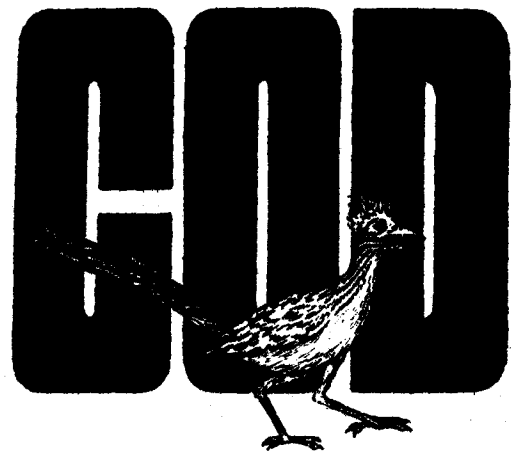




# **COLLEGE OF THE DESERT**



**1975-76**

**CATALOG AND  
ANNOUNCEMENT OF COURSES**

100

100

100

100

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# ACADEMIC CALENDAR

## 1975-1976

### FALL

Sept 1	Labor Day - Holiday
Sept. 8	Faculty Meeting
Sept. 9	Admission Day - Holiday
Sept. 10, 11	Registration & Advising
Sept. 12	Classes Begin
Sept. 19	Last Day for Full-Time Students to Register or Add Classes
Sept. 22	Class Rosters to Faculty
Nov. 11	Veteran's Day - Holiday
Nov. 14	Mid-Semester Grades Due
Nov. 27, 28	Thanksgiving Vacation
Dec. 3	Last Day to Withdraw or Drop Courses Without Grade Responsibility
Dec. 8 - 19	Pre-Registration
Dec. 22 - Jan 2	Christmas Vacation
Jan. 5	Classes Start Again
Jan. 19 - 23	Closed Week to All Activities
Jan 26 - 30	Fall Semester Final Exams
Jan. 30	Fall Semester Ends

### SPRING

Feb. 4, 5	Registration & Advising
Feb. 9	Classes Begin
Feb. 12	Lincoln's Birthday - Holiday
Feb. 16	Washington's Birthday - Holiday
Feb. 17	Class Roster to Faculty
Feb. 17	Last Day for Full-Time Students to Register or Add Classes
April 9	Mid-Semester Grades Due
April 12 - 16	Spring Vacation
April 19	Classes Resume
April 30	Last Day to Withdraw or Drop Courses Without Grade Responsibility
May 10 - 21	Pre-Registration for Fall 1976
May 31	Observance of Memorial Day - Holiday
June 7 - 11	Closed Week to All Activities
June 14 - 18	Spring Semester Final Exams
June 17 or 18	Commencement
June 18	Spring Semester Ends

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### SUMMARY OF SCHOOL DAYS

#### Fall Semester 1975 - 76

September	13
October	23
November	17
December	15
January	<u>20</u>
	88

#### Spring Semester 1976

February	13
March	23
April	17
May	20
June	<u>14</u>
	87
 Total	 175

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September 10, 11  
 December 22 - January 2  
 April 12 - 16  
 June 17 or 18

Registration & Advising  
 Christmas Vacation  
 Spring Vacation  
 Commencement

**1975**

SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
....	1	2	3	4	5	6	....	....	....	1	2	3	4	....	....	....	....	....	....	1	....	1	2	3	4	5	6
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
28	29	30	....	....	....	....	26	27	28	29	30	31	....	23	24	25	26	27	28	29	28	29	30	31	....	....	....
....	....	....	....	....	....	....	....	....	....	....	....	....	....	30	....	....	....	....	....	....	....	....	....	....	....	....	....

**1976**

JANUARY							FEBRUARY							MARCH							APRIL						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
....	....	....	....	1	2	3	1	2	3	4	5	6	7	....	1	2	3	4	5	6	....	....	....	....	1	2	3
4	5	6	7	8	9	10	8	9	10	11	12	13	14	7	8	9	10	11	12	13	4	5	6	7	8	9	10
11	12	13	14	15	16	17	15	16	17	18	19	20	21	14	15	16	17	18	19	20	11	12	13	14	15	16	17
18	19	20	21	22	23	24	22	23	24	25	26	27	28	21	22	23	24	25	26	27	18	19	20	21	22	23	24
25	26	27	28	29	30	31	29	....	....	....	....	....	....	28	29	30	31	....	....	....	25	26	27	28	29	30	....
....	....	....	....	....	....	....	....	....	....	....	....	....	....	....	....	....	....	....	....	....	....	....	....	....	....	....	....

MAY							JUNE							JULY							AUGUST							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
....	....	....	....	....	....	1	....	....	1	2	3	4	5	....	....	....	....	....	1	2	3	1	2	3	4	5	6	7
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	
23	24	25	26	27	28	29	27	28	29	30	....	....	....	25	26	27	28	29	30	31	29	30	31	....	....	....	....	
30	31	....	....	....	....	....	....	....	....	....	....	....	....	....	....	....	....	....	....	....	....	....	....	....	....	....	....	

SEE SUPPLEMENT TO CATALOG FOR DESCRIPTIONS  
 of  
 NEW COURSE OFFERINGS

43-500 Monterey Avenue  
 Palm Desert, California 92260  
 Telephone (714) 346-8041

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# ADMINISTRATION

## BOARD OF TRUSTEES

The members of the Board of Trustees for the College of the Desert are elected by the people of the Coachella Valley Junior College District for a term of four years. The present Board consists of the following persons:

Mrs. Susan Marx, Rancho Mirage. Elected Clerk of the Board 1975. Term expires 1979.

John McFadden, Rancho Mirage. Re-elected Clerk of the Board July 1974. Term expires 1977.

John F. Outcalt, Palm Desert. Appointed 1962 to fill unexpired term of William Cook, resigned. Clerk of the Board 1964 to 1968. Vice President of the Board 1968 to 1972. Re-elected President of the Board July 1974. Term expires 1977.

Raymond R. Rummonds, Indio. Elected 1958. President of the Board 1968 to 1972. Term expires 1979.

Mrs. Helen Staley, Palm Springs. Appointed 1961 to fill unexpired term of William A. Mason, deceased. Clerk of the Board 1968 to 1973. Re-elected Vice President of the Board July 1974. Re-elected 1975. Elected President of the Board 1975. Term expires 1979.

## OFFICERS OF THE COLLEGE

- F. D. Stout, President and District Superintendent
- C. A. Patterson, Dean of Instruction
- M. W. Ellerbroek, Dean of Business Services
- Joseph B. Iantorno, Dean of Students



**GENERAL INFORMATION**



## GENERAL INFORMATION

### PHILOSOPHY

The citizens of this community, to provide opportunities to achieve, through education, a richer and more effective life, established the Coachella Valley Community College District. The district created College of the Desert a two-year, public institution of higher education, dedicated to the concept that individual talent and integrity constitute the nation's most valuable resources and should therefore be developed and protected to the fullest possible extent. This philosophy has dedicated that the College establish as its primary goal the provision of full educational opportunities for the adults of the community, and has instituted the corollary requirement of high standards of performance on the part of all who participate in its benefits.

To achieve this goal, the College has established the following objectives:

1. The establishment of a well-conceived curriculum, rich in content and broad in scope.
2. The selection and retention of a superior faculty capable of outstanding teaching.
3. The establishment and operation of a physical environment conducive to learning.
4. The implementation of a teaching philosophy that places emphasis upon independence of thought and action as essential ingredients of a functioning democracy, and the development of value judgments and self-discipline as the desired product of education.

It is expected of all students that they develop competence in the fundamental processes of reading, writing, speaking, listening, and computation; an appreciation of the scientific method in the solution of problems; an awareness of the unique values of our American heritage, including our democratic way of life, and the primacy of moral concerns; a sense of the inherent responsibilities of citizenship; and an insistent desire to become and to remain vocationally competent. It shall further be incumbent upon all students to manifest their respect for free educational opportunity by reciprocal behavior in the form of regular attendance, exemplary conduct, and diligent application of effort to the end that all may improve themselves and therefore their opportunity to contribute to society in a degree commensurate with their capacity.

### COLLEGE CURRICULUM

The College curriculum is organized around four major areas.

1. Occupational Education--For those students desiring to complete an occupational curriculum within two years, the College will offer technical training and education in all fields where promise of student enrollment justifies the necessary allocation of resources. Individual courses will be offered on the basis of the same principle in those areas where a full curriculum cannot be justified. In both instances the College's aim will be vocational competence for its students with a corollary competency in citizenship.

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

3. Developmental Education--The College will provide developmental programs and courses which will enable students to acquire learning skills necessary for the completion of an educational plan leading to the attainment of the individual's objectives.

4. Personal Enrichment Education--The College recognizes the dignity and worth of each individual and will provide courses which will enable students to explore their potential abilities. The primary objective of these courses is to provide the opportunity for students to improve the quality of their lives by enriching and broadening their horizons.

### Occupational Education

The College of the Desert offers a diverse program in the occupational areas. Students may work toward: (a) earning a certificate. (The certificate program is approximately one year in length, with the prospective student specializing in a particular area of study--not enrolling in Associate in Arts degree-required courses); or (b) an Associate in Arts degree. Refresher courses are also offered, as well as courses in which new and/or upgraded skills are required to take advantage of employment opportunities.

Individuals may attend classes as either part-time or full-time students. A large segment of the College student body is employed full time, but attends classes of interest during evening hours. The College closely articulates with other

colleges and industry. Many of the courses completed will transfer to four-year institutions. Occupational advisory committees, individuals currently employed, or employers assist the College in determining the types of skills, courses, and programs students should complete to meet labor market needs as well as the needs of industry.

The College offers a comprehensive program for community residents. See page 37 for a list of certificate programs and Associate in Arts degree offerings.

### Academic Preparation for Advanced Study

Most professions and careers requiring study beyond that available at the College of the Desert are such that the first two years of study may be completed before transferring from College of the Desert to another institution of higher education. To assure transfer students of obtaining the maximum benefit from their College of the Desert experience prior to transferring, it is imperative that the students engage in careful, long-range planning. In general, the student planning to transfer should follow the procedure outlined below. These procedures are adapted from the publication, "Planning for Transfer," available in the Guidance Center.

1. **Tentative Choice.** Make a tentative transfer college choice as early as practicable during College of the Desert career. Providing help with career planning is a primary role of advisers and counselors.

2. **Catalog.** Examine catalogs of prospective colleges and universities (henceforth, college will be used to refer to both institutions). Study carefully (1) sections covering Admission of Transfer Students, and (2) sections covering all requirements for graduation in a major. Note especially if there are college requirements in Foreign Language or Mathematics. Further, note that finding all requirements often requires perusal of the entire catalog. Typically, universities have university graduation requirements, college graduation requirements, and graduation requirements in a major, often listed in widely scattered sections of the catalogs. Many of these requirements must be taken during the freshman and sophomore years. Failure to do so can unduly extend the time required for graduation.

3. **Financial Aids.** Apply for financial aids as indicated in the admission instructions of the catalog of the college. Apply for the California State Scholarship if there is a financial need. Application for the California State Scholarship requires action as early as the middle of October for aid for the following semester. The State Scholarship covers tuition and fees up to \$2,500 per year, if there is sufficient need. Students applying for financial aids at the University of California

or for most independent colleges in California must apply for the California State Scholarship. Applying and qualifying for the State Scholarship, when a student indicates that he intends to enter an independent California college, can largely equalize the difference in cost to the student between the independent college and a public one. That is to say the Scholarship generally provides the financial qualification for that student to attend that college with no or little more expense than it would be for him to attend a public institution.

4. **General Education Requirements.** Notice that many colleges have a general education requirement markedly different from the College of the Desert pattern. With early and effective planning, a student can complete all the general education or breadth requirements while at College of the Desert (in most majors) and still graduate from College of the Desert in four semesters.

5. **Application Filing Period.** Check carefully the dates of the application filing period. This is the time between the first date when applications will be received and the deadline. Many colleges have initial filing periods ten months before admission. In all cases, preparation of applications early within the filing period is recommended.

6. **Letters of Recommendation and Rating Forms.** Some independent colleges require letters of recommendation or rating forms. Students should get to know their academic adviser and several instructors well enough so that they can comment adequately on the student's characteristics.

7. **Grade Point Requirements.** Many colleges require higher than a 2.0 (C) grade point average. Study catalogs carefully for all requirements.

8. **Admission Requirements of the Public California Institutions.** Both the University of California (UC) and the California State University and Colleges (CSUC) have the same initial filing period for fall admission. The period for fall entry is the month of November for admission ten months later. Both UC and CSUC require completion of 56 units of transferable courses to enter as a junior. Both require a minimum of a 2.0 grade point average (higher for non-residents). Students eligible for UC or CSUC entrance as a freshman may enter before their junior year so long as they maintain a 2.0 grade point average in college work. For Clarification of Entry Requirements, consult the transfer college catalog.

9. **Transferable Course Lists.** Search the transfer institution catalog to determine which courses are transferable. There are separate lists for UC and CSUC which may be obtained from advisers and

counselors. If a course is not on the list, it is not counted as part of the 56 units, nor is it counted in the admission grade point average.

10. Transfer Counselor. If there are questions that cannot be answered by studying the transfer college catalog, see the College of the Desert Transfer Counselor in the Guidance Center.

### Personal Enrichment Education

Plato defined a good education:

"A good education consists of giving to the mind and to the body all the beauty and all the perfection of which they are capable."

The Personal Enrichment offerings of College of the Desert are a necessary part of satisfying this definition. Due to changing times, people now have the opportunity to explore the many intellectual and physical endeavors previously denied them. College of the Desert recognizes the need and desire on the part of its students to explore areas never studied, to develop skills, and to strive to improve the quality of their lives and the lives of those around them. To this end, the College offers courses and programs in the arts and the humanities and strives to make these programs as available as possible to all who might wish to participate.

### Developmental Education

Education is a lifelong process. In today's society, it is necessary for people to return to college again and again to acquire new skills, to upgrade old skills, to acquire new knowledge, and to expand on existing knowledge. Due to the time lapses between college enrollments, it may be necessary to acquire or re-acquire basic skills before pursuing a particular program of study.

In recognizing the role of the community college in the area of developmental education, College of the Desert has made available through the library: facilities, programs, and staff to provide opportunities for development of necessary skills and knowledge in Study Skills, Fundamentals of Mathematics, Reading Techniques, and Reading Improvement.

In addition, the College provides full-time programs in Learning Skills Education, English as a Second Language, Adult High School Completion, and Preparation for the General Educational Development Test (GED).

Utilizing the facilities of the College's Learning Laboratory, programs are offered on a year round open-entry, open-exit basis without regard to the semester system upon which most college programs operate. Admission of students occurs on a daily basis and no prior educational background is assumed. In addition to regular class offerings, stress is placed on individualized student programs, counseling services, and tutorial assistance.

Specifically, instruction is provided in the following areas:

#### English as a Second Language (ESL)

This program provides instruction for students at all levels who are studying English as a second or foreign language. In addition to a wide offering of evening classes in neighborhood locations throughout the college district, a complete ESL program is in operation on a daily basis in the Learning Laboratory on the College of the Desert main campus. Students of varied educational backgrounds and from many parts of the world are regular participants in this program and new students are accepted on a daily basis.

#### Learning Skills Education

The Learning Skills program provides instruction which teaches adults those skills normally acquired in grades 1-8, with particular emphasis in reading, writing, mathematics, and communication skills.

#### Adult High School Completion

This program provides an educational opportunity for those adults, anyone 18 years or older, who desire to complete the requirements for a high school diploma. Credit can be granted for military service, for service school attended, work experience, and credit earned in the ninth grade or higher, except physical education. The school district in which a student is a resident issues the diploma when course work is completed at the College.

#### General Educational Development Test (GED)

A function of the high school diploma program is to prepare students to pass the GED test, which many businesses and governmental agencies accept in lieu of the high school diploma.

### HISTORY

The Coachella Valley Community College District, the legal birth certificate for College of the Desert, was approved on January 21, 1958 by the voters of Palm Springs Unified School District and the Coachella Valley Joint Union High School District by a majority of approximately ten to one.

More than ten years of study and planning by the governing boards of the two districts, in cooperation with the State Department of Education, preceded the election through which the College was born.

On April 15, 1958 the initial five member Board of Trustees was elected from a score of candidates. On July 1, 1958 the elected Board members were officially seated and the new District thus became "effective for all purposes."

The Board and a limited administrative staff spent three years studying community college education, and planning curriculum, buildings, and policies, before contracts were let in the summer of 1961 for actual construction of the initial nine buildings on the 160 acre site at Monterey Avenue and 44th Avenue in Palm Desert. The College's first students were received in the fall of 1962.

In the fall of 1966 the voters of Morongo Unified School District elected to join the Coachella Valley Community College District. The area comprises the communities of Morongo, Yucca Valley, Joshua Tree, Twentynine Palms, Landers, and Twentynine Palms Marine Base. This portion of the College of the Desert's district has been referred to as the "High Desert Campus." The Board of Trustees purchased 120 acres on Twentynine Palms Highway between Twentynine Palms and Yucca Valley on which a branch campus is to be built as growth and resources permit.

The 1975 spring semester enrollment in the entire Coachella Valley Community College District totaled over 10,000 individuals.

#### ACCREDITATION

The College of the Desert is accredited by the Western States Association of Schools and Colleges, which is the official National Accrediting Agency for this region.

#### FACILITIES

The campus of the College of the Desert is on a 160 acre tract in Palm Desert at Monterey Avenue and 44th Avenue. Although it is master-planned for 2500 full-time students, the eighteen buildings completed to date will accommodate conveniently about 1800 regular students and 3500 part-time students and adults.

All buildings are of concrete and steel, designed for permanence, utility, and beauty, but also planned for flexibility to accommodate temporarily some categories of specialized instruction which will in due time justify specialized buildings.

The Library, designed to occupy the focal center of the campus, and thus planned in size, esthetics, and function to justify that location, was omitted from the first increment of buildings for financial reasons. However, as a result of a second bond election, the library is now a reality.

Other buildings are designed in groups according to function. The Campus Center Group is composed of three buildings: Administration, Dining Hall, and a Guidance Center. The Science group comprises in the first phase a Laboratory Building and a Lecture Hall. The Liberal Arts Building is the first of a classroom group which will ultimately house the humanities and social sciences. The Health and Physical Education Group is composed of a gymnasium, a locker-

shower unit, a shallow pool for swimming, a deep pool for diving, and six tennis courts. There is also a large putting green, a night-lighted football field and a one-quarter mile track area with concrete bleachers seating 1000. A baseball field and an archery range complete the physical education and athletic facilities. Three technology buildings house varied laboratory units for courses in trades, technology, agriculture, and engineering. A heavy equipment building now under construction will be completed in time for the 1975 fall semester. An agricultural building, and a related greenhouse and lath house accommodate other classes and laboratories in ornamental horticulture and general agriculture. A Nursing Building was completed in 1968, and a Business Building in 1969. Warehouse and maintenance buildings are located in the campus date garden. In this area also are Temporary Classroom Buildings which house the Learning Laboratory and some aspects of the programs offered by the Music and Art Departments. Off-campus facilities have been leased in the Lower Coachella Valley to offer occupational programs. Several buildings in the High Desert have been leased to accommodate both occupational and academic day and evening classes. A residence was located on the site when it was purchased, and it has been converted into a home for the College President and family.

#### TIME AND LOCATION OF CLASSES

The College of the Desert offers classes from 7:00 a.m. until 10:30 p.m. Monday through Thursday; from 7:30 a.m. until 5:30 p.m. on Fridays and Saturdays; and for special classes and seminars, at other times during the week. Classes are held at off-campus locations throughout the district, in addition to the classes offered on the Palm Desert campus and at the High Desert Campus in Twentynine Palms. For specific information pertaining to class offerings, times, and locations, consult the most recent College of the Desert Schedule of Classes.

#### LIBRARY SERVICES

The College Library serves the entire College community: students, faculty, staff, and guests. As the materials center of the College, the library provides books, periodicals, pamphlets, government documents, and non-printed materials to supplement classroom instruction and laboratory experiments. On the main floor of the centrally located, three-story College Library are the general book, reserve, reference, periodical, and microfilm collections; temporarily located on the mezzanine are classrooms, faculty offices, reading laboratory, and reading skills laboratory; on the lower floor are the non-print instructional materials such as a closed-circuit television, language laboratory, listening rooms, classrooms, and the Computer Center.



## AUDIO-VISUAL AND BROADCAST SERVICE CENTER

The Audio-Visual and Broadcast Service Center provides non-print media services to students and faculty of the Coachella Valley Community College District as well as media consultant services to all persons within the District.

While the major emphasis of the Service Center is supplying films and television programs for the instructional program within the District, it also supplies the attendant equipment for procuring, producing, and viewing them as well as the maintenance involved.

The Service Center also maintains an inventory of media equipment for faculty use in media presentations as well as some media production equipment.

The Service Center staff consults with faculty, staff students and community persons interested in the utilization of equipment, purchasing of equipment, operation of equipment, maintenance of equipment and media systems design.

Where time allows, the Service Center staff will produce media for instructional uses within the District.

## COOPERATIVE WORK EXPERIENCE EDUCATION

Cooperative Work Experience Education is a systematic, planned program for students who are employed. It is a realistic approach to career planning and/or career improvement in which supervised learning takes place on the job. The student is provided with an opportunity to make classwork relate directly to on-the-job work experience.

The program operates as a cooperative activity between the school, the student, and the employer. It is a new, innovative, educational thrust utilizing community resources as educational facilities. The entire community becomes, in reality, a laboratory where multimillion dollar equipment is used by participating students. Also, successful professionals and expert tradespeople serve as instructors along with members of the faculty at College of the Desert.

**Student Qualifications**--In order to qualify for participation in the Cooperative Work Experience Education program at College of the Desert, the student must:

1. Be enrolled in a curriculum leading to a Certificate of Achievement and/or an Associate in Arts degree.
2. Complete eight or more units of course work, including Cooperative Work Experience, each semester of participation in the program.
3. Be enrolled concurrently in a one-hour-per week, non-credit Control Class during the first two semesters in the program.

4. Pursue a systematic plan of Cooperative Work Experience Education which includes new or expanded on-the-job learning experiences beyond those accomplished during previous employment.

5. Be employed in a work situation in which these on-the-job learning experiences are capable of being evaluated.

6. Have the approval of the Director of Cooperative Work Experience Education to enroll in the program.

**Achievement by Objectives**--At the beginning of each semester, the student, in conference with the Coordinator, must establish three to five specific job-related performance objectives which must be successfully completed by the end of the semester. An objective is a statement which describes a learning experience in terms of a result the student is interested in accomplishing on the job during the semester. It is hoped that the setting of the objectives will enable the student to realize the educational opportunities that are available in his job. Work Experience credit will be given only when new job skills and learning activities can be identified and accomplished.

## COMMUNITY SERVICES

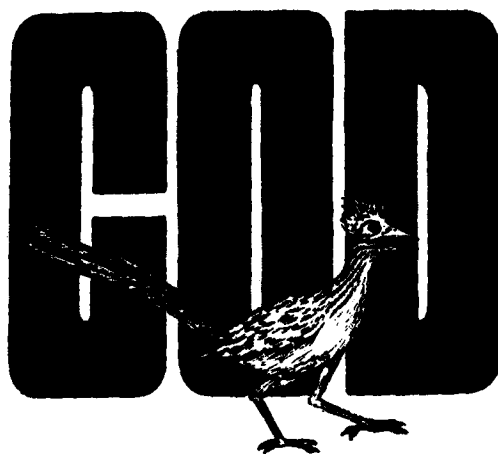
Service to the community is a major function of College of the Desert.

In meeting the needs of the community, College of the Desert is dedicated to add to the enrichment of daily living as well as the sponsoring of such events as lectures, forums, art exhibits, films, seminars and workshops.

As a community service, the use of college facilities are encouraged by community organizations which qualify under the Civic Center Act.

Community Services strives to create an awareness of events, college programs and the continual development of College of the Desert through the use of media appropriate to the public information program.

**ADMISSION INFORMATION**



ADMISSION INFORMATION

ADMISSION

After receipt of satisfactory credentials, the following applicants are eligible for admission:

1. Any high school graduate.
2. Any other person over 18 who is capable of profiting from the instruction offered.
3. Students currently junior or senior status at district high schools may enroll part time with the permission of their high school principal and with the submission of approval form to the College Registrar.

Admission of Residents of the Coachella Valley Community College District

Students whose residence is in one of the high school districts comprising the Coachella Valley Community College District (Palm Springs, Indio, Coachella Valley, Eagle Mountain, Yucca Valley, Twentynine Palms high schools) are qualified to enroll at College of the Desert under the above conditions.

Admission of Students from California Districts not Maintaining a Community College

Students who reside in a high school district not maintaining a community college are eligible to attend College of the Desert, but must complete a residence statement at the time of application for admission.

Students Residing in California Districts Maintaining a Community College

Students whose official residence is in another community college district will not be permitted to enroll in College of the Desert until a release or a permit from the home district has been received, and until they have presented evidence of acceptable living arrangements, good citizenship, and academic competency. However, students over 18 years of age who move their legal residence to the Coachella Valley Community College District are considered as district residents.

RELEASE POLICY

The Governing Board of the College of the Desert and the College officials recognize that under certain conditions it may be desirable for students residing in the Coachella Valley Community College District to attend community colleges elsewhere.

The Board of Trustees of the College of the Desert has established the following policy concerning releases which will prevail for the school year 1975-1976:

1. Students who require a college credit program which is not offered at College of the Desert may be released to attend another California community college.
2. Students may be released to attend any community college in California which will not make a charge to College of the Desert for the attendance of a student.
3. Release forms are available at the office of the Dean of Students.
4. Students who have been granted a release to attend another community college for one year must re-apply for permission to attend for a second year.
5. Releases should be applied for in person at the Dean of Students' Office,

43-500 Monterey Avenue  
Palm Desert, California 92260.

Admission of Out-of-State Students

High School graduates with advanced standing from out of state are eligible to enroll at College of the Desert provided acceptable transcripts of past achievements are presented, and when they have presented evidence of acceptable living arrangements, good citizenship, and academic competency.

Foreign Students

Foreign students are welcome at College of the Desert, but no special program has been developed for such students. To be admitted, foreign students should provide evidence of the equivalent of high school graduation, and must demonstrate by examination their proficiency in English to profit from regular college classes. Foreign students wishing to transfer to College of the Desert from other U. S. institutions are expected to complete one year of satisfactory course work at the U. S. college or university initially admitting them. In addition, they must have presented evidence of acceptable living arrangements, good citizenship, and academic competency.

APPLICATION

An application blank may be obtained in person, or by writing or telephoning the Registrar's Office. Applicants should submit applications and

transcripts well in advance of the beginning date of the semester for which they wish to be admitted.

All students enrolling for the first time must submit an official Application for Admission.

#### Transcript of Record

The full-time student should arrange to have complete transcripts of his academic record sent to the Office of the Registrar. A high school senior should have the transcript sent after graduation. Transcripts must be mailed directly from one institution to another and cannot be considered official if they are delivered in person.

Applicants without high school diplomas may be required to demonstrate by means of examinations that they are qualified to undertake work at the college level.

#### Placement Examinations

All entering freshmen are encouraged to take college placement tests prior to registration. The scores of these tests will be used in advising the student in selecting courses suitable to his academic performance and subject interests. Students with advanced standing are excused from these tests if they have completed twelve semester hours including satisfactory completion of a college course in English composition.

#### Probationary Entrance Program

Students who are in need of additional basic skills for projected academic achievement, on the basis of placement examinations, will be guided into individualized probationary entrance program designed to meet the particular needs of each student. Counselors have the responsibility of counseling with these students in determining their individual programs.

The counselors, with assistance from instructors, will evaluate periodically the progress of these students on an individual basis.

A student who has made satisfactory progress by the end of one semester may, with the assistance of a counselor either (1) designate a major area of study and pursue study in that area under the advice of an academic adviser, or (2) remain as a counselee of the counselor in an "undeclared major" status until a major has been specified.

A student who has not met required standards of performance may be denied further enrollment in the College, except as a special status student.

#### Disqualified Transfer Student Program

Students who have been disqualified at other institutions are not eligible for admission to College of the Desert until at least one semester has elapsed following the semester in which disqualification took place.

