate, the specific subject will be announced in the Schedule of Courses.



---

## AGRICULTURE

**AGR 080 PESTICIDE SAFETY****1 unit**

Course length: 18 hours lecture

Pesticide training for individuals who handle and use chemical pesticides.

**AGR 120 SOIL SCIENCE****3 units**

Course length: 36 hours lecture, 54 hours laboratory

This course provides a basic knowledge of the physical, chemical, and biological properties of soils and their characteristics. Included are fundamental soil properties, soil-plant relationships, soil formation, fertilization and soil management, salinity, pH, erosion management, soil moisture, and non-agricultural uses.

**AGR 140 PRINCIPLES OF PLANT SCIENCE****4 units**

Course length: 54 hours lecture, 54 hours laboratory

An introduction to plant science that examines agricultural, forest, landscape, and other significant uses of plants. Included are structure, growth processes, propagation, physiology, genetic improvement and biotechnology, ecology, soil environment, biological competitors and symbionts of plants. The production, harvest, and utilization of the principle crops grown in California will be included. Laboratory work is required that introduces horticultural techniques.

**AGR 170 PRINCIPLES OF ENTOMOLOGY****3 units**

Course length: 36 hours lecture, 54 hours laboratory

This course covers the principles of the classification, identification, anatomy, physiology, ecology, management, and collecting of arthropods, with emphasis on those of importance to agriculture.

---

## ALCOHOL AND DRUG STUDIES

**☒ ADS 101 INTRODUCTION TO ADDICTION STUDIES****3 units**

Course length: 54 hours lecture

**CSU GE: E*****Prerequisite: Eligible for ENG 099***

Addiction studies investigates the global effects of substance abuse on the mind and body. This course offers an introduction to many chemical substances abused and the treatment and prevention methodologies currently in use. The student will learn about the individual drugs and drug classes. The complexity of human drug consumption on biological, psychological and social levels will be addressed. Biological and psychological characteristics of substance abuse will also be closely examined in the realm of psychopharmacology. Drug use variations and the effects of culture and current controversies in the field of addiction studies will be explored.

**☒ ADS 102 PHARMACOLOGY AND PHYSIOLOGICAL EFFECTS OF ADDICTION****3 units**

Course length: 54 hours lecture

**CSU GE: E*****Prerequisite: ENG 099 eligibility and ADS 101***

This course examines the effects of alcohol and other chemically altering drugs on behavior and body functions, highlighting impairment to systemic processes. Students will learn the pharmacology and pharmacokinetics of addiction. In addition, they will become familiar with diagnostic procedures and tools used to measure these effects. This course provides information on specific anatomic processes targeted by pharmacological and physiological treatments, and the recovery programs currently available. This course is designed for the student continuing studies in the ADS certificate program as well as some students pursuing other related fields.

☒  **ADS 103 CASE MANAGEMENT AND DOCUMENTATION**

**3 units**

Course length: 54 hours lecture

**CSU**

***Prerequisite: ENG 099 eligibility***

This course outlines information related to: initial admission requirements for alcohol and drug assistance programs; assessment requirements for orientation to the programs; disciplinary rules; costs of programs; methods of payment; clients' rights; treatment goals; methods of charting; treatment and recovery plans; roles of aftercare in the treatment process; importance of client follow-up; relapse dynamics; various modalities of treatment; program planning; client education; community resources; referrals; and intervention techniques. This course is designed for the student in the Alcohol and Drug Studies program.

☒  **ADS 104 ADDICTION PREVENTION: LAW ETHICS, AND OUTREACH**

**3 units**

Course length: 54 hours lecture

**CSU**

***Prerequisite: ENG 099 eligibility***

This course covers the legal aspects of counseling clients who seek help with addiction as well as patient rights including the laws of confidentiality and exceptions to confidentiality. The concepts of prevention and community education/ outreach will be covered along with screening and interview techniques, crisis intervention and crisis counseling techniques. This course is designed for students in the Alcohol and Drug Studies Program.

☒  **ADS 105 DUAL DIAGNOSIS AND MENTAL HEALTH ISSUES**

**3 units**

Course length: 54 hours lecture

**CSU**

***Prerequisite: ENG 099 eligibility***

This course is designed to instruct students when working with dually diagnosed clients in the assessment, referral, and professional collaboration process. Current research indicates that approximately half of the individuals seeking alcohol and drug counseling are dually diagnosed and require concurrent, integrated treatment. Areas covered include the major concepts of chronic mental illness, DSM criteria, integrated treatment and relapse prevention. This course is designed for students in the Alcohol and Drug Studies Program.

☒  **ADS 107 GROUP AND FAMILY PROCESSES**

**3 units**

Course length: 54 hours lecture

**CSU**

***Prerequisite: ENG 099 eligibility***

Group and family processes focus on interpersonal dynamics which involve direct participation in a small group experience. The course covers major theories and research strategies regarding interpersonal behavior, interpersonal styles, forms of communication, group processes, group goals, decision making, controversy and conflict, leadership, and communication problems. The course will instruct students on the utilization of strategies to prevent interpersonal and systems dysfunctions with communication groups, family enrichment, and parenting groups. This course is designed for students in the Alcohol and Drug Studies Program. It is required for certification with the California Certification Board for Alcohol and Drug Counselors.

☒ **ADS 108 CODEPENDENCY AND FAMILY SYSTEMS**

**3 units**

Course length: 54 hours lecture

**CSU**

This course is designed to provide an in-depth look at codependence and its effects on alcoholism and substance abuse and the family system. Codependents are persons with impaired mental health and relational skills which are determined primarily by their relationship to a substance abuser/addict or by other dysfunctional primary relationships. In this course, the etiology, symptomology, and treatment of codependency are presented. The student will learn to identify patterns of family dysfunction, the roots of codependency, and the impact of chemical dependency, physical and sexual abuse, and parental rigidity on the development of the personality. Topics include a variety of approaches to viewing the family and codependency, some aspects of family and codependency treatment, and how counselors can be affected by codependence.

☒ **ADS 109 SUBSTANCE ABUSE IN SPECIAL POPULATIONS**

**3 units**  
**CSU**

Course length: 54 hours lecture

Substance abuse and dependence have many unique characteristics when it occurs in persons and groups outside the typical family unit. This course addresses various cultural factors influencing the use and abuse of alcohol and other drugs in selected special populations in American society and the effect of these influences on the treatment and recovery processes for chemical dependency. An examination of those characteristics is explored among special populations including adolescents, the elderly, racial and ethnic minorities, gays/lesbians, the physically and developmentally disabled, the chronically ill, and the incarcerated population.

**ADS 150 PRACTICUM FOR ALCOHOL AND DRUG STUDIES**

**3 units**  
**CSU**

Course length: 3 hours lecture, 150 hours clinic/field

**Prerequisite:** *The student must have completed all but one of the ADS required courses.*

This course provides the alcohol and drug studies student with field experience at a community recovery program in order to put into practice the theories learned in the ADS program. Under the supervision of an on-site manager, the student obtains experience in screening, intake, and admission procedures, orientation, individual and group counseling, referral, and aftercare. The student also has the opportunity to learn from professionals in the field. Practical field experience is essential to counseling confidence for students seeking certification with the California Association for Alcohol and Drug Educators (CAADE). There are three total lecture hours per semester plus completion of at least 150 hours of documented work in an agency or organization in the alcohol/drug abuse field. Students must take ADS 150 twice to obtain the required 6 units for certification.

## ANTHROPOLOGY

☒ **ANT 100 PHYSICAL ANTHROPOLOGY**

**3 units**

Course length: 54 hours lecture

**IGETC: 4A; CSU GE: D1; UC: B**

A survey of the human evolution and human variation through the study of primates, human heredity, variability of modern populations and fossil record of early human primates.

☒ **ANT 101 CULTURAL ANTHROPOLOGY**

**3 units**

Course length: 54 hours lecture

**IGETC: 4A; CSU GE: D1; UC: B**

Study of human society with emphasis on the nature and significance of culture for human life. Utilizes comparisons, drawn largely from non-Western, non-industrial societies, illustrating diverse solutions to universal human problems.

☒ **ANT 102 AZTECS, MAYA, AND THEIR PREDECESSORS**

**3 units**

Course length: 54 hours lecture

**IGETC: 4A; CSU GE: D1; UC: B**

This course surveys the origin, spread, and decline of pre-Columbian civilizations in Mexico and adjacent areas. Examines the archaeological, economic, social, political, cultural, and religious systems of Meso-America.

☒ **ANT 106 MEXICAN-AMERICAN CULTURE**

**3 units**

Course length: 54 hours lecture

**IGETC: 4A; CSU GE: D1, D3; UC: B**

Analysis of Mexican-American culture and society; religion, history, political interest, economy, customs, institutions; cultural adaptation of the Mexican-American to the dominant culture.

☒ **ANT 201 INTRODUCTION TO ARCHAEOLOGY**

**3 units**

Course length: 54 hours lecture

**IGETC: 4A; CSU GE: D1; UC: B**

Prehistoric cultures, archaeological techniques, basic inventions, cultural innovations, and the development of urban civilizations.

☒ **ANT 280 SELECTED TOPICS IN ANTHROPOLOGY**

**3 units**

Course length: 54 hours lecture

**CSU**

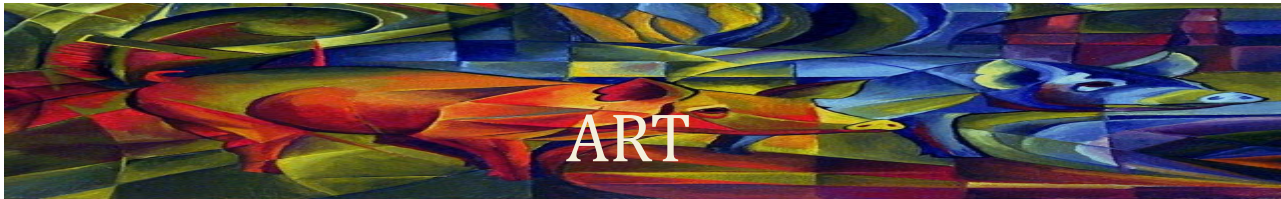
Examination of topics, current trends and/or issues in the sub-disciplines of Anthropology not covered by regular catalog offerings. Recommended preparation varies with topic.

**ANT 290 SELECTED STUDIES IN ANTHROPOLOGY**

**3 units**

Course length: 36 hours lecture, 54 hours clinic/field

Field investigation of the regional cultures and cultural artifacts in selected areas of the world. Requires field trip participation averaging four hours per week.



☒ **ART 101 INTRODUCTION TO ART**

**3 units**

Course length: 54 hours lecture

**IGETC: 3A; CSU GE: C1; UC: H**

**Prerequisite: ENG 099 eligibility: Students must be able to develop, organize and express ideas in paragraph and essay form.**

This course is an introduction to problems, techniques and social forces that shape and reflect our visual world. Students will gain insights and develop an understanding of the variables inherent in planning, organizing and making art.

**ART 105 DIGITAL PHOTOGRAPHY**

**3 units**

Course length: 36 hours lecture, 54 hours laboratory

**CSU; UC**

**Advisory: Eligibility for ENG 099**

This is a course of study in the major components of the digital darkroom. The course includes the theory and use of digital cameras, scanners, editing software and printers. Emphasis is on the usages of digital imagery. Lab sections consist of actual hands on use of the digital camera, computer utilization, including editing, scanning, cropping, and final output.

**ART 106 ADVANCED DIGITAL PHOTOGRAPHY**

**3 units**

Course length: 45 hours lecture, 18 hours laboratory

**CSU**

**Prerequisite: Completion of ART 105 Digital Photography. Familiarity with Adobe PhotoShop desired, or instructor's permission.**

This is an advanced course of study in digital photographic equipment, software, and output methodology. Emphasis is on advanced technique and artistic expression as applied to the completion of chosen and directed projects. Lab section emphasizes portfolio and PowerPoint presentations of finished projects utilizing cameras, scanners, editing and output technology.

**ART 107 INTERMEDIATE DIGITAL PHOTOGRAPHY**

**3 units**

Course length: 36 hours lecture, 54 hours laboratory

**CSU**

**Prerequisite: ART 105**

Continuation of ART 105 with emphasis on advanced capture, editing and output methodologies. Artistic application of digital technologies required in producing finished projects is stressed.

**ART 110 ART HISTORY AND APPRECIATION I****3 units**

Course length: 54 hours lecture

**IGETC: 3A; CSU GE: C1; UC: H****Prerequisite: ENG 082****Corequisite: ENG 099 or eligibility**

A comparative introduction and overview of art history in a global context. This course develops an appreciation and understanding of the primary concepts, facts, and the significance of artworks in human history from prehistoric art to the Gothic period in the 15<sup>th</sup> century. Provides a foundation in the use of materials and techniques in various media, and the architectural basics, principal elements of mythology and the world's greatest religions, as well as recent developments in the visual art world.

**ART 111 ART HISTORY AND APPRECIATION II****3 units**

Course length: 54 hours lecture

**IGETC: 3A; CSU GE: C1; UC: H****Prerequisite: ART 110**

This course is a continuation of the introductory study of major artworks in a global context exploring the significance of art in human history. Art and history are covered from the Gothic and Renaissance periods to Postmodernism in the late 20<sup>th</sup> century.

**ART 120 BASIC PAINTING DESIGN AND COLOR****3 units**

Course length: 27 hours lecture, 81 hours laboratory

**CSU GE: C1; UC**

Introduction to the concepts, applications, and historical references related to two-dimensional art and composition, including the study of the basic principles and elements of line, shape, texture, value, color and spatial illusion. Development of a visual vocabulary for creative expression through lecture presentations, studio projects, problem solving, and written assignments.

**ART 125 BASIC DRAWING AND COMPOSITION****3 units**

Course length: 27 hours lecture, 81 hours laboratory

**CSU GE: C1; UC****Prerequisite: ENG 082****Corequisite: ENG 099 or eligibility**

This course introduces students to the techniques and theory they need to create naturalistic and abstract drawings in various media. It provides students with the means to see and describe the world three-dimensionally by using naturalistic settings as well as to use their imaginative powers. It provides the student with compositional strategies for making their depictions more meaningful and effective. No previous art experience is required.

**☒ART 135 OIL PAINTING****2 units**

Course length: 18 hours lecture, 54 hours laboratory

**CSU GE: C1; UC****Prerequisite: ART 125**

A beginning-to-intermediate level course designed to focus on developing an understanding of aesthetic elements of picture making, using the inherent qualities of the medium. Exercises in still-life, landscape and natural forms, with detailed instruction from the sketch to the finished painting, will include creative use of pictorial space, form, color and their relationship to each other. Growth and expansion of personal and experimental imagery will be encouraged, to help the students find new perceptions to explore.

**☒ART 140 WATERCOLOR****2 units**

Course length: 18 hours lecture, 54 hours laboratory

**CSU; UC**

This course is an introduction to the fundamental aspects of watercolor techniques focusing on the aesthetic concerns of composition, imagery and medium usage. Individualized instruction and demonstrations will include color mixing, graded washes, atmospheric perspective, brush handling, and so on with exercises in still-life, natural forms and landscape. Students with the basic understanding of color application technique, will be encouraged to explore and realize the conceptual, descriptive and expressive possibilities of this medium.

---

## **ART 155 PAINTING NATURE IN VARIOUS MEDIUMS**

**1 unit**

Courses length: 54 hours laboratory

**CSU**

**Prerequisite:** *ART 125 and ART 140*

An intermediate level course focusing on the development of a personal style that is able to capture the emotive spirit and essential rhythm of nature. Emphasis is on acquiring the skills to utilize expressive qualities of different mediums in order to evoke certain moods or feelings through the painting.

## **ART 160 INTRODUCTION TO SCULPTURE**

**3 units**

Course length: 27 hours lecture, 81 hours laboratory

**CSU; UC**

Introduction to three-dimensional sculptural principles, techniques, and concepts utilizing a wide range of materials and practices. Various sculpture methods are practiced with attention to creative self-expression and historical context.

## **ART 161 SCULPTURE II**

**3 units**

Course length: 27 hours lecture, 81 hours laboratory

**CSU; UC**

**Prerequisite:** *ART 160 with a grade of "C" or better, or equivalent*

This course continues the introduction to sculptural materials, processes and forms begun in Art 160. It differs from 160 in that it covers more advanced theories of three-dimensional design, and the application of those design principles through studio work in three dimensions. The course requires that students show more initiative in their selection and pursuit of sculptural goals, be more articulate in defining these goals, and extend their sculptural reach to include either new sculptural forms or new sculptural materials. This course is intended for all students interested in working for a second semester in three-dimensional media.

## **ART 180 BEGINNING PAINTING**

**3 units**

Course length: 27 hours lecture, 81 hours laboratory

**CSU; UC**

**Prerequisite:** *ART 120 with a grade of "C" or better, or equivalent*

This course is an introduction to oil and acrylic painting methods and techniques with emphasis on composition, color, and application of general design principles. A variety of subject matter such as still-life, landscape, portrait and nonobjective subjects, and a variety of stylistic approaches such as cubism, collage, realism and expressionism, are explored. This course is designed to further students' creative abilities and critical thinking in visual terms. The course is designed for students who are pursuing an Associates in Arts degree, preparing for a major in Art, as well as for those who wish to improve their artistic skills.

## **ART 181 COMPOSITION IN PAINTING II**

**3 units**

Course length: 27 hours lecture, 81 hours laboratory

**CSU; UC**

**Prerequisite:** *ART 180*

This course continues the introduction to painting begun in ART 180. ART 181 is an advanced course in the theories and application of oil and acrylic painting methods and techniques with emphasis on composition, color, and application of general design principles. A variety of subject matter such as still-life, landscape, portrait and not-objective subjects, and a variety of stylistic approaches such as cubism, collage, realism and expressionism, are explored. This course is designed to further student's creative abilities and critical thinking in visual terms. The course is designed for students interested in working for a second semester in painting.

## **ART 199 BEGINNING LARGE SCALE WALL PAINTING AND MURAL MAKING METHODS**

**3 units**

Course length: 27 hours lecture, 81 hours laboratory

**CSU**

This course is designed to introduce the motivated beginner or the advanced student to the mural making process. Design concepts, content and painting techniques inherent to developing large scale works will be discussed and performed. A major component of this class will be the practical applications of skills learned by painting two "real world" projects throughout the course of the semester.



## **ART 209 INTERMEDIATE LARGE SCALE WALL PAINTING AND MURAL MAKING METHODS**

**3 units**

Course length: 27 hours lecture, 81 hours laboratory

**CSU**

An intermediate level course designed to enhance the painting skills of the beginning or intermediate level student. Discussions will revolve around messages and meanings of large-scale paintings and how they will affect their audiences. Painting techniques, design decisions and location will be discussed in greater detail as well as planning and in important preparatory drawings and research.

## **ART 219 ADVANCED LARGE SCALE WALL PAINTING AND MURAL MAKING METHODS**

**3 units**

Course length: 27 hours lecture, 81 hours laboratory

**CSU**

An advanced painting course designed to allow students a real world experience with the mural making process. Projects will vary in size and scope and will be discussed at the first class meeting. Students will be given research assignments and problems specifically related to the current project. Design, color and painting strategies will also be discussed in the classroom and in the "field". A major portion of this class will be in the "field" working on an actual murals.



## **AST 101 INTRODUCTORY ASTRONOMY**

**3 units**

Course length: 54 hours lecture

**IGETC: 5A; CSU GE: B1; UC: S**

This course is an introduction to general astronomy. Its topics include the history of astronomy and the development of modern astrophysics, the structure and origin of the solar system and the Milky Way galaxy, modern techniques and instruments, the character of the nebulae and galaxies, stellar characters and theories, the search for extraterrestrial life, and the implications of astronomical discoveries. Special emphasis is placed on recent research in astronomy and the latest discoveries and tools used in modern astronomy.

## **AST 105 ASTRONOMY: THE SOLAR SYSTEM**

**4 units**

Course length: 54 hours lecture, 54 hours laboratory

**IGETC: 5A, 5C; CSU GE: B1, B3; UC: S**

As a survey of the solar system, Astronomy 105 covers essential concepts and principles necessary for study of the heavens, including Kepler's and Newton's Laws, radiation, spectroscopy and telescope technology. The course also studies the planets, moons, asteroids, comets, and the Sun. Lab sections consist of observations and calculations of trajectories, as well as calculations of the size and mass of solar objects.

## **AST 110 ASTRONOMY: BEYOND THE SOLAR SYSTEM**

**4 units**

Course length: 54 hours lecture, 54 hours laboratory

**IGETC: 5A, 5C; CSU GE: B1, B3; UC: S**

Although the course is a continuation of AST 105, it contains a review so that it can be taken independently. This course looks beyond the solar system and examines the formation and evolution of stars, neutron stars and black holes, the Milky Way, active galaxies, quasars, cosmology, the evolution of the universe and the possibility of intelligent life in our galaxy.

---

## **AUTOMOTIVE TECHNOLOGY**

### **AUT 090 AUTOMOTIVE FABRICATION & SET-UP**

**2 units**

Course length: 18 hours lecture, 72 hours laboratory

This course is designed to prepare students to understand the rules and regulations of various sanctioned stock car races. Students will prepare a stock car to meet all requirements and be able to participate in sanctioned racing events. These preparations include fabrication of safety cages as well as suspension set up. Students will learn caster/camber setup for maximum performance.

### **AUT 091 AUTOMOTIVE RACING FABRICATION**

**2 units**

Course length: 18 hours lecture, 72 hours laboratory

This course is designed to prepare students to understand the rules and regulations of various sanctioned stock car races. Students will prepare a stock car to meet requirements and be able to participate in sanctioned racing events. Students will fabricate a legal roll cage including a legal petty bar.

### **AUT 092 AUTOMOTIVE DRIVING TECHNIQUES AND AWARENESS**

**2 units**

Course length: 18 hours lecture, 72 hours laboratory

This course is designed to prepare students to understand the rules and regulations of various sanctioned stock car races. Students will prepare a stock car to meet requirements and be able to participate in sanctioned racing events.

### **AUT 100 INTRODUCTION TO AUTOMOTIVE TECHNOLOGY**

**3 units**

Course length: 36 hours lecture, 54 hours laboratory

This course covers those items necessary to maintain the vehicle: preventive maintenance, minor tune-up, roadside repairs, simple adjustments, and introduction to shop procedures, methods of removing and replacing external parts plus minor diagnosis of components. Students will become familiar with safety in the shop and learn how to use various equipment and tools. Students will learn how to properly handle chemicals found in the shop. Strict adherence to safety rules and procedures will be emphasized.

### **AUT 101 BASIC TECHNICIAN SKILLS**

**3 units**

Course length: 36 hours lecture, 54 hours laboratory

This course teaches the basic skills needed by a beginning apprentice for repair and maintenance in an automotive facility. Safety, basic hand tools, cleaning techniques and customer relations will be covered. The entire automobile will be studied: tune-up, engines, carbureting, electrical systems, power transmission, and chassis systems. Shop work consists of related work on automotive equipment.

### **AUT 102 ENGINE ANALYSIS/TUNE-UP**

**3 units**

Course length: 36 hours lecture, 54 hours laboratory

**CSU**

This class covers the basic theory of operation of standard and electronic ignition systems, batteries, electrical systems, fuel and carbureting, and emission control systems. Emphasis placed on the use of basic test instruments in diagnosing problems in these systems, along with maintenance and servicing procedures.

### **AUT 103 SUSPENSION, STEERING AND ALIGNMENT**

**3 units**

Course length: 36 hours lecture, 54 hours laboratory

This class covers the complete automotive suspension systems with emphasis on wheel alignment and suspension service on both domestic and foreign cars. Theory of suspension and alignment is covered along with the rebuilding of front suspension systems, including McPherson strut and dual-control arm types. Wheel alignment procedures are covered extensively on both foreign and domestic cars. Wheel balancing is also included.

## ☒AUT 107 BEGINNING AUTOMOTIVE TECHNOLOGY

**3 units**

Course Length: 54 hours lecture

This course provides a general introduction to the discipline of automotive service, and then guides students through the first three ASE certification areas. The areas addressed in this course include: Introductory Concepts and Techniques, Engine Repair, and Electrical/electronic Systems. Its unique emphasis is on diagnosis; diagnostic stories and tech tips are included throughout to help illustrate how real problems are solved. Each new topic covers the parts involved plus the purpose, function, and operation, as well as how to test and diagnose each system. It accurately reflects the information and skills needed in today's workplace.

## ☒AUT 108 ENGINE PERFORMANCE, HEATING, AND AIR CONDITIONING

**3 units**

Course length: 54 hours lecture

This course provides a general introduction to the discipline of automotive service, and then guides students through three ASE certification areas. The areas addressed in this course include: Heating, Air Conditioning, and Engine Performance. Its unique emphasis is on diagnosis; diagnostic stories and tech tips are included throughout to help illustrate how real problems are solved. Each new topic covers the parts involved plus the purpose, function, and operation, as well as how to test and diagnose each system. It accurately reflects the information and skills need in today's workplace.

## ☒AUT 109 BRAKES, SUSPENSION, STEERING, DRIVE TRAINS, AND TRANSMISSIONS

**3 units**

Course length: 54 hours lecture

This course provides a general introduction to the discipline of automotive service, and then guides students through three ASE certification areas. The areas addressed in this course include: Brakes, Suspension and Steering, Manual Drive Trains and Axels, and Automatic Transmissions and Transaxles. Its unique emphasis is on diagnosis; diagnostic stories and tech tips are included throughout to help illustrate how real problems are solved. Each new topic covers the parts involved plus the purpose, function and operation, as well as how to test and diagnose each system. It accurately reflects the information and skills needed in today's workplace.

## AUT 110 BRAKE SYSTEMS

**3 units**

Course length: 36 hours lecture, 54 hours laboratory

This course covers the complete braking system found on most domestic and foreign cars. Theory of operation, servicing, procedures, testing/diagnosis/repair of most major braking systems. Drum and rotor machining, hydraulics, power braking system and four-wheel disc brakes. Emphasis on theory of operation and servicing techniques of late model cars and light trucks.

## AUT 111 AUTOMOTIVE ELECTRICAL SYSTEMS

**3 units**

Course length: 36 hours lecture, 54 hours laboratory

**Recommended: AUT 100 or work experience**

This course covers the operating principles, troubleshooting techniques, and repair procedures of electrical supply systems and battery-starter systems. Demonstration lectures and practical experience in the laboratory will cover batteries, starter systems, generating systems, and lighting systems.

## AUT 113 STANDARD AND AUTOMATIC POWER TRAINS

**3 units**

Course length: 36 hours lecture, 54 hours laboratory

This class is an introduction to automotive transmissions, both manual and automatic, drive lines, differentials, transaxles, front wheel drive, power take-offs, shop safety, use of tools and equipment, precision measurement, along with service and repair procedures.

## AUT 200 ENGINE DIAGNOSIS/OVERHAUL

**6 units**

Course length: 72 hours lecture, 108 hours laboratory

This class is designed for the serious technician to develop skills and understanding to determine if an engine should be repaired or overhauled. Topics include advanced diagnostic procedures and use of the latest diagnostic tools. Included is "complete engine rebuilding," where an engine is rebuilt from the basic cylinder block to a running machine.

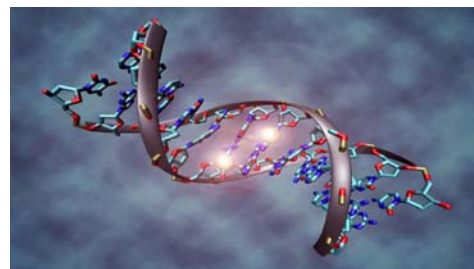
**AUT 212 AUTOMOTIVE AIR CONDITIONING****3 units**

Course length: 36 hours lecture, 54 hours laboratory

Theory and practical application related to testing, servicing, and repair of all automotive air conditioning/heating systems. New environment procedures and laws are covered. Freon recovery techniques and procedures are also covered. This course can be regarded as entry level for those who immediately apply the basic skills developed in the course and shop. These skills are preparatory for those who plan to continue studies in advanced phases of refrigeration and air conditioning, including systems not related to automotive applications.

**AUT 290 SELECTED STUDIES IN AUTOMOTIVE TECHNOLOGY****.25-4 units**

Course length: 4.5-72 hours lecture and/or 13.5-216 hours laboratory  
Group investigation of a special problem in the area of automotive technology. As appropriate, the specific subject will be announced in the Schedule of Courses.

**BIOLOGY****✉️ BIO 100 INTRODUCTION TO BIOLOGY****4 units**

Course length: 72 hours lecture

**IGETC: 5B; CSU GE: B2; UC: S**

This course encompasses the study of basic biological concepts and emphasis on characteristics of plants, animals, human body systems, cells, health, genetics and the environment. BIO 100 may be taken concurrently with BIO 101 or independent of BIO 101. Not for Biology major credit.

**BIO 101 INTRODUCTION TO BIOLOGY LABORATORY****1 unit**

Course length: 54 hours laboratory

**CSU GE: B3**

Laboratory exposure to biological phenomena including microscope activities of cells, osmosis, diffusion, invertebrate structures, vertebrate structures, plant growth, fertilization in animals and plants. BIO 101 may be taken concurrently with BIO 100 or independent of BIO 100. Not for Biology major credit.

**BIO 110 BASICS OF BIOLOGY****4 units**

Course length: 54 hours lecture, 54 hours laboratory

**IGETC: 5B, 5C; CSU GE: B2, B3; UC: S****Prerequisite: MAT 086 or MAT 088**

This course includes, among other topics, cell morphology, plant and animal development, elements of genetics, ecology, and evolution. All topics are based on specifically stated learning objectives which the student has to master in order to progress through the course. Mastery is evidenced through quizzes and examinations. To help students, laboratories and theories are integrated and then each student is further helped in the mastery of the materials by extensive use of charts, models, videos, workbooks, and color transparencies in conjunction with instructional aide, tutor and/or professor sessions encompassing group and individual conferences.

**BIO 111 BASIC MICROBIOLOGY****5 units**

Course length: 54 hours lecture, 108 hours laboratory

**IGETC: 5B, 5C; CSU GE: B2, B3; UC: S****Prerequisite: BIO 110**

This course encompasses introduction to the morphology, physiology, ecology, and pathogenicity of the major groups of bacteria, including a general survey of other microorganisms. All topics are based on specifically stated learning objectives which the student has to master in order to progress through the course. Mastery is evidenced through quizzes and examinations. To help the students, laboratories and theories are integrated and each student is further helped in the mastery of the materials by the professor's use of charts, modules, videos, and transparencies in conjunction with instructional aide, tutor and/or professor sessions encompassing group and individualized conferences.

**BIO 140 ANIMAL BIOLOGY (ZOOLOGY)**

4 units

Course length: 54 hours lecture, 54 hours laboratory

**IGETC: 5B, 5C; CSU GE: B2, B3; UC: S****Prerequisite: BIO 110 and MAT 086 or MAT 088**

This course will provide students with fundamental properties of animal life and explain the hierarchical properties of living systems. It is designed to familiarize the student with interrelationships between animals and the environment. The lab portion of this course will emphasize a hands-on approach as each student will be afforded the opportunity to use the microscope, and benefit from such tools as transparencies, videos, slides, charts, living and non-living specimens.

**BIO 141 INTRODUCTORY BOTANY**

4 units

Course length: 54 hours lecture, 54 hours laboratory

**IGETC: 5B, 5C; CSU GE: B2, B3; UC: S****Prerequisite: BIO 110 and MAT 086 or 088**

The course includes a study of the major plant structures, such as roots, stems, leaves, flowers, essentials of plant physiology, plant nutrition, and basic elements of plant taxonomy.

**BIO 142 MARINE BIOLOGY**

4 units

Course length: 54 hours lecture, 54 hours laboratory

**IGETC: 5B, 5C; CSU GE: B2, B3; UC: S****Recommendation: Eligibility for ENG 101 and eligibility for MAT 086/088.**

This course will provide students with fundamental properties of marine life and explain the hierarchical properties of living systems, with emphasis on organisms found off of the California coast and their ecological adaptations. The lab portion of this course will emphasize a hands-on approach involving laboratory work with both living and non-living specimens, as well as field trips to the marine habitat.

**BIO 210 HUMAN ANATOMY**

4 units

Course length: 54 hours lecture, 54 hours laboratory

**IGETC: 5B, 5C; CSU GE: B2, B3; UC: S****Prerequisite: BIO 110**

This course provides knowledge of the anatomical structures of the human body. All topics covered are based on specifically stated objectives which each student must master in order to progress through the course. To help the students, laboratories and theories are integrated. Additionally, each student is further helped in the mastery of the materials by the professor's use of models, videos, workbooks, and transparencies in conjunction with instructional aide, tutor and/or sessions with the professor encompassing group and individualized conferences.

**BIO 211 HUMAN PHYSIOLOGY**

5 units

Course length: 54 hours lecture, 108 hours laboratory

**IGETC: 5B, 5C; CSU GE: B2, B3; UC: S****Prerequisite: BIO 110**

This course provides detailed study of the functions of the human body. Great emphasis is placed on the body's varied systems and their interrelationships for maintaining the body's homeostasis. The studies in this course are based on specifically stated learning objectives which the students have to master in order to progress through the course. To help each student attain the aforementioned goal, laboratories and theories are integrated. Additionally, each student is further helped in the mastery of materials by professor's use of models, charts, videos, and transparencies in conjunction with instructional aide and sessions with the professor encompassing group and individualized conferences.

