COLLEGE of the DESERT

PaCE
CATALOG

Partnership and Community Education
Westfield, Palm Desert | codpace@collegeofthedesert.edu | 760.776.7420

Contents

Courses:

About PaCE

College of the Desert's **Partnership and Community Education** (PaCE) provides outstanding professional development, workforce training, and personal enrichment opportunities that contribute to the success and vitality of our partners, clients and learners.

Located in **Westfield Palm Desert**, PaCE is designed to:

- Partner with the business community to equip employees and incumbent workers with skills to meet the needs of Coachella Valley businesses

- Collaborate with workforce development partners to prepare the local labor pool for emerging and in-demand industries

- Engage the expertise of subject matter experts to provide cost-efficient, skills-based training solutions for businesses and individuals

- Foster strategic partnerships to share best practices and to leverage funding and other resources

- Serve as a trusted resource for emerging industries and emerging instructional programs

- Provide lifelong learning and personal enrichment for Coachella Valley residents

Individuals

If you are seeking professional skills, online education, proctor services, or personal enrichment opportunities - you are in the right place! Our Menu of Services is on the left.

Employers

If you are a business owner or employer looking for professional development opportunities for yourself or your employees, we are your solution. We provide needs assessments, customized training, and other business solutions to meet your specific needs.

Facility Use

At PaCE, Business partners can schedule a classroom, conference room, or the computer lab on a fee-based, as-available basis.

Contact Us

Phone: (760)776-7420
Email: codpace@collegeofthedesert.edu
Visit: 72840 Highway 111, Ste. C-101, Palm Desert, CA 92260
Web: www.collegeofthedesert.edu/PaCE
Facebook: www.facebook.com/CODPaCE

COLLEGE of the DESERT
Partnership and Community Education

PROFESSIONAL DEVELOPMENT

ALLIED HEALTH

Pharmacy Technician Certification   *WIOA* $3,195

This 300-hour program prepares students for employment & national certification through the PTCB. Training program includes classroom lecture, online instruction and externship.

Clinical Medical Assistant   *WIOA* $2,599

This program will prepare you to assist physicians with clinical functions of a medical office & to sit for the CCMA examination. Training program includes classroom lecture and externship for 300 training hours.

Phlebotomy Technician   *WIOA* $2,895

Upon successful completion, you will have met all of California's requirements to become a Certified Phlebotomy Technician.

Physical Therapist Aide   *WIOA* $1,499

This program prepares you for general responsibilities of a PTA.

Veterinary Assistant   *WIOA* $3,195

This training will give you the skills to provide medical care for sick or injured animals.

BUSINESS & FINANCE

Introduction to QuickBooks 2014 $149

This course will teach you the skills that are needed to manage transactions and finances for your business.

Notary Public $105 + $40 Exam Fee

This course will provide participants with the knowledge & professional skills necessary to become a CA Notary Public.

Loan Signing Agent $105 + $30 Exam Fee

Participants will be prepared to deliver loan documents to borrowers, oversee the signing and return the documents.

BAR Smog Update $275

The training will cover smog check program updates, diesel fundamentals and diagnostics, & hands on interactive learning.

Dermagraphic Technician with Microblading
WIOA $8,000

This 225-hour program is for individuals interested in the fields of: Permanent Cosmetic Application, Dermagraphics, Micro-Pigmentation, Scar Revision & Tattoo Removal, and Microblading.

Professional Security Officer Training   *WIOA* $2,900

This training course follows the AB2880 that meet the State requirements. Training includes Baton and Taser, and Firearms.

Guard Card ONLY or School Security $450

This training follows the State requirements to obtain a Guard Card or School Security certificate (price is for each class)

Solar Photovoltaic   *WIOA*

The training will teach you the fundamental knowledge and skills for becoming part of the solar energy workforce & certification through the NABCEP

COMPUTERS

Computer Literacy $99

Learn the fundamentals needed for a fast changing workplace.

Keyboarding $275

Learn how to type-by-touch the alphabetic and numeric keys.

Microsoft ACCESS Level I $149

Learn the basics of a data base management system.

Microsoft ACCESS Level II $149

Create advanced queries, macros & sub macros

Microsoft WORD Level I – Basic $149

Learn keyboard shortcuts, formatting, page layout & the insertion of graphics

Microsoft WORD Level II - Intermediate $149

Create tables, work with tabs & the new features, & learn about MS Word's building blocks, styles & themes

Microsoft EXCEL Level I - Basic $149

Create, edit & print worksheets, & create charts & graphs

Microsoft EXCEL Level II $149

Create comprehensive worksheets using advanced Excel techniques 3-D references, sorting, filtering, linking & subtotals

Microsoft PowerPoint $149

Develop the skills necessary to effectively create presentations

Microsoft Outlook $149

Utilize messages, calendars, contacts & tasks

TAKE 2 MICROSOFT TRAININGS FOR $275

PERSONAL ENRICHMENT

Basics of Film Production $149

For individuals interested in basic video production for work or fun and as a pathway to the COD Certificate in Basic Film Production. Taught by Independent Filmmaker, Vincent Sassone.