#### Probationary Transfer Student Program

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

#### Expenses

No tuition is charged California residents at College of the Desert. Out-of-state residents and students of foreign countries will be charged a tuition fee, the amount of which will be determined annually by the State Board of Education. (Refer to current Schedule of Classes.) All students should be prepared for the following types of expenditures:

1. Board and lodging if not living within commuting distance from their homes.
2. Textbooks, supplies and special clothing available in the college bookstore estimated at \$150 per year.
3. Associated Student membership fee, \$10 each semester.

#### REGISTRATION

A time schedule of classes is published approximately one month before each semester and summer session which contains carefully planned registration procedures.

The office of the Coordinator of Continuing Education will be open from 1:00 to 9:00 p.m., Monday through Thursday, to advise adult students.

#### Late Registration

Although specific days are set aside at the beginning of the semester for registration, students may register up to one week after classes begin with the permission of individual instructors.

#### Unit Load Limitations

A normal class load is considered to be 15-17 units plus a class in physical education. Students working full time are encouraged to carry a reduced load. Students with advanced standing, and having a C average or better, will be permitted to enroll in 19 units plus physical education.

Students wishing to obtain a variance from the above limitations may petition the Academic Regulations Committee.

## PROGRAMMING

### Selection of a Major

The selection of a major is an indication of the goal toward which the student concentrates his efforts. This goal may be the mastery of a field of knowledge, the foundation for which may be found in the transfer program, or it may be the development of skills or other competencies found in the various occupational curricula in the College. A major consists of at least 20 units of credit in a specified field of study.



**STUDENT SERVICES**

## STUDENT SERVICES

### STUDENT PERSONNEL SERVICES

To realize the mission of meeting the educational needs of all the people within the College service area, College of the Desert Palm Desert and Twentynine Palms Campuses have held the concept of the "open door" in accepting for admission anyone over 18 years of age who could profit from instruction. The resulting diverse student body encompasses a wide range in abilities, backgrounds, ages, economic status, and ethnic groups.

To serve the educational and personal needs of large numbers of very different youth and adults, there must be a commitment to the concept that educational institutions exist for the purpose of assisting the individual student in the learning process. All programs, all services, all facilities in the final analysis must be directed toward development of the student.

Student personnel services at College of the Desert, Palm Desert and Twentynine Palms campuses perform an integral, essential and vital function of the overall educational program. One of the most important responsibilities of a comprehensive student personnel services program is to give every possible aid to each student utilizing more completely his own capabilities. To this end, the student personnel services assist students to achieve understanding of the four major areas that make up student services: Admissions - Counseling - Student Affairs - Special Support Services.

#### Admissions

The admissions service is the identification and acceptance of all qualified students for enrollment in College of the Desert. Maintaining facilities and record-keeping systems which will safeguard the students' academic and personal record, developing an articulation plan and maintaining for the student smooth educational progress, establishing an orientation plan for easing the transition to higher education and recruiting actively for participants in its educational offerings, particularly among those who might not consider higher education a possibility, represent ways the admissions office attempts to open the college door to all.

Other information regarding Admissions may be found in this catalog under the titles of Academic Information and Admission Information.

#### Counseling

The counseling service is a fundamental and integral part of the total educational process of College of the Desert. Recognizing that each

student who comes to the community college is unique, counseling personnel believe their primary responsibility is to the student, to respect his individuality, to encourage his development, and to foster a climate in which individual growth can occur.

Individual growth is characterized by a kind of strength and independence which enables the student to become increasingly caring about others and concerned about understanding the nature of involvement appropriate for him as an active and responsible individual in our society.

The overall purpose of the Student Guidance Center is to promote the personal growth of individuals within society and within the College community. The services provided to students include: (1) counseling, (2) testing, (3) transfer, (4) placement, (5) career, (6) handicapped, (7) veterans, (8) tutorial and Extended Opportunity Program (EOPS).

Some of the above-listed services will be discussed in more detail under the Special Support Services area.

Orientation--Prior to the beginning of the fall semester, a special new-student orientation program is held for all new incoming freshmen. This program will also be offered in the regular fall and spring semester. This program is designed to assist the student to:

1. Recognize and identify the difficulties that he may encounter during the initial weeks of college.
2. Recognize procedures and processes that have a direct effect upon his progress.
3. Be aware of the counseling department services.
4. Recognize the channels of communication he may utilize during his enrollment in college.
5. Provide informal exchange of ideas and/or experiences with a counselor and with other "new" students.
6. Become aware of the services available at the college.
7. Become aware of the general and/or specific information regarding curricula, career information, transfer information.
8. Thoroughly explore the occupation of his choice.

Counseling--A great number of students seek counseling each year for a variety of reasons. In general, they come to the center for reasons of growth or decision making. Specifically, students come for help in such areas as making vocational choices of choosing majors, dealing with study problems, developing social and inter-personal skills, growing in greater self-understanding and working through personal problems. In counseling, the primary focus is not upon the student's deficits or upon long-term therapy, --although the latter is not neglected, rather, it is upon assisting the student to grow, mature, and accept responsibility for his actions.

Transfer--In addition to meeting with their advisers, students can confer with the counselor to help plan the smoothest possible transition to transfer institutions. The counselors are directly involved in keeping both students and faculty advisers informed concerning the latest information about college transfer.

To further the communication between students and transfer colleges, students are urged to attend the Transfer Seminars in mid-October, where the latest information about admission to the California public colleges and universities is made available.

Another activity to promote knowledge about four-year colleges is College Information Day, usually held in October and April. On this day, representatives from many California institutions of higher education assemble on campus to meet and confer with district students.

A special student development service is liaison with four-year colleges and universities which offer upper division (junior and senior year) and graduate courses in the Coachella Valley. This information is available through the office of the Transfer Counselor.

As in other phases of student development services, counselors serve as a community resource for transfer information. Counselors are available anytime that college is in session, either day or evening.

Testing--Tests for achievement, ability, interests, and adjustment are given to all students who request them through a counselor. Data for these tests are used as a basis for counseling in educational, occupational, and person-social problems. The testing service provides psychological test data for the use of counselors and faculty advisers, placement tests for various departments, and assistance in preparing, administering, scoring, and analyzing tests for departments within the college.

## Student Affairs

Student affairs programs in a comprehensive community college provide opportunities for the students and college to develop an essential dimension to the educational experiences through a wide variety of activities.

Associated Students--College of the Desert, in keeping with the philosophy of the institution, places the responsibility for student affairs on the students. This responsibility rests with the Associated Students of the College of the Desert. Regularly enrolled students of the college are expected to have membership in this organization and are encouraged to participate in some manner.

The Associated Students has adopted a constitution and provides for a governing body that directs the interests of the entire student population. This government is made up of an executive branch with a student president and cabinet, and a general assembly, composed of club and organization representatives.

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

The club program consists of approximately 25 clubs on campus. Every year new clubs are chartered as they are requested by students. Every club on campus is a part of the General Assembly which meets regularly to discuss activities, projects and problems pertaining to its members.

Athletics--College of the Desert is a member of the Desert Athletic Conference which includes the following colleges: Barstow College, Cerro Coso College, College of the Desert, Imperial Valley College, Mira Costa College, Mt. San Jacinto College, Palo Verde College, and Victor Valley College.

College of the Desert teams are represented in football, cross country, basketball, baseball, track, golf and tennis.

Student Insurance--An accident and health insurance coverage is offered to students on a voluntary basis. Information and applications may be picked up at registration. Insurance information is also available in the Health Services Office.

## Special Support Services

The realization of the "open door" philosophy of the community college has resulted in the enrollment of students from diverse cultural groups, economic levels, and academic abilities. Special



support services are provided by the College of the Desert as an integral part of a comprehensive student personnel program.

Special support services which are evolving as vital aspects of student personnel services include but are not limited to health services, developmental programs, financial aids, part-time and career employment, and other support services.

Bookstore--The bookstore is operated jointly by the Governing Board and the Associated Students. Profit from its operation is returned to the Student Body treasury. Books and supplies used in the classroom may be purchased at the bookstore from a list recommended by the instructors. The bookstore is a self-service store open daily except Saturday and Sunday from 8:00 a.m. until 4:00 p.m. Monday through Thursday.

Career and Job Placement Service Center--As part of the Student Personnel Guidance Services Department, the Career and Job Placement Center maintains a centralized service center that provides career and job information to assist students and alumni in determining and achieving career positions.

The career information service provides career resource materials that are relevant to students in quest of occupational and career possibilities in a variety of areas. The placement service collects and makes available current sources of off-campus employment opportunities. The employers and prospective employees are brought together. Various types of employment are available. There are a number of temporary-permanent jobs of all sorts and types.

Food Services--Breakfast and lunch are served each weekday in the College Dining Hall. The facilities are open evenings for snacks. Every attempt is made to keep the price of food reasonable by reducing administrative overhead. All who use the Dining Hall are asked to assist in keeping the cost of food low by placing dishes and paper on the dishroom conveyor belt. Tables and floor areas should be left clean and tidy for the enjoyment of incoming patrons.

Housing--There are no facilities for on-campus housing at College of the Desert. A housing information folder on the different types of accommodations is maintained at the Career and Job Placement Service Center. The housing folder is a listing service only. The College does not inspect or approve the listed facilities and assumes no responsibility for agreements between landlords and students.

Transportation and Parking--Students are expected to provide their own transportation to and from college. Assistance in securing transportation is available in the office of the EOPS Director.

Student parking is permitted in designated areas on campus provided the vehicle is properly registered and the parking permit is displayed on the vehicle in the manner requested by the College. Violators are subject to disciplinary action.

#### Extended Opportunity Program (EOPS)

The EOPS program employs special student tutors to provide tutorial assistance to students who may benefit from such a service. In addition, students who qualify for the program may receive grants to cover portions of college-related costs which are incurred. Four year EOP transfer information and applications are also available through the EOP office.

#### Handicapped Students

The handicapped student at College of the Desert is encouraged to participate in the same activities and courses as any student. Special services are offered to provide a more equitable opportunity and to help successfully integrate the student into college life. Such services provided include: priority registration, special parking, career and personal counseling and guidance, tutoring, notetakers, skills development, and assistance with job placement. Special equipment is available to those who qualify. The library is the only two-story building on campus. The main entrance is equipped with an automatic door, and elevator keys are available to those in need of access to other facilities. All other buildings are accessible and single story. Accommodating restroom facilities are provided.

Special guidance classes are available to the handicapped student and are listed under the Department of Psychology (see catalog descriptions.) These courses offer two units of credit each and are the only courses limited to handicapped enrollment.

College of the Desert welcomes and encourages the handicapped or physically inconvenienced individual to partake of college offerings and to participate in college life, as he desires. Please contact the Counselor for the Handicapped for further assistance and information.

#### Health Services

The College has a nurse on duty to provide health consultation, first aid, and general health services. The College employs a physician one morning a week. Appointment may be scheduled with the Health Services Office.

### Office of Veterans' Affairs

The Office of Veterans' Affairs offers a service oriented program aimed at providing veterans the information, help, assistance, and advice about College of the Desert and its programs. All veterans have access to the Veterans' Program at College of the Desert. The main objective of the program is fulfilling veterans' needs.

Supplementing these goals, the Office of Veterans' Affairs offers: an outreach program which appraises the veterans' needs and informs them about education most suited to their educational and career goals; assistance in enrollment and career advisement, and certificate programs. provides tutoring and returning of basic educational tools through the Special Education programs on campus. Counseling services benefit the veterans on campus and in the community by helping to speed the certification process, advocating for veterans with V. A. difficulties, and maintaining contact with school and community services. It assists veterans with financial aid and housing. It provides placement service for the veteran during his enrollment, and upon completion of his educational goals, maintains a working relationship with local veterans organizations.

Additional services available include: Servicemen's Opportunity College, PREP Program, and Project Ahead.

#### Veteran Course Requirements

1. Any veteran who has accumulated 45 or more units and wishes to continue in attendance at the College of the Desert is required to see the Veteran's Coordinator.
2. The Veterans Administration will not pay benefits for General Work Experience. Vocational Work Experience may be taken as elective units as allowed by your major. This does not apply to students with over 60 units.
3. The Veterans Administration will not pay benefits for courses numbered 100 or more.
4. You may receive benefits when repeating courses in which you received a "D" or "F" if that course is transferable to a four year institution. Notify the Veterans Affairs Office of any course you wish to repeat.

College of the Desert, through its affiliation with the American Association of Community and Junior Colleges, and other community and junior colleges across the country, maintains membership in the Servicemen's Opportunity College (SOC).

The SOC concept is based on the fact that the serviceman's life is keyed to mobility. In the light of difficulties faced by servicemen, SOC colleges make every effort to respond to their special needs by: (1) having admissions policies related

to the life conditions of servicemen, (2) providing special services to servicemen, and (3) giving special consideration to servicemen and veterans making application to College of the Desert. The satellite campus in Twentynine Palms is directly associated with this program because of its proximity to the Twentynine Palms Marine Corps Base.

### PREP (Predischarge Education Program)

The PREP Program is designed to help servicemen obtain a high school diploma and/or overcome their educational inadequacies so they may enter or successfully pursue a post-secondary program of education or training. "PREP" is a term applied to the education program for active duty servicemen for which there is no entitlement charge.

The program provides benefits to servicemen who are enrolled in courses offered by an approved educational institution, and for whom any of the following apply:

1. A requirement to obtain a high school diploma.
2. A desire to make up secondary course deficiencies.
3. Wish to take refresher courses at the secondary level.
4. A need for courses which are prerequisites to a course or training program in an approved educational institution.

### Project Ahead Program

This program offers numerous services to all military personnel. Among the services available are special counseling and educational advisory services designed to assist the servicemen in their eventual choice of a college major.

College of the Desert serves as a repository for academic credits earned while completing the tour of duty. Upon application, and filing of military papers, the Office of the Registrar will evaluate the military schools, military training, and courses for college-level credit to be applied toward the serviceman's academic record.

Special consideration is always given returning veterans and servicemen.

### Women's Resources

An Advisory Committee for Women has been established at College of the Desert this year. It is comprised of members from the faculty, staff, and student body. The function of this committee is to assess the community as regards the needs and education of women in our Community College District. Women are available for counseling, advising, and assistance to students at College of the Desert. If you have concerns regarding re-entry into college, first college experience, personal questions, or questions in general that you

would prefer discussing with a woman, contact any member of the Committee through the secretary of the Student Development Center. The Committee welcomes input and encourages you to express your needs to them, to better serve you.

### Scholarships, Awards, Financial Aid, Grants, and Loans

#### Scholarships--Listed Chronologically by Date Established

##### Palm Desert Rotary Club Scholarship Fund (\$1000)

Established the second day of February, 1963. Both loans and grants are available through this fund.

##### Harboe Scholarship (\$250)

Established the twelfth day of February, 1963. A grant for a student or students, graduating in Agriculture or Agri-business. Awarded on the basis of scholarship, character, and need for assistance in advanced study of Agri-business.

##### Faculty Women's Club of College of the Desert

Varying amounts to be awarded annually to deserving students. Established the nineteenth day of May, 1963. To be awarded to full-time regular students who will be returning to the College of the Desert as sophomores.

##### Palm Desert Woman's Club Scholarship Fund (\$400)

Established the fifteenth day of May, 1963. To be awarded to students who: (a) have graduated from high school within the College district, (b) have attended College of the Desert during their freshman year, (c) are preparing for a teaching career, and (d) have demonstrated exemplary citizenship and satisfactory scholarship.

##### Alfred and Viola Hart Award (\$1000)

Established the twenty-second day of June, 1964. The income from this fund is to be used for an award to a student of Mexican, Oriental, Indian, or Negro ancestry. It is to be based on financial need rather than scholastic attainment while the student is at College of the Desert.

##### Palm Springs Rotary Club (\$50)

Established in the Spring of 1965. Scholarships are awarded each semester to a worthy student.

##### Garden Club of the Desert (\$400)

Established Fall, 1965. Awarded to a deserving student in the field of ornamental horticulture.

##### Mr. and Mrs. Leo E. Owens Scholarship Fund

Since their first \$3000 gift in 1966, Mr. and Mrs. Owens have annually given as high as \$5000 to be used at the discretion of the Scholarship Committee for loans and grants to worthy students.

##### Rancho Mirage Woman's Club Scholarship (\$400)

Established in the Spring of 1966. To be awarded to two students who, (a) have attended College of the Desert the previous year, (b) are capable and deserving students, and (c) possess good citizenship. Preference will be given to residents of Rancho Mirage community.

##### Soroptimist Club of Palm Desert Scholarship (\$100)

Established May, 1966. To be awarded to a woman student who, (a) has attended College of the Desert during her freshman year, (b) has a financial need, and (c) possesses good scholarship and citizenship.

##### California Nurses' Association District #34

Established Fall, 1966. One \$50 award for a first-semester student accepted as full time in nursing. One \$100 award per semester for a continuing full-time nursing student.

##### Shadow Mountain Palette Club, Inc., Scholarship Fund (\$500)

Established in 1968. To be awarded to two students who, (a) are Art majors and have attended College of the Desert for one semester, (b) attend College of the Desert for one year after receiving the grant, (c) have average or above average artistic ability, (d) have a total grade point of approximately B, and (e) have a financial need for the scholarship.

##### Bank of America Community College Awards

Established 1966. Local and state competition based on scholarship, College activities, community service, and a written application. One hundred fifty dollars local winner; \$2000 state winner.

##### California Congress of Parents and Teachers, Inc., Patient Nursing Scholarship Fund (\$100)

Established Fall, 1968. Awarded to a second year student in the Registered Nurse Program. The student shall assume obligation to serve in the nursing field in California for one year upon graduating.

##### Palm Springs National Bank Scholarship Fund (\$500)

Established in the Spring of 1969. Two \$250 scholarships are available annually to College of the Desert students, one in Business Education and one in Liberal Arts.

##### Skelton Foundation (\$400)

Established December, 1969. Scholarships are awarded at the discretion of the Scholarship Committee.

Women's Auxiliary of the Desert Hospital  
Scholarship Fund (\$1000)

Established the ninth day of March, 1970. To provide grants to full-time vocational nursing students who are residents of Coachella Valley Community College District and enrolled at College of the Desert.

Eisenhower Medical Center Auxiliary A. D. N.  
Scholarship Fund (\$5000)

Established July 17, 1970. For students in the Associate Degree Nursing Program who qualify for and continue to meet, the A. D. N. standards. In all cases determination of need must be made.

Pearl McCallum McManus Scholarship Fund

Earnings of approximately \$2500 annually from sale of property given by the McCallum Desert Foundation, established by Mrs. McManus in her will. To be awarded to deserving vocational students beginning 1972.

Peter A. Marx Memorial Scholarship Fund

Established August, 1972. Earnings of approximately \$100 annually from interest on permanent fund. To be awarded yearly to a College of the Desert student who is majoring in music.

Thomas Arthur Davis Memorial Scholarship  
Fund (\$700)

Established September, 1972. Two scholarships of \$350 each to be awarded annually to worthy students in financial need. Donors: Parents, Charles and Athor Davis.

Jerry Codekas Memorial Scholarship Fund

Established November, 1972. Approximately \$50 in interest earnings from \$1100. Awarded yearly to a student who transfers from College of the Desert to a four-year institution.

Dr. Peter William Dykema Memorial Scholarship  
Fund (\$6000)

Established November, 1972. Interest of approximately \$300 to be awarded yearly to a music student chosen by a committee of the music faculty and Mrs. Helen Dengler, donor.

College of the Desert French Scholarship (\$50)

Established December 1, 1972. Awarded to students of French showing high academic potential or performance as well as need. Need not major in French, but must have at least one semester in French at College of the Desert.

Bob Hope Desert Classic Scholarship Fund (\$10,  
(\$10,000)

Established January, 1973. Income approximately \$500 annually to vocational students who: (1) have record of good citizenship, (2) can dem-

onstrate financial need, and (3) meet adequate scholastic achievement as specified by the Scholarship Committee.

Border Patrol Wives' Scholarship Fund

Established January, 1973. To be awarded to a second-year law enforcement student who: (1) has demonstrated exemplary citizenship and is a citizen of the U. S. A., (2) has a B average the first semester and will complete 30 units by the end of two semesters, (3) has financial need, and (4) who accepts no other scholarship. One hundred dollars renewable each semester upon successful completion of 15 units per semester. Must be a resident of College of the Desert district.

F. X. McDonald, Jr.--Vin Riley Music  
Scholarship Fund (\$1000)

Established May, 1973. Interest earned annually from this fund to be used to help a deserving Voice, or Piano student defray his expenses in the College of the Desert Music Department.

Velma McCall Perpetual Scholarship (\$1000)

Established in May, 1973 in her honor by the Faculty Women's Club of College of the Desert. Earnings from the principal sum shall be awarded annually to a deserving student.

Roy C. and Velma H. McCall Scholarship (\$3500)

Established May, 1973. Earnings from the principal sum shall be awarded annually to a deserving student who has high scholastic achievement and good citizenship qualities.

Roy Mallery Art Scholarship

Established 1974. In honor of Roy Mallery, Chairman of the Art Department of the College of the Desert. Seventy five dollars awarded annually to a deserving art student.

Hugh Stephens, M. D. Scholarship Fund

Established 1974. An annual scholarship of \$100 awarded to a student majoring in pre-medicine or in the medical field.

The Ray Marshall Vocational Scholarship in  
Natural Resources

Established 1974. To be awarded to a vocational student in natural resources. This is an annual scholarship of \$100.

The Natt McDougall, Jr. Memorial

Under the Stars Lectures: American Ideals and Moral Values. Established April 1, 1974. A \$20,000 endowment from which interest is used in support of lectures engendering knowledge of, and appreciation for, traditional American ideals and moral and spiritual values. Donor: The Rosemary Dwyer Frey Trust.

Beatrice Marx Scholarship (\$2500)

Established 1975, by Mrs. Stanley (Hermine) Rosin. A perpetuating scholarship fund for Music students.

Donald H. Mitchell Perpetual Scholarship Fund (\$1840)

Established 1975 as a perpetual fund. Earnings from interest to be awarded to College of the Desert students.

Helen K. Staley Perpetual Scholarship Fund

Established 1975 as a perpetual fund. Earnings from interest of approximately \$75 annually to be awarded to College of the Desert students.

Scholarships and Grants

Applications will be available in January and must be received by the Student Services Office of College of the Desert not later than March 1st. Awards will vary from \$100 to \$800 with the average being approximately \$200. Consideration is given to the applicant's grades, academic potential, activities, college major, and financial need when awarding scholarships.

State Scholarships and Grants

Scholarships, College Opportunity Grants, and Occupational Opportunity Grants are available to community college students. Information and applications may be obtained at the Financial Aids Office at the college or any high school counseling office in California.

Basic Educational Opportunity Grant Program

Information and applications available at the Financial Aids Office. All high school counseling offices have these applications also.

For all programs of financial assistance, you must complete an application for Financial Aid (ACT Family Financial Statement.) This application is available at all high school counseling offices as well as the College Financial Aids Office.

Short-Term Loans

Emergency loans are available on a short-term basis to students in need of immediate, temporary financial assistance. The following restrictions generally exist: (1) loans will not be made to first-semester students. Exceptions may be made when the applicant has a firm commitment for money to be received in the future. Examples: Veterans' Benefits, approved Financial Aid, Scholarships, Federally Insured loans, (2) the loan applicant must be a full-time student (12 units or full-time in Adult Basic Education), (3) the loans are intended to enable a student to meet emergency expenses and must be repaid within thirty days. Emergency expenses are primarily for books, school fees, and living expenses.

Indio Rotary Club Student's Emergency Loan Fund (\$3000)

Established the third day of October, 1962.

College of the Desert Faculty Women's Club Emergency Loan Fund (\$475)

Established the twenty-first day of September, 1966.

California Congress of Parents and Teachers, Inc., Emergency Loan Fund (\$500)

Established in March, 1967.

Soroptimist Club of Coachella Valley Emergency Loan Fund (\$750)

Established the sixteenth day of June, 1964.

Palm Desert Woman's Club Loan Fund (\$1000)

Ford Motor Company--Boulevard Photo

These emergency loan funds are available to responsible and worthy students who are in temporary need of financial assistance for educational purposes while attending College of the Desert. Short-term (no-interest) loans in amounts up to \$100 will be made.

Long-Term Loans

National Direct Student Loans

Under this program, eligible students may borrow up to a maximum of \$2500 for the first two years of college. This total must include all previous loans received under the National Defense Student Loan Program. No interest is charged until nine months after the borrower ceases to be at least a half-time student (7 1/2 units minimum completed each semester at College of the Desert.) Three percent simple interest starts at the end of a nine-month grace period with the first payment due one month later. Payments may extend for a period of not more than ten years, but will be at a rate of not less than \$30 a month. Applications should be filed by June 1st for the following academic year, and November 15 for the spring semester.

Supplemental Educational Opportunity Grants

Students from extremely low-income families may apply for an Educational Opportunity Grant. Such a grant will not be less than \$200 and not more than \$1000, and will be renewable upon satisfactory performance. Eligibility must be matched with at least an equal amount of Work/Study, National Direct Student Loan, and/or other instructional aid. Applications should be filed by June 1st for the following academic year and by November 15 for the spring semester.

### Federally Insured Student Loans

Enrolled students are eligible to apply for a Federally Insured Student Loan. Under this program, the student may borrow up to \$2500 a year with the total maximum of \$10,000. Loans are made by the lender of the student's choice. Once an application has been accepted by a lender, there will be an 8-10 week delay before receipt of the loan. Checks will be available in the Financial Aids Office at College of the Desert after the student has enrolled. The student should be aware that the various lenders may limit loans to less than \$2500 per year, and may impose their own requirements for loan eligibility. Application blanks are obtained from the college and must be approved by the college.

### Registered Nursing Student Loans

Under this program, a student who can show that he has a financial need and has been admitted into the nursing program by the Nursing Department may borrow up to \$2500 an academic year with an aggregate maximum of \$10,000. No interest is charged for a period of nine months after leaving school. Interest then starts at three percent simple interest with the loan to be repaid at no less than \$15 per month. Applications for these loans should be filed by June 1st for the following academic year, and November 15 for the spring semester.

### Nursing Scholarships

Available to second-semester LVN and RN students. Further information available at the Financial Aids Office.

### Grants

#### Economic Opportunity Grants

Undergraduate students with exceptional financial need, who require assistance to attend College of the Desert, will be eligible. The federal grant ranges from \$200 to \$1,000 an academic year, and can be no more than one-half of the total assistance given the student.

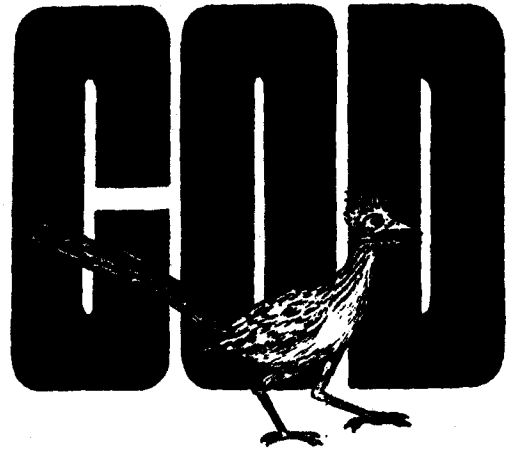
The grant is not a form of loan and does not require repayment. In order to be, and continue to be eligible for such a grant, a student must maintain a fully enrolled status and satisfactory grades. The grant is awarded for a maximum of four years or until termination of undergraduate status. The grant may be adjusted if the student's financial need changes.

#### College Work-Study Program

Eligible students who can demonstrate that earnings from employment are necessary in order to enable them to complete college may be placed in various departments and divisions of the Coachella Valley Community College District. Various jobs are offered, but students with good typing skill are especially in demand. Applicants

from low-income families will be given preference in employment. Applications should be filed by June 1st for the following academic year, November 15 for the spring semester, and May 1st for summer sessions.

**ACADEMIC INFORMATION**



ACADEMIC INFORMATION

**ACADEMIC REGULATIONS COMMITTEE**

Because it is difficult to develop academic regulations that apply equally and fairly to all students under all situations, an Academic Regulations Committee composed of faculty members has been designated to review and take action on students' requests for waiver or modification of college academic regulations.

Petition for such privileges must be submitted to the Office of the Registrar.