## BUILDING CONSTRUCTION TECHNOLOGY

**BCT 100 INTRODUCTION TO BUILDING TRADES**

3 units

Course length: 36 hours lecture, 54 hours laboratory

This course provides an overview into the building trades. It will cover safety, measurement, hand tools, power tools, wall framing, roof framing, green construction, solar energy, basic electricity, basic plumbing, and blueprint reading. The relationship among the various subcontractors will be addressed. This course also covers hazardous material handling and its relationship to the MSDS sheets posted at the job site.

**BCT 101 ROUGH CARPENTRY****3 units**

Course length: 36 hours lecture, 54 hours laboratory

This course is designed to give students a working knowledge of building layout, floor framing, wall framing, beginning roof framing, and sheer wall and composition roof shingle installation. Students will learn to use hand and power equipment commonly used in the construction field. Knowledge and skills acquired in BCT 101 will be advanced, including basic blueprint reading.

**BCT 102 ADVANCED FRAMING TECHNIQUES****3 units**

Course length: 36 hours lecture, 54 hours laboratory

Advanced Framing Techniques advances the students knowledge of roof framing, post and beam construction, including cantilevers and patio decks. Roof framing principles and applications for hip, gambrel, and intersecting roofs will be built. Knowledge and skills acquired in BCT 101 will be used to construct a field project of the students design.

**BCT 110 BLUEPRINT READING****3 units**

Course length: 36 hours lecture, 54 hours laboratory

This course is designed to teach skills in reading, interpreting, analyzing, and visualizing construction drawings and specifications prepared by architects and engineers. Emphasis is placed on reading and extracting information from detailed drawings. This information is required to build structures. The student will be taught how to relate that information to specifications which provide additional information in the form of written explanations and descriptions.

**BCT 112 BASIC ELECTRICITY****3 units**

Course length: 36 hours lecture, 54 hours laboratory

This course is designed to introduce the student to electrical safety, hardware and calculations associated with wiring a home. It also gives the basic photovoltaic energy introduction. This course gives the student theory, procedure techniques, and laboratory assignments to make the student comfortable with home electrical repairs or gives the student the basic knowledge to pursue a career in electrical contracting. The students will be introduced to blueprint reading, power panel and wire sizing along with installing flex and rigid conduit. The students will pull wire and install receptacles. Students will wire and generate solar power from PV modules.

**BCT 113 BASIC PLUMBING****3 units**

Course length: 36 hours lecture, 54 hours laboratory

This course is designed to give students a working knowledge of the plumbing industry. It provides the basic information about the tools, materials, equipment, processes and career opportunities in the plumbing field. This course covers both hand and machine tools. This course will supply the background knowledge necessary for vocational competency.

**☒ BCT 116 BASIC HOUSE WIRING THEORY****3 units**

Course length: 54 hours lecture,

This course is designed to introduce the student to the calculations involved in the design of the residential wiring process. The students will become familiar with the codes and regulations of electrical installation as set forth in the National Electric Code. The areas addressed will include electrical safety, blueprint reading, service entrance calculations and installation, as well as voltage drop and conductor sizing.

**BCT 200 CABINetry I****3 units**

Course length: 36 hours lecture, 54 hours laboratory

Cabinetry I is an introductory course to prepare students with the skills and knowledge to pursue a career in the cabinet and furniture industries. The course introduces the student to the tools, equipment, and techniques used in the modern woodworking industry. Students will learn types of lumber, design and layout. The student will make one class project and one project of their design. Strict adherence to safety rules and procedures will be emphasized.

**BCT 201 CABINetry II****3 units**

Course length: 36 hours lecture, 54 hours laboratory

Cabinetry II is an intermediate class to prepare students with the skills and knowledge to pursue a career in the cabinet and furniture industries. The course introduces the student to the tools, equipment, and techniques used in the modern woodworking industry. Students will learn the species and grades of domestic and imported lumber. The student will make one cabinet project for their design. Strict adherence to safety rules and procedures will be emphasized. Students will learn the proper use of pneumatic air nailers, wide belt sanders, and the molding shaper.

**BCT 202 FINISH CABINETRY**

**3 units**

Course length: 36 hours lecture, 54 hours laboratory

Finish Cabinetry is an advanced cabinet course to prepare students with the skills for the modern woodworking industry. This course will continue to build on the knowledge taught in BCT 201. Students will learn advanced techniques used in fine woodworking. Dovetail joints will be introduced for cabinet drawer box construction. Students will design a kitchen with working drawings to include appliance, base, and upper cabinet locations. Students will construct a cabinet project of their own design using advanced woodworking tools. Projects will include fine joint, finish sanding, and finishing techniques for their project.

**BCT 210 INTERIOR TRIM CARPENTRY**

**3 units**

Course length: 36 hours lecture, 54 hours laboratory

This is an introductory course that will provide the students with the basic knowledge of the finish carpentry field. Students will learn the proper installation techniques for exterior and interior doors. This course also covers all window installations. This course will cover both exterior and interior trim carpentry. On the exterior we'll install window, door trim and exterior trim. On the interior of the home we will install door casing, baseboard, crown mouldings and window sills. For that custom look we will explore chair rail mouldings, wainscoting, and the installation of hardwood floors.

**BCT 212 MASONRY CONSTRUCTION**

**3 units**

Course length: 36 hours lecture, 54 hours laboratory

Masonry construction will introduce the student in the methods of laying brick, block, and stone. It will present a broad understanding of materials and their properties. The class includes the newest materials and building techniques used in the industry.

**BCT 220 PHOTOVOLTAIC SYSTEMS**

**4 units**

Course length: 72 hours lecture, 18 hours laboratory

This course is designed to prepare the student for entry level residential and utility scale photovoltaic installations. Photovoltaic systems will introduce students to basic electrical theory, electrical safety, solar radiation, site surveys, system design and installation, commissioning, and troubleshooting. Students will learn NABCEP's learning objectives. The NABCEP exam will be available for students successfully completing the course. The test will have an additional cost to each student participating.

**BCT 280 SELECTED TOPICS IN BUILDING CONSTRUCTION**

**.25-4 units**

Course length: 4.5-72 hours lecture and/or  
13.5-216 hours laboratory

Group investigation of a special topic in the area of building construction technology. As appropriate, the specific subject will be announced in the Schedule of Courses.

**BCT 290 SELECTED STUDIES IN BUILDING CONSTRUCTION**

**.25-4 units**

Course length: 4.5-72 hours lecture and/or  
13.5-216 hours laboratory

Group investigation of a special problem in the area of building construction technology. As appropriate, the specific subject will be announced in the Schedule of Courses.



**BUSINESS**



**BUS 101 INTRODUCTION TO BUSINESS**

**3 units**

Course length: 54 hours lecture

**CSU; UC**

BUS 101, Introduction to Business, provides an overview of the American business enterprise, and includes such topics as business ethics, operating a business in a global environment, forms of business ownership, micro- and macroeconomics, business start-ups, teamwork and communication, marketing, finance, and the legal regulatory environment of business.

---

☒  **BUS 103 PERSONAL FINANCE**

**3 units**

Course length: 54 hours lecture

This course develops a fundamental awareness of ways to think about solving financial questions, of applying financial principles to household decision making and of integrating the areas of income tax and estate planning, retirement, investments portfolio and risk management.

☒  **BUS 105 BUSINESS MATHEMATICS**

**3 units**

Course length: 54 hours lecture

**CSU**

BUS 105 emphasizes the use of basic mathematics to perform typical business calculations, including computations in simple and compound interest, present and future value of money, commissions, bank reconciliations, annuities, payroll taxes and withholding, insurance, income and property taxes, inventory valuation and turnover, bank discounts, markup, depreciation, stocks, bonds and business statistics.

☒  **BUS 115 SMALL BUSINESS FINANCE**

**3 units**

Course length: 54 hours lecture

**CSU**

**Prerequisite: MAT 084**

An intensive examination of the essentials of finance designed specifically for the small-business owner, or prospective owner. Topics include economic concepts of finance, forms of business ownership, financial statement analysis, break even analysis, working capital management, time value of money, capital budgeting and personal finance for the business owner.

☒  **BUS 135 BUSINESS LAW**

**3 units**

Course length: 54 hours lecture

**CSU; UC**

Fundamental principles of law as applied to the ordinary business relationship; sources of business law; the essential elements of a contract; agency and employment relationships; negotiable instruments; personal property, and sales of personal property; emphasis on the Uniform Commercial Code.

☒  **BUS 201 PRINCIPLES OF ORGANIZATIONAL LEADERSHIP**

**3 units**

Course length: 54 hours lecture

**CSU**

**Prerequisite: Eligible for ENG 099**

A detailed analysis of leadership theory and practice through lectures, discussions, simulations and independent field experiences. A survey of leadership theory, leadership style, oral and written communication, ethical leadership, conflict management, and the dynamics of culture and gender in organizations.

☒  **BUS 202 BUSINESS COMMUNICATION**

**3 units**

Course length: 54 hours lecture

**CSU**

The course applies the principles of ethical and effective communication to the creation of letters, memos, emails, and written and oral reports for a variety of business situations. The course emphasizes planning, organizing, composing, and revising business documents using word processing software for written documents and presentation-graphics software to create and deliver professional-level oral reports.

☒  **BUS 206 MARKETING**

**3 units**

Course length: 54 hours lecture

**CSU**

Examines the basic concepts and practices of modern marketing with emphasis on developing and implementing strategies to deal with real-world marketing problems and issues. Topics include customer behavior, market segmentation and positioning, pricing, marketing channels and supply chain management, e-commerce, retailing and wholesaling, global marketing and marketing ethics.



 **BUS 221 INCOME TAX PROCEDURES****4 units**

Course length: 72 hours lecture

**CSU****Prerequisite: Eligible for ENG 099**

Learn the federal tax rules and how to prepare tax returns, supplemental schedules and other forms for individuals and business firms. Students compute Social Security and self-employment taxes and how to report payroll taxes, and review the differences between California state and Federal tax laws, forms and procedures.

**BUS 280 SELECTED TOPICS IN BUSINESS****.25-4 units**Course length: 4.5-72 hours lecture and/or  
13.5-216 hours laboratory**CSU**

Group investigation of a special topic in the area of business. As appropriate, the specific subject will be announced in the Schedule of Courses.

**BUS 290 SELECTED STUDIES IN BUSINESS****.25-4 units**Course length: 4.5-72 hours lecture and/or  
13.5-216 hours laboratory

Group investigation of a special problem in the area of business. As appropriate, the specific subject will be announced in the Schedule of Courses.

## CHEMISTRY

  **CHE 101 INTRODUCTION TO GENERAL CHEMISTRY****4 units**

Course length: 54 hours lecture, 54 hours laboratory

**IGETC: 5A, 5C; CSU GE: B1, B3; UC: S****1) Eligible for MAT 086/088****2) Eligible for ENG 099**

This course is a preparatory course for students who have never had chemistry and covers the metric system, atoms and elements, bonding, solids, liquids, gases, stoichiometry, solutions, reactivity, and acids and bases. It is appropriate for nursing students, hotel and restaurant management students, as well as students who will pursue higher level chemistry.



## CHILD DEVELOPMENT

*The curriculum in Child Development studies is designed to meet certification requirements established by the Commission for Teacher Preparation and Licensing for the Children's Center Permit and field work experience as described by the Commission. The curriculum will also offer students training in the necessary understanding, knowledge, practice, and skills to qualify for the occupations of teacher and teacher aide.*

**CHD 101 CHILD GROWTH AND DEVELOPMENT****3 units**

Course length: 54 hours lecture

**IGETC: 4I; CSU GE: D9, E; UC: B**

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.

**CHD 102 CHILD, FAMILY AND THE COMMUNITY****3 units**

Course length: 54 hours lecture

**CSU GE: D7; UC**

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.

**CHD 103 INTRODUCTION TO CURRICULUM****3 units**

Course length: 54 hours lecture

**CSU**

This course presents an overview of knowledge and skills related to providing appropriate curriculum and environments for young children from birth to age 6. Students will 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.

**CHD 104 PRINCIPLES & PRACTICES OF TEACHING YOUNG CHILDREN****3 units**

Course length: 54 hours lecture

**CSU**

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.

**CHD 105 OBSERVATION AND ASSESSMENT****3 units**

Course length: 54 hours lecture

**CSU**

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.

---

## **CHD 106 HEALTH, SAFETY AND NUTRITION**

**3 units**

Course length: 54 hours lecture

**CSU**

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.

## **CHD 107 TEACHING IN A DIVERSE SOCIETY**

**3 units**

Course length: 54 hours lecture

**CSU**

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 will be explored emphasizing culturally and linguistically appropriate anti-bial 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.

## **CHD 108 PRACTICUM - FIELD EXPERIENCE**

**3 units**

Course length: 162 hours clinic/field

**CSU**

*Prerequisite: Child Development - Associate Teacher Certificate of Career Preparation which includes CHD 101, CHD 102, CHD 103 and CHD 104*

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.

## **CHD 110 THE PROCESS OF PARENTING**

**3 units**

Course length: 36 hours lecture, 54 hours laboratory

**CSU**

Information on strategies parents or students can use to deal with children's behavior and to enhance understanding and closeness among family members. This course meets all criteria for the Credentialing Board for the designation of a DS2 course.

## **CHD 120 DEVELOPING CAPABLE YOUNG PEOPLE**

**2 units**

Course length: 36 hours lecture

**CSU**

This training course, by Stephen Glenn, Ph.D., is a powerful program for preparing adults who work with young people to help them develop the perceptions and skills that determine how effectively people deal with life. Young people who gain strength in these assets normally increase in character, resiliency, and other human intelligences essential for living healthily and successfully meeting the challenges of life, learning, relationships, and the work world. This course is based on a unique inductive learning model which emphasizes collaboration, unique relationships, and situations so that they can achieve personal mastery.

## **CHD 130 ART FOR EARLY CHILDHOOD**

**3 units**

Course length: 54 hours lecture

**CSU**

This course is an introductory study of the function of creativity and the affective domain in early childhood educational programs. Emphasis is placed on the development of art curriculum activities, basic teaching skills, guidance techniques, equipment and materials. Students select appropriate activities for a variety of age and maturity levels based on child development theories and concepts.

---

## **CHD 131 MUSIC FOR EARLY CHILDHOOD**

**3 units**

Course length: 54 hours lecture

**CSU**

This course will provide the student with basic skills and techniques for using instruments, records, songs, and rhythmic movement with young children. Creation of a curriculum to utilize the child's need for a balance of musical activities appropriate to his development will be explored. Previous music experience not required.

## **CHD 135 LITERATURE FOR EARLY CHILDHOOD**

**3 units**

Course length: 54 hours lecture

**CSU**

Students will explore techniques for promoting language development for the preschool child. The development of a reading readiness curriculum for preschool-age children will be discussed as students plan environments that incorporate language across the curriculum and throughout the day. Students will survey children's books and literature and practice storytelling techniques.

## **CHD 145 CHILD ABUSE & NEGLECT**

**3 units**

Course length: 54 hours lecture

**CSU**

This course provides an overview of child abuse and neglect, from both historical and contemporary perspectives. Topics include physical and emotional abuse and neglect, sexual abuse, reporting and investigation, case management and the legal response, treatment for victims and abusers, and prevention of future child abuse and neglect. This course would be an asset for clinicians, teachers, case workers and individuals that work with children. Students will examine related news topics and an in-depth case study as part of course requirements.

## **CHD 150 INFANTS AND TODDLERS**

**3 units**

Course length: 54 hours lecture

**CSU**

Examines the physical, social, emotional, and intellectual growth of the child including the atypical infant. Discusses the selection and maintenance of toys and play equipment for indoor and outdoor environments. Appropriate observations and visitations to the community will be required.

## **CHD 205 ADULT SUPERVISION: MENTORING IN A COLLABORATIVE LEARNING SETTING**

**2 units**

Course length: 36 hours lecture

**CSU**

This course covers the methods and principles of supervising adults in the early childhood setting. Emphasis is given to the role of experienced teachers and administrators who function as mentors to student teachers and to new staff while simultaneously addressing the needs of children, parents and other staff. This course meets the adult supervision coursework requirement for the Child Development Permit (the Master Teacher, Site Supervisor, and the Program Director levels).

## **CHD 215 SUPERVISION & ADMINISTRATION OF CHILDHOOD DEVELOPMENT PROGRAMS I**

**3 units**

Course length: 54 hours lecture

**CSU**

Introduction to administrative responsibilities of staffing, employee supervision, budgeting, and personnel practices. Organizational and program structure are included as are guidelines governing current child development programs. DS6.

## **CHD 216 SUPERVISION & ADMINISTRATION OF CHILDHOOD DEVELOPMENT PROGRAMS II**

**3 units**

Course length: 54 hours lecture

**CSU**

Advanced level of administration and managerial knowledge needed to operate a child care center as a successful business, emphasis upon analysis and application of business theory and principles in the areas of budget, personnel, environmental design, program, and business communications. DS3.

**CHD 227 PARENTING PRINCIPLES AND COMMUNICATIONS**

**1 unit**

Course length: 20 hours lecture

This course is the study of the basic and advanced techniques of positive parenting, including assertive discipline, self-esteem, open communications, support networks, encouraging responsibility, and improved communication skills.

**CHD 260 DIGITAL LEARNING IN THE PRESCHOOL CLASSROOM**

**3 units**

Course length: 48 hours lecture 18 hours laboratory

This course is designed specifically for early child development teachers to learn to use the Hatch Early Learning System iStartSmart Tablets and computers in the classroom. TeachSmart is research based and aligned to national standards such as the National Association for the Education of Young Children( NAEYC), Early Childcare Environment Rating Scale (ECERS) and Head Start. Educators and administrators will learn the Report Management System and how to manage digital lesson plans. The program has the ability to integrate both English and Spanish activities into the classroom curriculum. Students will need to have access to a Hatch Tablet and computer to complete the course.

**CHD 280 SELECTED TOPICS IN CHILD DEVELOPMENT**

**.25-4 units**

Course length: 4.5-72 hours lecture and/or  
13.5-216 hours laboratory

**CSU**

Group investigation of a special topic in the area of child development. As appropriate, the specific subject will be announced in the Schedule of Courses.

**CHD 290 SELECTED STUDIES IN CHILD DEVELOPMENT**

**.25-5 units**

Course length: 4.5-72 hours lecture and/or  
13.5-216 hours laboratory

Group investigation of a special problem in the area of child development. As appropriate, the specific subject will be announced in the Schedule of Courses.

**COMPUTER INFORMATION SYSTEMS**



**CIS 101 INTRODUCTION TO COMPUTERS & INFORMATION SYSTEMS**

**3 units**

Course length: 54 hours lecture

**CSU; UC**

This is an introductory course that will provide students with a basic knowledge of computers and information systems. It will also include an extensive overview of state-of-the-art technology, structured design techniques, and real-world environment of the computer industry, covering hardware, software, and concepts of information systems. This course is especially beneficial for students, teachers, and professionals who are using, or planning to use, microcomputers in personal or business environments.

**CIS 102 PERSONAL COMPUTER APPLICATIONS**

**3 units**

Course length: 54 hours lecture

**CSU, UC**

This is an introductory course that will provide students with a basic knowledge of computers, computer peripherals, and software. It is designed to familiarize the student with both systems and applications software. The lab portion of the course will consist of hands-on problem solving, using tools such as word processing, spreadsheets, databases and presentation graphics software. This course is especially beneficial for students, teachers, and professionals who are using, or planning to use computers in a personal or business environment.

---

☒ **CIS 111 COMPUTER BUSINESS APPLICATIONS**

**3 units**

Course length: 54 hours lecture

**Prerequisite:** CIS 102

Building on CIS 102, the course includes further discussions of hardware, software systems, procedures and human resources integrated with applications using computers to solve a variety of problems.

☒ **CIS 123 WEB PAGE DESIGN USING HTML**

**3 units**

Course length: 36 hours lecture, 54 hours laboratory

**CSU**

This course will provide a practical understanding of HTML (Hypertext Markup Language) to design a Web Page. Notepad and other software tools will be used to teach text formatting commands, background formatting, hyperlinks, e-mail links, tables, forms, image maps, and frames. Students will also learn various types of images, videos, and sound files into a Web Page.

☒ **CIS 124 WEB PAGE DESIGN TOOLS**

**3 units**

Course length: 36 hours lecture, 54 hours laboratory

**CSU**

This course provides the student with the knowledge and skills required to quickly design and implement Web pages and to administer and update existing Web sites using Adobe Dreamweaver software. The course uses Dreamweaver to streamline and automate Web site development and management. Upon completion of this class, the student will be prepared to create websites for personal or professional use.

☒ **CIS 130 INTRODUCTION TO 3D COMPUTER ANIMATION**

**3 units**

Course length: 36 hours lecture, 54 hours laboratory

**CSU**

3D Computer Animation is an ever growing industry. Computer animation today is used in computer games, computer generated films, software, E-commerce, advertisements and virtual reality. In this course, various computer animation and graphic design techniques and topics will be introduced and discussed. The main topics that will be covered are object modeling, 3D animation, the World/Object Coordinate System, Spline Objects, Material Management, Object Management, Hyper-nurb Objects, Null and Symmetry Objects, and Lighting.

☒ **CIS 131 ANIMATION PRINCIPLES AND PRODUCTION I**

**3 units**

Course length: 36 hours lecture, 54 hours laboratory

**CSU**

Computer Animation is an ever growing industry. This course will cover topics including object shading using Maxon Sketch and Toon, Pyro-clusters, Net Rendering, and Rigid and Soft Body Dynamics. Students will design projects utilizing the skills introduced in the course. Students will also implement many of the skills learned in the Introduction to 3D Computer Animation course.

☒ **CIS 132 ANIMATION PRINCIPLES AND PRODUCTION II**

**3 units**

Course length: 36 hours lecture, 54 hours laboratory

**CSU**

In this course students will learn about the Animation Industry. The history of Animation, the animation industry today, and current trends will be addressed. This course will introduce computer animation techniques such as motion capturing, procedural methods, motion blending and kinematics using Maxon Mocca, object painting using Maxon Body Paint 3D, and object manipulation using Maxon Thinking Particles and Key-framing.

☒ **CIS 133 ADVANCED 3D COMPUTER ANIMATION**

**3 units**

Course length: 36 hours lecture, 54 hours laboratory

**CSU**

Advanced 3D Computer Animation will tie together all of the skills and concepts introduced in the 3 other animation courses. This project based course will utilize object animation, lighting, key-framing, texturing, nurbs, splines, and rendering. Each student will create a project that will demonstrate mastery of the 4 sequential animation courses.

---

## ☒ CIS 150 WINDOWS®

**3 units**

Course length: 36 hours lecture, 54 hours laboratory

This course introduces the Microsoft Windows operating system software. Topics include operating system concepts, program resources, and their allocations, job scheduling, exception handling, set-up, the relationship of operating system, hardware and user programs, time sharing and teleprocessing.

## ☒ CIS 155 MANAGING OPERATING SYSTEMS

**3 units**

Course length: 36 hours lecture, 54 hours laboratory

This course introduces operating system software as it relates to hardware installation. Topics include hardware compatibility, Bios configuration, troubleshooting common errors, device configuration and memory management. In addition, students will install, maintain, and optimize an operating system installation. This course will also focus on tools for solving operating system problems, fixing operating system problems, networking, security, and hardware support.

## ☒ CIS 170 COMPUTER MAINTENANCE®

**3 units**

Course length: 36 hours lecture, 54 hours laboratory

This course introduces the Microsoft Windows operating system software. Topics include operating system concepts, program resources, and their allocations, job scheduling, exception handling, set-up, the relationship of operating system, hardware and user programs, time sharing and teleprocessing. Additional emphasis will be placed on motherboard configuration, supporting processors, upgrading memory, supporting hard drives, installing and supporting I/O devices, multimedia devices and mass storage, as well as PC maintenance and troubleshooting strategies.

## ☒ CIS 175 COMPUTER HELP DESK SUPPORT

**3 units**

Course length: 36 hours lecture, 54 hours laboratory

Recommendation: It is recommended that students also enroll in CIS 170 Computer Maintenance.

This course focuses on essential analyst skills, understanding help desk tools, and problem-solving techniques. Real-world exercises, case studies, and analyses provide creative solutions to everyday opportunities and challenges. Participants learn the essential skills necessary to function effectively as a team member in the support center. This course contains all the information necessary to successfully obtain the necessary skills to work in a help desk support position. It is recommended that students also enroll in the Computer Maintenance courses as the skills introduced in those courses work hand in hand with this course.

## ☒ CIS 248 SYSTEMS ANALYSIS AND DESIGN

**3 units**

Course length: 36 hours lecture, 54 hours laboratory

**CSU; UC*****Recommended: CIS 101 or CIS 102***

This course discusses the procedures and techniques necessary for implementing a new computer system or modifying an existing computer system. The course addresses both large computing systems and micro-computer systems. Hardware and software considerations are discussed.

## ☒ CIS 260 DESKTOP PUBLISHING

**3 units**

Course length: 36 hours lecture; 54 hours laboratory

**CSU**

This course introduces the student to the design and composition of illustrative artwork for desktop publishing, print publishing, and multi-media graphics using Adobe Illustrator. This course consists of a series of lessons that cover the tools and functions of this software. Adobe Illustrator provides a consistent work environment with other Adobe applications.

## ☒ CIS 265 ADOBE PHOTOSHOP

**3 units**

Course length: 36 hours lecture, 54 hours laboratory

**CSU**

Acquire, edit, and output simple and complex digital imagery utilizing the tools and techniques of Adobe Photoshop. Emphasis is on the utilization of various techniques in sizing and cropping, color balance, hue and saturation control, shadowing, and text utilization. Students prepare images for printing, web design and for current outputs for various media.

☒ **CIS 290 SELECTED STUDIES IN COMPUTER INFORMATION SYSTEMS**

**.25-4 units**

Course length: 4.5-72 hours lecture and/or 13.5-216 hours laboratory

This course is designed for the group investigation of a special problem in the area of computer information systems. As appropriate, the specific subject will be announced in the Schedule of Courses. This course may be offered as Pass/ No Pass.

## CRIMINAL JUSTICE



**CRJ 080 EXPLORER ACADEMY - BASIC**

**1.5 units**

Course length: 24 hours lecture, 16 hours laboratory

This course is designed to provide the police officer scout with an overview of the basic peace officer training academy program. The course will focus on physical fitness, criminal law, crime scene searches, evidence, defensive tactics, and laws of search and seizure. This course may be offered as Pass/No Pass.

**CRJ 085 POLICE EXPLORER ACADEMY I**

**2 units**

Course length: 20 hours lecture, 50 hours laboratory

This course is designed to provide the student with an overview of the career in Law Enforcement. This portion of the program focuses on physical fitness, laws of arrest, review of the legal system, criminal law, crime scene searches, search and seizure, protection and collection of evidence. This course may be offered as Pass/No Pass.

**CRJ 086 POLICE EXPLORER ACADEMY II**

**2 units**

Course length: 20 hours lecture, 50 hours laboratory

This is the second course in the Explorer Academy series designed to focus on accident investigation, child abuse, cultural discrimination, controlled substance, and crimes against persons and property. This course may be offered as Pass/No Pass.

☒ **CRJ 103 CRIMINAL LAW**

**3 units**

Course length: 54 hours lecture

**CSU GE: D8; UC**

**Prerequisite: CRJ 115**

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.

☒ **CRJ 104 CRIMINAL INVESTIGATION**

**3 units**

Course length: 54 hours lecture

**CSU**

This course addresses the techniques, procedures, and ethical issues in the investigation of crime, including organization of the investigative process, crime scene searches, interviewing and interrogating, surveillance, source of information, utility of evidence, scientific analysis of evidence and the role of the investigator in the trail process.

☒ **CRJ 115 INTRODUCTION TO LAW ENFORCEMENT/CORRECTIONS**

**3 units**

Course length: 54 hours lecture

**CSU**

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 principles 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.



**CRJ 118 THE PRISON SYSTEM IN AMERICA****3 units**

Course length: 54 hours lecture

**CSU**

This course provides an in-depth study of the prison system and the culture that evolves on a daily basis. The course covers a short history of prisons and incorporates the latest inmate population numbers compared to incarceration rates over the last several decades. The course also provides a historical and current look at the nation's drug war. Additionally, the course provides an overview on the various types of prisons, prisoners' sub-culture, prisoner's rights and programming opportunities. A study regarding the reality of parole and the challenge of release will also be discussed.

**CRJ 120 COMMUNITY RELATIONS****3 units**

Course length: 54 hours lecture

**CSU; UC**

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. Additionally, the course considers the responses to mass media, community action, and political pressure that are available to law enforcement officials and employees of the criminal justice system at large. This course may be offered as Pass/No Pass.

**CRJ 125 REPORT WRITING****3 units**

Course length: 54 hours lecture

**CSU**

This course covers methods of law enforcement reporting, principles of effective report writing, organizing reports, and writing operational law enforcement reports based on case studies. The course emphasizes writing on the narrative portion of reports used in most aspects of law enforcement work. The basis of the course is police and corrections reports, but the principles taught apply equally well in security, loss prevention, and other aspects of law enforcement, including courtroom testimony. This course may be offered as Pass/No Pass.

**CRJ 130 ALCOHOL, NARCOTICS AND DRUG ABUSE****3 units**

Course length: 54 hours lecture

**CSU**

Introduction to the problems of substance abuse. History and classification of drugs and abuse. Designed to equip human service workers and the general public to gain knowledge of the issues involved in drug abuse. This course may be offered as Pass/No Pass.

**CRJ 132 FAMILY INTERVENTION®****3 units**

Course length: 54 hours lecture

**CSU**

This highly structured, activity-based course is designed to help parents prevent and intervene in their children's destructive behaviors, including academic failure, substance abuse, and gang involvement. This course is repeatable.

**CRJ 135 SPANISH FOR EMERGENCY SERVICES PERSONNEL****3 units**

Course length: 54 hours lecture

**CSU**

This is an introductory course that will provide students with basic skills in Spanish for public safety professionals and those interested in public safety careers, such as law enforcement/corrections, firefighters, and emergency medical workers. It also provides students with a better understanding of the Hispanic culture and issues involving cultural diversity.

**CRJ 155 CRIME SCENE INVESTIGATION****3 units**

Course length: 54 hours lecture

**CSU**

This course is designed to instruct the student in the principles of physical evidence, crime scene preliminary examination, latent fingerprint recovery, recording the scene, trace evidence, and collection and packaging of biological evidence. This course may be offered as Pass/No Pass.

**CRJ 164 LAWS OF ARREST, SEARCH & SEIZURE**

**2 units**

Course length: 35 hours lecture

This course covers professional orientation, laws of arrest, search, evidence, preliminary investigations, and communication and arrest techniques. It satisfies PC 832 requirements for anyone having limited peace officer status or as a requirement for employment. It does not include firearms training. This course may be offered as Pass/No Pass.

**CRJ 165 ARREST AND FIREARMS®**

**3 units**

Course length: 54 hours lecture, 24 hours clinic/field

**CSU**

*Prerequisite: Every student who is not sponsored by a law enforcement agency, or is not a peace officer employed by a state or local law enforcement agency, department, or district, is required to submit a written certification from the Department of Justice that the student has no criminal history background which would disqualify him or her from owning, possessing, or having under their control a firearm. (Reference PC § 13511.5).*

Arrest and Firearms is designed primarily to meet the requirements of Penal Code 832 establishing a minimum mandatory standard of training for peace officers in California. This is a training course covering basic regulations and skills in exercising the powers of arrest and the carrying and use of firearms. Topics include ethics, law, force, evidence, and investigation in addition to arrest and control, and the use and care of firearms. This course may be repeated as necessary pursuant to Title 5 (§ 55040(b)(8)). This course may be offered as Pass/No Pass.

**CRJ 206 LEGAL ASPECTS OF EVIDENCE**

**3 units**

Course length: 54 hours lecture

**CSU**

This course examines categories of evidence and legal rules governing its admission and exclusion in the criminal process.

**CRJ 220 INTERVIEWING AND COUNSELING**

**3 units**

Course length: 54 hours lecture

**CSU GE: D9**

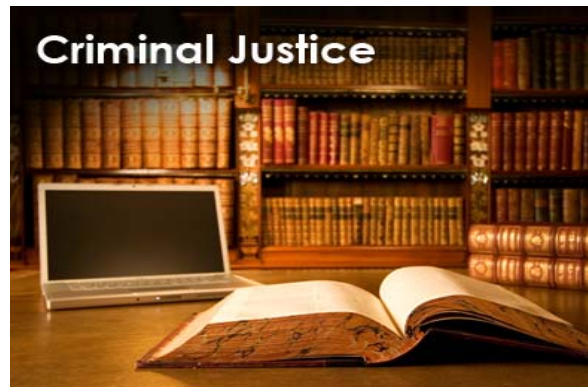
This course provides an overview of the interviewing and counseling techniques available to practitioners in law enforcement. The student will learn the use of appropriate techniques and theories in confidence building which may be used by law enforcement employees in interviews and counseling. CRJ 220 is a basic course for students planning to enter or already employed within the criminal justice field. This course may be offered as Pass/No Pass.

**CRJ 290 SELECTED STUDIES IN CRIMINAL JUSTICE**

**.25-4 units**

Course length: 4.5-72 hours lecture and/or  
13.5-216 hours laboratory

Group investigation of a special problem in the area of criminal justice. As appropriate, the specific subject will be announced in the Schedule of Courses. This course may be offered as Pass/No Pass.