Total Body Wellness $99

Understanding Natural Health: NEW You (Nutrition, Exercise, & Water) Learn how to be healthy at any age!

CPR & Basic Life Support (BLS) $85

This training includes CPR, AED, Single-Rescuer & Team BLS Skills

American Heart Association

Learn and Live

IN-CLASS WORKSHOPS & CAREER TRAINING

1 Go **online** to: https://codpace@asapconnected.com Click on *search for a class* & enter the course name, or click on 'Training Programs' & choose the area you would like to study. Click on the title of the class to get a description for more information.

2 After you decide which class(es) you want, click on 'Register Now!', after you are finished selecting your courses click 'Checkout'. New registrants click on 'Create New Account', returning customers enter username (your email address) & password (codpace).

3 Pay for your courses and you are registered!

REGISTRATION:

Online: http://codpace.asapconnected.com | **Call**: (760) 776-7420

All courses and fees in this catalog are subject to change without prior notice, if necessary, to keep College policies in compliance with State and Federal laws.

CLINICAL MEDICAL ASSISTANT

DERMAGRAPHIC TECHNICIAN

KEYBOARDING

PHARMACY TECHNICIAN

SECURITY GUARD

COMPUTER LITERACY

PHLEBOTOMY TECHNICIAN

NOTARY PUBLIC

MICROSOFT OFFICE

VETERINARY ASSISTANT

INTRO TO QUICKBOOKS

BLS & CPR

ONLINE

Looking to update your skills or discover a new career path? Begin here & now!
Our online courses are convenient, affordable & effective.
Learn at YOUR own PaCE & convenience with these classes!

ONLINE SHORT-TERM TRAININGS

REGISTRATION:

1. Go **online** to: **www.ed2go.com/cod**
   Click on *search for a courses* & enter the course name, or click on the area you would like to study. Click on the title of the class to get a description for more information.
2. If you are indecisive click 'View Demo' for a free lesson to see what the course has to offer.
3. After you decide which class(es) you want, click on 'Enroll Now'. After you are finished selecting your start date click 'Continue Enrollment'. **New?** Click on 'Create A New Account'. **Returning?** Enter username & password.
4. Pay for your courses and you are registered!

ACCOUNTING & FINANCE

EXCEL				
Introduction - 2010, 2013, or 2016	$ 115	Accounting Fundamentals	$ 115
Intermediate - 2010, 2013, or 2016	$ 115	Accounting Fundamentals II	$ 115
Advanced - 2010, 2013, or 2016	$ 115	Accounting Fundamentals Series	$ 190
Accounting with Excel Suite	$ 365	Financial Analyst Suite	$ 365
Microsoft Excel - Pivot Tables	$ 115	Introduction to Crystal Reports	$ 115
Microsoft Excel 2016 Series	$ 325	Microsoft Office 2016 Value Suite	$ 360
QUICKBOOKS		Keys to Successful Money Management	$ 115
Introduction - 2013, 2014, 2015, 2016, or 2017	$ 115	Personal Finance	$ 115
Intermediate - 2013, 2014, 2015, 2016, or 2017	$ 115	Introduction to Stock Options	$ 115
Introduction to QuickBooks Online	$ 115	Stock Trading Suite	$ 290
Performing Payroll - 2013, 2014, or 2015	$ 115	Stocks, Bonds, and Investing: Oh, My!	$ 115
QB for Contractors - 2013, 2014, or 2015	$ 115	Real Estate Investing	$ 115
QB 2016 Series	$ 215	Real Estate Suite	$ 290
QB 2017 Series	$ 215	Where Does All My Money Go?	$ 115

BUSINESS

Building Teams That Work	$ 115	Employment Law Fundamentals	$ 115
Effective Business Writing	$ 115	Leadership	$ 115
Fundamentals of Technical Writing	$ 115	Managing Customer Service	$ 115
Interpersonal Communication	$ 115	Mastering Public Speaking	$ 115
Jump-Start Your Career With LinkedIn	$ 115	Supply Chain Management Fundamentals	$ 115
Keys to Effective Communication	$ 115	Understanding the HR Function	$ 115
Writing Essentials	$ 115	Introduction to Nonprofit Management	$ 115
PMP Certification Prep 1	$ 120	Marketing Your Nonprofit	$ 115
PMP Certification Prep 2	$ 120	Starting a Nonprofit	$ 115
Project Management Applications	$ 115	Nonprofit Fundraising Essentials	$ 115
Project Management Fundamentals	$ 115	Wow, What a Great Event!	$ 115
High Speed Project Management	$ 115	Distribution and Logistics Management	$ 115
Effective Selling	$ 115	Individual Excellence	$ 115

BUSINESS (cont.)

