

2019-2020



**PALO VERDE COLLEGE**

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS



# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## 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, Halle Berry, Jackie Robinson, Jenni Rivera, Governor Arnold Schwarzenegger, and U.S. Representative to the United Nations, Gaddi Vasquez to name a few.

PVC 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 PVC. 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*

Donald G. Wallace, PhD Superintendent/President





**DONALD G. WALLACE, PhD**  
*Superintendent / President*

Palo Verde College is committed to providing each student an opportunity for success through the achievement of degrees and certificates leading to career advancement and further academic studies.

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## 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's regular meeting is scheduled for the 2nd Tuesday of the month unless a national holiday conflicts with the meeting date or if the Board of Trustees elects to change the date. The 4th Tuesday of each month is scheduled as needed for a study session.

<i>George Thomas</i> .....	<i>President</i>
<i>Brad Arneson</i> .....	<i>Vice President</i>
<i>Stella C. Styers</i> .....	<i>Clerk of the Board</i>
<i>Ed Gonzales</i> .....	<i>Trustee</i>
<i>Amgel Ramirez</i> .....	<i>Trustee</i>
<i>Dave Reuest</i> .....	<i>Trustee</i>
<i>Ned Hyduke</i> .....	<i>Trustee</i>
<i>Sunil Lai</i> .....	<i>Student Trustee</i>

## PALO VERDE COLLEGE FOUNDATION BOARD OF DIRECTORS

The Palo Verde College Foundation is a 501(c)(3) 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 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.

<i>Marcella Thomas</i> .....	<i>President</i>
<i>Teresa Houston</i> .....	<i>Vice President</i>
<i>Don Wallace</i> .....	<i>Secretary</i>
<i>Stephanie Slagan</i> .....	<i>Treasurer</i>
<i>Sunil Lal</i> .....	<i>ASG, Student Trustee</i>
<i>Louise Alford</i> .....	<i>Director</i>
<i>Jennifer Arneson</i> .....	<i>Director</i>
<i>Scott Bauer</i> .....	<i>Director</i>
<i>Lale Cilenti</i> .....	<i>Director</i>
<i>Alicia Fletcher</i> .....	<i>Director</i>
<i>Denise Hunt</i> .....	<i>Director</i>
<i>David Kehl</i> .....	<i>Director</i>
<i>Lois Shaffer</i> .....	<i>Director</i>
<i>Dawn Williams</i> .....	<i>Director</i>
<i>Ron Baker</i> .....	<i>Emeritus Director</i>
<i>Floie Barrows</i> .....	<i>Emeritus Director</i>

# PALO VERDE COLLEGE

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*The function of education is to teach one to think intensively and to think critically.  
Intelligence plus character - that is the goal of true education.  
~ Martin Luther King, Jr.*

## TABLE OF CONTENTS

<i>Message from the Superintendent/President.....</i>	<i>Page 2</i>	<i>Anthropology.....</i>	<i>Page 122</i>
<i>Board of Trustees.....</i>	<i>Page 4</i>	<i>Art.....</i>	<i>Page 122</i>
<i>Foundation Board of Directors.....</i>	<i>Page 4</i>	<i>Astronomy.....</i>	<i>Page 123</i>
<i>Important Dates.....</i>	<i>Pages 7 - 9</i>	<i>Athletics.....</i>	<i>Page 124</i>
<i>Fall 2018.....</i>	<i>Page 7</i>	<i>Automotive Technology.....</i>	<i>Page 125</i>
<i>Spring 2019.....</i>	<i>Page 8</i>	<i>Biology.....</i>	<i>Page 126</i>
<i>Summer 2019.....</i>	<i>Page 9</i>	<i>Building Construction Technology.....</i>	<i>Page 127</i>
<i>General Information.....</i>	<i>Pages 11 - 14</i>	<i>Business.....</i>	<i>Page 130</i>
<i>About This Catalog.....</i>	<i>Page 11</i>	<i>Chemistry.....</i>	<i>Page 131</i>
<i>Accreditation.....</i>	<i>Page 11</i>	<i>Child Development.....</i>	<i>Page 131</i>
<i>Non-Discrimination Policy.....</i>	<i>Page 11</i>	<i>Computer Information Systems.....</i>	<i>Page 134</i>
<i>Academic Freedom Statement.....</i>	<i>Page 11</i>	<i>Criminal Justice.....</i>	<i>Page 136</i>
<i>Mission, Vision and Philosophy of Education.....</i>	<i>Page 12</i>	<i>Economics.....</i>	<i>Page 138</i>
<i>Our Values.....</i>	<i>Page 13</i>	<i>Emergency Medical Services.....</i>	<i>Page 138</i>
<i>Institutional Learning Outcomes .....</i>	<i>Page 14</i>	<i>English.....</i>	<i>Page 139</i>
<i>About Palo Verde College .....</i>	<i>Pages 15 - 17</i>	<i>English as a Second Language.....</i>	<i>Page 141</i>
<i>Directory of Services.....</i>	<i>Pages 18 - 19</i>	<i>Fire Science Technology.....</i>	<i>Page 142</i>
<i>Instructional and Student Services.....</i>	<i>Pages 21 - 52</i>	<i>French.....</i>	<i>Page 158</i>
<i>Admissions Procedures.....</i>	<i>Pages 21 - 27</i>	<i>General Studies.....</i>	<i>Page 158</i>
<i>Fees and Expenses/Tuition.....</i>	<i>Pages 28 - 31</i>	<i>Geography.....</i>	<i>Page 158</i>
<i>Student Success Support Program.....</i>	<i>Pages 33 - 34</i>	<i>Geology.....</i>	<i>Page 158</i>
<i>Counseling and Support Services.....</i>	<i>Pages 35 - 40</i>	<i>Health Education.....</i>	<i>Page 159</i>
<i>Veterans Services.....</i>	<i>Pages 42 - 43</i>	<i>History.....</i>	<i>Page 159</i>
<i>Financial Aid.....</i>	<i>Pages 44 - 50</i>	<i>Management.....</i>	<i>Page 160</i>
<i>Instructional Support Services.....</i>	<i>Pages 51 - 52</i>	<i>Mathematics.....</i>	<i>Page 161</i>
<i>Student Life.....</i>	<i>Page 53</i>	<i>Music.....</i>	<i>Page 162</i>
<i>College Policies.....</i>	<i>Pages 55 - 74</i>	<i>Nursing.....</i>	<i>Page 164</i>
<i>Academic Regulations.....</i>	<i>Pages 56 - 66</i>	<i>Nursing Sciences Clinical.....</i>	<i>Page 167</i>
<i>Students Rights and Responsibilities.....</i>	<i>Pages 68 - 74</i>	<i>Philosophy.....</i>	<i>Page 167</i>
<i>Academic Information.....</i>	<i>Page 76 - 85</i>	<i>Physical Education.....</i>	<i>Page 167</i>
<i>Honors and Awards.....</i>	<i>Page 76</i>	<i>Physics.....</i>	<i>Page 169</i>
<i>Requirements for Certificates, Degrees and University Transfer.....</i>	<i>Pages 78 - 81</i>	<i>Political Science.....</i>	<i>Page 169</i>
<i>Transferring to the University of California.....</i>	<i>Page 82</i>	<i>Psychology.....</i>	<i>Page 169</i>
<i>Transferring to California State University (CSU).....</i>	<i>Page 83</i>	<i>Reading.....</i>	<i>Page 171</i>
<i>General Information About Transferring.....</i>	<i>Pages 84 - 85</i>	<i>Sociology.....</i>	<i>Page 172</i>
<i>Programs of Study.....</i>	<i>Pages 86 - 117</i>	<i>Spanish.....</i>	<i>Page 173</i>
<i>Table of Degrees and Certificates.....</i>	<i>Page 86</i>	<i>Speech.....</i>	<i>Page 173</i>
<i>Associate of Science Degrees and Certificates.....</i>	<i>Pages 87 - 107</i>	<i>Theatre Arts.....</i>	<i>Page 174</i>
<i>Associate of Arts Degree in Liberal Arts.....</i>	<i>Pages 108 - 111</i>	<i>Welding.....</i>	<i>Page 175</i>
<i>Associate Degrees for Transfer.....</i>	<i>Pages 112 - 117</i>	<i>Non-Credit Program.....</i>	<i>Page 177 - 181</i>
<i>Courses of Instruction - Credit .....</i>	<i>Pages 118 - 176</i>	<i>Non Credit Certificates.....</i>	<i>Page 177</i>
<i>Course Numbering System.....</i>	<i>Page 118</i>	<i>Courses of Instruction - Non-Credit.....</i>	<i>Pages 178 - 181</i>
<i>Accounting.....</i>	<i>Page 119</i>	<i>Adult Basic Education.....</i>	<i>Page 178</i>
<i>Agriculture.....</i>	<i>Page 119</i>	<i>Non-Credit Basic Education.....</i>	<i>Pages 179 - 181</i>
<i>Alcohol and Drug Studies.....</i>	<i>Page 120</i>	<i>Organization of the College District.....</i>	<i>Pages 182 - 183</i>
<i>American Sign Language.....</i>	<i>Page 122</i>	<i>Full-time Faculty.....</i>	<i>Pages 184 - 187</i>
		<i>Glossary of Terms.....</i>	<i>Pages 188 - 191</i>
		<i>Academic Calendars .....</i>	<i>Pages 192 - 193</i>





PALO VERDE COLLEGE

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PALO VERDE COLLEGE  
2019-2020 ACADEMIC YEAR  
**Fall 2019 – Calendar**

Open.....	* Orientation – Online or Library
April 29—May 3, 2019.....	EOPS, DSPS, Veteran’s & Foster Youth Priority Registration
May 04 – May 09, 2019.....	New & Continuing student Priority Registration – New students that have completed orientation, counseling, and educational plans & continuing students in good academic standing with fewer than 100 units.
May 10—August 23, 2019.....	*Open Registration
August 01, 2019 .....	Last day to petition for Special Admissions (8 <sup>th</sup> – 10 grade)
August 06, 2019 .....	*Needles New Student Orientation, 1:00 p.m.
August 06, 2019 .....	New Student Orientation, 10:00 a.m. – Main Campus
August 08, 2019 .....	New Student Orientation, 5:30 p.m. – Main Campus
August 08, 2019 .....	CalWORKs Orientation, 10:00 a.m. – 11:00 a.m.
August 12, 2019 .....	Classes Begin
August 16, 2019 .....	Last Day to Petition Co/Prerequisite Challenge Form
August 21, 2019 .....	*Needles Orientation, Make-Up, 4:00 p.m.
August 23, 2019 .....	Last Day to Register
August 23, 2019 .....	Last Day to Apply for a Refund
August 26, 2019 .....	Make-up New Student Orientation, 5:30 p.m. – Main Campus
August 30, 2019 .....	Last Day to Withdraw without “W” Showing on Permanent Record
September 02, 2019 .....	Labor Day Holiday – Campus Closed
September 24, 2019 .....	Last Day to Elect P/NP
October 11, 2019.....	Institute Day, no classes
November 11, 2019.....	Veteran’s Day – Campus Closed
November 15, 2019.....	Last Day to Withdraw from any Course Without Penalty (“W” will show on permanent record)
November 28-29, 2019 .....	Thanksgiving Break – Campus Closed
December 09-13, 2019.....	Finals Week
December 13, 2019 .....	Last Day of Classes

*\*Orientation is **mandatory** for New Students – dates/times are subject to change.*

**PALO VERDE COLLEGE**  
**2019-2020 ACADEMIC YEAR**  
**Spring 2020 – Calendar**

Open.....	*Orientation – Online or Library
November 14, 2019.....	New Student Orientation - 10:00 a.m.
November 26, 2019.....	New Student Orientation – 10:00 a.m. – Main Campus
December 02 — 06, 2019.....	EOPS, DSPS, Veteran’s, CalWorks, & Foster Youth Priority Registration
December 07 – 12, 2019.....	New & Continuing student Priority Registration – New students that have completed orientation and educational plans & continuing students in good academic standing with fewer than 100 units.
December 13 – February 07, 2020.....	*Open Registration
Dec. 24, 2019 – Jan 02, 2020.....	Christmas Break—Campus Closed
January 20, 2020.....	Martin Luther King, Jr. Day—Campus Closed
January 21, 2020.....	New Student Orientation - 10:00 a.m. – Main Campus
January 22, 2020.....	*Needles Orientation, 10:00 a.m.
January 23, 2020.....	New Student Orientation – 5:30 p.m. – Main Campus
January 23 & 24, 2020.....	Flex Days
January 27, 2020.....	Classes Begin
January 29, 2020.....	*Needles Make-Up Orientation, 4:00 p.m.
January 31, 2020.....	*Last day to Petition - Co/Prerequisite Challenge Form
February 06, 2020.....	Make-up New Student Orientation – 5:30 p.m.
February 07, 2020.....	Last Day to Register/Refund
February 07, 2020.....	Last Day for Enrollment Fee Refund
February 13, 2020.....	Last Day to Withdraw without ‘W’ on Permanent Record
February 14, 2020.....	Lincoln Day—Campus Closed
February 17, 2020.....	Washington Day—Campus Closed
March 04, 2020.....	Last Day to Elect P/NP Grading Option
March 05, 2020.....	Last Day to Petition to Graduate (First Thursday in March)
March 27 – April 03, 2020.....	Spring Break – No Classes
May 08, 2020.....	Last Day to Withdraw with a “W” on Permanent Record
May 25, 2020.....	Memorial Day—Campus Closed
June 01 – June 05, 2020.....	Finals week
June 05, 2020.....	Last Day of Classes
June 06, 2020.....	Graduation/Institute Day

\*Orientation is mandatory for New Students – dates/times are subject to change.



# PALO VERDE COLLEGE

2019-2020 ACADEMIC YEAR

## Summer 2020 - Calendar

Note: Campus will be closed every Friday throughout the summer

April 8— June 6, 2020 .....	* Orientation – Online or Library
April 27 – May 01, 2020 .....	EOPS, DSPS, Veterans, CalWorks, & Foster Youth Priority Registration
May 02 - June 18, 2020 .....	Open Registration
May 29, 2020 .....	Last day to petition for Special Admissions (8 <sup>th</sup> – 10 <sup>th</sup> grades)
June 11, 2020.....	Last Day to Petition to Challenge a Co/Prerequisite
June 15, 2020 .....	Classes Begin
June 18, 2020.....	Last Day to Apply for a Refund
June 18, 2020.....	Last Day to Register
June 19, 2020.....	Last Day to Withdraw Without “W” showing on Permanent Record
June 25, 2020.....	Last Day to Elect P/NP
July 2, 2020 .....	Independence Day Holiday (observed)
July 15, 2020.....	Last Day to Withdraw without Penalty (grade received will show on permanent record)
July 24, 2020.....	Last Day of Classes

\*Orientation is mandatory for New Students - dates/times are subject to change.



PALO VERDE COLLEGE  
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# PALO VERDE COLLEGE

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## GENERAL INFORMATION

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This catalog is valid from July 1, 2019 through June 30, 2020. 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

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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

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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.

## ACADEMIC FREEDOM

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*Reference: Title 5, Section 51023; Accreditation Standard II.A.7*

Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free exposition. Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights.

# PALO VERDE COLLEGE

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## OUR MISSION

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*Palo Verde College provides opportunities for personal and professional growth to a diverse and unique community of learners in an academic environment committed to student success and equity by supporting student achievement of basic skills, certificate, degree, university transfer, and career goals.*

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## OUR VISION

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

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## OUR PHILOSOPHY OF EDUCATION

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*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.*

# PALO VERDE COLLEGE

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## OUR VALUES

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### EXCELLENCE

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*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

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*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

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*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

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*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

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*Palo Verde College supports and encourages creativity and innovation.*

### CIVIC RESPONSIBILITY

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*Palo Verde College supports the continuous development of civic responsibility.*

# PALO VERDE COLLEGE

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## INSTITUTIONAL LEARNING OUTCOMES

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### CRITICAL AND CREATIVE THINKING

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*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

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

### COMMUNITY AND GLOBAL AWARENESS

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

### PERSONAL AND PROFESSIONAL DEVELOPMENT

---

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

### INFORMATION COMPETENCY

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

### TECHNOLOGICAL COMPETENCY

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



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## ABOUT PALO VERDE COLLEGE

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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 CENTER

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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.

# PALO VERDE COLLEGE

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## HISTORY OF PALO VERDE COLLEGE

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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.



# PALO VERDE COLLEGE

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## HISTORY OF PALO VERDE COLLEGE (CONT.)

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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.

# PALO VERDE COLLEGE

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## DIRECTORY OF SERVICES

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### **INSTRUCTIONAL SERVICES – Maria Kehl, 921-5568**

#### **Computer Mall**

Open Computer Lab

*Provides computer access to enrolled students*

### **LIBRARY – Danya Estrada-Mendez, 921-5518**

Book and DVD 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*

### **STUDENT SERVICES – Jaclyn Randall, 921-5503**

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 or 921-5512**

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 "Machi" 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

Breakfast & Lunch Packs

# PALO VERDE COLLEGE

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## DIRECTORY OF SERVICES

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### **DSPS – Ida Naranjo-Hamblen, 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 – Maria "Machi" Rivera, 921-5430**

*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*





**SCOTT BAUER, Ph.D.**

*Vice President of Instruction and Student Services*

The Office of Instruction and Student Services is committed to a culture of student success and equity that supports an exemplary learning environment with high quality educational programs and student support services.

**PALO VERDE COLLEGE**

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS



# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## INSTRUCTIONAL AND STUDENT SERVICES ADMISSIONS PROCEDURES

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### 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

Registration priorities are assigned in the following order (Title 5, Section 58108):

The highest and equal priority is given to students eligible for registration priority pursuant to subdivision (c) who are:

- 1) a member of the armed forces or a veteran pursuant to Education Code section 66025.8,
- 2) a foster youth or former foster youth pursuant to Education Code section 66025.9,
- 3) determined to be eligible for Disabled Student Program and Services as set forth in Education Code section 66025.91,
- 4) receiving services through the Extended Opportunity Programs and Services as set forth in Education Code section 66025.91,
- 5) or receiving aid from the California Work Opportunity and Responsibility to Kids Program as set forth in Education Code section 66025.92.

The second and equal priority is given to;

Continuing, and new students who have completed orientation, placement, and an education plan; continuing students must also be in good academic standing, and have not earned more than 100 units. Continuing student should be aware that if they are on academic or progress probation or close to the 100 unit limit, 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 ensure they stay on track to reach their educational goals.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## INSTRUCTIONAL AND STUDENT SERVICES ADMISSIONS PROCEDURES

---

### REGISTRATION PRIORITY (CONT.)

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 appeals petition.

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

#### **Residency Requirements:**

As a California Community College, Palo Verde College is bound by certain legal requirements related to residency. New and returning students to Palo Verde College are classified for the purpose of determining California resident or nonresident status. The classifications are as follows:

#### **California Resident:**

Regulations state that in order to be considered a California resident for tuition purposes, students must have legal residence in the state for a period of one year immediately preceding the day before the start of the term the applicant expects to attend (Residence Determination Date) [EC 68017]. Students may be required to present evidence of physical presence in California for at least one year and proof of intent to make California their permanent home. Persons over 18 years of age who have legal residence in California for a period of one year immediately prior to the Residence Determination Date may attend as residents.

#### **Nonresident:**

A nonresident is a student who has not established residence in the state for one year as of the residence determination date (the day before the first day of instruction). Students who provide information on the admission application that is inconsistent with California residency requirements indicated above must complete a Residency Questionnaire. Once the questionnaire has been reviewed, additional documentation may be required in order to make a final determination.

#### **Reclassification:**

Students who have previously attended Palo Verde College as a nonresident and wish to change their status must complete the Residency Questionnaire. Additional documentation will be required to prove physical presence and intent as indicated above, plus documentation to prove financial independence.

### 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.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## INSTRUCTIONAL AND STUDENT SERVICES ADMISSIONS PROCEDURES

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### 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.)

Students will 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.

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.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## INSTRUCTIONAL AND STUDENT SERVICES ADMISSIONS PROCEDURES

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### 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. The college will maintain a written record of the previous education and training, and the record will clearly indicate that credit has been granted, if appropriate.

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

Palo Verde College grants credit for scores of 3 or higher 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. Credits may apply toward requirements for PVC degrees and for transfer programs to both the California State University and University of California systems. CSU and UC determine what courses and credits are awarded on their campus. AP Foreign Language credit may prevent you from earning credits in a lower level foreign language course. Please see a counselor for additional information.

### THE CALIFORNIA COMMUNITY COLLEGE AP POLICY FOR GENERAL EDUCATION CREDIT

Colleges shall award General Education Area Credit as shown on the CCC AP GE list below. For General Education Requirements refer to Title 5§ 55063. If the college does not have a course similar in content to the AP Examination, then the college shall award credit for the indicated GE Area as shown on the CCC AP GE Areas List. If there is no GE Area that fits the AP Examination, the college may award elective credit. This policy does not address course-to-course awarding of AP credit as that is a local decision made by the appropriate discipline faculty.

High School Students who intend to participate in this program should make the necessary arrangements with their high school. Students should request that their test scores be sent to Palo Verde College at the time they take the Advanced Placement Examinations. To apply for credit for advanced placement, students should contact the Admissions & Records Office at (760) 921-5554.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## INSTRUCTIONAL AND STUDENT SERVICES ADMISSIONS PROCEDURES

### CREDIT FOR CEEB ADVANCED PLACEMENT EXAMINATIONS

College Board Advanced Placement Tests (AP)	Minimum Semester Credits Earned <sup>1</sup>	Semester Credits Toward GE Breadth	American Institutions and/or GE Breadth Areas <sup>2</sup>	CCC GE Areas <sup>3</sup>
Art History	6	3	C1 or C2	Humanities
Biology	6	4	B2 + B3	Natural Science
Calculus AB <sup>4</sup>	3	3	B4	Language & Rationality
Calculus BC <sup>4</sup>	6	3	B4	Language & Rationality
Calculus BC/AB Subscore <sup>4</sup>	3	3	B4	Language & Rationality
Chemistry	6	4	B1 + B3	Natural Science
Chinese Language & Culture	6	3	C2	Humanities
Comparative Government & Politics	3	3	D8	Social/Behavioral Sciences
Computer Science A <sup>4</sup>	3	0	n/a	n/a
Computer Science AB <sup>4</sup>	6	0	n/a	n/a
English Language & Composition	6	3	A2	Language & Rationality
English Literature & Composition	6	6	A2 + C2	Language & Rationality or Humanities
Environmental Science <sup>5</sup>	4	4	B1 + B3	Natural Sciences
European History	6	3	C2 or D6	Social/Behavioral Sciences or Humanities
French Language & Culture	6	3	C2	Humanities
German Language & Culture	6	3	C2	Humanities
Human Geography	3	3	D5	Social/Behavioral Sciences
Italian Language & Culture	6	3	C2	Humanities
Japanese Language & Culture	6	3	C2	Humanities
Latin	6	3	C2	Humanities
Macroeconomics	3	3	D2	Social/Behavioral Sciences
Microeconomics	3	3	D2	Social/Behavioral Sciences
Physics 1 <sup>6</sup>	4	4	B1 + B3	Natural Sciences
Physics 2 <sup>6</sup>	4	4	B1 + B3	Natural Sciences
Physics C (electricity/magnetism) <sup>5</sup>	4	4	B1 + B3	Natural Sciences
Physics C (mechanics) <sup>5</sup>	4	4	B1 + B3	Natural Sciences
Psychology	3	3	D9	Social/Behavioral Sciences
Seminar	3	0	n/a	n/a
Spanish Language & Culture	6	3	C2	Humanities
Spanish Literature & Culture	6	3	C2	Humanities
Statistics	3	3	B4	Language & Rationality

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## INSTRUCTIONAL AND STUDENT SERVICES ADMISSIONS PROCEDURES

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College Board Advanced Placement Tests (AP)	Minimum Semester Credits Earned <sup>1</sup>	Semester Credits Toward GE Breadth	American Institutions and/or GE Breadth Area <sup>2</sup>	CCC GE Areas <sup>3</sup>
Studio Art - 2D Design	3	0	n/a	n/a
Studio Art - 3D Design	3	0	n/a	n/a
Studio Art - Drawing	3	0	n/a	n/a
U.S. Government & Politics	3	3	D8 + US-2	Social/Behavioral Sciences
U.S. History	6	3	(C2 or D6)+ US-1	Social/Behavioral Sciences or Humanities
World History	6	3	C2 or D6	Social/Behavioral Sciences or Humanities

- <sup>1</sup> These units count toward eligibility for admission. The units may not all apply toward certification of the corresponding GE Breadth area. See Executive Orders 1033 and 1036 for details.
- <sup>2</sup> Areas of GE Breadth (A1 through E) are defined in Executive Order 1100. Areas of American Institutions (US-1 through US-3) are set forth in Sections IA and IB of EO 1061, and at [assist.org](http://assist.org).
- <sup>3</sup> Advanced Placement score of 3, 4, or 5 is required for general education certification.
- <sup>4</sup> If a student passes more than one AP exam in calculus or computer science, only one examination may be applied to the baccalaureate.
- <sup>5</sup> Students who pass AP Environmental Science earn 4 units of credit. Tests prior to Fall 2009 may apply to either B1+B3 or B2+ B3 of GE Breadth. Fall of 2009 or later, those credits may only apply to B1+B3.
- <sup>6</sup> If a student passes more than one AP exam in physics, only six units of credit may be applied to the baccalaureate, and only four units of credit may be applied to a certification in GE Breadth.

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

*Note: Palo Verde College does not have comparable courses for all courses listed above.*



# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## INSTRUCTIONAL AND STUDENT SERVICES ADMISSIONS PROCEDURES

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

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.

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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.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## INSTRUCTIONAL AND STUDENT SERVICES FEES AND EXPENSES / TUITION

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### 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, Mohave 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 California Promise Grant (CCPG) 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 California Promise Grant. 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.....\$265 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:*

*Frist 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.*

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## INSTRUCTIONAL AND STUDENT SERVICES FEES AND EXPENSES / TUITION

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### MILITARY WITHDRAWAL

Students who receive military orders compelling withdrawal from classes may be permitted to withdraw at any time during a term with no adverse impact on academic records or enrollment status. Upon verification of such orders, the MW symbol shall be assigned, and upon request, enrollment fees will be refunded.

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

Any student, other than one with United States Citizenship and Immigration Services (USCIS) nonimmigrant visa status (see exception below for students who have been granted T or U visa status), who meets all of the following requirements, shall be exempt from paying nonresident tuition at the California Community Colleges, the University of California, and the California State University (all public colleges and universities in California).