**CLASSIFICATION OF STUDENTS**

- Freshman: A student who has completed less than 30 units of college credit.
- Sophomore: A student who has completed 30 or more units of college credit.
- Post-Graduate: A student who has completed all graduation requirements and has enrolled for further study.
- Full Time: A student enrolled for 12 or more credit units.
- Part Time: A student enrolled for less than 12 credit units.
- Adult: A student who has attained his 21st birthday and who is enrolled in less than 10 class hours per week.
- Special: A student who is not a candidate for transfer or graduation.

**UNIT OF CREDIT**

The term "unit of credit" or "semester unit" is a measure of time and study devoted to a course. Each hour of a regular class period per week, or three hours per week of a laboratory session for one semester, is considered one unit. Many courses are made up of a combination of regular class sessions and laboratory sessions. Students are not permitted to audit courses.

**GRADING SYSTEM**

The results of each student's work in each course are reported to the Registrar in scholarship grades as follows:

A, Excellent; B, Good; C, Fair; D, Passed; F, Failed; W, Withdrawal; WF, Withdrawal Failing; and I, Incomplete.

The designations P (passed) and NP (not passed) may be used in reporting the results of certain courses recommended by the curriculum committee.

An "Incomplete" must be made up during the following semester with the consent of the instructor, without repetition of the course, by passing a further examination or by performing other tasks required by the instructor.

Grade F means the student has failed to complete the course requirements.

Grade W indicates approved withdrawal from a course.

**GRADE POINTS**

The College of the Desert uses the same system of grade points used by most colleges and universities in the state to give an overall appraisal of the student's level of achievement.

Semester grades are assigned grade points as follows:

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

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

Grade Point Average

The total grade points accumulated by a student are divided by the total number of units attempted and the quotient is called the student's grade point average. After each semester of work both the units attempted and the grade points are added to the student's previous record in computing the total or cumulative grade point average. Grades in non-credit courses are not included in determining grade point averages.

**DEAN'S LIST**

Students earning 12 or more units in a semester with a grade point average of 3.50 or better are cited on the "Dean's List" which is the highest academic honor in the College.

**HONOR ROLL**

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



**ACADEMIC PROBATION**

Students having a GPA below 2.00 or C either for the semester or cumulatively are automatically on probation (unless subject to disqualification).

Students on probation are subject to the following restrictions:

1. They may have the amount of course work limited.
2. They may forfeit receipt of financial aid from the College.
3. They may be dismissed from classes at any time unsatisfactory attendance or performance occurs.

**DISQUALIFICATION**

Disqualification occurs when a student either (a) maintains less than 2.00 GPA for two consecutive semesters, or (b) falls below deficiency tolerances listed below. Most disqualifications occur only after the student has attempted at least 15 units.

**Deficiency Tolerances**

Students whose cumulative grade point averages fall below the following standards may be disqualified:

Units Taken	GPA	Grade Points	Grade Points Below 2.00
15	1.00	15	-15
20	1.50	30	-10
30	1.70	51	-9
40	1.80	72	-8
50	1.90	95	-5
60	2.00	120	

Transfer students from other schools will not be accepted at College of the Desert when their academic records are below these tolerances, or when they have been disqualified from the previous college or university.

**SCHOLARSHIP REPORTS**

Mid-term grades are reported after the eighth week of each semester. They may choose to submit withdrawal forms prior to the tenth week of classes to avoid a WF grade in courses in which they are doing unsatisfactory or failing work. Failing students will be referred to advisers for program adjustments when feasible. At the close of each semester, grade reports are sent directly to the student.

**FINAL EXAMINATIONS**

Final examinations are obligatory in all courses except those specifically designated as requiring special treatment in lieu of final examination. All examinations will so far as practicable be conducted in writing, and a maximum time will be assigned beforehand for each examination.

**CREDIT BY EXAMINATION**

Provision is made whereby a student, while registered in the College and in good standing, may under certain conditions take examination for credit in courses offered in the College, without formal enrollment in them. The results of such examinations, with grades and grade points are entered upon the student's record in the same manner as for regular courses of instruction. Some specific provisions are as follows:

1. Course and unit credit by examination is allowed.
2. A letter grade for the course is given as though the student completed the course normally. Likewise the student who fails the examination receives an F for the course which is recorded on his transcript.
3. The maximum credit allowable by examination is 10 semester units. Some exceptions are allowed on extra credit for students taking advanced course work in the Nursing Department.
4. College of the Desert will accept credit that was granted by examination by other colleges, but such credits will be included in the maximum allowable by examination.
5. The minimum residence requirement prior to taking examination for credit is the completion of 12 semester units of credit work.

Students desiring to challenge a course by examination should submit a petition to the Academic Regulations Committee. The petition should be endorsed by the student's adviser and the instructor who would be giving the examination.

**REPETITION OF COURSES**

A student who receives a grade of D or lower may repeat the course and receive a new grade and grade points appropriate to that grade; however, the listing of the original grade must remain as part of the permanent record. The units will count only once toward graduation; however, all units attempted will be included in computing the grade point average.

A student need not repeat a course in which he has failed unless the course is a prerequisite to another course or is required for graduation or transfer.

**CHANGE OF PROGRAM**

A change of program includes the following: dropping a class, adding a class, adding or reducing units to a class for which the student is already registered, or changing sections of the same course.

A student is expected to plan his schedule carefully with the aid and approval of his adviser and then to make a vigorous endeavor to maintain it throughout the semester. Program change applications must be initiated with the student's adviser. The student must attend all classes in which originally enrolled until the requested change is officially authorized.

To be official, all program changes must be filed by the student in the Registrar's Office.

### WITHDRAWAL

#### Official Withdrawal

The student is held accountable for every course for which he has registered. To become official, any withdrawal from College or withdrawal from a class must be made by application properly completed and filed in the Registrar's Office; otherwise the student may receive a grade of F for the course.

#### Unofficial Withdrawal

This occurs when a student stops attending one or all classes without filing the proper applications for withdrawal within the deadlines established for official withdrawal. A student unofficially withdrawn from a class or from the College can receive a grade of F in all courses from which he unofficially withdraws. When an instructor is convinced that a student is neglecting the work of, or attendance in, a course, a request that such student be dropped from the class may be made by filing an official notification with the Registrar.

#### Withdrawal Dates and Penalties

A student in good standing may arrange with his adviser to withdraw officially from the College or from a class by the end of the tenth week of classes; a grade of W will be recorded upon his permanent record for each class from which he officially withdraws. If he withdraws after the tenth week, either W or WF will be recorded, depending upon whether he is passing or failing the course on the date of making application for withdrawal.

### TRANSCRIPT

An official transcript of the student's record may be obtained from the Office of the Registrar by written application. Transcripts sent directly from the College to the destination requested by the student are official. Transcripts given to the student are unofficial. A fee of \$1 per transcript will be charged in excess of two transcripts.

### STUDENT CONDUCT

When a student enters College of the Desert, it is taken for granted by the College authorities that he has an earnest purpose and that his conduct will demonstrate the validity of the assumption. If, however, he should be guilty of unbecoming conduct or should neglect his academic duties, the College authorities will take such action as in their opinion the particular offense requires. The scope of College disciplinary actions are: (a) informal reprimand, (b) formal reprimand, (c) administrative probation, (d) a definite period of suspension, (e) an indefinite period of suspension, and (f) expulsion.

### STUDENT RESPONSIBILITY

Each student is responsible for compliance with the regulations printed in this catalog and with other official notices distributed throughout the campus. Class schedule information is considered as supplementary to the college catalog and is also an official statement of policy.

### CLASS ATTENDANCE

A student is expected to attend all sessions of the classes in which he is registered. It is the student's responsibility to contact instructors regarding any absence incurred. Unexcused absences in excess of the number of units for the class may result in the instructor dropping the student from the class.

The acceptance of an excuse for absence other than illness or official leave of absence is at the discretion of the individual instructor. When absences are excused due to personal illness, or to serious illness or death of a member of the student's family, or to a field trip, or to an authorized absence in behalf of the College, all work assignments to be made up must be described by the instructor to the student in advance of the absence when possible. It is the student's responsibility to make up all class work missed to the satisfaction of the standards for the course.

### LEAVES OF ABSENCE

A student who has need to withdraw for a short time, but who wishes to retain his status in classes and resume work before the end of the current semester, should apply for a "Brief Leave of Absence," which expires on a definite date. If the student must depart suddenly, as in a family emergency, he should write the Dean of Students as soon as possible requesting a leave to be away from classes. Brief Leaves also may be issued upon recommendation of the Student Health Service in cases of illness. Requests for a Brief Leave of Absence may be filed with the Office of the Dean of Students.

## GRADUATION REQUIREMENTS FOR THE ASSOCIATE IN ARTS DEGREE

The A. A. degree may be earned by completing either A or B following, plus C, D, E, and F.

### A. The Transfer Program (Pre-Major)

Complete both 1 and 2 below:

1. Complete substantially all the lower division requirements of the major listed in the catalog of the transfer institution at which the student expects to receive his four-year baccalaureate degree. Academic advisers assigned to students will review the student's progress in the pre-major and determine when these requirements have been met.
2. Complete a minimum of 40 units of General Education as described on page 32 and 33.

### B. The Occupational Program (Major)

Complete both 1 and 2 below:

1. Complete a minimum of 18 units of the required sequence of courses in an occupational curriculum. Academic advisers assigned to students will review the student's progress and determine when these requirements have been met.
2. Complete 15 units of General Education which shall include at least one course in each of the following areas with the approval of the adviser:
  - a. Natural Sciences
  - b. Social Sciences
  - c. Humanities
  - d. Learning Skills  
*(define as Eng Comp.)*

### C. Physical Education Activity Requirement

Students must complete two semesters of Physical education activity. Enrollment in an activity class is required in each of the first two semesters in which a student is enrolled in nine units or more. Exceptions are made for the following reasons:

1. Over 21 years of age.
2. A medical excuse (requires a physician's statement).
3. Veteran with at least one year of active military duty.

### D. Unit Requirement

Completion of sufficient additional units to bring the total to at least 60.

### E. Scholarship Requirement

A cumulative grade point average of not less than 2.00 (C average) is required for graduation.

### F. Residence Requirement

At least 12 units of C or better must be taken in residence at College of the Desert.

The completion of graduation requirements does not necessarily qualify the student to transfer with junior standing to a state college or university.

## GENERAL EDUCATION REQUIREMENTS FOR THE CALIFORNIA STATE UNIVERSITY AND COLLEGES

Students who wish to be certified by this College as having completed the General Education requirements for the State University and Colleges must have completed 32 units in courses as indicated below in each of four areas. In addition, the student must choose at least 8 units from any of the areas (may be taken from one area if desired), making a total of 40.

### AREA I NATURAL SCIENCES (2 courses including one lab; one course must be physical, the other biological science.)

#### A. One of the following biological sciences:

- AgNR 35--Conservation of Natural Resources (3)
- Bi 1A or 1B--General Biology (4-4)
- Bi 4--Elements of Biology (3)
- Bi 4L--Elements of Biology Laboratory (1)
- Bi 8--Animal Biology (4)

#### B. One of the following physical sciences:

- A 2--Descriptive Astronomy (3)
- Ch 3--Introductory General Chemistry (3)
- Ch 4--Biorganic Chemistry (3)
- G 1--Physical Geology (4)
- G 2--Historical Geology (4)
- G 10--Earth Science (3)
- G 10L--Earth Science Laboratory (1)
- Met 1--Descriptive Meteorology (3)
- Met 1L--Descriptive Meteorology Laboratory (1)

#### C. Special Options. (Ordinarily apply only to pre-majors and pre-professionals)

- Bi 2A, B--Introductory Biology (4-4)
- Bi 15--General Microbiology (3)
- Bi 16--General Microbiology Supplemental Lab (1)
- Bi 22A, B--Anatomy and Physiology (4-4)
- Ch 1A, B--General Chemistry (5-5)
- G 3--Elementary Mineralogy (4)
- Ph 2A, B--General Physics (4-4)

AREA II SOCIAL SCIENCES (3 courses required.)

- A. Anth 1--Physical Anthropology (3)  
Anth 2--Cultural Anthropology (3)  
Anth 3--Introduction to Archaeology (3)
- B. Econ 1A, B--Principles of Economics (3-3)  
Econ 3--Current Economic Problems (3)
- C. Geog 1--Physical Geography (3)  
Geog 2--Cultural Geography (3)
- D. Hist 4A, B--Western Civilization (3-3)  
Hist 17A, B--United States History (3-3)  
Hist 28--Minority Groups in the Americas (3) (May count in only one Area--II D or II G)  
Hist 29--Women in American History (3)
- E. Phil 8--Traditional Logic (3)  
Phil 9--Symbolic Logic (3) (May count in only one Area--II, II, or IV)
- F. PS 1--Introduction to Government (3)  
PS 2--Introduction to Comparative Government (3)  
PS 4--Introduction to International Relations (3)
- G. Psy 1--General Psychology (3)  
Psy 3--Experimental Psychology (3)  
Psy--33 Personal and Social Adjustment (3)
- H. Soc 1--Introductory Sociology (3)  
Soc 2--Sociological Analysis--Social Problems (3)  
Soc 14--Minority Groups in the Americas (3) (May count in only one Area--II D or II G)

AREA III HUMANITIES (3 courses required)

Students must take 1 course from at least 3 of the following five sections:

- A. Art 2A, B--History of Art (3-3)  
Art 3A--Basic Design and Color (3)  
Art 10--Introduction to Art (3)  
Art 12--Survey of Modern Art (3)
- B. English, Speech and Theatre Arts:  
Eng 10A, B--American Literature (3-3)  
Eng 11A, B--Survey of English Literature (3-3)  
Eng 12--World Literature (3)  
Eng 14--Shakespeare (3)  
Eng 16--Literature of the Desert (3)  
Eng 30--The Bible as Literature (3)

Eng 39--Foreign Literature in Translation: French (3)  
(May count in only one area --II B or II C)

TA 1--Introduction to Theatre (3)  
TA 2A, B--Acting (3-3)  
TA 10A, B--Dramatic Literature (3-3)

TA 12A, B--History of the Theatre (3-3)

\* TA 56--Theatre Practice (3)

J 1--Introduction to Mass Communications (3)

Sp 2--Oral Interpretation of Literature (3)

Sp 4A--Public Speaking (3)

Sp 4B--Group Discussion and Leadership (3)

Sp 7--Argumentation (3)

C. Foreign Languages

Fr 1, 2--Elementary French (5-5)

Fr 2, 3--Intermediate French (4-4)

Fr 8A, B--French Conversation(2-2)

Fr 39--Foreign Literature in Translation: French (3)  
(May count in only one area --II B or II C)

Ger 1, 2--Elementary German (5-5)

Ger 3, 4--Intermediate German (4-4)

Ital 1, 2--Elementary Italian (5-5)

Ital 3, 4--Intermediate Italian (4-4)

Ital 40A, B--Survey of Italian Civilization (3-3)

Rus 1, 2--Elementary Russian (5-5)

Span 1, 2--Elementary Spanish (5-5)

Span 3, 4--Intermediate Spanish(4-4)

Span 8A, B--Spanish Conversation (2-2)

D. Mus 1A, B, C, D--Musicianship (2-2-2-2)

Mus 2A, B, C, D--Harmony (2-2-2-2)

Mus 4--Counterpoint (3)

Mus 10--Introduction to Music (3)

Mus 12--Fundamentals of Music (3)

E. Phil 6A, B--Introduction to Philosophy (3-3)

Phil 7A--History of Ancient and Medieval Philosophy (3)

Phil 7B--History of Modern and Contemporary Philosophy(3)

Phil 8--Traditional Logic (3)

Phil 9--Symbolic Logic (3)  
(May count in only one Area --II, III, or IV)

Phil 12--Religions of the World (3)

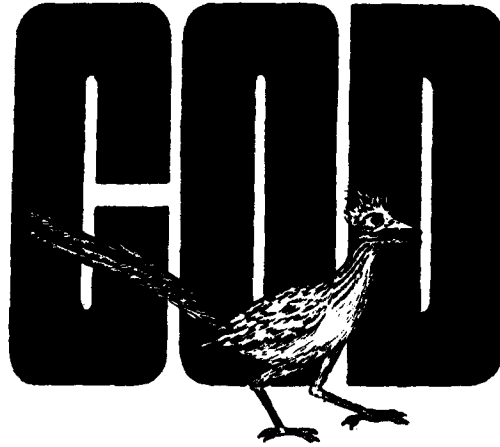
Phil 14--Introduction to Ethics (3)

\* TA 32--The Motion Picture: History and Criticism (3)

AREA IV BASIC SUBJECTS (2 courses, of which one must be English)

- A. ES 1A--Composition and Reading (4)  
ES 1B--Literature and Composition (4)  
Eng 3A--Freshman Composition I (3)  
Eng 3B--Freshman Composition II (3)  
*add → Speech* (3)
- B. Math 1A, B--Analytic Geometry and Calculus (4-4)  
Math 2A, B--Analytic Geometry and Calculus (4-4)  
Math 3--Introduction to Mathematics (3)  
Math 5--Trigonometry (3)  
Math 10--College Algebra (3)
- C. Phil 8--Traditional Logic (3)  
Phil 9--Symbolic Logic (3) (May count in only one area--II, III, or IV)
- D. Math 4--Statistical Methods (3) or  
Soc 3--Statistical Methods (3)
- E. Any Foreign Language listed under III C. (A course may not count in both requirements, however.)
- F. SE 1--Reading Improvement (2)

**DEGREE AND CERTIFICATE INFORMATION**



DEGREE AND CERTIFICATE INFORMATION

Certificate  
1 year 2 year      AA Degree  
Occupational Transfer

AGRICULTURE-DIESEL MECHANICS  
NATURAL RESOURCES

X		X	X	Agri-Business, page 54
	X	X	X	Agriculture Mechanics, page 58
		X		Country Club Operations
		X		Club Manager
		X		Golf Professional
		X		Superintendent
				Diesel Mechanics
X	X			General
X	X	X		Heavy Equipment Maintenance and Operations
X	X	X		Truck Maintenance and Operations
	X	X		General Agriculture
		X	X	Landscape Engineering
		X	X	Natural Resources
		X		Nursery Management
X	X	X	X	Ornamental Horticulture
		X	X	Parks and Recreation
		X	X	Plant Science
		X		Turfgrass Management
			X	Veterinary Science

ART

	X	X		Art
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BUSINESS - EDUCATION

X		X		Accounting
X		X		Banking and Finance
X		X	X	Business Administration
X		X		Data Processing
X				Escrow
X		X	X	General Business
X		X	X	Marketing
X		X		Office Technician
X				Real Estate
X		X		Secretarial Science

EDUCATION

	X	X		Instructional Aide
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ENGINEERING, ARCHITECTURE AND TECHNOLOGY

X		X		Air Conditioning & Refrigeration
X		X		Architectural Drafting
			X	Architecture
			X	Architectural Engineering
			X	Architecture - Environmental Design
X		X		Automotive Technology
			X	Construction Engineering
X		X		Domestic Appliance Service/Management
X		X		Electronics Technology
			X	Engineering
			X	Engineering Technology
			X	Industrial Arts Education

Certificate		AA Degree		
1 year	2 year	Occupational	Transfer	

X		X		Industrial Drafting
X		X		Industrial Supervision
X		X		Industrial Technology
			X	Industrial Technology-Construction
			X	Industrial Technology-Electronics
			X	Industrial Technology-Manufacturing Processes
X		X		Metals Technology
X		X		Structural Inspection
X		X		Welding Technology

ENGLISH AND SPEECH

			X	English Composition
			X	English Literature
			X	Journalism
			X	Radio-Television Broadcasting
			X	Speech
			X	Theatre Arts

ENGLISH AS A SECOND LANGUAGE

El Ingles Como  
Segundo Ididma

FIRE SCIENCE

X		X		Fire Science
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FOREIGN LANGUAGE

			X	Foreign Language
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HEALTH, PHYSICAL EDUCATION & RECREATION

			X	Physical Education
			X	Recreation

HOME ECONOMICS, PRE-SCHOOL EDUCATION & FOOD SERVICES

		X		Culinary Arts: Chef Training
X		X		Custom Sewing-Alterations
		X		Fashion Design
		X		Fashion Merchandising
X				Food Service Assistant, I, II, III
X				Early Childhood Education
		X	X	Home Economics
		X		Interior Design
X		X		School Food Services Manager: I, II, III

HOTEL AND MOTEL MANAGEMENT

X		X		Hotel and Motel Management
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LAW ENFORCEMENT

X		X	X	Law Enforcement
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LIBRARY SCIENCE

X		X		Library Technology
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Certificate	AA	Degree	
<u>1 year</u> <u>2 year</u>	<u>Occupational</u>	<u>Transfer</u>	

MATHEMATICS

X Mathematics

MUSIC

X Music

NURSING AND PARAMEDICAL

X	X	Emergency Medical Technician
	X	Medical Assisting
X		Registered Nursing
		Vocational Nursing

PRE-COLLEGE EDUCATION

BIOLOGICAL & PHYSICAL SCIENCE

X	X	Biology, Professional
X	X	Chemistry
X	X	Dental Hygiene
X	X	Geology
X	X	Meteorology
X	X	Optometry
X	X	Physics
X	X	X-Ray Technician

SOCIAL SCIENCE

X Social Science

WORK EXPERIENCE

**DEPARTMENTAL INFORMATION**



## COURSES OF INSTRUCTION

### CLASSIFICATION and NUMBERING of COURSES

There are three types of courses offered by College of the Desert:

1. **Credit Courses**--Courses numbered 1-99 are designated as "credit courses." A credit course is part of an approved educational program. The credit awarded by College of the Desert for completion of the course is accepted as completion of a portion of an appropriate educational sequence leading to an associate degree or baccalaureate degree by the University of California, the California State University and Colleges, or an accredited independent college or university.
2. **Courses for Adults**--Courses numbered 100 are designed for adults who are not candidates for graduation and work in such courses is not applicable toward graduation. Adult courses, except for those in Developmental Education, are not listed in this catalog, but will be printed and distributed throughout the district several weeks before the opening of classes each semester.
3. **Remedial Courses**--Courses designated by letters instead of numbers are remedial, refresher, or makeup type courses. They are usually required of students who must remove certain deficiencies before enrolling in specific courses in the program for graduation. No credit is given for remedial courses.

### CREDIT VALUE

The number in parentheses after the course title indicates the number of units of credit given for the semester. The course description English 14 Shakespeare (3) would indicate that the course is one semester in duration and that 3 units of credit are available. The number of lecture and laboratory hours per week is then given. Theatre Arts 2A-B Acting (3-3) 2 hours lecture and 3 hours laboratory would describe the fact that the course extends throughout the year and carries 3 units of credit each semester; furthermore, it indicates that 2 hours per week are devoted to lecture and 3 hours to laboratory work. Where laboratory work is not indicated, the course is considered to be a lecture type primarily. The word "lecture" in the course description does not mean to imply that class discussion or participation is not an essential part of the course work.

### PREREQUISITES

The prerequisites for each course as shown in the description of the course must be met before enrollment in the course will be permitted. Pre-

requisites stated are intended to insure that the student will have sufficient preparation to assure a reasonable chance of success in the course.

### SCHEDULE OF CLASSES

The College reserves the right to make additions or deletions to the list of course offerings during the year, or to cancel those sections in which the enrollment is too small to justify continuance.

The Schedule of Classes each semester is the official list of courses offered.

### INDIVIDUAL STUDY PROJECT (1-3)

Available to matriculated students only.

This course can be taken in any subject area and is designed as course number 49; i.e., Business 49, Radio-Television 49, History 49, and provides an opportunity for the student to work closely with the instructor in order to encourage the student to extend his knowledge and understanding of some particular problem or topic, or to allow the student to complete a specific project. The exact nature of the individual assignment would depend upon the special interest of the student and the instructor. A maximum of six units of individual study will be accepted toward the A. A. degree.

Forms for individual study are available in the Registrar's Office during DROP and ADD period. The instructor of an individual study project shall submit Individual Study Project application through department chairpersons to Dean of Instruction prior to undertaking work at the beginning of the semester.

### DEPARTMENTAL SEMINAR (1-3)

Departmental Seminars may be conducted by any department. They are designed to provide an opportunity for students to work in small groups with one or more instructors. The course provides the students an opportunity to participate and interact with instructors' colleagues to extend their knowledge and understanding of some particular problem or topic within the general scope of departmental offerings which are not contained in scheduled courses. The exact nature of the individual assignments would depend upon nature of the study and topic involved, but all seminar students would be expected to complete one or more, but are not limited to the following topics: projects, field studies, surveys, written reports, and term papers.

Seminars are an excellent means of recruiting the active and retired personnel resources in the

community to work with faculty and students to extend depth, imagination, and applicability to the programs of instruction.

A maximum of six units of seminar will be accepted for the A. A. degree.

The instructor of a proposed seminar offering shall submit a Seminar Application through department chairperson to the Dean of Instruction prior to advertising and scheduling a seminar.

Seminars may begin at any time during the school year for a length of time commensurate with the units of work contemplated. This is calculated roughly at 17 class hours per unit.

Suggested curricula for A. A. degree, transfer, and certificates in various areas are listed in each department information section following description of courses.



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**AGRICULTURE,  
DIESEL MECHANICS AND NATURAL RESOURCES**

AGRICULTURE

**DIESEL MECHANICS--NATURAL RESOURCES**

The program in agriculture--diesel mechanics--natural resources at College of the Desert is designed to serve both occupational and transfer students.

Many courses primarily serve students who wish to go immediately into an occupation after graduation. The courses are designed to provide practical experience for each major offered and to fit the needs of the community.

Students who wish to prepare for four-year colleges will find not only the necessary required transfer courses in English, science, mathematics, and related subjects available to them, but also practical courses related to their majors.

Students should consult their adviser to see which courses fit into the major and program of the college to which they plan to transfer.

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

Agri-Business

Agricultural Mechanics

Country Club Operations (3 options)

- 1. Club Manager
- 2. Golf Professional
- 3. Superintendent

Diesel Mechanics (3 options)

- 1. General
- 2. Heavy Equipment Maintenance and Operations
- 3. Truck Maintenance & Operations

General Agriculture

Landscape Engineering

Natural Resources

(including Forestry and  
Wildlife Management)

Nursery Management

Ornamental Horticulture

Parks and Recreation

Plant Science

Turfgrass Management

Veterinary Science

**COURSES OF INSTRUCTION**

**AGRICULTURE--ANIMAL SCIENCE**

- 30. General Animal Husbandry (3)  
2 hours lecture and 3 hours laboratory.  
Survey of sources of the world's supply of animals and their products; distribution and factors influencing domestic animals in the United States; selection, breeding, feeding, and management of cattle, sheep, and swine on California farms; breed characteristics and origin of the important breeds.
- 32. Elements of Horse Production (3)  
2 hours lecture and 3 hours laboratory.  
An introductory course to acquaint the student with the field of horse production, breeds, and types of horses, feeding, judging, unsoundness, diseases, and different uses of horses.

**AGRICULTURE--BUSINESS**

- 10. Elements of Agriculture Economics (3)  
2 hours lecture and 3 hours laboratory  
A consideration of factors of production, basic economic laws and farm prices, farm organization and management, marketing, facilities, and state and federal farm programs affecting the farmers' economic position.
- 11. Management Records (3)  
2 hours lecture and 3 hours laboratory.  
A study of accounting, types of business records and income taxes as a tool for improving management efficiency.

- 12 Farm Management (3)  
2 hours lecture and 3 hours laboratory.  
Background of California agriculture. Application of principles of farm organization, work simplification, and measurement of earnings in determining production efficiency. There will be on-the-spot study and reorganization of a given farm. A term paper will be required.
- 15 Concepts of Modern Agriculture (3)  
Plant science, animal science, soils and the relationships of the three. Basic principles of plant and animal production including Ornamental Horticulture.
- 20 Public Relations (3)  
Media and methods used in public relations activities by agriculture, business, education, industry, recreation and service organizations. Survey of media used, techniques commonly employed, and plan effective programs.
- 59 Agricultural Experience Program  
AB (1-3)  
CD 1 unit - 1 hour lecture; 2 units - 6 hours laboratory; 3 units - 9 hours laboratory.  
Practical experience program required of all agricultural students, either through a "self-owned" program or a "placement" program with an approved farmer or businessman. Records required of each student. Consideration of enterprise problems. Student is responsible for his own program, but will be guided by the instructor in selection and operation of the program.
- 61 Farm Supervision (1)  
Designed to train farm foremen, superintendents, and crew leaders to understand and use principles of good supervision; maintain effective relationships with workers; handle personnel and relationship problems as they occur; instruct new and inexperienced workers in how to perform farm jobs; and analyze and break down jobs to determine time- and labor-saving shortcuts.
- 70 Special Problems (1-3)  
1 unit - 3 hours lab; 2 units - 6 hours laboratory; 3 units - 9 hours laboratory.  
Supervised placement for experience with nurseries, florists, landscape contractors, golf courses, and other established ornamental horticultural enterprises. Designed to provide experience in the major areas of interest through directed non-reimbursed participation by students majoring in the ornamental horticultural field and closely allied areas of employment. Spring and Fall.