Administrative Assistant Applications	$ 115		Manufacturing Fundamentals	$ 115
Administrative Assistant Fundamentals	$ 115		Mastery of Business Fundamentals	$ 115
Computer Skills for the Workplace	$ 115		Purchasing Fundamentals	$ 115
Introduction to Windows 7	$ 115		Total Quality Fundamentals	$ 115
Introduction to Windows 8	$ 115		A to Z Grant Writing	$ 115
Introduction to Microsoft Access 2010	$ 115		Advanced Grant Proposal Writing	$ 115
Introduction to Microsoft Access 2013	$ 115		Becoming a Grant Writing Consultant	$ 115
Intermediate Microsoft Access 2010	$ 115		Get Grants!	$ 115
Intermediate Microsoft Access 2013	$ 115		Writing Effective Grant Proposals	$ 115
Introduction to Microsoft Outlook 2010	$ 115		Business and Marketing Writing	$ 115
Introduction to Microsoft Outlook 2013	$ 115		Designing Effective Websites	$ 115
Introduction to Microsoft PowerPoint 2010	$ 115		Introduction to Google Analytics	$ 115
Introduction to Microsoft PowerPoint 2013	$ 115		Achieving Top Search Engine Positions	$ 115
Introduction to Microsoft Project 2010	$ 115		Fundamentals of Supervision and Mgmt	$ 115
Introduction to Microsoft Project 2013	$ 115		Fundamentals of Supervision and Mgmt II	$ 115
Introduction to Microsoft Publisher 2010	$ 115		Achieving Success with Difficult People	$ 115
Introduction to Microsoft Publisher 2013	$ 115		Creating a Successful Business Plan	$ 115
Introduction to Microsoft Word 2010	$ 115		Marketing Your Business on the Internet	$ 115
Introduction to Microsoft Word 2011 Mac	$ 115		Professional Sales Skills	$ 115
Introduction to Microsoft Word 2013	$ 115		Small Business Marketing on a Shoestring	$ 115
Intermediate Microsoft Word 2010	$ 115		Using Social Media in Business	$ 115
Intermediate Microsoft Word 2013	$ 115		Starting Your Business in Health & Healing	$ 81
			Growing Plants for Fun and Profit	$ 115
			How to Make Money From Your Writing	$ 115
			Introduction to Interior Design	$ 115
			Introduction to Internet Writing Markets	$ 115
			Learn to Buy and Sell on eBay	$ 115
			Secrets of the Caterer	$ 115
			Start a Pet Sitting Business	$ 115
			Start & Operate Your Home-Based Business	$ 115
Introduction to Business Analysis	$ 115		Start Your Own Arts and Crafts Business	$ 115
Business Finance for Non-Finance Personnel	$ 115		Start Your Own Gift Basket Business	$ 115
Manufacturing Applications	$ 115		Start Your Own Small Business	$ 115
Six Sigma: Total Quality Applications	$ 115		Starting a Consulting Practice	$ 115

BECOME A SUCCESSFUL OFFICE ASSISTANT!

COLLEGE READINESS

Introduction to Algebra	$ 115		Introduction to Chemistry	$ 115
Introduction to Statistics	$ 115		GMAT Preparation	$ 115
Math Refresher	$ 115		GRE Preparation - Part 1 (Verbal & Analytical)	$ 115
Medical Math	$ 115		GRE Preparation - Part 2 (Quantitative)	$ 115
Prepare for the GED Math Test	$ 115		Prepare for the GED Test	$ 115
Human Anatomy and Physiology	$ 115		SAT/ACT Preparation - Part 1	$ 115
Human Anatomy and Physiology II	$ 115		SAT/ACT Preparation - Part 2	$ 115
Introduction to Biology	$ 115			

ENHANCE YOUR SKILLS AND REGISTER TODAY!

COLLEGE of the DESERT

COMPUTER APPLICATIONS

Intermediate Dreamweaver CS6	$ 115	Introduction to Photoshop CC	$ 115
Intermediate Flash CS6	$ 115	Introduction to Photoshop CS5	$ 115
Intermediate InDesign CC	$ 115	Introduction to Photoshop CS6	$ 115
Intermediate Photoshop CC	$ 115	Photoshop CC for the Digital Photographer	$ 115
Intermediate Photoshop CS5	$ 115	Photoshop CC for the Digital Photographer II	$ 115
Intermediate Photoshop CS6	$ 115	Photoshop CS6 for the Digital Photographer	$ 115
Introduction to Adobe Acrobat X	$ 115	Photoshop CS6 for the Digital Photographer II	$ 115
Introduction to Adobe Edge Animate	$ 115	Photoshop Elements 11 for the Dig. Photo.	$ 115
Introduction to Digital Scrapbooking	$ 115	Photoshop Elements 11 for the Dig. Photo. II	$ 115
Introduction to Dreamweaver CS6	$ 115	Photoshop Elements 12 for the Dig. Photo.	$ 115
Introduction to Flash CS6	$ 115	Photoshop Elements 12 for the Dig. Photo. I	$ 115
Introduction to Illustrator CS6	$ 115	Photoshop Elements 13 for the Dig. Photo.	$ 115
Introduction to InDesign CC	$ 115	Photoshop Elements 13 for the Dig. Photo. II	$ 115
Introduction to InDesign CS6	$ 115	What's New in Microsoft Office 2010	$ 115
Introduction to Lightroom 4	$ 115	What's New in Microsoft Office 2013	$ 115
Introduction to Lightroom 5	$ 115	Introduction to CorelDRAW X5	$ 115
Introduction to Lightroom CC	$ 115		