- A student is exempt from paying nonresident tuition if the student meets all of the following four requirements:
  1. The student must have:
    - attended a combination of California high school, adult school, and California Community College for the equivalent of three years or more, or
    - attained credits earned in California from a California high school equivalent to three or more years of full-time high school course work and attended a combination of elementary, middle and/or high schools in California for a total of three or more years, and
  2. The student must have:
    - graduated from a California high school or attained the equivalent prior to the start of the term (for example, passing the GED or California High School Proficiency exam), or
    - completed an associate degree from a California Community College, or
    - completed the minimum requirements at a California Community College for transfer to the California State University or the University of California, and
  3. The student must register as an entering student at, or current enrollment at, an accredited institution of higher education in California, and
  4. The student must file an affidavit with the college or university stating that if the student is a non-citizen without current or valid immigration status, the student has filed an application to legalize immigration status, or will file an application as soon as the student is eligible to do so.
- Students who are nonimmigrants who are victims of trafficking, domestic violence, and other serious crimes who have been granted T or U visa status, under Title 8 of the United States Code, sections 1101(a)(15)(T) or (U) are eligible for this exemption.
- Students who are nonimmigrants, other than those with T or U visa status as noted above, [for example, those who hold F (student) visas, B (visitor) visas, etc.] are not eligible for this exemption.
- A year's equivalence at a California Community College is a minimum of 24 semester units of credit or 36 quarter units of credit. For noncredit courses, a year's attendance is a minimum of 420 hours, 210 hours for a semester, and 140 hours a quarter.
- The accumulation of credit and/or non-credit in any academic year shall be calculated in reference to a year's equivalence. Partial completion in an academic year is allowed. (Example: 12 units of credit courses in an academic year is equal to a semester for purposes of determining eligibility.)
- Attendance in credit courses at a California Community College towards the attendance requirements shall not exceed two years of full-time attendance.
- The student must file an exemption request including a signed affidavit with the college that indicates the student has met all applicable conditions described above. Student information obtained in this process is strictly confidential unless disclosure is required under law.
- Students eligible for this exemption who are transferring to another California public college or university must submit a new request (and documentation if required) to each college under consideration.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## INSTRUCTIONAL AND STUDENT SERVICES FEES AND EXPENSES / TUITION

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

- Nonresident students meeting the criteria will be exempted from the payment of nonresident tuition, but they will not be classified as California residents. They continue to be “nonresidents”.
- The California Dream Act extends Cal Grant A and B Entitlement awards, Cal Grant C awards, the California Promise Grant (formerly known as the BOG fee waiver), Chaffee grants, and institutional financial aid to students that meet these criteria as well as the applicable criteria for eligibility for specific types of financial aid.
- AB540 does not provide federal student financial aid eligibility for undocumented students. These students remain ineligible for federal financial aid.

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 are required to submit transcripts/attendance records that validate any on the information provided on the AB 540 form.

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:

- California Promise Grant (CCPG)
- 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/>

### MILITARY TUITION EXEMPTIONS

Regulations allow for exceptions from payment of non-resident tuition for some active and discharged 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 California Promise Grant (CCPG).

Qualifying veterans (and dependents thereof) living in California, are entitled to resident classification only for the purposes of waiving the nonresident tuition fee (EC section 68075.5(c)). Contact the campus veteran’s representative to see if you qualify.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## INSTRUCTIONAL AND STUDENT SERVICES FEES AND EXPENSES / TUITION

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### 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 ([www.paloverde.edu](http://www.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.

### 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 \$700-\$900 per semester for books and supplies. Monies may be available to help qualified students, contact Financial Aid for assistance.





PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS



# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## INSTRUCTIONAL AND STUDENT SERVICES STUDENT SUCCESS & SUPPORT PROGRAM

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### STUDENT SUCCESS & SUPPORT PROGRAM (SSSP)

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;
- English/Math course placement assistance, 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.

*Orientation is available in person (refer to the current academic calendar online at [www.paloverde.edu](http://www.paloverde.edu) for dates, times and locations) and via online at <http://www.paloverde.edu/future-students/orientation.aspx>. This makes it possible for all students to participate.*

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## INSTRUCTIONAL AND STUDENT SERVICES STUDENT SUCCESS & SUPPORT PROGRAM

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### PLACEMENT

Students enrolling in reading, writing, math, or other courses which require a particular skill level are asked to present high school transcripts and other supporting documents (i.e., AP Exams, SAT, ACT, etc.) to a counselor. These tools, along with other measures, to assist the counselor in determining an appropriate educational plan and course placement.

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 accommodations as prescribed by AB705 placement and Title 5 regulations.

The district will use the approved Placement Guidelines, and such additional information collected as may be appropriate, to facilitate a “multiple measures” placement system.

Palo Verde Community College District will accept transcripts from other accredited institutions to help determine appropriate placement into an English and/or Math course.

### COUNSELING AND EDUCATIONAL PLANNING

Counselors may be 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)

Students need to formulate an educational plan. Each student 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!

### 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 PLACEMENT DECISIONS

The student shall make an appointment to see a counselor to discuss the course placement. Students are encouraged to bring any supporting documents (i.e. High School Transcripts and/or test scores from AP Exams, SAT, ACT, etc.)

#### CHALLENGING PREREQUISITES/COREQUISITES

You have the right to challenge all SSSP/matriculation requirements 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 available on the challenge form located in the Student Services office. In the event a challenge is denied, the student may submit a petition to the Vice President of Instruction and Student Services 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 placement 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.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## INSTRUCTIONAL AND STUDENT SERVICES COUNSELING AND SUPPORT SERVICES

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### 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 online catalog of the college or university you are considering.

### 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, (7) if already in college, the student must be in good standing, and (8) EOPS can only provide services to students within the Palo Verde College District.

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 or schedule an appointment by contacting the EOPS office.*

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## INSTRUCTIONAL AND STUDENT SERVICES COUNSELING AND SUPPORT SERVICES

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### 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. CARE can only provide services to students within the Palo Verde College District.

#### EOPS/CARE ELIGIBILITY REQUIREMENTS:

- Low income and eligible for California Promise Grant 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.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## INSTRUCTIONAL AND STUDENT SERVICES COUNSELING AND SUPPORT SERVICES

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### DISABLED STUDENT PROGRAM 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
- Notetakers
- Tutors
- Academic/specialized counseling
- Assistive Technology Center
- On-campus transportation
- Adaptive equipment
- Tape recorders
- Adaptive P.E.
- Learning Disability assessment



# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## INSTRUCTIONAL AND STUDENT SERVICES COUNSELING AND SUPPORT SERVICES

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### 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 DSP&S Office or call 760.921.5489*

### CALIFORNIA WORK OPPORTUNITIES AND RESPONSIBILITIES TO KIDS

(CalWORKs) (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).

#### *Eligibility:*

- Must be enrolled in classes at PVC
- Must be a Cash Aid recipient (for yourself and your child)
- Must have children under the age of 18
- Must be in good standing with the College
- May not be sanctioned by the County

#### *Services Provided but not limited to:*

- Priority Registration
- On-Campus Referrals/Community Referrals
- Child Care services
- Books
- Educational Supplies
- Work Study
- Job Placement
- Monthly workshops to develop skills to become self sufficient







# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## INSTRUCTIONAL AND STUDENT SERVICES COUNSELING AND SUPPORT SERVICES

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### 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.





# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## INSTRUCTIONAL AND STUDENT SERVICES VETERANS SERVICES

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### VETERANS SERVICES

Palo Verde College Veteran Services Office is a Liaison between the student and the Department of Veteran Affairs for students, veterans, survivors and dependents of a veteran, eligible for veteran educational benefits. Additional benefits are available for students who are eligible for Veteran Affairs educational benefits and have completed the enrollment certification process. For more information on eligibility, how to apply, or other Veteran benefits and resources, contact the PVC Financial Aid Office at (760)921-5419.

### Department of Veteran Affairs (VA) Educational Assistance

Palo Verde College is an approved institution for the Department of Veteran Affairs educational benefits. Veterans, survivors and dependents eligible for Veteran benefits under title 38 of the US Code (Chapters 30, 31, 32, 33, 35) and Reservist and National Guard members under Title 10 (Chapter 1606 and 1607) must be certified through the Palo Verde College Veteran Services Office. Initial application to start veteran benefits VA form 22-1990 or Veterans Online Application at VONAPP may take up to 60 days for the Department of Veteran Affairs to complete the required eligibility procedures. All student veterans must meet the Palo Verde College admission requirements and comply with the College's Academic Standards of Progress to maintain their status.

### Enrollment Certification and Limitations for Student Veterans

Upon submission of a Veteran Statement of Responsibility and necessary documentation to the Veteran Services Office, eligible students will be certified for courses that fall within their Veterans Affairs approved program. The Veteran Services Office will only certify courses that are required for a student's program of study. Students wanting to take additional courses that are not required for his/her program of study can self-pay for the courses or use other funding, such as financial aid or scholarship, in such circumstances, students must notify the Veteran Services Office. Certification will be processed approximately a day after Census Date. To submit a Veteran Statement of Responsibility, stop by the Palo Verde College Financial Aid Office located in Student Services in the John O. Crain Building.

### Benefits

Veterans receive educational assistance based on their enrollment certification status for a certified period (e.g., full-time, three-quarter-time, half-time) in a traditional semester (18 weeks in length), this measures as determined by the following:

#### 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 unit or more
- $\frac{3}{4}$ -time: 5 units
- $\frac{1}{2}$ -time: 3-4 units

Veterans at half-time status or higher will receive a monthly benefit check. The rate of the monthly benefit check will vary by students' status and the educational chapter they are receiving. Up-to-date pay charts are available online at [www.gibill.gov](http://www.gibill.gov).

All students using Veteran Affairs educational benefits need to verify their enrollment with the Veteran Services Office by completing an Enrollment Certification Request Form. An Enrollment Certification Request Form must be submitted to Veteran Services in the PVC Financial Aid Office every time a student has any changes in enrollment, to include added, dropped, withdrawn, no-show, or cancelled courses.

**All Enrollment Certification Requests will be processed with no exemptions one day after census date.**

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## INSTRUCTIONAL AND STUDENT SERVICES VETERANS SERVICES

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### VETERANS SERVICES (Cont)

#### *Degree Plans*

Students applying for Veteran Affairs educational benefits can only be certified for required courses within their objective-program of study (or major). Eligible students should select a program of study (approved by Veteran Affairs) prior to registration for classes. All degree programs are approved for a specific number of credit hours. Eligible students will not be certified or paid by Veterans Affairs for courses above and beyond the approved length. Veterans Affairs will pay only for required courses in approved programs.

**Students who have a Baccalaureate Degree or higher can only pursue an Occupational Degree or Certificate that are Veterans Affairs approved.**

#### *Academic Standards*

Students receiving the grade of Withdrawal (W) in any courses will have to reimburse Veteran Affairs retroactively to the start of the semester. The last date of attendance will be reported to Veterans Affairs for every Withdrawal (W).

All students should maintain a 2.0 grade point average (GPA) for continuous certification. Students not marking satisfactory progress or who do not maintain academic status will not be certified (benefits will be suspended) until the cause for the academic disqualification has been corrected. If students receive a failing grade (F), their last day of attendance may be reported to Veteran Affairs. Students on Academic Probation or Academic Suspension will also be reported to Veteran Affairs.

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.

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.



# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## INSTRUCTIONAL AND STUDENT SERVICES FINANCIAL AID

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### 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 fall, spring or summer proceeding the year the student plans to attend Palo Verde College. Application materials are available for students to apply 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 are 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 or the equivalent (GED).
- 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 at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). 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.*

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## INSTRUCTIONAL AND STUDENT SERVICES FINANCIAL AID

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

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, halftime, 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.

**Veteran Services:** The Palo Verde College Veteran Services Office is a liaison between the student and the Department of Veteran Affairs providing educational services to students, veterans, survivors and dependents of a veteran that is eligible for Veteran Education Benefits. For more information on eligibility, how to apply, or other veteran benefits, resources and additional information visit the Palo Verde College Financial Aid Office located in Student Services in the John O. Crain Building.

#### Enrollment Certification and Limitations for Student Veterans

Upon submission of a Veteran Statement of Responsibility and necessary documentation to the Veteran Services Office, eligible students will be certified for courses that fall within their Veterans Affairs approved program. The Veteran Services Office will only certify courses that are required for a student's program of study. Students wanting to take additional courses that are not required for his/her program of study can self-pay for the courses or use other funding, such as financial aid or scholarship, in such circumstances, students must notify the Veteran Services Office. Certification will be processed approximately a day after Census Date. To submit a Veteran Statement of Responsibility, stop by the Palo Verde College Financial Aid Office located in Student Services in the John O. Crain Building.

#### CALIFORNIA STATE PROGRAMS

**California College Promise Grant (CCPG):** The California College Promise Grant 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 CCPG Enrollment Fee Waiver application form and/or the Free Application for Federal Student Aid (FAFSA). Students may qualify for the CCPG 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).

**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).

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## INSTRUCTIONAL AND STUDENT SERVICES FINANCIAL AID

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

#### 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 (202)208-6123, or visit their website at [www.bia.gov](http://www.bia.gov).

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.

**Foster Youth Success Initiative (FYSI):** Foster Youth Success Initiative is designed for current or former foster youth. To be eligible for FYSI, a student must have been in a County foster youth services program from age 13 and up and provide official documentation from the Department of Public Social Services (DPSS). FYSI promotes students success with priority one registration, waiving academic progress requirements for the California College Promise Fee Waiver and extending the age requirement for the Chafee Grant as well as offering assistance to complete the Chafee Grant application.

**Student Success Completion Grant:** The Student Success Completion Grant (SSCG) is a financial aid program for Cal Grant B and C recipients attending a California Community College full-time (12 units or more). The purpose of the SSCG grant is to provide students with additional financial aid to help offset the total cost of community college attendance, and to encourage full-time attendance and successful n-time completion.

### 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.



# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## INSTRUCTIONAL AND STUDENT SERVICES FINANCIAL AID

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### 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”, “F”, “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.*

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## INSTRUCTIONAL AND STUDENT SERVICES FINANCIAL AID

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### 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

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

#### VOCATIONAL CERTIFICATE PROGRAM ACADEMIC YEAR

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Level of Enrollment		1	2	3	4	5	6	7
Full-time	Units:	16	32	48	X	X	X	X
$\frac{3}{4}$ time	Units:	12	24	36	48	X	X	X
$\frac{1}{2}$ time	Units:	8	16	24	32	40	X	X

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.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## INSTRUCTIONAL AND STUDENT SERVICES FINANCIAL AID

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### 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.



# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## INSTRUCTIONAL AND STUDENT SERVICES FINANCIAL AID

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### 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 WARNING

A financial aid warning period allows a student, who does not meet Satisfactory Academic Progress, 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.



# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## INSTRUCTIONAL AND STUDENT SERVICES INSTRUCTIONAL SUPPORT SERVICES

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### 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) 921-5568. 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.

### CORRESPONDENCE EDUCATION

This method of instruction is where the institution provides instructional materials by mail or electronic transmission, including examinations, to students who are separated from the instructor. As a general rule, Correspondence Education should be undertaken when a campus-based alternative is impractical. This may be the case when a particular group of students is unable to reach the campus, or because the college cannot offer an equivalent course, or because the distance-based instruction is recognized by the faculty as being superior to what the institution can provide utilizing traditional modes of learning. Enrolled students have reasonable and adequate access to the range of student services appropriate to support their learning.

### 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.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## INSTRUCTIONAL AND STUDENT SERVICES INSTRUCTIONAL SUPPORT SERVICES

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### HARRY A. FAULL LIBRARY/STUDENT LEARNING CENTER

The Harry A. Faull Library and Student Learning Center are located on the second floor of the John O. Crain College Services Building. Tutoring and proctoring for correspondence exams takes place in this combined area. The Library provides a peaceful haven for studying or relaxation and contains approximately 21,000 books and DVD's. A computer lab provides high-speed access to the Internet as well as access to 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 online subscription resources, including full-text articles from magazines, newspapers, and journals. Printing, photocopying and free wireless Internet are available. Copy and print charges are ten cents per black and white page and thirty five cents per color page.

During the fall and spring semesters, the library is open Monday, Wednesday & Thursday, 8:00 a.m. to 6:00 p.m., Tuesdays 8:00 a.m. to 6:30 p.m. and Fridays from 8:00 a.m. to 4:30 p.m. Please call 921-5518 or check the library's website for hours other than the fall and spring semesters.

### TUTORING

The Student Learning Center is also located in the Library. Palo Verde College offers free tutoring to students at Palo Verde College. Tutoring is available to Palo Verde College students who are experiencing difficulty in academic subjects. Tutoring is done by qualified, trained tutors who have been recommended by faculty. Virtual tutoring is also available for free to students. Please ask. For more information, please go to [www.paloverde.edu/tutoring](http://www.paloverde.edu/tutoring) or stop by the Library or call 760-921-5518.

### COMPUTER MALL

The Computer mall is located on the first floor of 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.

### 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.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## INSTRUCTIONAL AND STUDENT SERVICES STUDENT LIFE

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### 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. Inquire in the Student Activity Center for current clubs and new club packets.

### 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.





PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS



# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## COLLEGE POLICIES ACADEMIC REGULATIONS AND STANDARDS

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### 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.

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.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## COLLEGE POLICIES ACADEMIC REGULATIONS AND STANDARDS

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### 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.

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.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## COLLEGE POLICIES ACADEMIC REGULATIONS AND STANDARDS

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### 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.



# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## COLLEGE POLICIES ACADEMIC REGULATIONS AND STANDARDS

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### 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 or other waiver is appropriate.
2. If recommended, the student will complete the petition form clearly stating which course he/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.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## COLLEGE POLICIES ACADEMIC REGULATIONS AND STANDARDS

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### 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.

#### A STUDENT EARNING A SATISFACTORY GRADE MAY NOT ENROLL IN THE SAME COURSE AGAIN UNLESS ONE OF THE FOLLOWING FIVE EXCEPTION APPLIES

##### 1. 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)

##### 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)

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## COLLEGE POLICIES ACADEMIC REGULATIONS AND STANDARDS

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### COURSE REPETITION (CONT.)

#### 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 14th 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.
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.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## COLLEGE POLICIES ACADEMIC REGULATIONS AND STANDARDS

### 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 at Palo Verde College 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:

EVALUATIVE SYMBOLS	MEANING	GRADE POINT VALUES
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Less than satisfactory	1
F	Failing	0
P	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)	
NP	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	<p>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.</p> <p>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.</p> <p>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).</p>
MW	<p>"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.</p>
EW	<p>"Excused Withdrawal: The "EW" occurs when a student is permitted to withdraw from a course(s) due to specific events beyond the control of the student affecting his or her ability to complete a course(s) and making course completion impracticable. Upon verification of the conditions and consistent with the district's required documentation substantiating the condition, an excused withdrawal symbol may be assigned at any time after the period established by the governing board during which no notation is made for withdrawals. "EW" shall not be counted in progress probation and dismissal calculations. "EW" shall not be counted for the permitted number of withdrawals.</p>



# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## COLLEGE POLICIES ACADEMIC REGULATIONS AND STANDARDS

---

### GRADES AND GRADE POINTS (CONT.)

**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.

**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.

**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.

**CP** Continuous progress (Enhanced Non-Credit Program), beginning with the 2016-2017 academic year forward.

**SC** Satisfactory Complete (Enhanced Non-Credit Program) beginning with the 2016-2017 academic year forward.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## COLLEGE POLICIES ACADEMIC REGULATIONS AND STANDARDS

---

### GRADES 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.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## 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. Title 5, Section 55046, Academic Renewal permits the alleviation of previously recorded substandard (D and F) academic performance that is not reflective of the student's present demonstrated academic ability and level of performance. The permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.

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

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

### 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.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## COLLEGE POLICIES ACADEMIC REGULATIONS AND STANDARDS

---

### 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", "NP" 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.

### "Warning" Loss of Prioritized Registration

#### ***New Student Success Act of 2012 (SB 1456)***

You may no longer participate in prioritized registration if you advance to 2nd level probation. The State of California recently passed legislation requiring Palo Verde College to remove students from prioritized registration if they are on two or more consecutive semesters of probation.



# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## 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. The petition and narrative must explain the circumstances associated with his or her previous academic performance. 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.



PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## COLLEGE POLICIES STUDENT RIGHTS AND RESPONSIBILITIES

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### ACADEMIC HONOR CODE

The faculty of Palo Verde College is committed to maintaining the highest ethical standards possible related to student academic performance in our online, correspondence, and face-to-face classes. 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. Any student who deliberately uses and appropriates another's work without identifying the source, passes 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 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, 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.

### ACADEMIC HONESTY IN ONLINE AND CORRESPONDENCE COURSES

As a Palo Verde College student, when you are given access to The Bridge, our online course software, you are expected to keep confidential your username and password and to never allow anyone else to log in to your account. Sharing access or passwords to The Bridge is considered a breach of academic integrity and could result in you being removed from your class.

When you log-in to The Bridge, you do so with the understanding and agreement to produce your own work, to complete course activities yourself, and to take course exams, tests or quizzes without the assistance of others.

Allowing others to complete your course work or to take your quiz, test, and exams is considered cheating and could subject you to receiving an "F" for the course. In addition, this type of dishonesty can result in formal disciplinary action being taken against you by the college. Please take time to review the following policy on Student Conduct. If you have questions about your work in an online course, be sure to ask your instructor.



# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## COLLEGE POLICIES STUDENT RIGHTS AND RESPONSIBILITIES

---

### 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.

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 3900-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.



# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## COLLEGE POLICIES STUDENT RIGHTS AND RESPONSIBILITIES

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### STUDENT CONDUCT (CONT.)

- 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.
- 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.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## COLLEGE POLICIES STUDENT RIGHTS AND RESPONSIBILITIES

---

### STUDENT CONDUCT (CONT.)

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 5500 and Administrative Regulation 5500.

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.

### 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 3900– 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.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## COLLEGE POLICIES STUDENT RIGHTS AND RESPONSIBILITIES

---

### 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.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## COLLEGE POLICIES 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.

### SEXUAL ASSAULT

The Palo Verde Community College District recognizes that sexual assault is a serious issue and will not tolerate acts of sexual assault on campus or off-campus during any college-sponsored activities. The college will investigate all allegations of sexual assault and take appropriate disciplinary, criminal, or legal action.

Title IX requires the College to designate a Title IX Coordinator to monitor and oversee Title IX compliance. Your Title IX Coordinator is available to explain and discuss: your right to file a criminal complaint (sexual assault and violence); the District's complaint process, including the investigation process; how confidentiality is handled; available resources, both on and off campus; and other related matters.

Who to contact if you have complaints, questions, or concerns: Title IX Coordinator, Dr. Scott Bauer, Vice President of Instruction and Student Services, [scott.bauer@paloverde.edu](mailto:scott.bauer@paloverde.edu), (760) 921-5428.



# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## COLLEGE POLICIES STUDENT RIGHTS AND RESPONSIBILITIES

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### 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).





PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS



# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## ACADEMIC INFORMATION HONORS AND AWARDS

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### 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, courses with pass/no pass grades or subsequent grade changes).

#### 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, courses with pass/no pass grades or subsequent grade changes).

#### HONORS RECOGNITION

Students receiving associate degrees may graduate with honors as indicated below. All grades earned at all colleges attended will be included in the computation of the cumulative grade point average for graduating honors. Designations will be made on diplomas of all recipients and recognized at Graduation for students who participate. Academic honors are awarded as follows:

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.





**PALO VERDE COLLEGE**

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS



# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## ACADEMIC INFORMATION

### REQUIREMENTS FOR CERTIFICATES, DEGREES AND UNIVERSITY TRANSFER

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#### ACADEMIC OBJECTIVES

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

- Occupational certificates
- Graduation with an Associate's Degree
- Preparation for transfer 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 placement guidelines 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 of Science for Transfer (A.S.-T), Associate of 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.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## ACADEMIC INFORMATION

### REQUIREMENTS FOR CERTIFICATES, DEGREES AND UNIVERSITY TRANSFER

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#### 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 college 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 Thursday 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 Thursday 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.
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).
7. All grade changes, outstanding incomplete grade contracts, and course substitutions must be completed prior to submitting petition to graduate.

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.*

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## ACADEMIC INFORMATION REQUIREMENTS FOR CERTIFICATES, DEGREES AND UNIVERSITY TRANSFER

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### 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 attendance in at least one credit course at Palo Verde College for at least one semester in each calendar year (fall and/ or spring), but not having a break of more than one semester. 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 (or has stopped attending for a year) 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 of Arts
- Associate of Science
- Associate of Arts for Transfer
- Associate of Science for Transfer

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

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 a year or longer (two consecutive semesters or longer), 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).



# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## ACADEMIC INFORMATION REQUIREMENTS FOR CERTIFICATES, DEGREES AND UNIVERSITY TRANSFER

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### 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 online catalog of the college or university you are considering.

**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.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## ACADEMIC INFORMATION TRANSFERRING TO THE UNIVERSITY OF CALIFORNIA (UC)

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### 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.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## ACADEMIC INFORMATION TRANSFERRING TO CALIFORNIA STATE UNIVERSITY (CSU)

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### 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.



# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## ACADEMIC INFORMATION GENERAL INFORMATION ABOUT TRANSFERRING

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### 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 online. These catalogs contain program of study, course descriptions, photographs of the campus, requirements for degrees and other pertinent information.

**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.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## ACADEMIC INFORMATION GENERAL INFORMATION ABOUT TRANSFERRING

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### 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.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## 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
American Sign Language						1
Arts & Humanities				1		
Automotive Technology			1		1	1
Building Construction Technology			1		1	1
Business & Technology				1		
Business Management/ Administration	1		1		1	3
Child Development	1		1		1	5
Computer Information Systems			1			6
Criminal Justice/ Administration of Justice	1		1		1	
Fire Science Technology			1			2
Mathematics & Science				1		
Nursing & Allied Health					1	3
Psychology		1				
Social & Behavioral Science				1		
Sociology		1				
Welding Technology			1		1	1

\*Locally approved Certificates of Career Preparation do not appear on a transcript.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## PROGRAMS OF STUDY ASSOCIATE OF SCIENCE DEGREES AND CERTIFICATE PROGRAMS

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### 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 course-work. An overall graduating GPA (includes all grades earned at all colleges attended) 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 course-work.

### OPTION A – A.S. GENERAL EDUCATION DEGREE REQUIREMENT

◊ = co/prerequisite *RED* = includes lab

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

#### Group A

ENG ◊100 [OR] ENG ◊101

#### Group B

ENG ◊103

SPE ◊101, ◊102, ◊103

### NATURAL SCIENCES – (3 units minimum)

AST 101, *105, 110*  
BIO 100, *101, 110, ◊111, ◊210, ◊211*  
CHE *101*  
GEO ◊101  
GEL *101, 103, ◊105, 110,*  
PHY 100, ◊*101*

### MATHEMATICS – (3-4 units)

MAT 095 [OR] Higher

### HUMANITIES – (3 units minimum)

ART ◊101, ◊106, ◊110, ◊111, 120, ◊125  
ASL 131, ◊132, ◊134, ◊135  
ENG ◊102, ◊120, ◊122, 125, ◊140  
FRE 101  
HIS ◊110\*, ◊120\*  
MUS ◊121, 135, ◊137, 150, 161, 162, 261, 262  
PHI 100, ◊120  
SPA ◊101, ◊102, 115  
THA 110, 114, 151, ◊152, 191, 192

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

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

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

ANT 101  
CHD 101\*, 102  
CRJ ◊103, 220  
ECO ◊105, ◊106  
GEO 103  
PSY ◊101, ◊110\*, ◊115, ◊145, ◊150, ◊201, ◊202, ◊203,  
◊205, 210, ◊215, ◊220  
SOC ◊101, ◊111\*, 115  
SPE 105, 130

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

ADS ◊101, ◊102  
CHD 101  
GES 115  
HEA 140  
KIN 100, 101  
NSC 128  
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.*



# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## PROGRAMS OF STUDY 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

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.).