**DAN 101 HISTORY OF DANCE**

3 units

Course length: 54 hours lecture

**IGETC: 3A; CSU GE: C1; UC: H****Prerequisite: ENG 082****Co-requisite: ENG 099 or eligibility**

This course introduces the world of dance. It surveys the history, culture and religious significance of dance and compares primitive expression of societies and cultures to the contemporary expressions of dance, as well as a survey of the relationship in style to those of other art forms such as music and art.

**DAN 102 INTRODUCTION TO DANCE**

4 units

Course length: 54 hours lecture, 54 hours laboratory

**CSU GE: E; UC**

This course introduces the student to dance as an art form through lecture, video and activity. The student will experience historical and contemporary dance forms, such as ballet, modern jazz, hip-hop, and ballroom.

**DAN 103 DANCE COMPOSITION**

4 units

Course length: 54 hours lecture, 54 hours laboratory

**CSU GE: E; UC****Prerequisite: DAN 102 or permission from the instructor**

This class will introduce students to the study, application and performance of basic dance techniques in solo and group compositions.

## ECONOMICS

**☒  ECO 105 PRINCIPLES OF MACROECONOMICS**

3 units

Course length: 54 hours lecture

**IGETC: 4B; CSU GE: D2; UC: B****Prerequisite: MAT 083 or MAT 084 and Eligible for ENG 099**

Introduction to the concepts and tools of macroeconomic analysis, especially as they apply to the United States economy. The major topics studied are resources, government expenditures and taxation, money and banking, national income determination, and business cycles.

**☒  ECO 106 PRINCIPLES OF MICROECONOMICS**

3 units

Course length: 54 hours lecture

**IGETC: 4B; CSU GE: D2; UC: B****Prerequisite: MAT 083 or MAT 084 and Eligible for ENG 099**

Microeconomics: a study of principles and applications regarding specific economic sectors (micro analysis). Various competitive models in a market economy are studied in detail. Economics of labor unions, farming, international trade and finance provide a background for study and analysis of many current world and domestic problems.

---

## EDUCATION

**☒  EDU131 AMERICAN SIGN LANGUAGE I****3 units**

Course length: 54 hours lecture

**CSU GE: C2; UC**

This course consists of the study of basic American Sign Language (ASL), deaf culture and history of sign language. Students will learn the basic grammar and vocabulary of ASL, with an emphasis on both expressive and receptive skills, and use of total communication. Some stress will be placed on the educational, social, psychological and economic problems of deafness.

**☒ EDU 132 AMERICAN SIGN LANGUAGE II****3 units**

Course length: 54 hours lecture

**IGETC: 6A; CSU GE: C2; UC*****Prerequisite: EDU 131***

Instruction in American Sign Language in areas of vocabulary, general knowledge of studies and research concerning deafness; practice in expressive and receptive manual skills, and instructions of ASL structure.

**☒  EDU 134 AMERICAN SIGN LANGUAGE III****3 units**

Course length: 54 hours lecture

**IGETC: 6A; CSU GE: C2; UC: H*****Prerequisite: EDU 132***

Utilizing the skills acquired in prior courses, students will be asked to place emphasis on developing a fluent mode of communication and instruction in American Sign Language with instruction in both receptive and expressive skills. Instruction in the cultural aspects of the deaf and introduction to the Code of Ethics. The culture of deaf people in North America, visual training, sign vocabulary development, receptive and expressive skills development, and basic sentence patterns of American Sign Language will be covered.

**EDU 160 INTRODUCTION TO INSTRUCTIONAL AIDE TRAINING****3 units**

Course length: 54 hours lecture

**CSU**

Introductory course of the position of Instructional Aides, their responsibilities and duties in the public school setting including recent government action concerning "No Child Left Behind". The course will emphasize funding, learning principles, working with the teacher, and working with the student.

**EDU 161 ADVANCED INSTRUCTIONAL AIDE TRAINING****3 units**

Course length: 54 hours lecture

***Prerequisite: EDU 160***

Continuation of EDU 160.

**EDU 201 INTRODUCTION TO TUTORIAL TECHNIQUES****2 units**

Course length: 18 hours lecture, 54 hours laboratory

***Recommended: Grade of "A" or "B" in course being tutored or referral by an instructor***

This course provides the training, practicum, and applied projects necessary for success in peer tutoring. It provides for an understanding of the tutor role, the tutoring cycle, and tutoring options, as well as an introduction to working with multi-cultural students and students with disabilities.

**EDU 280 SELECTED TOPICS IN EDUCATION****.25-4 units**

Course length: 4.5-72 hours lecture and/or

**CSU**

13.5-216 hours laboratory

Group investigation of a special topic in the area of education. As appropriate, the specific subject will be announced in the Schedule of Courses.

## **EDU 290 SELECTED STUDIES IN EDUCATION**

**.25-4 units**

Course length: 4.5-72 hours lecture and/or  
13.5-216 hours laboratory

Group investigation of a special problem in the area of education. As appropriate, the specific subject will be announced in the Schedule of Courses.



# EMERGENCY MEDICAL SERVICES

## **EMS 080 SUPPLEMENTAL SKILLS FOR EMS, HEALTHCARE, NURSING, & LAW ENFORCEMENT**

**.25 – 24 units**

Course length: 5-362 hours laboratory

This is a supplemental skills course for students who need and/or want additional assistance and review in EMT, EMS, health, biological sciences and nursing courses. This course is a Pass/No Pass variable unit class. Enrollment is open entry/open exit and students must meet minimum attendance in order to receive credit. The purpose of this course is to provide computer assisted instruction and/or supplementary materials, as well as study and research assistance.

## **EMS 105 CPR/AED & FIRST AID**

**.25 units**

Course length: 4 hours lecture, 4 hours laboratory

This course is designed to teach CPR/AED & First Aid methods and update those methods according to the most current standards. This course meets the standards set by the American Red Cross and the American Heart Association. This course may be taken as needed for legal mandated training or certification.

## **EMS 110 CARDIOPULMONARY RESUSCITATION (CPR)**

**.25 units**

Course length: 4 hours lecture, 4 hours laboratory

This course is designed to teach Cardiopulmonary Resuscitation (CPR) methods and update those methods according to the most current standards. This course meets the standards set by the American Red Cross and the American Heart Association. This course may be taken as needed for legal mandated training or certification.

## **EMS 160 EMERGENCY MEDICAL TECHNICIAN**

**4-13 UNITS**

Course length: 60-100 lecture hours, 60-100 laboratory hours, 24 clinic/field hours

***Prerequisite: Must be 18 years of age to register. Must have current Healthcare Providers CPR card.***

The Emergency Medical Technician course is approved by the Riverside County Health Services Agency (Emergency Medical Services Division). The purpose of the EMT training program is to prepare the individual to render basic life support at the scene of an emergency, during transport of the sick and injured, or during inter-facility transport within an organized Emergency Medical Services (EMS) System. The course emphasizes demonstration of competency and proficiency in the required skills. The course is recommended for ancillary medical emergency personnel. The student must be 18 years of age to register. Passing score is at least 80% for the individual's name to be submitted for National Registry Testing for certification processing. The variable hours for the EMT course are determined by the various county Emergency Medical Services Agency. For Riverside County students, a passing score of at least 80% is also sent to Riverside County EMS Authority for certification processing. The course includes additional clinical time at hospital and ambulance setting. Upon completion the student will have met the required standards and be eligible to register for the National Registry Emergency Medical Technician (NREMT) – Basic Examination. This course is required for ambulance personnel.

**EMS 161 EMERGENCY MEDICAL TECHNICIAN REFRESHER**

**1-1.5 units**

Course length: 24 hours lecture, 0-8 hours laboratory

**Prerequisites:** *Current Emergency Medical Technician – current license or no more than 6 months expired license.*

The EMT Refresher course contains information on current EMT Techniques, procedures and local protocols; provides a review of the skills and knowledge covered in EMT Basic course in order to meet recertification. The course is designed for recertification of a current EMS License or EMT card that has not expired for more than six (6) months. Skills verification and passing performance on written examinations are required for course completion.

**EMS 162 EMERGENCY MEDICAL TECHNICIAN CHALLENGE**

**0 units**

Course length: 6.5 hours clinic/field

**Prerequisites:** *Verification of Eligibility per Department of Public Health Emergency Medical Service Agency. Current Healthcare Provider CPR Card.*

As defined by Title 22, there are situations where other licensed medical professionals or certain members of the Armed Forces may sit for the EMT basic training course. The applicant must successfully pass the full and complete test for EMT basic training, both written and skills. The applicant upon successful completion of the written and skills test will receive a “Challenge” certificate for submission to the Emergency Services Agency. The Challenge exam will be offered only during the final exam week of the semester in which the EMT program is offered.

## ENGLISH

**ENG 080 INTRODUCTION TO WRITING**

**3 units**

Course length: 54 hours lecture

**Co-requisite:** *ENG 089*

**NOTE:** *Students must take ENG 080 and ENG 089 during the same semester and earn a grade of P in both courses before enrolling in the next level of English.*

English 080 is a course for students who require beginning practice in writing. The course covers: 1) grammar and punctuation essential to effective writing; and 2) writing practice, particularly in writing sentences and paragraphs. Grammar and reading skills will be developed in the context of writing and critical analysis of texts. There is a minimum writing requirement of 2000 words for the course, composed of both in-class and out-of-class writing representing a variety of modes. “P/NP”. To achieve “P” in the class, the student must demonstrate mastery of at least 70% of the concepts.

**▽ENG 081 BASIC WRITING I**

**3 units**

Course length: 54 hours lecture

**Prerequisite:** *Students must meet the prerequisite by one of the following options:*

- 1. ENG 080 and ENG 089 taken concurrently or*
- 2. Placement via the testing process*

**Co-requisite:** *ENG 087*

**NOTE:** *Students must take ENG 081 and ENG 087 during the same semester and earn a grade of P in both courses before enrolling in the next level of English.*

English 081 is a continuation of the developmental English series, designed for students needing practice in writing. The course covers: 1) grammar and punctuation essential to effective writing; 2) vocabulary development; and 3) writing practice, particularly in writing paragraphs and short essays. Grammar skills will be developed in the context of writing and critical analysis of texts. There is a minimum writing requirement of 2500 words for the course, composed of both in-class and out-of-class writing. Credit for this course shall not be used to satisfy English requirements for graduation from Palo Verde College. Grade is Pass/No Pass.

**▽ENG 082 BASIC WRITING II**

3 units

Course length: 54 hours lecture

**Prerequisite:** Students must meet the prerequisite by one of the following options:

1. **ENG 081 and ENG 087 taken concurrently or**
2. **ENG 095 or**
3. **Placement via the testing process**

**Co-requisite:** ENG 088**NOTE:** Students must take ENG 082 and ENG 088 during the same semester and earn a grade of P in both courses before enrolling in the next level of English.

English 082 is a continuation of the developmental English series, designed for students needing further practice in writing. The course covers: 1) grammar and punctuation essential to effective writing; 2) vocabulary development; and 3) writing practice, particularly in writing essays. Grammar skills will be developed in the context of writing and critical analysis of texts. There is a minimum writing requirement of 3500 words for the course, composed of both in-class and out-of-class writing. Credit for this course shall not be used to satisfy English requirements for graduation from Palo Verde College. Course is graded Pass/No Pass.

**▽ENG 087 SUPPLEMENTAL INSTRUCTION FOR BASIC WRITING I**

1 unit

Course length: 54 hours laboratory

**Co-requisite:** ENG 081**NOTE:** Both the class and the lab must be taken during the same semester and students must pass both during that semester before enrolling in the next level of English; otherwise, students must repeat BOTH the class and the lab.

ENG 087 must be taken concurrently with ENG 081 and provides additional writing instruction and practice in a lab environment. Students must pass both ENG 087 and ENG 081 to meet the prerequisite for ENG 082. Pass/No Pass only.

**▽ENG 088 SUPPLEMENTAL INSTRUCTION FOR BASIC WRITING II**

1 unit

Course length: 54 hours laboratory

**Co-requisite:** ENG 082 or ENG 096**NOTE:** Both the class and the lab must be taken during the same semester and students must pass both during that semester before enrolling in the next level of English; otherwise, students must repeat BOTH the class and the lab.

ENG 088 must be taken concurrently with ENG 082 and provides additional writing instruction and practice in a lab environment. Students must pass both ENG 088 and ENG 082 to meet the prerequisite for ENG 099. Pass/No Pass only.

**ENG 089 SUPPLEMENTARY INSTRUCTION FOR INTRODUCTION TO WRITING**

1 unit

Course length: 54 hours laboratory

**Co-requisite:** ENG 080**NOTE:** Both the class and the lab must be taken during the same semester and students must pass both during that semester before enrolling in the next level of English; otherwise, students must repeat BOTH the class and the lab.

ENG 089 must be taken concurrently with ENG 080 and provides additional writing instruction and practice in a lab environment. Students must pass both ENG 080 and ENG 089 to meet the prerequisite for ENG 081. Pass/No Pass only.

**☒ENG 096 WRITING IMPROVEMENT II**

3 units

Course length: 54 hours lecture

**Prerequisite:** Students must meet the prerequisite by one of the following options:

1. **ENG 081 and ENG 087 taken concurrently or**
2. **ENG 095**
3. **Placement via the testing process**

English 096 is a continuation of the developmental English series, designed for students needing further practice in writing. The course covers: 1) grammar and punctuation essential to effective writing; 2) vocabulary development; 3) writing practice, particularly in writing essays. Grammar skills will be developed in the context of writing and critical analysis of texts. There is a minimum writing requirement of 3500 words for the course, composed of both in-class and out-of-class writing. Credit for this course shall not be used to satisfy English requirements for graduation from Palo Verde College. Grade is Pass/No Pass.

---

**✉ ENG 099 BASIC COMPOSITION****3 units**

Course length: 54 hours lecture

**Prerequisite:** *Students must meet prerequisites in writing and reading in order to take ENG 099:***The writing prerequisite is met by completing ENG 082 and ENG 088 concurrently, or by completing ENG 096, or by placement via the testing process.****The reading prerequisite is met by completing RDG 086 or RDG 096, or by placement via the testing process.**

English 099 is an introduction to college level reading and composition, designed to fulfill certificate requirements, and as a preparatory class for those students making progress toward the AA degree. The course introduces students to the situations of written communication, including writing for a college audience, choosing appropriate topics, assessing the purpose of writing, writing for varied occasions, and evaluating the strengths of the author. Beyond these global concerns, the course also emphasizes the grammar, punctuation, and mechanics associated with successful college level writing. As an introduction to college level writing, then, English 099 looks at writing as a process informed by both author and audience, requiring thoughtful consideration, time, and appropriate revision. This will require a good deal of reading across the curriculum of studies in the humanities and sciences, with excerpts being drawn from literature, philosophy, history, social studies, economics, anthropology, and the "hard" sciences. There is a minimum writing requirement of five thousand words, in which assignments are to illustrate the range of writing students will encounter in other college-level courses, and in the world at large.

**ENG 101 READING AND COMPOSITION****3 units**

Course length: 54 hours lecture

**IGETC: 1A; CSU GE: A2; UC: E****Prerequisite:** *ENG 099 or placement via the testing process*

English 101 is a transferable, freshman-level course, designed to prepare students for the demands of reading and writing at the four-year college or university level. The course content includes the wide range of writing and reading strategies that students may be expected to encounter in their education and in the world at large, with specific focus on the principles, methods and applications of expository and argumentative writing. Moreover, the recognition of basic rhetorical strategies, the development of critical thinking skills, and an instruction in beginning research methodology are fundamental to the goals of this course as a whole. There is a minimum writing requirement of six thousand (6,000) words, in which particular assignments are to illustrate the spectrum of rhetorical modes and writing genres. The student's development of a research paper of five to seven pages in length, organized in the appropriate format and displaying a basic knowledge of methods of scholarly documentation, will be a central part of the curriculum.

**✉ ENG 102 COMPOSITION AND INTRODUCTION TO LITERATURE****3 units**

Course length: 54 hours lecture

**IGETC: 3B; CSU GE: C2; UC: E, H****Prerequisite:** *ENG 101*

English 102 emphasizes the development of advanced skills in composition and critical thinking through a survey of major texts, genres, traditions, critiques and developments of literatures in English. Readings include selections of fiction, poetry, drama and literary criticism drawn from a rich, and evolving, history of writing. Writings aim at introducing students to the basic methods of evaluating, understanding, and researching the individual text, and placing what is read in its wider cultural and historical context. As a further goal, writing and reading assignments alike encourage students to read meaningfully, to connect what they read to their everyday lives, to develop in their understandings of the human condition, and to appreciate literature as one of the lively arts.

**✉ ENG 103 CRITICAL THINKING AND ENGLISH COMPOSITION****3 units**

Course length: 54 hours lecture

**IGETC: 1B; CSU GE: A3; UC: E****Prerequisite:** *ENG 101*

English 103, Critical Thinking and English Composition, is a college-level, transferable course in critical thinking, reading and composition that directs students in advanced methods of analysis, evaluation, criticism and the construction of argument. The course specifically teaches the recognition of traditional and contemporary rhetorical discursive modes, as well as the application of logic to matters of introspection, reflection, narration, description, argument and synthesis. However, English 103 places the greatest emphasis upon the application of reason to matters of reading, coupled with the application of new-found critical skills to the invention, research, development and final drafting of formal, argumentative essays that advance a clear thesis, support that thesis with well-documented evidence, and display a sophisticated level of writing ability. While specific course content may vary considerably from section to section, students will in general be expected to read a wide range of challenging material, as well as to produce a minimum of 8,000 words of prose in the course of the semester.



---

**☒ ENG 120 INTRODUCTION TO CREATIVE WRITING****3 units**

Course length: 54 hours lecture

**CSU GE: C2; UC*****Prerequisite: Concurrent or eligible enrollment in ENG 099 or instructor's approval***

This is an introductory course in creative writing. Students will compose both fiction and poetry. This course gives beginning writers the opportunity to explore forms within poetry and prose, participate in workshop activities, and revise texts according to peer and instructor criticism.

**☒ ENG 122 WORLD LITERATURE****3 units**

Course length: 54 hours lecture

**IGETC: 3B; CSU GE: C2; UC: H*****Prerequisite: ENG 101***

English 122 surveys world literature in English translation across a wide range of regions, cultures and concepts that include but are not limited to those of Asia, Europe, North America, Central America, South America, Africa, and the Islamic world. Particular attention is given to writings of the modern and post-colonial world that address relevant social, religious, and cultural issues through a comparative approach that moves across national boundaries and cultural/religious diversities to develop understandings of issues, problems, and questions that shape the contemporary world. To these ends, students critically analyze specific authors, works, themes, and other topics as assigned in discussion, reading, and various forms of writing.

**☒ ENG 125 INTRODUCTION TO FILM****3 units**

Course length: 54 hours lecture

**IGETC: 3A, 3B; CSU GE: C1; UC: H*****Prerequisite: ENG 101***

English 125 introduces students to the history of film, film technology, various film styles genres and movements, as well as helping them develop and apply a knowledge of film terminology and theories to critically analyze American and international cinema.

**☒ ENG 132 SURVEY OF AMERICAN LITERATURE I****3 units**

Course length: 54 hours lecture

**IGETC: 3B; CSU GE: C2; UC: H*****Prerequisite: ENG 101***

This course surveys representative American literature from the pre-colonial period to the Civil War, including works from the Colonial Period (1588-1765), the New Republic (1765-1829), the American Renaissance (1829-1860), and the beginnings of Realism (1860-1880). In this class, students read, discuss, and write about the authors of these periods, addressing relevant social, political, cultural, philosophical, and religious issues. In the course of study, students can expect to challenge their ideas about the definition of national and individual identities, connect geopolitical contexts to literary texts, and explore the influences that shaped American writings from the encounter era through the Civil War. The student's development of a research paper of not less than seven pages in length, organized in the appropriate format and displaying a basic knowledge of methods of scholarly documentation, will be central to the course.

**☒ ENG 133 SURVEY OF BRITISH LITERATURE: BEOWULF TO THE RESTORATION****3 units**

Course length: 54 hours lecture

**IGETC: 3B; CSU GE: C2; UC: H*****Prerequisite: ENG 101 or Corequisite: ENG 101 and Instructor Approval***

English 133, "Survey of British Literature: Beowulf to the Restoration," introduces students to the texts, cultures and history of the so-called British Isles as these came into being after the withdrawal of Rome from Northern Europe. Vital to that introduction remains the reading, consideration, and response to the "great works" of that period and place, which subsequently played so important a part in the culture of our own world and times. Vital too, remains a consideration of the great ideas and intellectual movements of English literature as it developed from about 900 A.D. to Cromwell's death and the reappearance of English kings around 1660 A.D. However, ENG 133 is also to serve as the student's introduction to the set of ongoing questions about literature and its places in our lives that make up so much of literary and cultural discussion today. Thus, this first half of the Survey of British Literature may be considered as a dialogue, with both great writings and their active discussion playing equal roles.

---

**ENG 139 INTRODUCTION TO ETHNIC LITERATURES****3 units**

Course length: 54 hours lecture

**IGETC: 3B; CSU GE: C2; UC: B****Prerequisite: ENG 101**

ENG 139 introduces the student to literature created by a culturally diverse group of American authors. The course will provide an overview of themes and historical contexts for the work of African-American, Asian-American, Hispanic-American, and Native-American writers. In addition, the writings of recent immigrants will be a focus. Students will develop an understanding of the political, social, and historic climate of the United States as it helps shape and is shaped by literature.

**ENG 140 SURVEY OF AMERICAN LITERATURE II****3 units**

Course length: 54 hours lecture

**IGETC: 3B; CSU GE: C2; UC: H****Prerequisite: ENG 101**

ENG 140 surveys representative American literature from the late 19th Century to the present, including works from the Age of Realism, the Modernist Period and the Post-modern era. Students read, discuss, and write about the authors of these periods, addressing relevant social, political, cultural, philosophical, and religious issues. Students will explore the influences that shaped American writing from the post-Civil War era to the present day. The writing of a research paper of not less than seven pages in length, organized in the appropriate format and displaying a basic knowledge of methods of scholarly documentation, is a key requirement.

**ENG 141 SURVEY OF BRITISH LITERATURE: FROM THE RESTORATION TO POST-COLONIALISM****3 units**

Course length: 54 hours lecture

**IGETC: 3B; CSU GE: C2; UC: H****Prerequisite: ENG 101 or Corequisite: ENG 101 and Instructor Approval**

English 141, "From the Restoration to Post-Colonialism," examines major texts, issues, cultural/historical contexts, and political developments in the literatures of the British Isles and the British Empire from roughly 1660 to today. Here, returning the great works of poetry, fiction and drama to their original contexts in vibrant social, economic, historical and intellectual structures will remain central to the student's experience of reading, discussion, writing, and critical thinking. Thus, moving from the works of Milton and others that Christopher Hill has defined as, "the literature of defeat," towards the works of V.S. Naipaul, Jean Rhys, J.G. Ballard, Martin Amis and other writers of the period subsequent to the collapse of British hegemony, this course treats literature as an ongoing, active response to its surrounding, diverse world.

**ENG 154 INTRODUCTION TO CHILDREN'S LITERATURE****3 units**

Course length: 54 hours lecture

**IGETC: 3B; CSU GE: C2; UC: H****Prerequisite: ENG 099****Recommend: ENG 101**

English 154 introduces students to the development of children's literature as a separate genre over the course of the last two hundred years, a development concomitant with the development of the modern ideas of childhood and adolescence as distinctly separate from adult life. Generally speaking, then, the course moves from early adaptations of fairy tales, folk tales, mythology and legend during the eighteenth century, to their incorporation into nineteenth-century classics such as Alice in Wonderland, through the appearance of books for girls and boys such as Little Women and Treasure Island, and into the development of children's series such as the Nancy Drew and Tom Swift books, ending with a consideration of such economic successes as the Harry Potter volumes. Additionally, Introduction to Children's Literature examines controversial children's writers including Mark Twain, Judy Blume and Maurice Sendak, in tandem with a survey of major critical approaches. English 154 is particularly appropriate for students planning careers in education at every level.

**ENG 201 SURVEY OF SCIENCE FICTION****3 units**

Course length: 54 hours lecture

**IGETC: 3B; CSU GE: C2; UC: H****Prerequisite: ENG 101**

Science Fiction is a class in genre literature that emphasizes the development of critical thinking skills through a survey of major authors and texts in the genre, including print and film versions. It promotes understanding of not only literature, but also science, sociology, and technology, and how those disciplines interact in the world we live in, how they did in the past, and how they may in the future. A method of evaluating literature in that multiple context is emphasized. Significant reading as well as film viewing will be utilized, and students will discuss and evaluate the various texts in terms of their significance in the development of science fiction and of how they relate to developments in the history of mankind.

---

## ENGLISH AS A SECOND LANGUAGE

### ESL 080 BEGINNING LANGUAGE I

3 units

Course length: 54 hours lecture

**Prerequisite:** *Assessment and placement via multiple measures*

This is a first-semester beginning ESL course for the non-native speaker. The course is designed to improve listening comprehension as well as to increase fluency and accuracy in spoken English. This course is offered as P/NP.

### ESL 081 BEGINNING LANGUAGE II

3 units

Course length: 54 hours lecture

**Prerequisite:** *ESL 080 Beginning Language I or placement based on assessment process or demonstrated proficiency or CELSA score.*

This is a second semester beginning ESL course for non-native speakers, which will further develop listening comprehension and oral language development. Students will learn and practice new vocabulary, develop listening skills, and prepare for intermediate language courses. This course is offered as P/NP.

### ESL 082 INTERMEDIATE LANGUAGE I

3 units

Course length: 54 hours lecture

**Prerequisite:** *Successful completion of ESL 081 or placement via the testing/counseling process.*

This is a first semester intermediate ESL course, which continues to build upon the listening/speaking competencies while emphasizing vocabulary development, reading and writing. This course is offered as P/NP.

### ESL 083 INTERMEDIATE LANGUAGE II

3 units

Course length: 54 hours lecture

**Prerequisite:** *Successful completion of ESL 082 or placement via the testing/counseling process.*

This is a second semester intermediate ESL course, which continues to build upon the listening/speaking competencies while emphasizing vocabulary development, reading, and writing. This course is offered as P/NP.

### ESL 088 SUPPLEMENTAL SKILLS FOR ENGLISH AS A SECOND LANGUAGE®

.25-1 unit

Course length: 12-48 hours laboratory

**Corequisite:** *Enrollment in English as a Second Language course*

This is a supplemental skills course for students who need and/or want additional assistance and review in English as a Second Language courses. This course is a credit class and requires corequisite enrollment in an ESL course. Enrollment is open entry/open exit and students must meet minimum attendance in order to receive credit. The purpose of this course is to provide computer assisted instruction and/or supplementary materials, as well as study and research assistance. The student may repeat this course for up to 3 units of credit.

### ESL 096 ADVANCED LANGUAGE I

3 units

Course length: 54 hours lecture

**Prerequisite:** *Successful completion of ESL 083 or placement via the testing/counseling process.*

This course is the first semester of advanced ESL English. This course emphasizes reading, study and writing skills, and is designed to prepare students for college-level study. The course includes a review of grammatical structures and provides practice in syntactic fluency through speaking, reading, and writing. This course is offered as P/NP

### ESL 097 ADVANCED LANGUAGE II

3 units

Course length: 54 hours lecture

**Prerequisite:** *Successful completion of ESL 096 or placement via the testing/counseling process.*

This is a second semester advanced language course. This course emphasizes reading, study, and writing skills, and is designed to prepare students for college-level study. The course includes a review of grammatical structures and provides practice in syntactic fluency through speaking and writing. This course is offered as P/NP.

**ESL 098 LANGUAGE AND COMPUTER LITERACY****1 unit**

Course length: 18 hours lecture

This is a multi-level, integrated language and computer literacy course designed for the non-English or limited English speaker. This course will give the ESL student practice in English while providing access to the computer skills needed to enter today's technology-based society. Grammar topics are reviewed and combined with computer instruction using a communicative and cooperative-based approach. Students will develop job readiness skills by creating a portfolio of projects which include an office memo, a cover letter, and a resume.

## FIRE SCIENCE TECHNOLOGY

**FST 080 FIREFIGHTER BASIC SKILLS****.25-24 units**

Course length: 5-336 hours lecture, 5-362 hours laboratory

***Prerequisite: Student must be currently employed as a first responder or have been accepted into a training program.***

This course is designed to assure a basic and predictable level of safety, knowledge, skills and abilities among those individuals destined for assignment to a municipal or industrial fire department and members of State Urban Search and Rescue Teams. This course may be offered as Pass/No Pass.

**FST 086 EXPLORER ACADEMY****2 units**

Course length: 22 hours lecture, 54 hours laboratory

This course is designed to provide the Fire Science Scout with an overview of the basic fire science technology. The course will focus on emergency medical services, hose evolutions, ladder evolutions, breathing apparatus, auto extrication, and truck company operations and tools. This course may be offered as Pass/No Pass.

**FST 100 AMERICAN RED CROSS-EMERGENCY MEDICAL RESPONSE****2.5 units**

Course length: 45 hours lecture, 6 hours laboratory

**CSU**

This course will provide the student with the knowledge and skills necessary to respond to an emergency medical event as an emergency medical responder (EMR), and to help sustain life, reduce pain, and minimize the consequences of injury or sudden illness until more advanced medical personnel take over. This course content and activities will prepare you to make appropriate decisions about the proper medical care to provide victims in a medical emergency. The course teaches the skills an EMR needs in order to act as a crucial link in the emergency medical services (EMS) system. This course may be offered Pass/No Pass.

**FST 102 INTRODUCTION TO FIRE SCIENCE****3 units**

Course length: 54 hours lecture

**CSU**

This course will prepare students for an entry level career in the fire science field by providing them with necessary knowledge of the subject matter necessary for a fire professional career. It will enable the student to decide which career path in fire protection or prevention, both public and private, is most suitable for them. This course may be offered as Pass/No Pass.

**FST 103 FIRE INVESTIGATION I****2 units**

Course length: 40 hours lecture

**CSU**

This course provides 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. This course of study will present theories and fundamentals of fire/explosion investigation techniques.

**FST 104 FIRE FIGHTING APPARATUS****3 units**

Course length: 54 hours lecture

**CSU**

Provides knowledge and information that Apparatus Operators must possess to drive, operate and maintain their firefighting equipment competency, regardless of whether they use the modern equipment or apparatus that is many years old. It also suggests guidelines for developing sound firefighting procedures and expanding coverage of modern firefighting strategy and tactics. This course may be offered as Pass/No Pass.

**FST 106 AUTO EXTRICATION****.5 units**

Course length: 8 hours lecture, 8 hours laboratory

This course provides students with hands-on experience in the procedures and systems utilized during an automobile extrication. Subjects covered include: Auto extrication, types of hand and power tools, removing windows, opening doors, removing roofs, pulling steering wheels, raising dashboards, pulling seats, stabilization of vehicles, and simulated rescues of trapped victims. This course may be offered Pass/No Pass.

**FST 107 DRIVER/OPERATOR; AERIAL/TRUCK OPERATIONS****1.25 units**

Course length: 20 hours lecture, 20 hours laboratory

***Prerequisite: FST 115 Driver/Operator I***

This course is designed for the driver/operator responsible for operating fire apparatus equipped with an aerial device. Topics include inspecting, maintaining, and testing of aerial devices. Practical application requires driving an aerial apparatus including tiller operations, positioning and stabilizing the apparatus, and operating the aerial device .

**FST 110 RIVER AND FLOOD WATER RESCUE****.5 unit**

Course length: 6 hours lecture, 10 hours laboratory

This course is intended for the training of fire service personnel in water rescue techniques. Topics include swift water rescue, submerged vehicles, drowning, use of engine/truck company equipment for water rescue, use of rafts and boats, and underwater search and recovery.

**FST 111 RIVER AND FLOOD RESCUE TECHNICIAN****.75 units**

Course length: 10 hours lecture, 10 hours clinic/field

**CSU*****Prerequisite: FST 110 River & Flood Water Rescue***

This, the second of two water rescue courses, expands on swift water and flood rescue techniques and introduces students to new equipment and technical innovations. Students will receive classroom and hand-on instruction and will practice advanced rescue techniques with 10 hours at the river site. This course may be offered as Pass/No Pass.

**FST 112 PERSONAL WATER CRAFT RESCUE****.5 unit**

Course length: 6 hours lecture, 10 hours laboratory

***Prerequisite: FST 110 River & Flood Water Rescue***

This course provides the skills needed to operate a personal watercraft (PWC) and perform rescue in river and flood situations. Safety, course philosophy, and PWC terminology are covered. "In water" experiences for students include how to read dynamics flow for safety travel, perform self-rescue and victim-recue operations, along with executing pre/post-inspections of the PWC.

**FST 115 DRIVER/OPERATOR I****2 units**

Course length: 10 hours lecture, 30 hours laboratory

***Prerequisite: Must be employed as a first responder or obtain instructor approval.***

This course is designed to provide the student with information on driver techniques for emergency vehicles and techniques of basic inspection and maintenance for emergency vehicles. This course includes actual driving exercises under simulated emergency conditions. This course may be offered as Pass/No Pass.

**FST 116 DRIVER/OPERATOR II****2 units**

Course length: 20 hours lecture, 20 hours laboratory

***Prerequisite: Must be employed as a first responder or obtain instructor approval. Must have successfully completed FST 115 Driver/Operator I.***

This course is designed to provide the student with information on the operations of fire service pumps installed/carried on emergency vehicles. This course will include actual hydraulic operations under simulated emergency conditions. This course may be offered as Pass/No Pass.