DESIGN & COMPOSITION

Discover Digital Photography	$ 115	Introduction to Final Cut Pro X	$ 115
Mastering Your Digital SLR Camera	$ 115	Advanced CSS3 and HTML5	$ 115
Photographing Nature w/ Your Digital Camera	$ 115	Create jQuery Mobile Websites/Dreamweaver	$ 115
Photographing People w/ Your Digital Camera	$ 115	Creating WordPress Websites	$ 115
Secrets of Better Photography	$ 115	Intermediate CSS3 and HTML5	$ 115
Travel Photography for the Dig. Photographer	$ 115	Intermediate WordPress Websites	$ 115
Advanced Web Pages	$ 115	Introduction to CSS3 and HTML5	$ 115
Creating Web Pages	$ 115	Introduction to JavaScript	$ 115
How to Get Started in Game Development	$ 115	Responsive Web Design	$ 115
Introduction to Camtasia Studio 8	$ 115		

HEALTHCARE & MEDICAL

Certificate in Brain Health	$ 81		
Cert. in Complementary & Integrative Health	$ 159		
Certificate in Healing Environments	$ 111		
Certificate in Meditation	$ 83		
Certificate in Spirituality, Health, and Healing	$ 225		
Certificate in Stress Management	$ 99	Certificate in Food, Nutrition, and Health	$ 111
Introduction to Natural Health and Healing	$ 115	Certificate in Gerontology	$ 165
Become a Physical Therapy Aide	$ 115	Certificate in Healthy Aging	$ 80
Become an Optical Assistant	$ 115	Certificate in Holistic and Integrative Health	$ 293
Explore a Career as a Pharmacy Technician	$ 115	Cert. in Holistic Integrative Hlth: Foundations 1	$ 99
Explore a Career as an Admin. Medical Assist.	$ 115	Cert. in Holistic Integrative Hlth: Foundations 2	$ 81
Explore a Career in Medical Coding	$ 115	Cert. in Holistic Integrative Hlth: Foundations 3	$ 69
Explore a Career in Medical Transcription	$ 115	Certificate in Integrative Mental Health	$ 135
Legal Nurse Consulting	$ 115	Cert. in Pain Assessment and Management	$ 87
Certificate in End of Life Care	$ 165	Certificate in Perinatal Issues	$ 135

DISCOVER YOUR CAREER TODAY!

HEALTHCARE & MEDICAL (cont.)

Explore a Career in Medical Writing	$ 115	Spanish for Medical Professionals	$ 115
Explore a Career in Nursing	$ 115	Spanish for Medical Professionals II	$ 115
Handling Medical Emergencies	$ 115	Become a Veterinary Assistant	$ 115
Medical Term.: A Word Association Approach	$ 115	Become a Vet. Assist. II: Canine Reproduction	$ 115
HIPAA Compliance	$ 115	Become a Veterinary Assist. III: Practical Skills	$ 115

LANGUAGE ARTS

Drawing for the Absolute Beginner	$ 115	An Introduction to Teaching ESL/EFL	$ 115
Introduction to Guitar	$ 115	Beginning Conversational French	$ 115
Music Made Easy	$ 115	Conversational Japanese	$ 115
Advanced Fiction Writing	$ 115	Discover Sign Language	$ 115
Beginning Writer's Workshop	$ 115	Easy English 1	$ 115
Introduction to Journaling	$ 115	Easy English 2	$ 115
Introduction to Screenwriting	$ 115	Easy English 3	$ 115
Mystery Writing	$ 115	Enhancing Language Development in Childhood	$ 115
Publish and Sell Your E-Books	$ 115	Grammar for ESL	$ 115
Research Methods for Writers	$ 115	Instant Italian	$ 115
Romance Writing	$ 115	Practical Ideas for the Adult ESL/EFL Classroom	$ 115
The Craft of Magazine Writing	$ 115	Spanish for Law Enforcement	$ 115
The Keys to Effective Editing	$ 115	Spanish in the Classroom	$ 115
Travel Writing	$ 115	Speed Spanish	$ 115
Write Fiction Like a Pro	$ 115	Speed Spanish II	$ 115
Write Your Life Story	$ 115	Speed Spanish III	$ 115
Writeriffic: Creativity Training for Writers	$ 115	Teaching ESL/EFL Grammar	$ 115
Writing for Children	$ 115	Teaching ESL/EFL Reading	$ 115
Writing for ESL	$ 115	Teaching ESL/EFL Vocabulary	$ 115
Writing Young Adult Fiction	$ 115	Beginner's Guide to Getting Published	$ 115