### ALCOHOL & DRUG STUDIES CERTIFICATE OF ACHIEVEMENT

Course	Title	Units
◇ ADS 107	Group & Family Processes	3
◇ ADS 150	Practicum for Alcohol & Drug Studies	3
◇ ADS 151	Practicum for Alcohol & Drug Studies II	3
◇ PSY 101	General Psychology	3

*(Choose a minimum of 3 courses from the list below)*

◇ 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

*(Choose a minimum of 3 courses from the list below)*

◇ ADS 105	Co-occurring Disorders and Chemical Dependency	3
◇ ADS 106	Crisis Intervention	3
◇ ADS 108	Codependency & Family Systems	3
◇ ADS 109	Substance Abuse in Special Populations	3
◇ PSY 220	Counseling and Interviewing	3

*(Choose a minimum of 2 courses from the list below)*

◇ PSY 110	Personal and Social Adjustment I	3
◇ PSY 201	Lifespan Development	3
◇ PSY 210	Abnormal Psychology	3
◇ SOC 101	Introduction to Sociology	3
◇ ADS 110	Introduction to Human Services	3
Total Required Units		36

### 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.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## PROGRAMS OF STUDY ASSOCIATE OF SCIENCE DEGREES AND CERTIFICATE PROGRAMS

### 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 a minimum of three (3) units from the list below)</i>		
◇ ADS 106	Crisis Intervention	3
◇ ADS 107	Group and Family Processes	3
◇ ADS 108	Codependency and Family Systems	3
◇ ADS 109	Substance Abuse in Special Populations	3
◇ ADS 110	Introduction to Human Services	3
Total Required Units		15

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	Co-occurring Disorders & Chemical Dependency	3
◇ PSY 220	Counseling and Interviewing	3
<i>(Choose minimum of three (3) units from the list below)</i>		
◇ ADS 106	Crisis Intervention	3
◇ ADS 108	Codependency & Family Systems	3
◇ ADS 109	Substance Abuse in Special Populations	3
◇ ADS 110	Introduction to Human Services	3
◇ PSY 210	Abnormal Psychology	3
Total Required Units		15

PROGRAM STUDENT LEARNING OUTCOMES  
Upon successful completion of the ADS Specialist II Certificate of Career Preparation program student will have:

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

### AMERICAN SIGN LANGUAGE

The program in American Sign Language provides students with basic background in American Sign Language to prepare them for a career as a sign language interpreter. This program also provides continuing education for those already employed as teachers, nurses, and the emergency services personnel. With the knowledge and skills gained from this program, students may qualify for an entry level position assisting the deaf or hard of hearing. Sign language interpreters are in demand by various agencies, institutions and other organizations required to meet the requirements of the Americans with Disabilities Act.

### AMERICAN SIGN LANGUAGE CERTIFICATE OF CAREER PREPARATION

Course	Title	Units
ASL 131	American Sign Language I	3
◇ ASL 132	American Sign Language II	3
◇ ALS 134	American Sign Language III	3
◇ ALS 135	American Sign Language IV	3

*(Choose a minimum of one course from the list below)*

◇ SPE 101	Introduction to Speech	3
THA 151	Acting I	3
◇ SOC 101	Introduction to Sociology	3

Total Required Units 15

### PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the American Sign Language Certificate of Career Preparation program students will have:

1. Acquired fundamental understanding of the principles and practices of American Sign Language.
2. Acquired fundamental knowledge of the Code of Professional Conduct per the National Association of the Deaf (NAD) and the Registry of Interpreters for the Deaf, Inc. (RID), which will assist students in their participation in an Interpreters Training Program.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## PROGRAMS OF STUDY 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 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

Automotive Technologies Electives –  
(Choose two additional courses from the list below)

AUT 107	Beginning Automotive Technology	3
AUT 108	Engine Performance, Heating & Air Conditioning	3
AUT 109	Brakes, Suspension, Steering, Drive Trains, & Transmissions	3
WEL 102	Basic Gas Metal Arc Welding	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 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 200	Engine Dianosis/Overhaul	6

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

### CERTIFICATE OF CAREER PREPARATION

Course	Title	Units
AUT 107	Beginning Auto Technology	3
AUT 108	Engine Performance, Heating & Air Conditioning	3
AUT 109	Brakes, Suspension, Steering, Drive & Transmissions	3

Total Required Units 9

### PROGRAM STUDENT LEARNING OUTCOMES

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

1. Students will be able to demonstrate basic automotive safety practices, complete automotive procedures, and complete assignments pertaining to the automotive industry. Students will also have knowledge in the theory and operation of automotive electrical systems, the eight step diagnostic procedure, and the automotive transmission system.





PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS



# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## PROGRAMS OF STUDY 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 110	Blueprint Reading	3
BCT 112	Basic Electricity	3
BCT 113	Basic Plumbing	3
BCT 200	Cabinetry I	3
BCT 201	Cabinetry II	3
BCT 210	Interior Trim Carpentry	3

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

BCT 102	Advanced Framing Techniques	3
BCT 116	Basic House Wiring Theory	3
BCT 117	Residential Plumbing Theory	3
BCT 202	Finish Cabinetry Photovoltaic	3
BCT 203	System Theory	4

Total Required Units 30-31

*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 110	Blueprint Reading	3
BCT 113	Basic Plumbing	3

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

BCT 102	Advanced Framing Techniques	3
BCT 112	Basic Electricity	3
BCT 200	Cabinetry I	3
BCT 210	Interior Trim Carpentry	3

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.

### BUILDING CONSTRUCTION TECHNOLOGY CERTIFICATE OF CAREER PREPARATION

Course	Title	Units
BCT 116	Basic House Wiring Theory	3
BCT 117	Residential Plumbing Theory	3
BCT 203	Photovoltaic Installation Theory	4

Total Required Units 10

### PROGRAM STUDENT LEARNING OUTCOMES

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

1. Be able to answer questions to demonstrate their knowledge of the Occupational Health and Safety Association standards as related to today's construction industry.
2. Demonstrate their knowledge of residential electrical and plumbing installations from rough-in through the finish phase by completing assignments and exams specifically designed to test their comprehension.
3. Demonstrate their knowledge of roof top photovoltaic installations. Demonstrate understanding of solar radiation, site surveys, component comparisons and installation, and mechanical and electrical integration. Student's comprehension will be measured based on their ability to successfully design a residential photovoltaic system and pass the specifically designed exams.



PALO VERDE COLLEGE

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# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## PROGRAMS OF STUDY 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.

### 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 and Organizations	3
MAN 106	Personnel Management	3
◇ MAN 107	Small Business Management	3
Business Management Electives – (Choose a minimum of 6 units from the list below)		
BUS 101	Introduction to Business	3
BUS 105	Business Mathematics	3
◇ BUS 115	Small Business Finance	3
◇ BUS 201	Principles of Organizational Leadership	3
BUS 210	Business Ethics	3
◇ ECO 105	Principles of Macroeconomics	3
MAN 145	Organizational Behavior	3
◇ PSY 145	Human Relations	3
Total Required Units		32

### 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 LITERACY CERTIFICATE OF CAREER PREPARATION

Course	Title	Units
ACC 100	Basic Accounting	4
BUS 101	Introduction to Business	3
BUS 105	Business Mathematics	3
Take Any ACC, BUS or MAN course not listed above.		3
Total Required Units		13-14

### 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.



# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## PROGRAMS OF STUDY ASSOCIATE OF SCIENCE DEGREES AND CERTIFICATE PROGRAMS

### SMALL BUSINESS MANAGEMENT CERTIFICATE OF CAREER PREPARATION

Course	Title	Units
◇ MAN 107	Small Business Management	3
◇ ACC 100	Basic Accounting Small	4
BUS 115	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 Small Business Management 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.

### PERSONAL FINANCE CERTIFICATE OF CAREER PREPARATION

Course	Title	Units
BUS 103	Personal Finance	3
BUS 105	Business Mathematics	3
◇ MAN 205	Investments	3
Total Required Units		9

#### PROGRAM STUDENT LEARNING OUTCOMES

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

1. Demonstrated an awareness of ways to think about solving financial issues as applied to household decision making and to areas of income tax and estate planning, retirement, investments, and portfolio and risk management.

### 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 205	Adult Supervision	3
CHD 215	Administration I: Programs in Early Childhood Education	3
CHD 216	Administration II: Personnel/Leadership in Early Childhood Education	3
CHD 220	Infants and Toddlers Development	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.



# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## PROGRAMS OF STUDY ASSOCIATE OF SCIENCE DEGREES AND CERTIFICATE PROGRAMS

**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 major 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 - Field 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.

**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 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
CHD 105	Observation & Assessment	3
CHD 106	Health, Safety & 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.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## PROGRAMS OF STUDY

### ASSOCIATE OF SCIENCE DEGREES AND CERTIFICATE PROGRAMS

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#### CHILD DEVELOPMENT – ADMINISTRATION CERTIFICATE OF CAREER PREPARATION

This certificate meets the course requirements for the Child Development Permit Matrix: Master Teacher Specialization Units in Administration.

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

Course	Title	Units
CHD 215	Admin I: Programs in Early Childhood Ed.	3
CHD 216	Admin II: Leadership in Early Childhood Ed.	3
Total Required Units		6

#### PROGRAM STUDENT LEARNING OUTCOMES

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

1. Acquired competency to qualify for the Child Development Permit Matrix: Master Teacher Specialization in Administration.

#### CHILD DEVELOPMENT – INFANTS AND TODDLERS CERTIFICATE OF CAREER PREPARATION

This certificate meets the course requirements for the Child Development Permit Matrix: Master Teacher Specialization Units in Infants and Toddlers.

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

Course	Title	Units
CHD 220	Infant/Toddler Development	3
CHD 221	Care & Educ. For Infants and Toddlers	3
Total Required Units		6

#### PROGRAM STUDENT LEARNING OUTCOMES

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

1. Acquired competency to qualify for the Child Development Permit Matrix: Master Teacher Specialization in Infants and Toddlers.

#### CHILD DEVELOPMENT – SPECIAL NEEDS CERTIFICATE OF CAREER PREPARATION

This certificate meets the course requirements for the Child Development Permit Matrix: Master Teacher Specialization Units in Special Needs.

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

Course	Title	Units
CHD 250	Intro to Children with Special Needs	3
CHD 251	Curriculum & Strategies for Children with Special Needs	3
Total Required Units		6

#### PROGRAM STUDENT LEARNING OUTCOMES

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

1. Acquired competency to qualify for the Child Development Permit Matrix: Master Teacher Specialization in Special Needs





**PALO VERDE COLLEGE**

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS



# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## PROGRAMS OF STUDY ASSOCIATE OF SCIENCE DEGREES AND CERTIFICATE PROGRAMS

### 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. The curriculum in this programming and/or further study in computer science, or computational science. The curriculum in this program leads to the Associate of 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	Intro to Computer & Information Systems	3
CIS 102	Personal Computer Applications WEB	3
CIS 123	Page Design - HTML	3
CIS 130	Intro to 3D Computer Animation	[OR]
CIS 201	Intro to 3-D Printing, Setup & Rapid Prototype Design	3
CIS 248	Systems Analysis and Design	3
CIS 265	Adobe Photoshop	[OR]
CIS 202	3-D Printing: Basic Model Making	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 & Production I	3
CIS 132	Animation Principles & Production II	3
CIS 133	Advanced 3D computer Animation	3
CIS 203	3-D Printing: Basic Model Finishing	3
CIS 204	3-D Rapid Model Making & Prototype Development	3
CIS 260	Desktop Publishing	3

#### Restricted Electives

(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.

### 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 Personal	3
CIS 102	Computer Applications Web	3
CIS 123	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.



PALO VERDE COLLEGE

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## PROGRAMS OF STUDY ASSOCIATE OF SCIENCE DEGREES AND CERTIFICATE PROGRAMS

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### 3D COMPUTER ANIMATION CERTIFICATE OF CAREER PREPARATION

Course	Title	Units
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
Total Required Units		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 & 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.

### 3-D PRINTING AND RAPID PROTOTYPING CERTIFICATE OF CAREER PREPARATION

Course	Title	Units
CIS 201	Introduction to 3-D Printing, Setup, & Rapid Prototype Design	3
CIS 202	3-D Printing: Basic Model Making	3
CIS 203	3-D Printing: Basic Model Finishing	3
CIS 204	3-D Rapid Model Making & Prototype Development	3
Total Required Units		12

#### PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the 3-D Printing and Rapid Prototyping Certificate of Career Preparation program students will have:

1. Demonstrate successful setup of a 3D printer ending with a successful printed object.
2. Develop successful 3D prints using various finishing techniques.

### INFORMATION TECHNOLOGY LITERACY CERTIFICATE OF CAREER PREPARATION

Course	Title	Units
CIS 101	Introduction to Computer & Information Systems Personal	3
CIS 102	Computer Applications	3
CIS 248	Systems Analysis and 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 Systems	3
CIS 248	Analysis and 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.



# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## PROGRAMS OF STUDY ASSOCIATE OF SCIENCE DEGREES AND CERTIFICATE PROGRAMS

### 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 120	Community Relations	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
◇ SPA 101	Elementary Spanish I Crime	5
CRJ 155	Scene Investigation	3
CRJ 220	Counseling and Interviewing	[OR]
◇ PSY 220	Counseling and Interviewing	3
◇ PSY 210	Abnormal Psychology	3

Total Required Units 30-32

*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. Or: Student will demonstrate skill in advising suspects of their Miranda rights.

### 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 120	Community Relations	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.



PALO VERDE COLLEGE  
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# PALO VERDE COLLEGE

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## PROGRAMS OF STUDY 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	HazMat First Responder Operational Level	.75-1.0
FST 152	HazMat Technician 1A: Basic Chemistry	2
◊ FST 153	HazMat Technician 1B: Applied Chemistry	1.75
FST 154	HazMat Technician 1C: Incident Considerations	1.75
FST 155	HazMat Technician 1D: Tactical Field Operations	1.75
FST 157	HazMat Specialist 1F: Specialized Mitigation Techniques	1.75
FST 158	HazMat Specialist 1G: Tactical Field Operations	1.75
◊ FST 162	I-300: Intermedicate Incident Command Systems	1.0 -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		25.50 - 26.00

*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.

### 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	Training Instructor 1A: Cognitive Lesson	2
◊ FST 179	Training Instructor 1B: Psychomotor Lesson Delivery	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.

### 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: Techniquet of Evaluation	2
◊ FST 217	Instructor 2B: Group Dynamics & Problem Solving	2
◊ FST 218	Instructor 2C: Employing Audiovisual Aids	2
Total Required Units		6

### 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.



# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## PROGRAMS OF STUDY ASSOCIATE OF SCIENCE DEGREES AND CERTIFICATE PROGRAMS

### 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.

#### VOCATIONAL NURSING PROGRAM

Prior to enrollment in the Vocational Nursing Program, students must show official proof of High School Graduation or GED Completion (Foreign transcripts must be evaluated for US equivalency). Students must be at least 17 years of age. Students must undergo a criminal background screening and the results may disqualify them from practice at the clinical facilities. Flu vaccination is required; other mandatory vaccinations may be also required. Theory instruction and clinical practice are offered concurrently and student must meet the Board of Vocational Nursing and Psychiatric Technicians attendance requirements. Completion of the VN program does not guarantee licensure. The VN program can be completed in 54 weeks (3 semesters). Prior to application, students must have completed designated prerequisite courses. Students are in class and/or clinical practice approximately 32 hours per week. Students are required to meet the BVNPT standards for both theory and clinical attendance. Supplementing classroom instruction are clinical practice opportunities in a variety of health care facilities, such acute care hospitals, long-term care facilities, clinics, and other agencies where nursing services are structured and well developed. A minimum grade of "C" must be earned in all courses taken to complete the Vocational Nursing certificate.

#### **General education courses required for admission to Vocational Nursing Program:**

- *Current CPR and HCP (American Heart Association) card*
- *ENG 099 Basic Composition or higher*
- *MAT081/82 Basic Arithmetic or higher*  
*OR Assessment Test Scores above ENG099 and MAT081/082*

#### **Prerequisite courses required prior to admission into the Vocational Nursing Program:**

◇ NUR 102	<i>Intro to Anatomy &amp; Physiology**</i>	3.00
	<i>OR BIO210 &amp; BIO211 **</i>	
NSC 128	<i>Medical Terminology</i>	3.00
◇ PSY 201	<i>Lifespan Development**</i>	3.00
◇ NUR 100	<i>Nursing Assistant- Lecture</i>	3.00
◇ NUR 118	<i>Nursing Assistant- Clinical</i>	3.00

**Total Prerequisite units for admission to VN Program = 15.00 units**  
**\*\*All Anatomy, Physiology and Psychology courses must have been taken within the last 5 years.**

#### VOCATIONAL NURSING CERTIFICATE OF ACHIEVEMENT

Course	Title	Units
◇ NUR 117	Nutrition for Nursing	1.5
◇ NUR 103	Introduction to Pharmacology I	1.25
◇ NUR 120	Fundamentals of Nursing Lecture	10
◇ NUR 121	Fundamentals of Nursing Clinical	5
◇ NUR106	Introduction to Pharmacology II	2
◇ NUR 109	Medical-Surgical Nursing I Lecture	10
◇ NUR 124	Medical-Surgical Nursing I Clinical	5
◇ NUR 112	Medical-Surgical Nursing II Lecture	7.5
◇ NUR 127	Medical-Surgical Nursing II Clinical	7.5
Total Required Units:		49.75

#### PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the Vocational Nursing Certificate of Achievement program students will be prepared to:

1. successfully pass the NCLEX-PN licensure examination on their first attempt.
2. demonstrate entry level competence in delivering patient care for clients in hospitals, long-term care and subacute facilities, and/or community-based health care agencies.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## PROGRAMS OF STUDY ASSOCIATE OF SCIENCE DEGREES AND CERTIFICATE PROGRAMS

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### *The VN program prepares the individual to*

- establish a positive, caring relationship to optimize health outcomes while demonstrating sensitivity to the client's values
- apply the nursing process and critical thinking principles in the development and implementation of appropriate nursing strategies and clinical judgments
- provide leadership in a variety of health care settings working with diverse populations
- function as an integral member of the multidisciplinary team of care providers

### CERTIFIED NURSING ASSISTANT CERTIFICATE OF CAREER PREPARATION

Course	Title	Units
◇ NUR 100	* Certified Nursing Assistant – Lecture	3
◇ NUR 118	* Certified Nursing Assistant – Clinical	3
Total Required Units		6

\* 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

### 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 behaviours of a nursing assistant.

### EMERGENCY MEDICAL TECHNICIAN CERTIFICATE OF CAREER PREPARATION

Course	Title	Units
◇ EMS 160	* Emergency Medical Technician	4-13
Total Required Units		4-13

\* To enroll, the student must be at least 18 years of age and have a current CPR and HCP card.

\* Strongly recommended ENG 099 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
Total Required Units		4

\* 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.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## PROGRAMS OF STUDY ASSOCIATE OF SCIENCE DEGREES AND CERTIFICATE PROGRAMS

### 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 any two (2) additional courses from the list below)*

WEL 120	Intro to Welding Principles and Practices	3
WEL 121	Resistance Welding and Special Welding Applications	3
WEL 122	Principles and Practices of Metal Technology and Professional Welding	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 any two additional courses from the list below)*

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.

### WELDING TECHNOLOGY CERTIFICATE OF CAREER PREPARATION

Course	Title	Units
WEL 120	Intro to Welding Principles and Practices	3
WEL 121	Resistance Welding and Special Welding Applications	3
WEL 122	Principles and Practices of Metal Technology and Professional Welding	3

Total Required Units 9

#### PROGRAM STUDENT LEARNING OUTCOMES

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

1. Students will be able to locate and use charts, index, and table of contents to answer open book questions to prepare them for the exam. Students will be able to demonstrate basic knowledge of welding concepts.



# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## PROGRAMS OF STUDY ASSOCIATE OF ARTS DEGREES IN LIBERAL ARTS

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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 ARTS

(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: 34-39 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: 3-8 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  $\diamond$ 101,  $\diamond$ 102\*,  $\diamond$ 103\*

**A2 Written Communication** ENG  $\diamond$ 100,  $\diamond$ 101

**A3 Critical Thinking** ENG  $\diamond$ 103, SPE  $\diamond$ 102\*, SPE  $\diamond$ 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 in **RED***) and Mathematics/Quantitative Reasoning.

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

AST **101**, **105**, **110**

CHE  $\diamond$ 101

GEO **101**

GEL **101**, 103, 105, 110

PHY  $\diamond$ 101

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

BIO 100,  $\diamond$ 110,  $\diamond$ 111,  $\diamond$ 210,  $\diamond$ 211

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

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

BIO 101

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

MAT  $\diamond$ 106,  $\diamond$ 108,  $\diamond$ 110,  $\diamond$  210,  $\diamond$ 220

PSY  $\diamond$ 155

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## PROGRAMS OF STUDY ASSOCIATE OF ARTS DEGREES IN LIBERAL ARTS

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### 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

ENG ◊125

MUS ◊121, ◊137, 150, ◊234

THA ◊110, 151

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

ASL 131, ◊132, ◊134

ENG ◊102, ◊120, ◊122, ◊140

FRE ◊101

HIS ◊ 110\*, ◊120\*

PHI 100

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 101

D2: ECO ◊105, ◊106

D5: GEO 103, 104

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

D7: SOC ◊111, SOC 115, SPE105, CHD102

D8: CRJ ◊103, POS◊145

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

GES 115

NSC 128

HEA 140

PHE (see counseling)(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 ◊100, ◊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, ◊108, ◊110, ◊210, ◊220

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

ENG ◊125\*

MUS ◊121, ◊127, ◊137

THA◊110, 151

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## PROGRAMS OF STUDY ASSOCIATE OF ARTS DEGREES IN LIBERAL ARTS

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### Humanities:

ENG [102](#), [122](#), [125\\*](#), [140](#)  
HIS [110\\*](#), [120\\*](#), [125\\*](#), [130\\*](#), [140\\*](#)  
PHI 100

### 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 101  
CHD 101  
ECO [105](#), [106](#)  
GEO [103](#), [104](#)  
HIS [110\\*](#), [120\\*](#), [125\\*](#), [130\\*](#), [140\\*](#)  
POS [145\\*](#)  
PSY [101](#), [115](#), [150](#), [201](#), [205](#), [210](#), [215](#)  
SOC [101](#), [115](#)  
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](#)

#### Biological Sciences:

BIO 100, [110](#), [111](#), [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:

ASL [132](#), [134](#), [135](#)  
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.

**RED** 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.



# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## PROGRAMS OF STUDY

### ASSOCIATE OF ARTS DEGREES IN LIBERAL ARTS - AREAS OF EMPHASIS (WITH GENERAL EDUCATION REQUIREMENTS - OPTION B OR OPTION C)

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#### ARTS AND HUMANITIES

ART 105,110,111,120,125  
ASL 131,132,134,135  
ENG 102,120,122,125,140  
FRE 101  
HIS 110,120  
MUS 121,127,131,132,135,137,141,142,150,161,162,233,234,243,  
261,262  
PHI 100  
SPA 101,102,115  
SPE 101,102,103,105  
THA 151,171,191,192

#### 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 100,101,102  
BUS 101,103,105,115,135,201,202,206,210,221  
CIS 101,102,123,124,130,131,132,133,248,260,265  
ECC 05,106  
MAN 105,106,107,145,205  
MAT 106,108,110,210,220

#### PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the AA, Liberal Arts, Business and Technology 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 of the operations and technical support requirements of a business organization.

#### MATHEMATICS & SCIENCE

AGR 120,140,170  
AST 101,105,110  
BIO 100,101,110,111,140,141,210,211  
CHE 101  
GEO 101,103,104  
GEL 101,103,105,210,220  
PSY 155  
PHY 101

*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

ADS 101,102,103,104,105,107,108,109,150,151  
ANT 101  
CHD 101,102,103,104,105,106,107,108,120,130,131,135,  
145,205,215,216,220,221,227,250,251  
CRJ 103,104,115,120,125,130,132,135,155,164,206,220  
ECO 105,106  
GEO 103,104  
HIS 110,115,120,125,130,140  
POS 145  
PSY 101,110,115,145,150,201,205,210,215,220  
SOC 101,111,115

#### 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.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## PROGRAMS OF STUDY ASSOCIATE DEGREES FOR TRANSFER

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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.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## PROGRAMS OF STUDY ASSOCIATE DEGREES FOR TRANSFER PROGRAMS

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### ASSOCIATE DEGREE FOR TRANSFER

The Associate Degrees for Transfer (AA-T/AS-T) are designed to give students the opportunity for an efficient path-way 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 CSU 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: 34-39 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 109).

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.



# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## PROGRAMS OF STUDY ASSOCIATE OF ARTS DEGREES FOR TRANSFER PROGRAMS

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### ASSOCIATE OF ARTS IN PSYCHOLOGY FOR TRANSFER

#### PROGRAM DESCRIPTION:

The Associate of 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 and a seamless transfer to CSU.

#### REQUIREMENTS FOR THE MAJOR:

Required Core: 9-10 units

Course	Title	Units
◇ MAT 106	Statistics	4
OR		
◇ 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
AND		
BIO 101	Introduction to Biology Laboratory	1
OR		
◇ PSY 205	Introduction to Biological Psychology	3

#### List B (select one): 3 or more units

◇ PSY 201	Lifespan Development	3
◇ PSY 215	Social Psychology	3

#### List C (select one): 3 or more units

CHD 101	Growth and Development for Early Childhood	3
◇ PSY 110	Personal and Social Adjustment	3
◇ PSY 115	Human Sexuality	3
◇ PSY 145	Human Relations	3
◇ PSY 210	Abnormal Psychology	3
◇ PSY 220	Counseling and Interviewing	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.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## PROGRAMS OF STUDY ASSOCIATE OF ARTS DEGREES FOR TRANSFER PROGRAMS

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### ASSOCIATE OF ARTS IN SOCIOLOGY FOR TRANSFER

#### PROGRAM DESCRIPTION:

The Associate of 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:

Required Core: 10 units including List A

Course	Title	Units
SOC 101	Introduction to Sociology	3

List A (select two): 7 units

◇ MAT 106	Statistics	4
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◇ PSY 150	Introduction to Research Methods	3
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List B (select two): 6 units

◇ SOC 111	Marriage and the Family	3
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◇ PSY 215	Social Psychology	3
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List C (select one): 3 units

ANT 101	Cultural Anthropology	3
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◇ PSY 101	General Psychology	3
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Total Units for the Major		19
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#### PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the Associate of Arts in Sociology for Transfer program student 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 interssections of social categories, including race, class gender, sexuality, age, religion, and nationality.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## PROGRAMS OF STUDY ASSOCIATE OF SCIENCE DEGREES FOR TRANSFER PROGRAMS

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### 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:

Required Core: 27 units

Course	Title	Units
◊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	Statistics	4
OR		
◊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:

Required Core: 24 units

Course	Title	Units
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.



# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## PROGRAMS OF STUDY ASSOCIATE OF SCIENCE DEGREES FOR TRANSFER PROGRAMS

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### 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:

Required Core: 6 units

Course	Title	Units
CRJ 115	Introduction to Law Enforcement/Corrections	3
◊CRJ 103	Criminal Law	3

#### List A (*select two courses*): 6 units

CRJ 206	Legal Aspects of Evidence	3
CRJ 104	Criminal Investigations	3
CRJ 120	Community Relations	3

#### List B (*select two courses*): 6 units

◊SOC 101	Introduction to Sociology	3
◊MAT 106	Statistics	4
OR		
◊PSY 155	Introduction to Statistical Analysis for the Social Sciences	3
◊PSY 101	General Psychology	3
◊POS 145	American Political Institutions	3

Total Units for the Major: 18-19

#### 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.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## COURSES OF INSTRUCTION

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### COURSE NUMBERING SYSTEM

#### NUMBERING DESIGNATION

050 - 069	<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.
070 - 079	<b>Special Interest</b> - Courses designed for students interested in personal improvement, physical fitness or pursuing a hobby. Not intended for transfer.
080 - 099	<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.
100 - 199	<b>First Year Level Courses</b> - Courses designed for transfer, with the exception of selected courses within some vocational programs.
200 - 299	<b>Second Year Level Courses (excluding 280 &amp; 290)</b> - Courses designed for transfer, with the exception of selected courses within some vocational programs.
280*	<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.
290	<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.