## AGRICULTURE--COUNTRY CLUB OPERATIONS

- 1 Introduction to Country Club Operations (3)  
A survey course designed to acquaint students with career opportunities in recreational and service oriented industries. Emphasis will be placed, but not limited to, public and private country clubs. The course will be highlighted by field trips and speakers from the various service-oriented industries.
- 2 Pro Shop Operation (3)  
Primarily for students who are planning a career as a golf professional. It will cover every phase of the golf shop operation, including merchandising, club care, minor club repair, junior golf, school teams, tournament play and clubhouse operation. It will also include some outside golf course maintenance in conjunction with the greens superintendent.

## AGRICULTURE--DIESEL MECHANICS

- 20 Truck Operation and Maintenance (4)  
2 hours lecture and 6 hours laboratory.  
Prerequisite: AgEg 43 or consent of instructor.  
A study of the regulatory codes applicable to the truck operation, types and application of trucking equipment, load characteristics and loading. Experience in servicing, maintaining and operating trucks, truck-tractors, trailers and semi-trailers. Same as Technology Diesel Mechanics 20. May be taken for credit only once.
- 25 Truck Chassis (4)  
2 hours lecture and 6 hours laboratory.  
Prerequisite: Consent of instructor.  
This course covers the function, design, specifications of truck chassis components and gives live shop experience in inspection, service, adjustments, repair, rebuilding and installation of components for various classes of truck chassis, including axles, brakes, clutches, differentials, drive lines, frames, power dividers, steering, suspension, tires, transfer cases, transmissions and wheels. Trailers and semi-trailers as an integral part of the complete unit are also studied. Same as Technology Diesel Mechanics 25. May be taken for credit only once.
- 35 Heavy Duty Automatic and Power Shift Transmissions (2 + 2)  
(A)(B) 2 hours lecture and 3 hours laboratory.  
Covers the principles of operation, troubleshooting, maintenance, and complete overhaul of heavy duty automatic and power shift transmissions. Same as AgEg 35 and Technology-Diesel Mechanics 35. May be taken for credit only once.

60 Tractor and Equipment Chassis (4)  
 Study of design and servicing tractor and equipment, chassis, clutches, transmissions, differentials, final drives, tracks, power take-offs, chain and belt drives, drive lines, bearings, and gears. Same as Technology-Diesel Mechanics 60. May be taken for credit only once.

61 Diesel Mechanics I (4)  
 2 hours lecture and 6 hours laboratory.  
 Diesel engine theory, operation and maintenance. Includes horsepower determinations, micro-measuring, maintenance, preventive maintenance, storage, trouble-shooting, and tune-up. Same as Technology Diesel Mechanics 61. May be taken for credit only once.

62 Diesel Mechanics II (4)  
 2 hours lecture and 6 hours laboratory.  
 Prerequisite: AgDM 61 or consent of instructor.  
 Two-cycle diesel engine overhaul. Includes cleaning, inspecting, measuring, servicing, rebuilding and replacing engine components. Same as Technology Diesel Mechanics 62. May be taken for credit only once.

63 Diesel Mechanics III (4)  
 2 hours lecture and 6 hours laboratory.  
 Prerequisite: AgDM 61 or consent of instructor.  
 Four-cycle diesel engine overhaul. Includes cleaning, inspecting, measuring, servicing, rebuilding, and replacing engine components. Same as Technology Diesel Mechanics 63. May be taken for credit only once.

64 Diesel Mechanics IV (4)  
 2 hours lecture and 6 hours laboratory.  
 Prerequisite: AgDM 61 or consent of instructor.  
 Diesel Air, Fuel, and Governors. The course includes the servicing and overhaul of injection pumps, injectors, blowers, turbochargers, governors; and advanced tune-up and trouble-shooting. Same as Technology-Diesel Mechanics 64. May be taken for credit only once.

65 Diesel Engine Accessories (4)  
 2 hours lecture and 6 hours laboratory.  
 Prerequisite: AgDM 61 or consent of instructor.  
 Includes the servicing of diesel engine accessories such as hydraulics, engine, brakes, pumps, air compressors, tractor air conditioners, and electrical systems. Same as Technology-Diesel Mechanics 65. May be taken for credit only once.

66 Diesel Air and Fuel Systems (2-2)  
 (A)(B) 1 hour lecture and 3 hours laboratory.  
 Prerequisite: AgDM 61 or consent of instructor.  
 Refer to AgDM 64; covers same course content as AgDM 64, but because of hours involved,

course has been structured for 2 semesters to accommodate evening students. Same as AgEg 36AB and Technology-Diesel Mechanics 66AB. May be taken for credit only once.

AGRICULTURE--ENGINEERING

16 Basic Mechanical Skills (2)  
 1 hour lecture and 3 hours laboratory.  
 Study of principles, practices, and materials used in agricultural mechanics and application of same under actual shop conditions. Same as Technology-General 16. May be taken for credit only once.

\*  
 35 Heavy Duty Automatic and Power Shift Transmissions (2+2)  
 (A)(B) 2 hours lecture and 3 hours laboratory.  
 Covers the principles of operation, trouble-shooting, maintenance, and complete overhaul of heavy duty automatic and power shift transmissions. Same as AgDM 35 and Tech-DM 35. May be taken for credit only once.

36 Diesel Air and Fuel Systems (2+2)  
 (A)(B) 1 hour lecture and 3 hours laboratory.  
 Prerequisite: AgDM 61 or consent of instructor.  
 Refer to AgDM 64; covers same course content as AgDM 64, but because of hours involved, course has been structured for 2 semesters to accommodate evening students. Same as AgDM 66AB and Technology-Diesel Mechanics 66AB. May be taken for credit only once.

40 Agricultural Engineering--Construction (3)  
 2 hours lecture and 3 hours laboratory.  
 Study and practice in the selection and use of farm structural and mechanical equipment. Includes farm wiring, carpentry, painting, metalwork and welding, and blueprint reading.

42 Agricultural and Industrial Power (3)  
 1 hour lecture and 6 hours laboratory.  
 Principles and applications of internal combustion engines. Tune-up and trouble-shooting gasoline and diesel engines. Power transmission devices.

43 Tractor Operations (3)  
 2 hours lecture and 3 hours laboratory.  
 The selection, operation, service, maintenance, adjustment, handling, and minor repair of wheel and track type tractors. Same as Technology-Automotive and Power 43. May be taken for credit only once.

44 Agricultural Equipment (3)  
 2 hours lecture and 3 hours laboratory.  
 Operation, selection, adjustment, servicing, and care of seedbed preparation equipment, fertilizer distributor, cultivators, and other

\* See page 53 for AgEg 30 and 30L



equipment used in the area. Actual repair, maintenance, and operation of equipment will be done during the laboratory periods. Same as Technology-Automotive and Power 44. May be taken for credit only once.

45 Irrigation and Drainage (3)  
2 hours lecture and 3 hours laboratory.

A study of the practices and methods of irrigation. Includes soil moisture relationships, pumping and water measurements, and water requirements. Methods of land reclamation.

47 Basic Surveying (2)  
1 hour lecture and 3 hours laboratory.

Use and care of surveying instruments, fundamental surveying methods, field practice in measuring, staking, turning, note taking, and cut and fill maps on a plane.

90 Heavy Equipment Operation and Maintenance (3)  
1 hour lecture and 6 hours laboratory.

Selection, operation, service, adjustment of heavy equipment (dozers, carryalls, trucks, cranes, backhoes, etc.). Same as Technology-Automotive and Power 90. May be taken for credit only once.

91 Basic Hydraulics (2)  
1 hour lecture and 3 hours laboratory.

Familiarization with theory, application, and component parts of hydraulic systems. Same as Technology-Automotive and Power 91. May be taken for credit only once.

92 Hydraulic Systems Maintenance and Repair (3)  
2 hours lecture and 3 hours laboratory.

A continuance of Basic Hydraulics including advanced practices in maintenance and repair of hydraulic systems. Same as Technology-Automotive and Power 92. May be taken for credit only once.

AGRICULTURE--NATURAL RESOURCES

35 Conservation of Natural Resources(3)

Intelligent use and protection of natural resources in soil, water, minerals, plant and animal life, with particular attention to Southern California conditions. Includes the role of ecology, history of the conservation movement, modern problems in resource use, and the citizens' role in Conservation.

36 Introduction to Forestry (3)

History of forestry and the lumber industry. The forest resource, its management, conservation and utilization. Forestry terminology and the use of basic engineering equipment. Silviculture, dendrology, cruising and sealing are studied. Job opportunities in public and private forestry. One all-day field trip will be required.

36. Introduction to Forestry Lab (1)

L 3 hours laboratory

Prerequisite: Concurrent or prior enrollment in AgNR 36.

A lab designed to supplement the Introduction to Forestry course and provide students with field experience in forestry. Areas of study include: Fire prevention and suppression, forest measurement, timber harvesting and forestation, and career opportunities.

37 Introduction to Wildlife Management (3)

Prerequisite: AgNr 35 or concurrent enrollment.

A study of the principles of wildlife biology as related to wildlife management. An introduction to basic skills involved in conservation and production of wildlife. Develop an understanding of the relationships between wildlife, man, and outdoor recreation. Includes: basic ecological concepts; wildlife habitats and nutrition; fish, bird, and mammal identification; fish and game laws; and career opportunities.

37 Introduction to Wildlife Management Lab (1)

L 3 hours laboratory.

Prerequisite: Concurrent or prior enrollment in AgNR 37.

Primarily a field study of wildlife management. An introduction to basic skills involved in conservation and production of wildlife. Includes identification, life histories and ecology of important wildlife species, and habitat improvement. Saturday field trips will be required.

71 Wildlife Law Enforcement (3)

Wildlife law enforcement in the United States and California. Federal, state, county, and city law enforcement as a wildlife management tool. Duties and responsibilities, professional qualifications for wildlife law enforcement officers. Enforcement procedures, fines and forfeitures. Hunter Safety Program. Public responsibility in wildlife law enforcement. Same as Law Enforcement 71. Maybe taken for credit only once. Refer to LE 71.

AGRICULTURE--ORNAMENTAL HORTICULTURE

4 Turf Grass Management (3)

2 hours lecture and 3 hours laboratory.

This course is designed to bring about an understanding of the major factors controlling the production of good turf grasses and the modifying effects of these factors upon each other.

- 5 Ornamental Plant Identification and Materials (3)  
A 2 hours lecture and 3 hours laboratory.  
Identification, growth habits, culture, and ornamental use of house plants, vines, ground-covers, annuals, perennials, small shrubs adapted to the climates of the central valleys of California. Saturday field lab will be required each semester.
- 5 Ornamental Plant Identification and Materials (3)  
B 2 hours lecture and 3 hours laboratory.  
Identification, growth habits, culture, and use of larger shrubs and trees adapted to the climates of the central valleys of California. Saturday field lab each semester will be required.
- 6 Horticultural Practices (3)  
2 hours lecture and 3 hours laboratory.  
A general course in ornamental horticulture with emphasis on nursery operation. Including nursery structures and layout, seeding, transplanting, potting, balling, canning, fertilizing, pest control, plant diseases, and abnormalities. Propagating and planting mediums, their preparation and use. The use and maintenance of the common tools and equipment.
- 7 Home Nursery Practices (3)  
2 hours lecture and 3 hours laboratory.  
Study and application of horticultural principles and practices applicable to the home owner and retail nurseryman. Includes plant science, landscape design, plant identification, and legal information pertinent to home landscaping.
- 8 Park and Nursery Management (3)  
3 hours lecture and 3 hours laboratory.  
Designed to bring about an understanding of skills and knowledge of the various areas of the plant installation and maintenance fields; to develop proficiency in those skills necessary for the student to qualify as a technician in this area. Special interest will be directed through the Agriculture 8 course to provide specific skills in such areas as Forestry, City Parks, Highway Maintenance, State Parks.
- 9 Landscape Planning and Design (3)  
2 hours lecture and 3 hours laboratory.  
Prerequisite: AgPS 1, AgOH 5A, 5B, or approval of instructor.  
Designed for students interested in the planning and designing of landscaped areas. Emphasis will be placed upon the location of lawns, trees, shrubs, walks, driveways, patios, planters, and other landscape structures for home and park landscaping. Same as Architecture 9. May be taken for credit only once.
- 13 Floral Design (3)  
2 hours lecture and 3 hours laboratory.  
A course designed to introduce the student to the floral industry. Includes the basic skills and design principles used in corsages and flower arrangements. Emphasis will be placed on the basic kinds of corsages, floral arrangements, and the most common flowers and related materials used in decorating the home.
- 14 Landscape Nursery Salesmanship(3)  
1 hour lecture and 6 hours laboratory.  
Prerequisites: AgOH 6, AgOH 9, AgOH 72, and/or consent of instructor.  
Designed for the sophomore student majoring in Ornamental Horticulture who plans to enter the retail nursery business. He will organize the nursery for retail sales, talk to prospective customers, and be prepared to answer any questions pertaining to landscaping of the home with plants, trees, shrubs, ground covers, flowers, and house plants that will grow in our area. The student will be assigned to work in blocks of 3 hours to help facilitate sale of surplus plants grown in the college nursery.
- 46 Landscape Irrigation Systems (3)  
2 hours lecture and 3 hours laboratory.  
Designed to cover the principles of sprinkler system design, installation, and maintenance. Will include practical experience in installing and maintaining clocks and remote control valves. Main emphasis will be on automatic electric sprinkler systems. Soil moisture sensing devices, sprinkler specification and uniformity coefficients are covered.
- 48 Landscape Equipment (3)  
2 hours lecture and 3 hours laboratory.  
Principles and practices in the maintenance, and selection of equipment and power units used in the horticultural field.
- 64 Nursery Salesmanship (2)  
Designed for the retail nursery employee and/or those interested in entering the nursery industry. Emphasis will be placed on the nursery industry, how plants grow, naming of plants, soils, fertilizers, plant pest problems, landscape design, salesmanship, display selling, laws pertaining to nursery stock, and plant identification. Course is planned to facilitate the student with sufficient skills and knowledge to pass an examination given by the California Association of Nurserymen for certification as a C.A.N. Nurseryman.
- 70 Special Problems (1-3)  
1 unit - 1 hour lecture; 2 units - 6 hours laboratory; 3 units - 9 hours laboratory.  
Supervised placement for experience with nurseries, florists, landscape contractors,

golf courses, and other established ornamental horticultural enterprises. Designed to provide experience in the major areas of interest through directed non-reimbursed participation by students majoring in the ornamental horticultural field and closely allied areas of employment. Spring and Fall.

72 Ornamental Plant Identification (3)  
5 hours lecture and laboratory.

Identification, growth habits, culture, and ornamental use of plants. Special emphasis will be given to plants adapted to conditions existing in this area and of use in landscaping.

74 Landscape and Nursery Management (3)

Designed to meet the needs of the homeowner and professional gardener who would like to upgrade their skills in landscape and nursery maintenance. It will cover the following subjects: Identification, propagation, pruning, pest and disease control techniques, fertilization, and environmental factors which affect ornamental trees, shrubs, flowers, and ground covers commonly grown in the lower desert.

84 Theory of Turf Grass Management(2)

Designed to meet the needs of the homeowner and the professional turf grass manager. It covers the major types of grass grown in the desert and the major factors that control the production of good turf grasses. Emphasis will be placed on management practices used to grow good turf in our desert area.

85 Park and Nursery Maintenance (1)

A Designed to train park and golf course maintenance workers to understand and use, (1) the principles of good turf grass maintenance; (2) the principles used in selecting planting and maintenance of trees, shrubs, ground covers, and flowers.

AGRICULTURE--PLANT SCIENCE

1 Soils and Plant Nutrition (3)  
2 hours lecture and 3 hours laboratory.

Soil derivation, classification and general characteristics; properties of soil and soil evaluation, soil maps and their interpretation; use of soils and their management, including fertilizers, and soil moisture. Structure, cultivation, organic materials, and microbiology; alkali and saline soils and reclamation.

10 Environmental Gardening (3)  
2 hours lecture and 3 hours laboratory.

Fundamentals of growing vegetables, flowers, and herbaceous perennials, ornamental shrubs and trees, and fruit trees organically and inorganically. Equipment, soil preparation, plant propagation, fertilizers, irrigation, pest

control, and pruning will be covered. Plant structure, growth, and classification are included. The role of plants in the environment and their relationship to man will be emphasized.

10 Environmental Gardening Lab (1)  
La 3 hours laboratory.

Cool season lab designed to supplement environmental gardening theory. Students will carry out projects in growing different cool season plants.

10 Environmental Gardening Lab (1)  
Lb 3 hours laboratory.

Warm season lab designed to supplement environmental gardening theory. Students will carry out projects in growing different warm season plants.

20 Field Crops (3)  
2 hours lecture and 3 hours laboratory.

Field crops common to locality. Study of, representative crops; cultural sequence and related factors; marketing, cost analysis, and risk. Environmental relationships, moisture, temperature, general weather influence. Relation of local crops to national crop economy. Field trips.

23 Viticulture (3)  
2 hours lecture and 3 hours laboratory.

California grape production; study of varieties, characteristics, uses and adaptations. Production practices, propagation, planting, training, thinning, girdling, and pruning systems. Grape pests and diseases, including recognition and control.

25 Citrus and Date Culture (3)  
2 hours lecture and 3 hours laboratory.

Growing and marketing of oranges, lemons, grapefruit, avocados, and dates, plus minor subtropical fruits. Field trips and orchard practice.

26 Fruit Production (3)  
2 hours lecture and 3 hours laboratory.

A study of characteristics, areas of production, suitable varieties, uses, and adaptations. Planting, training, production, practices and propagation of the important deciduous and subtropical fruit crops including such crops as citrus, dates, grapes, and others.

27 Economic Entomology (3)  
2 hours lecture and 3 hours laboratory.

A study of insect classification, structure, life histories, ecology, economic importance, and control. Insects beneficial or injurious to crops, ornamentals, stored products, domestic animals, and man. Collection required.

- 60 Agricultural Science (3)  
2 hours lecture and 3 hours laboratory.

Physiological and environmental factors affecting plants and animals, as well as other biological implications in relation to their application to the agricultural industry.

- 71 Soils Discussion (Optional) (1)

An optional course designed to compliment AgPS1. Subjects covered in Soils and Plant Nutrition lecture and lab will be discussed in more detail

#### AGRICULTURE--WELDING

- 28 Industrial Welding Processes I (2)  
A 1 hour lecture and 3 hours laboratory.

General welding course including oxygen-acetylene welding, brazing and cutting; arc welding. Includes study of welding machines, joints, positions, weld symbols, base metal identification and metallic properties as they pertain to welding. Same as Technology-Welding 28A. May be taken for credit only once.

- 28 Industrial Welding Processes II (2)  
B 1 hour lecture and 3 hours laboratory.

Prerequisite: Weld 28A with grade of C or better.

Includes applications of advanced welding techniques in specific assigned positions. Involves joint design and preparation, filler wire selection, and finished weld evaluation. Preparing and testing weld specimens. Course designed to advance students toward welding certification. Same as Technology-Welding 28B. May be taken for credit only once.

- 28 Industrial Welding Processes III (2)  
C 1 hour lecture and 3 hours laboratory.

Prerequisite: Weld 28AB with grade of C or better.

Emphasis placed on practical job applications of electric arc, oxygen-acetylene welding, and brazing. Includes experience in tungsten inert gas and metallic inert gas welding. Course designed to offer advanced welding for equipment repair and maintenance. Total job analysis including joint design, materials selection, machine adjustments, and weld evaluation. Same as Technology-Welding 28C. May be taken for credit only once.

- 35 Gas-Shielded Welding (2)  
1 hour lecture and 2 hours laboratory

Study of Tungsten Inert Gas (TIG) and metallic inert gas (MIG) welding processes, equipment, and techniques. Involves practice in welding mild steel, stainless steel, and aluminum. Same as Technology-Welding 35. May be taken for credit only once.

- 63 Welding II (2)  
6 hours laboratory.

Continuation of Welding 30. Includes additional mild steel welding, welding cast iron, hard surfacing, introduction of pipe welding, and specimen testing. Same as Technology-Welding 63. May be taken for credit only once.

- 64 Oxygen-Acetylene Welding (3)  
1 hour lecture and 6 hours laboratory.

Course involves extensive practice in oxygen-acetylene welding and cutting techniques. Involves common weld joints--all positions. Same as Technology-Welding 64. May be taken for credit only once.

- 65 Brazing (2)  
1 hour lecture and 3 hours laboratory.

Study of, and practice in, brazing and braze-welding. Emphasizes filler metal and flux selection, flame adjustments, and procedures for various metals. Same as Technology-Welding 65. May be taken for credit only once.

- 66 Electric Arc Welding (4)  
1 hour lecture and 9 hours laboratory.

Prerequisite: Welding 63.

Additional practice in advanced arc welding techniques. Emphasizes real or "live" jobs where applicable. Includes pipe welding and design and use of welding fixtures. Same as Technology-Welding 66. May be taken for credit only once.

- \*  
AgEg 30 Agricultural Equipment Project Design (1)

Construction and modification of equipment related to various agricultural enterprises.

- AgEg 30L Agricultural Equipment Project Construction (1-3)

Analyses of materials and design of specialized equipment related to various agricultural enterprises.

Preparation for Employment and Occupational A.A. Degree Program in AGRICULTURE, GENERAL

Courses Required:

Dept.	No.	Title	Units
AgAS	30	General Animal Husbandry	3
AgBu	11	Management Records	3
AgBu	15	Concepts of Modern Agriculture	3
AgEg	16	Basic Mechanical Skills	2
AgEg	43	Tractor Operations	3
AgEg	44	Agricultural Equipment	3
AgEg	47	Basic Surveying	2
AgEg	45	Irrigation and Drainage	3
AgPS	1	Soils & Plant Nutrition	3
AgPS	20	Field Crops	3
AgPS	26	Fruit Production	3
AgPS	27	Economic Entomology	3

Electives 12 units

Department Subtotal	46
C.O.D. General Education Requirements See Page 32	
English Department (two courses)	
Social Science (one course)	
Natural Science (one course) AgNR 35 Conservation of Natural Resources	
Humanities (one course)	
P.E. (2 courses for students under age of 21)	
<u>Degree Total</u>	<u>60</u>

Adviser: Waters/Walker

Preparation for Transfer to a Four-Year College and/or A.A. Degree in AGRI-BUSINESS - TRANSFER

Courses Required:

Dept.	No.	Title	Units
AgEg	16	Basic Mechanical Skills	2
AgNR	35	Conservation of Natural Resources	3
AgPS	1	Soils and Plant Nutrition	3
BuMa	20A	Business Law	3
BuAc	1A	Accounting	3
BuAc	1B	Accounting	3
E-S	1A	Composition and Reading	4
E-S	1B	Literature and Composition	4

General Education: 37-40 units; confer with adviser for General Education courses recommended for transfer to college of your choice.

Department Subtotal	25
English Dept. (1A or 1B or 3A or 3B)	
Humanities (one course from three areas)	
Natural Science (one physical, one biological, one of which must be lab course)	
Social Science (three courses)	
Basic Subjects (one course)	
P.E. (2 courses for those under age 21)	
General Education Total	40
<u>Degree Total</u>	<u>65</u>

Adviser: Smith/Waters

Preparation for Employment and Occupational A.A. Degree Program in AGRI-BUSINESS

Courses Required:

Dept.	No.	Title	Units
AgBU	11	Management Records	3
AgBU	15	Concepts of Modern Agriculture	3
AgPS	1	Soils and Plant Nutrition	3
AgPS	20	Field Crops	3
AgPS	26	Fruit Production	3
AgPS	27	Economic Entomology	3
AgEg	16	Basic Mechanical Skills	2
BuMa	20A	Business Law	3
Econ	1A	Principles of Economics	3

Electives 18 units to be approved by adviser

Department Subtotal	44
C.O.D. General Education Requirements See Page 32	
English Department (two courses)	
Social Science (one course)	
Natural Science (one course)	
Humanities (one course)	
P.E. (2 courses for students under age of 21)	
<u>Degree Total</u>	<u>60</u>

Adviser: Smith/Waters

Preparation for Employment and Occupational A.A. Degree Program in PLANT SCIENCE

Courses Required:

Dept.	No.	Title	Units
AgPS	1	Soil and Plant Nutrition	3
AgPS	20	Field Crops	3
AgPS	26	Fruit Production	3
AgPS	27	Economic Entomology	3
AgEg	16	Basic Mechanical Skills	2
AgEg	40	Agri-Engineering Construction	3
AgEg	43	Tractor Operations	3
AgEg	45	Irrigation and Drainage	3
AgEr	47	Basic Surveying	2
AgBu	11	Management Records	3

Electives 15 units to be approved by adviser

Department Subtotal	46
C.O.D. General Education Requirements See Page 32	
English Department (two courses)	
Social Science (one course)	
Natural Science (one course)	
Humanities (one course)	
P.E. (2 courses for students under age of 21)	
<u>Degree Total</u>	<u>60</u>

Adviser: Waters/Walker

Preparation for Employment and Certificate Program  
in DIESEL MECHANICS, GENERAL (ONE YEAR)

Courses Required:

Dept.	No.	Title	Units
AgDM	61	Diesel Mechanics I	4
AgDM	62	Diesel Mechanics II	4
AgEg	91	Basic Hydraulics	2
AgEg	92	Hydraulics Systems Maintenance	3
AgEg	43	Tractor Operation	3
AgW	28	Industrial Welding Processes	2
AgEg	47	Basic Surveying	2
AgEg	16	Basic Mechanical Skills	2
AgDM	65	Diesel Engine Accessories	4
AgEg	90	Heavy Equipment Operation	3
AgNR	35	Conservation of Natural Resources	3
<b>3.0 Grade Point Average Required</b>			<b>Total</b>
			32

Adviser: Dilger

Preparation for Employment and Certificate Program  
in DIESEL MECHANICS - ONE YEAR CERTIFICATE  
(HEAVY EQUIPMENT MAINTENANCE & OPERATIONS OPTION)  
Courses Required:

Dept.	No.	Title	Units
AgDM	61	Diesel I	4
AgDM	62	Diesel II	4
AgDM	65	Diesel Engine Accessories	4
AgEg	16	Basic Mechanical Skills	2
AgEg	43	Tractor Operations	3
AgEg	47	Basic Surveying	2
AgEg	90	Heavy Equipment Operation and Maintenance	3
AgEg	91	Basic Hydraulics	2
AgEg	92	Hydraulic Systems Maintenance and Repair	3
AgW	28	Industrial Welding Processes	2
AgW	35	Inert Gas Welding	2

**3.0 Grade Point Average Required**

**Total Units**

31

Adviser: Dilger/Smith/Waters

Preparation for Employment and Certificate Program  
in DIESEL MECHANICS, GENERAL

Courses Required:

Dept.	No.	Title	Units
AgDM	20	Truck Operation & Maintenance	4
AgDM	25	Truck Chassis	4
AgDM	30	Tractor Chassis	4
AgDM	61	Diesel I	4
AgDM	62	Diesel II	4
AgDM	63	Diesel III	4
AgDM	64	Diesel IV	4
AgDM	65	Diesel Engine Accessories	4
AgDM	70	Special Problems	3
AgDM	75-77	Supervision	2
AgEg	16	Basic Mechanical Skills	2
AgEg	35	Heavy Duty Automatic and Power Shift Transmission	3
AgEg	43	Tractor Operation	3
AgEg	47	Basic Surveying	2
AgEg	90	Heavy Equipment Operation and Maintenance	3
AgEg	91	Basic Hydraulics	2
AgEg	92	Hydraulic System Maintenance and Repair	3
AgW	28	Welding Industrial Processes	2
AgW	35	Inert Gas Welding	2
AgBu	15	Management/Records	3
AgNR	35	Conservation of Natural Resources	3
<b>Total Units</b>			66