LAW & LEGAL

Workers' Compensation	$ 115	LSAT Preparation - Part 1	$ 115
Introduction to Criminal Law	$ 115	LSAT Preparation - Part 2	$ 115
Real Estate Law	$ 115	Explore a Career as a Paralegal	$ 115

PERSONAL DEVELOPMENT

Assisting Aging Parents	$ 115	Teaching Students With Learning Disabilities	$ 115
Common Core Standards for English LA K-5	$ 115	Teaching Writing: Grades K-3	$ 115
Content Literacy: Grades 6-12	$ 115	Understanding Adolescents	$ 115
Empowering Students With Disabilities	$ 115	Happy and Healthy Pregnancy	$ 115
Genealogy Basics	$ 115	Lose Weight and Keep It Off	$ 115
Homeschool With Success	$ 115	Start Your Own Edible Garden	$ 115
Luscious, Low-Fat, Lightning-Quick Meals	$ 115	Listen to Your Heart, and Success Will Follow	$ 115
Managing Life as a Single Parent	$ 115	Resume Writing Workshop	$ 115
Marriage and Relationships: Keys to Success	$ 115	Twelve Steps to a Successful Job Search	$ 115
Navigating Divorce	$ 115	Grammar Refresher	$ 115
Ready, Set, Read!	$ 115	Get Assertive!	$ 115
Response to Intervention: Reading Strategies	$ 115	Get Funny!	$ 115
SM Strategies: Adv Model Drawing, Grades 6-9	$ 115	Merrill Ream Speed Reading	$ 115

PERSONAL DEVELOPMENT (cont.)

SM Strategies: Model Drawing, Grades 1-6	$ 115
SM: Num. Sense & Computational Strategies	$ 115
Teaching Preschool: A Yr. of Inspiring Lessons	$ 115
Skills for Making Great Decisions	$ 115
The Analysis and Valuation of Stocks	$ 115

TEACHING & EDUCATION

Blogging and Podcasting for Beginners	$ 115		
Creating a Classroom Website	$ 115	Creating the Inclusive Classroom	$ 115
Integrating Technology in the Classroom	$ 115	Differentiated Instruction in the Classroom	$ 115
Microsoft PowerPoint 2013 in the Classroom	$ 115	Differentiating K-12 Assessments	$ 115
Teaching Smarter With SMART Boards	$ 115	Solving Classroom Discipline Problems	$ 115
Using the Internet in the Classroom	$ 115	Solving Classroom Discipline Problems II	$ 115
Teaching Math: Grades 4-6	$ 115	Survival Kit for New Teachers	$ 115
Guided Reading and Writing	$ 115	Teaching Adult Learners	$ 115
Guided Reading: Differentiated Classroom	$ 115	Teaching High School Students	$ 115
Teaching Writing: Grades 4-6	$ 115	Teaching Students With ADHD	$ 115
Teaching Science: Grades 4-6	$ 115	Teaching Students With Autism	$ 115
Praxis Core Preparation	$ 115	The Creative Classroom	$ 115
Creating Classroom Centers	$ 115	The Differentiated Instruction & Response	$ 115

TECHNOLOGY

Advanced CompTIA A+ Certification Prep	$ 125	Introduction to Java Programming	$ 115
Basic CompTIA A+ Certification Prep	$ 125	Introduction to PHP and MySQL	$ 115
CompTIA Network+ Certification Prep	$ 125	Introduction to Python 2.5 Programming	$ 115
CompTIA Security+ Certification Prep 1	$ 125	Introduction to Python 3 Programming	$ 115
CompTIA Security+ Certification Prep 2	$ 125	Introduction to Visual Basic	$ 115
Intermediate CompTIA A+ Certification Prep	$ 125	Mac, iPhone, and iPad Programming	$ 115
Introduction to PC Troubleshooting	$ 115	Intermediate Oracle	$ 115
Introduction to Programming	$ 115	Intermediate SQL	$ 115
Introduction to XML	$ 115	Introduction to Database Development	$ 115
Keyboarding	$ 115	Introduction to Oracle	$ 115
Creating Mobile Apps with HTML5	$ 115	Introduction to SQL	$ 115
Intermediate C+ Programming	$ 115	Intermediate Networking	$ 115
Intermediate Java Programming	$ 115	Introduction to Networking	$ 115
Intermediate PHP and MySQL	$ 115	Understanding the Cloud	$ 115
Intermediate Visual Basic	$ 115	Wireless Networking	$ 115
Introduction to Ajax Programming	$ 115	Advanced PC Security	$ 115
Introduction to ASP.NET	$ 115	Introduction to PC Security	$ 115
Introduction to C+ Programming	$ 115	Write Effective Web Content	$ 115
Introduction to C++ Programming	$ 115		

WRITING & PUBLISHING

Write and Publish Your Nonfiction Book	$ 115
Writing the Fantasy Novel	$ 115

Popular classes fill-up quickly, & low-enrolled classes may be cancelled

ONILNE Registration is open 24 hours a day 365 days a year! Register online TODAY!