C-ID is a supranumbering system being developed to ease transfer and articulation in California's higher education institutions. To learn more about C-ID, please visit <https://c-id.net/about-us>

The ☒ symbol means the course is available through Correspondence Education.

The ☐ symbol means the course is available through Distance Education (Online & Hybrid).

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).

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## COURSES OF INSTRUCTION

---

### ACCOUNTING

☒☒ ACC 100 BASIC ACCOUNTING *Course length: 72 hours lecture*

4 units

CSU

*Advisory: Completion of MAT 095 or appropriate placement based on AB 705 mandates*

This course will cover the theory and practice in the fundamentals of accounting transactions; business documents; journals and ledgers; and opening, adjusting and closing entries. 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.

☒☒ ACC 101 PRINCIPLES OF ACCOUNTING I *Course length: 72 hours lecture*

4 units

CSU; UC (C-ID ACCT 110)

*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 *Course length: 72 hours lecture*

4 units

CSU; UC (C-ID ACCT 120)

*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.

### AGRICULTURE

AGR 080 PESTICIDE SAFETY *Course length: 18 hours lecture*

1 unit

Pesticide training for individuals who handle and use chemical pesticides.

☒☒ AGR 120 SOIL SCIENCE *Course length: 36 hours lecture, 54 hours laboratory*

3 units

CSU; UC

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 *Course length: 54 hours lecture, 54 hours laboratory*

4 units

CSU

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 *Course length: 36 hours lecture, 54 hours laboratory*

3 units

CSU

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



# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## COURSES OF INSTRUCTION

---

### ALCOHOL AND DRUG STUDIES

☒☒ ADS 101 INTRODUCTION TO ADDICTION STUDIES *Course length: 54 hours lecture*

3 units

CSU GE: E

*Prerequisite: ENG 099 eligibility*

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 *Course length: 54 hours lecture*

3 units

CSU GE: E

*Prerequisite: ENG 099 eligibility*

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 *Course length: 54 hours lecture*

3 units

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 students in the Alcohol and Drug Studies Program.

☒☒ ADS 104 ADDICTION PREVENTION EDUCATION & OUTREACH/REFERRAL

*Course length: 54 hours lecture*

3 units

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 CO-OCCURRING DISORDERS & CHEMICAL DEPENDENCY *Course length: 54 hours lecture*

3 units

CSU

*Prerequisite: ENG 099 eligibility*

This course is designed to instruct students when working with clients who have co-occurring disorders in the assessment, referral, and professional collaboration process. Current research indicates that approximately half of the individuals seeking alcohol and drug counseling have co-occurring disorders 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 106 CRISIS INTERVENTION *Course length: 54 hours lecture*

3 units

*Prerequisite: ENG 099 eligibility*

Introduces the foundation concepts, theory and application of crisis intervention within the field of alcohol and drug studies. Specifically addresses concepts of field work providing services to populations such as veteran's, sexual assault victims, substance abuse, chronic illness as well as child, elder and intimate partner abuse victims.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## COURSES OF INSTRUCTION

---

### ☒☒ ADS 107 GROUP AND FAMILY PROCESSES *Course length: 54 hours lecture*

3 units

CSU

*Prerequisite: ENG 099 eligibility*

*Advisory: PSY 101*

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 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 *Course length: 54 hours lecture*

3 units

CSU

*Prerequisite: ENG 099 eligibility*

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 *Course length: 54 hours lecture*

3 units

CSU

*Prerequisite: ENG 099 eligibility*

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 110 INTRODUCTION TO HUMAN SERVICES *Course length: 54 hours lecture*

3 units

*Prerequisite: ENG 099 eligibility*

Explores the history of human services, career opportunities, and the role of the human service worker. Focuses on target populations and community agencies designed to meet the needs of various populations.

### ☒ ADS 150 PRACTICUM FOR ALCOHOL AND DRUG STUDIES

*Course length: 4 hours lecture, 150 hours clinic/field*

3 units

CSU

*Prerequisite: Completion of at least 27 units of the Alcohol & Drug Studies Certificate of Achievement*

This course is the first part of a supervised fieldwork practicum that actively involves students at a supervised chemical dependency service site. Students apply and integrate the values, knowledge, and skills learned in the classroom through direct, hands-on experience in the area of alcohol and drug counseling. Special attention is given to individual, group, and family counseling.

### ☒ ADS 151 PRACTICUM FOR ALCOHOL AND DRUG STUDIES II

*Course length: 4 hours lecture, 150 hours clinic/field*

3 units

CSU

*Prerequisite: ADS150*

This course is the second part of a supervised fieldwork practicum that actively involves students at a supervised chemical dependency service site. Students apply and integrate the values, knowledge, and skills learned in the classroom through direct, hands-on experience in the area of alcohol and drug counseling. Special attention is given to individual, group, and family counseling.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## COURSES OF INSTRUCTION

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### AMERICAN SIGN LANGUAGE

☑️ ASL 131 AMERICAN SIGN LANGUAGE I *Course length: 54 hours lecture*

3 units

**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.

☑️ ASL 132 AMERICAN SIGN LANGUAGE II *Course length: 54 hours lecture*

3 units

**IGETC: 6A; CSU GE: C2; UC**

*Prerequisite: EDU 131 or ASL 131*

This course is a continuation of EDU 131 or ASL131 and is designed to increase proficiency in American Sign Language structure, vocabulary and conversational strategies as used within Deaf culture. This course is intended for students interested in expanding their skills and pursuing greater competence in an additional language. Some stress will be placed on the educational, social, psychological and economic problems of deafness. This course meets the general education requirements for foreign language for PVC, CSU, and UC.

ASL 134 AMERICAN SIGN LANGUAGE III *Course length: 54 hours lecture*

3 units

**IGETC:6A;CSUGE:C2;UC:H**

*Prerequisite: EDU 132 or ASL132*

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 is provided 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.

ASL 135 AMERICAN SIGN LANGUAGE IV *Course length: 54 hours lecture*

3 units

**IGETC:6A; CSU; UC: H**

*Prerequisite: ASL 134*

This course builds upon sign language skills students will have acquired in ASL 131, 132 and 134 through advanced, in-depth study of the structure, vocabulary, and conversational strategies of American Sign Language as it is used within the deaf culture. The course emphasizes mastering a fluent mode of communication in both receptive and expressive ASL skills.

### ANTHROPOLOGY

☑️ ANT 101 CULTURAL ANTHROPOLOGY *Course length: 54 hours lecture*

3 units

**IGETC: 4A; CSU GE: D1; UC: B (C-ID ANTH 120)**

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.

### ART

☑️ ART 101 INTRODUCTION TO ART *Course length: 54 hours lecture*

3 units

**IGETC: 3A; CSU GE: C1; UC: H**

*Advisory: 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 *Course length: 36 hours lecture, 54 hours laboratory*

3 units

**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



# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## COURSES OF INSTRUCTION

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**ART 106 ADVANCED DIGITAL PHOTOGRAPHY** *Course length: 36 hours lecture, 54 hours laboratory*

3 units

**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** *Course length: 36 hours lecture, 54 hours laboratory*

3 units

**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** *Course length: 54 hours lecture*

3 units

**IGETC: 3A; CSU GE: C1; UC: H**

*Prerequisite: ENG 099 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 15th century. Provides a foundation in the use of materials and techniques in various media, as well as architectural, mythological and religious elements in art.

  **ART 111 ART HISTORY AND APPRECIATION II** *Course length: 54 hour lecture*

3 units

**IGETC: 3A; CSU GE: C1; UC: H**

*Prerequisite: ENG 099 eligibility*

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 post-modernism in the late 20th century.

**ART 120 BASIC PAINTING DESIGN AND COLOR** *Course length: 27 hours lecture, 81 hours laboratory*

3 units

**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** *Course length: 27 hours lecture, 81 hours laboratory*

3 units

**CSU GE: C1; UC**

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.

## ASTRONOMY

 **AST 101 INTRODUCTORY ASTRONOMY** *Course length: 54 hours lecture*

3 units

**IGETC: 5A; CSU GE: B1; UC: S**

*Advisory: Completion of MAT 095 or appropriate placement. In addition, completion of ENG 099 Basic Composition or placement in ENG 100 or ENG 101 based on AB 705 mandates.*

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.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## COURSES OF INSTRUCTION

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☒ **AST 105 ASTRONOMY: THE SOLAR SYSTEM** *Course length: 54 hours lecture, 54 hours laboratory*  
4 units

**IGETC: 5A, 5C; CSU GE: B1, B3; UC: S**

*Advisory: Completion of MAT 095 or appropriate placement. In addition, completion of ENG 099 Basic Composition or placement in ENG 100 or ENG 101 based on AB 705 mandates.*

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** *Course length: 54 hours lecture, 54 hours laboratory*  
4 units

**IGETC: 5A, 5C; CSU GE: B1, B3; UC: S**

*Advisory: Completion of MAT 095 or appropriate placement. In addition, completion of ENG 099 Basic Composition or placement in ENG 100 or ENG 101 based on AB 705 mandates.*

Although the course is a continuation 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 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.

## ATLETICS

### **ATH 100 PRE-SEASON CONDITIONING FOR INTERCOLLEGIATE BASKETBALL**

*Course length: 27-162 hours laboratory*

0.5-3.0 units

This course is designed to prepare the collegiate basketball player for the competitive season and reduce the risk of injury. Course content includes: collegiate level, basketball-specific skill development; aerobic conditioning plan; basketball-specific strength training; agility work; plyometrics; speed training; flexibility exercises; and team play activities designed to prepare the athlete physically and mentally. The course is designed to prepare students for intercollegiate basketball competition and may be repeated a maximum of three times to meet California Community College Athletic Association requirements for eligibility.

### **ATH 101 INTERCOLLEGIATE BASKETBALL FOR WOMEN, FALL SEMESTER**

*Course length: 85 hours laboratory*

1.5 units

*Prerequisite: ATH 100*

This course is for women students who wish to continue participating in intercollegiate basketball. This course may be repeated a maximum of three times to meet California Community College Athletic Association requirements for eligibility.

### **ATH 102 INTERCOLLEGIATE BASKETBALL FOR WOMEN, SPRING SEMESTER**

*Course length: 90 hours laboratory*

1.5 units

*Prerequisite: ATH 100*

This course is for women students who wish to continue participating in intercollegiate basketball. This course may be repeated a maximum of three times to meet California Community College Athletic Association requirements for eligibility.

### **ATH 103 INTERCOLLEGIATE BASKETBALL FOR Men FALL SEMESTER**

*Course length: 85 hours laboratory*

1.5 units

*Prerequisite: ATH 100*

This course is for men students who wish to participate in intercollegiate basketball. This course may be repeated a maximum of three times to meet California Community College Athletic Association requirements for eligibility.

### **ATH 104 INTERCOLLEGIATE BASKETBALL FOR MEN, SPRING SEMESTER**

*Course length: 90 hours laboratory*

1.5 units

*Prerequisite: ATH 100*

This course is for men students who wish to continue participating in intercollegiate basketball. This course may be repeated a maximum of three times to meet California Community College Athletic Association requirements for eligibility.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## COURSES OF INSTRUCTION

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### AUTOMOTIVE TECHNOLOGY

**AUT 100 INTRODUCTION TO AUTOMOTIVE TECHNOLOGY** *Course length: 36 hours lecture, 54 hours laboratory*

3 units

CSU

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** *Course length: 36 hours lecture, 54 hours laboratory*

3 units

CSU

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** *Course length: 36 hours lecture, 54 hours laboratory*

3 Units

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** *Course length: 36 hours lecture, 54 hours laboratory*

3 units

CSU

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** *Course Length: 54 hours lecture*

3 units

CSU

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**

*Course length: 54 hours lecture*

3 units

CSU

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.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## COURSES OF INSTRUCTION

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### ☒AUT 109 BRAKES, SUSPENSION, STEERING, DRIVE TRAINS, & TRANSMISSIONS

*Course length: 54 hours lecture*

3 units

**CSU**

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 *Course length: 36 hours lecture, 54 hours laboratory*

3 units

**CSU**

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 *Course length: 36 hours lecture, 54 hours laboratory*

3 units

**CSU**

*Advisory: 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 200 ENGINE DIAGNOSIS/OVERHAUL *Course length: 72 hours lecture, 108 hours laboratory*

6 units

**CSU**

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.

## BIOLOGY

### ☒☒BIO 100 INTRODUCTION TO BIOLOGY *Course length: 72 hours lecture*

4 units

**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 *Course length: 54 hours laboratory*

1 unit

**CSU GE: B3**

*Prerequisite: BIO 100 or as a co-requisite.*

*Corequisite: BIO 100 or as a pre-requisite.*

Laboratory and hands-on exposure to the biological sciences including the scientific method, data and measurement, microscopic analysis of cells, osmosis, diffusion, cell division, photosynthesis, cellular respiration, bacteria, protists, plants, fungi, invertebrate animals and vertebrate animals, BIO 101 may be taken concurrently with BIO 100 or independent of BIO 100. Not for Biology major credit.



# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## COURSES OF INSTRUCTION

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**BIO 110 BASICS OF BIOLOGY** *Course length: 54 hours lecture, 54 hours laboratory*

4 units

**IGETC: 5B, 5C; CSU GE: B2, B3; UC: S**

*Advisory: Eligibility for MAT 106, MAT 108, or MAT 110 based on AB 705 mandates*

Structural and functional examination of cellular functions including cell morphologies, biological molecules, cell division, cell metabolism, and gene expression. Topics related to organismal biology and evolutionary biology are also explored including genetics, ecology, evolution, microbes, protozoa, plants, fungi, animals, and animal behavior. BIO 110 is typically offered in the Fall semester and is a prerequisite for BIO 111 Basic Microbiology, BIO 210 Human Anatomy, and BIO 211 Human Physiology.

**BIO 111 BASIC MICROBIOLOGY** *Course length: 54 hours lecture, 108 hours laboratory*

5 units

**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 210 HUMAN ANATOMY** *Course length: 54 hours lecture, 54 hours laboratory*

4 units

**IGETC: 5B, 5C; CSU GE: B2, B3; UC: S (C-ID BIOL 110)**

*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** *Course length: 54 hours lecture, 108 hours laboratory*

5 units

**IGETC: 5B, 5C; CSU GE: B2, B3; UC: S (C-ID BIOL 120)**

*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** *Course length: 36 hours lecture, 54 hours laboratory*

3 units

**CSU**

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.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## COURSES OF INSTRUCTION

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**BCT 101 ROUGH CARPENTRY** *Course length: 36 hours lecture, 54 hours laboratory*

3 units

**CSU**

This course is designed to give students a working knowledge of building layout, floor framing, wall framing, beginning roof framing, sheer wall installation 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 can be used in advanced framing, including basic blueprint reading.

**BCT 102 ADVANCED FRAMING TECHNIQUES** *Course length: 36 hours lecture, 54 hours laboratory*

3 units

**CSU**

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** *Course length: 36 hours lecture, 54 hours laboratory*

3 units

**CSU**

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** *Course length: 36 hours lecture, 54 hours laboratory*

3 units

**CSU**

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** *Course length: 36 hours lecture, 54 hours laboratory*

3 units

**CSU**

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** *Course length: 54 hours lecture*

3 units

**CSU**

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 117 RESIDENTIAL PLUMBING THEORY** *Course length: 54 hours lecture*

3 units

**CSU**

This course is designed to introduce the student to the calculations and technology involved in the design of a residential plumbing installation. The student will become familiar with the building codes and local regulations of the plumbing industry as set forth in the Uniform Building Codes. The areas addressed will include blueprint reading, math formulas, rough plumbing installation, finish plumbing, water heater theory, and fixtures and faucets.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## COURSES OF INSTRUCTION

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**BCT 200 CABINETRY I** *Course length: 36 hours lecture, 54 hours laboratory*

3 units

CSU

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** *Course length: 36 hours lecture, 54 hours laboratory*

3 units

CSU

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** *Course length: 36 hours lecture, 54 hours laboratory*

3 units

CSU

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 203 PHOTOVOLTAIC INSTALLATION THEORY** *Course length: 72 hours lecture*

4 units

CSU

This course is designed to introduce the student to Photovoltaics, a rapidly growing sector of the renewable energy market. The student will learn solar radiation, module construction, system sizing, and mechanical and electrical integration. Calculations based on information from the National Renewable Energy Lab will allow the student to design, size and describe the installation of a rooftop solar system.

**BCT 210 INTERIOR TRIM CARPENTRY** *Course length: 36 hours lecture, 54 hours laboratory*

3 units

CSU

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 220 PHOTOVOLTAIC SYSTEMS** *Course length: 72 hours lecture, 18 hours laboratory*

4 units

CSU

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.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## COURSES OF INSTRUCTION

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### BUSINESS

☒☒BUS 101 INTRODUCTION TO BUSINESS *Course length: 54 hours lecture*

3 units

CSU; UC (C-ID BUS 110)

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 *Course length: 54 hours lecture*

3 units

CSU; UC

*Advisory: Completion of MAT 095 or appropriate placement based on AB 705 mandates*

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 *Course length: 54 hours lecture*

3 units

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 *Course length: 54 hours lecture*

3 units

CSU

*Advisory: Completion of MAT 095 or appropriate placement based on AB 705 mandates*

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 *Course length: 54 hours lecture*

3 units

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 *Course length: 54 hours lecture*

3 units

CSU

*Advisory: Requires college-level skills in critical thinking and writing.*

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 *Course length: 54 hours lecture*

3 units

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 *Course length: 54 hours lecture*

3 units

CSU

Examines the basic concepts and practices of modern marketing with emphasis on developing and implementing strategies 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 an wholesaling, global marketing and marketing ethics.



# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## COURSES OF INSTRUCTION

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### BUS 210 BUSINESS ETHICS *Course length: 54 hours lecture*

3 units

CSU; UC

*Prerequisite: Eligible for ENG 099*

Business ethics is a form of applied ethics or professional ethics that examines ethical principles and moral or ethical problems that arise in a business environment. The course examines theoretical and practical problems of moral conduct in the field of business. It applies to all aspects of business conduct and is relevant to the conduct of individuals and entire organizations. Business ethics is the behavior that a business adheres to in its daily dealings with the world.

### BUS 221 INCOME TAX PROCEDURES *Course length: 72 hours lecture*

4 units

CSU

*Advisory: Requires college-level skills in critical thinking and writing.*

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.

## CHEMISTRY

### CHE 101 INTRODUCTION TO GENERAL CHEMISTRY *Course length: 54 hours lecture, 54 hours laboratory*

4 units

IGETC: 5A, 5C; CSU GE: B1, B3; UC: S

*Advisory: Completion of MAT 095 or above. In addition, completion of ENG 099 /basic Composition or eligible for ENG 100 or ENG 101 as per AB705 mandate.*

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 *Course length: 54 hours lecture*

3 units

IGETC: 4I; CSU GE: D9, E; UC: B (C-ID CDEV 100)

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. (Formerly CHD 201)

### CHD 102 CHILD, FAMILY AND THE COMMUNITY *Course length: 54 hours lecture*

3 units

CSU GE: D7; UC (C-ID CDEV 110)

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 socialization and identity development will be highlighted, showing the importance of respectful, reciprocal relationships that support and empower families. (Formerly CHD 125)

### CHD 103 INTRODUCTION TO CURRICULUM *Course length: 54 hours lecture*

3 units

CSU (C-ID ECE 130)

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. (Formerly CHD 140)

### CHD 104 PRINCIPLES & PRACTICES OF TEACHING YOUNG CHILDREN *Course length: 54 hours lecture*

3 units

CSU (C-ID ECE 120)

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. (Formerly CHD 210)

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## COURSES OF INSTRUCTION

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☒☒ CHD 105 OBSERVATION AND ASSESSMENT *Course length: 54 hours lecture*

3 units

**CSU (C-ID ECE 200)**

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 *Course length: 54 hours lecture*

3 units

**CSU (C-ID ECE 220)**

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. (Formerly CHD 230)

☒☒ CHD 107 TEACHING IN A DIVERSE SOCIETY *Course length: 54 hours lecture*

3 units

**CSU (C-ID ECE 230)**

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 *Course length: 162 hours clinic/field*

3 units

**CSU (C-ID ECE 210)**

*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. (Formerly CHD 240)

CHD 120 DEVELOPING CAPABLE YOUNG PEOPLE *Course length: 36 hours lecture*

2 units

**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 *Course length: 54 hours lecture*

3 units

**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 *Course length: 54 hours lecture*

3 units

**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. (Formerly CHD 235)

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## COURSES OF INSTRUCTION

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☐ CHD 135 LITERATURE FOR EARLY CHILDHOOD *Course length: 54 hours lecture*

3 units

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 *Course length: 54 hours lecture*

3 units

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 205 ADULT SUPERVISION AND MENTORING IN EARLY CARE AND EDUCATION

*Course length: 54 hours lecture*

3 units

CSU  
Methods and principles of supervising student teachers, volunteers, staff, and other adults in early care and education settings. Emphasis is on the roles and development of early childhood professionals as mentors and leaders.

☒☐ CHD 215 ADMINISTRATION I: PROGRAMS IN EARLY CHILDHOOD EDUCATION

*Course length: 54 hours lecture*

3 units

CSU  
Introduction to administration of early childhood programs. Covers program types, budget, management, regulations, laws, development and implementation of policies and procedures. Examines administrative tools, philosophies, and techniques needed to organize, open, and operate an early care and education program.

☐☒ CHD 216 ADMINISTRATION II: PERSONNEL AND LEADERSHIP IN EARLY CHILDHOOD EDUCATION

*Course length: 54 hours lecture*

3 units

CSU  
This course covers effective strategies for personnel management and leadership in early care and education settings. Includes legal and ethical responsibilities, supervision techniques, professional development, and reflective practices for a diverse and inclusive early care and education program.

☐☒ CHD 220 INFANTS AND TODDLER DEVELOPMENT *Course length: 54 hours lecture*

3 units

CSU  
A study of infants and toddlers from pre-conception to age three including physical, cognitive, language, social, and emotional growth and development. Applies theoretical frameworks to interpret behavior and interactions between heredity and environment. Emphasizes the role of family and relationships in development. (course was formerly CHD-150 and previous to that CHD-220).

☒☐ CHD 221 CARE AND EDUCATION FOR INFANTS AND TODDLER *Course length: 54 hours lecture*

3 units

CSU  
Applies current theory and research to the care and education of infants and toddlers in group settings. Examines essential policies principles and practices that lead to quality care and developmentally appropriate curriculum for children birth to 36 months.

CHD 227 PARENTING PRINCIPLES AND COMMUNICATIONS *Course length: 20 hours lecture*

1 unit

CSU  
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.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## COURSES OF INSTRUCTION

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☒☒ CHD 250 INTRODUCTION TO CHILDREN WITH SPECIAL NEEDS *Course length: 54 hours lecture*

3 units

CSU

Introduces the variations in development of children with special needs ages birth through eight and the resulting impact on families. Includes an overview of historical and societal influences, laws relating to children with special needs, and the identification and referral process.

☒☒ CHD 251 CURRICULUM AND STRATEGIES FOR CHILDREN WITH SPECIAL NEEDS

*Course length: 54 hours lecture*

3 units

CSU

Covers curriculum and intervention strategies for working with children with special needs in partnership with their families. Focuses on the use of observation and assessment in meeting the individualized needs of children in inclusive and natural environments. Includes the role of the teacher as a professional working with families, collaboration with interdisciplinary teams, and cultural competence.

☒ CHD 260 DIGITAL LEARNING IN THE PRESCHOOL CLASSROOM

*Course length: 48 hours lecture 18 hours laboratory*

3 units

CSU

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 290 SELECTED STUDIES IN CHILD DEVELOPMENT

*Course length: 4.5-72 hours lecture and/or 13.5-216 hours laboratory*

.25-5 units

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 *Course length: 54 hours lecture*

3 units

CSU; UC (C-ID BUS 140)

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 *Course length: 54 hours lecture*

3 units

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 123 WEB PAGE DESIGN USING HTML *Course length: 36 hours lecture, 54 hours laboratory*

3 units

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.



# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## COURSES OF INSTRUCTION

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☒☒ CIS 124 WEB PAGE DESIGN TOOLS *Course length: 36 hours lecture, 54 hours laboratory*

3 units

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

*Course length: 36 hours lecture, 54 hours laboratory*

3 units

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 *Course length: 36 hours lecture, 54 hours laboratory*

3 units

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

*Course length: 36 hours lecture, 54 hours laboratory*

3 units

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 *Course length: 36 hours lecture, 54 hours laboratory*

3 units

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 201 INTRODUCTION TO 3-D PRINTING, SETUP, & RAPID PROTOTYPE DESIGN

*Course length: 36 hours lecture and 54 hours laboratory*

3 units

CSU

*Advisory: It is recommended that students also enroll in CIS 202*

Introduction to career options and the fundamental processes used in the 3D design and model making industry. Students will learn the skills and concepts used in a 3D printing environment, including printer types, calibration methods, media and filament types, and troubleshooting techniques. Emphasis will be placed on the increased role that 3D printing will play in today's global economy.

CIS 202 3-D PRINTING: BASIC MODEL MAKING *Course length: 36 hours lecture and 54 hours laboratory*

3 units

CSU

*Advisory: It is recommended that students also enroll in CIS 201*

Introduction to the principles of three-dimensional design as they relate to model making for 3D printing and rapid prototyping applications. Students will learn how to acquire printable 3D files from various sources and successfully import them into various 3D modeling and slicing applications. In addition, emphasis will be placed on printing using various filament types and colors. Students will also be digitizing real-world objects for print.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## COURSES OF INSTRUCTION

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**CIS 203 3-D PRINTING: BASIC MODEL FINISHING** *Course length: 36 hours lecture and 54 hours laboratory*

3 units

**CSU**

*Advisory: It is recommended that the student also enroll in CIS 204*

The focus of this course is to prepare students for preparing 3D objects, printing those objects, and preparing them as a finished product. Students will be using 3D modeling software, mock-up sketches, a variety of 3D printers, digitizers, media, and tools associated with finishing a 3D print. Emphasis will be on successfully creating 3D prints that can be enhanced by effective finishing techniques including paints, adhesives, and abrasives.

**CIS 204 3-D RAPID MODEL MAKING & PROTOTYPE DEVELOPMENT**

*Course length: 36 hours lecture and 54 hours laboratory*

3 units

**CSU**

*Advisory: It is recommended that the student also enroll in CIS 203*

In this project development course, students focus upon fabrication of a variety of complex models using advanced model-making techniques. Students will be expected to work individually and in groups to create advanced 3D prints using various medias and finishing techniques. Students will display their completed portfolio projects in a campus 3D art showcase.

  **CIS 248 SYSTEMS ANALYSIS AND DESIGN** *Course length: 54 hours lecture*

3 units

**CSU; UC**

*Advisory: Recommended: CIS 101- Introduction to Computers*

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** *Course length: 36 hours lecture; 54 hours laboratory*

3 units

**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 Adobe applications.

  **CIS 265 ADOBE PHOTOSHOP** *Course length: 36 hours lecture, 54 hours laboratory*

3 units

**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.

## CRIMINAL JUSTICE

**CRJ 085 POLICE EXPLORER ACADEMY I** *Course length: 20 hours lecture, 50 hours laboratory*

2 units

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 103 CRIMINAL LAW** *Course length: 54 hours lecture*

3 units

**CSU GE: D8; UC (C-ID AJ 120)**

*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.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## COURSES OF INSTRUCTION

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### ☐ CRJ 104 CRIMINAL INVESTIGATION *Course length: 54 hours lecture*

3 units

CSU (C-ID AJ 140)

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 trial process.