Adviser: Dilger/Smith/Waters

3.0 Grade Point Average Required

Preparation for Employment and Certificate Program  
in DIESEL MECHANICS - TWO YEAR CERTIFICATE  
(HEAVY EQUIPMENT MAINTENANCE & OPERATION OPTION)

Courses Required:

Dept.	No.	Title	Units
AgDM	30	Tractor Chassis	4
AgDM	61	Diesel I	4
AgDM	62	Diesel II	4
AgDM	63	Diesel III	4
AgDM	64	Diesel IV	4
AgDM	65	Diesel Engine Accessories	4
AgDM	70	Special Problems	3
AgDM	75, 76	Supervision	2
	OR 77		
AgEg	16	Basic Mechanical Skills	2
AgEg	35	Heavy Duty Automatic and Power Shift Transmissions	4
AgEg	43	Tractor Operations	3
AgEg	47	Basic Surveying	2
AgEg	90	Heavy Equipment Operation and Maintenance	3
AgEg	91	Basic Hydraulics	2
AgEg	92	Hydraulic System Maintenance and Repair	3
AgW	28	Industrial Welding Processes	2
AgW	35	Inert Gas Welding	2
AgBu	11	Management Records	3
TM	21	Industrial Machine Shop Practices	2

Electives

**3.0 Grade Point Average Required**

**Total Units**

63

Adviser: Dilger/Smith/Waters

Preparation for Employment and Occupational A.A. Degree Program in DIESEL MECHANICS (HEAVY EQUIPMENT MAINTENANCE AND OPERATIONS OPTION)

Courses Required:

Dept.	No.	Title	Units
AgDM	30	Tractor Chassis	4
AgDM	61	Diesel I	4
AgDM	62	Diesel II	4
AgDM	63	Diesel III	4
AgDM	65	Diesel Engine Accessories	4
AgDM	70	Special Problems	3
AgEg	16	Basic Mechanical Skills	2
AgEg	43	Tractor Operations	3
AgEg	47	Basic Surveying	2
AgEg	90	Heavy Equipment Operations and Maintenance	3
AgEg	91	Basic Hydraulics	2
AgEg	92	Hydraulic System Maintenance and Repair	3
AgW	28	Welding Industrial Practices	2
AgBu	11	Management Records	3

Electives: 3 units to be selected from following:

AgDM	64	Diesel IV	4
AgDM	75	Equipment Supervision	2
AgDM	76	Operations Supervision	2
AgDM	77	Shop Supervision	2
AgEg	35	Heavy Duty Automatic and Power Shift Transmissions	4
AgW	35	Inert Gas Welding	2
TM	21	Industrial Machine Shop Pract.	2

Department Subtotal 46

C.O.D. General Education Requirements  
See Page 32

English Department (two courses)

Social Science (one course)

Natural Science (one course)

Humanities (one course)

P.E. (two courses for students under age 21)

Degree Total 61

Adviser: Dilger/Smith/Waters

Preparation for Employment and Certificate Program in DIESEL MECHANICS- TRUCK MAINTENANCE AND OPERATIONS (ONE YEAR CERTIFICATE)

Courses Required:

Dept.	No.	Title	Units
AgEG	90	Heavy Equipment	3
AgDM	25	Truck Chassis	4
AgDM	61	Diesel I	4
AgDM	62	Diesel II	4
AgDM	65	Diesel Engine Accessories	4
AgEg	16	Basic Mechanical Skills	2
AgEg	43	Tractor Operations	3
AgEg	91	Basic Hydraulics	2
AgW	28	Industrial Welding Processes	2
TM	21	Industrial Machine Shop Pract.	2

3.0 Grade Point Average Required Total 30

Adviser: Dilger/Smith/Waters

Preparation for Employment and Certificate Program in DIESEL MECHANICS - TWO YEAR CERTIFICATE (TRUCK MAINTENANCE AND OPERATION OPTION)

Courses Required:

Dept.	No.	Title	Units
AgDM	20	Truck Operations	4
AgDM	21	Commercial Vehicle Operations	3
AgDM	22	Commercial Vehicle Inspection	2
AgDM	25	Truck Chassis	4
AgDM	61	Diesel I	4
AgDM	62	Diesel II	4
AgDM	63	Diesel III	4
AgDM	64	Diesel IV	4
AgDM	65	Diesel Engine Accessories	4
AgDM	70	Special Problems	3
AgEg	16	Basic Mechanical Skills	2
AgEg	35	Heavy Duty Automatic and Power Shift Transmissions	4
AgEg	43	Tractor Operations	3
AgEg	47	Basic Surveying	2
AgEg	90	Heavy Equipment Operation and Maintenance	3
AgEg	91	Basic Hydraulics	2
AgW	28	Welding Industrial Processes	2
AgW	35	Inert Gas Welding	2
AgBu	11	Management Records	3
AgDM	77	Supervision	2

Electives: 3 units

3.0 Grade Point Average Required Total 61

Adviser: Dilger/Smith/Waters

Preparation for Employment and Occupational A.A. Degree Program in DIESEL MECHANICS (TRUCK MAINTENANCE AND OPERATION OPTION)

Courses Required:

Dept.	No.	Title	Units
AgDM	20	Truck Operation & Maintenance	4
AgDM	25	Truck Chassis	4
AgDM	21	Commercial Vehicle Operations	3
AgDM	61	Diesel I	4
AgDM	62	Diesel II	4
AgDM	63	Diesel III	4
AgDM	65	Diesel Engine Accessories	4
AgDM	70	Special Problems	3
AgEg	16	Basic Mechanical Skills	2
AgEg	43	Tractor Operations	3
AgEg	90	Heavy Equipment Oper. & Maint.	3
AgEg	91	Basic Hydraulics	2
AgBu	11	Management Records	3
AgW	28	Welding Industrial Processes	2

Department Subtotal 45

C.O.D. General Education Requirements  
See Page 32

English Department (two courses)

Social Science (one course)

Natural Science (one course) AgNR 35

Humanities (one course)

P.E. (two courses for students under age 21)

Degree Total 60

Adviser: Dilger/Smith/Waters

Preparation for Transfer to a Four-Year College  
and/or A.A. Degree in PLANT SCIENCE

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
AgPS	1	Soils and Plant Nutrition	3
AgPS	20	Field Crops	3
AgPS	26	Fruit Production	3
AgPS	27	Economic Entomology	3
AgEg	16	Basic Mechanical Skills	2
AgEg	43	Tractor Operations	3
AgEg	44	Agricultural Equipment OR	
AgEg	45	Irrigation and Drainage	3
AgBu	11	Management Records	3

General Education: 37-39 units; confer with adviser  
for General Education courses recommended by trans-  
fer college of your choice.

Department Subtotal 20

C.O.D. General Education Requirements

See Page 32

English Dept. (1A or 1B or 3A or 3B)

Humanities (one course from three different areas)

Natural Science (one physical, one biological,  
one of which must be a lab course)

Social Science (three courses)

Basic Subjects (one course)

P.E. (two courses for those under age 21)

General Education Total 40

Degree Total 60

Adviser: Waters/Walker

Preparation for Employment and Occupational A.A.  
Degree Program in NATURAL RESOURCES

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
AgNR	35	Conservation of Natural Resources	3
AgNR	36	Introduction to Forestry	3
AgNR	37	Intro. to Wildlife Management	3
AgPS	1	Soils and Plant Nutrition	3
AgPS	27	Entomology	3
AgOH	8	Park & Nursery Management	3
AgBu	11	Management Records	3
AgEg	40	Basic Mechanical Skills	2
AgEg	41	Ag. Engineering Construction	3
AgEg	43	Tractor Operations - OR -	
AgOH	48	Landscape Equipment	3
AgEg	47	Basic Surveying	2

Electives 13 units - Recommended:

AgNR	36L	Introduction to Forestry Lab	1
AgNR	37L	Introduction to Wildlife Lab	1
AgNR	71	Wildlife Law Enforcement	3
AgOH	6	Horticultural Practices	3
AgPS	10	Environmental Gardening	3

Department Subtotal 44

C.O.D. General Education Requirements

See Page 32

English Department (two courses)

Social Science (one course)

Natural Science (one course)

Humanities (one course)

P.E. (two courses for those under age 21)

Degree Total 62

Adviser: Walker

Preparation for Transfer to a Four-Year College  
and/or A.A. Degree in NATURAL RESOURCES

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
AgNR	35	Conservation of Natural Resources	3
AgNR	36	Introduction to Forestry	3
AgNR	37	Introduction to Wildlife Mgmt.	3
AgPS	1	Soils and Plant Nutrition	3
AgPS	27	Economic Entomology	3
ES	1A	Composition and Reading	3
ES	1B	Literature and Composition	4

General Education: 40 units; confer with adviser  
for General Education courses recommended for  
transfer to college of your choice. Consult adviser  
for Biology, Chemistry and Math requirements.

Department Subtotal 23

English Dept. (1A or 1B or 3A or 3B)

Humanities (one course from three areas)

Natural Science (one physical, one biological,  
one of which must be lab course)

Social Science (three courses)

Basic Subjects (one course)

P.E. (2 courses for those under age 21)

General Education Total 40

Degree Total 63

Adviser: Walker



Preparation for Employment and Occupational A.A.  
Degree Program in PARKS AND RECREATION

Courses Required:

Dept.	No.	Title	Units
AgPS	1	Soils and Plant Nutrition	3
AgOH	4	Turf Grass Management	3
AgOH	5A or 5B	Plant and Material Ident.	3
AgOH	8	Park and Nursery Management	3
AgOH	9	Landscape Design	3
AgPS	27	Economic Entomology	3
AgEN	41	Ag. Engineering Basic Skills	2
AgEN	43	Tractor Operations - OR -	
AgEN	48	Landscape Equipment	3
AgOH	46	Landscape Irrigation Systems	3
RE	1	Recreation Leadership - OR -	
PE	1	First Aid and Safety	2

Electives 18 units to be selected from the following:

AgNR	36	Introduction to Forestry	3
AgNR	37	Intro. to Wildlife Management	3
AgEG	47	Basic Surveying	2
AgBu	11	Management Records	3
AgOH	6	Horticulture Practices	3
AgBu	59	Agriculture Experience	1
RE	4	Techniques of Backpacking	3

Department Subtotal 46  
 C.O.D. General Education Requirements  
 See Page 32  
 English Department (two courses)  
 Social Science (one course)  
 Natural Science (one course) AgNR 35 Conservation  
 of Natural Resources  
 Humanities (one course)  
 P.E. (two courses for students under age of 21)

Degree Total 60

Adviser: Parsons/Walker

Preparation for Employment and Occupational A.A.  
Degree Program in COUNTRY CLUB OPERATIONS  
(GOLF PRO OPTION)

Courses Required:

Dept.	No.	Title	Units
AgCC	1	Intro. to Country Club Operations	3
AgCC	2	Pro Shop Operations	3
AgCC	3	Techniques of Golf	2
AgCC	4	Techniques of Tennis	2
AgOH	4	Turfgrass Management	3
AgOH	74	Landscape & Nursery Management	3
BuMa	20A	Business Law	3
BuDE	23	Salesmanship	3
BuDE	25	Advertising	3
BuDE	55	Merchandising	3
AgBu	11	Management Records	3
AgBu	20	Public Relations	3
Tech	91	Elements of Supervision	3

Electives 3 units

Department Subtotal 46  
 C.O.D. General Education Requirements  
 See Page 32  
 English Department (two courses)  
 Social Science (one course)  
 Natural Science (one course)  
 Humanities (one course)  
 P.E. (two courses for students under age 21)

Degree Total 60

Adviser: Parsons

Preparation for Employment and Occupational A.A.  
Degree Program in COUNTRY CLUB OPERATIONS  
(GOLF SUPERINTENDENT OPTION)

Courses Required:

Dept.	No.	Title	Units
AgOH	4	Turfgrass Management	3
AgOH	5A	Ornamental Plant Ident.	3
AgOH	8	Park and Nursery Management	3
AgOH	9	Landscape Plan and Design	3
AgOH	46	Landscape Engineering	3
AgOH	48	Landscape Equipment	3
AgCC	1	Golf Club & Golf Equipment Maintenance & Repair	3
AgCC	2	Intro. to Country Club Oper.	3
AgCC	3	Golf Rules and Techniques	3
AgEg	47	Basic Surveying	2
AgBu	11	Management Records	3
AgBu	20	Public Relations	3
AgPS	1	Soils and Plant Nutrition	3
AgPS	27	Economic Entomology	3
BuMa	20A	Business Law	3

Dept.	No.	Title	Units
<u>Recommended Electives:</u>			
AgOH	6	Horticulture Practices	3
AgEg	16	Basic Mechanical Skills	2
AgEg	40	Ag. Engineering Construction	2
AgEg	43	Tractor Operations	3
BuDE	23	Salesmanship	3
Sup	91	Elements of Supervision	2

Department Subtotal 42  
 C.O.D. General Education Requirements  
 See Page 32  
 English Department (two courses)  
 Social Science (one course)  
 Natural Science (one course)  
 Humanities (one course)  
 P.E. (two courses for students under age of 21)

Degree Total 60

Adviser: Parsons

Preparation for Employment and Certificate Program  
in DIESEL MECHANICS, GENERAL (ONE YEAR)

Courses Required:

Dept.	No.	Title	Units
AgDM	61	Diesel Mechanics I	4
AgDM	62	Diesel Mechanics II	4
AgEg	91	Basic Hydraulics	2
AgEg	92	Hydraulics Systems Maintenance	3
AgEg	43	Tractor Operation	3
AgW	28	Industrial Welding Processes	2
AgEg	47	Basic Surveying	2
AgEg	16	Basic Mechanical Skills	2
AgDM	65	Diesel Engine Accessories	4
AgEg	90	Heavy Equipment Operation	3
AgNR	35	Conservation of Natural Resources	3

3.0 Grade Point Average Required Total 32

Adviser: Dilger

Preparation for Employment and Certificate Program  
in DIESEL MECHANICS, GENERAL

Courses Required:

Dept.	No.	Title	Units
AgDM	20	Truck Operation & Maintenance	4
AgDM	25	Truck Chassis	4
AgDM	30	Tractor Chassis	4
AgDM	61	Diesel I	4
AgDM	62	Diesel II	4
AgDM	63	Diesel III	4
AgDM	64	Diesel IV	4
AgDM	65	Diesel Engine Accessories	4
AgDM	70	Special Problems	3
AgDM	75-77	Supervision	2
AgEg	16	Basic Mechanical Skills	2
AgEg	35	Heavy Duty Automatic and Power Shift Transmission	3
AgEg	43	Tractor Operation	3
AgEg	47	Basic Surveying	2
AgEg	90	Heavy Equipment Operation and Maintenance	3
AgEg	91	Basic Hydraulics	2
AgEg	92	Hydraulic System Maintenance and Repair	3
AgW	28	Welding Industrial Processes	2
AgW	35	Inert Gas Welding	2
AgBu	15	Management/Records	3
AgNR	35	Conservation of Natural Resources	3

Total Units 66

Adviser: Dilger/Smith/Waters

3.0 Grade Point Average Required

Preparation for Employment and Certificate Program  
in DIESEL MECHANICS - ONE YEAR CERTIFICATE  
(HEAVY EQUIPMENT MAINTENANCE & OPERATIONS OPTION)  
Courses Required:

Dept.	No.	Title	Units
AgDM	61	Diesel I	4
AgDM	62	Diesel II	4
AgDM	65	Diesel Engine Accessories	4
AgEg	16	Basic Mechanical Skills	2
AgEg	43	Tractor Operations	3
AgEg	47	Basic Surveying	2
AgEg	90	Heavy Equipment Operation and Maintenance	3
AgEg	91	Basic Hydraulics	2
AgEg	92	Hydraulic Systems Maintenance and Repair	3
AgW	28	Industrial Welding Processes	2
AgW	35	Inert Gas Welding	2

3.0 Grade Point Average Required

Total Units

31

Adviser: Dilger/Smith/Waters

Preparation for Employment and Certificate Program  
in DIESEL MECHANICS - TWO YEAR CERTIFICATE  
(HEAVY EQUIPMENT MAINTENANCE & OPERATION OPTION)

Courses Required:

Dept.	No.	Title	Units
AgDM	30	Tractor Chassis	4
AgDM	61	Diesel I	4
AgDM	62	Diesel II	4
AgDM	63	Diesel III	4
AgDM	64	Diesel IV	4
AgDM	65	Diesel Engine Accessories	4
AgDM	70	Special Problems	3
AgDM	75, 76 OR 77	Supervision	2
AgEg	16	Basic Mechanical Skills	2
AgEg	35	Heavy Duty Automatic and Power Shift Transmissions	4
AgEg	43	Tractor Operations	3
AgEg	47	Basic Surveying	2
AgEg	90	Heavy Equipment Operation and Maintenance	3
AgEg	91	Basic Hydraulics	2
AgEg	92	Hydraulic System Maintenance and Repair	3
AgW	28	Industrial Welding Processes	2
AgW	35	Inert Gas Welding	2
AgBu	11	Management Records	3
TM	21	Industrial Machine Shop Practices	2

Electives

3.0 Grade Point Average Required

Total Units

63

Adviser: Dilger/Smith/Waters

Preparation for Employment and Occupational A.A. Degree Program in DIESEL MECHANICS (HEAVY EQUIPMENT MAINTENANCE AND OPERATIONS OPTION)

Courses Required:

Dept.	No.	Title	Units
AgDM	30	Tractor Chassis	4
AgDM	61	Diesel I	4
AgDM	62	Diesel II	4
AgDM	63	Diesel III	4
AgDM	65	Diesel Engine Accessories	4
AgDM	70	Special Problems	3
AgEg	16	Basic Mechanical Skills	2
AgEg	43	Tractor Operations	3
AgEg	47	Basic Surveying	2
AgEg	90	Heavy Equipment Operations and Maintenance	3
AgEg	91	Basic Hydraulics	2
AgEg	92	Hydraulic System Maintenance and Repair	3
AgW	28	Welding Industrial Practices	2
AgBu	11	Management Records	3

Electives: 3 units to be selected from following:

AgDM	64	Diesel IV	4
AgDM	75	Equipment Supervision	2
AgDM	76	Operations Supervision	2
AgDM	77	Shop Supervision	2
AgEg	35	Heavy Duty Automatic and Power Shift Transmissions	4
AgW	35	Inert Gas Welding	2
TM	21	Industrial Machine Shop Pract.	2

Department Subtotal 46

C.O.D. General Education Requirements  
See Page 32

English Department (two courses)

Social Science (one course)

Natural Science (one course)

Humanities (one course)

P.E. (two courses for students under age 21)

Degree Total 61

Adviser: Dilger/Smith/Waters

Preparation for Employment and Certificate Program in DIESEL MECHANICS- TRUCK MAINTENANCE AND OPERATIONS (ONE YEAR CERTIFICATE)

Courses Required:

Dept.	No.	Title	Units
AgEG	90	Heavy Equipment	3
AgDM	25	Truck Chassis	4
AgDM	61	Diesel I	4
AgDM	62	Diesel II	4
AgDM	65	Diesel Engine Accessories	4
AgEg	16	Basic Mechanical Skills	2
AgEg	43	Tractor Operations	3
AgEg	91	Basic Hydraulics	2
AgW	28	Industrial Welding Processes	2
TM	21	Industrial Machine Shop Pract.	2

3.0 Grade Point Average Required      Total 30

Adviser: Dilger/Smith/Waters

Preparation for Employment and Certificate Program in DIESEL MECHANICS - TWO YEAR CERTIFICATE (TRUCK MAINTENANCE AND OPERATION OPTION)

Courses Required:

Dept.	No.	Title	Units
AgDM	20	Truck Operations	4
AgDM	21	Commercial Vehicle Operations	3
AgDM	22	Commercial Vehicle Inspection	2
AgDM	25	Truck Chassis	4
AgDM	61	Diesel I	4
AgDM	62	Diesel II	4
AgDM	63	Diesel III	4
AgDM	64	Diesel IV	4
AgDM	65	Diesel Engine Accessories	4
AgDM	70	Special Problems	3
AgEg	16	Basic Mechanical Skills	2
AgEg	35	Heavy Duty Automatic and Power Shift Transmissions	4
AgEg	43	Tractor Operations	3
AgEg	47	Basic Surveying	2
AgEg	90	Heavy Equipment Operation and Maintenance	3
AgEg	91	Basic Hydraulics	2
AgW	28	Welding Industrial Processes	2
AgW	35	Inert Gas Welding	2
AgBu	11	Management Records	3
AgDM	77	Supervision	2

Electives: 3 units

3.0 Grade Point Average Required      Total 61

Adviser: Dilger/Smith/Waters

Preparation for Employment and Occupational A.A. Degree Program in DIESEL MECHANICS (TRUCK MAINTENANCE AND OPERATION OPTION)

Courses Required:

Dept.	No.	Title	Units
AgDM	20	Truck Operation & Maintenance	4
AgDM	25	Truck Chassis	4
AgDM	21	Commercial Vehicle Operations	3
AgDM	61	Diesel I	4
AgDM	62	Diesel II	4
AgDM	63	Diesel III	4
AgDM	65	Diesel Engine Accessories	4
AgDM	70	Special Problems	3
AgEg	16	Basic Mechanical Skills	2
AgEg	43	Tractor Operations	3
AgEg	90	Heavy Equipment Oper. & Maint.	3
AgEg	91	Basic Hydraulics	2
AgBu	11	Management Records	3
AgW	28	Welding Industrial Processes	2

Department Subtotal 45

C.O.D. General Education Requirements  
See Page 32

English Department (two courses)

Social Science (one course)

Natural Science (one course) AgNR 35


Humanities (one course)

P.E. (two courses for students under age 21)

Degree Total 60

Adviser: Dilger/Smith/Waters

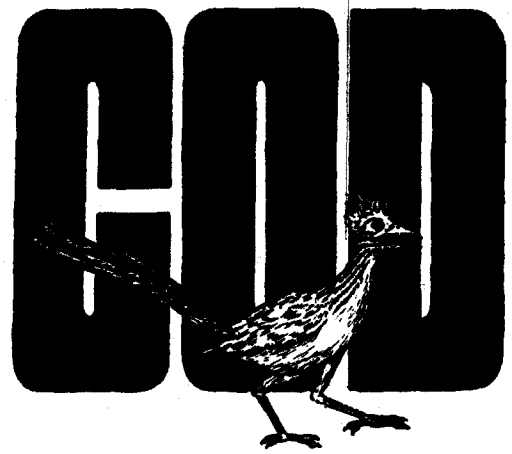
**GOD**



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**ART**

**GOD**



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**BUSINESS**

## BUSINESS

Courses in the Business Department have been developed for students who wish to:

1. Meet occupational qualifications of business and industry, or
2. Meet lower division requirements for transfer to a four-year college or university to obtain a bachelor's and/or advanced degree in business, or
3. Survey the business field to determine personal aptitudes for, and interests in, a business career or as general preparation for dealing with the business community.

Occupational curricula are designed to prepare students, in two years or less, to enter a vocational field and successfully pursue an occupation. Students having such occupational goals should follow suggested curricula listed on pages following "Courses of Instruction" in this department section.

Included in the suggested curricula are the core business courses basic to each occupational program. Students should consult their advisers to determine additional courses, within and outside the Business Department, which are most appropriate to individual objectives.

### COURSES OF INSTRUCTION

#### BUSINESS--ACCOUNTING

1 Accounting (4)

Basic fundamental of the double accrual accounting system through the complete accounting cycle. Includes accounting for service and merchandising enterprises with special emphasis on receivables, payables, inventories, plant asset depreciation methods, internal controls, payroll and other subsystems.

1 Accounting Applications Computer Laboratory (1)

3 hours laboratory.

Prerequisite: Concurrent enrollment in BuAc 1.

Practical application of accounting principles by actual use of available computer systems. Students will prepare data cards as required after analysis of transactions to solve the assigned practice set and other problems using the computer in lieu of manual methods.

2 Accounting (4)

Prerequisite: BuAc 1.

Accounting concepts and principles relating to the partnership and corporate forms, departmental and branch systems, management uses of accounting data to include differential analysis, financial statement and special analyses including funds statements and cash flow, consolidated statements, and an introduction to Federal Income Tax Law.

2 Accounting Applications Computer Laboratory (1)

3 hours laboratory.

Prerequisite: Concurrent enrollment in BuAc 2.

Practical application of accounting principles by actual use of available computer systems. Students will prepare data cards as required to solve advanced accounting problems using the computer in lieu of or to augment manual methods.

5 Auditing (3-3)

A Prerequisite: 12 units of accounting or equivalent experience.

The theory and practice in auditing the major items of balance sheets and statements of profit and loss from the standpoint of the independent public accountant, legal and professional responsibilities of public accountants, and professional ethics.

7 Financial Statement Analysis (3)

Prerequisites: BuAc 1 and BuAc 2.

A study in reading, analyzing, and interpret the financial statements of a business from the standpoint of management, the investor, and the creditor. Ratios, trends, application of funds, and cash flows are developed.

60 Sales and Customer Accounting (1/2)

3 hours laboratory.

Mini-course, 3 weeks. See departmental adviser.

- 61 Purchases and Vendor Accounting (1/2)  
3 hours laboratory.  
Mini-course, 3 weeks. See departmental adviser.
- 62 Payroll and Payroll Tax Accounting (1/2)  
3 hours laboratory.  
Mini-course, 3 weeks. See departmental adviser.
- 63 Preparation of Individual Tax Returns (1)  
3 hours laboratory.  
Mini-course, 6 weeks. See departmental adviser.
- 64 Cash Accounting and Control (1/2)  
3 hours laboratory.  
Mini-course, 3 weeks. See departmental adviser.
- 66 Accounting Records and Procedures (3)  
3 hours lecture and 1 hour laboratory.  
An introductory course designed to acquaint the student with basic financial records and procedures used in business. Coverage includes sales records, purchase records, cash records and bank reconciliations; insurance records, payroll records and computation of pay; sales and property tax records; miscellaneous records involving the use of percentage computation in determining discounts, commissions, markups, depreciation, simple and compound interest and financial statements ratios. Same as Business Office Procedures 66. May be taken for credit only once.
- 72 Keypunch Operations (1-1)  
A 3 hours laboratory.  
B Prerequisite: Ability to type a minimum of 40 words per minute.  
Training in setting up and operating the card punch machine to include punch card coding; design and use of program cards, and methods and practice in verification of punched information. This class is open-entry, open-exit.
- 73 Fundamentals of Data Processing (3)  
Emphasis on business applications. The study of the characteristics, purposes and functions of data processing equipment to include all phases of the data processing cycle, with special emphasis on computer programming techniques such as flow charting and preparing computer programs in modern languages such as FORTRAN, COBOL, RPG. Students will be required to demonstrate proficiency in the use of FORTRAN by writing, debugging and documenting several programs based upon business applications. Baccalaureate degree applicable if taken together with BuAc 73L.
- 73 Fundamentals of Data Processing Laboratory (1)  
3 hours laboratory.  
Prerequisite: Concurrent enrollment in BuAc 73.  
Practical application of accounting and data processing principles by actual use of the available computer configurations. Students will write business programs in FORTRAN, RPG, etc. They will run and debug the programs as necessary. Accounting students will prepare data cards as required to solve the assigned practice set and other problems using the computer in lieu of manual methods.
- 74 RPG Programming (3)  
3 hours lecture and 1 hour laboratory.  
Prerequisite: BuAc 73, or concurrent enrollment with consent of instructor.  
High level programming language for IBM family of third generation computers. Students will learn to write, test, and debug programs employing RPG and PUC (Punch Card Utility) programs.
- 75 FORTTRAN Programming (3)  
2 hours lecture and 3 hours laboratory.  
Prerequisite: BuAc 73, or concurrent enrollment with consent of instructor.  
An introduction to the use of the computer in problem solving using the high level FORTRAN Language. Students will write, test, and debug programs applicable to several disciplines.
- 76 COBOL Programming (3)  
3 hours lecture and 1 hour laboratory.  
Prerequisite: BuAc 73, or consent of instructor.  
Advanced programming techniques utilizing a high level programming language applicable to the digital computing equipment. Students will flowchart, write, test, debug, and document programs in COBOL.
- 77 Symbolic Language Processing (3)  
3 hours lecture and 1 hour laboratory.  
Prerequisite: BuAc 73, or consent of instructor.  
Programming techniques emphasizing the machine-oriented language as opposed to problem-oriented languages such as RPG, FORTRAN, and COBOL. Students will write symbolic language programs in Basic

Assembler language; test, debug, and document business applications.