ONLINE CAREER TRAINING PROGRAMS

REGISTRATION:

1 Go **online** to: http://careertraining.ed2go.com/desertcc/
   Click on *Search Our Programs* & enter the course name, or click on the area you would like to study. Click on the title of the class to get a description for more information.

2 After you decide which class(es) you want, click on 'Next Step', after you are finished filling in your information, click 'Register Now'.

3 Enter your payment information and click 'Purchase Program'.

4 Your login information will be emailed to you within 48 hours & you are ready to begin your career training!

BUSINESS & PROFESSIONAL

Administrative Professional*	$ 695	Microsoft Outlook 2013 Certification Training	$ 595
Admin Prof with MS Office 2007 Master	$1,995	Microsoft PowerPoint 2010 Certification	$ 595
Admin Prof with MS Office 2010 Master*	$1,995	Microsoft PowerPoint 2013 Certification	$ 595
Admin Prof with MS Office 2013 Master*	$1,995	Microsoft Project 2007	$ 795
Admin Prof with MS Office Specialist 2007	$2,395	Microsoft Project 2010	$ 795
Admin Prof with MS Office Specialist 2010*	$2,395	Microsoft SharePoint 2010 Certification	$ 795
Admin Prof with MS Office Specialist 2013*	$2,395	Microsoft Word 2010 Certification Training	$ 595
Building Analyst Quick Start	$1,395	Microsoft Word 2013 Certification Training	$ 595
Certified Bookkeeper*	$1,995	Non-Profit Management	$2,295
Certified Global Business Professional	$2,495	Nutrition for Optimal Hlth, Wellness, & Sports	$2,595
Certified Green Supply Chain Professional*	$1,595	OMCP Search Marketing Professional	$1,995
Certified Indoor Air Quality Manager*	$ 795	OMCP Digital Analytics and Conversion Prof.	$1,795
Certified Indoor Environmentalist Prep	$ 895	OMCP Digital Analytics and Conversion Prof.	$1,995
Certified Mediator and Arbitrator	$3,495	OMCP Email Marketing and Automation Prof.	$1,795
Cert. Mediator & Conflict Resolution Specialist	$3,495	OMCP Email Marketing and Automation Prof.	$1,995
Certified Protection Officer	$ 850	OMCP Paid Search Professional	$1,795
Certified Residential Interior Designer	$1,995	OMCP Paid Search Professional	$1,995
Certified Wedding Planner	$1,595	OMCP Search Marketing Professional	$1,795
Chartered Tax Professional	$1,895	OMCP Social and Mobile Marketing Prof.	$1,795
Chartered Tax Professional for CA Residents	$1,995	OMCP Social and Mobile Marketing Prof.	$1,995
Child Development Associate Training	$ 850	Paralegal	$1,995
Child Development Associate Training Renewal	$ 499	Pay Per Click Marketing	$1,495
Entrepreneurship: Start-Up & Owner Mgmt	$2,095	Payroll Practice and Management	$1,795
Event Management and Design	$1,995	Performing Comprehensive Building Assess.	$ 895
Fitness Business Management	$2,595	Personal Training and Group Exercise Training	$2,595
Freight Broker/Agent Training*	$1,895	Physical Therapy Aide	$1,895
Grant Writing	$2,295	Preston Bailey's Fundamentals of Floral Design	$1,695
Graphic Design with Photoshop	$1,995	Preston Bailey's Intermediate Floral Design	$1,895
Graphic Design with Photoshop, Software Incl.	$2,295	Preston Bailey's Signature Wedding & Event	$1,795
Help Desk Analyst: Tier 1 Support Specialist	$1,495	Principles of Green Buildings	$ 795
Human Resources Professional	$1,795	Professional Bookkeeping QuickBooks 2012*	$1,895
Lean Mastery	$1,895	Professional Bookkeeping QuickBooks 2013*	$1,895

BUSINESS & PROFESSIONAL (cont.)

Program	Price	Program	Price
Legal Secretary	$2,295		
Management for IT Professionals	$2,295		
Management Training	$2,295		
Mastering Project Mgmt. MS Project 2010	$1,695		
Mastering Project Management w/ PMP Prep	$1,295		
Microsoft Access 2007	$ 595		
Microsoft Access 2010 Certification Training	$ 595		
Microsoft Excel 2007	$ 595		
Microsoft Excel 2010 Certification Training	$ 595		
Microsoft Excel 2013 Certification Training	$ 595	Screenwriting for Film and Television	$1,595
Microsoft Office 2007 Master	$1,695	Search Engine Marketing	$1,895
MS Office 2010 Master Certification Training	$1,695	Search Engine Optimization	$1,495
Microsoft Office 2013 Master*	$1,695	Senior Certified Sustainability Professional	$2,495
Microsoft Office Specialist 2010 (MOS) Cert. *	$1,995	Six Sigma Black Belt	$2,695
Microsoft Outlook 2007	$ 595	Six Sigma Green Belt	$1,895
Microsoft Outlook 2010 Certification Training	$ 595	Start Your Own Business	$1,895
Professional Interpreter	$ 995	Technical Writing	$1,795
Project Management Essentials CAPM Prep	$1,195	Complete Project Manager CAPM PMP Prep*	$1,995
Purchasing and Supply Chain Management*	$2,295	Complete Project Manager MS Project 2010*	$2,295
Records Management Certificate	$1,595	Travel Agent Training	$1,795