### ☐ CRJ 115 INTRODUCTION TO LAW ENFORCEMENT/CORRECTIONS *Course length: 54 hours lecture*

3 units

CSU (C-ID AJ 110)

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 120 COMMUNITY RELATIONS *Course length: 54 hours lecture*

3 units

CSU; UC (C-ID AJ 160)

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 *Course length: 54 hours lecture*

3 units

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 *Course length: 54 hours lecture*

3 units

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 155 CRIME SCENE INVESTIGATION *Course length: 54 hours lecture*

3 units

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 *Course length: 40 hours lecture*

2 units

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. This course is repeatable.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## COURSES OF INSTRUCTION

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**CRJ 165 ARREST AND FIREARMS®** *Course length: 54 hours lecture, 24 hours clinic/field*

3 units

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** *Course length: 54 hours lecture*

3 units

CSU (C-ID AJ 124)

This course examines categories of evidence and legal rules governing its admission and exclusion in the criminal process.

  **CRJ 220 INTERVIEWING AND COUNSELING** *Course length: 54 hours lecture*

3 units

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.

## ECONOMICS

  **ECO 105 PRINCIPLES OF MACROECONOMICS** *Course length: 54 hours lecture*

3 units

IGETC: 4B; CSU GE: D2; UC: B (C-ID ECON 202)

*Prerequisite: Completion of MAT 095 or appropriate placement based on AB 705 mandates*

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** *Course length: 54 hours lecture*

3 units

IGETC: 4B; CSU GE: D2; UC: B (C-ID ECON 201)

*Prerequisite: Completion of MAT 095 or appropriate placement based on AB 705 mandates*

Microeconomics is 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.

## EMERGENCY MEDICAL SERVICES

**EMS 105 CPR/AED & FIRST AID** *Course length: 4 hours lecture, 4 hours laboratory*

0.25 units

CSU

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.



# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## COURSES OF INSTRUCTION

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### ☐EMS 161 EMERGENCY MEDICAL TECHNICIAN REFRESHER

*Course length: 24 hours lecture, 0-8 hours laboratory*

1-1.5 units

CSU

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.

## ENGLISH

### ENG 081 BASIC WRITING I *Course length: 54 hours lecture and 18 hours laboratory*

3.25 units

*Advisory: For students needing developmental study in writing prior to taking college-level English.*

English 081 is 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 *Course length: 54 hours lecture and 18 hours laboratory*

3.25 units

*Advisory: For students needing developmental study in writing prior to taking college-level English.*

English 082 is 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 095 WRITING IMPROVEMENT I *Course length: 54 hours lecture*

3 units

*Advisory: For students needing developmental study in writing prior to taking college-level English.*

English 095 is 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 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 096 WRITING IMPROVEMENT II *Course length: 54 hours lecture*

3 units

*Advisory: For students needing developmental study in writing prior to taking college-level English.*

English 096 is 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 099 BASIC COMPOSITION *Course length: 54 hours lecture*

3 units

*Advisory: Completion of RDG 086, RDG 096, ENG 082 or ENG 096 may be advisable prior to enrolling in ENG 099.*

English 099 is an introduction to college level reading and composition, designed to fulfill certificate requirements and 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 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.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## COURSES OF INSTRUCTION

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☒☒ ENG 100 READING AND COMPOSITION WITH SUPPLEMENTAL SUPPORT Course length: 72 hours lecture

4 units

**IGETC: 1A; CSU GE: A2; UC: E**

*Prerequisite: Completion of ENG 99 Basic Composition or placement in ENG 100 based on AB 705 mandates*

*Advisory: Overall high school GPA of 2.6 or below, or other appropriate measures.*

English 100 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 101 READING AND COMPOSITION Course length: 54 hours lecture

3 units

**IGETC: 1A; CSU GE: A2; UC: E (C-ID ENGL 100)**

*Prerequisite: Completion of ENG 99 Basic Composition or placement in ENG 101 based on AB 705 mandates*

*Advisory: Overall high school GPA of 2.6 or higher, or other appropriate measures.*

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 Course length: 54 hours lecture

3 units

**IGETC: 3B; CSU GE: C2; UC: E, H (C-ID ENGL 120)**

*Prerequisite: ENG 101 or equivalent*

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 Course length: 54 hours lecture

3 units

**IGETC: 1B; CSU GE: A3; UC: E (C-ID ENGL 105)**

*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 Course length: 54 hours lecture

3 units

**CSU GE: C2; UC (C-ID ENGL 200)**

*Prerequisite: Eligible for ENG 101 or an approved equivalent transferable first-year composition course.*

This is an introductory course in creative writing. Students will compose both fiction, poetry, and creative non-fiction. Beginning writers are given the opportunity to explore forms within poetry and prose, participate in workshop activities, and revise texts according to peer and instructor criticism.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## COURSES OF INSTRUCTION

---

☒☒ENG 122 WORLD LITERATURE *Course length: 54 hours lecture*

3 units

**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 *Course length: 54 hours lecture*

3 units

**IGETC: 3A, 3B; CSU GE: C1; UC: H**

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 140 SURVEY OF AMERICAN LITERATURE II *Course length: 54 hours lecture*

3 units

**IGETC: 3B; CSU GE: C2; UC: H (C-ID ENGL 135)**

*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 150 READING AND COMPOSITION - SUPPLEMENTAL LECTURE *Course length: 18 hours lecture*

1 unit

**CSU GE**

*Advisory: Overall high school GPA of 2.6 or below, or other appropriate measures*

ENG 150 provides supplemental instruction to students concurrently enrolled in ENG 101, and is designed to assist those students in successfully completing ENG 101. ENG 150, a 1-unit lecture course, is designed for students whose academic preparation, based on high school transcripts evidencing an overall GPA of 2.6 or below, as well as the application of other appropriate measures, indicates they may not pass ENG 101 without concurrent support. Such students may be advised to take ENG 150 as a co-requisite to the ENG 101 section in which they are concurrently enrolled. ENG 150 is part of Palo Verde College's effort to comply with AB 705.

## ENGLISH AS A SECOND LANGUAGE

ESL 080 BEGINNING LANGUAGE I *Course length: 54 hours lecture*

3 units

This is the first-semester beginning ESL course designed for the beginning or false beginning ESL student. The course will cover grammar and simple sentence writing. The course emphasizes in improving listening comprehension as well as increasing fluency and accuracy in spoken English. This course grading is Pass/No Pass.

ESL 081 BEGINNING LANGUAGE II *Course length: 54 hours lecture*

3 units

*Prerequisite: ESL 080 Beginning Language I or Placement*

This is a second-semester beginning ESL course designed for the beginning or false beginning ESL student. The course emphasizes in improving listening comprehension as well as increasing fluency and accuracy in spoken English and prepare student for intermediate language courses. This course is pass/no pass.

ESL 082 INTERMEDIATE LANGUAGE I *Course length: 54 hours lecture*

3 units

*Prerequisite: ESL 081 or placement*

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 grading is Pass/No Pass.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## COURSES OF INSTRUCTION

---

### ESL 083 INTERMEDIATE LANGUAGE II *Course length: 54 hours lecture*

3 units

*Prerequisite: ESL 082 or placement*

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 Pass/No Pass.

### ESL 088 SUPPLEMENTAL SKILLS FOR ENGLISH AS A SECOND LANGUAGE

*Course length: 54 hours laboratory*

1 unit

*Corequisite: Enrollment in English as a Second Language course*

ESL 088 is a self-paced course which provides individualized, interactive conversational English practice with appropriate software programs in the language laboratory. Students practice listening comprehension, vocabulary, pronunciation, and sentence development through interactive activities appropriate to their proficiency level. This course is offered as Pass/No Pass.

### ESL 096 ADVANCED LANGUAGE I *Course length: 54 hours lecture*

3 units

*Prerequisite: ESL 083 or placement*

This course is the first semester of advanced ESL English. This course emphasizes grammar, writing skills, and short paragraphs and is designed to prepare students for college-level study. The course provides practice in syntactic fluency through speaking, listening, writing and reading. This course is offered as Pass/No Pass.

### ESL 097 ADVANCED LANGUAGE II *Course length: 54 hours lecture*

3 units

*Prerequisite: ESL 096 or placement*

This course is the second semester of advanced ESL. This course emphasizes grammar, writing sentences, and short paragraphs and is designed to prepare students for college level studies. This course includes a review of grammatical structures and provides practice in syntactic fluency through speaking, listening, writing and reading. This course grading is Pass/No Pass.

## FIRE SCIENCE TECHNOLOGY

### FST 080 FIRST RESPONDER SKILLS *Course length: 5-336 hours lecture, 5-362 hours laboratory*

0.25-24 units

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 federal, state, local, volunteer, or industrial fire department and members of Federal Urban Search and Rescue Teams. This course may be offered as Pass/No Pass.

### FST 086 EXPLORER ACADEMY *Course length: 5-108 hours lecture, 5-324 hours laboratory*

0.25 -12 units

*Prerequisite: Students must have parental/guardian consent per sponsoring agency policy*

This course is designed to provide the Fire Science Scout with an overview of basic fire science technology. The course will focus on fire department organization, rules and regulations, emergency medical services, hose evolutions, ladder evolutions, breathing apparatus, auto extrication, and truck company operations and tools. Students must have parental/guardian consent per sponsoring agency policy. This course may be offered Pass/No Pass.

### FST 090 PRE-SERVICE ACADEMY *Course length: 5-108 hours lecture, 5-324 hours laboratory*

0.25-12 units

*Prerequisite: Students must have parental/guardian consent per sponsoring agency policy*

This course is designed to provide the Fire Science Cadets with an overview of basic fire science technology. The course will focus on fire department organization, rules and regulations, emergency medical services, hose evolutions, ladder evolutions, breathing apparatus, auto extrication, and truck company operations and tools. Students must have parental/guardian consent per sponsoring agency policy. This course may be offered Pass/No Pass.

### FST 100 AMERICAN RED CROSS-EMERGENCY MEDICAL RESPONSE

*Course length: 45 hours lecture, 6 hours laboratory*

2.5 units

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.



# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## COURSES OF INSTRUCTION

---

### FST 102 INTRODUCTION TO FIRE SCIENCE *Course length: 54 hours lecture*

3 units

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 106 AUTO EXTRICATION *Course length: 8 hours lecture, 8 hours laboratory*

0.5 units

CSU

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/TILLER TRUCK OPERATIONS

*Course length: 16 hours lecture, 24 hours laboratory*

1.25 units

CSU

*Prerequisite: FST 115 Fire Apparatus Driver/Operator IA: Emergency Vehicle Operations*

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. This course may be offered as Pass/No Pass.

### FST 110 RIVER AND FLOOD WATER RESCUE OPERATIONS *Course length: 8 hours lecture, 16 hours laboratory*

0.5 unit

CSU

This course is designed to prepare a firefighter to safely operate in dynamic water during water rescue emergencies. The topics covered are; personal protective equipment for the rescuer, reading the water and understanding the movement of dynamic water, self-rescue skills, communication methods, basic victim rescue skills. This class is delivered in the classroom and at a suitable river or stream location. This course may be offered as Pass/No Pass.

### FST 111 RIVER AND FLOOD RESCUE TECHNICIAN *Course length: 10 hours lecture, 10 hours clinic/field*

0.75 units

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 OPERATIONS *Course length: 6 hours lecture, 10 hours laboratory*

0.5 unit

CSU

*Prerequisite: FST110 River and 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-rescue operations, along with executing pre/post-inspections of the PWC. This course may be offered as Pass/No Pass.

### FST 113 RESCUE BOAT OPERATIONS *Course length; 8 hours lecture, 16 hours clinic/field*

0.5 unit

CSU

*Prerequisite: Prior to enrolling in this course, students must demonstrate 1. Basic swimming ability, 2. Skill in performing vertical rescue, 3. Skill in water crossing techniques and 4. Proficiency in rescue simulations.*

This course provides the basic skills needed to operate a rescue boat and perform rescue in river and flood situations. Safety, course philosophy and terminology are covered. "In water" experiences for students include how to read dynamic flow for safety travel, perform self-rescue and victim rescue operations, along with executing pre- and post-inspections of the PWC.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## COURSES OF INSTRUCTION

---

### FST 115 FIRE APPARATUS DRIVER/OPERATOR 1A: EMERGENCY VEHICLE OPERATIONS

*Course length: 24 hours lecture, 16 hours laboratory*

1.5 units

CSU

*Advisory: FST 140*

This course provides the student with information on driver responsibilities, recognized standards, and related laws for fire apparatus. Topics include basic inspections, documentation, maintenance, and troubleshooting fire apparatus, and techniques on driving and positioning fire apparatus. Each student also has the opportunity to increase his or her driving skills during simulated driving conditions. This course may be offered as Pass/No Pass.

*Note: Enrollment in this course requires fire apparatus driving experience on a public way. Option 1: Signed verification from the Fire Chief (form is on the SFT website); or Option 2: California Class B driver's license, fire fighter restricted; or Option 3: California Class A, B, or C driver's license, fire fighter endorsed.*

### FST 116 FIRE APPARATUS DRIVER/OPERATOR 1B PUMP OPERATIONS

*Course length: 24 hours lecture, 16 hours laboratory*

1.5 units

CSU

*Prerequisite: CA DL, Class A, B or C, with a fire fighter endorsement, Advisory: FST 140*

This course provides the student with information on pump construction and theory of pump operations. Topics include methods for performing basic hydraulics and techniques on basic inspections, documentation, maintenance, and trouble-shooting fire pumps. Each student also has the opportunity to increase his or her pumping skills during simulated pumping conditions. This course may be offered as Pass/No Pass.

### FST 119 FIRE CONTROL 6 WILDLAND FIREFIGHTING ESSENTIALS *Course length: 16 hours lecture*

0.75 units

CSU

This course provides information, methods, and techniques for the utilization of the California Fire and Rescue Mutual Aid Plan, Incident Command System, wildland firefighting strategy and tactics, structure triage, terminology, survival skills and operating safely in a wildland fire-fighting incident. This course may be offered as Pass/No Pass.

### FST 120 FIREFIGHTER SURVIVAL *Course length: 8 hours lecture, 8 hours laboratory*

0.5 units

CSU

This course was developed in the continuing effort to reduce the number of firefighter injuries and fatalities that occur on an annual basis and provides a greater understanding how to avoid committing fatal errors on the fireground. Avoiding situations that could cause you to become lost, trapped, or injured is the best way to prevent tragedies at a fire scene. Topics include fire fighter survival terminology, developing a survival attitude, increasing situational awareness, and being trained in problem-solving techniques so you can become more self reliant in an emergency. Case studies will be reviewed to outline factors common in many line-of-duty deaths (LODDs) across the nation. This course may be offered as Pass/No Pass.

### FST 121 FIRST RECEIVER OPERATIONS & DECONTAMINATION FOR HEALTHCARE

*Course length: 16-24 hours lecture*

0.75-1.25 units

CSU

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. This course may be offered as Pass/No Pass.

### FST 123 FIRE CONTROL 3B:: STRUCTURAL FIREFIGHTING IN LIVE-FIRE SIMULATORS

*Course length: 16 hours laboratory*

0.25 units

CSU

This course is designed to develop fundamental skills in combating structure fires by providing the students with a thorough understanding of fire behavior, ventilation procedures and techniques, interior fire attack, and exterior fire attack using a live fire simulator. In many cases, this will be the fire fighter's first exposure to live structural firefighting. This course may be offered as Pass/No Pass.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## COURSES OF INSTRUCTION

---

### FST 124 FIRE CONTROL 3A: STRUCTURAL FIREFIGHTING IN ACQUIRED STRUCTURES

*Course length: 16 hours laboratory*

0.25 units

CSU

This course is designed to develop fundamental skills in combating structure fires by providing the students with a thorough understanding of fire behavior, ventilation procedures and techniques, interior fire attack, and exterior fire attack. In many cases, this will be the fire fighter's first exposure to live structural fire fighting. The structures used in class are generally donated buildings with a written agreement between the owner and the authority having jurisdiction specifying the live fire training that will be conducted and acknowledges the expected condition of the structure upon completion of the training. This course may be offered as Pass/No Pass.

### FST 125 SURFACE RESCUE BOAT TECHNICIAN *Course length: 4-8 hour lecture, 12-24 hours laboratory*

0.25 - 0.75 units

CSU

To prepare firefighters to safely operate an Inflatable Rescue Boat (IRB) or Flat Bottomed Rescue Boat in tidal and lake environments. Topics covered: Launch and Recovery, Self-Rescue, Boat Handling, Victim-Recovery, Basic Maritime Navigation, and Basic Communication. This course may be offered as Pass/No Pass.

### FST 126 RIVER AND FLOOD MOTORIZED RESCUE BOAT TECHNICIAN

*Course length: 8 hours lecture, 16 hours laboratory*

0.50 units

CSU

To prepare a firefighter to safely operate a boat in dynamic water that contains Class III rapids with a current of greater than 2 knots. The topics covered will be: Loading and Launching Boats, Advanced Operations of a Motorized Boat in Dynamic Water, Reading the Water, Advanced Victim-Rescue, Rescuer Deployment and Recovery. This course may be offered as Pass/No Pass.

### FST 148 S-190: INTRODUCTION TO WILDLAND FIRE BEHAVIOR *Course length: 8 hours lecture*

0.25 units

CSU

This course provides instruction in the primary factors affecting the start and spread of wildfire and recognition of potentially hazardous situations. S-190 is typically taught in conjunction with or prior to Basic Fire Fighter Training, S-130. It is designed to meet the fire behavior training needs of a Fire Fighter Type 2 (FFT2) on an incident as outlined in the PMS 310-1, Wildland Fire Qualification System Guide and the position task book developed for the position.

### FST 150 HAZARDOUS MATERIALS FIRST RESPONDER OPERATIONAL LEVEL

*Course length: 16 hours lecture, 0-8 hours laboratory*

0.75-1.0 units

CSU

Defensive tactics to contain the release from a safe distance, keep it from spreading, and prevent exposures without trying to stop the release. Meets and exceeds the requirements of CFR 29 1910.120 and CCR Title 8. This course may be offered as Pass/No Pass.

### FST 151 HAZARDOUS MATERIALS FIRST RESPONDER AWARENESS LEVEL

*Course length: 8 hours lecture*

0.25 unit

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 HAZMAT TECHNICIAN 1A: BASIC CHEMISTRY *Course length: 40 hours lecture*

2 units

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.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## COURSES OF INSTRUCTION

---

**FST 153 HAZ MAT TECHNICIAN 1B:: APPLIED CHEMISTRY** *Course length: 32 hours lecture, 8 hours laboratory*  
1.75 units

**CSU**

*Prerequisite: FST 152 HAZ MAT Technician 1A: Basic Chemistry*

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 HAZ MAT TECHNICIAN 1C: INCIDENT CONSIDERATIONS**

*Course length: 32 hours lecture, 8 hours laboratory*

1.75 units

**CSU**

*Advisories: FST 152 HazMat Technician 1A and FST 153 HazMat Technician 1B*

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 HAZ MAT TECHNICIAN 1D: TACTICAL FIELD OPERATIONS**

*Course length: 32 hours lecture 8 hours laboratory*

1.75 units

**CSU**

*Advisories: FST 152 HazMat Technician 1A, FST 153 HazMat Technician 1B and FST 154 HazMat Technician 1C*

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 156 TRENCH RESCUE TECHNICIAN** *Course length: 8 hours lecture, 16 hours laboratory*

0.50 units

**CSU**

*Prerequisites: FST 173 Rescue Systems I: Basic Rescue Skills, or equivalent as approved by the VP of Instruction and Student Services.* This three day (24 hour) course will take you from classroom discussion to working safely and efficiently in a trench rescue environment. This hands-on training program will cover topics that include: Trench and Excavation Regulations, Understanding Soil, Trench Configurations, Trench Hazards, Rescue Team Preparation, Incident Response, Initial On Scene and Pre-Entry Operations, Shoring Systems and Components, Installation of Shoring Systems, Victim Rescue and Recovery and Incident Termination.

**FST 157 HAZ MAT SPECIALIST 1F: SPECIALIZED MITIGATION TECHNIQUES**

*Course length: 32 hours lecture, 8 hours laboratory*

1.75 units

**CSU**

*Advisories: FST 152 HazMat Technician 1A, FST 153 HazMat Technician 1B, FST 154 HazMat Technician 1C and FST 155 HazMat Technician 1D*

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 HAZ MAT SPECIALIST 1G: TACTICAL FIELD OPERATIONS**

*Course length: 32 hours lecture, 8 hours laboratory*

1.75 units

**CSU**

*Advisories: FST 152 HazMat Technician 1A, FST 153 HazMat Technician 1B, FST 154 HazMat Technician 1C, FST 155 HazMat Technician 1D and FST 157 HazMat Specialist 1F.*

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.



# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## COURSES OF INSTRUCTION

---

### FST 159 I-200 BASIC INCIDENT COMMAND SYSTEM (ICS) *Course length: 12-16 hours lecture*

0.50-0.75 units

CSU

This course introduces students to the principles of the Incident Command System (ICS) associated with incident-related performance. Topics include leadership and management, delegation of authority and management by objectives, functional areas and positions, briefings, organizational flexibility, transitions and transfers. This course may be offered as Pass/No Pass.

### FST 160 WASTE CLEAN-UP OPERATIONS *Course length: 40 hours lecture*

2 units

CSU

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. The 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 *Course length: 18 hours lecture*

1 unit

CSU

*Prerequisite: FST 162 I-300 Intermediate Incident Command System (ICS)*

**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 I-300: INTERMEDIATE INCIDENT COMMAND SYSTEM (ICS) *Course length: 18-24 hours lecture*

1.0 -1.25 units

CSU

*Prerequisite: FST 159 I-200 Basic Incident Command System (ICS) or equivalent as approved by the VP of Instruction and Student Services.*

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 I-400 ADVANCED INCIDENT COMMAND SYSTEM (ICS) *Course length: 16 hours lecture*

0.75 units

CSU

*Prerequisite: FST 162 I-300 Intermediate Incident Command System (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 165 CONFINED SPACE RESCUE TECHNICIAN *Course length: 10 hours lecture, 30 hours laboratory*

1 unit

CSU

This course is an intensive hands on training program that will prepare you to respond to confined space emergencies. This course of instruction prepares the student in identifying confined spaces and permit-required confined spaces, the hazards associated with permit-required confined spaces, target industries and hazards, state and federal regulations, components of a rescue operation, and the roles and responsibilities of the rescue team. This course may be offered as Pass/No Pass.

### FST 166 CONFINED SPACE RESCUE AWARENESS *Course length: 7 hours lecture*

0.25 unit

CSU

This course provides instruction in identifying a permit and non-permit required confined space, the hazards associated with confined spaces, target industries and hazards, state regulations, communications, and equipment requirements. This course does not qualify participants to make permit required entries. This course may be offered as Pass/No Pass.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## COURSES OF INSTRUCTION

---

### FST 167 CONFINED SPACE III *Course length: 9 hours lecture*

0.5 units

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 173 RESCUE SYSTEMS 1: BASIC RESCUE SKILLS *Course length: 40 hours lecture*

2 units

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 *Course length: 40 hours lecture hours lecture*

2 units

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 *Course length: 24 hours laboratory*

0.5 units

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 178 TRAINING INSTRUCTOR 1A: COGNITIVE LESSON DELIVERY *Course length: 40 hours lecture*

2 units

CSU

This is the first of a three-course series. Topics include methods and techniques for training in accordance with the latest concepts in career education; selecting, adapting, organizing, and using instructional materials appropriate for teaching cognitive lessons; criteria and methods to evaluate teaching and learning efficiency; and an opportunity to apply major principles of learning through teaching demonstrations. Two (2) student instructor teaching demonstrations are required of all. This course may be offered as Pass/ No Pass.

### FST 179 TRAINING INSTRUCTOR 1B:: PSYCHOMOTOR LESSON DELIVERY *Course length: 40 hours lecture*

2 units

CSU

*Prerequisite: FST 178 Training Instructor 1A: Cognitive Lesson Delivery*

This is the second of a three-course series. Topics include methods/techniques for training with the latest concepts in career education; selecting, adapting, organizing, and using instructional materials appropriate for teaching psychomotor lessons; criteria and methods to evaluate teaching and learning efficiency; and an opportunity to apply major principles of learning through teaching demonstrations. Two (2) student instructor teaching demonstrations are required of all. This course may be offered as Pass/No Pass.

### FST 182 FIRE MANAGEMENT I: MANAGEMENT /SUPERVISION FOR COMPANY OFFICERS

*Course length: 40 hours lecture*

2 units

CSU

This course prepares or enhances the first line supervisor's ability to supervise subordinates. It introduces key management concepts and practices and includes discussions about decision making, time management, leadership styles, personnel evaluations, and counseling guidelines. This course may be offered as Pass/ No Pass.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## COURSES OF INSTRUCTION

---

### FST 183 TERRORISM, WEAPONS OF MASS DESTRUCTION *Course length: 18 hours lecture*

1 unit

CSU

This course treats the topic of weapons of mass destruction 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 as Pass/No Pass.

### FST 186 FIRE MANAGEMENT 2C: PERSONNEL AND LABOR RELATIONS *Course length: 40 hours lecture*

2 units

CSU

This course is designed to provide a fire manager with knowledge and insight of personnel, human resource, diversity management, legal mandates, labor relations, and related areas. Topics include areas of organizational development, productivity, recruitment and selection, performance systems, discipline, and collective bargaining. Methodology will include, but not be limited to, presentations, case studies, group exercises, focused discussions, and written assignments. This course may be offered as Pass/No Pass.

### FST 194 FIRE MANAGEMENT 2A: ORGANIZATIONAL DEVELOPMENT AND HUMAN RELATIONS

*Course length: 40 hours lecture*

2 units

CSU

*Prerequisite: FST 182 Fire Management 1: Management/Supervision for Company Officers*

This course provides information on the foundations of 1) individual behavior, personality and emotions, motivational concepts, individual decision making; 2) group behavior, work teams, group dynamics, group communication, conflict and negotiations, power and politics, leadership and creating trust; and 3) organizational structure, human resources policies and practices, organizational culture, and organizational change and development. This course may be offered as Pass/No Pass.

### FST 195 FIRE MANAGEMENT 2B: FIRE SERVICES FINANCIAL MANAGEMENT

*Course length: 40 hours lecture*

2 units

CSU

*Prerequisite: FST 182 Fire Management 1: Management/Supervision for Company Officers*

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 may be offered as Pass/No Pass.

### FST 197 FIRE COMMAND 2A: COMMAND TACTICS AT MAJOR FIRES *Course length: 40 hours lecture*

2 units

CSU

*Prerequisite: FST 200 Fire Command 1A: Command Principles for Company Officer and FST 162 I-300 Intermediate Incident Command Systems.*

This course prepares the officer to use management techniques and the Incident Command System (ICS) when commanding multiple alarms or large suppression fires. This course may be offered as Pass/No Pass.

### FST 198 FIRE COMMAND 2B: MANAGEMENT OF MAJOR HAZARDOUS MATERIALS INCIDENTS

*Course length: 40 hours lecture*

2 units

CSU

*Prerequisite: FST 201 Fire Command 1B: Incident Management for Company Officer and FST 197 Fire Command 2A: Command Tactics at Major Fires*

This course provides Incident Commanders with the skills and competency necessary to mitigate an incident, initiate remedial action, and ensure the restoration of normal services with a comprehensive resource management approach. The course is also intended to bring the student to the standard of competency established for On-Scene Commander by OSHA's Final rule 29 CFR 1910.120 and NFPA 472. Students will participate in simulated incident scenarios and justify their actions in a mock civil court setting. This course may be offered as Pass/No Pass.