**FST 119 WILDLAND SAFETY AND SURVIVAL****.5 units**

Course length: 8 hours lecture

***Prerequisite: Must be employed as a first responder or have instructor approval.***

This course provides firefighters with an appreciation of how serious the firefighter wildland injury and death problem is; an appreciation of his or her responsibility for reducing future injuries and deaths in the rural fire setting, and information for improving safety considerations in the wildland and wildland interface aspects of the firefighter's job. This course may be offered as Pass/No Pass.

**FST 120 FIREFIGHTER SAFETY AND SURVIVAL****.5 units**

Course length: 16 hours lecture

***Prerequisite: Must be employed as a first responder or obtain instructor approval.***

This course provides firefighters and potential firefighters with a knowledge of common firefighter injuries, the basics of accident and injury prevention, an appreciation of how serious the firefighter injury and death problem really is, an appreciation of his or her responsibility for reducing future injuries and deaths, and information for improving safety considerations through all aspects of the firefighter's job. This course may be offered as Pass/No Pass.

**FST 121 FIRST RECEIVER OPERATIONS & DECONTAMINATION FOR HEALTHCARE****1-1.25 units**

Course length: 16-24 hours lecture

This course covers the first receiver operations requirements for hospital personnel who receive patients at a medical facility and respond in a defensive fashion. This course will cover both internal and external incidents. Hospitals may receive patients from hazardous materials and CBRNE (Chemical, Biological, Radiological, Nuclear and high- yield Explosive) events that have not been decontaminated because they left the scene prior to the arrival of emergency responders. This course will cover both directed self decontamination as well as hospital decontamination teams.

**FST 124 FIRE CONTROL 3****.25 units**

Course length: 9 hours clinic/field

***Prerequisite: Must be employed as a first responder or obtain instructor approval.***

This course is designed to keep firefighting personnel at a high level of skill in combating building fires. It utilizes the burning of an otherwise useless building for the purpose of increasing our firefighting experience and knowledge levels. It is designed to provide information on fire behavior, ventilation procedures and techniques, search and rescue, interior attack, exterior attack, basement firefighting, overhaul techniques, exposure protection, and an opportunity to attack a well involved building fire with several hand lines and master stream appliances. It also provides an excellent opportunity to train personnel in breathing apparatus survival. This course may be offered as Pass/No Pass.

**FST 129 WATER RESCUE FIRST RESPONDER****.5 units**

Course length: 8 hrs lecture, 2 hours laboratory

CSU

***Prerequisite: This class is a First Responder level course and requires students to have basic knowledge in the areas of ICS and available local resources.***

The Water Rescue First Responder course is a 10 hour class (8 hours lecture & 2 hours Lab) which is designed to educate the student about the equipment and procedures involved in moving and static water rescue. The course is designed to introduce the students to the hazards of the water rescue environment. This course also teaches the limitations of first responder – operations trained personnel for land based rescue.

**FST 131 FIRE COMMAND 2E WILDLAND FIRE CONTROL I****2 units**

Course length: 54 hours lecture

**Prerequisite:** *Must be employed as a first responder or have instructor approval. Must have completed I-300, Fire Command 1C, Fire Command 2A*

This course contains such topics as California's wildland fire problem, wildland fire safety, weather effects, wildland fuels, wildland fire behavior, initial attack methods, using support equipment, using topographic maps, strategy and tactics, and air attack operations. Involves class participation and simulation. This course may be offered as Pass/No Pass.

**FST 133 INTRODUCTION TO WILDLAND FIRE BEHAVIOR****.5 units**

Course length: 8 hours lecture

This introductory course provides instruction in basic wildland fire behavior factors that will aid students in the safe and effective control of wildland fires. This course may be offered as Pass/No Pass.

**FST 134 BASIC WILDLAND FIREFIGHTER ACADEMY****2 units**

Course length: 32 hours lecture, 35 hours laboratory

This course prepares the novice wildland firefighter for successfully combating wildland fires as part of either an engine or hand crew. Subjects covered include: basic fire chemistry, terminology, wildland fuels and fuel loads, wildland fire behavior, firefighting tools, survival techniques, protective clothing and equipment and basic wildland firefighting strategies and tactics. This course may be offered as Pass/No Pass.

**FST 139 ICS FOR EMERGENCY MEDICAL SERVICES (NATIONAL FIRE ACADEMY)****.25 units**

Course length: 8 hours lecture, 6 hours laboratory

This course is for Emergency Medical Services workers in both public and private providers. The student will be introduced to the concepts of the Incident Command System (ICS) specific to Emergency Medical Services. This course may be offered as Pass/No Pass.

**FST 140 ESSENTIALS OF FIRE FIGHTING****8.25 units**

Course length: 93 hours lecture, 170 hours laboratory

**CSU**

**Prerequisite:** *Must be employed as a first responder or obtain instructor approval*

This course is suited for entry-level firefighters or those who wish to be a firefighter. This course provides the firefighter with the knowledge and skills to safely perform firefighter duties under minimal supervision essential and advanced fireground tasks. Additionally, the student will be able to perform basic rescue operations, basic fire prevention and fire investigation tasks and to use, inspect, and maintain fire fighting and rescue equipment. This course is one of five courses offered by Palo Verde College that culminate in and satisfy the requirements for a California State Fire Marshal Fire Fighter I certification.

**FST 150 HAZ MAT – FIRST RESPONDER OPERATIONS****1 unit**

Course length: 16-24 hours lecture

**CSU**

This is a lecture course (Operational Level) that prepares the student to react to a hazardous material emergency. This course is designed to train participants how to respond defensively to a hazardous materials release. This is intended to be an initial response effort to this type of emergency. This class will satisfy the state and federal requirements for those working with the potential of, or responding to, a hazardous material incident. This course may be offered as Pass/No Pass.

**FST 151 HAZ MAT – FIRST RESPONDER AWARENESS****.5 unit**

Course length: 8 hours lecture

**CSU**

This is an 8 hour course that prepares the student to react to a hazardous material emergency. It is a federal and state required class for employees (maintenance workers, groundskeepers, warehouse persons and the like) who work in an industry where hazardous materials are utilized. This course is intended to be a minimal response effort to this type of emergency (identify the material, isolate the area, deny entry and notify response agencies). May be offered Pass/No Pass.

**FST 152 BASIC CHEMISTRY, MODULE 1A, HAZ-MAT TECHNICIAN****2 units**

Course length: 40 hours lecture

**CSU**

This class provides the student with a fundamental understanding of inorganic and organic chemistry as it applies to hazardous materials. This course will cover the introduction to the periodic table, ionic and covalent compounds including salts and non-salt compounds, hydrocarbons and hydrocarbon derivatives, a review of the DOT classes of hazardous materials will also be covered. This course may be offered as Pass/No Pass.

**FST 153 APPLIED CHEMISTRY****2 units**

Course length: 40 hours lecture

**CSU**

***Prerequisite: Must be employed as a first responder or obtain instructor approval; FST 152 Basic Chemistry, Module 1A, HAZ-MAT Technician.***

Applies a basic understanding of inorganic and organic chemistry to the field identification and management of hazardous materials. The Hazardous Material Technician will learn procedures for taking samples in the field and applying analytical methods to identify and characterize unknown hazardous materials. Students will learn analytical methods to identify flammables, corrosives, oxidizers, peroxides, reactives, and radioactives. This course may be offered as Pass/No Pass.

**FST 154 INCIDENT CONSIDERATIONS, MODULE 1C, HAZ-MAT TECHNICIAN****2 units**

Course length: 40 hours lecture

**CSU**

Provides the student with the fundamentals of safety as applied to a hazardous materials emergency incident. This class covers federal and state laws dealing with hazardous materials. The students will learn resources which may be used in gathering information for determining levels of personal protection. They will learn to use monitoring equipment. This course may be offered as Pass/No Pass.

**FST 155 TACTICAL FIELD OPERATIONS****2 units**

Course length: 40 hours lecture

**CSU**

***Prerequisite: Must be employed as a first responder or obtain instructor approval; FST 154 Incident Considerations, Module 1C, HAZ-MAT Technician.***

Provides the student with the fundamentals of hazard and risk management as applied to hazardous materials emergencies. The Department of Transportation Guide Book on various chemicals will be utilized. Description of fixed facilities (Industrial Plants) and various transportation systems that use hazardous materials in business ventures will be discussed. This includes airports, pipelines, maritime, motor vehicles and rail car. This course may be offered as Pass/No Pass.

**FST 157 SPECIALIZED MITIGATION TECHNIQUES MODULE 1F, HAZ-MAT SPECIALIST****2 units**

Course length: 32 hours lecture, 8 hours laboratory

**CSU**

Provides the student with the fundamental skills required to operate the necessary tools and equipment for mitigating hazardous materials incidents. A manipulative skill session with hands-on training utilizing the various tools and equipment in accomplishing the methods of controlling spills and leaks of hazardous materials. This course may be offered as Pass/No Pass.

**FST 158 ADVANCED FIELD OPERATIONS MODULE 1G, HAZ-MAT SPECIALIST****2 units**

Course length: 40 hours lecture

**CSU**

Provides the student with the fundamental skills required to fulfill all positions in the Incident Command System (ICS) during a hazardous materials incident and to operate the necessary tools and equipment for mitigating hazardous materials incidents. This course may be offered as Pass/No Pass.



**FST 159 ICS-200 BASIC INCIDENT COMMAND SYSTEM (ICS)****1 unit**

Course length: 16 hours lecture

**CSU**

The five primary functions of the ICS is featured: Management by 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. This course may be offered as Pass/No Pass.

**FST 160 WASTE CLEAN-UP OPERATIONS****2 units**

Course length: 40 hours lecture

This course will address the elements necessary for Hazardous Waste Site Workers. It will follow the guidelines of 29 CFR 1910.120. The course is an intensive 40 hours of interactive lectures, workgroup activities and quizzes. This course is suitable for routine site employees, their supervisors and/or managers. This course may be offered as Pass No Pass.

**FST 161 HAZ MAT – INCIDENT COMMAND SYSTEMS****1 unit**

Course length: 18 hours lecture

**CSU*****Prerequisite: IS-300 or I-300 or obtain instructor approval******NOTE: This is not a State Fire Marshal Certified course.***

This course will enable Haz-Mat response and support personnel to understand and implement the Incident Command System (ICS) on hazardous materials incidents. This course will focus and train students in hazardous materials ICS specifically and identifies Haz-Mat ICS positions in detail. The requirements for use and position specific matter will be presented. This course is suitable for engine/truck/EMS company members, Haz-Mat team members and command personnel both from the public and private sectors. This course may be offered as Pass/No Pass.

**FST 162 ICS-300 INTERMEDIATE INCIDENT COMMAND SYSTEMS (ICS)****1.0 -1.25 units**

Course length: 18-24 hours lecture

**CSU*****Prerequisite: FST 159 IS-200 (BASIC ICS)***

This course provides 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 in establishing incident objectives, unified command, incident resource management, planning process, demobilization, transfer of command, and close out. This course may be offered as Pass/No Pass.

**FST 163 IS-400 ADVANCED INCIDENT COMMAND SYSTEM (ICS)****1 units**

Course length: 16 hours lecture

**CSU*****Prerequisite: FST 162 IS-300 (Intermediate ICS)***

This course directs the student towards an operational understanding of large single-agency and complex multi-agency/multi-jurisdictional incident responses. Topics include the review of fundamentals for command and general staff, major and/or complex incident/event management, area command, and multi-agency coordination. This course may be offered as Pass/No Pass.

**FST 164 HAZ MAT – INCIDENT COMMAND SYSTEMS REFRESHER****.5 units**

Course length: 9 hours lecture

***Prerequisite: FST 162 IS-300 (Intermediate ICS)***

This course (Refresher Level) enables the student to understand nationally accepted Incident Command System (ICS) that deals in the management of a Hazardous Material incident. This is a system that is indicated by law (Federal& State) to be used in hazardous material emergencies. The student will be lectured on the management positions established by the ICS. This course may be offered as Pass/No Pass.

**FST 165 CONFINED SPACE RESCUE OPERATIONS****1 unit**

Course length: 10 hours lecture, 30 hours laboratory

**CSU**

This course presents a review of confined space definitions and operating restrictions and principles, then moves the student through a series of drills and scenarios for practical application of the skills and techniques presented. This course may be offered as Pass/No Pass.

**FST 166 CONFINED SPACE RESCUE AWARENESS****.5-1 unit**

Course length: 9-18 hours lecture

**CSU**

This introductory course presents an overview of confined space definitions and operating restrictions and principles. The course includes: confined space codes, atmospheric hazards and monitoring, and confined area operation perimeters. This course may be offered as Pass/No Pass.

**FST 167 CONFINED SPACE III****.5 units**

Course length: 9 hours lecture

This course (Refresher Level) will give participants an overview of the new OSHA regulations as well as the current new ANSI standards relative to confined space rescue. This course may be offered as Pass/No Pass.

**FST 168 HAZ MAT REGULATIONS – WAREHOUSE PERSONNEL & DRIVERS****.5 units**

Course length: 9 hours lecture

This course (Refresher Level) will give participants an overview of the new OSHA regulations as well as the current new ANSI standards relative to confined space rescue for individuals responsible for storing, handling or transporting hazardous materials. This course may be offered as Pass/No Pass.

**FST 169 BASIC HAZ CAT****.5 units**

Course length: 9 hours lecture

This course (Refresher Level) teaches individuals how to recognize Haz Mat materials by their labels and signage. Students will learn how to categorize materials and which labels to use in identifying hazardous materials. This course may be offered as Pass/No Pass.

**FST 170 INTERMEDIATE HAZ CAT****.5 units**

Course length: 9 hours lecture

**Prerequisite: FST 169 Basic HAZ CAT**

This is the second course (Refresher Level) in a series of three which teaches individuals how to recognize Haz Mat materials by their labels and signage. Students will learn how to categorize materials and which labels to use in identifying hazardous materials. This course may be offered as Pass/No Pass.

**FST 171 ADVANCED HAZ CAT****.5 units**

Course length: 9 hours lecture

**Prerequisite: FST 170 Intermediate HAZ CAT**

This is the third course (Refresher Level) in a series of three which teaches individuals how to recognize Haz Mat materials by their labels and signage. Students will learn how to categorize materials and which labels to use in identifying hazardous materials. This course may be offered as Pass/No Pass.

**FST 172 TSD FACILITY TRAINING****1.5 units**

Course length: 27 hours lecture

This course satisfies required training (29 CFR 1910.120) for TSD (Treatment/Storage/Disposal/Waste Sites) facilities. Emphasis is placed on teamwork and proper use of environmental monitoring instruments, personal protective clothing and equipment, and participation in a series of realistic, hands-on exercises, demonstrations and simulations. Topics include: Hazardous Materials Identification System, Medical Surveillance, Employee Risk Analysis, Personal Protective Equipment, Respiratory Protection, Site Survey, Monitoring Instruments, and Decontamination. This course may be offered as Pass/No Pass.

**FST 173 RESCUE SYSTEMS 1: BASIC RESCUE SKILLS****2 units**

Course length: 40 hours lecture

**CSU**

Key topics include: Team organization, rescue, and environmental considerations, use of ropes, knots rigging and pulley systems, descending, rappelling, and belaying tools and techniques, subsurface rescue techniques, use of cribbing, wedges, cutting/prying and hydrolic tools, use of fire service ladders in specialized rescue situations, and day and night simulated rescue exercises. This course may be offered as Pass/No Pass.

**FST 174 RESCUE SYSTEMS 2: ADVANCED RESCUE SKILLS****2 units**

Course length: 40 hours lecture

**CSU****Prerequisite: FST 173 Rescue Systems 1: Basic Rescue Skills**

Provides advanced heavy rescue system techniques. Key topics include: Structural building types, wood and mechanical shores, crib capacities, floor weight calculations, building search, confined space considerations, damaged structure hazard assessment, use of small power tools, air bags, and USAR ICS. This course may be offered as Pass No Pass.

**FST 175 LOW ANGLE ROPE RESCUE OPERATIONAL****.5 units**

Course length: 24 hours laboratory

**CSU**

Designed to equip the student with the techniques and methods for using rope, webbing, hardware friction devices, litters in low angle rescue situations. Areas covered include: Rope and related equipment, anchor systems, safety lines, stretcher lashing and rigging, mechanical advantages systems and single line and two line rescue systems. This course may be offered as Pass/No Pass.

**FST 176 BASIC HIGH-RISE FIRE OPERATIONS AND TACTICS****.25 units**

Course length: 6 hours lecture, 10 hours laboratory

This course prepares the student for fire suppression and rescue operations in the high-rise building environment. It is approached from an operational basis and is applied to both small and large high-rise buildings. Topics include: pre-fire planning, building inventory, ventilation methods, water supply, elevators, life safety, and application of the Incident Command System, and specific responsibilities. This course may be offered as Pass/No Pass.

**FST 178 INSTRUCTOR 1A, INSTRUCTIONAL TECHNIQUES****2 units**

Course length: 32 hours lecture, 8 hours laboratory

**CSU**

This is the first of a two course series. Topics include: The Occupational Analysis, course outlines, concepts of learning, levels of instruction, behavioral objectives, lesson plan development, psychology of learning, and instructor evaluation. Student teaching demonstrations are required of all. This course may be offered as Pass/ No Pass.

**FST 179 INSTRUCTIONAL TECHNIQUES, INSTRUCTOR 1B, PART 2****2 units**

Course length: 32 hours lecture, 8 hours laboratory

**CSU**

This is the second of a two course series and is the standard State Board of Fire Services accredited course for trainers. Topics include: preparing course outlines, establishing levels of instruction, constructing behavioral objectives, using lesson plans, instructional aid development, fundamentals of testing and measurements, test planning, evaluation techniques and tools. Activities include student teaching demonstrations. This course may be offered as Pass/No Pass.

**FST 180 INSTRUCTIONAL TECHNIQUES, INSTRUCTOR 1C, Part 3****2 units**

Course length: 32 hours lecture, 8 hours laboratory

**Prerequisite: FST 178 and FST 179**

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.

**FST 182 FIRE MANAGEMENT I****2 units**

Course length: 40 hours lecture

**CSU**

This course is one of eight courses required for State Fire Officer I Certification. It is designed for the new or potential company officer who has had no or little exposure to the world of Management and Supervision. The course is divided into three sections: (1) The Company Officer as a Leader, (2) Internal/External Influences and, (3) The Company Officer in the Work Place. This course will prepare fire service personnel for the transition from Fire Fighter to Fire Officer by teaching them the skills and responsibilities required for First Level Supervision. This course may be offered as Pass/ No Pass.

---

## **FST 183 TERRORISM: WEAPONS OF MASS DESTRUCTION**

1 unit

Course length: 18 hours lecture

CSU

**Prerequisite:** *Student must be a First Responder or gain permission of instructor.*

The use of weapons of mass destruction - chemical, biological, nuclear, radiological, explosive or incendiary weapons - has marked not only a fundamental change in what man will use in war, but in what terrorists will use against innocent civilian victims. This topic is approached from several perspectives so that students come away with a thorough understanding of the weapons available to terrorists, the actual historical development and uses of such weapons and the current threat potential. The course will also cover pre-incident indicators and first responder concerns. This course may be offered Pass/No Pass.

## **FST 186 FIRE MANAGEMENT 2C: PERSONNEL AND LABOR RELATIONS**

2 units

Course length: 40 hours lecture

CSU

This course is designed to provide the fire manager with advanced knowledge and insight of fire personnel, human resource, diversity management, legal mandates, labor relations, and related areas. Methodology will include presentations, case study, exercises and focused discussions.

## **FST 194 FIRE MANAGEMENT 2A**

1.5 units

Course length: 40 hours lecture

CSU

**Prerequisite:** *FST 182 Fire Management 1*

Organizational Development and Human Relations – This course provides information on how to make the transition from supervisor to manager. It offers sound management principles in preparation for more intensified training in specific disciplines. Topics of discussion include internal and external influences, personality traits of your firefighters, managing human relations, group dynamics, conflict solution and more. This course is designed for chief officers, company officers, staff officers, training officers, and other fire service managers.

## **FST 195 FIRE MANAGEMENT 2B**

1.5 units

Course length: 40 hours lecture

CSU

**Prerequisite:** *FST 182 Fire Management 1; FST 194 Fire Management 2A*

Fire Service Financial Management – This course is designed to provide insight into the cyclical nature of budgeting and financial management. As a management course, the student will become familiar with essential elements of the financial planning, budget preparation, budget justification, and budget controls. This course is designed for chief officers, company officers, staff officers, and other fire service managers.

## **FST 197 FIRE COMMAND 2A, COMMAND TACTICS AT MAJOR FIRES**

2 units

Course length: 40 hours lecture

This course prepares the officer to use management techniques and the Incident Command System (ICS) when commanding multiple alarms or large suppression fires. Topics include advanced ICS, tactics and strategies for large suppression operations, and communication/management techniques for use in unified command structures and areas of geographical division separation. This course may be offered as Pass/No Pass.

## **FST 198 FIRE COMMAND 2B**

1.5 units

Course length: 40 hours lecture

CSU

**Prerequisite:** *FST 201 Fire Command 1B, FST 197 Fire Command 2A, FST159 IS-200 (Basic ICS)*

Management of Major Hazardous Materials Incidents – This course includes areas of discussion on information and databases, organizations, agencies and institutions involved in hazardous materials response and research, planning for your community's hazardous materials problems, legislation, litigation and liabilities of hazardous materials responses. This course is designed for chief officers, company officers, and training officers.

**FST 199 COMMAND 2C**

1.5 units

Course length: 40 hours lecture

CSU

***Prerequisite: FST 197 Fire Command 2A; FST 159 IS-200 (Basic ICS)***

High Rise Fire Tactics – The course is approached from a system basis and is applied to both small and large high-rise buildings. Topics include: Prefire planning, building inventory, problem identification, ventilation methods, water supply, elevators, life safety, strategy and tactics, application of the ICS, and specific responsibilities. Case studies and simulation are used.

**FST 200 FIRE COMMAND IA: COMMAND PRINCIPLES FOR COMPANY OFFICERS**

2 units

Course length: 40 hours lecture

CSU

This course provides instruction and simulation time pertaining to the initial decision and action processes at a working fire. Topics include the fire officer, fire behavior, fireground resources, operations, and management. This course may be offered as Pass/No Pass.

**FST 201 FIRE COMMAND 1B**

1.5 units

Course length: 40 hours lecture

CSU

This course provides instruction in tactics and strategies and scene management principles for incidents involving hazardous materials. This course includes areas of discussion on identification and hazard mitigation, decontamination, protective clothing, environmental concerns and legal issues. This course may be offered as Pass/No Pass.

**FST 202 FIRE COMMAND M2E: WILDLAND FIRE FIGHTING TACTICS**

2 units

Course length: 40 hours lecture

CSU

This course contains such topics as California's wildland fire problem, wildland fire safety, weather effects, wildland fuels, wildland fire behavior, initial attack methods, using support equipment, using topographic maps, strategy and tactics, and air attack operations. Involves class participation and simulation. This course may be offered as a Pass/ No Pass.

**FST 204 FIRE COMMAND 1C**

2 units

Course length: 40 hours lecture

CSU

***Prerequisite: Must be employed as a first responder or have instructor approval. Must have completed FST159 IS-200, FST 200 Fire Command 1A***

This course is designed around the responsibilities of the Company Officer at a wildland/urban interface incident. It will bring the structural Company Officer out of the city and into the urban interface. This course may be offered as Pass/No Pass.

**FST 205 FIRE INVESTIGATION IA: FIRE ORIGIN AND CAUSE DETERMINATION**

2 units

Course length: 40 hours lecture

CSU

This course provides the participants with an introduction and basic overview of fire scene investigation. The focus of this course is to provide information on fire scene indicators and to determine the fire's origin. This may be offered as Pass/No Pass.

**FST 207 MEDICAL UNIT LEADER**

.25 units

Course length: 8 hours lecture

CSU

***Prerequisite: Must be employed as a first responder or obtain instructor approval******Required: Valid California EMT-1 Certification or equal***

This course provides the information necessary for the qualified student to perform as an effective Medical Unit Leader on any ICS management incident. Topics covered include: organization orientation; duties and responsibilities; Medical Emergency Plan formulation; and medical unit operations. Total of 8 hours lecture. This course may be offered as Pass/ No Pass.

**FST 208 FIRE COMMAND 2D**

2 units

Course length: 40 hours lecture

CSU

**Prerequisite:** *Must be employed as a first responder or instructor approval. Must have successfully completed FST197 Fire Command 2A and FST 162 IS-300*

This course includes principles of disaster planning and management, fire service emergency plans, emergency operations centers, case studies of various natural and man made disasters, and roles of local, state and federal OES and emergency management agencies, discussion of multi-hazard planning techniques, ICS and SEMS concepts, and principles of exercising emergency management staff. This course may be offered as Pass/ No Pass.

**FST 211 SIMULATOR TRAINING**

.25 units

Course length: 8 hours lecture

CSU

**Prerequisite:** *Must be employed as a first responder or obtain instructor approval.*

Principles of fire command are taught through the utilization of structured scenarios. Each participant will be the Incident Commander for a 30-minute scenario. Students will be evaluated on their ability to function in this role. This course may be offered as Pass/No Pass.

**FST 212 FIRE MANAGEMENT 2D - MASTER PLANNING**

2 units

Course length: 40 hours lecture

CSU

**Prerequisite:** *FST 182 Fire Management 1, FST 194 Fire Management 2A*

This course provides information and discussion centering on program planning, master planning, forecasting, system analysis, system design, policy analysis, and others. This course may be offered Pass/No Pass.

**FST 213 FIRE MANAGEMENT 2E**

2 units

Course length: 40 hours lecture

CSU

**Prerequisite:** *FST 194 Fire Management 2A*

This course provides an overview of contemporary management issues and concepts. Key topics include: Governmental relations, changing settings/policy formation, program management, personnel, labor relations, and legal environment. Designed for Chief Officers, Company Officers, and functional managers. This course may be offered Pass/No Pass.

**FST 215 STRIKE TEAM LEADER-ENGINE**

.75 units

Course length: 16 hours lecture

CSU

**Prerequisite:** *Must be employed as a first responder or obtain instructor approval.*

This course covers the basic responsibilities of an Engine Strike Team Leader. Subjects covered include: The strike team concept, types of strike teams, pre-incident responsibilities, assembly and travel, incident arrival and check-in, assigned/available status, out-of-service status, and demobilization/release. This course may be offered as Pass/No Pass.

**FST 216 INSTRUCTOR 2A TECHNIQUES OF EVALUATION**

2 units

Course length: 40 hours lecture

CSU

**Prerequisite:** *FST 178 Instructor 1A & FST 179 Instructor 1B*

This course provides the Instructor and/or supervisor with the techniques of evaluation. It includes: Construction of written (technical knowledge) and performance (manipulative skills) tests, as well as test planning, test analysis, test security, and evaluation of test results to determine instructor and student effectiveness. Essential course for writing valid, objective tests. This course may be offered as Pass/No Pass.

**FST 217 INSTRUCTOR 2B GROUP DYNAMICS AND PROBLEM SOLVING**

2 units

Course length: 40 hours lecture

CSU

**Prerequisite:** *FST 178 Instructor 1A & FST 179 Instructor 1B*

This course is designed to develop leadership skills. Group dynamics, problem-solving techniques, and interpersonal relations are utilized in staff meetings, brainstorming sessions, and conference meetings. Skills are developed for conducting formal public meetings, panel discussions, and forums. This course may be offered as Pass/No Pass.

**FST 218 INSTRUCTOR 2C EMPLOYING AUDIOVISUAL AIDS**

2 units

Course length: 40 hours lecture

CSU

***Prerequisite: FST 178 Instructor 1A & FST 179 Instructor 1B***

This course covers the principles and selection of media in the instructional process, employment of basic and advanced forms of instructional media, use of computers in the instructional process, and individualized instruction programs. Teaching demonstrations are required of all participants. If offered under the auspices of the State Fire Marshall this will qualify the student for an Instructor II certification. This course may be offered as Pass/No Pass.

**FST 219 RESCUE SYSTEMS 3**

.75 units

Course length: 8 hours lecture, 16 hours laboratory

CSU

***Prerequisite: FST174 Rescue System 2: Advanced Rescue Skills AND FST165 Confined Space Rescue Operations OR FST166 Confined Space Rescue Awareness OR FST167 Confined Space III***

This course bridges the training gap between the California State Fire Training Rescue Systems 2 Advanced Rescue Skills course and the Federal Emergency Management Agency Structural Collapse Technician course. Key topics include: powder actuated tools, pneumatic shores, additional tools and techniques for breaking and breathing, cutting a tensioned cable, the "O" course, rigging, and crane operations. This course may be offered as Pass/No Pass.

**FST 222 HAZARDOUS MATERIALS TECHNICIAN FOR INDUSTRY**

2 units

Course length: 40 hours lecture

CSU

The Hazardous Materials Technician, Industry 40 hour class was designed to help employers train employees to the Hazardous Materials Technician level as described in the Cal-OSHA found in Title 8 CCR 5192(g)(6)(C). This course prepares the employee to recognize and respond to hazardous materials incidents within their facility. This course may be offered as Pass/No Pass.

**FST 223 HAZARDOUS MATERIALS INCIDENT COMMANDER**

1.5 units

Course length: 24 hours lecture

CSU

***Prerequisite: Must be employed as a first responder or obtain instructor approval.***

This course provides the tools needed to assume control of an emergency response to a Haz-Mat or WMD incident. It focuses on legal and practical requirements to safely and competently manage a hazmat incident. Instructional methods include class activities, case studies, and tabletop exercises with emphasis on hands-on decision making. This course may be offered as Pass/No Pass.

**FST 228 EMERGENCY CARE OF THE SICK AND INJURED**

1.5-2 units

Course length: 25-30 hours lecture, 15 hours laboratory

CSU

***Prerequisite: Must be employed as a first responder or instructor approval.***

Emergency Care of the Sick and Injured is a hands-on and technical training course in emergency care procedures, including: examining the victim, observing surroundings, discussion of case histories, maintaining an airway, performing resuscitation and cardiopulmonary resuscitation, controlling bleeding, treating cerebrovascular injuries, treating shock, treating seizures, childbirth, performing manual lifts and carries, and improvising and arranging transportation. This course meets present public safety emergency care requirements for fire service personnel. This course is one of five courses offered by Palo Verde College that culminate in and satisfy the requirements for a California State Fire Marshal Fire Fighter I certification. This course may be offered Pass/No Pass.

**FST 229 CERT-COMMUNITY EMERGENCY RESPONSE TEAM**

.5-1 unit

Course length: 10-16 hours lecture, 8 hours laboratory

CSU

This course is an array of community emergency response techniques. It is designed for those who wish to serve in a volunteer setting in support of public response agencies. The training covers an array of emergency response strategies, tactics and methods for operations before, during and after disasters. You will have the opportunity during the course to use your skills and knowledge of CERT organization and operations in a simulated disaster exercise. This course may be offered as Pass/No Pass.

**FST 231 FIRE PREVENTION 1A****2 units**

Course length: 40 hours lecture

***Prerequisite: Must be employed as a first responder or have instructor approval.***

This course provides a broad, technical overview of fire prevention codes and ordinances, inspection practices, and key hazards. It is suitable for company officers, fire inspectors and those wishing to promote. This course may be offered as Pass/No Pass.

**FST 232 FIRE PREVENTION 1B****2 units**

Course length: 40 hours lecture

***Prerequisite: FST 231 Fire Prevention 1A***

This course focuses on the special hazards associated with flammable and combustible liquids and gases. Some topics of discussion include: Bulk storage and handling, transportation of flammable gases and liquids, and more. This course may be offered as Pass/No Pass.

**FST 233 FIRE PREVENTION 1C****2 units**

Course length: 40 hours lecture

***Prerequisite: FST 231 Fire Prevention 1A and FST 232 Fire Prevention 1B or as approved by the instructor.***

This course is a continuation of Fire Prevention 1B and specifically focuses on the storage, labeling, transportation and control of special hazards associated with flammable and combustible liquids and gases. This course may be offered as Pass/No Pass.

**FST 234 FIRE PREVENTION 2A****2 units**

Course length: 40 hours lecture

***Prerequisite: FST 231 Fire Prevention 1A and FST 232 Fire Prevention 1B or permission by the instructor.***

This course provides the information on laws and regulations pertaining to systems, description, installations, and problems relating to fire protection systems. Topics of discussion include: Smoke and fire detectors, fire alarm equipment, building components, assemblies and devices, fire doors, and basic hydraulic calculations for sprinkler systems. This course may be offered as Pass/No Pass.

**FST 235 FIRE PREVENTION 2B****2 units**

Course length: 40 hours lecture

***Prerequisite: FST 231 Fire Prevention 1A and FST 232 Fire Prevention 1B or permission by the instructor.***

This course provides the participants with extensive, in-depth information about the fire and life safety standards of buildings as they relate to Titles 19 and 24. Topics for discussion include: Types of construction, construction methods and materials, interior finishes, roof coverings, occupancy, and more. This course may be offered as Pass/No Pass.

**FST 236 FIRE PREVENTION 2C****2 units**

Course length: 40 hours lecture

***Prerequisite: FST 231 Fire Prevention 1A, FST 232 Fire Prevention 1B, and FST 233 Fire Prevention 1C or have instructor approval.***

This course introduces the participants to more unique or unusual prevention challenges. Topics include: Industrial ovens, cleaning and finishing processes, welding, refrigeration systems, medical gases, fireworks, and much more. This course may be offered as Pass/No Pass.