CAREER ONLINE HIGH SCHOOL

Program	Price	Program	Price
HS Diploma w Cert. Protection Officer Training	$1,295	HS Diploma With General Career Preparation	$1,295
HS Diploma w Certified Transportation Srvcs.	$1,295	HS Diploma With Homeland Security Training	$1,295
High School Diploma With Child Care Training	$1,295	HS Diploma With Office Management Training	$1,295
HS Diploma with Food & Customer Srvc. Skills	$1,295	HS Diploma with Retail Customer Service Skills	$1,295

HEALTHCARE & FITNESS

Program	Price	Program	Price
Administrative Dental Assistant	$1,795	Certified National Pharmaceutical Rep	$1,795
Admin. Med Specialist, Med Billing & Coding*	$1,995	Certified Personal Trainer	$ 995
Admin. Med Specialist w/ Med B & C + Term*	$2,495	Clinical Dental Assistant	$1,995
Advanced Coding for the Physician's Office	$1,595	CompTIA Healthcare IT Technician	$1,595
Advanced Hospital Coding and CCS Prep	$1,895	ICD-10 Medical Coding	$1,795
Advanced Personal Fitness Trainer	$2,795	Medical Billing and Coding*	$1,795
		Medical Billing & Coding + Med. Terminology*	$1,995
		Medical Terminology	$ 795
		Medical Transcription	$1,795
		Medical Transcription + Medical Terminology	$1,995
		Optician Certification Training	$1,895
		Personal Fitness Trainer	$2,295
		Pharmacy Technician*	$1,995
		Veterinary Assistant	$1,995

HOSPITALITY & SERVICE INDUSTRY

Program	Price	Program	Price
Casino Poker Dealer	$1,595	Retail Customer Service Skills Training	$ 850
Food and Customer Service Skills Training	$ 850		

COLLEGE of the DESERT

IT & SOFTWARE DEVELOPMENT

3ds max	$1,695	MCSA: Server 2012	$2,195
Android Application Developer	$1,695	MCSA: SQL Server 2008	$1,995
AutoCAD 2015 Certified User	$2,595	MCSA: SQL Server 2012	$1,995
AutoCAD 2015 with AutoCAD 3D*	$3,295	MCSA: Windows 7	$1,995
AutoCAD 3D 2015	$1,695	Microsoft Office Specialist 2013*	$1,995
Cisco CCNA Certification Training	$1,995	MS SharePoint 2013 Certification Training	$ 795
CompTIA A+ Certification Training*	$1,695	Microsoft Web Developer	$1,995
CompTIA Cert.: A+, Network+, Security+*	$3,495	Mobile and Desktop Web Developer	$2,995
CompTIA Network+ Certification Training	$1,495	Mobile Web Developer	$2,295
CompTIA Security+ Certification Training	$1,495	Systems Security Certified Practitioner (SSCP)	$1,595
Forensic Computer Examiner	$3,095	Video Game Design and Development	$1,995
Microsoft Access 2013 Certification Training	$ 595	Web Applications Developer	$2,395
MCSA: Server 2008	$2,195	Webmaster	$1,995

MEDIA & DESIGN

Digital Arts Certificate	$ 5,995	Multimedia Arts Certificate	$ 5,995
Marketing Design Certificate	$ 5,995	Web Design Professional	$ 2,995

COLLEGE OF THE DESERT, IN PARTNERSHIP WITH **CENGAGE,** OFFERS ONLINE OPEN ENROLLMENT PROGRAMS DESIGNED TO PROVIDE THE SKILLS NECESSARY TO ACQUIRE PROFESSIONAL LEVEL POSITIONS FOR MANY IN-DEMAND OCCUPATIONS.

SKILLED TRADES & INDUSTRIAL

Biofuel Production Operations	$ 2,595	Natural Gas Plant Operations*	$ 2,595
Carpentry	$ 1,595	Oil Refinery Operations	$ 2,595
Chemical Plant Operations	$ 2,595	Power Plant Operations	$ 2,595
Home Inspection Certificate	$ 2,295	Solar Power Professional	$ 1,895
HVACR Certified Technician*	$ 3,795	Wind Energy Professional	$ 2,395

Workshops

1. Participants are entitled to a **FULL** refund of fees paid if the Workshop is cancelled by the College of the Desert and the participant decides not to transfer to another Workshop.