### FST 199 COMMAND 2C: HIGH RISE FIREFIGHTING TACTICS *Course length: 40 hours lecture*

2 units

CSU

*Prerequisite: FST 197 Fire Command 2A: Command Tactics at Major Fires*

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. This course may be offered as Pass/No Pass.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## COURSES OF INSTRUCTION

---

### FST 201 FIRE COMMAND 1B:: INCIDENT MANAGEMENT FOR COMPANY OFFICERS

*Course length: 40 hours lecture*

2 units

CSU

*Prerequisite: FST 200 Fire Command 1A: Structure Fire Command Operations for the Company Officer*

This course provides the student with information on tactics, strategies, and scene management for multi-casualty incidents, hazardous materials incidents, and wildland fires. Each student also has the opportunity to increase his or her knowledge and skills by handling initial operations at these types of incidents through simulation and class activities. This course may be offered as Pass/No Pass.

### FST 202 FIRE COMMAND 2E: WILDLAND FIREFIGHTING TACTICS *Course length: 40 hours lecture*

2 units

CSU

*Prerequisite: FST 204 Fire Command 1C: Wildland/Urban Interface Command Operations for the Company Officer and FST197 Fire*

*Command 2A: Command Tactics at Major Fires*

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: WILDLAND/URBAN INTERFACE COMMAND OPERATIONS FOR THE COMPANY OFFICERS *Course length: 40 hours lecture*

2 units

CSU

*Prerequisite: Must have completed FST159 IS-200, FST200 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 208 FIRE COMMAND 2D: PLANNING FOR LARGE SCALE DISASTERS *Course length: 40 hours lecture*

2 units

CSU

*Prerequisite: FST 162 1-300 Intermediate Incident Command Systems and FST 197 Command 2A: Command Tactics at Major Fires*

Key topics include: Principles of disaster planning and management, fire service emergency plans, emergency operations centers, case studies of various natural and man made disasters, 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 staffs. This course may be offered Pass/No Pass.

### FST 212 FIRE MANAGEMENT 2D: STRATEGIC PLANNING *Course length: 40 hours lecture*

2 units

CSU

*Prerequisite: FST 182 Fire Management 1*

Designed to educate Chief Officers on the strategic planning process and why each of the steps is critical for success. Although the process may be thought of as extremely complicated, this course will provide advice and tools to assist in the strategic planning process. This course is intended to be consistent with critical elements of the fire agency accreditation process and its associated self-assessment manual. This course may be offered Pass/No Pass.

### FST 213 FIRE MANAGEMENT 2E: ETHICS AND THE CHALLENGE OF LEADERSHIP

*Course length: 40 hours lecture*

2 units

CSU

In this course, the participant will correlate personal core values and characteristics to ethical decisions and behaviors. In addition, the participant will explore ethical and principle-centered leadership, including ethical systems, ethical dilemmas, and ethical decision-making models. The participant will also examine challenges and develop strategies for leading in public safety organizations serving diverse and dynamic communities. The participant will use a variety of learning modalities including case studies, video analyses, and critical thinking scenarios to explore ethics and the challenges of leadership. This course may be offered Pass/No Pass.

### FST 216 FIRE INSTRUCTOR 2A: TECHNIQUES OF EVALUATION *Course length: 40 hours lecture*

2 units

CSU

*Prerequisite: FST 178 Training Instructor 1A, FST 179 Training Instructor 1B and FST180 Training Instructor 1C*

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.



# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## COURSES OF INSTRUCTION

---

**FST 217 FIRE INSTRUCTOR 2B: GROUP DYNAMICS AND PROBLEM SOLVING** *Course length: 40 hours lecture*  
2 units

CSU

*Prerequisites: FST178 Training Instructor 1A, FST179 Training Instructor 1B and FST180 Training Instructor 1C*

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 FIRE INSTRUCTOR 2C: EMPLOYING AUDIOVISUAL AIDS** *Course length: 40 hours lecture*

2 units

CSU

*Prerequisite: FST 178 Training Instructor 1A, FST 179 Training Instructor 1B and FST180 Training Instructor 1C*

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. This course may be offered as Pass/No Pass.

**FST 219 RESCUE SYSTEMS 3: STRUCTURAL COLLAPSE TECHNICIAN**

*Course length: 8 hours lecture, 16 hours laboratory*

0.50 units

CSU

*Prerequisite: FST174 Rescue System 2: Advanced Rescue Skills, FST165 Confined Space Rescue Operations, FST150 HAZ MAT-First Responder Operations and FST156 Trench Rescue Technician, or equivalent as approved by the VP of Instruction and Student Services.*

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 breaching, cutting a tensioned cable, the "O" course, rigging and crane operations. This course may be as Pass/No Pass.

**FST 222 HAZARDOUS MATERIALS TECHNICIAN FOR INDUSTRY** *Course length: 40 hours lecture*

2 units

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** *Course length: 16 hours lecture*

0.75 units

CSU

*Prerequisites: FST150 HazMat First Responder Operational Level*

This course utilizes the Incident Command System 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.

**FST 224 INSTRUCTOR I: INSTRUCTIONAL METHODOLOGY** *Course length: 40 hours lecture*

2 units

CSU

This course provides the skills and knowledge needed for the entry level professional instructor to perform his or her duties safely, effectively, and competently. The curriculum is based on the 2012 edition of NFPA 1041 Standard for Fire Service Instructor Professional Qualifications. At the end of this course, candidates for Instructor I certification will be able to teach and deliver instruction from a prepared lesson plan utilizing instructional aids and evaluation instruments. The Instructor I will also be able to adapt a lesson plan and complete the reporting requirements to the local jurisdiction. This course may be offered Pass/No Pass.

**FST 226 INSTRUCTOR II: INSTRUCTIONAL DEVELOPMENT** *Course length: 40 hours lecture*

2 units

CSU

This course provides the skills and knowledge needed for the intermediate level professional instructor to perform his or her duties safely, effectively, and competently. The curriculum is based on the 2012 edition of NFPA 1041 Standard for Fire Service Instructor Professional Qualifications and the 2012 edition of NFPA 1403 Standard on Live Fire Training Evolutions. At the end of this course, candidates for Instructor II certification will be able to develop lesson plans and evaluation instruments, teach and deliver instruction, and evaluate and coach other instructors. The Instructor II will also be able to analyze resources and formulate a program budget. This course may be offered Pass/No Pass.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## COURSES OF INSTRUCTION

---

### FST 229 CERT-COMMUNITY EMERGENCY RESPONSE TEAM

*Course length: 10-16 hours lecture, 8 hours laboratory*

0.5-1 unit

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 240 FIRE PREVENTION 1: FIRE AND LIFE SAFETY INSPECTIONS FOR COMPANY OFFICER

*Course length: 27 hours lecture, 5 hours laboratory*

1.5 units

CSU

Upon completion of this course, the student will have a basic knowledge of the Company Officer certification track and Capstone Task Book process. The student will also be equipped with knowledge and skills related to the Company Officer's role in fire prevention, the relationship between life safety and building construction, the elements of a quality company inspection program, and how to address complex hazards encountered during an inspection. This course may be offered as Pass/No Pass.

### FST 241 FIRE INVESTIGATION 1A: FIRE ORIGIN AND CAUSE DETERMINATION

*Course length: 40 hours lecture*

2 units

CSU

This course provides the participants 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 may be offered as Pass/No Pass.

### FST 242 FIRE INVESTIGATION 1B:: TECHNIQUES OF FIRE INVESTIGATION *Course length: 40 hours lecture*

2 units

CSU

*Prerequisite: FST 241 Fire Investigation 1A*

This course provides a deeper understanding of fire investigation and builds on FST 241 Fire Investigation 1A. Topics include the juvenile fire setter, report writing, evidence preservation and collection, interview techniques, motives, and fire fatalities. This course may be offered as Pass/No Pass.

### FST 243 FIRE INVESTIGATION 2A: CRIMINAL AND LEGAL PROCEDURES

*Course length: 40 hours lecture*

2 units

CSU

*Prerequisite: FST 241 Fire Investigation 1A and FST 242 Fire Investigation 1B*

This course provides information on conducting an explosive investigation and a surveillance operation, preparing a search warrant, testifying as an expert witness, assembling a curriculum vitae, and properly documenting a criminally caused fire. In addition, each student will be assigned to an investigative team to conduct an investigation of their own criminally caused fire. During this practical exercise, each team will be required to conduct the scene investigation, properly collect and document supportive evidence, prepare their written case report, and present their finding to a district attorney and a judge to review. This course may be offered as Pass/No Pass.

### FST 245 COMPANY OFFICER 2A: HUMAN RESOURCE MANAGEMENT *Course length: 40 hours lecture*

2 units

CSU

*Prerequisite: FST 224 Instructor I: Instructional Methodology or equivalent as approved by the VP of Instruction and Student Services.*

This course provides information on the use of human resources to accomplish assignments, evaluating member performance, supervising personnel, and integrating health and safety plans, policies, and procedures into daily activities as well as the emergency scene. This course may be offered as Pass/No Pass.

### FST 246 COMPANY OFFICER 2B: GENERAL ADMINISTRATIVE FUNCTIONS *Course length: 20 hours lecture*

1 unit

CSU

*Prerequisite: FST 224 Instructor I: Instructional Methodology or equivalent as approved by the VP of Instruction and Student Services.*

This course provides information on general administrative functions and the implementation of department policies and procedures and addresses conveying the fire department's role, image, and mission to the public. This course may be offered as Pass/No Pass.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## COURSES OF INSTRUCTION

---

### FST 247 COMPANY OFFICER 2C: FIRE INSPECTIONS AND INVESTIGATIONS

Course length: 40 hours lecture

2 units

CSU

*Prerequisite:* FST 224 Instructor I: Instructional Methodology or equivalent as approved by the VP of Instruction and Student Services.

This course provides information on conducting inspections, identifying hazards and addressing violations, performing a fire investigation to determine preliminary cause and securing the incident scene and preserving evidence. This course may be offered as Pass/No Pass.

### FST 248 COMPANY OFFICER 2D: ALL-RISK COMMAND OPERATIONS Course length: 40 hours lecture

2 units

CSU

*Prerequisite:* FST 224 Instructor I: Instructional Methodology or equivalent as approved by the VP of Instruction and Student Services.

This course provides information on conducting incident size-up, developing and implementing an initial plan of action involving single and multi-unit operations for various types of emergency incidents to mitigate the situation following agency safety procedures, conducting pre-incident planning, and develop and conduct a post-incident analysis. This course may be offered as Pass/No Pass.

### FST 249 COMPANY OFFICER 2E: WILDLAND INCIDENT OPERATIONS Course length: 40 hours lecture

2 units

CSU

*Prerequisite:* FST 224 Instructor I: Instructional Methodology or equivalent as approved by the VP of Instruction and Student Services.

This course provides information on evaluating and reporting incident conditions, analyzing incident needs, developing and implementing a plan of action to deploy incident resources completing all operations to suppress a wildland fire, establishing an incident command post, creating an incident action plan, and completing incident records and reports. This course may be offered as Pass/No Pass.

### FST 250 HAZ MAT - TECHNICIAN/SPECIALIST REFRESHER I Course length: 8-16 hours lecture

0.25-0.75 units

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

Course length: 17 hours lecture, 10 hours laboratory

1 unit

CSU

*Prerequisite:* FST151 Hazardous Materials First Responder Awareness Level, FST 250 HAZMAT - Technician Specialist Refresher I 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 252 CHIEF FIRE OFFICER 3A: HUMAN RESOURCE MANAGEMENT Course length: 26 hours lecture

1.25 units

CSU

*Prerequisite:* FST 224 Fire Instructor I: Instructional Methodology, FST 245 Company Officer 2A: Human Resource Management, FST 246 Company Officer 2B: General Administrative Functions, FST 247 Company Officer 2C: Fire Inspections and Investigation, FST 248 Company Officer 2D: All Risk Command Operations, and FST 249 Company Officer 2E: Wildland Incident Operations or equivalent as approved by the VP of Instruction and Student Services.

This course provides students with a basic knowledge of the human resources requirements related to the roles and responsibilities of a Chief Fire Officer including developing plans for providing employee accommodation, developing hiring procedures, establishing personnel assignments, describing methods of facilitating and encouraging professional development, developing an ongoing education training program, developing promotion procedures, developing proposals for improving employee benefits, and developing a measurable accident and injury prevention program. This course may be offered as Pass/No Pass.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## COURSES OF INSTRUCTION

---

### FST 253 CHIEF FIRE OFFICER 3B:: BUDGET AND FISCAL RESPONSIBILITIES

*Course Length: 18 hours lecture*

1 units

CSU

*Prerequisite: FST 224 Fire Instructor I: Instructional Methodology, FST 245 Company Officer 2A: Human Resource Management, FST 246 Company Officer 2B: General Administrative Functions, FST 247 Company Officer 2C: Fire Inspections and Investigation, FST 248 Company Officer 2D: All Risk Command Operations, FST 249 Company Officer 2E: Wildland Incident Operations or equivalent as approved by the VP of Instruction and Student Services.*

This course provides students with a basic knowledge of the budgeting requirements related to the roles and responsibilities of a Chief Fire Officer including developing a budget management system, developing a division or departmental budget, and describing the process for ensuring competitive bidding. This course may be offered as Pass/No Pass.

### FST 254 CHIEF FIRE OFFICER 3C: GENERAL ADMINISTRATION FUNCTIONS

*Course length: 24 hours lecture*

1.25 units

CSU

*Prerequisite: Meet the educational requirements of a California State Certified Company Officer or equivalent as approved by the VP of Instruction and Student Services.*

This course provides students with a basic knowledge of the administration requirements related to the roles and responsibilities of a Chief Fire Officer including directing a department record management system, analyzing and interpreting records and data, developing a model plan for continuous organizational improvement, developing a plan to facilitate approval, preparing community awareness programs, and evaluating the inspection program of the AHJ. This course may be offered as Pass/No Pass.

### FST 256 CHIEF FIRE OFFICER 3D: EMERGENCY SERVICE DELIVERY RESPONSIBILITIES

*Course length: 24 hours lecture*

1.25 units

CSU

*Prerequisite: FST 224 Fire Instructor I: Instructional Methodology, FST 245 Company Officer 2A: Human Resource Management, FST 246 Company Officer 2B: General Administrative Functions, FST 247 Company Officer 2C: Fire Inspections and Investigation, FST 248 Company Officer 2D: All Risk Command Operations, FST 249 Company Officer 2E: Wildland Incident Operations or equivalent as approved by the VP of Instruction and Student Services.*

This course provides students with a basic knowledge of the emergency service requirements related to the roles and responsibilities of a Chief Fire Officer including developing a plan for the integration of fire services resources, developing an agency resource contingency plan, evaluating incident facilities, supervising multiple resources, developing and utilizing an incident action plan, obtaining incident information to facilitate transfer of command, developing and conducting a post-incident analysis, and maintaining incident records.

### FST 257 FIRE INSPECTOR 1A: DUTIES AND ADMINISTRATION *Course length: 24 hours lecture*

1.25 units

CSU

This course provides students with a basic knowledge of the roles and responsibilities of a Fire Inspector I including legal responsibilities and authority, codes and standards, the inspection process, confidentiality and privacy requirements, and ethical conduct, and administrative tasks including preparing inspection reports, recognizing the need for a permit or plan review, investigating common complaints, and participating in legal proceedings. This course may be offered as Pass/No Pass.

### FST 258 FIRE INSPECTOR 1B: FIRE AND LIFE SAFETY *Course length: 24 hours lecture*

1.25 units

CSU

*Prerequisite: FST 257 Fire Inspector 1A: Duties and Administration*

This course provides students with a basic knowledge of fire and life safety aspects related to the roles and responsibilities of a Fire Inspector I including building construction, occupancy classifications, occupancy load, means of egress, hazardous conditions, fire growth potential, fire flow, and emergency planning and preparedness measures. This course may be offered as Pass/No Pass.

### FST 259 FIRE INSPECTOR 1C: FIELD INSPECTION *Course length: 24 hours lecture*

1.25 units

CSU

*Prerequisite: FST 258 Fire Inspector 1B: Fire and Life Safety*

This course provides students with a basic knowledge of field inspection roles and responsibilities of a Fire Inspector I including basic plan review, emergency access for an existing system, hazardous materials, and the operational readiness of fixed fire suppression systems, existing fire detection and alarm systems, and portable fire extinguishers. This course may be offered as Pass/No Pass.



# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## COURSES OF INSTRUCTION

---

### FST 260 FIRE INSPECTOR 1D: FIELD INSPECTION-CALIFORNIA SPECIFIC

*Course length: 16 hours lecture*

0.75 units

CSU

*Prerequisite: FST 259 Fire Inspector 1C: Field Inspection*

This course provides students with a basic knowledge of a Fire Fighter I's field inspection roles and responsibilities specific to California including tents, canopies, and temporary membrane structures; fireworks and explosives; and wildland urban interface environments. This course may be offered as Pass/No Pass.

### FST 261 FIRE INSPECTOR 2A: FIRE PREVENTION ADMINISTRATION *Course length: 16 hours lecture*

0.75 units

CSU

*Prerequisites: FST 257 Fire Inspector 1A: Duties and Administration, FST 258 Fire Inspector 1B: Fire and Life Safety, FST 259 Fire Inspector 1C: Field Inspection, and FST 260 Fire Inspector 1D: Field Inspection-California Specific*

This course provides students with a basic knowledge of the administrative requirements related to the roles and responsibilities of a Fire Inspector II including processing permit and plan review applications, enforcing permit regulations, investigating complex complaints, recommending modifications to codes and standards, recommending policies and procedures for inspection services, generating written appeals correspondence, initiating legal action, evaluating inspection reports, and proposing technical reference material acquisition. This course may be offered as Pass/No Pass.

### FST 262 FIRE INSPECTOR 2B: FIRE AND LIFE SAFETY REQUIREMENTS *Course Length: 24 hours lecture*

1.25 units

CSU

*Prerequisite: FST 261 Fire Inspector 2A: Fire Prevention Administration*

This course provides students with a basic knowledge of fire and life safety requirements related to the roles and responsibilities of a Fire Inspector II including occupancy classification, egress elements, emergency plans and procedures, occupant loads, building construction and fire growth potential. This course may be offered as Pass/No Pass.

### FST 263 FIRE INSPECTOR 2C: INSPECT NEW & EXISTING FIRE AND LIFE SAFETY SYSTEMS & EQUIPMENT *Course length: 16 hours lecture*

0.75 units

CSU

*Prerequisites: FST 261 Fire Inspector 2A: Fire Prevention and Administration*

This course provides students with a basic knowledge of inspection requirements related to the roles and responsibilities of a Fire Inspector II including inspection of life safety systems and building services equipment, fire protection systems, and emergency access criteria. This course may be offered as Pass/No Pass.

### FST 264 FIRE INSPECTOR 2D: HAZARDOUS MATERIALS, OPERATIONS, AND PROCESSES

*Course length: 32 hours lecture*

1.75 units

CSU

*Prerequisites: FST 261 Fire Inspector 2A: Fire Prevention and Administration*

This course provides students with a basic knowledge of hazardous materials, operations, and processes related to the roles and responsibilities of a Fire Inspector II including hazardous conditions, flammable and combustible liquids and gases, and hazardous materials. This course may be offered as Pass/No Pass.

### FST 266 HAZ MAT EMERGENCY RESPONSE: FIRST RESPONDER OPERATIONS-DECONTAMINATION *Course length 3 hours lecture, 5 hours laboratory*

0.25 units

CSU

This course covers the hazardous material/WMD first receiver operations requirements for personnel involved in decontamination operations.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## COURSES OF INSTRUCTION

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### FST 268 HAZMAT/WEAPONS OF MASS DESTRUCTION: ASSISTANT SAFETY OFFICER

*Course length: 16 hours lecture*

0.75 units

CSU

*Prerequisites: FST152 HazMat Technician 1A, FST 153 HazMat Technician 1B, FST 154 HazMat Technician 1C, FST 155 HazMat Technician 1D and FST 157 HazMat Specialist 1F*

This course is directed to the hazardous materials technician and specialist levels. This course will focus on incident action plans, site safety plans, and incident reports to prepare students to serve in the role of the Assistant Safety Officer. This course may be offered as Pass/No Pass.

### FST 269 HAZARDOUS MATERIALS EMERGENCY RESPONSE TECHNICIAN-PRIVATE INDUSTRY

*Course length: 16 hours lecture, 8 hours laboratory*

1.0 units

CSU

This course 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 provide advanced training to persons in private industry. This course may be offered as Pass/No Pass.

### FST 270 HAZARDOUS WASTE GENERAL SITE WORKER

*Course length; 32 hours lecture, 8 hours laboratory*

1.75 units

CSU

This course will address the elements necessary for Hazardous Waste General Site Worker Certification. This training is required to be site specific. The learning materials and manipulative experience will focus on the equipment and skill levels present on the site. This course may be offered as Pass/No Pass.

### FST 271 HAZARDOUS WASTE OCCASIONAL SITE WORKER

*Course length: 16 hours lecture, 8 hours laboratory*

1.0 units

CSU

This course will address the elements necessary for Hazardous Waste Occasional Site Worker Certification. This training is required to be site specific. The learning materials and manipulative experience will focus on the equipment and skill levels present on the site. This course may be offered as Pass/No Pass.

### FST 272 S-290: INTERMEDIATE WILDLAND FIRE BEHAVIOR

*Course length: 32 hours lecture*

1.75 units

CSU

*Prerequisite: FST 148 S-190: Introduction to Wildland Fire Behavior or equivalent as approved by the VP of Instruction and Student Services.*

This is a classroom-based skills course designed to prepare the prospective fireline supervisor to undertake safe and effective fire management operations. It is the second course in a series that collectively serves to develop fire behavior prediction knowledge and skills. Fire environment differences are discussed as necessary; instructor should stress local conditions. This course may be offered as Pass/No Pass.

### FST 273 FIRE INSTRUCTOR III: INSTRUCTIONAL PROGRAM MANAGEMENT

*Course length: 36 hours lecture*

2 units

CSU

*Prerequisite: FST 224 Fire Instructor I and FST 226 Fire Instructor II or equivalent as approved by the VP of Instruction and Student Services.*

This course provides information on planning, developing, and implementing comprehensive programs and curricula. Topics include instructional development, program management, program and instructor evaluation, and test reliability and validity. Curriculum is based on the 2012 edition of NFPA 1041 Standard For Fire Service Instructor Professional Qualifications. This course may be offered as Pass/No Pass.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## COURSES OF INSTRUCTION

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### FST 274 FIRE CONTROL 5A: AIRCRAFT RESCUE AND FIREFIGHTING INITIAL TRAINING

*Course length: 32 hours lecture, 8 hours laboratory*

1.75 units

**CSU**

*Prerequisites: FST 080 or equivalent, as approved by the VP of Instruction and Student Services*

This course is designed to develop fundamental skills in combating aircraft fires by providing the students with a thorough understanding of Airport Familiarization; Aircraft Familiarization; Rescue and Firefighting Personnel Safety; Emergency Communications on the Airport; Use of Fire Hose, Nozzles, Turrets, and Other Appliances; Application of Extinguishing Agents; Emergency Aircraft Evacuation Assistance; Firefighting Operations; Adapting and Using Structural Rescue and Firefighting Equipment for Aircraft Rescue and Firefighting; Aircraft Cargo Hazards; Dangerous Goods; Familiarization with Firefighters' Duties under the Airport Emergency Plan; Interior and Exterior Fire Attack Using a Live-Fire Simulator.

### FST 275 FIRE CONTROL 5B: AIRCRAFT RESCUE AND FIREFIGHTING LIVE FIRE DRILL

*Course length: 3 hours lecture, 5 hours laboratory*

0.25 units

**CSU**

*Prerequisites: FST 080 or equivalent, as approved by the VP of Instruction and Student Services*

This course is designed to develop fundamental skills in combating aircraft fires by providing the students with a recurrent training in live-fire with an aircraft mock-up using enough fuel to provide a fire that simulates a realistic condition. The course shall provide an opportunity for the firefighting team to be familiarize with the use of all fire extinguishing equipment, enhance their confidence and abilities with the equipment they will use in an actual accident/incident, and develop tactics, strategies, and procedures. If possible, a simulated rescue of aircraft occupants will help create a realistic simulation.

### FST 276 OPEN WATER RESCUER - BASIC *Course length: 8 hours lecture, 16 hours laboratory*

0.5 units

**CSU**

*Prerequisites: FST 080 or 102 equivalent, as approved by the VP of Instruction and Student Services*

This course provides the information and skills training required to enable a firefighter to safely and proficiently perform contact rescues in static, dynamic and surf water conditions.

### FST 277 ROPE RESCUE TECHNICIAN/HIGH ANGLE RESCUE *Course length: 8 hours lecture, 32 hours laboratory*

1.0 units

**CSU**

*Prerequisites: FST 080 or 102 equivalent, as approved by the VP of Instruction and Student Services*

This course is designed to prepare participants to undergo competency testing for high-angle rescue. Additionally, the scope of the program is designed to familiarize participants with the high-angle environment and experience and to enable them to safely participate in the engineering and operation of simple and complex rescue systems.

### FST 290 SELECTED STUDIES IN FIRE SCIENCE TECHNOLOGY

*Course length: 4.5-72 hours lecture and/or 13.5-216 hours laboratory 9-108 hours clinic/field*

0.25-4 units

**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.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## COURSES OF INSTRUCTION

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### FRENCH

☒ FRE 101 ELEMENTARY FRENCH I *Course length: 90 hours lecture*

5 units

**CSU GE: C2; UC**

*Prerequisite: Eligibility for ENG 099*

This interactive 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.

### GENERAL STUDIES

☒ ☒ GES 101 INTRODUCTION TO COLLEGE LIFE *Course length: 18 hours lecture*

1 unit

**CSU; UC**

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 *Course length: 54 hours lecture*

3 units

**CSU GE: E; UC**

This course 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 *Course length: 54 hours lecture, 54 hours laboratory*

4 units

**IGETC: 5A, 5C; CSU GE: B1, B3; UC: S (C-ID GEOG 115)**

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 *Course length: 54 hours lecture*

3 units

**IGETC: 4E; CSU GE D5; UC: B (C-ID GEOG 125)**

World Geography provides a systematic study the major geographic regions 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.

### GEOLOGY

☒ ☒ GEL 101 PHYSICAL GEOLOGY *Course length: 54 hours lecture, 54 hours laboratory*

4 units

**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.



# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## COURSES OF INSTRUCTION

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☐☒GEL 103 ENVIRONMENTAL GEOLOGY *Course length: 54 hours lecture*

3 units

**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 *Course length: 54 hours lecture*

3 units

**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 *Course length: 54 hours lecture*

3 units

**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 *Course length: 54 hours lecture*

3 units

**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.

## HISTORY

☐☒HIS 110 WORLD CIVILIZATION I *Course length: 54 hours lecture*

3 units

**IGETC: 3B, 4F; CSU GE: C2, D6; UC: B, H (C-ID HIST 170)**

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 *Course length: 54 hours lecture*

3 units

**CSU GE: D6; UC**

*Advisory: 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.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## COURSES OF INSTRUCTION

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☐☒HIS 120 WORLD CIVILIZATION II *Course length: 54 hours lecture*

3 units

**IGETC: 3B, 4F; CSU GE: C2, D6; UC: B, H (C-ID HIST 180)**

*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 *Course length: 54 hours lecture*

3 units

**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 *Course length: 54 hours lecture*

3 units

**IGETC: 3B, 4F; CSU GE: D6; UC: B, H (C-ID HIST 130)**

*Prerequisite: ENG 099 Eligible*

This course is a survey of the leading issues in American life from colonial times through Reconstruction. The course focuses on politics, cultural development, social conflict, economic life, foreign policy, influential ideas and significant individuals in US History.