**FST 237 FIRE PREVENTION 3A****2 units**

Course length: 37 hours lecture, 3 hours laboratory

***Prerequisite: FST 231 Fire Prevention 1A, FST 232 Fire Prevention 1B or have instructor approval. Algebra or college level mathematics is desirable.***

This course offers an explanation and analysis of the functions and capabilities of a hydraulically calculated sprinkler system. Participants will learn and practice with the various methods used to perform hydraulic calculations. This course may be offered as Pass/No Pass.



**FST 238 FIRE PREVENTION 3B****2 units**

Course length: 31 hours lecture, 9 hours laboratory

**Prerequisite:** *FST 231 Fire Prevention 1A, FST 232 Fire Prevention 1B and FST 233 Fire Prevention 1C or have instructor approval.*

This course provides hands-on Fire Prevention training. Topics include: Codes, standards and local amendments, site plan review, building construction and characteristics, fire protection equipment, multi-family occupancies, commercial buildings, care facilities, drinking/dining facilities, shopping malls, and high rise buildings. This course may be offered as Pass/No Pass.

**FST 239 FIRE PREVENTION 3C****2 units**

Course length: 31 hours lecture, 9 hours laboratory

**Prerequisite:** *FST 231 Fire Prevention 1A, FST 232 Fire Prevention 1B and FST 233 Fire Prevention 1C or have Instructor approval.*

This course provides hands-on Fire Prevention training. Topics include: Codes, standards and local amendments, site plan review, building construction and characteristics, fire protection equipment, multi-family occupancies, commercial buildings, care facilities, drinking/dining facilities, shopping malls, and high rise buildings. This course may be offered as Pass/No Pass.

**FST 240 FIRE PREVENTION 1****1.5 units**

Course length: 28 hours lecture, 5 hours clinic/field

CSU

This course provides fire prevention, suppression, public education, and fire investigation personnel with a broad technical overview of fire prevention function, responsibility and authority; relates fire protection and life safety to building construction; introduces types and operating principles of fire protection and detection systems; explores the elements of a company inspection program, and provides the principles and procedures for fire inspections. Satisfies part of the California Office of State Fire Marshal Certification Training Standards for Company Officer. This course may be offered as Pass/No Pass.

**FST 250 HAZ MAT – TECHNICIAN/SPECIALIST REFRESHER I****.25-.5 units**

Course length: 8-16 hours lecture

CSU

The HAZMAT First Responder Operations Refresher course is a CSTI certified course which is designed to provide yearly review of training for Hazardous Materials operations and to maintain competencies (per requirements in California Code of Regulations Title 8, Chapter 4, Section 5192). This course includes classroom training in the various functions of hazardous materials response. This course may be offered as Pass/No Pass.

**FST 251 HAZ MAT – TECHNICIAN SPECIALIST REFRESHER II****1 unit**

Course length: 17 hours lecture, 10 hours laboratory

CSU

**Prerequisite:** *Be employed as a Certified Hazardous Materials Technician or Specialist*

The Hazardous Materials Technician/Specialist Refresher II course is a CSTI certified course which is designed to provide sufficient training for Hazardous Material Technicians and Specialists to maintain their competencies (per requirements in California Code of Regulations Title 8, Chapter 4, Section 5192). This course includes hands-on and classroom training in the various functions of hazardous materials response. This course may be offered as Pass/No Pass.

**FST 280 SELECTED TOPICS IN FIRE SCIENCE TECHNOLOGY****.25-4 units**Course length: 4.5-72 hours lecture and/or  
13.5-216 hours laboratory  
9-108 hours clinic/field

CSU

Group investigation of a special topic in the area of fire science technology. As appropriate, the specific subject will be announced in the Schedule of Courses. This course may be offered as Pass/No Pass.

**FST 290 SELECTED STUDIES IN FIRE SCIENCE TECHNOLOGY****.25-4 units**Course length: 4.5-72 hours lecture and/or  
13.5-216 hours laboratory  
9-108 hours clinic/field**CSU**

Group investigation of a special problem in the area of fire science technology. As appropriate, the specific subject will be announced in the Schedule of Courses. This course may be offered as Pass/No Pass.

## FRENCH

**FRE 101 ELEMENTARY FRENCH I****5 units**

Course length: 90 hours lecture

**CSU GE: C2; UC****Prerequisite: Eligibility for ENG 099**

This course is an introduction to understanding, speaking, reading and writing French. Emphasis is on the vocabulary, pronunciation, intonation, grammar and cultural knowledge needed to communicate in everyday situations. French culture, history and geography will also be studied.

**FRE 102 ELEMENTARY FRENCH II****5 units**

Course length: 90 hours lecture

**IGETC: 6A; CSU GE: C2; UC****Prerequisite: FRE 101**

Elementary French II is a review and expansion of the fundamentals of the French language, including pronunciation, intonation, grammar, and usage. Clear, correct and effective writing skills are emphasized. Further aspects of French history and culture will be considered, building on materials presented in FRE 101. Some basic aspects of French literature will be discussed.

## GENERAL STUDIES

**☒ ☒ GES 101 INTRODUCTION TO COLLEGE LIFE****1 unit**

Course length: 18 hours lecture

**CSU**

This course provides students training and experiences that will allow them to be successful in their first year and beyond. Topics to be covered are the matriculation process of admission, orientation, assessment and advising, academic policies/procedures, written definitions of students rights and responsibilities, campus resources, programs and services, introduction to California systems of education, formulation of student educational goals, degree/ transfer and programs of study, increasing self-esteem and motivation, goal setting skills, memory development, time management, study skills, understanding diversity, and career planning.

**☒ ☒ GES 115 THE MASTER STUDENT****3 units**

Course length: 54 hours lecture

**CSU GE: E; UC**

Topics to be covered are the matriculation process of administration, orientation, assessment and advising, academic policies/procedures, written definitions of student rights and responsibilities, campus resources, programs and services, introduction to the California system of higher education, formulation of student educational goals and degree/transfer and programs of study. This course also examines the techniques used to enhance academic skills in order to achieve subject matter mastery and develop strategies for success in a diverse society. Critical thinking skills are interwoven throughout the course by exploring areas such as motivation and attitudes, stress management, creativity, interpersonal communication, and personal health. Topics from developmental psychology, learning theory and personality theory are presented as a foundation for this course. Topics include, but are not limited to: active listening, time management, study skills and techniques, goal setting and self-assessment. The course is designed for new or re-entry students and others who can benefit.

## GEOGRAPHY

### ☒📖 GEO 101 PHYSICAL GEOGRAPHY

4 units

Course length: 54 hours lecture, 54 hours laboratory

**IGETC: 5A, 5C; CSU GE: B1, B3; UC: S**

A study of the interrelated systems that continually modify and mold the surface of the Earth. Topics include maps, and image analysis, weather, climate, landform development, soils, erosion, water, fluvial processes, desert processes, glacial processes, and coastal processes. The course includes lab exercises that compliment lecture material and also includes local field trips.

### ☒📖 GEO 103 WORLD GEOGRAPHY

3 units

Course length: 54 hours lecture

**IGETC: 4E; CSU GE D5; UC: B**

World Geography provides a systematic study of the major geographic regions of the world. Specific countries within various regions are investigated in terms of their physiographic features, climatic conditions, natural resources, cultural heritage, population characteristics, agricultural practices, transportation systems, economic development, and future prospects.

### ☒📖 GEO 104 CULTURAL GEOGRAPHY

3 units

Course length: 54 hours lecture

**IGETC: 4E; CSU GE: D5; UC: B**

This is an introductory course that examines the interrelationship of people and the land. Topics include population trends, regional analysis and livelihood patterns. This course places emphasis on historical development and diffusion of agriculture, languages, religions and cities.

### ☒📖 GEO 107 WEATHER AND CLIMATE

4 units

Course length: 54 hours lecture, 54 hours laboratory

**CSU GE: B1; UC**

A survey of the earth's atmospheric phenomena with special reference to causes and regional distribution of weather and climate, both past and present. This course includes lab exercises that compliment lecture material and also includes local field trips.



---

## GEOLOGY

☒  **GEL 101 PHYSICAL GEOLOGY**

**4 units**

Course length: 54 hours lecture, 54 hours laboratory

**IGETC: 5A, 5C; CSU GE: B1, B3; UC: S**

This course investigates the composition of the Earth and its internal and external processes. Topics include plate tectonics, rocks and minerals, geologic time, volcanoes, earthquakes, rock deformation, erosion, surface water, groundwater, desert landforms, and glaciers. The course includes relevant lab exercises and field trips to areas of geologic interest. Where appropriate, special emphasis is placed on the geology of the southwestern United States.

☒  **GEL 103 ENVIRONMENTAL GEOLOGY**

**3 units**

Course length: 54 hours lecture

**IGETC: 5A; CSU GE: B1; UC: S**

A survey of the relationships between geologic processes, natural resources, and the needs of society. Topics include natural hazards such as earthquakes, landslides, and mudflows; mineral and energy resources; and the particular problems of geologic nature associated with massive urbanization.

☒  **GEL 105 NATURAL DISASTERS**

**3 units**

Course length: 54 hours lecture

**IGETC: 5A; CSU GE: B1; UC: S**

This course examines the physical forces responsible for Earth's destructive natural processes such as earthquakes, volcanic eruptions, landslides, hurricanes, tsunami, tornadoes, floods, and extraterrestrial impacts. The course also investigates the devastating effect these catastrophes have on human activities and how risks can be mitigated. The course may include field trips to local areas of interest.

☒  **GEL 110 CALIFORNIA GEOLOGY**

**3 units**

Course length: 54 hours lecture

**IGETC: 5A; CSU GE: B1; UC: S**

This physical science course is recommended for students who are interested in the ancient and modern geologic processes that have created the scenic wonders of California. The state of California is comprised of several geomorphic provinces that each contain unique assemblages of rock which record a distinctive set of geologic events. The course will survey each geomorphic province in the state and will include discussion of geologic hazards such as earthquakes, volcanic eruptions, mass movements, and tsunamis. Additional topics include plate tectonics, economic resources, ground and surface water, glaciation, coastal and desert processes, fossil assemblages, and the geologic history of the state. Course includes local and/or regional field trips.

## HEALTH EDUCATION

☒  **HEA 140 HEALTH EDUCATION**

**3 units**

Course length: 54 hours lecture

**CSU GE: E; UC**

This course is the study of healthful living through the development of sound emotional health, self-actualization and self-esteem. Successful stress management, rewarding relationships with other people and physical fitness are covered. Emphasis is on a positive approach to health with most health problems seen as being preventable through healthful living habits. Course includes sections on: problems associated with substance abuse, including tobacco, alcohol, and drugs; violence in the world; preventing and fighting disease; and facing life's changes.

**HEA 160 EMERGENCY MEDICAL TECHNICIAN**

**4-6 units**

Course length: 60-80 hours lecture, 60-80 hours laboratory, 40 hours clinic/field  
\*Variable hours to be determined upon the county in which the class is conducted.

**CSU**

***Prerequisite: Must be 18 years of age to register. Must have current Healthcare Providers CPR card.***

The Emergency Medical Technician course is approved by the Riverside County Health Services Agency (Emergency Medical Services Division). The purpose of the EMT 1 training program is to prepare the individual to render basic life support at the scene of an emergency, during transport of the sick and injured, or during interfacility transport within an organized Emergency Medical Services (EMS) System. The course emphasizes demonstration of competency and proficiency in the required skills. The course is recommended for ancillary medical emergency personnel. The student must be 18 years of age to register. Passing score is at least 80% for the individual's name to be submitted for National Registry Testing for certification processing. The variable hours for the EMT course are determined by the various county Emergency Medical Services Agencies. For Riverside County students, a passing score of at least 80% is also sent to Riverside County EMS Authority for certification processing. The course includes additional clinical time at hospital and ambulance setting. Upon completion the student will have met the required standards and be eligible to register for the National Registry Emergency Medical Technician (NREMT) - Basic Examination. This course is required for ambulance personnel.

## HISTORY



**HIS 110 WORLD CIVILIZATION I**

**3 units**

Course length: 54 hours lecture

**IGETC: 3B, 4F; CSU GE: C2, D6; UC: B, H**

***Prerequisite: ENG 099 Eligible***

A comparative introduction to the development of cultures in Europe, the Americas, Africa and Asia. This course surveys the historical developments of global societies, major social, political and economic ideas and institutions from their origins until the 16th century A.D. Topics include the origins of world civilizations, the classical world from a global perspective, the evolution of political systems and the early development of international trade. Includes a comparative discussion of world religions.

**HIS 115 CURRENT EVENTS**

**3 units**

Course length: 54 hours lecture

**CSU GE: D6; UC**

***Recommended: Completion of ENG 101 - English Composition***

Discussion, analysis, and interpretation of current local, regional, national and world affairs and personalities. Major emphasis is placed upon political and economic aspects. Newspapers, news magazines, other periodical literature, radio commentators, and television programs are some of the media drawn upon for subject matter.

**HIS 120 WORLD CIVILIZATION II**

**3 units**

Course length: 54 hours lecture

**IGETC: 3B, 4F; CSU GE: C2, D6; UC: B, H**

***Prerequisite: ENG 099 Eligible***

A survey of the evolution of modern world civilizations from the 16th century emergence of new global, political, economic, social and intellectual patterns, through the era of industrialization and imperialism, the world wars of the 20th century and the present. Areas of the world emphasized include Europe, Asia, Africa and the Americas.

**HIS 125 CALIFORNIA HISTORY**

**3 units**

Course length: 54 hours lecture

**IGETC: 3B, 4F; CSU GE: D6; UC: B, H**

A history of culture, social, economic and historical aspects of California from the pre-Columbian period to the present with an emphasis on the period since statehood in 1850. This course emphasizes the historiography of California (past and present historical writings about California.) There will also be a brief examination of California literature and art throughout history.

HIS 130 AMERICAN HISTORY I**3 units**

Course length: 54 hours lecture

**IGETC: 3B, 4F; CSU GE: D6; UC: B, H****Prerequisite: ENG 099 Eligible**

A survey of the leading issues in American life from colonial times through the Civil War. The course focuses on politics, cultural development, social conflict, economic life, foreign policy, influential ideas, and significant individuals.

 HIS 140 AMERICAN HISTORY II**3 units**

Course length: 54 hours lecture

**IGETC: 3B, 4F; CSU GE: D6; UC: B, H****Prerequisite: ENG 099 Eligible**

A survey of the leading issues in American life from the Reconstruction to the present. The course focuses on politics, cultural development, social conflict, economic life, foreign policy, influential ideas, and significant individuals in U.S. history.

## KINESIOLOGY

 KIN 100 INTRODUCTION TO KINESIOLOGY**3 units**

Course length: 54 hours lecture

**CSU**

This course is an introduction to the interdisciplinary approach to the study of human movement. An overview of the importance of the sub-disciplines in kinesiology will be discussed. Career opportunities in the areas of teaching, coaching, Allied Health, and fitness professions.

## MANAGEMENT

 MAN 105 PRINCIPLES OF MANAGEMENT AND ORGANIZATIONS**3 units**

Course length: 54 hours lecture

**CSU****Prerequisite: Eligible for ENG 099**

This class is an introduction to the techniques of managing a business and includes an analysis of the managerial functions and principles of planning, organizing, influencing and controlling. Topics are corporate culture, the impact of the external environment, business ethics and social responsibility, motivation, communication, teamwork, globalization, and quality control.

 MAN106 PERSONNEL MANAGEMENT**3 units**

Course length: 54 hours lecture

**CSU**

Personnel techniques included in management, business and industry, such as selection, placement, testing, orientation, training, counseling, and promotion. Study of practical techniques of selecting, developing, and maintaining a competent labor force.

 MAN 107 SMALL BUSINESS MANAGEMENT**3 units**

Course length: 54 hours lecture

**CSU****Prerequisite: Eligible for ENG 099**

Factors in business success and the advantages and disadvantages of business ownership are analyzed. Problems of finance, location, layout and equipment buying, policies, pricing, advertising sales promotion, expense and inventory control, records and recordkeeping, and employee relations are discussed.

☒  **MAN 145 ORGANIZATIONAL BEHAVIOR**

**3 units**

Course length: 54 hours lecture

**CSU**

Examines human behavior in organizations and its implications for management decisions and actions. Explores the theory and practice of working with and managing people. Topics include motivation, learning, group dynamics, leadership, communication, organizational structure and culture.

☒  **MAN 205 INVESTMENTS**

**3 units**

Course length: 54 hours lecture

**Prerequisite**                      **Advisories:**  
**MAT081/082 and ENG099**

This course is a survey of the vehicles and opportunities for investments; familiarization with the financial marketplace, its slangage and its publication; the role of finance and investment as a major component of our nation's economy; investment strategies, returns and risk.

**MAN 280 SELECTED TOPICS IN MANAGEMENT**

**.25-4 units**

Course length: 4.5-72 hours lecture and/or

**CSU**

13.5-216 hours laboratory

Group investigation of a special topic in the area of management. As appropriate, the specific subject will be announced in the Schedule of Courses.

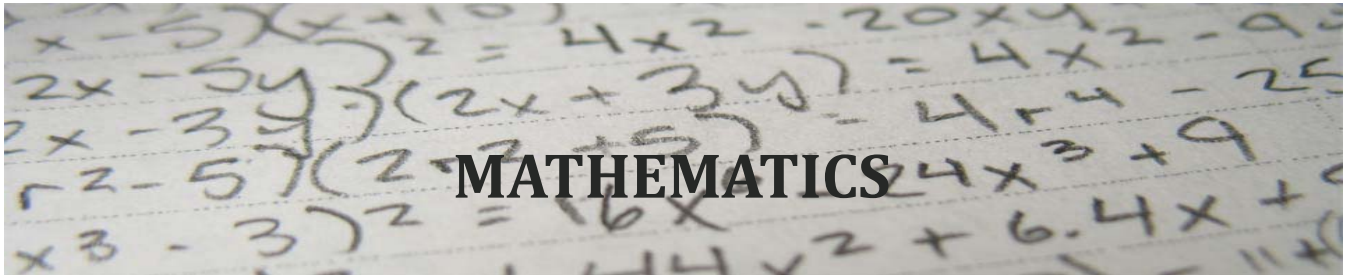
**MAN 290 SELECTED STUDIES IN MANAGEMENT**

**.25-4 units**

Course length: 4.5-72 hours lecture and/or

13.5-216 hours laboratory

Group investigation of a special problem in the area of management. As appropriate, the specific subject will be announced in the Schedule of Courses.



☒  **MAT 080 BASIC ARITHMETIC SKILLS**

**2 units**

Course length: 27 hours lecture, 27 hours laboratory

**Prerequisite: Placement based on assessment score**

Modern approach to writing and reading numbers and fundamental operations of arithmetic: addition, subtraction, multiplication, division, fractions, and decimals. Computer work may be assigned.

☒ **MAT 081 ARITHMETIC FUNDAMENTALS**

**3 units**

Course length: 54 hours lecture

**Prerequisite: Completion of MAT 080 with a passing grade or satisfactory score on placement exam**

Modern approach to the fundamental operations of arithmetic: addition, subtraction, multiplication, and division. Considerable attention is given to operations with fractions, decimals, and percentages, and their applications, such as the calculation of simple interest.

 **MAT 082 ARITHMETIC FUNDAMENTALS WITH LAB**

**4 units**

Course length: 54 hours lecture, 54 hours laboratory

**Prerequisite: Completion of MAT 080 with a passing grade or satisfactory score on placement exam**

Modern approach to the fundamental operations of arithmetic: addition, subtraction, multiplication, and division. Considerable attention is given to operations with fractions, decimals, and percentages, and their applications, such as the calculation of simple interest.

---

**☒ MAT 083 ELEMENTARY ALGEBRA****3 units**

Course length: 54 hours lecture

**Prerequisite:** *MAT 081 or MAT 082 and/or satisfactory score on placement test.*

Properties of real numbers, operations with real numbers, variable expressions, operations with polynomials, factoring polynomials, operations and equations with rational expressions, linear equations in two variable, inequalities, roots and radicals.

**📖 MAT 084 ELEMENTARY ALGEBRA WITH LAB****4 units**

Course length: 54 hours lecture, 54 hours laboratory

**Prerequisite:** *Completion of MAT 081 or MAT 082 or satisfactory score on placement test*

Properties of real numbers, operations with real numbers, variable expressions, operations with polynomials, factoring polynomials, operations and equations with rational expressions, linear equations in two variables, inequalities, roots and radicals.

**☒ MAT 086 INTERMEDIATE ALGEBRA****3 units**

Course length: 54 hours lecture

**Prerequisite:** *MAT 083 or MAT 084 or placement*

Linear and quadratic equations and inequalities, algebraic fractions and rational equations, exponents, radicals, radical equations and introduction to conic sections. Applications involving word problems and solutions to systems of linear equations.

**📖 MAT 088 INTERMEDIATE ALGEBRA WITH LAB****4 units**

Course length: 54 hours lecture, 54 hours laboratory

**Prerequisite:** *MAT 083 or MAT 084 or meet guidelines in the testing/counseling process*

Linear and quadratic equations and inequalities, algebraic fractions and rational equations, exponents, radicals, radical equations and intro to conic sections. Applications involving word problems and solutions to systems of linear equations.

**☒ MAT 105 INTRODUCTION TO STATISTICS****3 units**

Course length: 54 hours lecture

**CSU; UC: M****Prerequisite:** *MAT 086 or 088***Advisory:** *Some basic knowledge of differential and integral calculus is very useful for a deeper understanding of the subject. The student is advised to incorporate, as soon as possible, the study of the calculus.*

An introduction to Probability and Statistics: Combinatorial analysis, probability spaces, independent events, conditional probability, organizing statistics data, measures of central tendency, variability, normal distributions, hypothesis testing, t-tests, ANOVAS, correlation, and regression. The material will be presented using the traditional mathematical notation and with the assistance of a computer using a programming language. Students will use computers to conduct statistical analysis.

**📖 MAT 106 INTRODUCTION TO STATISTICS WITH LAB****4 units**

Course length: 54 hours lecture, 54 hours laboratory

**IGETC: 2A; CSU GE: B4; UC: M****Prerequisite:** *MAT 086 or 088***Advisory:** *Some basic knowledge of differential and integral calculus is very useful for a deeper understanding of the subject. The student is advised to continue, as soon as possible, the study of the calculus.*

An introduction to probability and statistics with lab: Combinatorial analysis, probability spaces, independent events, conditional probability, organizing statistical data, measures of central tendency, variability, normal distributions, hypothesis testing, t-tests, ANOVAS, correlation, and regression. The material will be presented using the traditional mathematical notation and with the assistance of a computer using a programming language. The student will use computers to conduct statistical analysis. The lab section allows the student to further practice the subject under the direct surveillance of the instructor.

**☒ 📖 MAT 110 COLLEGE ALGEBRA****4 units**

Course length: 72 hours lecture

**IGETC: 2A; CSU GE: B4, UC: M****Prerequisite:** *MAT 086 or MAT 088*

Study of algebra including linear and quadratic equations and systems; matrices and determinants; theory of equations; polynomial, rational, quadratic, exponential and logarithmic functions and their graphs; arithmetic and geometric progressions; composition of functions; permutations and probability.



**☒  MAT 210 PRECALCULUS****5 units**

Course length: 90 hours lecture

**IGETC: 2A; CSU GE: B4; UC: M****Prerequisite: MAT 110**

This course covers polynomial, rational, logarithmic, exponential and trigonometric functions, systems of equations and matrices, sequences and series, binomial theorem.

**☒  MAT 220 CALCULUS I****5 units**

Course length: 90 hours lecture

**IGETC: 2A; CSU GE: B4; UC: M****Prerequisite: MAT 210**

This course covers continuity, differentiation, Mean Value Theorem, rectilinear motion, area between curves, volume of revolution, and applications. It is recommended for math, science, engineering, and medical students.

**☒  MAT 224 CALCULUS II****4 units**

Course length: 72 hours lecture

**IGETC: 2A; CSU GE: B4; UC: M****Prerequisite: MAT 220**

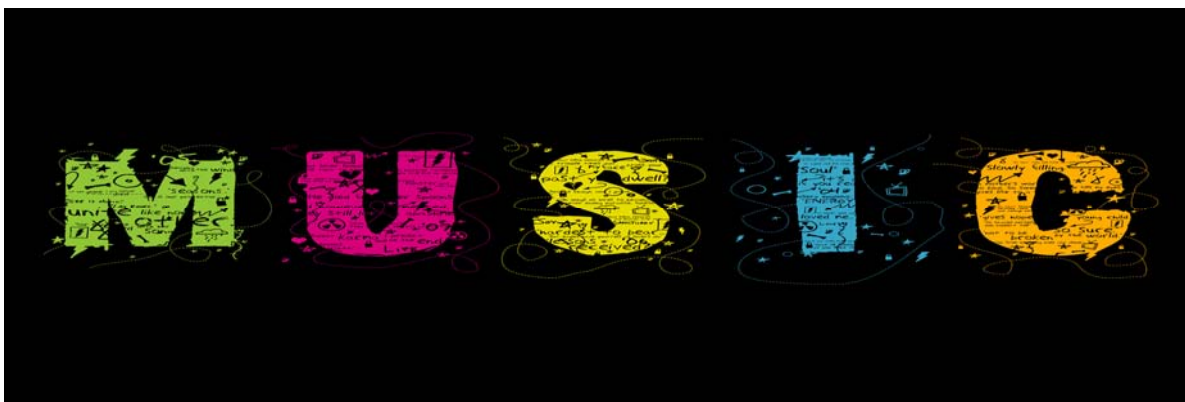
This course is a continuation of MAT 220. Topics include techniques of integration, applications of integration, sequences and series, polar coordinates, conic sections, and parametric equations.

**☒  MAT 226 CALCULUS III****4 units**

Course length: 72 hours lecture

**IGETC: 2A; CSU GE: B4; UC: M****Prerequisite: MAT 224**

This course is a continuation of MAT 224. Topics include vectors, multivariable functions and 3-dimensional graphs, partial differentiation, multiple integration, line integrals and surface integrals.

**☒ MUS 121 MUSIC HISTORY AND APPRECIATION****3 units**

Course length: 54 hours lecture

**IGETC: 3A; CSU GE: C1; UC: H****Prerequisite: ENG 099 eligibility**

A survey of Western art music (also known as classical music) from 500 AD to the present. Students are given an overview of major composers and their significant works, with an emphasis on developing listening skills and sensitivity, discussion of aesthetics, and understanding musical works within a historical context. Although there is a strong focus on developing listening and analytical skills, no musical background is required for students to be successful in this class.

**MUS 131 CLASSROOM PIANO I**

**1 unit**

Course length: 9 hours lecture, 36 hours laboratory

**CSU; UC**

Beginning keyboard designed to acquaint those with very little or no experience with the basics of piano or other keyboard instruments with basics of keyboard techniques.

**MUS 132 CLASSROOM PIANO II**

**1 unit**

Course length: 9 hours lecture, 36 hours laboratory

**CSU; UC**

**Prerequisite:** *MUS 131*

For students with some experience with keyboard and reading keyboard music. Students will work on technique, rhythm execution, sight reading, and performance and will begin playing composed pieces of classic and contemporary composers.

**MUS 135 BASICS OF READING MUSIC**

**3 units**

Course length: 54 hours lecture

**CSU; UC**

**Advisory:** *Eligibility for ENG 099*

Basic instruction in reading and notation of music for the nonmusician or beginning musician who wishes to read vocal, choral or instrumental music or who wants to be able to notate simple melodies.

**MUS 137 HISTORY OF ROCK**

**3 units**

Course length: 54 hours lecture

**IGETC: 3A; CSU GE: C1; UC: H**

**Prerequisite:** *ENG 099 eligibility*

A survey of the origins and development of rock and roll music from the early 1950's to the present. The course provides an overview of the major personalities and sub-genres of rock and related American popular music styles. Additionally, by placing rock in its historical context, students will learn about the social, cultural, economic, demographic, technological, and political changes experienced by the United States in the postwar era. There is a strong emphasis on developing listening and analytical skills, however no musical background is required for students to be successful in this class.

**MUS 141 JAZZ ENSEMBLE I**

**1 units**

Course length: 54 hours laboratory

For students with some experience playing in an ensemble. This course prepares students for jazz and popular music performance in professional and college/university settings. The course develops students' existing instrumental performance skills, including technique, intonation, sight-reading, and ensemble balance, while introducing concepts of stylistic interpretation, improvisation, and music theory.

**MUS 142 JAZZ ENSEMBLE II**

**1 units**

Course length: 54 hours laboratory

**Prerequisite:** *MUS 141 (Jazz Ensemble I)*

For students who have successfully completed Jazz Ensemble I. This course prepares students for jazz and popular music performance in professional and college/university settings. The course further develops students' instrumental performance skills, with an increased emphasis on listening sensitivity and improvisation.

**MUS 150 MUSIC THEORY**

**3 units**

Course length: 54 hours lecture

**CSU GE: C1; UC**

**Advisory:** *Ability to read music, or MUS 135 Basics of Reading Music*

This course is intended for students interested in acquiring further technical and interpretive skills in music theory. An emphasis on musical terms and a serious study of patterns in music literature will be employed to strengthen insight.

**MUS 233 CLASSROOM PIANO III**

**1 unit**

Course length: 9 hours lecture, 27 hours laboratory

**CSU; UC**

**Advisory:** *MUS 132 Classroom Piano II, or permission of the instructor*

An intermediate level course, continuing with the skills acquired in Classroom Piano I and/or Classroom Piano II. Includes playing melodies with triadal accompanying. Each assigned piece of music will contain playing practice, problem identification, and advancement in objectives and level of difficulty. Selections will range from simple folk tunes to various styles of contemporary and classical works.

**MUS 234 CLASSROOM PIANO IV**

**1 unit**

Course length: 9 hours lecture, 27 hours laboratory

**Prerequisite:** *MUS 233 or demonstrated comparable proficiency.*

The second semester of an intermediate level course, continuing with the skills acquired in Classroom Piano III and continuing to build on the basics established in Classroom Piano I and II. Includes playing selections which study melody, rhythm, and phrasing and studies repertoire from various style periods. Each assigned piece of music will continue with playing practice, problem identification, and advancement in objectives and level of difficulty.

**MUS 243 JAZZ ENSEMBLE III**

**1 units**

Course length: 54 hours laboratory

**Prerequisite:** *MUS 142 (Jazz Ensemble II)*

For students who have successfully completed Jazz Ensemble I & II. This course prepares students for jazz and popular music performance in professional and college/university settings. This course further develops students' instrumental performance skills, with an increased emphasis on developing leadership skills.

**MUS 280 SELECTED TOPICS IN MUSIC**

**1-3 units**

Course length: 4.5-72 hours lecture and/or  
13.5-216 hours laboratory

**CSU**

Group investigation of a special topic in the area of music. As appropriate, the specific subject will be announced in the Schedule of Courses.

## NURSING

The Nursing Department has additional policies and procedures that must be adhered to, listed in the Vocational Nursing Student Handbook located on the Palo Verde College Nursing Website. Any questions or concerns regarding the policies should be directed to the Nursing Coordinator, Sharron Burgeson, at [Sharron.burgeson@paloverde.edu](mailto:Sharron.burgeson@paloverde.edu).

**NUR 100 CERTIFIED NURSING ASSISTANT - LECTURE**

**3 units**

Course length: 54 hours lecture

**CSU**

**Corequisite:** *Must be taken in conjunction with NUR 118*

Theory of basic nursing practice including, but not limited to: communication and interpersonal skill, infection control, safety and emergency procedures, patient rights and ethics, basic nursing skills, personal care skills, mental health and social service needs, care of the cognitively impaired, basic restorative services.

**NUR 102 INTRODUCTION TO ANATOMY AND PHYSIOLOGY FOR ALLIED HEALTH**

**3 units**

Course length: 54 hours lecture

**Prerequisite:** *ENG 099*

This course provides an overview of structure and function of the human body for Allied Health students or for those who desire a basic understanding of the design and operation of the human body. No lab dissection is required. Note: This course is non-transferable to meet requirements for R.N. programs or lab sciences.

## **NUR 103 INTRODUCTION TO PHARMACOLOGY**

**1.25 units**

Course length: 18 hours lecture, 9 hours laboratory

**CSU**

**Prerequisite:** *MAT 081 OR 82, ENG 99, NUR 100, NUR 118 or equivalent transfer courses*

**Corequisite:** *NUR 120, NUR 121 and any other non-nursing requirements not yet completed*

This course is designed for students in the Vocational Nursing Program and presents information needed to calculate medication dosage. Skill and practice techniques enhance the student's ability to use the dimensional analysis method in their calculations formula. NOTE: This class is not transferable as a stand-alone Pharmacology class. It meets the requirements of the Board of Vocational Nursing and Psychiatric Technicians.

## **NUR 106 INTRODUCTION TO PHARMACOLOGY II**

**2 units**

Course length: 27 hours lecture

**CSU**

**Prerequisite:** *Prior admission to the Vocational Nursing Program and successful completion of NUR 103 and NUR 120.*

This course is designed for Vocational Nursing students who will be administering medications or caring for clients receiving medications. It introduces students to the basic drug classifications, therapeutic actions, major potential side effects and required nursing assessments and interventions. NOTE: This class is not transferable as a stand-alone Pharmacology class. It meets the requirements of the Board of Vocational Nursing and Psychiatric Technicians.