2. If a participant withdraws from a Workshop, refunds will be processed as follows:

RATE	DEADLINE DATE	REFUND
100%	The Deadline to withdraw from a workshop is up to five (5) business days prior to the start date.	A 100% refund will be issued, less a $25 refund processing fee.
0%	No refund will be issued after five (5) business days prior to the start date.	

Career Training Programs

1. Participants are entitled to a **FULL** refund of fees paid if the Career Training Program is cancelled by the College of the Desert and the participant decides not to transfer to another Career Training Program.

2. If a participant withdraws from a Career Training Program, refunds will be processed as follows:

    *NOTE: *Refund includes the cost of books, tools or supplies if returned not opened or used. If the books have been opened or used they cannot be returned and the participant is responsible for payment, which will be deducted from the refund.*

RATE	DEADLINE DATE	REFUND
100%	The Deadline to withdraw from training to receive a 100% refund is up to five (5) business days prior to the start date.	**Payment in Full**: A 100% refund will be issued, less a $25 processing fee*****. **Payment Plans**: A 100% refund will be issued, less a $100 processing fee*****.
80%	The Deadline to withdraw from training to receive an 80% refund is through the 2nd day of instruction.	**Payment in Full**: An 80% refund will be issued, less a $25 processing fee*****. **Payment Plans**: An 80% refund will be issued based on the total cost of the registration fee, less a $100 processing fee*****.
0%	No refund will be issued after the 2nd instructional day.	

Questions?

Contact PaCE Staff:
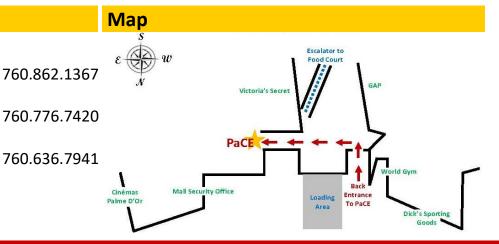
Veronica Izurieta   760.862.1367
Program Manager

Anessa Ramirez   760.776.7420
Senior Office Assistant, Bilingual

Jill Arnold   760.636.7941
Testing Services Technician

Email:
codpace@collegeofthedesert.edu

Map

PaCE partners with the **Riverside County Workforce Development Center** and the **WIN Center Youth Opportunity** to provide workplace skills training funded through the **Workforce Innovation and Opportunity Act** (**WIOA**) for job seekers and incumbent workers to develop skills. To view a list of all WIOA approved trainings, please visit the CalJobs Eligible Training Provider List (ETPL) at https://www.caljobs.ca.gov.

Riverside County Workforce Development Center
44199 Monroe Street
Indio, CA 92201
(760)863-2500

Indio WIN Center Youth Opportunity
45570 Grace Street
Indio, CA 92201
(760)775-2887

Be sure to check out our WIOA* approved programs on pages 3 - 13!

TYPING CERTIFICATION:

Certain positions may require a typing certificate to demonstrate candidates meet the minimum typing requirements for the position.

Most employers require that the certification be in the form of a certificate and clearly states the following:

- Your full name
- Name of the issuing agency
- The date of your test
- Gross typing speed, errors and net typing speed of the test

Cost of Service is $10 and requires an appointment

PROCTORING SERVICES:

For students from other colleges and universities who need to take supervised exams, as well as those needing professional licensure exams, we offer online as well as conventional paper-and-pencil style assessments for the following partners:

to register:

online Register with a VISA, MasterCard or Discover.

fax Acceptable for credit card registrations only. Fax this form to (760)837-9657.

phone Sign up by phone and make a payment via VISA, MasterCard or Discover. Call (760)776-7420

mail Fill out the registration form and send to:
College of the Desert, PaCE
72-840 Highway 111
Suite C-101
Palm Desert, CA 92260

visit College of the Desert, PaCE
Westfield Palm Desert
72-840 Highway 111, Suite C-101
Palm Desert, CA 92260.
Mon-Fri 8:00am-5:00pm

REGISTRATION MUST ARRIVE IN OUR OFFICE TWO WEEKS BEFORE TRAINING STARTS.

Refunds & Cancellations See page 14, *Cancellation and Refund Policy*

Confirmation will be sent via email. We will contact you by phone or email if the session is cancelled or if there are any problems with your registration.

Parking College of the Desert, PaCE offers free parking for all of their trainings. Please contact the PaCE office if your training meets anywhere but the Westfield Palm Desert location prior to the first day of training to arrange for parking.

Class Locations **Please be aware of the location of your training!** Training locations are listed on your receipt of registration.

- ✄

Registration Form

Name: _____   Phone: _____

Address: _____

City: _____   State/Zip: _____

Email: _____

Course #	Course Name	Start Date	Fee

Total: $ _____

Payment Method: ☐ Check *Payable to COD*   ☐ Visa   ☐ MasterCard   ☐ Discover

Card #: _____   Exp Date: _____   Sec Code: _____

Authorized Signature: _____