☐☒HIS 140 AMERICAN HISTORY II *Course length: 54 hours lecture*

3 units

**IGETC: 3B, 4F; CSU GE: D6; UC: B, H (C-ID HIST140)**

*Prerequisite: ENG 099 Eligible*

This course is a survey of the leading issues in American life from reconstruction through the present. The course focuses on politics, cultural development, social conflict, economic life, foreign policy, influential ideas and significant individuals in US History.

## MANAGEMENT

☐☒MAN 105 PRINCIPLES OF MANAGEMENT AND ORGANIZATIONS *Course length: 54 hours lecture*

3 units

**CSU**

*Advisory: Requires college-level skills in critical thinking and writing.*

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.

☐☒MAN 106 PERSONNEL MANAGEMENT *Course length: 54 hours lecture*

3 units

**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 *Course length: 54 hours lecture*

3 units

**CSU**

*Advisory: Requires college-level skills in critical thinking and writing.*

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.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## COURSES OF INSTRUCTION

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☒☒ **MAN 145 ORGANIZATIONAL BEHAVIOR** *Course length: 54 hours lecture*

3 units

**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** *Course length: 54 hours lecture*

3 units

**CSU**  
*Advisories: Completion of MAT 095 or appropriate placement based on AB 705 mandates*  
This course is a survey of the vehicles and opportunities for investments; familiarization with the financial marketplace, its language and its publication; the role of finance and investment as a major component of our nation's economy; investment strategies, returns and risk.

## MATHEMATICS

☒☒ **MAT 095 PRE-COLLEGE ALGEBRA** *Course length: 90 hours lecture*

5 units

*Advisories: Completion of ENG 099 Basic Composition or placement in ENG 100 or ENG 101 based on AB 705 mandates.*  
This course covers real numbers; algebraic expressions; linear formulas, equations, functions, inequalities, and applications; exponents; factoring polynomials; quadratic equations and inequalities; rational expressions; and systems of linear equations.

☒ **MAT 106 STATISTICS** *Course length: 72 hours lecture*

4 units

**IGETC: 2A; CSU GE: B4; UC: M**

*Prerequisite: MAT 086 or 088*

Statistics: Graphical and numerical description of data, rules of probability and probability distributions, normal probability distributions, the central limit theorem, confidence intervals for one and two samples, hypothesis testing for one and more variables, ANOVA, regression, correlation, inference and model building. To develop the theory and facilitate calculations we use the programming language J.

☒ **MAT 108 Liberal Arts Mathematics** *Course Length: 54 hours lecture*

3 Units

**IGETC: 2A; CSU GE: B4, UC: M**

*Prerequisite: Completion of MAT 086/088 Intermediate Algebra or appropriate placement based on AB 705 mandates.*

*Advisory: Students with HS GPA below 3.0 are recommended to take concurrently with MAT 090.*

This course focuses on the development of quantitative reasoning skills through in-depth, integrated explorations of topics in mathematics, including real number systems and subsystems. Emphasis is on comprehension and analysis of mathematical concepts and applications of logical reasoning.

☒☒ **MAT 110 COLLEGE ALGEBRA** *Course length: 72 hours lecture*

4 units

**IGETC: 2A; CSU GE: B4, UC: M (C-ID MATH 150)**

*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** *Course length: 90 hours lecture*

5 units

**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.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## COURSES OF INSTRUCTION

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☒ **MAT 220 CALCULUS I** *Course length: 90 hours lecture*

5 units

**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.

## MUSIC

☒ **MUS 121 MUSIC HISTORY AND APPRECIATION** *Course length: 54 hours lecture*

3 units

**IGETC: 3A; CSU GE: C1; UC: H (C-ID MUS 100)**

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 127 INSTRUMENTAL ENSEMBLE I** *Course length: 9 hours lecture, 27 hours laboratory*

1 unit

**CSU; UC**

*Advisory: Some experience performing in an ensemble that is primarily instrumental*

Instrumental Ensemble is for students with some experience performing in an ensemble which is primarily instrumental. This course prepares students for musical performances in community, college, and professional settings. The course develops student's existing musical skills, including technique, intonation, sight-reading, and developing group balance and dynamic control, while introducing such concepts as stylistic interpretation, improvisation, and music theory.

**MUS 131 CLASSROOM PIANO I** *Course length: 9 hours lecture, 27 hours laboratory*

1 unit

**CSU; UC**

Beginning piano, intended for students with no previous keyboard training. Students develop piano technique, perform easy piano music, and learn basic music theory, including how to read musical notation.

**MUS 132 CLASSROOM PIANO II** *Course length: 9 hours lecture, 27 hours laboratory*

1 unit

**CSU; UC**

*Prerequisite: MUS 131 Classroom Piano I*

This course builds on existing beginning piano technique. Students continue to develop piano technique, perform more difficult and interesting piano music, and expand their knowledge of music theory

☒ **MUS 135 MUSIC FUNDAMENTALS** *Course length: 54 hours lecture*

3 units

**CSU**  
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 AND ROLL** *Course length: 54 hours lecture*

3 units

**IGETC: 3A; CSU GE: C1; UC: H**

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.



# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## COURSES OF INSTRUCTION

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### MUS 141 JAZZ ENSEMBLE I *Course length: 54 hours laboratory*

1 unit

**CSU GE: C1; UC**

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 *Course length: 54 hours laboratory*

1 unit

**CSU GE: C1; UC**

*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 *Course length: 54 hours lecture*

3 units

**CSU GE: C1; UC (C-ID MUS 120)**

*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 161 CONCERT CHOIR I *Course length: 9 hours lecture, 27 hours laboratory*

1 unit

**CSU; UC**

This is a beginning course which assumes no previous vocal ensemble training. Students learn to develop good vocal technique, learn how to warm up the voice, and how to sing simple vocal music. They also expand their understanding of basic music theory including music reading.

### MUS 162 CONCERT CHOIR II *Course length: 9 hours lecture, 27 hours laboratory*

1 unit

**CSU; UC**

*Prerequisite: MUS 161 Concert Choir I*

This is the 2nd course building on previous vocal ensemble training. Students continue to develop good vocal technique, learn how to warm up the voice, and how to sing more complex vocal music. They also expand their understanding of music theory including music reading.

### MUS 233 CLASSROOM PIANO III *Course length: 9 hours lecture, 27 hours laboratory*

1 unit

**CSU GE: C1; UC**

*Prerequisite: MUS 132 Classroom Piano II*

This course provides second-year piano instruction to students that have successfully completed Classroom Piano I and II. Students study intermediate-level piano music and further explore topics in music theory, as applicable to keyboard performance.

### MUS 234 CLASSROOM PIANO IV *Course length: 9 hours lecture, 27 hours laboratory*

1 unit

**CSU GE: C1**

*Prerequisite: MUS 233 Classroom Piano III*

This course continues second-year piano instruction to students that have successfully completed Classroom Piano I, II, and III. Students study intermediate-level piano music and creatively apply knowledge of music theory to enhance their understanding and performance of piano music.

### MUS 243 JAZZ ENSEMBLE III *Course length: 54 hours laboratory*

1 unit

**CSU GE: C1; UC**

*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.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## COURSES OF INSTRUCTION

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MUS 261 CONCERT CHOIR III *Course length: 9 hours lecture, 27 hours laboratory*

1 unit  
CSU; UC

*Prerequisite: MUS 162 Concert Choir II*

This is the 3rd course building on previous vocal ensemble training. Students continue to develop good vocal technique, learn how to warm up the voice, and how to sing more complex vocal music. They also expand their understanding of music theory including music reading.

MUS 262 CONCERT CHOIR IV *Course length: 9 hours lecture, 27 hours laboratory*

1 unit  
CSU; UC

*Prerequisite: MUS 261 Concert Choir III*

This is the 4th course building on previous vocal ensemble training. Students learn to develop good vocal technique, learn how to warm up the voice, and how to sing complex vocal music. They also expand their understanding of music theory including music reading.

☒ MUS 280 SELECTED TOPICS IN MUSIC *Course length: 4.5-72 hours lecture and/or CSU GE: C1 13.5-216 hours laboratory*

1-3 units  
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.

NUR 100 CERTIFIED NURSING ASSISTANT - LECTURE *Course length: 54 hours lecture*

3 units  
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 and basic restorative services.

NUR 102 INTRODUCTION TO ANATOMY AND PHYSIOLOGY FOR ALLIED HEALTH

*Course length: 54 hours lecture*

3 units  
CSU

*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.

NUR 103 INTRODUCTION TO PHARMACOLOGY *Course length: 18 hours lecture, 9 hours laboratory*

1.25 units  
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 *Course length: 36 hours lecture*

2 units  
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.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## COURSES OF INSTRUCTION

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### NUR 109 MEDICAL SURGICAL NURSING I -LECTURE *Course length: 180 hours lecture*

10 units

**CSU**

*Prerequisites: NUR 102, NUR 120, NUR 121, NUR117 or equivalent transfer courses.*

*Corequisite: NUR 106, NUR 124*

This course builds on the foundation of knowledge established in NUR 120. Continued emphasis is placed on the Nursing Process as the basis for providing total client care. Selected disorders of the body's systems and the implications for nursing care are presented to prepare the student to care for adult clients in the clinical setting. The student will continue to apply previously learned foundational concepts (fundamentals, pharmacology, nutrition, lifespan) to develop nursing strategies and actions to meet the physiologic and nursing needs of adult clients. Basic concepts of mental health, including selected disorders: major mood, organic, sexual, somatoform, and eating, are introduced. The addictive personality will be presented, including alcoholism and drug abuse. Discussion will include the chemically impaired nurse as well.

### NUR 112 MEDICAL-SURGICAL NURSING II - LECTURE *Course length: 135 hours lecture*

7.5 units

**CSU**

*Prerequisite: NUR 106, NUR 109, NUR 124 or equivalent transfer courses*

*Corequisite: NUR 127*

This course is designed to provide the student with basic knowledge in the nursing specialty areas of pediatrics and obstetrics. Pediatric nursing introduces care of children, emphasizing age and developmentally-appropriate care, for common selected childhood disorders. Obstetrical nursing includes prenatal, labor and delivery, postpartum, and newborn care. Coverage of selected medical-surgical disorders continues to emphasize application of the nursing process in assessment, plan, implementation, and evaluation of nursing care. Concepts of leadership and supervision, particularly delegation and conflict management, provides the basis for building team leading skills.

### NUR 117 NUTRITION FOR NURSING *Course length: 27 hours lecture*

1.5 units

**CSU**

*Prerequisite: ENG 099, MAT081/082, BIO 210 & BIO 211 or NUR 102 and prior admission to the Vocational Nursing Program*

*Corequisite: NUR 120, NUR 121*

This course is designed to meet the needs of the Vocational Nursing student. It introduces the students to the essential nutrients and their functions. Emphasis is directed toward the nutritional needs of clients experiencing problems with the integumentary, musculoskeletal, endocrine, cardiovascular and urinary systems with the expectation the knowledge will be applied to the care for hospitalized clients with related disorders. Specific nutritional needs are presented for target populations; maternity, pediatric, rehabilitation, and gerontological patients. Note: This class is not transferable as a stand-alone Nutrition class.

### NUR 118 CERTIFIED NURSING ASSISTANT – CLINICAL *Course length: 9 hours lecture, 135 hours clinic/field*

3 units

**CSU**

*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 -LECTURE *Course length: 180 hours lecture*

10 units

**CSU**

*Prerequisite: MAT 081 /082, ENG 099, NUR 100, NSC 128, NUR102, PSY 201 or equivalent transfer courses.*

*Corequisite: NUR 117, NUR 103, NUR 121*

This course introduces knowledge essential for nursing practice in general and vocational nursing specifically. The Nursing Process provides the framework for development and implementation of nursing care strategies and interventions. Legal/ethical aspects of care, therapeutic communication techniques, along with cultural and ethnic considerations are introduced to prepare the student to work effectively with the client and the health care team. Principles of medical/surgical asepsis, infection control, and proper body mechanics are presented to provide the knowledge base needed to provide safe and appropriate patient care.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## COURSES OF INSTRUCTION

---

**NUR 121 FUNDAMENTALS OF NURSING -CLINICAL** *Course length: 160 hours Laboratory, 128 hours clinic/field*  
5 units

**CSU**

*Prerequisite: MAT 081 /082, ENG 099, NUR 100, NSC 128, NUR 102, PSY 201 or equivalent transfer courses*

*Corequisite: NUR 103, NUR 117, NUR 120*

This course emphasizes the development and application of client care skills related to the Vocational Nurse scope of practice. Students will learn and practice selected nursing skills under the direct supervision of the clinical instructor(s) in the skills lab setting prior to providing direct care to the patient in the clinical facility. Students will apply principles of care (e.g. asepsis, infection control) and the nursing process learned in NUR 120 while providing total patient care. This course is offered as Pass/No Pass.

**NUR 124 MEDICAL-SURGICAL NURSING I – CLINICAL** *Course length: 32 hours Laboratory, 256 hours clinic/field*  
5 units

**CSU**

*Prerequisites: NUR 103, NUR 117, NUR 120, NUR 121 or equivalent transfer courses*

*Corequisite: NUR 106, NUR 109*

This course emphasizes the development and application of client care skills related to the Vocational Nurse scope of practice. Students will learn and practice selected advanced nursing skills under the direct supervision of the clinical instructor(s) in the skills lab setting prior to providing direct care to the patient in the clinical facility. Students will continue to apply principles of care and the nursing process in providing total patient care. This course is offered as Pass/No Pass.

**NUR 127 MEDICAL-SURGICAL NURSING II – CLINICAL** *Course length: 408 hours clinic/field*

7 units

**CSU**

*Prerequisites: NUR 106, NUR 109, NUR 124*

*Corequisite: NUR 112*

This course is designed to provide the student with basic knowledge in the nursing specialty areas of pediatrics and obstetrics. Pediatric nursing introduces basic care of children, emphasizing age and developmentally-appropriate care, under the supervision of the clinical instructor. As appropriate, the student will observe the pregnant client in labor and delivery and postpartum, including newborn care. Coverage of selected medical-surgical disorders continues to emphasize the nursing process in assessment, plan, implementation, and evaluation of nursing care. Opportunities to apply concepts of leadership and supervision, particularly delegation and conflict management, provides the basis for building team leading skills. This course is offered as Pass/No Pass.

**NUR 151 INTRODUCTION TO IDENTIFICATION OF CARDIAC RHYTHM STRIPS**

*Course length: 54 hours lecture*

3 units

**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** *Course length: 30 hours lecture, 24 hours laboratory*

2 units

**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.



# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## COURSES OF INSTRUCTION

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### 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.

☒☒ NSC 128 MEDICAL TERMINOLOGY *Course Length: 54 hours lecture*

3 units

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 *Course length: 54 hours lecture, 12 hours laboratory*

3 units

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 *Course length: 54 hours clinic/field*

1 unit

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.

### PHILOSOPHY

☒☒ PHI 100 INTRODUCTION TO PHILOSOPHY *Course length: 54 hours lecture*

3 units

IGETC: 3B; CSU GE: C2; UC: H (C-ID PHIL 100)

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".

### PHYSICAL EDUCATION

PHE 100 FITNESS CENTER *Course length: 54 hours laboratory*

1 units

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 135 FITNESS AND EXERCISE *Course length: 54 hours laboratory*

1 unit

CSU GE: E; UC

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.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## COURSES OF INSTRUCTION

---

**PHE 151 GOLF** *Course length: 54 hours laboratory*

1 unit

**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 155 BASKETBALL** *Course length: 54 hours laboratory*

1 unit

**CSU GE: E; UC**

The purpose of this course is to introduce 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 students' performance.

**PHE 156 BASKETBALL 2** *Course length: 54 hours laboratory*

1 unit

**CSU GE: E; UC**

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** *Course length: 54 hours laboratory*

1 unit

**CSU GE: E; UC**

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 176 INTRODUCTION TO GOLF** *Course length: 54 hours laboratory*

1 unit

**CSU GE: E; UC**

This course introduces the student to the fundamental skills of golf. Emphasis is on basic skills, strategies and rules of golf.

**PHE 177 INTERMEDIATE GOLF** *Course length: 54 hours laboratory*

1 unit

**CSUGE:E;UC**

This course is designed to extend the student's skill and knowledge of golf. Emphasis is on enhanced skills and strategies along with more in depth golf rules.

**PHE 178 ADVANCED GOLF** *Course length: 54 hours laboratory*

1 unit

**CSU GE: E; UC**

This course is designed to provide the student with an opportunity to master golf skills and concepts. Emphasis is on advanced mental and physical strategies along with trouble shots. In depth golf rules are presented.

**PHE 179 COMPETITIVE GOLF** *Course length: 54 hours laboratory*

1 unit

**CSU GE: E; UC**

This course is designed to provide the student with an opportunity to master competitive golf skills. Emphasis is on a variety of golf games and tournament play. A depth and breadth of golf rules are presented.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## COURSES OF INSTRUCTION

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☒ PHE 180 SPORT PSYCHOLOGY *Course length: 18 hours lecture*

1 unit  
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 *Course length: 54 hours laboratory*

1 unit  
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, weightlifting, 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.

### PHYSICS

☒ PHY 101 INTRODUCTION TO PHYSICS *Course length: 54 hours lecture, 54 hours laboratory*

4 units  
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.

### POLITICAL SCIENCE

☒☒ POS 145 AMERICAN POLITICAL INSTITUTIONS *Course length: 54 hours lecture*

3 units  
IGETC: 4H; CSU GE: D8; UC: B (C-ID POLS 110)  
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.

### PSYCHOLOGY

☒☒ PSY 101 GENERAL PSYCHOLOGY *Course length: 54 hours lecture*

3 units  
IGETC: 4I; CSU GE: D9; UC: B (C-ID PSY 110)  
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 *Course length: 54 hours lecture*

3 units  
CSU GE: D9, E (C-ID PSY 115)  
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 *Course length: 54 hours lecture*

3 units  
IGETC: 4I; CSU GE: D9; UC: B (C-ID PSY 130)  
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.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## COURSES OF INSTRUCTION

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☒☒ **PSY 145 HUMAN RELATIONS** *Course length: 54 hours lecture*

3 units

**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** *Course length: 54 hours lecture*

3 units

**IGETC: 4I; CSU GE: D9; UC: B (C-ID PSY 200)**

*Prerequisite: ENG 099 eligibility, PSY 101, AND PSY 155 OR MAT 106*

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**

*Course length: 54 hours lecture*

3 units

**IGETC: 2A; CSU GE: B4; UC: M (C-ID SOCI 125)**

*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 LIFESPAN DEVELOPMENT** *Course length: 54 hours lecture*

3 units

**IGETC: 4I; CSU GE: D9; UC: B (C-ID PSY 180)**

*Prerequisite: ENG 099 eligibility*

A systematic study of human development throughout the lifespan. 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** *Course length: 54 hours lecture*

3 units

**IGETC: 4I; CSU GE: D9; UC: B (C-ID PSY 150)**

*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** *Course length: 54 hours lecture*

3 units

**IGETC: 4I; CSU GE: D9; UC: B (C-ID PSY 120)**

*Prerequisite: PSY 101*

Study of abnormal behavior, including its causes, symptoms, characteristics, classifications, prevention and treatment.



# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## COURSES OF INSTRUCTION

---

☒☒ PSY 215 SOCIAL PSYCHOLOGY *Course length: 54 hours lecture*

3 units

**IGETC: 4I; CSU GE: D9; UC: B (C-ID PSY 170)**

*Prerequisite: ENG 099 eligibility*

*Advisory: PSY 101 or concurrent enrollment strongly recommended*

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 *Course length: 54 hours lecture*

3 units

**CSU GE: D9**

*Prerequisite: ENG 099 eligibility*

*Advisory: 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 *Course length: 54 hours lecture*

3 units

**CSU**

*Prerequisite: ENG099*

*Advisory: PSY 101 Strongly Recommended*

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 *Course length: 54 hours lecture*

3 units

**CSU**

*Prerequisite: ENG099*

*Advisory: PSY 101 Strongly Recommended*

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 084 BEGINNING READING WITH LABORATORY *Course length: 54 hours lecture, 18 hours laboratory*

3.25 units

*Advisory: For students needing basic skills preparation in reading prior to taking a college-level English course*

RDG 084 is a continuation of the developmental reading series designed to prepare basic skills students for academic reading. In this course, students practice a reading process to enhance literacy by reading essays, articles and 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 course-work and lab work during the same semester. Credit for this course shall not be used to satisfy English requirements for graduation from Palo Verde College. The course grade is Pass/No pass.

RDG 086 INTERMEDIATE READING WITH LABORATORY *Course length: 54 hours lecture, 18 hours laboratory*

3.25 units

*Advisory: For students needing basic skills preparation in reading prior to taking a college-level English course*

RDG 086 is a continuation of the developmental reading series designed for students who need further practice in academic reading. The course develops metacognitive reading strategies, builds vocabulary and word knowledge, and strengthens literacy skills by integrating reading with writing. It has an attached class lab. To pass the course, the student must complete both coursework and lab work during the same semester. Credit for this course shall not be used to satisfy English requirements for graduation from Palo Verde College. The course grade is a letter grade, with an option for Pass/No pass.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## COURSES OF INSTRUCTION

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### ☒ RDG 094 BEGINNING READING *Course length: 54 hours lecture*

3 units

*Advisory: For students needing basic skills preparation in reading prior to taking a college-level English course*

RDG 094 is a continuation of the developmental reading series designed to prepare basic skills students for academic reading. In this course, students practice a reading process to enhance literacy by reading essays, articles and feature length books. The course emphasizes topics such as main ideas, supporting details, inferences, critical thinking, vocabulary, and study skills to increase comprehension. Credit for this course shall not be used to satisfy English requirements for graduation from Palo Verde College. The course grade is Pass/No pass.

### ☒ RDG 096 INTERMEDIATE READING *Course length: 54 hours lecture*

3 units

*Advisory: For students needing basic skills preparation in reading prior to taking a college-level English course*

RDG 096 is a continuation of the developmental reading series designed for students who need further practice in academic reading and critical thinking. In this course, students develop reading strategies for academic text and engage with essays, poetry, and feature length books to increase skills in literacy. It also builds writing skills; students learn to paraphrase, summarize and interpret text in writing. The course is conducted through correspondence education. The letter grade is the default grade. The student may choose whether the basis of evaluation is to be P, NP at registration, or no later than the end of the first 30 percent of the term. Credit from this course shall not be used to satisfy English requirement for graduation from Palo Verde College.

## SOCIOLOGY

### ☒☒ SOC 101 INTRODUCTION TO SOCIOLOGY *Course length: 54 hours lecture*

3 units

**IGETC: 4J; CSU GE: D0; UC: (C-ID SOCI 110)**

*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 *Course length: 54 hours lecture*

3 units

**CSU GE: D7, E; UC: B (C-ID SOCI 130)**

*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 115 INTRODUCTION TO CHICANO/A STUDIES *Course length: 54 hours lecture*

3 Units

**IGETC:4, CSU GE:D; UC:B**

An introductory survey of Chicano/a culture in the United States. This course will examine the political, economic, social, and cultural aspects influencing these group's advances, contributions, and adaptations to U. S society. Furthermore, this course explores the micro-social and structural aspects of the Chicano/a culture; including, identity formation, gender roles, education, and Chicano/a interactions within the dominant culture.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## COURSES OF INSTRUCTION

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### SPANISH

☒☒ SPA 101 ELEMENTARY SPANISH I *Course length: 90 hours lecture*

5 units  
**CSU GE: C2; UC (C-ID SPAN 100)**  
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 *Course length: 90 hours lecture*

5 units  
**IGETC: 6A; CSU GE: C2; UC (C-ID SPAN 110)**  
*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 *Course length: 90 hours lecture*

5 units  
**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 *Course length: 54 hours lecture*

3 units  
**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. This course is offered online and/or correspondence; students must have the ability to record speeches and send them to the instructor.

☒☒ SPE 102 PUBLIC SPEAKING *Course length: 54 hours lecture*

3 units  
**IGETC: 1C; CSU GE: A1, A3; UC (C-ID COMM 110)**  
*Prerequisite: SPE 101*  
This course covers theory, practice and critical analysis of public communication in a democratic society, including speeches on subjects of current interest both local and global. The course examines the use of social media as a public communication tool and its impact on our society. It includes an introduction to the relationship between rhetorical theory and criticism and rhetorical practice in communications. It will include the development and criticism of public discourse that is researched, reasoned, organized, and well presented.

☒☒ SPE 103 ARGUMENTATION AND DEBATE *Course length: 54 hours lecture*

3 units  
**IGETC: 1C; CSU GE: A1, A3; UC (C-ID COMM 120)**  
*Prerequisite: SPE 101 or SPE 102*  
The course focuses on the essentials of argumentation: research, analyses of propositions, tests of evidence, constructions of the brief, preparation for presentation of constructive and refutation cases. Students will prepare and present persuasive speeches and participate in a team debate.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## COURSES OF INSTRUCTION

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☒ **SPE 105 INTRODUCTION TO INTERCULTURAL COMMUNICATION** *Course length: 54 hours lecture*  
3 units

**IGETC: 4G; CSU GE: D7; UC**

*Advisory: Completion of ENG 099 Basic Composition*

This course is an introduction to intercultural communication. The emphasis is on applying intercultural theories and concepts to understand the influence of cultural membership upon the communicative situation. Students completing this course will improve their intercultural communication competence. This course is recommended for students in all fields; particularly students who plan to transfer and major in Communication Studies as well, as students who anticipate high interaction with people from diverse cultures.

## THEATRE ARTS

**THA 110 INTRODUCTION TO THEATRE** *Course length: 54 hours lecture*

3 units

**IGETC: 3A; CSU GE: C1; UC: H (C-ID THTR 111)**

*Prerequisite: Eligibility for ENG 099*

Introduction to Theatre provides an overview of world theatre history and practice. Readings and class activities cover aspects of production such as acting, directing, design, and playwriting as they are practiced throughout the world. Students will examine how theatre traditions have been created and adapted, especially in the contemporary global community. Students will purchase tickets, attend, and critically evaluate one live theatre performance.

**THA 151 ACTING I** *Course length: 54 hours lecture*

3 units

**IGETC: 3A; CSU GE: C1; UC (C-ID THTR 151)**

*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 171 INTRODUCTION TO STAGECRAFT** *Course length: 54 hours lecture*

3 units

**CSU; UC**

*Advisory: Concurrent enrollment in THA 192, Technical Theatre in Production*

Introduction to Stagecraft is an introduction to technical theatre and the creation of scenic elements. The class covers the history and introductory theories of design, painting techniques, set construction, set movement, prop construction, backstage organization, and career possibilities. The course may also explore at least one of the following additional topics: stage management, lighting, or sound techniques. Course activities include lecture, reading, quizzes, and projects.

**THA 191 REHEARSAL AND PERFORMANCE IN PRODUCTION** *Course length: 54.0—162.0 hours laboratory*

1-3 units

**CSU; UC**

*Prerequisite: Audition*

Theatre Arts 191 provides instruction and supervised participation in a major theatrical production. Students should contact the instructor for a schedule of audition dates. Based upon the audition outcome and role assignment, students will be enrolled in a 1, 2, or 3 unit section. Students can expect to rehearse from 9 - 27 hours per week for 6 - 10 weeks, depending upon the play selected for production and the student's individual role assignment. Enrollment is by instructor permission only. This course may be taken four times.



# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## COURSES OF INSTRUCTION

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**THA 192 TECHNICAL THEATRE IN PRODUCTION** *Course length: 54.0—162.0 hours laboratory*

1-3 units

**CSU; UC**

*Prerequisite: Attend a production orientation*

THA 192 provides progressive participation and instruction in technical theatre production. Students acquire hands-on experience in the execution of technical roles, such as set construction, prop building, scene painting and running crew. Depending upon the experience, course completion, and assigned area of responsibility, students will be enrolled in a 1, 2, or 3 unit section. Students will attend the workshop/lab during a set time each week until one week before the show's opening, when additional hours during evenings and weekends will be required. All students will act as running crew for at least one college production during the semester, which requires attendance at some rehearsals and all performances. A schedule will be provided during the first week of the semester. Students unable to attend rehearsals during tech week, strike, or any of the performances may be dropped from the class. This course may be taken a total of four times. Repetition of the course work will require students to expand their focus and responsibilities in the various areas of technical theatre.

**THA 280 SELECTED TOPICS IN THEATRE ARTS** *Course length: 4.5-72 hours lecture and/or 13.5-216 hours laboratory*

0.25-4 units

**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** *Course length: 4.5-72 hours lecture and/or 13.5-216 hours laboratory*

0.25-4 units

**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.

## WELDING

**WEL 100 OXYACETYLENE GAS WELDING** *Course length: 36 hours lecture, 54 hours laboratory*

3 units

**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** *Course length: 36 hours lecture, 54 hours laboratory*

3 units

**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** *Course length: 36 hours lecture, 54 hours laboratory*

3 units

**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** *Course length: 36 hours lecture, 54 hours laboratory*

3 units

**CSU**

The course covers the theory and practices of Gas Tungsten Arc Welding (GTAW). 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 120 INTRODUCTORY WELDING PRINCIPLES AND PRACTICES** *Course length: 54 hours lecture*

3 units

**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.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## COURSES OF INSTRUCTION

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☒ WEL 121 RESISTANCE WELDING AND SPECIAL WELDING APPLICATIONS *Course length: 54 hours lecture*  
3 units

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.

☒ WEL 122 PRINCIPLES AND PRACTICES OF METAL TECHNOLOGY AND PROFESSIONAL WELDING *Course length: 54 hours lecture*

3 units

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 *Course length: 36 hours lecture, 54 hours laboratory*

3 units

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 *Course length: 36 hours lecture, 54 hours laboratory*

3 units

CSU

The course covers the theory and practices of Advanced Gas Tungsten Arc Welding (GTAW). 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 *Course length: 36 hours lecture, 54 hours laboratory*

3 units

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 *Course length: 36 hours lecture, 54 hours laboratory*

3 units

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.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## NON-CREDIT ADULT BASIC EDUCATION PROGRAMS

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*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.*

### **NON-CREDIT ENGLISH AS A SECOND LANGUAGE CERTIFICATE OF COMPLETION**

*Non-native speakers of English who complete this certificate program will be equipped with listening, speaking, reading and writing skills needed for employment or for successful completion of credit ESL courses.*

*This program is consistent with the college mission, which states, in part: "The College provides opportunities for personal and professional growth to a diverse community of learners." The ESL program achieves this goal by welcoming a diverse population of ESL learners who come to the United States from different countries, and by helping them integrate into their communities.*

*The noncredit ESL program is tuition-free and is dedicated to the teaching of non-native speakers of English, enabling them to acquire the English language skills necessary to achieve a variety of social, academic, and vocational goals.*

Course	Title	Hours
ABE 090	ESL Entry Level I	54
ABE 081	ESL Entry Level II	54
NBE 016	Supplemental Skills for Non-Credit ESL	12-48
Total Required hours:		120-156

### **PROGRAM STUDENT LEARNING OUTCOMES**

Upon successful completion of the Non-Credit English as a Second Language Certificate of Completion program students will be:

1. Equipped with listening, speaking, reading and writing skills needed for employment or for successful completion of credit ESL courses.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## COURSES OF INSTRUCTION - NON-CREDIT ADULT BASIC EDUCATION (ABE)

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*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 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 or who have limited knowledge about Personal Computers. 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 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.

### 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. This course is repeatable.

### ABE 090 ESL ENTRY LEVEL I®

Non-credit *Course length: 54 hours lecture*

ABE 090 is one of two entry-level English as a Second Language courses designed for students at the beginning level of English. Emphasis is on developing students' ability to listen and understand. This course provides instruction in vocabulary, basic sentence structure, and simple reading and writing. Students write short paragraphs with correct punctuation and spelling. They practice idiomatic expressions used in writing and discuss cultural differences to help them adapt more quickly to college life in the United States. This course is repeatable.



# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## COURSES OF INSTRUCTION NON-CREDIT BASIC EDUCATION (NBE)

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*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 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 Noncredit program to develop their English skills, specifically in the areas of listening, speaking, reading, writing and grammar. Emphasis is on the use of multimedia equipment and materials, print and audiovisual materials. 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

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.

### NBE 021 THEATRE REHEARSAL AND PERFORMANCE®

Non-credit Course Length: 9 hours lecture, 45 hours laboratory

Theatre Rehearsal and Performance provides an introductory level of instruction to those with very little or no experience in the performing arts. Students will audition for, rehearse, and perform in a college production. This course is repeatable.

### NBE 022 TECHNICAL THEATRE®

Non-credit Course Length: 9 hours lecture, 45 hours laboratory

Technical Theatre provides an introductory level of instruction to those with very little or no experience in the theatrical arts. Students will construct costumes, props, sets, and scenery for college productions. Opportunities include programming and operating the sound and lighting equipment in the college's theater. This course is repeatable.

### NBE 028 VOCATIONAL DRAWING®

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 031 GED MATH PREPARATION®

Non-credit Course length: 36 hours lecture, 36 hours laboratory

Preparation in mathematics for students appearing for the General Education Development (GED) exam in that subject area. Provides instruction in quantitative and algebraic problem solving Skills building and test taking strategies to respond to questions on the GED exam in mathematical reasoning. Upon completion and demonstration of competence in the course, students may continue GED preparation or advance to develop skills for the workplace and to prepare for further educational opportunities. This course is repeatable.

### NBE 032 GED LANGUAGE ARTS PREPARATION®

Non-credit Course length: 36 hours lecture, 36 hours laboratory

Preparation in language arts for students appearing for the General Education Development (GED) exam in that subject area. Provides instruction in reading comprehension, grammar and writing the extended response essay, using successful test taking strategies and hands-on online testing practice. Upon completion and demonstration of competence in the course, students may continue GED preparation or advance to develop skills for the workplace and to prepare for further educational opportunities. This course is repeatable.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## COURSES OF INSTRUCTION NON-CREDIT BASIC EDUCATION (NBE)

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### NBE 033 GED SCIENCE PREPARATION®

Non-credit *Course length: 36 hours lecture, 36 hours laboratory*

Preparation in science for students preparing for the General Education Development (GED) exam in science. Provides instruction in biology, physiology, chemistry, earth, and space science. Skill building in test taking strategies for multiple choice and short answer response questions on the GED exam. Upon completion and demonstration of competence in the course, students may continue GED preparation or advance to develop skills for the workplace and to prepare for future educational opportunities. This course is repeatable.

### NBE 034 GED SOCIAL STUDIES PREPARATION®

Non-credit *Course length: 36 hours lecture, 36 hours laboratory*

Preparation in social studies for students preparing for the General Education Development (GED) exam. Provides review in U.S. history, global history, economics, civics and government, and geography using successful test-taking strategies and hands-on online testing practice for multiple choice and extended response questions. Upon completion and demonstration of competence in the course, students may continue GED preparation or advance to develop skills for the workplace and to prepare for future educational opportunities. This course is repeatable.

### NBE 036 INSTRUMENTAL ENSEMBLE®

Non-credit *Course length: 18-54 hours laboratory*

Instrumental Ensemble is for students with some experience performing in an ensemble which is primarily instrumental. This course prepares students' for musical performances in community, college, and professional settings. The course develops student's existing musical skills, including technique, intonation, sight-reading, and developing group balance and dynamic control, while introducing such concepts as stylistic interpretation, improvisation, and music theory. This course is repeatable.

### NBE 039 BASIC PRINCIPLES OF QUILTING®

Non-credit *Course length: 9 hours lecture, 45 hours laboratory*

This course consists of pattern development, fabrics best suited for quilt creations and types of quilts for various occasions and uses, as well as various techniques in stitching to include machine and hand stitching. Students will develop an understanding of the elements of quilt construction; quilting, batting, backing and binding and binding. This course is repeatable.

### NBE 062 COMPUTER KEYBOARDING®

Non-credit *Course length: 18 hours lecture*

The primary purpose of this course is to prepare students to meet personal and professional communication needs using digital-age technology and keyboarding skills. The course will lay a basic foundation for effective communication and information sharing: letters, reports, email. This course is repeatable.

### 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 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.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## COURSES OF INSTRUCTION NON-CREDIT BASIC EDUCATION (NBE)

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### NBE 073 CLASSROOM PIANO®

Non-credit *Course length: 3-9 hours lecture, 9-27 hours laboratory*

Classroom Piano is designed to acquaint those with very little or no experience with the basics of piano or other keyboard instruments with the basics of keyboard techniques. This course is repeatable.

### NBE 076 VOCAL ENSEMBLE®

Non-credit *Course length: 3-9 hours lecture, 9-27 hours laboratory*

Vocal Ensemble is designed to acquaint those with very little or no experience with the basics of singing and music notation. This course is repeatable.

### 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 emphasized in this class. This course is repeatable.

### NBE 097 LIFE SKILLS READING®

Non-credit *Course length: 18 hours lecture, 36 hours laboratory*

This course helps students develop basic reading skills with emphasis on building vocabulary, increasing reading rate, and improving comprehension. This course is repeatable.

### NBE 098 PREPARATORY MATH®

Non-credit *Course length: 27 hours lecture*

*Advisories: To be taken concurrently with MAT 095, or MAT 106, or MAT 108, or MAT 110 as mandated by AB 705 or as a stand alone supplementary course.*

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. 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. This course is repeatable.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## ORGANIZATION OF THE COLLEGE DISTRICT

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### ADMINISTRATIVE SERVICES

Stephanie Slagan, Vice President of Administrative Services  
James Thomas, Director of Fiscal Services  
Crystal Tautala, Fiscal Services Specialist  
Julene Marquez, Business Services Technician I

### ADMISSION & RECORDS

Shelley Hamilton, Director of Admissions & Records  
Noelle McMillin, Admissions & Records Evaluator  
Sandra Dagnino, Admissions & Records Technician III  
Kelley Haynes, Admissions & Records Technician II  
Elena Rodriguez, Admissions & Records Technician I

### CAREER, TECHNICAL & CONTINUING EDUCATION

Maria Lopez, CWE Coordinator/Vocational Career Specialist

### DISABLED STUDENTS PROGRAMS & SERVICES

Hortensia Rivera, DSP&S Coordinator/Counselor  
Ida Naranjo-Hamblen, DSP&S Program Assistant

### DISTANCE LEARNING

Victor Hernandez, Counselor  
Graciela Milke, Correspondence Education Counselor/Coordinator  
Vacant, Instructional Services Technician I  
Brandi Chavez, Instructional Services Technician I

### EXTENDED OPPORTUNITIES PROGRAMS & SERVICES

Maria "Machi" Rivera, EOPS/C.A.R.E. Director  
Lorenzo Lujano, EOPS Counselor Teresa  
Gomez, EOPS/C.A.R.E. Technician I  
Alicia Prieto, Part-time EOPS/C.A.R.E. Technician I

### FINANCIAL AID

Diana Mendez, Director of Financial Aid  
German De La Pena, Financial Aid Technician III  
Rorie Chambers, Financial Aid Technician II  
Veronica Barcenas, Financial Aid Technician I

### HARRY A. FAULL LIBRARY

June Turner, Librarian  
Danya Estrada-Mendez, Library Technician

### HUMAN RESOURCES

Cecilia "Cecy" Garcia, Associate Vice President of Human Resources  
Vicky Lujano, Payroll/Benefits Manager  
Kandus Lechause, Payroll Technician II  
Tera Palmer, Human Resources Technician II

### INFORMATION TECHNOLOGY

Eric Egan, Director of Information Technology  
Rich Soto, Web Services/Network Specialist  
Lamar Arnau, Network and Systems Security Specialist  
Mel Pullen, Help Desk Technician I  
Matthew Pryor, Network Technician II  
Bianca Rodriguez, Part-time Network Technician I



# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## ORGANIZATION OF THE COLLEGE DISTRICT

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### INSTRUCTIONAL AND STUDENT SERVICES

Dr. Scott Bauer, Vice President of Instruction and Student Services  
Biju Raman, Dean of Instruction & Student Services  
Adam Houston, Director of Institutional Research  
Maria Kehl, Manager of Instructional Services  
Jaclyn Randall, Director of Student Success and Equity  
Diana Navarro, Administrative Assistant  
Elizabeth Cockrell, Curriculum and Catalog Specialist  
Esther Grijalva, Instructional Services Technician I  
Staci Lee, Manager of Student Life and Development  
Juan Gonzalez, Instructional Services Technician I  
David Silva, Counselor  
Irma Dagnino, Counselor  
Alice Dean, Part-time CalWORKS Clerk  
Milagros de Jesus, Part-time Instructional Aide  
Maria De Jesus Cebrenos, Part-time Instructional Aide  
Ryan Copple, Interim Athletics Director

### MAINTENANCE

Shad Lee, Director of Facilities & Operations  
Mario Hale, Supervisor of Maintenance Custodial & Grounds  
Jesus "Chuy" Ayala, Maintenance/Groundskeeper II  
Francisco Gulliver, Maintenance/Groundskeeper I  
Eric Haynes, Maintenance/Groundskeeper I  
Patricia Sobarzo-Vaca, Part-time Custodian  
Martha Celaya, Part-time Custodian  
Elena Villanueva-Duran, Part-time Custodian

### NEEDLES CENTER

Lale Cilenti-Arac, Dean, Needles Center  
Cathleen Stubblefield, Project Coordinator of CAEP  
Jeanie Johnson, Administrative Assistant  
Robert VanDyne, Help Desk Technician I (Needles Center)  
Albert Brambila, Maintenance/Groundskeeper II  
Alejandro Clark, Project Coordinator of CAEP (Blythe Center)

### NURSING & ALLIED HEALTH

Theresa Cicci, Associate Dean of Nursing & Allied Health  
Silvia Lainez, Instructional Services Technician I

### PVC (DON KUYKENDALL) CHILD DEVELOPMENT CENTER

Dana Rethwisch, Site Supervisor/Teacher Child Development Center  
Edna Garcia, Child Development Center Teacher  
Lorenia Becerril, Child Development Center Teacher  
Claudia Delgado, Instructional Aide  
Llubia Estrada, Instructional Aide  
Linda Dewbre, Instructional Aide  
Ana Luna, Instructional Aide  
Maricela Sanchez, Instructional Aide  
Laura Felix, Instructional Aide  
Janet Lopez Maciel, Instructional Aid  
Maria Canchola, Cook

### SUPERINTENDENT/PRESIDENT

Donald G Wallace, PhD, Superintendent/President  
Denise Hunt, Executive Assistant to the Superintendent/President  
Carrie Mullion, Executive Assistant to the Superintendent/President & Board of Trustees

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## FULL-TIME FACULTY

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BAVARO-RICCI, Anjela (2018)..... A.S. Palo Verde College	Nursing Instructor
BOIRE, Joseph D. (1988)..... Undergraduate Study, Columbia Junior College University of California, Riverside A.S., Palo Verde College	Welding Instructor
BROWN, Teh-Min (2005)..... M.S., University of Southern California B.A., Soochow University, Taipei, Taiwan, Republic of China	English/Reading Instructor
Casas, Adrian (2019) ..... M.P.H, Loma Linda University M.S, Concordia University Chicago	Alcohol and Drugs Studies Instructor
CASTILLO, Richard (2007) ..... M.A., Northern Arizona University B.A., Northern Arizona University	English Instructor
COPPLE, Derek (2004)..... A.D.N., College of the Desert	Nursing Instructor
DAGNINO, Irma (2005)..... M.A., Brandman University M.A.Ed., University of Phoenix B.A., Park University A.A., San Diego Mesa College	Counselor
DAVIS, Ashley (2019)..... M.S., San Diego State University	Child Development Instructor
EOFF, Kevin (1991-1998, 2006)..... M.S., Northern Arizona University B.S., Northern Arizona University	History/Political Science Instructor
FAUX-CAMPHELL, Jennifer (2019)..... M.S., Northern Arizona University B.S., Northern Arizona University	Anthropology Instructor
FRID, Sarah (2013)..... M.B.A., Capella University B.A., University of Redlands	Business/Management Instructor
GAMEZ, Maria (2012)..... BA., Ashford University M.A., Grand Canyon University	Non-Credit ESL/Non-credit CIS
GAUBECA, Michael (2005)..... Ph.D., University of Cincinnati M.B.A., University of Cincinnati M.A.I.R., University of Cincinnati B.S., University of Cincinnati	Accounting/Business/Economics Instructor

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## FULL-TIME FACULTY

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HERNANDEZ, Victor (2006)..... M.A.Ed., University of Redlands B.A., San Diego State University	Counselor
HETTIGE, Chaminda (2019) ..... Ph.D, The University of Iowa	Chemistry Instructor
LOZOYA, Calendario Cesar (2015) ..... A.S., ITT Technical Institute	Building Trades Instructor
LILLEY-EDGERTON, Dennese (2002)..... M.A., Winona State University B.A., Winona State University	English/Speech Instructor
LOPEZ, Maria (2014)..... B.A., Cal State University, San Bernardino M.A., Brandman University	CWE/Vocational Career Specialist
LUJANO, Lorenzo (2007) ..... M.S.C / C.C., University of Phoenix B.A., Park University A.A., Palo Verde College	Extended Opportunity Programs & Services Counselor
MARTIN, Rosa (2019)..... M.S., Rutgers The State University of New Jersey	Earth Science Instructor
MARTINEZ, Peter (2004) ..... M.A. Ed., University of Redlands M.B.A., University of Phoenix B.A., Northern Arizona University	Business Instructor
MEDINA, Juan Carlos (2006) ..... M.A., University of Arkansas B.A., University of California, Riverside	Spanish Instructor
MILKE, Graciela (2018) ..... B.S., University of Phoenix M.S., Capella University	Correspondence Education Counselor/Coordinator
PATEL, Nidhi (2017) ..... Ph.D., Colorado School of Mines Graduate Study, University of Illinois B.S., University of Illinois A.S., City Colleges of Chicago	Astronomy/Mathematics Instructor
PETERSON, Scott (2008)..... M.A.Ed., National University B.A., Western Washington University	Computer Information Science Instructor

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## FULL-TIME FACULTY

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- REDWINE, Karen (2013) .....Psychology/Alcohol & Drug Studies Instructor  
Ph.D., Claremont Graduate University  
M.A., CSU San Marcos  
B.A., CSU San Marcos
- RINALDI, Henry (2002).....Automotive Instructor  
Undergraduate Study, University of California, Riverside  
A.S., Palo Verde College
- RIVERA, Hortensia (2001) .....DSP&S Coordinator/Counselor  
M.A.Ed., University of Phoenix  
B.A., Park University
- 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
- SINGLER, Juliette (2015).....Music Instructor  
D.M.A., Claremont Graduate University  
M.M., University of Southern California  
B.A., University of Louisville
- 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



# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## FULL-TIME FACULTY

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STOECKLE, Sioux (2004) .....English/Theatre Arts Instructor  
M.A., California State University, Dominguez Hills  
M.A., Central Washington University  
B.A., 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

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## GLOSSARY OF TERMS

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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.

Advisory - Advisories signify that the acquisition of a body of knowledge or course skills will be of great advantage to a student prior to enrollment in a specific course. However, enrollment in a course to acquire this knowledge or skills is not required, merely recommended.

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.

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.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## GLOSSARY OF TERMS

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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.

Contract Course - a course which a community college district offers under a contract pursuant to Education Code section 78021 with a public or private agency, corporation, association, or other organization.

Counseling – Guidance provided by professional counselors in collegiate, vocational, social, and personal matters.

Corequisite – conditions 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.

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## GLOSSARY OF TERMS

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**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 statewide 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, placement and testing, counseling, and student follow-up.

**Non-credit Basic Skills** - are those courses in reading, writing, computation, and English as a Second Language which are designated by the community college district as noncredit courses pursuant to subdivision (c) of section 55002.

**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 in order to demonstrate current readiness for enrollment in a course or educational program.

**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.



# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## GLOSSARY OF TERMS

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Satisfactory grade -means that, for the course in question, the student's academic record has been annotated with the symbol A, B, C or P as those symbols are defined in section 55023.

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.

## PALO VERDE COMMUNITY COLLEGE DISTRICT ACADEMIC CALENDAR FALL 2019

DAYS OF INSTRUCTION	wk	MON	TUES	WED	THUR	FRI	wk	DESCRIPTION
<b>JULY 2019</b>		1	2	3	4X	5		
		8	9	10	11	12		July 4 - Independence Day
		15	16	17	18	19		July 17 - Last Day to W/D with "W" grade
		22	23	24	25	[26]		July 26 - Last Day of Summer Session
		29	30	31				
<b>AUGUST</b>					1	2		
		5	6	7	8f	9f		August 8 & 9 - Flex Days
	1	<12	13	14	15	16		August 12 - Classes Begin
	2	19	20	21	22	23☉		August 23 - Last Day to Register / Refund
	3	26	27	28	29	30☉		Aug. 30 - Last day to W/D without "W" grade
<u>15</u> DAYS OF INSTRUCTION								
<b>SEPTEMBER</b>	4	2X	3◇	4	5	6		September 2 - Labor Day
	5	9	10	11	12	13		September 3 - Census
	6	16	17	18	19	20		
	7	23	24☉	25	26	27		September 24 - Last day to Elect P/NP grade
	8	30						
<u>20</u> DAYS OF INSTRUCTION								
<b>OCTOBER</b>			1	2	3	4		
	9	7	8	9	10	11*		October 11 - Institute Day
	10	14	15	16	17	18		October 11 - End of 9th Week
	11	21	22	23	24	25		
	12	28	29	30	31			
<u>22</u> DAYS OF INSTRUCTION								
<b>NOVEMBER</b>						1		
	13	4	5	6	7	8		November 11 - Veteran's Day
	14	11X	12	13	14	15☉		Nov. 15 - Last Day to W/D with "W" grade
	15	18	19	20	21	22		November 28-29 - Thanksgiving Break
	16	25	26	27	28X	29X		
<u>18</u> DAYS OF INSTRUCTION								
<b>DECEMBER 2019</b>	17	2	3	4	5	6		
	18	9	10	11	12	[13]		December 9-13 - Finals Week
		16	17	18	19	20		December 13 - Last Day of Classes
		23	24♦	25♦	26♦	27♦		December 24 - January 2 / Winter Break
		30♦	31♦					
<u>10</u> DAYS OF INSTRUCTION								
<b>TOTAL DAYS OF INSTRUCTION (Fall): 85</b>								
X = HOLIDAY FOR ALL			< = INSTRUCTION BEGINS			f = FLEX DAYS FOR INSTRUCTORS		
♦ = HOLIDAY FOR CLASSIFIED			[] = LAST DAY OF CLASSES			* = INSTITUTE DAY		
(+)= HOLIDAY FOR INSTRUCTORS & STUDENTS ONLY			☉ = REG / GRADE DATES			◇ = CENSUS DAYS		

## PALO VERDE COMMUNITY COLLEGE DISTRICT ACADEMIC CALENDAR SPRING 2020

DAYS OF INSTRUCTION	WK	MON	TUES	WED	THUR	FRI	WK	DESCRIPTION
<b>JANUARY 2020</b>  <u>5</u> DAYS OF INSTRUCTION				1♦	2♦	3		December 24 - January 2 / Winter Break
		6	7	8	9	10		January 20 - Dr. Martin Luther King Jr. Day
		13	14	15	16	17		January 23 & 24 - Flex Days
		20X	21	22	23f	24f		January 27 - Classes Begin
	1	<27	28	29	30	31		
<b>FEBRUARY</b>  18 DAYS OF INSTRUCTION	2	3	4	5	6	7☺		February 7 - Last Day to Register / Refund
	3	10	11	12	13☺	14X		Feb. 13 - Last day to W/D without "W" grade
	4	17X	18◇	19	20	21		February 18 - Census
	5	24	25	26	27	28		February 14 - Lincoln Day Observed
<b>MARCH</b>  <u>19</u> DAYS OF INSTRUCTION	6	2	3	4☺	5☺	6		February 17 - President's Day
	7	9	10	11	12	13		March 4 - Last day to Elect P/NP grade
	8	16	17	18	19	20		March 5 - Last day to Petition to Graduate
	9	23	24	25	26	27(+)		March 27 - End of 9th Week
		30X	31X					March 27 - April 3 - Spring Break
<b>APRIL</b>  <u>19</u> DAYS OF INSTRUCTION				1X	2(+)	3(+)		
	10	6	7	8	9	10		
	11	13	14	15	16	17		
	12	20	21	22	23	24		
	13	27	28	29	30			
<b>MAY</b>  <u>20</u> DAYS OF INSTRUCTION						1		
	14	4	5	6	7	8☺		May 8 - Last Day to W/D with "W" grade
	15	11	12	13	14	15		May 25 - Memorial Day
	16	18	19	20	21	22		June 1-5 - Finals Week
<b>JUNE 2020</b>  <u>5</u> DAYS OF INSTRUCTION	17	25X	26	27	28	29		June 5 - Last Day of Classes
	18	1	2	3	4	[5]	6*	June 6 - Graduation/Institute Day
		8	9	10	11	12		June 15-July 24 - Summer Session
	1	<15	16	17	18☺	19☺		June 18 - Last Day to Register / Refund
	2	22◇	23	24	25	26		June 19 - Last day to W/D without "W" grade
3	29	30					June 22 - Census	
<b>TOTAL DAYS OF INSTRUCTION (Spring): 86</b>								
DAYS OF INSTRUCTION	WK	MON	TUES	WED	THUR	FRI	WK	DESCRIPTION
<b>JULY 2020</b>				1	2X	3		July 2 - Independence Day Observed
	4	6	7	8	9	10		July 15 - Last Day to W/D with "W" grade
	5	13	14	15☺	16	17		
	6	20	21	22	23	[24]		July 24 - Summer Session Ends
		27	28	29	30	31		

TOTAL DAYS OF INSTRUCTION (Summer): 29

# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

APPLY ONLINE FROM ANYWHERE!

WWW.PALOVERDE.EDU

1. Apply Online Using CCC Apply
2. Attend Online Orientation
3. Request Transcript (from previous schools attended)
4. Apply For Financial Aid
5. Guided Self Placement
- 6 Register (Go to PVC Services to get started)

760.921.5500

The screenshot shows the Palo Verde College PVC Services website. The header includes the college logo and name, along with navigation links for LOG IN, MAIN MENU, and CONTACT US. The main content area features a 'main menu' sidebar and a central navigation panel with buttons for Prospective Students, Students, and Faculty. A 'Welcome Guest!' message is displayed, along with information about 'Open Registration' and instructions on how to search for class sections. The footer contains links for 'I'm New to PVC Services' and 'What's My Password?', along with the WebAdvisor 3.2 logo and the text 'POWERED BY ellucian®'.