## **NUR 109 MEDICAL SURGICAL NURSING I - LECTURE**

**6 units**

Course length: 104 hours lecture

**CSU**

**Prerequisites:** *NUR 103, NUR 120, NUR 121 or equivalent transfer courses.*

**Corequisite:** *NUR 106, NUR 124 and any other non-nursing requirements not yet completed*

This course, as part of the Vocational Nursing Program, places an emphasis on the physiological and nursing needs of adult patients experiencing problems with the integumentary, musculoskeletal, endocrine, cardiovascular, genitourinary systems or communicable diseases. The nursing process continues to be stressed in providing total patient care. There is particular emphasis on the student's ability to effectively communicate with health team members and utilize health teaching principles.

## **NUR 112 MEDICAL-SURGICAL NURSING II**

**6 units**

Course length: 104 hours lecture

**CSU**

**Prerequisite:** *NUR 106, NUR 109, NUR 124 or equivalent transfer courses*

**Corequisite:** *NUR 127 and any other non-nursing requirements not yet completed*

This course of the Vocational Nursing Program, places an emphasis on the physiological and nursing needs of adult clients experiencing problems with the reproductive, respiratory, and nervous systems. It also covers maternal, pediatric, and rehabilitation experiences. The nursing process continues, with the stress on providing total patient care. This course emphasizes students' ability to effectively communicate with health team members and utilize health teaching principles.

## **NUR 114 UNDERSTANDING HUMAN GROWTH & BEHAVIOR FOR VOCATIONAL NURSING**

**4.5 units**

Course length: 81 hours lecture

**CSU**

**Prerequisite:** *Arithmetic Fundamentals (MAT 081/082) and Basic Composition (ENG 099)*

This accelerated psychology course includes an overview of human growth and development. It will focus on key determinants of development and outline major theories that address stages that underlie this process. In addition, the course will introduce the basic principles of human behavior and relate them to the complex process of human adjustment to life situations, including many issues addressed in social and abnormal psychology. This course meets requirements of the VN Board for admission to the VN program, but is not transferable.



## **NUR 115 PHARMACOLOGY FOR FAST TRACK LVN'S**

**3 units**  
**CSU**

Course length: 54 hours lecture, 12 hours laboratory

***Prerequisite: Students must have been accepted for the Fast Track VN program.***

***Corequisite: Fast Track VN I***

This course is designed specifically for students in the Fast Track VN class. It begins with information needed to calculate medication dosage. Skill and practice techniques enhance the student's ability to use the formula of D/H (desired dose over dose on hand). It progresses into administering medications or caring for clients receiving medications. It introduces students to the basic drug classifications, therapeutic actions, major potential side effects and required nursing assessments and interventions. NOTE: This class is not transferable as a stand-alone pharmacology class. It meets the requirements of the Board of Vocational Nursing and Psychiatric Technicians.

## **NUR 116 FAST TRACK VN FUNDAMENTALS - LECTURE**

**9.5 units**  
**CSU**

Course length: 171 hours lecture

***Prerequisites: PRIOR ADMISSION TO VN FAST TRACK PROGRAM. Math and English assessment testing scores with reading level above ENG 099 and Math level above MAT 081/082, BIO 210 Anatomy, BIO 211 Physiology, PSY 101 General Psychology and PSY 201 Life Span Development OR***

***Corequisites: NUR 102 Introduction to Anatomy and Physiology for Allied Health (non-transferable), NUR 114 Understanding Human Growth and Behavior (non-transferable), NUR 115 Pharmacology for Fast Track VN's, and NUR 117 Nutrition for Nursing***

This is the first semester of the VN Fast Track program. The course covers theories of basic nursing including the psychosocial aspects of aging. It also includes an introduction to nursing concepts and rationales for nursing skills. Introductory information is provided on communication and health teaching techniques. Nursing Process is presented and stressed as the essence of meeting the client's needs and providing total patient care. This course begins a focus on the physiological and nursing needs of adult clients experiencing problems with the integumentary, musculoskeletal, endocrine, and genitourinary systems.

## **NUR 117 NUTRITION FOR NURSES**

**1.5 units**  
**CSU**

Course length: 27 hours lecture

This course is designed to meet the needs of the Vocational Nursing student. It introduces the students to the essential nutrients and their functions and emphasizes nutritional needs of clients experiencing problems with the integumentary, musculoskeletal, endocrine, cardiovascular and urinary systems and later applies this information when caring for hospitalized clients experiencing problems with these various systems. Communicable diseases and gerontological problems are also addressed. Nutritional needs of maternity, pediatric and rehabilitation patients are discussed at the end of the semester. **It meets the requirements of the Board of Vocational Nursing and Psychiatric Technicians.** Note: This class is not transferable as a stand-alone Nutrition class.

## **NUR 118 CERTIFIED NURSING ASSISTANT – CLINICAL**

**3 units**  
**CSU**

Course length: 144 hours clinic/field

***Corequisite: Must be taken in conjunction with NUR 100***

This course covers the practical application of basic nursing theories. Applications include psycho-social aspects of aging and techniques of nursing care. After successful completion of NUR 100 lecture and clinical, students are prepared and eligible to take the California Department of Health Services approved certification examination. This course is offered as Pass/No Pass.

## **NUR 120 FUNDAMENTALS OF NURSING**

**6 units**  
**CSU**

Course length: 104 hours lecture

***Prerequisite: MAT 081 or 082, ENG 099, NUR 100, NUR 118 or equivalent transfer courses.***

***Corequisite: NUR 103, NUR 121 and any other non-nursing requirements not yet completed.***

This foundation course introduces nursing concepts and rationale for nursing skills. Focus on theoretical considerations of intermediate skills and introductory information on communication and health teaching. The nursing process is presented and stressed as the essence of meeting the person's needs and providing total patient care.

## **NUR 121 FUNDAMENTALS OF NURSING – CLINICAL**

**5 units**

Course length: 256 hours clinic/field

**CSU**

**Prerequisite:** *MAT 081 OR 082, ENG 099, NUR 100, NUR 118 or equivalent transfer courses.*

**Corequisite:** *NUR 103, NUR 120 and any other nursing requirements not yet completed.*

This course places emphasis on the application and development of client care skills related to the Vocational Nurse scope of practice. Clinical experience focuses on intermediate skills and provides introductory information on communication and health teaching. The nursing process is stressed as the essence of meeting the client's needs while providing total care. This course is offered as Pass/No Pass.

## **NUR 124 MEDICAL-SURGICAL NURSING I – CLINICAL**

**5 units**

Course length: 256 hours clinic/field

**CSU**

**Prerequisites:** *NUR 103, NUR 120, NUR 121 or equivalent transfer courses*

**Corequisite:** *NUR 106, NUR 109 and any other non-nursing requirements not yet completed*

This course, as part of the Licensed Vocational Nursing Program, places an emphasis on the physiological and nursing needs of adult patients experiencing problems with the integumentary, musculoskeletal, endocrine, cardiovascular, genitourinary systems or communicable diseases. The nursing process continues to be stressed in providing total patient care. There is particular emphasis on the students' ability to effectively communicate with health team members and utilize health teaching principles. This course is offered as Pass/No Pass.

## **NUR 127 MEDICAL-SURGICAL NURSING II – CLINICAL**

**7 units**

Course length: 384 hours clinic/field

**CSU**

**Prerequisites:** *NUR 106, NUR 109 and prior admission into the Vocational Nursing Program.*

**Corequisite:** *NUR 112*

This course of the Vocational Nursing Program, places an emphasis on the physiological and nursing needs of adult clients experiencing problems with the reproductive, respiratory, and nervous systems. It also covers maternal, pediatric care, and leadership skills. The nursing process continues, with the stress on providing total patient care. This course emphasizes the student's ability to effectively communicate with health team members and utilize health teaching principles. This course is offered as Pass/No Pass.

## **NUR 141 FAST TRACK VN FUNDAMENTALS - CLINICAL**

**6 units**

Course length: 315 hours clinic/field

**CSU**

**Prerequisites:** *PRIOR ADMISSION TO VN FAST TRACK PROGRAM. Math and English assessment testing scores with reading level above English 099 and Math level above MAT 081/082, BIO 210 Anatomy, BIO 211 Physiology, PSY 101 General Psychology and PSY 201 Life Span Development OR*

**Corequisites:** *NUR 102 Introduction to Anatomy and Physiology for Allied Health (non-transferable), NUR 114 Understanding Human Growth and Behavior (non-transferable), NUR 115 Pharmacology for Fast Track VN's, and NUR 117 Nutrition for Nursing*

This is the clinical component for the first semester of the VN Fast Track program. The course covers techniques of basic nursing. Clinical experience focuses on nursing care skills, communication and health teaching. Nursing Process is stressed as the essence of meeting the client's needs and providing total patient care. This course begins to focus on the physiological and nursing needs of adult patients experiencing problems with integumentary, musculoskeletal, endocrine, and genitourinary systems. Emphasis is placed on the students' ability to effectively communicate with health team members and utilize health teaching principles. This course is offered as Pass/No Pass.



---

## **NUR 143 FAST TRACK MEDICAL-SURGICAL LECTURE**

**12 units**

Course length: 216 hours lecture

**CSU*****Prerequisite: Prior admission to the Fast Track Program and completion of NUR 102, 114, 115, 116, & 117 (or equivalent).***

This Fast Track Vocational Nursing course builds on the foundation provided in NUR 116. Emphasis is placed on the physiological and psychosocial nursing needs of all client populations. Foci include, but are not limited to, nursing care, promoting healthy transitions for clients experiencing developmental milestones throughout the life span and for clients with chronic health conditions in well defined practice settings. Emphasis is on basic management concepts and continued development of critical thinking, clinical judgment and skills. Development of organizational skills and principles of psychosocial nursing are included. The transition from student to nurse includes group therapy and nursing therapeutics when assisting the client through acute health care issues. Principles of pharmacology and nutrition are integrated throughout the course.

## **NUR 144 FAST TRACK MEDICAL-SURGICAL CLINICAL**

**8 units**

Course length: 432 hours clinic/field

**CSU*****Prerequisite: Prior admission to the Fast Track Program and completion of NUR 102, 114, 115, 116, & 117 (or equivalent).***

Places emphasis on the practice and development of skills related to the medical-surgical nursing and maternal/child health processes. Included are vocational nurse level concepts of leadership and supervision. This course is offered as Pass/No Pass.

## **NUR 145 FAST TRACK VN CLINICAL FOCUS**

**5 units**

Course length: 240 hours clinic/field

**CSU*****Prerequisites: Prior admission to the Fast Track VN program.******Completion of NUR 102, NUR 114, NUR 115, NUR 116, NUR 117, NUR 143, NUR 144***

This summer session clinical rotation was designed specifically for students in the Fast Track VN program. Nursing process and health teaching principles are focused on the client receiving care in specialty areas that include, but are not limited to, Gerontology, Perioperative, Emergency, Intensive Care, and Pediatric Ventilation. Leadership and supervision are emphasized in addition to the students' skill in effectively communicating with members of the health care team. This course is offered as Pass/No Pass.

## **NUR 151 INTRODUCTION TO IDENTIFICATION OF CARDIAC RHYTHM STRIPS**

**3 units**

Course length: 54 hours lecture

**CSU**

This course is designed to: teach the beginning student the pathophysiology of the heart and the cardiac conduction system; teach the criteria for dysrhythmia recognition, teach the beginning student identification of the most common dysrhythmias (benign and lethal), and how to identify a rhythm on the cardiac monitor. Treatment modalities for serious and lethal dysrhythmias will be discussed. This course also satisfies professional licensure board requirements for 54 continuing education hours for the RN, LVN, CNA, and EMT professionals.

## **NUR 250 IV THERAPY TECHNIQUES FOR NURSES**

**2 units**

Course length: 30 hours lecture, 24 hours laboratory

**CSU*****Prerequisite: Graduate of VN program, RN, selected x-ray technologists, or Paramedic candidates.***

This 54-hour, 2-unit class prepares students for initiation and/or maintaining common intravenous (IV) therapies. Nursing assessments, documentation, and special patient care are included. Although focus is on the hospitalized patient, knowledge can easily be transferred to the home health setting. Covers insertion techniques, administration of TPN, blood and blood products, piggybacks, intermittent infusion sets, and common IV drugs, growth and development issues related to IV starts, Pediatric start techniques (including special pediatric equipment, site selection and IV administration considerations). Covers minimum competencies for both Arizona and California IV certification and the regulation and scope of practice rules for both states.

## NURSING SCIENCES CLINICAL

The Nursing Department has additional policies and procedures that must be adhered to, listed in the Vocational Nursing Student Handbook located on the Palo Verde College Nursing Website. Any questions or concerns regarding the policies should be directed to the Nursing Coordinator, Sharron Burgeson, at [Sharron.burgeson@paloverde.edu](mailto:Sharron.burgeson@paloverde.edu).

### ✉️ **NSC 128 MEDICAL TERMINOLOGY**

**3 UNITS**

Course Length: 54 hours lecture

**CSU GE:E**

This course is designed to build the student's medical and professional vocabulary required for a career in the medical field or allied health sciences. The vocabulary is organized by body systems and additionally by specialty medical areas. Included are clinical procedures, lab tests and abbreviations related to each body system.

### 📖 **NSC 130 PHLEBOTOMY TECHNICIAN**

**3 units**

Course length: 54 hours lecture, 12 hours laboratory

**CSU**

NSC 130 is a course certified by the California State Department of Health Services for a certificate as a "Phlebotomy Technician". The course includes 27 hours basic and 27 hours advanced classroom instruction. Basic instruction topics include: universal precautions, infection control, laboratory and equipment safety, circulatory system, basic anatomy and physiology, medical terminology, patient and specimen identification, selecting and preparing skin puncture sites and antiseptic, blood collection equipment, proper order of the tubes, anticoagulant, post puncture care, and medical waste and sharps. Advanced instruction topics include: advanced infection control and biohazards, preanalytical sources of error in special collection, anatomical site selection and patient preparation, risk factors and complications, anticoagulation theory, corrective actions to take with phlebotomy and specimen processing, problem solving, communications, stress behavior, ethics, and QA in phlebotomy practice. Note: This class is the first of a two-course program.

### **NSC 132 PHLEBOTOMY TECHNICIAN PRACTICAL EXPERIENCE**

**1 unit**

Course length: 54 hours clinic/field

**CSU**

***Prerequisite: Must have successfully completed NSC 130 with a grade of "C" or better***

This course satisfies the practical experience component of the phlebotomy certification. In a clinical setting with access to actual patients and the course will include exposure to use of equipment, patient preparation and infection control; blood collection from patients of various ages, stages of health and varying weights; post puncture care; blood processing after collection, centrifugation; disposal of waste and sharps; practical examination; and observation of arterial blood draws when available. A certificate will be awarded to students who have successfully completed this class and a minimum 50 successful venipunctures and 10 successful skin punctures under supervision in the clinical setting. State certification will be awarded upon successful examination by state approved certifying organization. This course is offered as Pass/No Pass.





---

## OFFICE ADMINISTRATION

---

### OFA 101 GENERAL OFFICE PROCEDURES I

3 unit  
CSU

Course length: 54 hours lecture

**Advisory: Keyboarding skills of at least 30 wpm.**

A comprehensive course covering general office procedures, duties and responsibilities, the personal qualifications of the office employee, public relations responsibilities, telecommunications, telephone, receptionist techniques, business ethics, etiquette, and soft skills required for success as an office employee. Office procedures include: work simplification methods, time management, internet research, communication skills, reprographics, and notetaking transcription procedures.

### OFA 102 GENERAL OFFICE PROCEDURES II

3 unit  
CSU

Course length: 54 hours lecture

**Advisory: Keyboarding skills of at least 30 wpm.**

A comprehensive course covering general office procedures, duties and responsibilities, and skills for success as an office employee. Office procedures include: information processing, record systems and management, filing, indexing, coding, processing incoming and outgoing mail, freight services, e-mail, Internet research, computer systems, software, and transcription using voice transcribers.

### OFA 103 ADMINISTRATIVE OFFICE PROCEDURES 1

3 unit  
CSU

Course length: 54 hours lecture

**Recommendation: Keyboarding skills of at least 30 wpm.**

Development of basic administrative office procedures, theory and skills, including: Internet and library research; organization and information resources; handling travel and conference arrangements; organizing, assisting, and taking minutes at meetings; parliamentary procedures; and correspondence, including e-mail. Development of soft skills and public relations responsibilities are discussed. Development of a current resume and improvement of job interview techniques are addressed.

### OFA 104 ADMINISTRATIVE OFFICE PROCEDURES 2

3 unit  
CSU

Course length: 54 hours lecture

**Recommendation: Keyboarding skills of at least 30 wpm.**

Development of administrative office procedures, theory, and techniques, including: financial, investment and legal terminologies and practices; supervisory techniques; office design and layout; basic financial and payroll records; tax documents; banking procedures involving checking accounts and debit and credit cards; office environment; employment and career strategies. Development of soft skills and public relations responsibilities is discussed.

### OFA 110 EFFECTIVE CUSTOMER SERVICE

2 unit  
CSU

Course length: 36 hours lecture

**Advisory: Keyboarding skills of at least 30 wpm.**

OFA 110 presents the importance of ethical business behavior in the context of effective customer relations. Topics include attracting new customers, dealing with customer problems and complaints, winning back the angry customer, keeping loyal customers and maintaining ethical behaviors and practices. This course is recommended for all students and is required for OFA programs. The course may be repeated up to two times for a total of six units.

**OFA 120 KEYBOARDING****3 unit**

Course length: 54 hours lecture

**CSU**

The course develops touch control of the keyboard, building basic speed and accuracy skills, and providing practice in applying skills to business situations and problems, including formatting business correspondence. The course may be repeated up to two times for a total of nine units.

**OFA 145 INTRO TO BOOKKEEPING AND QUICKBOOKS****3 units**

Course length: 54 hours lecture

**CSU**

The course will emphasize bookkeeping. Students will learn double entry bookkeeping to be successful at maintaining basic bookkeeping records. General as well as special journals will be used to record basic business transactions. This course is for students who require an understanding of bookkeeping principles, but who do not require any further study in the area of accounting. Through practical exercises the student will become familiar with bookkeeping terminology and principles. Using the computerized Quickbooks software the student will explore sales, inventory, purchasing, bill payment, checking, payroll and financial reporting. Students will create and work with their own Quickbooks list of accounts.

**OFA 221 ADMINISTRATIVE OFFICE PROCEDURES****5 units**

Course length: 90 hours lecture, 18 hours laboratory

**CSU****Corequisite: OFA 123**

Development of basic office procedures such as library and Internet research, organization and information resources, travel and conference arrangements and planning, financial and legal procedures, employment and career advancement opportunities, as well as supervisory techniques involved in processing simple financial and payroll records, tax documents, banking procedures, handling travel arrangements, organizing, assisting, and recording of minutes at meetings, parliamentary procedures, research, and composing correspondence. Further development of public relations responsibilities. Development of a job-getting resume and improvement of job interview techniques. Field trips may be required.

**OFA 280 SELECTED TOPICS IN OFFICE ADMINISTRATION****.25-4 units**

Course length: 4.5-72 hours lecture and/or 13.5-216 hours laboratory

**CSU**

Group investigation of a special topic in the area of office administration. As appropriate, the specific subject will be announced in the Schedule of Courses.

**OFA 290 SELECTED STUDIES IN OFFICE ADMINISTRATION****.25-4 units**

Course length: 4.5-72 hours lecture and/or 13.5-216 hours laboratory

**CSU**

Group investigation of a special problem in the area of office administration. As appropriate, the specific subject will be announced in the Schedule of Courses. Not applicable toward an AA degree or certificate.

## PHILOSOPHY

**☒ PHI 100 INTRODUCTION TO PHILOSOPHY****3 units**

Course length: 54 hours lecture

**IGETC: 3B; CSU GE: C2; UC: H**

This course takes both a survey and topical approach to the study of Philosophy. As such, it has two main goals: to introduce the discipline of Philosophy and its subfields, and to introduce philosophical inquiries into the subject of "human nature".

---

**☒ PHI 105 COMPARATIVE WORLD RELIGIONS****3 units**

Course length: 54 hours lecture

**IGETC: 3B; CSU GE: C2; UC: H**

This course is an introduction to the basic elements of the religions of the world, their similarities and differences, and their impact on believers and society. The course includes a study of the historical development, basic doctrines, and important sects of the major religions of the world, as well as a study of scriptural and artistic creations from these traditions. Some analysis of tribal religious beliefs and practices is included.

**☒ PHI 210 INTRODUCTION TO LOGIC****3 units**

Course length: 54 hours lecture

**CSU GE: A3; UC**

This course is an introduction to traditional and modern logic including skills for evaluating and understanding arguments using deductive and inductive inference. It will provide an overview of major theories of logic from Aristotle to the present. The student will learn to identify common fallacies in reasoning, to test for validity in arguments and categorical syllogisms, and the uses of logic in scientific techniques.

**☒ PHI 280 SELECTED TOPICS IN PHILOSOPHY****3 units**

Course length: 54 hours lecture

**CSU**

Examination of topics, current trends and/or issues in the discipline of Philosophy not covered by regular Catalog offerings. Recommended preparation varies with topic.

**☒ PHI 290 SELECTED STUDIES IN PHILOSOPHY****3 units**

Course length: 54 hours lecture

**CSU**

Examination of selected studies in the area of Philosophy not covered by regular Catalog offerings. Recommended preparation varies with topic.

## PHYSICAL EDUCATION

**PHE 100 FITNESS CENTER****1 units**

Course length: 54 hours laboratory

**CSU GE: E; UC**

This class is designed for beginning and advanced students to participate in aerobic and anaerobic activities in the fitness center. One on one instruction is available for beginning students while advanced students can work together in groups to improve their fitness. An instructor or qualified assistant observes the students' physical activity and provides instruction and supervision on the students' performance.

**PHE 111 VOLLEYBALL****1 unit**

Course length: 54 hours laboratory

**CSU GE: E; UC**

The purpose of this course is to develop physical skills in the game of volleyball. An instructor or qualified assistant observes the students' physical activity and provides instruction and supervision on the students' performance.

**PHE 135 WEIGHT TRAINING****1 unit**

Course length: 54 hours laboratory

**CSU GE: E; UC*****Prerequisite: Must have taken PHE 100 and passed with a C or better***

The purpose of this course is to introduce the student to basic weight training as a means of fitness. An instructor or qualified assistant observes the students' physical activity and provides instruction and supervision on the students' performance.

## **PHE 149 SOFTBALL**

**1 unit**

Course length: 54 hours laboratory

**CSU GE: E; UC**

The purpose of this course is to introduce the student to the basic fundamental skills of softball. An instructor or qualified assistant observes the students' physical activity and provides instruction and supervision on the students' performance.

## **PHE 151 GOLF**

**1 unit**

Course length: 54 hours laboratory

**CSU GE: E; UC**

The purpose of this course is to introduce the student to the basic fundamental skills of golf. An instructor or qualified assistant observes the students' physical activity and provides instruction and supervision on the student's performance.

## **PHE 153 SOCCER**

**1 unit**

Course length: 54 hours laboratory

**CSU GE: E; UC**

The purpose of this course is to introduce the student to the basic fundamental skills of soccer. An instructor or qualified assistant observes the students' physical activity and provides instruction and supervision on the students' performance.



## **PHE 155 BASKETBALL**

**1 unit**

Course length: 54 hours laboratory

**CSU GE: E; UC**

This course introduces the student to the fundamental skills of basketball. An instructor or qualified assistant observes the students' physical activity and provides instruction and supervision on the student's performance.

## **PHE 156 BASKETBALL 2**

**1 unit**

Course length: 54 hours laboratory

This course builds on the fundamental skills of basketball learned in PHE 155. An instructor or qualified assistant observes the students' physical activity and provides instruction and supervision on the student's performance.

## **PHE 157 BASKETBALL 3**

**1 unit**

Course length: 54 hours laboratory

This course builds on the fundamental skills of basketball learned in PHE 155 and 156. An instructor or qualified assistant observes the students' physical activity and provides instruction and supervision on the student's performance.

## **PHE 180 SPORT PSYCHOLOGY**

**1 unit**

Course length: 18 hours lecture

**CSU GE: E**

This course is designed to enlighten and further a student's understanding of theories and various principles of Psychology in sports settings.

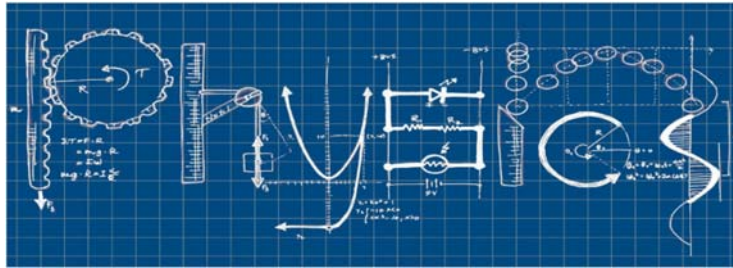
## **PHE 184 BEGINNING ADAPTIVE ACTIVITY®**

**1 unit**

Course length: 54 hours laboratory

**CSU GE: E; UC**

This course provides a variety of physical education activities for those students with disabilities. Activities are designed to accommodate those individuals whose limitations may prevent them from participation in standard physical education courses. Activities are individually tailored to accommodate specific disabilities and include, but are not limited to, weight-lifting, aerobics, basketball, baseball, kickball, stretching, and adaptive aquatics. This class may be repeated indefinitely by students with disabilities as per Title V regulations governing repeatability.



☒ **PHY 101 INTRODUCTION TO PHYSICS**

4 units

Course length: 54 hours lecture, 54 hours laboratory

**IGETC: 5A, 5C; CSU GE: B1, B3; UC: S**

**Prerequisite: MAT 083/084**

This course is a preparatory course for students who have never had physics and covers the survey of motion, forces, energy, heat, gas laws, kinetic theory, electricity and magnetism. The laboratory experiments are designed to enhance the students understanding of the various topics covered in class.

☒ **PHY 110 GENERAL PHYSICS I**

4 units

Course length: 54 hours lecture, 54 hours laboratory

**IGETC: 5A, 5C; CSU GE: B1, B3; UC: S**

**Prerequisite : Two years of high school algebra or completion of MAT 086 or MAT 088**

This course includes the study of measurement, vector algebra, one and two dimensional motion, Newton's laws of motion, kinematics, momentum and collisions, rotational motion and angular momentum, elasticity, oscillations and gravitational interactions, fluids, waves, temperature and the laws of thermodynamics. It also includes an appropriate laboratory program illustrating the principles learned in lecture. It is a necessary part of the physics of engineering.

☒ **PHY 220 GENERAL PHYSICS II**

4 units

Course length: 54 hours lecture, 54 hours laboratory

**IGETC: 5A, 5C; CSU GE: B1, B3; UC: S**

**Prerequisite: Two years of high school algebra or completion of MAT 086 or MAT 088**

**Recommended: PHY110.**

A continuation of PHY 110, this course involves a study of electrostatic forces, fields and potentials, DC and AC circuits, magnetism, electromagnetic waves, the reflection, refraction, diffraction, and interference of light and an introduction to the theories of relativity, quantum mechanics and cosmology. Also included is an appropriate laboratory program illustrating the principles learned in lecture. This course is not for physical science and engineering majors but can serve as the physics requirement for the pre-professional medical programs.



## POLITICAL SCIENCE

☒ **POS 101 INTRODUCTION TO POLITICAL SCIENCE**

3 units

Course length: 54 hours lecture

**IGETC: 4H; CSU GE: D8; UC: B**

An inquiry into political action in various cultural contexts stressing a more knowledgeable citizenry while utilizing national and cross-national experiences. Topics emphasized include political ideologies, basic structures of governments, public opinion, political parties and court systems.

☒ POS 145 AMERICAN POLITICAL INSTITUTIONS

3 units

Course length: 54 hours lecture

IGETC: 4H; CSU GE: D8; UC: B

*Prerequisite: ENG 099 Eligible*

Analysis of the national government of the United States and of the government of the State of California with attention to relations between government and the individual; the structure of the legislature, executive and judicial branches and the major functions of government in the modern world. This course will also examine American political institutions as documented in the Constitution of the United States.

POS 280 SELECTED TOPICS IN POLITICAL SCIENCE

.25-4 units

Course length: 4.5-72 hours lecture and/or

CSU

13.5-216 hours laboratory

Group investigation of a special topic in the area of political science. As appropriate, the specific subject will be announced in the Schedule of Courses.

POS 285 INTERNATIONAL RELATIONS

3 units

Course length: 54 hours lecture

IGETC: 4H; CSU GE: D8; UC: B

Introduction to the principles and practices of nations in their relationship with each other. International organization, international law, treaties, propaganda, war and peace, and the implications of nuclear weapons are considered. Special attention is given to the role of the United States in inter-American and world affairs.

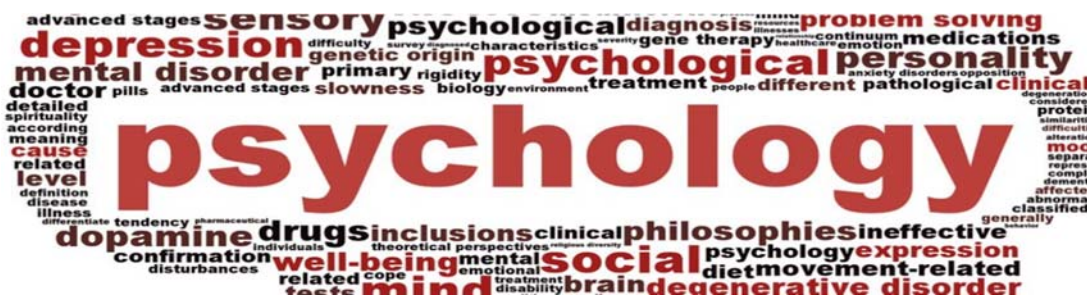
POS 290 SELECTED STUDIES IN POLITICAL SCIENCE

.25-4 units

Course length: 4.5-72 hours lecture and/or

13.5-216 hours laboratory

Group investigation of a special problem in the area of political science. As appropriate, the specific subject will be announced in the Schedule of Courses.



☒ PSY 101 GENERAL PSYCHOLOGY

3 units

Course length: 54 hours lecture

IGETC: 4I; CSU GE: D9; UC: B

*Prerequisite: ENG 099 eligibility*

A survey of the principles and concepts governing affect, behavior, and mental processes. Critical thinking skills will be emphasized by the use of exercises which require applying and analyzing the psychological theories, research, and perspectives that provide insight into her/his own motives and behaviors.

☒ PSY 110 PERSONAL AND SOCIAL ADJUSTMENT I

3 units

Course length: 54 hours lecture

CSU GE: D9, E

*Prerequisite: ENG 099 eligibility*

An introduction to examining one's choices and how the influence of age, gender, previous experience, ethnic group membership, context, and the environment have shaped these choices. Techniques for expanding one's self-awareness and the exploration of alternate choices in significant areas of one's life comprise an integral part of this course.

---

**☒  PSY 115 HUMAN SEXUALITY****3 units**

Course length: 54 hours lecture

**IGETC: 4I; CSU GE: D9; UC: B****Prerequisite: ENG 099 eligibility**

An exploration of the psychological, social, and physiological dimensions of human sexual behaviors. The course will review specific theories and research findings, and consider their relevance for individual sexual development. Social attitudes towards sexuality, anatomy, reproduction/birth, gender identity, and sexual roles are investigated.

**☒  PSY 145 HUMAN RELATIONS****3 units**

Course length: 54 hours lecture

**CSU GE: D9****Prerequisite: ENG 099 eligibility**

This course identifies the practical application of basic psychological issues in modern management. Concepts, techniques, and skills used to raise productivity and enhance satisfaction in the work place will be covered.

**☒  PSY 150 INTRODUCTION TO RESEARCH METHODS****3 units**

Course length: 54 hours lecture

**IGETC: 4I; CSU GE: D9; UC: B Prerequisite:****ENG 099 eligibility Recommended: PSY 101**

This course is an introduction to scientific methodology in psychology and social sciences, including descriptive, experimental, and applied research using Statistical Package for Social Sciences (SPSS), as well as the ethical guidelines for psychological research.

**☒  PSY 155 INTRODUCTION TO STATISTICAL ANALYSIS FOR THE SOCIAL SCIENCES****3 units**

Course length: 54 hours lecture

**IGETC: 2A; CSU GE: B4; UC: M****Prerequisite: Intermediate Algebra MAT 086 or MAT 088 AND ENG 099 or eligibility****Recommended: SOC 101 or PSY 101**

This course focuses on concepts and applications of descriptive and inferential statistics in psychology and other behavioral sciences. Topics include hypothesis testing, frequency distributions, percentiles, central tendency and variability, application of the normal probability distribution, correlation, and analysis of variance procedures. This course is designed for students seeking careers in social science such as psychology, sociology and anthropology.

**☒  PSY 201 LIFE SPAN DEVELOPMENT****3 units**

Course length: 54 hours lecture

**IGETC: 4I; CSU GE: D9; UC: B****Prerequisite: ENG 099 eligibility**

A systematic study of human development throughout the life span. Analyses of contemporary development research and theory will be included. In addition, case studies, trends, principles and processes will be examined in the terms of ethnic, racial, gender and cross-cultural issues in human development.

This course provides an overview, from a psychological perspective, of human development from conception through death, including biological and environmental influences. Theories and research of physical, cognitive, personality, and social development are examined, as well as attention to developmental problems.