- 78 Data Processing Systems (3)  
Prerequisites: BuAc 73 and at least 2 computer languages.

Emphasizing the latest advances in the field of informational technology including third generation hardware, software, and concepts. Topics to include central processing units, program execution, I/O channels, I/O devices, data management, magnetic tape concepts, direct access storage devices, programming systems, teleprocessing, multiprogramming, and multiprogramming.

- 79 Data Processing Project (2)  
6 hours laboratory.  
Prerequisites: BuAc 78 and 2 computer languages.

A field study designing and programming of real business problems in an actual business environment. Satisfactory completion of this course is essential before award of the A.A. degree in Business Data Processing.

- 80 Business Systems and Procedures (3)  
Prerequisites: BuAc 1 and BuAc 73.

Provides a basic understanding of business systems and procedures; mechanically, manually, or electronically. Systems covered include inventory control, cash control, purchases, sales, credits and collections, production control, payroll, and cost control.

- 97 Cost Accounting (3-3)  
A Prerequisites: BuAc 1 and BuAc 2.

- B Theory and practice of accounting for manufacturing organizations to include process, job order and standard costs; accounting for and allocation of factory burden; costs of joint products and by-products, and budgeting and reporting for manufacturing operations.

- 98 Intermediate Accounting (3-3)  
A Prerequisites: BuAc 1 and BuAc 2.

- B Advanced study of working papers and financial statements; nature and flow of working capital through current assets and liabilities, noncurrent liabilities and assets including long-term investments and financing. Changes in stockholders' equity, and analysis of financial statements.

- 99 Income Tax Accounting (3)  
Prerequisites: BuAc 1 and BuAc 2.

Provision of the Internal Revenue Code applicable to the preparation and filing of individual, partnership, estate, trust and corporate returns. Procedures for reporting

and accounting for refunds, deficiency assessments, and other administrative practices.

## BUSINESS--DISTRIBUTIVE EDUCATION

- 21 Marketing (3)

The evolution of markets and marketing including market structures, consumer behavior and motivation, marketing functions, channels of distribution, pricing and price policy, and public and private regulation.

- 22 Retailing (3)

The nature of retailing and retailing institutions, retail management decisions including trade area evaluation, site selection, store layout, merchandise assortment, pricing, and promotion.

- 23 Fundamentals of Sales (3)

The role of selling in the American economy, the evolution of the modern salesperson, consumer behavior and motivation, and the selling process. The salesperson's personal, customer and social responsibilities, and introduction to sales management.

- 25 Advertising (3)

The history and future of advertising, advertising strategy, consumer motivation. Preparation of the advertisement including copy and layout, media selection, and effects of governmental regulation and public opinion.

- 55 Retail Merchandise (3)

A course designed for men and women who wish to train for a buying and selling career in the field of retailing. The student will receive a sound background in basic merchandising practices and procedures. Also, much of the essential knowledge of management will be covered in the classroom. Course will provide some of the information and skills necessary for a successful future in retailing.

- 56 Merchandise Analysis (3)

Analysis and testing of merchandise representative of what is sold in stores. Study will include tracing selected merchandise from raw material to finished product. The history, manufacture, use, care, and technical terminology applied to each product.



## BUSINESS--BANKING AND FINANCE

- 69 Principles of Bank Operation (3)  
Course presents the fundamentals of bank functions in a descriptive fashion so that the beginning banker may view his chosen profession in a broad (and operational) perspective. The descriptive orientation is intentional. Banking is increasingly dependent upon personnel who have the broad perspective so necessary for career advancement.
- 70 Installment Credit (3)  
Prerequisites: BuAc 1 and BuAc 2.  
Techniques of installment lending are presented concisely. Emphasis is placed on establishing the credit, obtaining and checking information, servicing the loan, and collecting the amounts due. Each phase of an installment credit operation will be carefully scrutinized to be certain that the most efficient methods are employed. Other topics discussed are inventory financing, special loan programs, business development and advertising, and the public relations aspect of installment lending.
- 96 Principles of Investment (3)  
Investment principles, methods, and institutions, including a consideration of the income, safety, and control features of investment securities. Sources of and demand for investment capital, determination of investment policy, and operations of security markets.

## BUSINESS--MANAGEMENT

- 9 Consumer Survival (3)  
Study of individual and family consumer problems and management of resources through planned use of these resources for present living and future security. Same as Home Economics 1. May be taken for credit only once.
- 10 Introduction to Business (3)  
Study of the formation, structure, functions, objectives, and ethics of contemporary American business enterprises. Significance of the small business organization and the role of large business organizations, and practices for the development of managerial personnel. Recommended for candidates for the Associate in Arts in Business.
- 19 Law for the Layman (3)  
Law and its relationship to the individual and family. Includes principles of family law, family property ownership, inheritance, wills, probate procedures, guardianships, and conservatorships.
- 20 Business Law (3)  
A Study of law in its relation to business with special emphasis on the social forces and the law, the law of contracts, agency and employment, personal property and bailments, sales and secured sales.
- 20 Business Law (3)  
B Study of law in its relation to business with special emphasis on the law of negotiable instruments (promissory notes, checks, bank drafts, and bills of exchange). Suretyship and guaranty, insurance, partnerships, corporations. Real property, wills and trusts, bankruptcy, labor law, and government regulation of business.
- 30 Business Communications (3)  
Study and practice of the principles of effective communication in business matters such as purchasing, credit, collections, inquiries, adjustments, applications, human relations, and report writing. Drill on business English principles, oral communication, and building a business vocabulary.
- 51 Small Business Management (1)  
3 hours lecture.  
Mini-course, 6 weeks. An understandable and accurate body of knowledge pertaining to the organization, financing and managing of a small business by presenting an overview of the small business environment together with an explanation of financial statements and their use in effective decision making by small firm managers.
- 72 Business Mathematics (3)  
Review of fundamentals of mathematics necessary for competent participation in business: decimals, fractions, percentage, trade discounts, interest, payrolls, insurance, and taxes.
- 88 Principles of Insurance (3)  
Survey of general insurance principles, including history, ethics, economics, and types of insurance. State regulations, agency and brokerage contracts.
- 93 Human Relations (2)  
Study of personnel relations as affected by the application of basic psychological techniques. Emphasis on employer-employee relationships. Same as Technology-Industrial Supervision 93. May be taken for credit only once.

## BUSINESS--OFFICE PROCEDURES

- 53 Medical Secretarial Procedures (4)  
3 hours lecture and 3 hours laboratory.  
Prerequisite: BuSS 50 or equivalent.

Study and practice of medical office activities including telephone techniques, scheduling and reception of patients, patient records, preparing medical records, written communications, maintaining files, office management, bookkeeping as applied to a physician's office, medical law, and professional ethics.

- 54 Duplicating Processes (2)  
2 hours lecture and 1 hour laboratory.

A study of various duplicating processes with actual practice in preparation and running of fluid and ink processes. The course is suggested for students majoring in business, education, and other areas requiring a working knowledge of modern duplicating processes. This class is open-entry, open-exit.

- 58 Communications -- PBX, PABX, and Telephone (1)  
2 lecture and 1 laboratory.

To learn the theoretical and practical aspects of BPX and PABX switchboards. To become proficient in the operation of the 555 PBX Board. To develop knowledge and skills in telephone techniques. Open-entry-Open exit. Mini-course, 9 weeks.

- 62 Phototypesetting (3)  
2 hours lecture and 3 hours laboratory.

Designed to teach the basic fundamentals of photo composition. Emphasis is on cold type-setting keyboard and computer unit operation, typographic design, and newspaper pasteup. Same as Journalism 60. May be taken for credit only once.

- 63 Office and Secretarial Procedures (4)  
3 hours lecture and 3 hours laboratory.  
Prerequisite: Completion or concurrent enrollment in BuSS 50B, or ability to type 45 wpm, or consent of instructor.

To develop secretarial techniques by applying knowledge and skills through realistic practices. To provide for career exploration, vocational testing, analysis of job opportunities, application and interview, business personality and behavior. Office dress and grooming, human relations, and other information pertinent to the preparation for the business world.

- 64 Records Management (2)

To introduce the principles and procedures of office information systems. To instruct and practice in alphabetic, numeric, geographic, and subject filing systems. To develop the ability to plan, interpret, design, and supervise a filing program.

- 65 Medical Insurance and Records (3)

A course for those interested in medical office employment. Includes study of all phases of medical insurance--Workmen's Compensation, Medi-Cal, Medicare, various groups and individual policies, using current Relative Value Studies. Students will receive instruction in reading policies to determine benefits and completing forms from medical records. Same as Medical Assisting 63. May be taken for credit only once.

- 66 Accounting Records and Procedures (3)

3 hours lecture and 1 hour laboratory.

An introductory course designed to acquaint the student with basic financial records and procedures used in business. Coverage includes sales records, purchase records, cash records, and bank reconciliations; insurance records, payroll records and computation of pay; sales and property tax records; miscellaneous records involving the use of percentage computation in determining discounts, commissions, markups, depreciation, simple and compound interest and financial statements ratios. Same as BuAc 66. May be taken for credit only once.

## BUSINESS--REAL ESTATE

- 81 Principles of Real Estate (3)

Study of the principles of real estate as applied to the following areas: land economics, interests in the uses of land, land transfers, buying and selling of real estate, contracts, liens, and encumbrances, real estate finance; preparation of the student for the professional goal of salesman.

- 82 Real Estate Economics (3)  
Prerequisite: BuRe 81 or consent of instructor.

Study of the economic foundations of real estate with particular emphasis upon the patterns of land use, urban and rural appreciation of values in the community and in the State of California.

- 83 Real Estate Practice (3)  
Prerequisite: BuRe 81 or consent of instructor.

Study of real estate as a career, the practical application of the real estate sale cycle, and orientation into specialized selling. The study of the role and functions of the broker and salesman in the real estate office, the application of advertising techniques, listings and their valuations, locating buyers, property management and leasing. Public relations, personnel policies, and professional ethics.

- 83 Real Estate Sales (1)  
B A practical course covering in detail canvassing, listing, qualifying buyers, showings, offers and counteroffers, telephone solicitation, advertising, and special sales conditions. Class will meet 3 hours a week for seven weeks.
- 84 Legal Aspects of Real Estate (3)  
Prerequisite: BuRE 81 or consent of instructor.  
Study of the laws of California as related to real estate; property acquisition, transfer, and ownership; interests in property. Kinds of tenancy, state and Federal courts, land contracts, liens, restrictions, landlord and tenant, agency, probate, and taxes. The licensing of salesmen and brokers, and laws relating to the real estate profession.
- 85 Real Estate Finance (3)  
Prerequisite: BuRE 81 or consent of instructor.  
Study of the sources and supply of mortgage funds; construction loans and permanent financing for residential and income properties, and procedures for FHA and VA loans. Interest rates, terms, mortgages, and mechanics' liens. The significance of appraising.
- 86 Principles of Appraising (3)  
Prerequisite: BuRE 81 or consent of instructor.  
Study of principles, methods, and techniques for the appraisal of single and multiple dwellings, commercial-business properties, and farm properties. Determination of values for loan and insurance purposes, and implications for brokers and salesmen.
- 87 Real Estate Subdivision and Development (3)  
Instruction in the location of vacant, unimproved land, and in conjunction with good business practices, outline the proper procedures for developing the raw land into its most economical value.
- 89 Real Estate Exchanges and Taxation (3)  
Prerequisite: BuRe 83 or 84, or consent of instructor.  
Basic course inaugurating real estate brokers in the fundamentals of real estate exchanges and taxation. Theory and current practices with public reaction for the building of estates. Income tax advantages and trends are planned, analyzed, and executed. Case studies, actual exchanges, and multiple escrows are discussed in a group-study workshop.

- 90 Escrow Procedures I (3)  
Basic course intended to explain the methods and techniques of escrow procedure for various types of business transactions with emphasis on real estate. Particular attention is given to legal and ethical responsibilities of persons engaged in escrow work.
- 91 Escrow Procedures II (3)  
Prerequisite: BuRE 90 or consent of instructor.  
Advanced escrow covering the more unusual and difficult types of escrows. Emphasis on real estate with some personal property, and bulk sales also covered.
- 92 Escrow Procedures III (3)  
Prerequisite: BuRE 91 or consent of instructor.  
Further study of the more unusual and difficult types of escrows with particular attention to those escrows wherein conflict or dispute arises. Case problem approach.

#### BUSINESS--SECRETARIAL SCIENCE

- 50 Beginning Typewriting (2)  
A 5 hours lecture and laboratory.  
Students with one year of high school typewriting or the ability to type 35 wpm should enroll in BuSS 50B.  
Mastery of the keyboard and operation of the typewriter. Rules for centering, fundamentals of letter writing, tabulation, manuscript typing, and development of minimum speed of 35 wpm.
- 50 Intermediate Typewriting (2)  
B 5 hours lecture and laboratory.  
Prerequisite: BuSS 50A, one year of high school typewriting, or ability to type 35 wpm.  
Correct techniques in the operation of the typewriter; speed and accuracy in typing letters, business forms, tabulation problems, and manuscripts.
- 51 Advanced Typewriting (2)  
5 hours lecture and laboratory.  
For students who have attained a speed of 50 net wpm on a 10 minute straight copy test. Study of executive, professional, and legal office forms and practice in the preparation of these forms. Use of duplicating and dictating machines, and introduction to key punch operations.
- 52 Executive Typewriting (3)  
2 hours lecture and 3 hours laboratory.  
Prerequisite: Completion of BuSS 51 or minimum speed of 50 wpm.

Emphasis is placed on the importance of increasing production through efficient methods and proper organization. Course is designed to enable the typing trainee to develop and integrate all the "backup" skills, knowledge, and techniques into a complete production typewriting skill. Units of instruction: Letter composition, editing copy, creating and arranging tables, creating and developing original material.

57 Machine Transcription (2)

1 hour lecture and 3 hours laboratory.

Prerequisites: Completion of, or concurrent enrollment in BuSS 71, or satisfactory performance on Business English proficiency test, or consent of instructor. Ability to type 45 wpm or consent of instructor.

To acquire a job-entry level skill in operation of various transcribing machines. To develop skill in the transcription of mailable copies of business correspondence, including legal and medical dictation. To continue the development of typewriting, spelling, word usage, punctuation, and correspondence formats. Open-entry, open exit.

59 Machine Shorthand (3-3-3)

A 5 hours lecture and laboratory.

B  
C

Three-semester course covering the basic theory of touch shorthand. Emphasis is placed on the accurate typewritten transcription of notes. These courses are designed primarily to develop sufficient speed and accuracy for secretarial work. Students interested in advancing to court reporting level may transfer to schools specializing in court reporting.

60 Beginning Stenography

A (Shorthand) (4)

5 hours lecture.

Prerequisites: Completion of, or concurrent enrollment in BuSS 50A; completion of, or concurrent enrollment in BuSS 71, or satisfactory performance on the Business English competency test.

Fundamentals of Gregg Diamond Jubilee shorthand--basic principles, brief forms, phrases; dictation speed of 60-70 wpm, introduction to transcription.

60 Intermediate Stenography

B (Shorthand) (4)

3 hours lecture and 3 hours laboratory.

Prerequisites: BuSS 60A or equivalent; BuSS 71 or concurrent enrollment, or satisfactory performance on Business English proficiency test, or consent of instructor; ability to type 35 wpm or consent of instructor.

To review and continue development of theory mastery in order to develop speed and accuracy in reading, writing, and transcribing shorthand.

61 Advanced Stenography  
Shorthand (4)

3 hours lecture and 3 hours laboratory.

Prerequisites: BuSS 60B or equivalent; BuSS 71 or concurrent enrollment, or satisfactory performance on Business English proficiency test, or consent of instructor. Ability to type 45 wpm or consent of instructor.

To continue the development of speed in taking dictation and accuracy in transcribing mailable correspondence required for employment. To develop competence in skills such as spelling, punctuation, grammar, typewriting, and business vocabularies.

62 Executive Stenography  
(Shorthand) (3)

5 hours lecture and laboratory.

Course offers continued practice on word-building principles and automatizing of high-frequency phrases, words and high-speed shortcuts. Includes transcription of technical and complex letters and reports.

67 Legal Stenography (Shorthand) (3)  
3 hours lecture and 2 hours laboratory.

To develop skills necessary for taking and transcribing dictation of legal documents and correspondence. To learn how to spell, define, and construct shorthand outlines for a legal vocabulary. To learn the principles, procedures, and duties related to legal secretarial work.

68 Specialized Stenography--Medical  
(Shorthand) (3)

3 hours lecture and 2 hours laboratory.

Prerequisites: Beginning and Intermediate Stenography, or two years of high school shorthand, or consent of instructor.

May be taken concurrently with Advanced Stenography or Specialized Stenography--Legal. Emphasis is placed on the learning of shorthand outlines for medical vocabulary, dictation, and transcription. Orientation to medical terminology, principles of anatomy and physiology, major procedures and duties relating to the medical office.

71 Business English (3)

Required of all entering shorthand students. Basic rules for current English usage needed in the business office. Thorough review of parts of speech, punctuation, capitalization, spelling, and sentence structure.

**Preparation for Employment and Certificate Program  
in GENERAL BUSINESS**

**Courses Required:**

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
Econ	1A	Principles of Economics -OR-	3
Econ	1B	Principles of Economics -OR-	3
Econ	3	Current Economic Problems	3
BuAc	1	Accounting -OR-	4
BuAc	66	Accounting Records and Procedures	3

Electives to be selected from the following areas with consent of Adviser:

Accounting	Hotel & Motel Management
Banking	Investment
Business Law	Management
Data Processing	Marketing
Economics	Mathematics
Finance	Real Estate
Home Economics	Office Occupations
Insurance	Agri/Business

Note: May include up to 8 units in Work Experience

Total Units 27

Adviser: Saitta

**Preparation for Employment and Occupational A.A.  
Degree Program in GENERAL BUSINESS**

**Courses Required:**

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
Econ	1A	Principles of Economics -OR-	3
Econ	1B	Principles of Economics -OR-	3
Econ	3	Current Economic Problems	3
BuAc	1	Accounting -OR-	4
BuAc	66	Accounting Records and Procedures	3

Electives to be selected from the following areas with consent of Adviser:

Accounting	Hotel & Motel Management
Banking	Investment
Business Law	Management
Data Processing	Marketing
Economics	Mathematics
Finance	Real Estate
Home Economics	Office Occupations
Insurance	Agri/Business

Department Subtotal 18

C.O.D. General Education Requirements

See Page 32

15 units to include at least one course in each of the following areas:

Natural Sciences	Humanities
Social Sciences	Learning Skills
P.E. (2 courses for students under age of 21)	

Degree Total 60

Adviser: Saitta

**Preparation for Transfer to a Four-Year College  
and/or A.A. Degree in GENERAL BUSINESS**

**Courses Required:**

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
Econ	1A	Principles of Economics -OR-	3
Econ	1B	Principles of Economics -OR-	3
Econ	3	Current Economic Problems	3
BuAc	1	Accounting	4

Electives to be selected from the following areas with consent of Adviser:

Accounting	Hotel & Motel Management
Banking	Investment
Business Law	Management
Data Processing	Marketing
Economics	Mathematics
Finance	Real Estate
Home Economics	Office Occupations
Insurance	Agri/Business

Note: All courses must be baccalaureate degree applicable.

Department Subtotal 18

C.O.D. General Education Requirements

See Page 32

English Department (1A or 1B or 3A or 3B)

Humanities (one course from three different areas)

Natural Science (one physical, one biological, one of which must be a lab course)

Social Science (three courses)

Basic Subjects (one course)

P.E. (two courses for those under age 21)

General Education Total 40

Total Units 60

Adviser: Saitta

Preparation for Transfer to a Four-Year College and/or A.A. Degree in BUSINESS ADMINISTRATION

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
18 Units from among the following:			
BuMa	30	Business Communications	3
BuMa	20A	Business Law	3
BuAc	1	Accounting	4
BuAc	2	Accounting	4
Econ	1A	Principles of Economics	3
Econ	1B	Principles of Economics	3
Math	4	Statistical Methods	3
Math	20	Math for Business Analysis	3
BuAc	73	Fundamentals of Data Processing	3
BuAc	73L	Bus. and D.P. Computer Lab.	1

Areas of Concentration in Upper Division:

Accounting Administration	Management Insurance
Finance	Real Estate
Information Systems	Employee Relations
Marketing	Human Resources Admin.

To be taken in sophomore year if area of concentration is Accounting or Finance.

Departmental Subtotal	18
C.O.D. General Education Requirements See Page 32	
English Department (1A or 1B or 3A or 3B)	
Humanities (one course from three different areas)	
Natural Science (one physical, one biological, one of which must be a lab course)	
Social Science (three courses)	
Basic Subjects (one course)	
P.E. (two courses for those under age 21)	
General Education Total	42
<u>Total Units</u>	60
Adviser: Saitta	

Preparation for Employment and Certificate Program in BUSINESS ADMINISTRATION

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
BuAc	1	Accounting	4
BuAc	2	Accounting	4
Econ	1A	Principles of Economics	3
Econ	1B	Principles of Economics	3
BuMa	20A	Business Law	3
BuMa	20B	Business Law	3

Electives to be selected from the following areas with consent of Adviser:

Accounting	Hotel & Motel Management
Banking	Investment
Business Law	Management
Data Processing	Marketing
Economics	Mathematics
Finance	Real Estate
Home Economics	Office Occupations
Insurance	Agri/Business
Work Experience*	

\* 8 Units maximum

<u>Total Units</u>	27
Adviser: Saitta	

Preparation for Employment and Occupational A.A. degree Program in BUSINESS ADMINISTRATION

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
BuAc	1	Accounting	4
BuAc	2	Accounting	4
Econ	1A	Principles of Economics	3
Econ	1B	Principles of Economics	3
BuMa	20A	Business Law	3
BuMa	20B	Business Law	3

Department Subtotal 20

C.O.D. General Education Requirements  
See Page 32

15 units to include at least one course in each of the following areas:

Natural Sciences	Humanities
Social Sciences	Learning Skills
P.E. (2 courses for students under age of 21)	

Degree Total 60

Adviser: Saitta

**Preparation for Employment and Occupational A.A. Degree Program in SECRETARIAL SCIENCE**

A minimum of 20 units from among the following:  
**Courses Required:**

Dept.	No.	Title	Units
BuAc	1	Accounting or	4
BuAc	66	Accounting Records & Procedures	3
BuMa	30	Business Communications	3
BuMa	20A	Business Law or	3
BuMa	20B	Business Law	3
Econ	1A	Principles of Economics or	3
Econ	1B	Principles of Economics or	3
BuMa	9	Consumer Survival	3

**Recommended Electives:**

BuSS	50B	Intermediate Typewriting	2
BuSS	51	Advanced Typewriting or	2
BuSS	52	Executive Typewriting	3
BuSS	58	Communications - PBX, PABX, Telephone	1
BuSS	61	Advanced Stenography (Shorthand)	4
BuOP	63	Office/Secretarial Procedures	4
BuOP	64	Records Management	2
BuSS	71	Business English	3
BuMa	72	Business Mathematics	3
BuOP	54	Duplicating Processes	2
BuSS	57	Machine Transcription	2
BuOP	71	Machine Calculation	2
BuAc	73	Fundamentals of Data Processing	3
BuAc	72A	Keypunch Operations	1
WEG	94	Work Experience General or	1-3
WEV	95	Work Experience Vocational	1-4

**C.O.D. General Education Requirements**

See Page 32

15 units to include at least one course in each of the following areas:

- Natural Sciences
- Social Sciences
- Humanities
- Learning Skills
- P.E. (2 courses for students under age of 21)

**Degree Total** 62

Adviser: Gallegos

**Preparation for Employment and Certificate Program in SECRETARIAL SCIENCE**

Complete a minimum of 27 units from among the following:  
**Courses Required:**

Dept.	No.	Title	Units
BuAc	1	Accounting or	4
BuOP	66	Accounting Records & Procedures	3
BuMa	30	Business Communications	3
BuSS	50B	Intermediate Typewriting	2
BuSS	51	Advanced Typewriting or	2
BuSS	52	Executive Typewriting	3
BuSS	58	Communications - PBX, PABX, Telephone	1
BuSS	61	Advanced Stenography (Shorthand)	4
BuOP	63	Office/Secretarial Procedures	4
BuOP	64	Records Management	2
BuSS	71	Business English	3
BuMA	72	Business Mathematics	3

**Recommended Electives:**

BuMa	20A	Business Law or	3
BuMa	20B	Business Law	3
Econ	1A	Principles of Economics or	3
Econ	1B	Principles of Economics or	3
BuMa	9	Consumer Survival	3
BuOP	54	Duplicating Processes	2
BuSS	57	Machine Transcription	2
BuOP	71	Machine Calculation	2
BuAc	73	Fundamentals of Data Processing	3
BuAc	72A	Keypunch Operations	1
WEG	94	Work Experience General OR	1-3
WEV	95	Work Experience Vocational	1-4

**Total Units** 27

Adviser: Gallegos

**Preparation for Employment and Certificate Program in OFFICE TECHNICIAN**

Complete a minimum of 27 units from among the following:  
**Courses Required:**

Dept.	No.	Title	Units
BuAc	1	Accounting or	4
BuOP	66	Accounting Records & Procedures	3
BuMa	30	Business Communications	3
BuSS	50B	Intermediate Typewriting	2
BuSS	51	Advanced Typewriting or	2
BuSS	52	Executive Typewriting	3
BuSS	58	Communications - PBX, PABX, Telephone	1
BuOP	63	Office/Secretarial Procedures	4
BuOP	64	Records Management	2
BuSS	71	Business English	3
BuMa	72	Business Mathematics	3

**Recommended Electives:**

BuMa	20A	Business Law or	3
BuMa	20B	Business Law	3
Econ	1A	Principles of Economics or	3
Econ	1B	Principles of Economics or	3
BuMa	9	Consumer Survival	3
BuOP	54	Duplicating Processes	2
BuSS	57	Machine Transcription	2
BuOP	71	Machine Calculation	2
BuAc	73	Fundamentals of Data Processing	3
BuAc	72A	Keypunch Operations	1
WEG	94	Work Experience General or	1-3
WEV	95	Work Experience Vocational	1-4

**Total Units** 27

Adviser: Roche





**Preparation for Employment and Occupational A.A. Degree Program in BANKING AND FINANCE**

Courses Required:

Dept.	No.	Title	Units
BuFi	69	Principles of Bank Operations*	3
BuMa	20B	Business Law	3
BuAc	1	Accounting or	4
BuAc	66	Accounting Records & Procedures	3
Econ	1A	Principles of Economics or	3
Econ	1B	Principles of Economics <del>or</del>	3
Econ	3	Current Economic Problems	3
BuAc	7	Financial Statement Analysis* or	3
BuFi	96	Principles of Investment*	3
BuFi	70	Installment Credit*	3

\* These courses are offered subject to demand

Department Subtotal 18  
 C.O.D. General Education Requirements  
 See Page 32  
 15 units to include at least one course in each of the following areas:  
 Natural Sciences                      Humanities  
 Social Sciences                      Learning Skills  
 P.E. (2 courses for students under age of 21)

Degree Total 60

Adviser: Saitta

**Preparation for Employment and Certificate Program in ACCOUNTING**

Courses Required:

Dept.	No.	Title	Units
BuAc	1	Accounting	4
BuAc	2	Accounting	4
BuMa	20B	Business Law	3
BuAc	73	Fund. of Data Processing	3
BuAc	5A	Auditing	3
BuAc	5B	Auditing	3
BuAc	7	Financial Statement Analysis	3
BuAc	97A	Cost Accounting	3
BuAc	97B	Cost Accounting	3
BuAc	98A	Intermediate Accounting	3
BuAc	98B	Intermediate Accounting	3
BuAc	1L	Accounting Applications Computer Lab	1
BuAc	2L	Accounting Applications Computer Lab	1
BuAc	73L	Business & Data Processing Computer Lab	1
WE V	95	Work Experience - Business	8

These advanced courses are offered subject to demand.