**☒  PSY 205 INTRODUCTION TO BIOLOGICAL PSYCHOLOGY****3 units**

Course length: 54 hours lecture

**IGETC: 4I; CSU GE: D9; UC: B****Prerequisite: PSY 101 AND ENG 099 eligibility**

Introduction to the physiological determinants of behavior including behavior evolution, the nervous system and endocrine glands; and their relationship to perception, learning, motivation, emotion and personality.

**☒  PSY 210 ABNORMAL PSYCHOLOGY****3 units**

Course length: 54 hours lecture

**IGETC: 4I; CSU GE: D9; UC: B****Prerequisite: PSY 101**

Study of abnormal behavior, including its causes, symptoms, characteristics, classifications, prevention and treatment.

**☒ PSY 215 SOCIAL PSYCHOLOGY****3 units**

Course length: 54 hours lecture

**IGETC: 4I; CSU GE: D9; UC: B****Prerequisite: ENG 099 eligibility****Recommended: PSY 101 or concurrent enrollment in this course.**

Social Psychology is the scientific study of how thoughts, feelings, and behaviors of individuals are influenced by the real or implied presence of others. Even though individuals differ, this field focuses on the regularities of social reaction and interaction. This course will examine the central theories, concepts, and research findings revolving around behaviors in social situations/settings such as aggression, attraction, group behaviors, altruism, conformity, and helping behavior.

**☒ PSY 220 COUNSELING AND INTERVIEWING****3 units**

Course length: 54 hours lecture

**CSU GE: D9****Prerequisite: ENG 099 eligibility****Recommended: PSY 101**

A comprehensive coverage of theory, counseling strategies, the counseling relationship, and professional issues. Counseling in schools, drug abuse and crisis intervention centers, community mental health sites, prisons, vocational/career facilities and other human services sites will be emphasized to demonstrate the various types of counselors and their roles. Materials and discussions will be presented to enhance student's sensitivity to cultural diversity, e.g., community-based policing, etc.

**☒ PSY 280 SELECTED TOPICS IN PSYCHOLOGY****3 units**

Course length: 54 hours lecture

**CSU****Recommended: PSY 101**

Group investigation of a special topic in psychology. The area of study will be determined by the instructor and noted in the class syllabus.

**☒ PSY 290 SELECTED STUDIES IN PSYCHOLOGY****3 units**

Course length: 54 hours lecture

**CSU****Recommended: PSY 101**

Group investigation of a select group of studies in an area of psychology. The area of study will be determined by the instructor and noted in the class syllabus.



## READING

**RDG 082 BASIC READING WITH LABORATORY****3.25 units**

Course length: 54 hours lecture, 18 hours laboratory

**Prerequisite: Placement test**

Reading 082, Basic Reading with laboratory, is a first-level reading course in a sequence of reading courses. It focuses on vocabulary development and comprehension strategies. The course grade is Pass/No Pass.

**▽ RDG 084 BEGINNING READING WITH LABORATORY****3.25 units**

Course length: 54 hours lecture, 18 hours laboratory

**Prerequisite: Placement via the testing process or RDG 082**

This course is designed for students who need to improve basic reading skills in order to comprehend precollege-level materials. In this course, students practice a reading process and enhance literacy by reading essays, news articles and a feature length books. The course emphasizes topics such as main ideas, supporting details, inferences, critical thinking, vocabulary and study skills to increase comprehension. It has an attached class lab. To pass the course, the student must successfully complete both coursework and lab work during the same semester. The course is Pass/No Pass.



**▽RDG 086 INTERMEDIATE READING WITH LABORATORY****3.25 units**

Course length: 54 hours lecture, 18 hours laboratory

**Prerequisite:** RDG 084 or placement via the testing process.**Note:** RDG 086 is a prerequisite for ENG 099.

This course is designed for students who need practice in reading at the pre-college and college level and in critical thinking skills in order to succeed in transfer level courses. It is also a refresher course for adult learners. In this course, students develop reading strategies for textbooks and engage with essays, poetry, and feature length books to increase reading comprehension as well as appreciation. They also build writing, vocabulary, discussion and study skills to interpret and express information and to reflect on the meaning of class readings. Some research is required. The course has an attached class lab. To pass the course, the student must complete both coursework and lab work during the same semester. The course issues Pass/No Pass, or a letter grade.

**☒RDG 094 BEGINNING READING®****3 units**

Course length: 54 hours lecture

**Prerequisite:** Placement via the testing process.

This course is designed for distance education students who need to improve basic reading skills in order to comprehend college-level materials. In this course, students practice a reading process with selections from freshman-level textbooks and enhance literacy by reading essays, news articles and a feature length book. The course emphasizes topics such as main ideas, supporting details, inferences, critical thinking, vocabulary and study skills to increase comprehension. The course is conducted through distance education. Is repeatable up to two times. The course grade is Pass/No Pass.

**☒RDG 096 INTERMEDIATE READING****3 units**

Course length: 54 hours lecture

**Prerequisite:** RDG 084 or placement via the testing process.**Note:** RDG 096 is a prerequisite for ENG 099.

This course is designed for students who need practice in reading at the pre-college and college level and in critical thinking skills in order to succeed in transfer level courses. It is also a refresher course for adult learners. In this course, students develop reading strategies for textbooks and interact with essays, poetry, and feature length books to increase reading comprehension as well as appreciation. They also build writing, vocabulary, discussion and study skills to interpret and express information and to reflect on the meaning of class readings. Some research is required. The course is conducted through distance education. The course is Pass/No Pass, or letter grade.

## SOCIOLOGY

**SOC 080 INTERPERSONAL COMMUNICATION****0.5 units**

Course length: 9 hours lecture

This course is designed for individuals concerned with improving communication skills and anger management. It addresses interpersonal communication, negative social addictions and positive communication skills. The goal is to learn how to cope with interpersonal relations and conflict. The course would also benefit those who have trouble directing their tempers and those prone to verbal and physical abuse.

**☒📖SOC 101 INTRODUCTION TO SOCIOLOGY****3 units**

Course length: 54 hours lecture

**IGETC: 4J; CSU GE: D0; UC: B****Prerequisite:** Eligibility for ENG099

This course is an introduction to sociology as a way of understanding the world. Sociology is a field of study that explains social, political, and economic phenomena in terms of social structures, social forces, and group relations. The course will introduce students to the field by focusing on several important sociological topics, including socialization, culture, the social construction of knowledge, inequality, race and ethnic relations, poverty, and political sociology.

---

**☒☒ SOC 111 MARRIAGE AND THE FAMILY****3 units**

Course length: 54 hours lecture

**CSU GE: D7, E; UC: B****Prerequisite:** *Eligibility for ENG099*

This course is designed to investigate the structures and functions of the family institution historically, cross-culturally, and in American Society. Attention is on changing gender roles, family stability, family structure and definitions of the family. In addition, emphasis is placed on the family's relationship to economic structures, political institutions, and belief systems. This course is useful for students contemplating majors or careers in sociology, counseling, psychology, social work, and related fields.

**☒☒ SOC 280 SELECTED TOPICS IN SOCIOLOGY****3 units**

Course length: 54 hours lecture

**CSU**

Examination of topics, current trends and/or issues in the discipline of Sociology not covered by regular catalog offerings. Recommended preparation varies with topic.

**☒☒ SOC 290 SELECTED STUDIES IN SOCIOLOGY****3 units**

Course length: 54 hours lecture

Examination of selected studies in the area of Sociology not covered by regular Catalog offerings. Recommended preparation varies with topic.

## SPANISH

**☒☒ SPA 101 ELEMENTARY SPANISH I****5 units**

Course length: 90 hours lecture

**CSU GE: C2; UC**

This interactive course is an introduction to understanding, speaking, reading and writing Spanish. Emphasis is on the vocabulary, grammar and cultural knowledge necessary to communicate in everyday situations. It includes pronunciation, intonation, and the geography and cultures of Spanish-speaking countries. Note: This course is not intended for students who have attended schools where Spanish was the language of instruction.

**☒☒ SPA 102 ELEMENTARY SPANISH II****5 units**

Course length: 90 hours lecture

**IGETC: 6A; CSU GE: C2; UC****Prerequisite:** *SPA 101 or equivalent placement via the testing/counseling process.*

This interactive course is a continuation of the work in Spanish 101 on understanding, speaking, reading and writing Spanish. Emphasis is on the vocabulary, grammar and cultural knowledge necessary to communicate in everyday situations. It includes pronunciation, intonation, and the geography and cultures of Spanish-speaking countries. Note: This course is not intended for students who have attended schools where Spanish was the language of instruction.

**☒☒ SPA 115 SPANISH FOR SPANISH SPEAKERS****5 units**

Course length: 90 hours lecture

**IGETC: 6A; CSU GE: C2; UC****Prerequisite:** *Spanish Speaking fluency, or permission from the instructor*

This course is designed for native speakers of Spanish who demonstrate an ability to comprehend and produce Spanish but who have had little or no previous formal instruction in the language. The curriculum is designed to take advantage of students' existing skills, to expand upon their knowledge of the language, and to enhance their ability to read, write, and communicate more effectively in Spanish. In addition, the materials provide a cultural window on the Spanish-speaking community, both within the United States as well as abroad.

# SPEECH



## ☒ SPE 101 INTRODUCTION TO SPEECH

**3 units**

Course length: 54 hours lecture

**IGETC: 1C; CSU GE: A1; UC**

**Prerequisite: ENG 099 or eligibility**

Introduction to Speech offers a wide variety of reading, application, and speaking assignments designed to expose students to all the basic skills of speech making. Students focus on the following basic elements: ethics, analyzing the audience, visual aids, choosing a topic and specific purpose, and outlining, listening, organizing a speech, delivery, small group communication, informative and persuasive speaking, speaker credibility, effective use of language, library and internet research, communication, and/or speeches to entertain. All students give several speeches both with and without visual aids. This course is designed for students majoring in communications and satisfies general speech/communications requirements.

## ☒ SPE 102 PUBLIC SPEAKING

**3 units**

Course length: 54 hours lecture

**IGETC: 1C; CSU GE: A1, A3; UC**

**Prerequisite: ENG 099 or eligibility**

This course covers theory, practice and critical analysis of public communication, including speeches on subjects of current interest both local and global. It includes an introduction to the relationship between rhetorical theory and criticism and rhetorical practice in public communication.

## ☒ SPE 103 ARGUMENTATION AND DEBATE

**3 units**

Course length: 54 hours lecture

**IGETC: 1C; CSU GE: A1, A3; UC**

**Prerequisite: SPE 101 or SPE 102**

The essentials of argumentation; research, analyses of propositions, test of evidence, construction of the brief, preparation for presentation of constructive and refutation cases.

## SPE 104 ORAL INTERPRETATION OF LITERATURE

**3 units**

Course length: 54 hours lecture

**CSU; UC**

**Prerequisite: ENG 099 or eligibility**

The student will develop techniques for effective spoken performance of literature. Using poetry, fiction, and nonfiction, students will create literary interpretations and then master both the verbal and nonverbal methods necessary for effective spoken expression of those interpretations. This course includes topics such as selecting literary works for performance, interpretation of literary works audience analysis and performance. Skills acquired in this course will be essential to actors, broadcast journalists, educators and other public speakers.

## ☒ SPE 105 INTRODUCTION TO INTERCULTURAL COMMUNICATION

**3 UNITS**

Course length: 54 hours lecture

**CSU GE: D7 IGETC: 4G**

**Advisory: Completion of ENG 099**

Intercultural Communication is the study of communication between members of differing cultures and asks a series of questions about the nature of culture, Western ways of thinking in our approaches to other cultures, and the history of relations among West and East. The course focuses on the relationship between culture and communication, emphasizing social psychological variables, verbal and nonverbal language systems, and cross-cultural communication breakdowns. Practical application of intercultural communication principles to contemporary problems of cross-cultural and global communications is stressed, together with an introduction to new and post-colonial redefinitions of our relations with the world.



## THEATRE ARTS

### ✉️ THA 110 INTRODUCTION TO THEATRE

3 units

Course length: 54 hours lecture

IGETC: 3A; CSU GE: C1; UC: H

*Prerequisite: ENG 099 or eligibility*

This course is a survey of the dramatic and technical aspects of theatre, and includes an overview of the development of theatre throughout the history of Western culture. Beginning with Greek theatre, continuing through European influences and culminating in contemporary drama, the course traces the development of theatre in its many styles and examines significant changes in the dramatic arts, which have characterized that development. Theories of acting, historical contexts, technological change, and analysis of playwriting will be examined.

### THA 120 ACTING THEORY AND THEATRE PERFORMANCE

4 units

Course length: 54 hours lecture, 54 hours laboratory

CSU; UC: H

*Advisory: Eligibility for ENG 099*

This course introduces students to a variety of acting styles as well as to all other aspects of theatre production. The course enables students to imagine, reflect upon, and recreate human experiences. The course content includes script analysis, artistic interpretation of a playwright's work and the technical aspects of play production. The incorporation of acting theory into the practical aspects of producing a play is the central focus of the course.

### THA 151 ACTING I

3 units

Course length: 54 hours lecture

*Advisory: Eligibility for ENG 099*

Acting I prepares a student to apply basic acting theory and methods to performance and develops the skills of interpretation of drama through acting. Special attention is paid to skills for performance: memorization, stage movement, vocal production, and interpretation of text.

### THA 280 SELECTED TOPICS IN THEATRE ARTS

.25-4 units

Course length: 4.5-72 hours lecture and/or 13.5-216 hours laboratory

CSU

Group investigation of a special topic in the area of theatre arts. As appropriate, the specific subject will be announced in the Schedule of Courses.

### THA 290 SELECTED STUDIES IN THEATRE ARTS

.25-4 units

Course length: 4.5-72 hours lecture and/or 13.5-216 hours laboratory

CSU

Group investigation of a special problem in the area of theatre arts. As appropriate, the specific subject will be announced in the Schedule of Courses.

---

## WATER TECHNOLOGY

### ☒ WTE 101 WATER TREATMENT OPERATION

3 units

Course length: 36 hours lecture, 54 hours laboratory

CSU

**Prerequisite:** *High School Diploma or GED*

Principles of safe and effective operation and maintenance of drinking water treatment plants, reservoir management and intake structuring. The source of water, basic water, laboratory test procedures and calculations are also covered.

### ☒ WTE 102 BASIC WATER TREATMENT

2.5 units

Course length: 36 hours lecture, 18 hours clinic/field

CSU

**Prerequisite:** *Successful completion of WTE 101, Water Treatment Operation*

Exploration of the processes used in the treatment of water. Principles of coagulation/flocculation, sedimentation and disinfection are explored. Also includes operation of equipment used in water treatment, prevention of corrosion, tastes and odor control.

### ☒ WTE 105 FUNDAMENTAL DRINKING WATER TREATMENT

3 units

Course length: 54 hours lecture

CSU

**Prerequisite:** *High School Diploma or GED*

Principles of safe and effective operation and maintenance of drinking water treatment plants, reservoir management and intake structures. Sources of water, water chemistry, math and lab procedures and calculations. Pre-treatment, coagulation/flocculation sedimentation, filtration and disinfection. Tastes and odor, and corrosion control. SDWA, SWTR, CCR and public notification. Record keeping, reports and microbiology, pumps and motors, cross connection controls and safety practices and procedures.

### ☒ WTE 110 PRINCIPLES OF WASTEWATER TREATMENT

3 units

Course length: 54 hours lecture

CSU

**Prerequisite:** *High School Diploma or GED*

This Principles of Wastewater Treatment course is designed to prepare the student to safely and effectively operate and maintain a wastewater treatment facility. State regulations regarding classification of waste water treatment plants and operator certification, as well as sludge handling, digestion, and water removal processes will be discussed.

## WELDING



### WEL 100 OXYACETYLENE GAS WELDING (OAW)

3 units

Course length: 36 hours lecture, 54 hours laboratory

CSU

This course covers the theory and practices of acetylene welding in all positions. Students will receive hands-on training in oxyacetylene welding of plate and sheet metals. Students will learn the various types of welding equipment and safety practices to be followed in performing welding lab exercises.

### WEL 101 SHIELDED METAL ARC WELDING (SMAW)

3 units

Course length: 36 hours lecture, 54 hours laboratory

CSU

The course covers the basic theories and practices of Shielded Metal Arc Welding. Students will receive hands-on training in welding pipe and sheet metal in all positions. Students will learn the various types of arc welding equipment and personal safety practices.

**WEL 102 BASIC GAS METAL ARC WELDING (GMAW)****3 units**

Course length: 36 hours lecture, 54 hours laboratory

**CSU**

The course covers the theory and practices of Basic Gas Metal Arc Welding (BGMAW). The students will use the GMAW equipment to produce specified welds in all positions. Students will learn the various types of GMAW equipment and personal safety practices.

**WEL 103 BASIC GAS TUNGSTEN ARC WELDING (GTAW)****3 units**

Course length: 36 hours lecture, 54 hours laboratory

**CSU**

The course covers the theory and practices of Gas Tungsten Arc Welding. Students will use the GTAW equipment to produce specified welds in mild steel and aluminum plates. The students will learn about the various types of GTAW equipment and personal safety practices.

**WEL 110 INTRODUCTION TO FABRICATION****3 units**

Course length: 36 hours lecture, 54 hours laboratory

**CSU**

This is the first course of the fabrication program. The course covers the basic theories and practices of general fabrication. Students will receive hands on training in basic MIG welding, tube notching, tube bending and metal cutting. Students will learn about the various types of equipment and safety practices to be followed in fabrication.

**WEL 111 INTRODUCTION TO CHASSIS PREPARATION****3 units**

Course length: 36 hours lecture, 54 hours laboratory

**CSU**

This course covers the basic theories and practices of general chassis preparation. Students will receive hands on training in nut and bolt sizes and grades, different suspension types, brakes, drive train and basic wiring. Students will learn about various types of tools and equipment to be used in chassis preparation.

**WEL 112 INTERMEDIATE FABRICATION****3 units**

Course length: 36 hours lecture, 54 hours laboratory

**CSU**

This course covers theories and practices of fabrication and welding. Students will receive hands on training in MIG welding, TIG welding, building metal jigs, tube notching, tube bending, metal cutting, chassis construction. Students will learn about various types of equipment and safety practices to be followed in fabrication.

**WEL 113 ADVANCED FABRICATION AND DESIGN****3 units**

Course length: 36 hours lecture, 54 hours laboratory

**CSU**

This course covers theories and practices of advanced fabrication and welding. Students will receive hands on training in MIG welding, TIG welding, designing and fabrication chassis, assembly and disassembly of off road vehicles, designing suspension concepts. Students will learn about various types of equipment and safety practices to be followed in fabrication and welding.

**☒WEL 120 INTRODUCTORY WELDING PRINCIPLES AND PRACTICES****3 units**

Course length: 54 hours lecture

**CSU**

This course provides a general introduction to the discipline of welding technologies and then guides students through various methods and applications of welding. The areas addressed in this course include: Welding fundamentals, Shielded Metal Arc Welding, Gas Tungsten and Gas Metal Arc Welding, and ARC Cutting. This course will provide real-world scenarios which will help prepare the student for the various welding applications. This course accurately reflects the information and skills needed in today's workplace.

---

**WEL 121 RESISTANCE WELDING AND SPECIAL WELDING APPLICATIONS****3 units**

Course length: 54 hours lecture

**CSU**

This course provides a general introduction to the discipline of welding technologies and then guides students through various methods and applications of welding. The areas addressed in this course include: Oxyfuel Gas Processes, Resistance Welding, and Special Processes. This course will provide real-world scenarios which will help prepare the student for the various welding applications. This course accurately reflects the information and skills needed in today's workplace.

**☒WEL122 PRINCIPLES AND PRACTICES OF METAL TECHNOLOGY AND PROFESSIONAL WELDING****3 units**

Course length: 54 hours lecture

**CSU**

This course provides a general introduction to the discipline of welding technologies and then guides students through various methods and applications of welding. The areas addressed in this course include: Metal Technology and Professional Welding. This course will provide real-world scenarios which will help prepare the student for the various welding applications. This course accurately reflects the information and skills needed in today's workplace.

**WEL 200 ADVANCED GAS METAL ARC WELDING (GMAW)****3 units**

Course length: 36 hours lecture, 54 hours laboratory

**CSU**

The course covers the theory and practices of Advanced Gas Metal Arc Welding in mild steel plate and pipe. Emphasis is placed on four position welding techniques (flat, horizontal, vertical and overhead) utilizing the Gas Metal Arc Welding (GMAW) process.

**WEL 201 ADVANCED GAS TUNGSTEN ARC WELDING (GTAW)****3 units**

Course length: 36 hours lecture, 54 hours laboratory

**CSU**

The course covers the theory and practices of Advanced Gas Tungsten Arc Welding. Students will use the GTAW equipment to produce specified welds in mild steel plates and aluminum plates. Emphasis is placed on GTAW of steel and aluminum tubing.

**WEL 202 ADVANCED OXYACETYLENE GAS WELDING (OAW)****3 units**

Course length: 36 hours lecture, 54 hours laboratory

**CSU**

The course covers the advanced theory and practices of Oxyacetylene Gas Welding. Students will receive hands-on training in oxyfuel welding. Students will practice all welding exercises and become proficient in braze welding and soldering. Students will be expected to produce welded joints with a high degree of integrity.

**WEL 203 CONSOLIDATED WELDING****3 units**

Course length: 36 hours lecture, 54 hours laboratory

**CSU**

Consolidated Welding prepares students with marketable skills for welding construction and metal fabrication. Students will utilize Oxyacetylene welding (OAW), Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW) and Gas Tungsten Arc Welding (GTAW) processes to perform Industry related welds.

**WEL 290 SELECTED STUDIES IN WELDING****.25-4 units**

Course length: 4.5-72 hours lecture and/or13.5-216 hours laboratory

Group investigation of a special problem in the area of welding. As appropriate, the specific subject will be announced in the Schedule of Courses.

---

**ADULT BASIC EDUCATION (ABE)**

---

**Palo Verde Community College service offerings are designed to service the diverse and changing needs of our community by cooperating with and complementing other offerings and programs at Palo Verde College. Adult Education Services link the community to the college and lifelong learning through affordable avenues to personal and career enrichment.**

**ABE 010 CUSTOMER SERVICE®****Non-credit**

Course length: 8 hours lecture

This course is designed to enrich students with the knowledge to recognize the importance of exceptional customer service in a customer-focused environment both internally and externally. Topics will include communication, developing a positive attitude, handling complaints and sales skills. This course is repeatable.

**ABE 011 COMMUNICATING WITH CUSTOMERS®****Non-credit**

Course length: 8 hours lecture

This course is designed to introduce the student to key fundamentals of effective communication within business organizations. Topics will include verbal and nonverbal communication, listening skills and specific supervisory communication skills. This course is repeatable.

**ABE 012 TEAM BUILDING®****Non-credit**

Course length: 8 hours lecture

This course is designed to provide the student with an understanding of how teams work together, common problems encountered and how to solve them. Students will be introduced to team building in the workplace. This course is repeatable.

**ABE 013 TIME MANAGEMENT®****Non-credit**

Course length: 8 hours lecture

This course is designed to introduce the student to basic time management principles and specific tools that will assist in utilizing maximum use of time. This course is repeatable.

**ABE 014 STRESS MANAGEMENT®****Non-credit**

Course length: 8 hours lecture

This course is designed to acquaint the student with key elements of stress management. Included is the recognition of stress and how to manage it, job burnout and what to do about it. Emphasis will be placed on ways to handle stress in order to maintain a productive professional and private life. This course is repeatable.

**ABE 015 CONFLICT MANAGEMENT®****Non-credit**

Course length: 8 hours lecture

This course is designed to introduce the student to the meaning of conflict and the causes of conflict between individuals and groups within an organization. Emphasis will be placed on conflict modes, how to deal with difficult people, and how to bring out the best in others. This course is repeatable.

**ABE 017 MANAGING ORGANIZATIONAL CHANGE®****Non-credit**

Course length: 8 hours lecture

This course is designed to provide the student with an understanding of change, the influence it has on an organization and the individuals in that organization. Topics will include understanding organizational change, theoretical models of change, stages of change, and how to manage organizational change. This course is repeatable.

**ABE 018 DECISION MAKING AND PROBLEM SOLVING®****Non-credit**

Course length: 8 hours lecture

This course is designed to introduce a student to decision making and problem solving. Emphasis will be placed on decision making and problem solving techniques. This course is repeatable.

**ABE 019 FOUNDATION ESSENTIALS: VALUES AND ETHICS®****Non-credit**

Course length: 8 hours lecture

This course is designed to introduce the student to the importance of ethics and values in the workplace. Emphasis will be placed on how values influence actions and developing a personal ethical philosophy. This course is repeatable.



---

**ADULT BASIC EDUCATION (ABE)**

---

**ABE 021 SPANISH LITERACY FOR THE ESL LEARNER®****Non-credit**

Course length: 36 hours lecture

This course is designed for the pre-literate or semi-literate Spanish speaking immigrant who desires to learn English. This course takes advantage of the fact that literacy competencies in one's native language transfers to a target language. Enhancing the learner's verbal ability in Spanish by the acquisition or improvement of reading and writing skills in his native tongue will enable the learner to transfer these skills to his/her acquisition of English.

**ABE 023 READING LITERACY FOR ADULT LEARNERS®****Non-credit**Course length: 54 hours lecture/  
laboratory

This course emphasizes the processes of skimming/scanning and utilizing various reading techniques for comprehension improvement. Also, emphasis on punctuation and sentence structure is maintained for writing improvement. This course is repeatable.

**ABE 024 CDL BUS OPERATOR LICENSE****Non-credit**

Course length: 24 hours lecture

***Prerequisite: 18 years old and class "C" driver's license.***

This course prepares students for the written portion of the California Department of Motor Vehicles Commercial Driver's License test. Students will learn the fundamentals of operating a public transit bus. Other topics include safety, vehicle inspections, personal management, and report writing.

**ABE 025 READING ADVANCEMENT®****Non-credit**

Course length: 54 hours lecture

This course is an intermediate course in reading that includes the pre-critical reading skills of study/reading methods (SQ3R), dictionary skills, work recognition through sentence context, the skills memory/recall translation, and application of material being read. This course is repeatable.

**ABE 036 INTRODUCTION TO MARRIAGE AND FAMILY RELATIONS®****Non-credit**

Course length: 18 hours lecture

This course looks at "Marriage" as a contract that goes through stages of negotiation and renewal during its lifetime. The four stages to be discussed are the life stages of the partners, childrearing, aging parents, mid-life crisis, and life threatening illnesses. This course is repeatable.

**ABE 040 COMPUTERS MADE SIMPLE®****Non-credit**

Course length: 9 hours lecture, 9 hours laboratory

This basic computer course is aimed at those who are new to computing or who have limited knowledge about their PC's. It is designed to help individuals overcome their initial hurdle to using a Personal Computer and to build confidence and competence in using Keyboarding, Windows, Microsoft Office, and the Internet. This course is repeatable.

**ABE 055 FOLK MUSIC®****Non-credit**

Course length: 9 hours lecture, 9 hours laboratory

This course introduces the older adult student to the basic history and terminology of Folk Music. This course is an introductory course for which previous musical background is helpful, but not required. Contents include a discussion of musical concepts, evolution of forms, style, and media and study of selected works from the folk repertoire. Examines the folk process for ballads, work songs, western swing, bluegrass, country, blues, gospel, Nortena, and Cajun music. Also covers protest songs and the folk revival of the sixties. Students will also have an opportunity for vocal and instrumental activities in the field. This course is repeatable.

**ABE 059 CREATIVE STITCHERY®****Non-credit**

Course length: 18 hours laboratory

This course will include basic hand stitch and fiber instruction in knitting, crocheting, embroidery, needlepoint, applique, hand quilting, and utilization of the latest materials and products on the market to assist in the listed subject areas. Students will choose their own projects and are individually instructed in the subject they have chosen to construct and finish the project. Embroidery and applique can be completed by hand or by machine. This course is repeatable.

---

**NON-CREDIT BASIC EDUCATION (ABE)**

---

**ABE 064 BASIC PRINCIPLES OF SEWING®****Non-credit**

Course length: 3 hours lecture, 30 hours laboratory

This course will consist of instruction in basic sewing, use and care of sewing machinery, proper measurement taking, actual cutting and sewing of garments or other projects of participant's choice. This course is repeatable.

**ABE 068 THE PROCESS OF PARENTING®****Non-credit**

Course length: 24 hours laboratory

This course examines the development and maintenance of healthy parent-child relationships. Students will examine child rearing practices and gain insight in the relationships among parenting, emotional development and the behavior of the child. Emphasis is placed upon family communication, roles, conflicts, family disruption and their effects upon the developing individual. Specific examples of what discipline is, how to apply it, and how to use it properly will be discussed. This course is repeatable.

**ABE 069 VOCATIONAL CONVERSATIONAL SPANISH®****Non-credit**

Course length: 4 hours lecture, 14 hours laboratory

This course is designed to teach Spanish in the vocational setting. It teaches specific terminology related to vocations, the use of related and specified phrases and sentences, and enables the speaker to communicate necessary sentences for employee application. This course is repeatable.

**ABE 075 BASIC VOCATIONAL SKILLS®****Non-credit**

Course length: 8 hours lecture, 19 hours laboratory

This course will teach students with intellectual and physical disabilities basic work and basic life skills in order to facilitate employment preparation. Basic work skills will include: timecard completion, following a schedule, social skills, following directions, and adherence to health and safety rules. Life skills will include: domestic skills, social skills, sensory-motor and cognitive skills, and health and safety. Individualized vocational and life skill training will be designed for all students. This course is repeatable.

**ABE 081 ESL ENTRY LEVEL II®****Non-credit**

Course length: 54 hours lecture

ABE 081 is one of two entry-level English as a Second Language courses designed for students at the beginning level of English. This course provides instruction in vocabulary, basic sentence structure, and simple reading and writing. Students write short paragraphs with correct punctuation and spelling. The course stresses the correct use of a variety of grammatical structures and verb tenses.

**ABE 083 WORD PROCESSING®****Non-credit**

Course length: 6 hours lecture, 12 hours laboratory

This course will introduce students to Word Processing Applications and Desktop Publishing features found in Microsoft Word® software that will enable students to create professional and attractive documents on an IBM Compatible Computer. This course is repeatable.

**ABE 085 SUBSTANCE ABUSE & CONTROL®****Non-credit**

Course length: 18 hours lecture

This course examines the physical, social, and psychological effects of substance abuse. This course includes a discussion of the history and classification of drugs and drug abuse and the effects of substance abuse on the criminal justice system. This course is repeatable.

**ABE 087 BRAKES – DISC/DRUM®****Non-credit**

Course length: 6 hours lecture, 12 hours laboratory

Covers the complete braking system found on most domestic and foreign cars. Theory of operation, servicing, procedures, testing/diagnosis/repair of most major braking systems. Drum and rotor machining, hydraulics, power braking system and four-wheel disc brakes. Emphasis on theory of operation and servicing techniques of late model cars. The course is repeatable.



---

**NON-CREDIT BASIC EDUCATION (NBE)**

---

**Palo Verde Community College service offerings are designed to service the diverse and changing needs of our community by cooperating with and complementing other offerings and programs at Palo Verde College. Adult Education Services link the community to the college and lifelong learning through affordable avenues to personal and career enrichment.**

**NBE 011 CHILD CARE MANAGER®****Non-credit**

Course length: 12 hours lecture, 6 hours laboratory

This class will give a basis for the necessary managerial knowledge to operate a child care center in the home or the public domain. Topics include an overview of best practices related to child development, child guidance, and health and safety. Students will obtain knowledge of child care licensing standards. This course is repeatable.

**NBE 012 ESSENTIALS OF INSURANCE®****Non-credit**

Course length: 52 hours lecture

This course will cover the "Essentials of Insurance" in preparation to satisfy the prelicensing education requirement of Sec. 1749 (b) of the California Insurance Code. Subjects covered include General Insurance, Life Insurance, Health and Disability Insurance, and "New Developments" in insurance practices. This course is repeatable.

**NBE 013 QUICK AND EASY CRAFTS AND DECORATIONS®****Non-credit**

Course length: 3 hours lecture, 15 hours laboratory

This course gives students different options and a unique opportunity to make their own crafts and decorations with a touch of exclusivity and design. The making or designing of crafts and/or scrapbooks for all occasions, such as holidays, birthdays, or other times, will be strongly emphasized. This course is repeatable.

**NBE 014 INTRODUCTION TO BASIC GLASS BEAD MAKING®****Non-credit**

Course length: 24 hours laboratory

The student will learn the basics of creating simple glass beads to more complex designs incorporating color and manipulation techniques. The student will obtain the skills and knowledge to operate a gas/oxygen torch and become proficient at handling Mortetti soft glass at working temperature as well as annealing techniques. Some of the decorating styles to be included are shaping of the bead, applying dots, stripes, and eyes, overwraps, multicolor beads, pulling stringers, racking, feathering and much more. This course is repeatable.

**NBE 015 LEADERSHIP/SUPERVISORY SKILLS ENHANCEMENT TRAINING®****Non-credit**

Course length: 8 hours lecture

This course is for students who are new to their roles of a leader/supervisor or for those seeking formal skills training. The course will cover areas a supervisor/leader has to cope with i.e., motivating, coaching, delegating, directing subordinates, effective communication, and personnel evaluations. This course is repeatable.