Total Units 27

Adviser: Saitta

**Preparation for Employment and Certificate Program in BANKING AND FINANCE**

Courses Required:

Dept.	No.	Title	Units
BuFi	69	Principles of Bank Operations	3
BuMa	20B	Business Law	3
BuFi	70	Financial Institutions	3
BuAc	1	Accounting -OR-	4
BuAc	66	Accounting Records & Procedures	3
Econ	1A	Principles of Economics -OR-	3
Econ	1B	Principles of Economics -OR-	3
Econ	3	Current Econ. Problems	3
BuAc	7	Financial Statement Analysis OR	3
BuMa	95	Principles of Investment	3
BuFi	70	Installment Credit	3

These courses are offered subject to demand.

Electives:

BuMa	10	Introduction to Business	3
BuMa	93	Human Relations	2
BuMa	20A	Business Law	3
BuAc	73	Fund. of Data Processing	3
BuMa	30	Business Communications	3
Math	4	Statistical Methods	3

Total Units 27

Adviser: Saitta

**Preparation for Employment and Occupational A.A. Degree Program in ACCOUNTING**

Courses Required:

Dept.	No.	Title	Units
BuAc	1	Accounting	4
BuAc	2	Accounting	4
BuMa	20B	Business Law	3
BuAc	73	Fund. of Data Processing	3
BuAc	5A	Auditing	3
BuAc	5B	Auditing	3
BuAc	7	Financial Statement Analysis	3
BuAc	97A	Cost Accounting	3
BuAc	97B	Cost Accounting	3
BuAc	98A	Intermediate Accounting	3
BuAc	98B	Intermediate Accounting	3
BuAc	99	Income Tax Accounting	3
BuAc	1L	Accounting Appl. Computer Lab	1
BuAc	2L	Accounting Appl. Computer Lab	1
BuAc	73L	Business & Data Processing Computer Lab	1

These advanced courses are offered subject to demand.

Department Subtotal 20  
 C.O.D. General Education Requirements  
 See Page 32  
 15 units to include at least one course in each of the following areas:  
 Natural Sciences                      Humanities  
 Social Sciences                      Learning Skills  
 P.E. (2 courses for students under age 21)

Degree Total: 60

Adviser: Saitta

Preparation for Employment and Occupational A.A.  
Degree Program in **MARKETING**

Courses Required:

Dept.	No.	Title	Units
BuDE	21	Marketing	3
BuDE	22	Retailing	3
BuDE	23	Fundamentals of Sales	3
BuDE	25	Advertising	3
Econ	1A	Principles of Economics <u>OR</u>	3
Econ	1B	Principles of Economics <u>OR</u>	3
Econ	3	Current Economic Problems	3

Recommended Electives:

BuMA	30	Business Communications	3
BuMA	10	Introduction to Business	3
BuAc	1	Accounting <u>OR</u>	4
BuAc	66	Accounting Records & Procedures	3
Math	4	Statistical Methods	3
BuAc	3	Information Processing <u>OR</u>	3
BuAc	73	Fund. of Data Processing	3
BuDE	55	Retail Merchandising	3
BuDE	56	Merchandise Analysis	3
BuMa	20A	Business Law	3
BuMa	20B	Business Law	3

Department Subtotal 27  
 C.O.D. General Education Requirements  
 See Page 32  
 English Department (two courses)  
 American Institutions (one course)  
 Natural Science (one course)  
 Humanities (one course)  
 P.E. (two courses for students under age 21)

Degree Total 60

Adviser: Post

Preparation for Employment and Certificate  
Program in **MARKETING**

Courses Required:

Dept.	No.	Title	Units
BuDE	21	Marketing	3
BuDE	22	Retailing	3
BuDE	23	Fundamentals of Sales	3
BuDE	25	Advertising	3
Econ	1A	Principles of Economics <u>OR</u>	3
Econ	1B	Principles of Economics <u>OR</u>	3
Econ	3	Current Economic Problems	3
WE	94	Work Experience <u>OR</u>	1-6
WE	95	Work Experience	1-6

Recommended Electives:

BuMa	30	Business Communications	3
BuMa	10	Introduction to Business	3
BuAc	1	Accounting <u>OR</u>	4
BuAc	66	Accounting Records & Procedures	3
Math	4	Statistical Methods	3
BuAc	3	Information Processing <u>OR</u>	3
BuAc	73	Fundamentals of Data Processing	3
BuDE	55	Retail Merchandising	3
BuDE	56	Merchandise Analysis	3
BuMa	20A	Business Law	3
BuMa	20B	Business Law	3

Total Units 27

Adviser: Post

Preparation for Transfer to a Four-Year College  
and/or A.A. Degree in **MARKETING** (See Bus. Admin.)

Courses Required:

Dept.	No.	Title	Units
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NOTE: If interested in a transfer program in Marketing, please consult Business Administration premajor and the Business Administration adviser.

Department Subtotal 20  
 C.O.D. General Education Requirements  
 See Page

English Department (1A or 1B or 3A or 3B)  
 Humanities (one course from three different areas)  
 Natural Science (one physical, one biological, one of which must be a lab course)  
 Social Science (three courses)  
 Basic Subjects (one course)  
 P.E. (two courses for students under age 21)

General Education Total 40

Total Units 60

Adviser: Post

Preparation for Employment and Certificate Program  
in **ESCROW**

Courses Required:

Dept.	No.	Title	Units
BuRE	81	Principles of Real Estate*	3
BuRE	84	Legal Aspects of Real Estate	3
BuRE	85	Real Estate Finance	3
BuRE	90	Escrow Procedures I	3
BuRE	91	Escrow Procedures II	3
BuRE	92	Escrow Procedures III	3

\*May be waived by Adviser on basis of demonstrated proficiency.

Recommended Electives:

Other Real Estate, Escrow and related Business courses (including Work Experience) to bring total units to 24

C.O.D. General Education Requirements  
 See Page 32

English Department (two courses)  
 American Institutions (one course)  
 Natural Science (one course)  
 Humanities (one course)  
 P.E. (two courses for students under age 21)

Total Units 24

Adviser: Pivar

**Preparation for Employment and Certificate Program  
in REAL ESTATE**

**Courses Required:**

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
BuRE	81	Principles of Real Estate*	3
BuRE	83	Real Estate Practice	3
BuRE	84	Legal Aspects of Real Estate	3
BuRE	85	Real Estate Finance	3
BuRE	86	Principles of Appraising	3

\*May be waived by Adviser on basis of demonstrated proficiency.

**Recommended Electives:**

Other Real Estate, Escrow and related Business courses (including Work Experience) to bring total units to 27.

**C.O.D. General Education Requirements**

See Page 32

English Department (two courses)

Social Science : (one course)

Natural Science (one course)

Humanities (one course)

P.E. (two courses for students under age 21)

**Total Units** 27

Adviser: Pivar

**Preparation for Employment and Occupational  
A. A. Degree in REAL ESTATE**

**Courses Required:**

(Minimum of 20 units from among the following)

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
Bus	81	Principles of Real Estate	3
Bus	83	Real Estate Practice	3
Bus	84	Legal Aspects of Real Estate	3
Bus	85	Real Estate Finance	3
Bus	86	Principles of Appraising	3

**Recommended Electives:**

Other Real Estate and Escrow Courses

Other related Business Courses including

Work Experience

**C. O. D. General Education Requirements**

See page 32

English (two courses)

Social Science (one course)

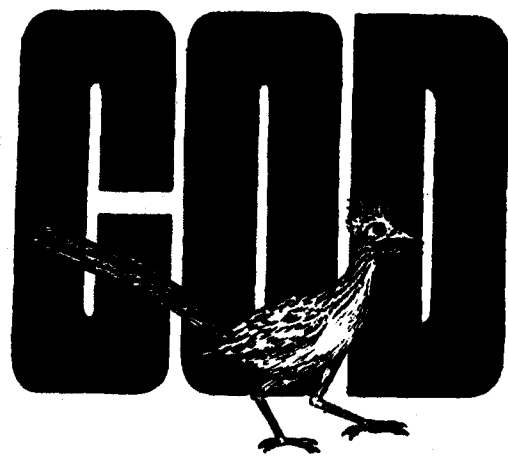
Natural Science (one course)

Humanities (one course)

P.E. (two courses for students under age 21)

**Total needed for degree** 60

Advisor: Pivar



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**DEVELOPMENTAL EDUCATION**

## DEVELOPMENTAL EDUCATION

An integral part of the course offerings at College of the Desert available to the residents of the Coachella Valley are those classes offered in the Learning Laboratory. Located at the extreme north end of the campus, the Learning Laboratory makes it possible for the adult student to complete courses on both the elementary and secondary school levels. Registration is always open for both day and night classes at any time of the year. There are no fees for registration or books.

In the Lab, opportunity is provided for instruction in those learning skills ordinarily acquired in grades 1-8. Most of the emphasis is in reading, writing, arithmetic, and communication skills.

Credit may also be earned for those interested in acquiring their high school diploma. Anyone 18 years of age or older is welcome to begin studies leading to high school graduation. Adults who enter the high school completion program are able to transfer credit received at previous high schools they may have attended, as well as to obtain credit for military service and work experience.

Another function of the high school diploma program is to prepare students to take the High School Equivalency Test (GED). Many businesses and governmental agencies accept the GED certificate in lieu of the high school diploma.

The following courses are available in the Learning Laboratory for high school credit:

<u>Department</u>	<u>Number</u>	<u>Course Title</u>
LL	101 A-J	Basic Education and Learning Laboratory
HS	101 A-E	Fundamentals of English
HS	102 A-G	Advanced Fundamentals of English
HS	103 A-D	U. S. Modern World
HS	104 A-B	Practical American Government
HS	105 A-D	World Cultures
HS	106 A-B	World Geography
HS	107 A-B	Geography of California and Coachella Valley
HS	108 A-C	Practical Basic Mathematics
HS	109 A-C	Consumer Mathematics
HS	110 A-B	High School Algebra
HS	111 A-B	General Science
HS	112 A-C	Life Science
HS	113 A-B	General Elementary Astronomy
HS	114 A-B	Physical Health
HS	115 A-C	Pencil Sketching
HS	116 A-B	Art in Literature
HS	117 A-B	General Education Development Test Preparation
HS	118 A-D	Civil Service Preparation
HS	119 A-B	Typing
HS	120 A-B	File Techniques
HS	121 A-B	Switchboard Operation

HS	122 A-B	Office Machines
HS	124 A-C	Landscape Management
HS	125 A-E	Auto Mechanics
HS	126 A-D	Office Procedures
HS	127 A-C	Consumer Education
HS	128 A-D	Advanced Typing
HS	123 A-D	High School Reading

Also housed in the Learning Laboratory is the English as a Second Language program. This program, which also operates on a year-round, open-entry, open-exit basis, offers instruction at all levels of proficiency for persons who are learning English as a second or foreign language. Students in this program come from all parts of the world. Some come to the classes well educated in their native language, but without previous experience in the study of English. Others come as visa students, while yet others are native born citizens of the United States who have not previously enjoyed the benefits of formal education. All persons 18 years of age and older, regardless of their educational background, are welcome to participate in this program.

The following courses, in which appropriate attention is given to all aspects of language learning, are continually offered throughout the year:

<u>Department</u>	<u>Number</u>	<u>Course Title</u>
ESL	201	Basic English as a Second Language
ESL	204	Intermediate English as a Second Language
ESL	206	Advanced English as a Second Language

#### EL INGLES COMO SEGUNDO IDIOMA

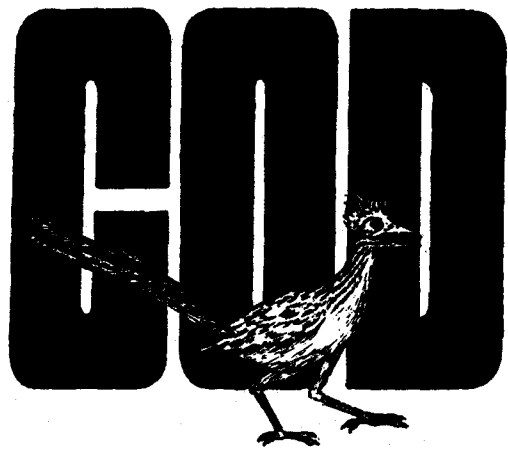
El departamento de Inglés Como Segundo Idioma ofrece programas de instrucción a todos niveles de habilidad para personas que están estudiando el inglés como lengua extranjera o segunda. Alojado en el Laboratorio de Aprendizaje del Colegio del Desierto, las clases que se ofrecen en este departamento se reúnen todo el año y reciben nuevos estudiantes todos los días. Debe de notarse que el programa continúa en el verano sin poner atención al calendario del año académico.

Los estudiantes en el programa de Inglés Como Segundo Idioma vienen de todas partes del mundo. Algunos tienen buena educación en su idioma nativo pero no han estudiado el inglés previamente. Otros vienen con visa de estudiante, mientras aun otros son originarios de nuestro país que antes no han tenido la oportunidad de educación formal. Cada persona de 18 años o más, sin tener en cuenta su educación previa, es bienvenida a este programa.

Los cursos siguientes, en los cuales se pone atención a todo aspecto del aprendizaje de lenguas extranjeras, se ofrecen continuamente por todo el año:

<u>Departamento</u>	<u>Numero</u>	<u>Titulo del Curso</u>
ESL	201	Inglés básico como segundo idioma
ESL	204	Inglés intermedio como segundo idioma
ESL	206	Inglés avanzado como segundo idioma

**GOD**



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**EDUCATION**

## EDUCATION

The Instructional Aide Program at the College of the Desert is designed to serve both vocational and transfer student. Curricula leading to a Certificate or Associate of Arts degree at College of the Desert, or transfer to a four-year college or university are listed following course descriptions.

### EDUCATION

#### 1 Introduction to Education (2)

An orientation to public schools and teaching in local schools. Designed for teacher aides, credentialed teachers new to local school districts, parents, and patrons of the local school system. Topics include school finance, school administration and policies, curriculum and instructional procedures, counseling and guidance, and school and community relations.

#### 57 Community and School Relations (2)

Identification of leadership roles, school organization, personnel responsibilities, case studies, agencies that cooperate, ethnic characteristics of communities, home and school relations.

#### 59 Methods and Materials in a Single Subject (2)

An intensive briefing and training in textbooks, methods, and materials in a single subject field. Designed to be given generally to aides at the time of extensive textbook or curriculum changes. May be repeated for credit in any subject field.

### INSTRUCTIONAL AIDE

#### 51 Introduction to Instructional Aide Training (3)

The study and practice of working with children in the school environment, including the demonstration of materials and procedures used in the classroom. Special emphasis will be given to the specific duties and responsibilities of Teachers' Aides.

#### 60 Children's Growth and Learning in the Elementary School (3)

Designed to assist the aide in understanding children's growth patterns and their learning characteristics in the elementary school.

#### 53 Audio-Visual and Instructional Machines and Materials (2)

Study and practice in the use of projectors (all types), teaching machines, tape recorders, bulletin boards, language masters, listening centers, record players, picture and resource files, bulletin boards (handwriting on board), and chart making.

### NURSERY SCHOOL

#### 50 Nursery School Education (3-3)

- A A two-semester course designed to attain proficiency by applying the knowledge and skill acquired to practical problems that arise in teaching in a nursery school. Present teaching or volunteer correlation of child growth and development with nursery school objectives and everyday activities.
- B

#### 54 Playground (Supervision and Skills (2)

Study of some of the elements of playground supervision, including first aid, safety, games and rules, noon-hour supervision, skills and activities, and legal aspects.

#### 55 Language Arts for Instructional Aides (3)

Study of language arts procedures, such as: listening, speaking, reading, writing, experience charts, child literature, storytelling, penmanship, board writing, printing, and cursive writing.

#### 56 Creative Arts (3)

Study of methods and materials in art, drama, and music.



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Preparation for Transfer to a Four-Year College and/or A.A. Degree in INSTRUCTIONAL AIDE

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
IA	51	Introduction to Instructional Aide Training	3
IA	53	Audio-Visual and Instructional Machines and Materials	2
IA	54	Playground (Supervision and Skills)	2
IA	55	Language Arts for Instructional Aides	3
IA	56	Creative Arts	3
IA	57	Community and School Relations	2
IA	59	Methods and Materials in a Single Subject Area	2
IA	60	Children's Growth and Learning in the Elementary School	3

Department Subtotal 20

C.O.D. General Education Requirements  
See Page 32

English Department (1A or 1B or 3A or 3B)  
Humanities (one course from three different areas)

Natural Science (one physical, one biological,  
one of which must be a lab course)

Social Science (three courses)

Basic Subjects (one course)

P.E. (2 courses for those under age 21)

General Education Total 40

Degree Total 60

Adviser: Palmer

Preparation for Certificate in INSTRUCTIONAL AIDE

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
IA	51	Introduction to Instructional Aide Training	3
IA	53	Audio-Visual and Instructional Machines & Materials	2
IA	54	Playground (Supervision & Skills)	2
IA	55	Language Arts for Instructional Aides	3
IA	56	Creative Arts	3
IA	57	Community & School Relations	2
IA	59	Methods and Materials in a Single Subject Area	2
IA	60	Children's Growth and Learning in Elementary School	3

Total Units 20

Adviser: Palmer

Preparation for Employment and Occupational A.A. Degree Program in INSTRUCTIONAL AIDE

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
IA	51	Introduction to Instructional Aide Training	3
IA	53	Audio-Visual and Instructional Machines and Materials	2
IA	54	Playground (Supervision and Skills)	2
IA	55	Language Arts for Instructional Aides	3
IA	56	Creative Arts	3
IA	57	Community and School Relations	2
IA	59	Methods and Materials in a Single Subject Area	2
IA	60	Children's Growth and Learning in the Elementary School	3

Department Subtotal 20

C.O.D. General Education Requirements  
See Page 32

English Department (two courses)

American Institutions (one course)

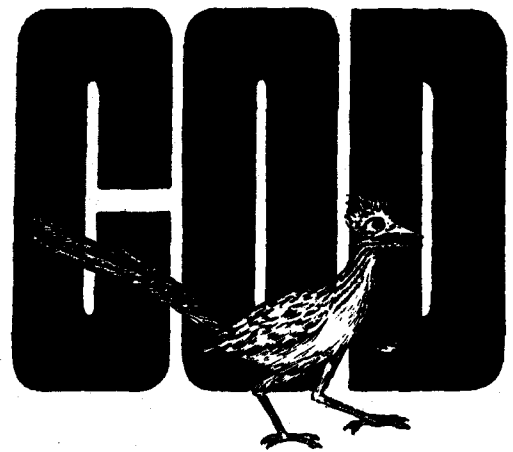
Natural Science (one course)

Humanities (one course)

P.E. (2 courses for students under age of 21)

Degree Total 60

Adviser: Palmer



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**ENGINEERING, ARCHITECTURE AND TECHNOLOGY**

ENGINEERING,

## ARCHITECTURE AND TECHNOLOGY

The various curricula in this department are designed to be as flexible as possible to best serve student needs. Courses required in the occupational areas are so listed because of the thinking of members of the General Technical Advisory Committee and other individuals experienced in the specific occupational areas. A student's own experience background may dictate variances in total requirements.

Courses listed in transfer curricula afford opportunities for course selection that should be based on the requirements of the institution to which the individual student will later transfer.

## COURSES OF INSTRUCTION

## ARCHITECTURE

- |  |  |
|--|--|
| <p>1 <u>Fundamentals of Architectural Design (3)</u><br/>Introduction to the field of architecture as a profession and to the design process as a basis for architectural analysis. Emphasis given to orientation to architecture. Includes a critique of man's environment. Studies in line, area, color, and textures in two and three dimensions.</p> | <p>4 <u>Environment: Urban (2)</u><br/>B Lectures and discussions concerning the nature of man's urban environment as it relates to urban design. Includes historical study of urban development and actual neighborhood planning.</p>   |
| <p>2 <u>Building Materials (3)</u><br/>2 hours lecture and 3 hours laboratory.<br/>Applications of building materials, structural composition of buildings. Includes fabrication of structural details and testing of construction materials with actual testing equipment.</p>  | <p>5 <u>Perspective, Shades, and Shadows (2)</u><br/>1 hour lecture and 3 hours laboratory.<br/>Basic techniques used in architectural graphic communication. Applications of mechanical and freehand perspectives plus shades and shadows.</p>  |
| <p>3 <u>Architectural Detailing I (3)</u><br/>A 2 hours lecture and 3 hours laboratory.<br/>Prerequisite: Arch 2 or consent of instructor.<br/>Typical details and basic information for wood frame structures.</p>  | <p>6 <u>Architectural Delineation (2)</u><br/>6 hours laboratory.<br/>Prerequisite: Architecture 1.<br/>Two- and three-dimensional representations emphasizing original expression. Includes architectural presentations in pencil, ink, and water color.</p>  |
| <p>3 <u>Architectural Detailing II (3)</u><br/>B 2 hours lecture and 3 hours laboratory.<br/>Prerequisite: Architecture 3A.<br/>Working drawings for wood frame structures. Includes applications of specifications.</p>   | <p>9 <u>Landscape Planning and Design (3)</u><br/>2 hours lecture and 3 hours laboratory.<br/>Prerequisite: AgPS 1, AgOH 5A.5B, or approval of instructor.<br/>Designed for students interested in the planning of landscaped areas. Emphasis will be placed on the location of lawns, trees, shrubs, walks, driveways, patios, planters, and other landscape structures for home and park landscaping. Same as Agricultural Ornamental Horticulture 9. May be taken for credit only once.</p> |
| <p>3 <u>Architectural Detailing III (3)</u><br/>C 2 hours lecture and 3 hours laboratory.<br/>Prerequisite: Architecture 3A or 3B.<br/>Working drawings for masonry steel frame structures. Includes applications of specifications.</p>   | <p>12 <u>Construction Estimating (2)</u><br/>Methods used in estimating costs and quantities involved in materials, equipment, and labor.</p>  |
| <p>4 <u>Environment: Home (2)</u><br/>A Lectures and discussions concerning the nature of home environmental design. Includes designing a residence and building a model.</p>  |  |

48 Architectural Blueprint Reading (3)  
Basic information for reading blueprints and presentation drawings. Includes basic drafting. Same as Home Economics 25. May be taken for credit only once.

51 Architectural Office Practices (2)  
Projects in professional practices, job development, office administration, contracts, legalities, and product information.

#### ENGINEERING

2 Surveying (2)  
1 hour lecture and 3 hours laboratory.  
Prerequisite: Math 5 or equivalent.

Care and use of tapes, levels, and transits. Involves the maintenance of field notes; land measurement by tape; differential and profile-leveling; profile plotting. Includes elementary transit work and traverses.

3 Engineering Graphics (2)  
1 hour lecture and 3 hours laboratory.  
Prerequisite: Math 51 and either high school mechanical drawing or Engr 4.

Pictorial sketching, orthogonal principles, precision dimensions, tolerancing. Emphasis placed upon graphical algebra, calculus and data presentation. Computations through the construction of functional scales, nomography.

4 Descriptive Geometry (2)  
1 hour lecture and 3 hours laboratory.

Solution of drafting room problems by graphical methods, space relationships of points, lines, and planes. Includes developments, intersections, and warped surfaces.

11 Engineering Statics (3)  
Prerequisite: Physics 4A

Two- and three-dimensional force systems. Includes equilibrium conditions, frames, dry friction. Graphical methods and the diagram as an aid to problem solutions.

12 Properties of Materials (3)  
Prerequisites: Chemistry 1A, Physics 4A

Atomic and molecular structures and microstructures of engineering materials. Mechanical, thermal, electrical, corrosive, and radiation properties. Includes materials testing and sample preparation.

#### TECHNOLOGY--AERONAUTICS

81 Basic Aviation (3)

Civil Air Regulations, meteorology, navigation, theory of flight, general service of aircraft, air traffic control, Meets ground school requirements of CAA private pilot certificate.

82 Aviation Instruments (3)  
Prerequisite: Aero 81

Study and interpretation of the standard aviation instruments used by the private pilot. Includes pressure-activated instruments, gyro instruments, radio, radar, and radio-telephone. Also studies radio navigation charts, atmospheric and global weather charts, and instrument meteorology.

#### TECHNOLOGY--AIR CONDITIONING and REFRIGERATION

60 Introduction to Air Conditioning and Refrigeration (3)  
2 hours lecture and 3 hours laboratory.

Course emphasizes standard air conditioning practices. Includes basic theory and practice in the operation of the complete mechanical refrigeration cycle.

61 Fundamentals of Air Conditioning and Refrigeration (3)  
2 hours lecture and 3 hours laboratory.  
Prerequisite: Air Conditioning 60.

Theory and practice in heating, cooling, ventilation, basic air distribution, elementary psychometrics, temperature applications, heat loads, defrosting methods, controls, and equipment fundamentals. Basic troubleshooting of electrical components and the mechanical cycle.

62 Advanced Air Conditioning (3)  
A 2 hours lecture and 3 hours laboratory.  
Prerequisite: Air Conditioning 61.

In-depth study and practice of air conditioning principles and operations in residential and commercial applications.

62 Advanced Refrigeration (3)  
B 2 hours lecture and 3 hours laboratory.  
Prerequisite: Air Conditioning 61.

In-depth study and practice of refrigeration principles and operations in residential and commercial applications.

63 Air Conditioning Equipment (2)  
6 hours laboratory.  
Prerequisite: Air Conditioning 60.

Selection and application of air conditioning equipment. To include load estimating, unit sizing and selection, air distribution, piping, equipment placement, and economic factors involved.

64 Refrigeration Equipment (2)  
6 hours laboratory.  
Prerequisite: Air Conditioning 60.

Selection and application of refrigeration equipment utilized for storage of food, materials, or equipment at temperatures below 50°F.

Includes load estimating, selection, installation, piping; maintenance, and economic factors involved.

- 65 Air Distribution (2)  
1 hour lecture and 3 hours laboratory.  
Prerequisite: Air Conditioning 61.

Includes theory of heat gain and practice in duct systems design and installation.

- 66 Psychometrics and hydronics (2)  
1 hour lecture and 3 hours laboratory.  
Prerequisite: Air Conditioning 61.

Advanced study in properties of air and gases. Fluid flow piping.

- 67 System Control Devices (2)

Basic alternating current electricity, air conditioning motor operations and controls, refrigeration and air conditioning control circuit design, operation and trouble-shooting. Pneumatic and solid state control systems operations.

- 68 Systems Design (2)  
1 hour lecture and 3 hours laboratory.  
Prerequisite: Air Conditioning 67 and mechanical drafting ability.

Mechanics and engineering involved in air conditioning and refrigeration systems layout.

- 69 Cost Estimation for Air Conditioning (1)  
Prerequisite: Air Conditioning 68.

Employs manufacturers' specifications to acquaint students with pricing and cost estimation.

TECHNOLOGY--AUTOMOTIVE and POWER

- 11 Automotive Principles I (3)  
1 hour lecture and 6 hours laboratory.  
Automotive engine operation principles. Practical work in the operation and maintenance of engines. Course includes bench work, engine inspection, repair.

- 12 Automotive Principles II (3)  
1 hour lecture and 6 hours laboratory.  
Prerequisite: Automotive and Power 11  
Study of drive train principles, steering mechanisms, brake systems, and suspensions. Practical work in operation and maintenance of hydraulic systems.

- 13 Automotive Electricity (3)  
1 hour lecture and 6 hours laboratory.  
Study of electrical systems, starters, generators, alternators, voltage regulators, lighting systems, control devices. Trouble diagnosis and testing; operation and maintenance.

- 43 Tractor Operations (3)  
2 hours lecture and 3 hours laboratory.

The selection, operation, service, maintenance, adjustment, handling, and minor repair of wheel and track type tractors. Same as Agriculture-Engineering 43. May be taken for credit only once.

- 44 Agricultural Equipment (3)  
2 hours lecture and 3 hours laboratory.

Operation, selection, adjustment, servicing, and care of seedbed preparation equipment, fertilizer distributor, cultivators, and other equipment used in the area. Actual repair, maintenance, and operation of equipment will be done during the laboratory periods. Same as Agriculture Engineering 44. May be taken for credit only once.

- 64 Automatic Transmissions I (3)  
1 hour lecture and 6 hours laboratory.  
Prerequisite: Automotive and Power 12.

Study of hydraulics as applied to automatic transmissions. Theory, inspection, care, and maintenance of automatic transmissions.

- 65 Automatic Transmissions II (3)  
1 hour lecture and 6 hours laboratory.  
Prerequisite: Automotive and Power 64.

Continuation of Automotive and Power 64. Advanced shop practice in automatic transmissions.