**NBE 016 SUPPLEMENTAL SKILLS FOR NON-CREDIT ENGLISH AS A SECOND LANGUAGE®****Non-credit**

Course length: 12-48 hours laboratory

**Corequisite: Enrollment in English as a Second Language.**

NBE 016 is an open entry/open exit course designed to provide additional opportunities for students enrolled in the ESL Non-credit program to develop their English skills, specifically in the areas of listening, speaking, reading, writing and grammar. Emphasis is on the use of multimedia equipment and materials, print and audiovisual materials. This class helps students improve language skills through independent, self-paced use of multimedia equipment and materials. Students receive a Pass/ No Pass grade mark.

**NBE 017 DIGITAL PHOTOGRAPHY®****Non-credit**

Course length: 18 hours lecture/laboratory

An introduction to the major components of digital photography including theory and usage of digital cameras, scanners, editing software, output devices and methodology. Emphasis is on end usages of digital imagery and fine art applications. This course is repeatable.

---

**NON-CREDIT BASIC EDUCATION (NBE)**

---

**NBE 018 BEADED TREASURES®****Non-credit**

Course length: 18 hours laboratory

This course introduces students to the fine art of American-Indian style beading. Students will learn basic techniques of stitching, which includes necklaces, earrings, and bracelets. Students will learn to read and create original patterns. No previous beading experience or skill necessary. This course is repeatable.

**NBE 027 PERSONAL FINANCIAL PLANNING®****Non-credit**

Course length: 18 hours lecture

This course is designed especially for those retiring from active life and desiring to invest their money and assets in successful financial planning. It covers such topics as monetary values, income tax planning, and other areas of financial planning. This course is repeatable.

**NBE 028 CREATIVE DRAWING MADE SIMPLE®****Non-credit**

Course length: 4 hours lecture, 14 hours laboratory

This course is designed to teach skills in creating drawings for fun, home improvement projects or job-related areas. Using proven techniques, students will focus on the development of perception, perspective, and realism in the art of drawing. This drawing course is designed to explore basic drawing techniques and styles. Students will study and apply the elements and principles of design. Participants will also develop a greater understanding of two-dimensional composition. This course is repeatable.

**NBE 035 CPR FOR HEALTHCARE WORKERS®****Non-credit**

Course length: 2 hours lecture, 7 hours laboratory

Training for citizens in CPR(Cardio PulmonaryResuscitation),with focuson those working in the Healthcare field. Participants will learn to recognize and intervene in life-threatening emergencies. Also includes the warning signs and interventions for heart attack, stroke, cardiac arrest, and choking. CPR will cover procedures for adults, children and infants and use of AED. Participants will receive an American Heart Association Healthcare Provider CPR card. This course is repeatable.

**NBE 037 FOOD AND NUTRITION EDUCATION®****Non-credit**

Course length: 9 hours lecture, 9 hours laboratory

This course is designed to assist adults and their families to acquire the knowledge, skills, attitudes and changed behaviors necessary for nutritionally sound diets, and improvement of family nutrition, and the basics of safe food preparation. This course is repeatable.

**NBE 038 FOLK GUITAR®****Non-credit**

Course length: 6 hours lecture, 12 hours laboratory

This is an introductory course to basic guitar and musical chords. Emphasis will be placed on string instruments instruction in learning to play the guitar. This course is repeatable.

**NBE 039 SEWING MADE SIMPLE®****Non-credit**

Course length: 3 hours lecture, 15 hours laboratory

This course is designed to introduce inexperienced students to the art of sewing. Instruction in the basic principles of sewing, cutting, fitting and laying out patterns, and what can be sewn with different fabrics. Basic sewing machine training and regular and zig-zag and serged stitching will be emphasized in the course. This course is repeatable.

**NBE 041 COOKING MADE SIMPLE®****Non-credit**

Course length: 4 hours lecture, 14 hours laboratory

This course will cover the principles and techniques of food preparation and cooking. The course will include food sanitation, safety, proper preparation, different transfer of heat cooking equipment and methods, culinary vocabulary, basic nutrition, and standardized recipes and measurements. The course is for both the non-experienced and for the experienced student who wishes to hone their culinary skills.

---

**NON-CREDIT BASIC EDUCATION (NBE)**

---

**NBE 044 FOOD SERVICE TECHNOLOGY®****Non-credit**

Course length: 8 hours lecture, 16 hours laboratory

This course specializes in providing career tracks for food service workers who clean, prepare and serve food. Special emphasis is placed on food preparation, nutrition, quantity services, Health & Sanitation Guidelines & Regulations, food preparation equipment, Restaurant and Food Service Management and wholesale and retail foods. This course is repeatable.

**NBE 045 ESL FOR SURVIVAL ENGLISH****Non-credit**

Course length: 18 hours lecture

A short term intensive course in English for speakers with little or no oral or written English competency. Mainly for learners whose interest is to learn a level of English that will allow them to function in the U.S. culture. It will teach students the rudiments of English, utilizing such methods as repetitive drills, dialog repetition, etc.

**NBE 054 TOPICS IN DESKTOP PUBLISHING®****Non-credit**

Course length: 4 hours lecture, 14 hours laboratory

This course will cover the basic techniques in computer desktop publishing. Students will learn to integrate text and graphics with electronic page assembly to produce formats in newsletters, advertisements, and other forms. This course is repeatable.

**NBE 057 CAKE DECORATION I®****Non-credit**

Course length: 4 hours lecture, 20 hours laboratory

This course includes forms of decorating various pastries. Students will learn the handling of utensils for decorations with step-by-step increments in cake classic border designs and decorations for special occasions. Decorations in pipe flowers as well as fondants to brighten cake tops will be applied. Hygiene practices will be explained and applied. This course is repeatable.

**NBE 062 COMPUTER KEYBOARDING®****Non-credit**

Course length: 2 hours lecture, 16 hours laboratory

This course covers basic keyboarding skills. Emphasis is placed on the touch system, correct techniques, and development of speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy level using the touch system. This course is repeatable.

**NBE 065 REAL ESTATE PRINCIPLES®****Non-credit**

Course length: 54 hours lecture

Fundamental principles of real estate with emphasis in the following areas of real estate: economics, law, transfers, buying and selling of real estate contracts, finance, liens, and encumbrances. Particular attention is paid to those aspects which will assist those preparing for the real estate sales examination. This course is repeatable.

**NBE 066 WINDOWS®****Non-credit**

Course length: 6 hours lecture, 12 hours laboratory

This course is designed to teach students the basics of the Microsoft Windows 2000® Operating System. Students will learn through hands-on, self-paced instruction and additional teacher instruction.

**NBE 068 SUPERVISED TUTORING®****Non-credit**

Course length: 180 hours laboratory

**Corequisite:** *Concurrent enrollment in an appropriate subject credit course.*

This course provides computer assisted instruction and/or materials supplementary to classroom instruction and/or laboratory presentation to advance student's knowledge or growth. This is an individualized course so specific topics and time required will be determined by the needs of each student. This course is open entry/exit; Pass/No Pass (52 contact hours). This course may be repeated three times.

---

## NON-CREDIT BASIC EDUCATION (NBE)

---

### **NBE 069 CPR & FIRST AID®**

**Non-credit**

Course length: 4 hours lecture, 5 hours laboratory

Training for citizens and employees in Adult, Child and Infant CPR (Cardio Pulmonary Rescue) and Basic First Aid. Participants will learn to recognize and intervene in life-threatening emergencies, and warning signs of heart attack, stroke, cardiac arrest, and choking. Participants will receive either an American Heartsaver or an American Red Cross card for CPR and First Aid. This course is repeatable.

### **NBE 070 CITIZENSHIP FOR IMMIGRANTS®**

**Non-credit**

Course length: 14 hours lecture, 4 hours laboratory

This course will cover procedures and forms necessary to become a U.S. Citizen. Students will learn the necessary conversational skills, knowledge of American history, and government required for passing the United States Citizenship exam. Students will study the U.S. systems of government, major American historical events, current events, and American culture. All topics covered in the official exam will be presented to the student in practice tests. Students will also be introduced to the on-line process of applying for citizenship. This course is repeatable.

### **NBE 072 GENEALOGY: TRACE YOUR ROOTS®**

**Non-credit**

Course length: 6 hours lecture, 12 hours laboratory

This self-paced, introductory course explores the process of "tracing your roots", by researching family descendants and ancestors. Students will discuss and construct family trees, ancestor charts, and family group sheets. The use and methods of print and non-print resources will be covered. This course is repeatable.

### **NBE 073 CLASSROOM PIANO I®**

**Non-credit**

Course length: 14 hours lecture, 40 hours laboratory

Classroom Piano I is designed to acquaint those with very little or no experience with the basics of piano or other keyboard instruments with basics of keyboard techniques. This course is repeatable.

### **NBE 076 VOCAL ENSEMBLE®**

**Non-credit**

Course length: 6 hours lecture, 12 hours laboratory

This course focuses on the study and performance of representative choral work from the American folk tradition. This includes sacred and secular works from the American Revolution to modern times. This course is repeatable.

### **NBE 077 PROFESSIONAL SEWING®**

**Non-credit**

Course length: 16 hours lecture, 38 hours laboratory

**Recommendation: Sewing experience is recommended, but not required.**

This course will consist of advanced sewing techniques for different styles of garments. Pattern development and single-double needle production sewing of garments are included. Students may achieve professional sewing standards by learning the use of common and new fabrics, and by learning how to add distinctive details to garments. Includes commercial and time-saving techniques. Also, instructions in cutting, fitting and laying out commercial patterns and designing custom patterns. Traditional tailoring techniques simplified using basic methods to achieve professional results. Selection, care, and use of various types of sewing machines included. This course is repeatable.

### **NBE 078 DATABASE®**

**Non-credit**

Course length: 18 hours laboratory

Hands-on experience in electronic filing systems using the micro-computer and database software. Practical application of ARMA (Association of Records, Managers, and Administrators). Alphabetical indexing rules will be practiced for a variety of firms. This course is repeatable.

### **NBE 079 QUILTING®**

**Non-credit**

Course length: 9 hours lecture, 45 hours laboratory

This course consists of the various techniques in stitching, pattern development, fabrics best suited for quilt creations and types of quilts for various occasions and uses. Students will develop an understanding of soft substances known as batting or flannel for use between the two layers of fabric. This course is repeatable.

---

## NON-CREDIT BASIC EDUCATION (NBE)

---

### **NBE 080 READING AND WRITING IMPROVEMENT®**

**Non-credit**

Course length: 18 hours lecture, 36 hours laboratory

This is a practical "how to" course whereby students will examine and practice various methods for reading, analyzing, interpreting, and enjoying texts. Students will also practice writing for a variety of purposes, and learn to apply basic grammar, sentence, and essay writing skills within the context of composing short essays. Individual needs are focused on in this class. This course is repeatable.

### **NBE 081 INTRO TO OSHA BLOOD-BORNE PATHOGENS®**

**Non-credit**

Course length: 8 hours lecture

*This course may not meet work or licensure requirements. Course may have to have credit hours in order to meet this requirement.*

This one-day course describes Blood-borne Pathogens, their effects, results, and exposure incidences. Also, effective methods of immunization, labeling and protective equipment are emphasized with confidentiality in reporting. This course is repeatable.

### **NBE 082 COMPUTER MAINTENANCE®**

**Non-credit**

Course length: 6 hours lecture, 12 hours laboratory

This course provides general information on preventative and minor maintenance which can be done by the average computer owner. Coverage includes the computer and peripheral equipment such as printers. Primary emphasis will be on IBM and compatible equipment, but the training is applicable to all brands of computers. A combination of lecture and hands-on experience is used. This course is repeatable.

### **NBE 084 DEVELOPMENTAL ENGLISH®**

**Non-credit**

Course length: 18 hours lecture/laboratory

This is a beginning English course to develop oral, listening and writing skills in both social and workplace environments. Introduction to English pronunciation, grammar and usage. Emphasis on basic conversational skill and understanding American culture. This course is repeatable.

### **NBE 085 FITTING AND ALTERATIONS®**

**Non-credit**

Course length: 18 hours lecture, 36 hours laboratory

Fundamental processes of pattern and garment alteration. Practical application of garment alteration through participation in actual customer shop problems. This course is repeatable.

### **NBE 086 CHILDREN'S CLOTHING®**

**Non-credit**

Course length: 54 hours lecture/laboratory

This course is concerned with the development of fundamental abilities and skills in the construction of children's clothing with emphasis on fit, fabric, and design. A study of the variety of materials, trim, and cost of sewing for children will be included. This course is repeatable.

### **NBE 088 SPECIAL OCCASION SEWING®**

**Non-credit**

Course length: 54 hours lecture/laboratory

A course designed to acquaint the student with what can be sewn for special occasions; proms, weddings, quinceañeras. This should include male, female and children's attire and accessories. This course is repeatable.

### **NBE 089 GARMENT ART®**

**Non-credit**

Course length: 18 hours lecture, 36 hours laboratory

Sewing and other techniques for the artistic and decorative embellishment and adornment of clothing and garments. This course is repeatable.



---

**NON-CREDIT BASIC EDUCATION (NBE)**

---

**NBE 091 ANGER MANAGEMENT®****Non-credit**

Course Length: 24 hours lecture

This course is designed to provide an understanding of the emotion of anger and explore the types, origins and typical reactions to anger. Covers stress and the need for stress management in relation to anger. Examines personal anger patterns and feelings and the use of effective interpersonal communications in effective anger management in order to help students effectively deal with their anger.

**NBE 093 PRESENTATION SOFTWARE®****Non-credit**

Course length: 9 hours lecture, 9 hours laboratory

his course will cover the basic techniques in computer presentation graphics software. Students will learn to create a slide presentation utilizing popular software to enhance oral reports. This course is repeatable.

**NBE 097 LIFE SKILLS READING®****Non-credit**

Course length: 18 hours lecture, 36 hours laboratory

Basic reading skills with emphasis on building vocabulary, using work identification strategies, increasing reading rate, and improving comprehension of meaning. This course is repeatable.

**NBE 099 LIFE SKILLS MATH®****Non-credit**

Course length: 27 hours lecture

The purpose of this course is to help students who need to improve their basic math skills in order to develop their adult roles as productive worker, effective family member, responsible community member and lifelong learner. The goals of this course are to improve students' basic competency in life skills math and employment-related math. The competencies for life skills math include solving real-life math problems such as balancing a checkbook, making a budget, and calculating or estimating costs and expenses.



## ADMINISTRATIVE SERVICES

Russi Egan, Chief Business Officer  
 Debbie Mitchell, Director Human Resource  
 Cecy Garcia, Payroll/Benefits Manager  
 Stephanie Slagan, Administrative Services Technician  
 Diana Navarro, Business Services Technician II  
 Vicky Lujano, Human Resources Technician II

## ADMISSION & RECORDS

Shelley Hamilton, Director of Admissions & Records  
 Michael Williams, Admissions & Records Technician III  
 Martin Schmid, Admissions & Records Technician II

## CAREER, TECHNICAL & CONTINUING EDUCATION

Maria Lopez, Interim CWE Coordinator/Vocational Career Specialist

## DISABLED STUDENTS PROGRAMS & SERVICES

Hortensia Rivera, DSP&S Director/Counselor, DSSS Director  
 Ida Naranjo-Hamblen, DSP&S Program Assistant  
 Mel Pullen, DSP&S/IT Technician  
 Danya Estrada-Mendez, DSSS Educational Assistant

## DISTANCE LEARNING

Victor Hernandez, General Counselor  
 Elizabeth Cockrell, Instructional Services Secretary, Distance Ed.  
 Brandi Chavez, Distance Education Clerk

## EXTENDED OPPORTUNITIES PROGRAMS & SERVICES

Maria "Machi" Rivera, EOPS Director  
 Lorenzo Lujano, EOPS Counselor  
 Teresa Gomez, EOPS/C.A.R.E. Secretary  
 Alicia Maciel, Part-time EOPS Assistant Clerk

## FINANCIAL AID

Diana Mendez, Director of Financial Aid and Scholarships  
 Rorie Nelson, Financial Aid Technician I  
 Veronica Barcenas, Financial Aid Technician I  
 Claudia Aguayo, Financial Aid Technician II

## HARRY A. FAULL LIBRARY

June Turner, Librarian  
 Ramon Aguirre, Temporary Part-time Library Technician  
 Mathew Vasquez, Temporary Part-time Library Technician

## INFORMATION TECHNOLOGY

Adam Houston, Director of Information Technology  
 Eric Egan, Assistant Director of Information Technology  
 Rich Soto, Jr., Web Services/Network Specialist  
 Dan Spechtenhauser, Network & Systems Security Technician  
 Jonathan Martin, Help Desk Technician I - Main Campus  
 Joe Parker, Micro-Computer Repairman



## **INSTRUCTIONAL AND STUDENT SERVICES**

Dr. Sean Hancock, Vice President of Instruction and Student Services

Denise Taylor, Interim Instructional Services Manager

Esther McBroom, Instructional Services Secretary

Staci Lee, Student Development & Civic Center/Events Manager

Leslie Rayner, Student Services Technician I

David Silva, Counselor

Irma Dagnino, Counselor

Kelly Whetnight, Temporary CalWORKS Clerk



## **MAINTENANCE**

Chad Lee, Director of Facilities & Operations

Jesus "Chuy" Ayala, Maintenance/Groundskeeper II

Francisco Gulliver, Maintenance/Groundskeeper I

Leonardo Bernal, Maintenance/Groundskeeper I

Patricia Sobarzo, Custodian

Eric Grijalva, Custodian

## **NEEDLES CAMPUS**

Eva Margarita Munguia, Director, Needles Center

Jeanie Johnson, Executive Secretary, Needles Campus

Robert VanDyne, Help Desk Technician I - Needles Campus

Albert Brambila, Maintenance/Groundskeeper II



## **NURSING & ALLIED HEALTH**

Sharron Burgeson, Nursing & Allied Health Coordinator

Silvia Lainez, Nursing/Faculty Secretary

## **PVC (DON KUYKENDALL) CHILD DEVELOPMENT CENTER**

Maria Kehl, Site Supervisor/Teacher Child Development Center

Edna Garcia, Child Development Center Teacher

Lorenia Becerril, Child Development Center Teacher

Guadalupe Cervantes, Instructional Aide – CDC

Llubia Estrada Mendez, Instructional Aide – CDC

Elizabeth Maciel, Instructional Aide - CDC

Alice Rodriguez, Instructional Aide - CDC

Maricela Sanchez, Instructional Aide – CDC

Tracy Shipley, Instructional Aide – CDC

Laura Silva, Instructional Aide – CDC

Irene Lopez, Substitute Instructional Aide—CDC

Maria Canchola, Cook – CDC

Jose Gracia, Custodian – CDC



## **SUPERINTENDENT/PRESIDENT**

Donald G Wallace, Ph.D, Superintendent/President

Denise Hunt, Administrative Assistant to the Superintendent/President

Carrie Mullion, Administrative Assistant to the Superintendent/President & Board of Trustees

- BOIRE, Joseph D. (1988)**.....**Welding Instructor**  
*Undergraduate Study, Columbia Junior College*  
*University of California, Riverside*  
*A.S., Palo Verde College*
- BROWN, Teh-Min (2005)**.....**English/Reading Instructor**  
*M.S., University of Southern California*  
*B.A., Soochow University, Taipei, Taiwan, Republic of China*
- BRUNO-MOFU, Cheryl (1995)** .....**LVN/Allied Health/Nursing Instructor**  
*R.N., A.D.N., Mesa Community College*
- CASTILLO, Richard (2007)** ..... **English Instructor**  
*M.A., Northern Arizona University*  
*B.A., Northern Arizona University*
- COPPLE, Derek (2004)**.....**Nursing Instructor**  
*A.D.N., College of the Desert*
- DAGNINO, Irma (2005)**.....**Counselor**  
*M.A. Brandman University*  
*M.A.Ed., University of Phoenix*  
*B.A., Park University*  
*A.A. San Diego Mesa College*
- DANSON, Alexnder (2013)** .....**Music Instructor**  
*Master of Music, University of Redlands*  
*B.A. Music Equivalency, "C.Porumbescu" Music Conservatory*
- EOFF, Kevin (1991-1998, 2006)**.....**History/Political Science Instructor**  
*M.S., Northern Arizona University*  
*B.S., Northern Arizona University*
- FRID, Sarah (2013)**.....**Business/Management Instructor**  
*M.B.A., Capella University*  
*B.A., University of Redlands*
- GAMEZ, Maria (2012)**.....**Non-Credit ESL/Non-credit CIS**  
*B.A., Ashford University*
- GARCIA, Alejandro A. (1989)** ..... **French/Mathematics/Physical Science Instructor**  
*Ph.D., University of Neuchatel, Switzerland*  
*M.A., University of California, Los Angeles*  
*B.A., Instituto Politecnico Nacional, Mexico*
- GAUBECA, Michael (2005)**.....**Accounting/Business/Economics Instructor**  
*Ph.D., University of Cincinnati*  
*M.B.A., University of Cincinnati*  
*M.A.I.R. University of Cincinnati*  
*B.S., University of Cincinnati*

- HERNANDEZ, Victor (2006)**.....**General Counselor**  
*M.A.Ed., University of Redlands*  
*B.A., San Diego State University*
- JONES, Sharon (2009)**.....**ADS/Psychology Instructor**  
*M.S., Capella University, Minneapolis*  
*B.A., Cal State University, San Bernardino*  
*A.A., College of the Desert*
- LILLEY-EDGERTON, Dennese (2002)**.....**English/Speech Instructor**  
*M.A., Winona State University*  
*B.A., Winona State University*
- LOPEZ, Maria (2014)**.....**Vocational Counselor**  
*B.A., Cal State University, San Bernardino*  
*M.A., Brandman University*
- LUJANO, Lorenzo (2007)** ..... **Extended Opportunity Programs & Services Counselor**  
*M.S.C / C.C., University of Phoenix*  
*B.A., Park University*  
*A.A., Palo Verde College*
- MARTINEZ, Peter (2004)** .....**Business Instructor**  
*M.A. Ed., University of Redlands*  
*M.B.A., University of Phoenix*  
*B.A., Northern Arizona University*
- MEDINA, Juan Carlos (2006)** .....**Spanish Instructor**  
*M.A., University of Arkansas*  
*B.A., University of California, Riverside*
- OSAYANDE, Solomon (1996)**.....**Biology/Botany/Physical Education Instructor**  
*Ph.D., Touro University International*  
*M.S., Brigham Young University*  
*M.S., Brigham Young University*  
*B.S., Brigham Young University*  
*N.C.E., University of Lagos, Nigeria*
- PETERSON, Scott (2008)**.....**Computer Information Science Instructor**  
*M.A.Ed, National University*  
*B.A., Western Washington University*
- RAMAN, Biju (2001)**..... **Math/Chemistry Instructor**  
*M.S., Lamar University*  
*M.S., Birla Institute of Technology and Science, India*  
*B.S., Birla Institute of Technology and Science, India*
- REDWINE, Karen (2013)** .....**Psychology/Alcohol & Drug Studies Instructor**  
*Ph.D., Claremont University*  
*M.A., CSU San Marcos*  
*B.A., CSU San Marcos*

- RHOADES, Mike (2008)** .....**Building Trades Instructor**  
*B.A., California State University, Long Beach*
- RINALDI, Henry (2002)** ..... **Automotive Instructor**  
*Undergraduate Study, University of California, Riverside*  
*A.S., Palo Verde College*
- RIVERA, Hortensia (2001)**.....**DSP&S Director Director/Counselor, DSSS Director**  
*M.A.Ed., University of Phoenix*  
*B.A., Park University*
- RIVERA, Maria “Machi” (2003)** .....**EOPS Director/ Counselor**  
*M.A.Ed., University of Phoenix*  
*B.S., University of Redlands*
- ROBERTSON, Robert (2002)**.....**English Instructor**  
*Ph.D., Brown University*  
*Graduate Study, School of Criticism and Theory, Dartmouth College*  
*Graduate Study, International School of Semiotics and Structuralist Studies, Northwestern University*  
*B.A., University of Colorado at Boulder*
- SHER, Sandra (2002)**.....**Mathematics Instructor**  
*M.A., Eastern Illinois University*  
*B.A., Eastern Illinois University*  
*A.S., College of Lake County*
- SHIBALOVICH, Paul (2006)**.....**Mathematics Instructor**  
*M.A., California State University, San Bernardino*  
*B.A., California State University, San Bernardino*  
*A.S., Riverside Community College*
- SILVA, David (1995)**..... **Bilingual Counselor**  
*M.S., California State University, San Bernardino*  
*B.A., California State University, San Bernardino*
- SMITH, William J. (2000)** ..... **Criminal Justice/Psychology Instructor**  
*M.A., United States International University*  
*B.A., United States International University*  
*A.A., Palo Verde College*
- SNIDER, Greg (2009)** .....**Physical Education/Health Instructor**  
*M.S., Cal Poly, San Luis Obispo*  
*B.A., University of California, Santa Barbara*
- STOECKLE, Sioux (2004)**.....**English Instructor**  
*M.A., California State University, Dominguez Hills*  
*B.S., University of Redlands*
- THIEBAUX, Brian (2001)**.....**English/Business Instructor/Institutional Researcher-Academic**  
*M. Admin., University of California, Riverside*  
*M.A., Northwestern University*  
*B.A., University of California, Berkeley*

**TURNER, June (2004)**..... Librarian  
*M.L.S., Southern Connecticut State University*  
*B.S., Southern Connecticut University*  
*A.S., Middlesex Community College*

**WALLACE, H. Bruce (1998)**.....Child Development/General Studies Instructor  
*Ed.D., University of Idaho*  
*Ed.S., University of Idaho*  
*M.Ed., University of Idaho*  
*B.S. in Sec. Ed., Lewis-Clark State College*





**Administration** – Officials of the college who direct and supervise the activities of the institution.

**Admission** – The process of submitting the required documents which leads to being admitted to the college.

**Application** – A form that must be completed before a new student is allowed to register for classes. Palo Verde College uses an electronic admissions application through 3C Apply (accessible through the PVC Webpage).

**Articulation Agreement** – Articulation agreements refer to a list of courses offered at Palo Verde College which are acceptable at the transfer university as equivalent in content (or as an acceptable substitute) to those courses offered at the university.

**Assessment** – Testing to meet course prerequisites, to demonstrate minimum competence for a Palo Verde College degree, or to determine proper placement in courses.

**Associate Degree (AA or AS)** – A degree (Associate in Arts or Associate in Science) granted by a community college which recognizes a student's satisfactory completion of an organized program of study of at least 60 units.

**Associated Student Government (ASG)** – The student government of Palo Verde College.

**Bachelor of Arts and Bachelor of Science (BA and BS)** – Baccalaureate degrees involving a minimum of 120 semester units in either the arts or sciences. Although they are awarded by 4-year transferring institutions, students may complete half of the degree coursework at Palo Verde College.

**Basic Skills Classes (Non-degree appropriate)** – These courses, principally in the basic skills, equip students to perform satisfactorily in associate and baccalaureate-appropriate classes. Students can take no more than 30 units of these courses; they do not apply to the degrees.

**CalWORKs (California Work Opportunities and Responsibilities to Kids)** – Current CalWORKs or CalWORKs Phase II recipients (formerly called AFDC/GAIN or TANF recipients), may be eligible for job assistance and child care services while enrolled in college and during a period of transition to work.

**Certificate of Achievement** – A sequence of courses of 12-18 semester units or more which has been recognized by the Chancellor's Office as an approved educational program and is transcribed.

**Certificate of Career Preparation** – a sequence of courses of fewer than 18 semester units which has been recognized by the Palo Verde Community College District as an approved educational program and is not transcribed.

**Cheating** - Utilizing dishonest means to meet course requirements including, but not limited to: crib notes, plagiarism, any inappropriate communication during testing, or any behavior prohibited by the instructor.

**College-Level** – “College-level” courses are those which customarily offer subject matter new to students of post secondary institutions. If the material is not new and also taught at a secondary level (such as history), the college-level course is offered with a depth, breadth, complexity, and pace characterized by post-secondary courses. Students are expected in these latter courses to take increased responsibility for their own learning and to devote considerable time outside of class to that learning.

**Community College** – A two-year college offering a wide range of programs of study, many determined by local community need.

**Continuing Student** – One who has attended classes during the previous regular term.

**Counseling** – Guidance provided by professional counselors in collegiate, vocational, social, and personal matters.

**Corequisite** – A condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in another course.

**Credit by Examination** – Course or unit credit granted for demonstrated proficiency in a given area.

**Dean’s List** – A list published each semester identifying full-time students who have attained a high level of academic achievement.

**Deficiency** – Grade Point Deficiency: Whenever a student’s grade point average is less than 2.0. Subject Deficiency: Whenever a student lacks a course or courses required for admission, graduation or transfer.

**Disciplinary Probation** – The exclusion of a student from extracurricular activities for a specified period of time, not to exceed one (1) year, because of his/her violation of college rules and/or regulations.

**Elective** – A course needed for graduation, but not a part of the major requirements.

**EOPS (Extended Opportunity Program & Services)** – Provides outreach and special assistance to students from culturally, educationally, or financially disadvantaged backgrounds.

**Exclusion** – To prohibit a student’s participation in college activities.

**Expulsion** – The permanent exclusion of a student from all college privileges including class attendance, by action of the Governing Board because of the student’s continued and/or extremely serious violations of college rules and/or regulations.

**Final Examination** – Final examinations occur on fixed days at set times at the end of each regular semester course. They are held in all courses with the exception of certain activity classes.

**Financial Aid Program** – Designed to assist students enrolled at least half-time who would be unable to attend college without financial help.

**Freshman** – One who has completed fewer than 30 units of college credit.

**Full-time** – A study load of 12 or more units per semester.

**General Education Requirements (Also called Breadth Requirements)** – A group of courses selected from several disciplines which are required for graduation.

**Grade Point Average (GPA)** – A measure of academic achievement used in decisions on probation, graduation, and transfer. The GPA is determined by dividing the total grade points by the number of units attempted.

**IGETC** – Intersegmental General Education Transfer Curriculum. 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.

**Lower Division** – Courses offered at the freshman and sophomore level of a college.

**Major** – A planned series of courses and activities selected by a student for special emphasis and designed to teach certain skills and knowledge.

**Matriculation** – A state-wide plan designed to help students develop clear educational goals to succeed in college, and is incorporated within the enrollment process. It promotes and sustains the efforts of credit students to be successful in their educational endeavors. The goals of matriculation are to ensure that all students complete their college courses, persist to the next academic term, and achieve their educational objectives through the assistance of the student-direct components of the matriculation process: admissions, orientation, assessment and testing, counseling, and student follow-up.

**Pass/No Pass (Previously listed as “Credit/No Credit”)** – Completion of a course or program with credit, but no grade granted.

**Plagiarism** – The misrepresentation of the published ideas or words of another as one’s own either from a book, article, or electronic media.

**Prerequisite** – A condition of enrollment that a student is required to meet prior to registering for a class in order to demonstrate current readiness for enrollment in a course or educational program. A grade of “C” (2.0) or higher must be met in all college coursework.

**President’s List** – A list published each semester identifying full-time students who have attained the highest level of academic achievement.

**Probation** – An acceptable scholastic standard has not been achieved.

**Procedural Due Process** – The guaranteed protection of procedural rights when a student is accused of violating a college rule and/or regulation. This includes the right to face an accuser and the right to written documentation of any and all charges, with ample opportunity to prepare a defense.

**Registration (Enrollment)** – Act of signing up for specific classes and paying fees.

**Remedial** – Any course that cannot be applied to a degree.

**Residence Requirement** – The law requiring the payment of tuition by out-of-state students.

**Restitution** – Reimbursement for damage or loss of property.

**Schedule of Courses** – A booklet which lists the course title, class section number, units, time, instructor, and locations of all classes offered in a semester. The same information can be viewed online.

**School Day** – Any official day when classes or final examinations are in session, as listed on the current Academic Calendar.

**Semester** – One-half of the academic year, usually 18 weeks.

**Sophomore** – One who has completed at least 30 but fewer than 60 units of credit.

**Substantive Due Process** – The right to protection from arbitrary, capricious, and unreasonable action; the right to expect appropriate penalties for misconduct.

**Suspension** – The temporary exclusion of a student from classes and college privileges for a specified period of time because of his/her violation of college rules and/or regulations.

**Tech Prep** – Career and technical education courses taken in high school which are awarded college level credit and prepare students for programs at the community college.

**Transcript** – An official copy of the record of classes attempted/completed by a student.

**Transfer Courses** – Courses designed to match lower division courses of a four-year institution and for which credit may be transferred to that institution.

**Unit** – The measure of college credit given a course, usually on the basis of one unit for each lecture hour per week or for every two to three laboratory hours per week.

**Work Experience** – A program which combines classroom studies with on-the-job experience.





The screenshot shows the Palo Verde College PVC Services website. At the top left is the college logo with a tree and the text "PALO VERDE COLLEGE PVC SERVICES". To the right are navigation links: "LOG IN", "MAIN MENU", and "CONTACT US". A vertical "main menu" is visible in the center. On the right side, there is a search bar with three options: "Prospective Students" (highlighted in orange), "Students" (highlighted in blue), and "Faculty" (highlighted in green). The main content area on the left includes a "Welcome Guest!" message, a "Welcome to PVC Services" message, and instructions to click the "Students" bar to search for class sections. Below this are links for "Final Exam Schedule", "Student User Guide", "Faculty User Guide", and "Search for Sections User Guide". At the bottom right, there are links for "Account Information", "I'm New to WebAdvisor", and "What's My Password?".

# APPLY ONLINE FROM ANYWHERE!

WWW.PALOVERDE.EDU

760.921.5500