- 67 Engine Diagnosis and Tune-Up (3)  
1 hour lecture and 6 hours laboratory.  
Prerequisite: Automotive and Power 11.

Practice in the use of various types of diagnostic equipment in the checking of engine performance.

- 68 Engine Rebuilding (3)  
9 hours laboratory.  
Prerequisite: Automotive and Power 11.

Instruction is given in proper engine reconditioning methods and procedures, which includes practice in cylinder boring, wrist pin fitting, rod aligning, valve seat grinding, disassembly and assembly. Course is normally offered on individual practicum basis.

- 70 Fundamentals of Auto Air Conditioning (2)  
1 1/2 hours lecture and 1 1/2 hours laboratory.  
Prerequisite: Automotive and Power 13.

Includes physics involved in automotive air conditioning. The refrigerated air conditioning and heating system--installation, trouble-shooting, and servicing.

- 90 Heavy Equipment Operation and Maintenance (3)  
1 hour lecture and 6 hours laboratory.  
Selection, operation, service, adjustment of heavy equipment (dozers, carryalls, trucks, cranes, backhoes, etc.). Same as Agricultural Engineering 90. May be taken for credit only once.
- 91 Basic Hydraulics (2)  
1 hour lecture and 3 hours laboratory.  
Familiarization with theory, application, and component parts of hydraulic systems. Same as Agricultural Engineering 91. May be taken for credit only once.
- 92 Hydraulic Systems Maintenance and Repair (3)  
2 hours lecture and 3 hours laboratory.  
A continuance of Basic Hydraulics including advanced practices in maintenance and repair of hydraulic systems. Same as Agricultural Engineering 92. May be taken for credit only once.

TECHNOLOGY--DIESEL MECHANICS

- 20 Truck Operation and Maintenance (4)  
2 hours lecture and 6 hours laboratory.  
Prerequisite: Automotive and Power 43 or consent of instructor.  
A study of the regulatory codes applicable to the truck operation, types and application of trucking equipment, load characteristics and loading. Experience in servicing, maintaining and operating trucks, truck-tractors, trailers and semi-trailers. Same as Agricultural Diesel Mechanics 20. May be taken for credit only once.
- 25 Truck Chassis (4)  
2 hours lecture and 6 hours laboratory.  
Prerequisite: Consent of instructor.  
Covers the function, design, specifications of truck chassis components and gives live shop experience in inspection, service, adjustments, repair, rebuilding and installation of components for various classes of truck chassis, including axles, brakes, clutches, differentials, drive lines, frames, power dividers, steering, suspension, tires, transfer cases, transmissions and wheels. Trailers and semi-trailers as an integral part of the complete unit are also studied. Same as Agriculture Diesel Mechanics 25. May be taken for credit only once.
- 35 Heavy Duty Automatic and Power Shift Transmissions  
2 hours lecture and 3 hours laboratory.  
Covers the principles of operation, trouble-shooting, maintenance, and complete overhaul

- of heavy duty automatic and power shift transmissions. Same as Agricultural-Diesel Mechanics 35 and Agricultural Engineering 35. May be taken for credit only once.
- 60 Tractor and Equipment Chassis (4)  
2 hours lecture and 6 hours laboratory.  
Study of design and servicing tractor chassis, clutches, transmissions, differentials, final drives, tracks, power take-offs, chain and belt drives, drive lines, bearings, and gears. Same as Agricultural Diesel Mechanics 60. May be taken for credit only once.
- 61 Diesel Mechanics I (4)  
2 hours lecture and 6 hours laboratory.  
Diesel engine theory, operation and maintenance. Includes horsepower determinations, micro-measuring, maintenance, preventative maintenance, storage, trouble-shooting, and tune-up. Same as Agricultural-Diesel Mechanics 61. May be taken for credit only once.
- 62 Diesel Mechanics II (4)  
2 hours lecture and 6 hours laboratory.  
Prerequisite: Diesel Mechanics I or consent of instructor.  
Two-cycle diesel engine overhaul. Includes cleaning, inspecting, measuring, servicing, rebuilding, and replacing engine components. Same as Agricultural-Diesel Mechanics 62. May be taken for credit only once.
- 63 Diesel Mechanics III (4)  
2 hours lecture and 6 hours laboratory.  
Prerequisite: Diesel Mechanics I or consent of instructor.  
Four-cycle diesel engine overhaul. Includes cleaning, inspecting, measuring, servicing, rebuilding, and replacing engine components. Same as Agricultural Diesel Mechanics 63. May be taken for credit only once.
- 64 Diesel Mechanics IV (4)  
2 hours lecture and 6 hours laboratory.  
Prerequisite: Diesel Mechanics 61 or consent of instructor.  
Diesel Air, fuel, and governors. The course includes the servicing and overhaul of injection pumps, injectors, blowers, turbochargers, governors; and advanced tune-up and trouble-shooting. Same as Agricultural Diesel Mechanics 64. May be taken for credit only once.
- 65 Diesel Engine Accessories (4)  
2 hours lecture and 6 hours laboratory.  
Prerequisite: Diesel Mechanics 61 or consent of instructor.  
Includes the servicing of diesel engine accessories such as hydraulics, engine brakes,

pumps, air compressors, tractor air conditioners, and electrical systems. Same as Agricultural Diesel Mechanics 65. May be taken for credit only once.

66 Diesel Air and Fuel Systems (2-2)  
AB 1 hour lecture and 3 hours laboratory.  
Prerequisite: Diesel Mechanics I or consent of instructor.

Refer to DM 64; covers same course content as DM 64, but because of hours involved, course has been structured for 2 semesters to accommodate evening students. Same as Agricultural Diesel Mechanics 66AB. May be taken for credit only once.

30 Introduction to Electronics (3)  
2 hours lecture and 3 hours laboratory.

Stresses principles of electric circuit behavior rather than analysis. Covers sources of electricity, power, magnetism, inductance, capacitance, tuned circuits, motors, generators, vacuum tubes, transistors, and basic radio principles. A first course in electricity and electronics designed for the non-electrical student.

41 Electronic Circuit Analysis I (DC Circuits) (4)

3 hours lecture and 3 hours laboratory.  
Prerequisite: High school algebra or Math 50, or Math 55. High school electricity or equivalent recommended.

A study of fundamentals of electricity and direct current circuits in series, parallel, and complex circuit configurations. Covers electrical energy sources, atomic and sub-atomic structures, power, work, Ohm's and Kirchoff's Laws, and DC Network Theorems. Includes magnetic circuits, electromagnet induction, electric fields, capacitance, and electrical measuring instruments. Theoretical concepts are reinforced through laboratory procedures.

42 Electronic Circuit Analysis II (AC Circuits) (4)

3 hours lecture and 3 hours laboratory.  
Prerequisite: Electronics 41 or consent of instructor. Trigonometry recommended.

A detailed study of alternating current theory and application. Stresses the topics of electrical power systems, reactance, impedance, susceptance, conductance, coupled circuits, non-sinusoidal waves, transformers, filters, attenuators, pads, and alternating current network theorems. Solutions to alternating current circuits emphasize the use of complex algebra and trigonometry in conjunction with the slide rule. Laboratory procedures introduce the concepts of basic circuit design.

43 Electronic Circuit Analysis III (Fundamentals of Electronic Devices) (4)

3 hours lecture and 3 hours laboratory.  
Prerequisite: Electronics 42 or consent of instructor.

A behavioral and analytical study of various semiconductor and vacuum tube devices. Course designed to present a background in device structure and applications in basic circuitry. The operation of each device is illustrated in a typical application circuit. Calculations concerning the devices feature both graphical and numerical concepts. Includes vacuum diodes, triodes, tetrodes, pentodes, beam power tubes, and special

TECHNOLOGY--DOMESTIC APPLIANCE REPAIR

50 Domestic Appliance Repair I (3)  
2 hours lecture and 3 hours laboratory.

Theory and practice in repair of basic appliance components--functions and systems. Covers most major domestic appliances not including heating, air conditioning or refrigeration. Basic trouble-shooting and component replacement.

51 Domestic Appliance Repair II (3)  
2 hours lecture and 3 hours laboratory.  
Prerequisite: Domestic Appliance Repair 50 or consent of instructor.

Theory and practice in repair of major appliances--heating, air conditioning, and refrigeration. Accessories such as ice makers, self-cleaning ovens, automatic control circuits. Trouble-shooting and repair procedures.

TECHNOLOGY--ELECTRONICS

1 Electric Circuits I (3)  
3 hours lecture and 1 hour laboratory.  
Prerequisites: Math 1B, Physics 4B.

Circuit analysis techniques, Kirchoff's Laws, network theorems, modal analysis, electric and magnetic circuits, instruments, transformers, rotating machines, and resonance. Selected theoretical concepts are reinforced through laboratory procedures. Course designed for engineering majors.

purpose tubes. Investigates the behavior of such semiconductor devices as SCR's, FET's, tunnel diodes, zener diodes, and four-layer devices. Photo-conductors and light-emitting diodes are included.

44 Electronic Circuit Analysis IV (Applied Electronics; Devices and Circuits) (4)

3 hours lecture and 3 hours laboratory.  
Prerequisite: Electronics 43.

The study of semiconductors and vacuum tubes in useful circuit amplifiers, feedback oscillators, multivibrators, power supplies, and integrated circuits. Included also are control and logic circuits, and special purpose amplifying circuits. Emphasis on the design of new circuits as well as trouble-shooting analyzed mathematically by algebraic processes. Each circuit design includes visual evaluation techniques and procedures through the use of voltmeter and oscilloscope. Practical application of circuitry as related to radio, television, communications, medical, and industrial electronics, and digital computer systems.

53 FCC Radiotelephone Theory I (3)

A Prerequisites: Possession of Second Class License and consent of instructor.

Course is the first of two designed to prepare individuals to pass the Federal Communications Commission examination for the First Class Radiotelephone License. Includes review of basic electrical and electronic theory, receivers, transmitters, antennas, and related topics.

53 FCC Radiotelephone Theory II (3)

B Prerequisites: Electronics 53A or possession of Second Class License and consent of instructor.

Course is the second of two designed to prepare individuals to pass the Federal Communications Commission examination for the First Class Radiotelephone license. Includes review of AC theory, resonance, oscillators, amplifiers, amplifier circuits, and related topics.

54 Electronics Communications (4)

3 hours lecture and 3 hours laboratory.  
Prerequisite: Electronics 43 or consent of instructor.

A study of communications electronic circuits. Concerns the transmission and reception of electromagnetic energy. Includes amplitude, frequency, phase, and pulse modulation and demodulation. Transmission lines, antennas, wave propagation, multiplex, and other forms of transmission are included. Emphasizes typical communication transmitters and receivers; their basic principles of operation, typical currents, and circuit analysis. Pertinent data relating to FCC licensing is included.

55 Special Electronic Circuits (4)

3 hours lecture and 3 hours laboratory.  
Prerequisite: Electronics 54 or consent of instructor.

Examines principles and circuits employed in broadcasting and closed-circuit television systems. The circuits investigated feature solid state equipment. Treats basic principles of monochrome and color cameras and receivers. Includes basic television systems, scanning systems, synchronizing generators, encoders, switching systems, and video tape recording principles.

56 Amateur (Ham) Radio I (1)

A 1 hour lecture and 1 hour laboratory.  
Prerequisite: Arithmetic capability.

Investigates the overall area of amateur radio in terms of logic, laws, and licensing. Also includes technical presentations covering electronics theory in specialized concepts of DC and AC current, semiconductors, power supplies, tubes, transistors, audio amplifiers, transducers, and microphones as each applies to radio.

56 Amateur (Ham) Radio II (1)

B 1 hour lecture and 1 hour laboratory.  
Prerequisite: Electronics 56A.

Continuation of Electronics 56A. Includes oscillators, transmitters, modulation, antennas, and receivers. Also studies FCC Rules and Regulations and investigates sample FCC type examinations.

60 Electrical Safety for Nurses (2)

Includes explanations of physiological monitoring systems in use in medical practice. Instruction is offered in basic electrical theory along with electric current processing by monitoring oscilloscopes and test equipment. Emphasis is placed on patient and operator safety. Same as Nursing 65. May be taken for credit only once.

TECHNOLOGY--GENERAL

10 Concepts of Modern Technology (2)

Course designed to acquaint students with the place of technology in the present economy. An introduction to the fundamental operations and processes involved in the automotive, construction, metals, electronic, communications, and related industries. Emphasizes the function of technology in contemporary ecology.

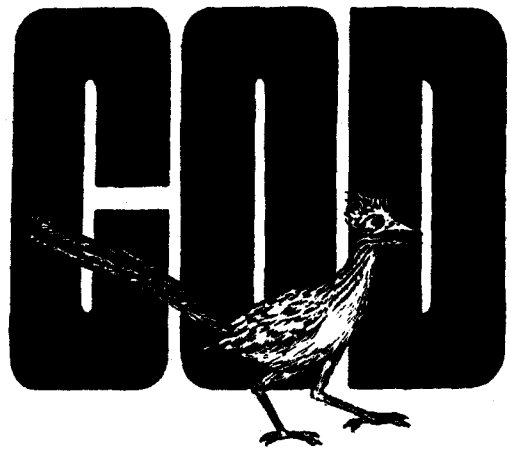
16 Basic Mechanical Skills (2)

1 hour lecture and 3 hours laboratory.

Study of principles, practices and materials used in mechanics and application of same under actual shop conditions. Same as Agricultural Engineering 16. May be taken for credit only once.



**GOD**



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***FIRE SCIENCE***

FIRE SCIENCES  
COURSES OF INSTRUCTION

FIRE SCIENCE

- 52 Introduction to Fire Suppression (3) Characteristics and behavior of fire, fire hazard properties of ordinary materials, extinguishing agents, fire suppression organization and equipment, basic fire fighting tactics, public relations as affected by fire suppression. Field trips may be required.
- 53 Fundamentals of Fire Prevention (3) Organization and function of the fire prevention organization, inspection, surveying mapping procedures, recognition of fire hazards, engineering a solution of the hazard, enforcement of the solution, public relations as affected by fire prevention. Field trips may be required.
- 54 Fire Fighting Tactics and Strategy (3) Review of fire chemistry, equipment, and manpower; basic fire fighting tactics and strategy, methods of attack, preplanning fire problems. Field trips may be required.
- 55 Hazardous Materials (3) Review of basic chemistry, storage, handling, laws, standards, and fire fighting practices pertaining to hazardous solids, liquids, and gases. Field trips may be required.
- 56 Fire Protection Equipment and Systems (3) Portable fire extinguishing equipment, sprinkler systems, protection systems for special hazards, fire alarm and detection systems.
- 57 Related Codes and Ordinances (3) Familiarization with national, state, and local laws and ordinances which influence the field of fire prevention. Field trips may be required.
- 58 Fire Hydraulics (3) Review of basic mathematics, hydraulic laws and formulas as applied to the fire service, application of formulas and mental calculation to hydraulic problems, water supply problems, underwriters requirements for pumps. Field trips may be required.
- 59 Building Construction for Fire Protection (3) Fundamental building construction and design, fire features, special considerations. Field trips may be required.
- 60 Fire Company Organization and Procedure (3) Review of fire department organization, fire company organization, the company officer, personnel administration, communications, fire equipment, maintenance, training, fire prevention, fire fighting, company fire fighting capability, records and reports. Field trips may be required.
- 61 Fire Apparatus and Equipment (3) Driving laws, driving techniques, construction and operations of pumping, engines, ladder trucks, aerial platforms, specialized equipment, and apparatus maintenance.
- 62 Rescue Practices (3) Emergency rescue methods and techniques. Rescue practices, the human body, emergency care of victims, childbirth, artificial respiration, toxic gases, chemicals, and diseases, radioactive hazards, rescue problems.
- 63 Fire Service Principles and Procedures (1)  
A An 18-hour course designed to develop an appreciation for the public service aspects of fire department work and of the necessity for discipline, esprit de corps, and training; the ability to use and care for fire service tools, hose, nozzles, and fittings, ladder rescue equipment, and salvage equipment.
- 63 Fire Service Principles and Procedures II (1)  
B An 18-hour course designed to develop a fundamental knowledge of fire ground operations, an appreciation for comprehensive training and the ability to lay hose with apparatus, to perform above-ground evolutions, and salvage operations.
- 63 Fire Service Principles and Procedures III (1)  
C An 18-hour course designed to develop a knowledge of fireman's responsibilities in fire prevention, fire investigation, and public relations; the ability to use fire apparatus and equipment to deal with various types of fire and rescue problems.
- 64 Fire Service Principles and Procedures IV (1)  
D An 18-hour course designed to fulfill a department's specific training need. The course may

involve Ladder Truck or Elevated Platform Operations, Salvage Operations, Rescue Operations, Riot Control Operations, Long Pipe Operations, Fire Department Operations in Protected Properties, or any other type of operations in which a fire department may require training based upon local conditions.

63 Fire Service Principles and Procedures IV (Driver Training) (1)  
E

An 18-hour course designed to properly train fire department personnel who drive emergency apparatus to meet their responsibilities: By lecture on emergency driver responsibility and qualifications, vehicle operational practices, standard driving practices, collision and accident prevention, maintenance schedules, and field training laboratory operations.

64 Fire Control I (1)  
A

An 18-hour course designed to develop a knowledge of basic chemistry and the behavior of fire, a basic knowledge of building design and fire protection equipment and systems, and a basic understanding of fire strategy.

64 Fire Control II (1)  
B

Continuation of Fire Control I. An 18-hour course designed to develop a knowledge of fire strategy.

65 Pump Operation I (1)  
A

An 18-hour course designed to develop a knowledge of pumps and pumping principles and practical hydraulics; the ability to drive apparatus safely and to operate pumps.

66 Arson Investigation (3)

Introduction to arson and incendiarism, arson laws, and types of incendiary fires. Methods of determining fire cause, recognizing and preserving evidence, interviewing and detaining witnesses. Procedures in handling juveniles, court procedures and giving court testimony.

67 Building Construction for Fire Protection (2)

Prerequisites: Current employment in fire protection and recommendation of employer.

A seminar designed to provide experiences for fire service officers with instruction and training responsibilities. Course content includes planning, organizing, conducting and evaluating fire service training activities as they relate to Building Construction for Fire Protection.

68 The Inspection of the Community (2)

Prerequisites: Current employment in fire protection and recommendation of employer.

A seminar designed to provide experiences for fire service officers with instruction and train-

ing responsibilities. Course content includes planning, organizing, conducting and evaluating fire service training activities as they relate to the Inspection of the Community.

69 Fire Protection Organization (2)  
Prerequisites: Current employment in fire protection and recommendation of employer.

A seminar designed to provide experiences for fire service officers with instruction and training responsibilities. Course content includes planning, organizing, conducting and evaluating fire service training activities as they relate to Fire Protection Organization.

70 Developing a Company for Inspection Program (2)

Prerequisites: Current employment in fire protection and recommendation of employer.

A seminar designed to provide experiences for fire service officers with instruction and training responsibilities. Course content includes planning, organizing, conducting and evaluating fire service training activities as they relate to Developing a Company for Inspection Program.

71 Peace Officers Training (2)

Prerequisites: Current employment in fire protection and recommendation of employer.

A seminar designed to provide experiences for fire service officers with instruction and training responsibilities. Course content includes planning, organizing, conducting and evaluating fire service training activities as they relate to Peace Officers Training.

86 Specialized Rescue (2)

Prerequisite: Enrolled in other fire science course or employed as volunteer fireman or woman.

The student learns rescue under difficult conditions, such as handling of casualties from upper floors, by ladder slide or rope ladders, or from lower floors of buildings by slide drags and passes, and breaching walls. The student will learn the use of rigging "A" frames and tripods, as well as sliding people from second and third floors of buildings.

87 Aircraft Crash and Rescue (3)

Course will cover the basics in regard to the history and development of aircraft fire protection, aircraft types, engines and systems, specialized fire fighting and rescue apparatus, protective clothing, extinguishing agents, armament and explosive cargo, nuclear weapons, aircraft fire and rescue communications, pre-incident planning, airfield operations, familiarization of airport and surrounding areas, fire department training, fire prevention during fueling operations, aircraft fire fighting and rescue procedures, types of

aircraft incidents, fighting aircraft fires and post-incident operations.

88 Aircraft Crash and Rescue Lab (1)  
3 hours laboratory.

Laboratory will be conducted to demonstrate specialized fire fighting and rescue equipment, extinguishing agents, fire prevention during fueling operations, and aircraft fire fighting and rescue procedures.

90 Fire Alarm Systems (2)

The emphasis will be plan checking and code applications as applied to fire alarm systems. An application of current fire alarm standards as adopted by Fire Marshall, State of California.

0221

Preparation for Employment and Occupational  
A.A. Degree Program in FIRE SCIENCE

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
FS	52	Introduction to Fire Suppression	3
FS	53	Fundamentals of Fire Prevention	3
FS	54	Fire Fighting Tactics and Strategy	3
FS	55	Hazardous Materials	3
FS	56	Fire Protection Equipment and Systems	3
FS	57	Related Codes and Ordinances	3
FS	58	Fire Hydraulics	3
FS	59	Building Construction for Fire Protection	3
FS	60	Fire Company Organization and Procedure	3
FS	61	Fire Apparatus and Equipment	3
FS	62	Rescue Practices	3
FS	63A	Fire Service Principles and Procedures I	1
FS	63B	Fire Service Principles and Procedures II	1
FS	63C	Fire Service Principles and Procedures III	1
FS	63D	Fire Service Principles and Procedures IV	1
FS	63D-1	Fire Service Principles and Procedures IV-Driver Training	1
FS	64A	Fire Control I	1
FS	64B	Fire Control II	1
FS	65A	Pump Operation I	1
FS	66	Arson Investigation	3
FS	85	Emergency Medical Technician I	3

Department Subtotal 24

C.O.D. General Education Requirements  
See Page 32

English Department (two courses)  
American Institutions (one course)  
Natural Science (one course)  
Humanities (one course)  
P.O. (2 courses for students under age of 21)

Degree Total 60

Adviser: Pulliam

Preparation for Employment and Certificate  
Program in FIRE SCIENCE


Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
FS	52	Introduction to Fire Suppression	3
FS	53	Fundamentals of Fire Prevention	3
FS	54	Fire Fighting Tactics and Strategy	3
FS	55	Hazardous Materials	3
FS	56	Fire Protection Equipment and Systems	3
FS	57	Related Codes and Ordinances	3
FS	58	Fire Hydraulics	3
FS	59	Building Construction for Fire Protection	3
FS	60	Fire Company Organization and Procedure	3
FS	61	Fire Apparatus and Equipment	3
FS	62	Rescue Practices	3
FS	63A	Fire Service Principles and Procedures I	1
FS	63B	Fire Service Principles and Procedures II	1
FS	63C	Fire Service Principles and Procedures III	1
FS	63D	Fire Service Principles and Procedures IV	1
FS	63D-1	Fire Service Principles and Procedures IV-Driver Training	1
FS	64A	Fire Control I	1
FS	64B	Fire Control II	1
FS	65A	Pump Operation I	1
FS	66	Arson Investigation	3
FS	85	Emergency Medical Technician I	3

Total Units - 24 units to be taken from the listed courses.

Adviser: Pulliam

**GOD**

A small, speckled bird is perched on the word "GOD". The bird is facing right and has its beak open as if it is pecking at the letter 'D'. The bird's body is covered in dark spots on a lighter background. The word "GOD" is rendered in a bold, black, sans-serif font.

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***FOREIGN LANGUAGES***

## FOREIGN LANGUAGES

Students enrolled in Language 1, 2, or 3 which might duplicate courses completed in high school or at another institution of collegiate level may be allowed unit credit in repeating the course depending upon previous level of proficiency. The first two years of work in a foreign language in high school is generally considered to be equivalent to one semester in college; each successive year in a foreign language in high school is equal to one additional semester in college.

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

### COURSES OF INSTRUCTION

#### FRENCH

- 1 Elementary French (5)  
5 hours lecture and 1 hour laboratory, to be arranged.  
  
Fundamental essentials of French grammar and pronunciation; exercises in composition, conversation, and reading. Audio-lingual approach stressed with heavy emphasis on oral proficiency and structure correctness in both speaking and writing skills throughout every aspect of the course.
- 2 Elementary French (5)  
5 hours lecture and 1 hour laboratory, to be arranged.  
Prerequisite: French 1, two years high school French, or its equivalent.  
Continuation of French 1.
- 3 Intermediate French (4)  
4 hours lecture and 1 hour laboratory, to be arranged.  
Prerequisite: French 2, or three years high school French, or its equivalent.  
  
A thorough audio-lingual review of grammatical structure. Advanced composition and some translations introduced with continued reading in literature and culture. The course is designed to reinforce the student's progress in developing writing skills and oral fluency and accuracy in idiomatic usage.
- 4 Intermediate French (4)  
4 hours lecture and 1 hour laboratory, to be arranged.  
Prerequisite: French 3, four years high school French, or its equivalent.  
Continuation of French 3.
- 8 French Conversation (2)  
A Prerequisites: French 2, or three years of high school French. Recommended to be taken simultaneously with French 3. Courses need not be taken in sequence.

Daily contact vocabulary building and practical conversation on everyday topics, current events, student life, social life, and cultural materials. Language Laboratory attendance will be required at the discretion of the instructor.

- 39 Foreign Literature in Translation: French (3)  
Prerequisite: Enrolled in or eligible for English 1A or 1B or consent of instructor.  
  
Introductory course is designed to capture and to challenge the student to examine some of the concerns of modern man as they are described in French literature of the 19th and 20th centuries. The course introduces the student to the works of a single author or group of authors of classics and literary movements. The course is conducted entirely in English; no knowledge of French is required. However, reading may be done in French or English as desired by the student. Same as English 39. May be taken for credit only once.

#### GERMAN

- 1 Elementary German (5)  
5 hours lecture and 1 hour laboratory, to be arranged.  
  
Fundamental essentials of German grammar and pronunciation; exercises in composition, conversation, and reading. Audio-lingual approach stressed with heavy emphasis on oral proficiency and structure correctness in both speaking and writing skills throughout every aspect of the course.
- 2 Elementary German (5)  
5 hours lecture and 1 hour laboratory, to be arranged.  
Prerequisite: German 1, two years high school German, or its equivalent.  
Continuation of German 1.

- 3 Intermediate German (4)  
4 hours lecture and 1 hour laboratory, to be arranged.  
Prerequisite: German 2, three years high school German, or its equivalent.  
A thorough audio-lingual review of grammatical structure. Advanced composition and translations introduced with continued readings in literature and culture. The course is designed to reinforce the student's progress in developing writing skills and oral fluency and accuracy in idiomatic usage.
- 4 Intermediate German (4)  
4 hours lecture and 1 hour laboratory, to be arranged.  
Prerequisite: German 3, four years high school German, or its equivalent.  
Continuation of German 3.

## ITALIAN

- 1 Elementary Italian (5)  
5 hours lecture and 1 hour laboratory, to be arranged.  
Essentials of Italian speech, grammatical structure and pronunciation, oral practice, exercises in composition, readings on Italian culture and civilization.
- 2 Elementary Italian (5)  
5 hours lecture and 1 hour laboratory, to be arranged.  
Prerequisite: Italian 1, two years high school Italian, or its equivalent.  
Essentials of Italian speech, grammatical structure and pronunciation, oral practice, exercises in composition, readings on Italian culture and civilization.
- 3 Intermediate Italian (4)  
4 hours lecture and 1 hour laboratory, to be arranged.  
Prerequisite: Italian 2, three years high school Italian, or its equivalent.  
A thorough review of the fundamental principles of grammar with a practical application of written and oral exercises to develop fluency in idiomatic usage. Reading in Italian of cultural material, short stories, novels or plays; oral or written reports on outside reading.
- 4 Intermediate Italian (4)  
4 hours lecture and 1 hour laboratory, to be arranged.  
Prerequisite: Italian 3, four years high school Italian, or its equivalent.  
Continuation of Italian 3 with greater emphasis on reading selections from Italian literature.

- 40 Survey of Italian Civilization (3)  
A  
B  
An introduction to the Italian people, culture, and civilization through an historical survey of thought, literature, customs, arts and sciences, music, and institutions of Italy. Particular emphasis on acknowledging the universality of the Italian culture and the contribution that the Italian heritage has made to the humanities. 40A covers the period from the 13th century to the 16th century; 40B covers the period from the 17th century to the present. Courses need not be taken in sequence. Conducted in English.

## RUSSIAN

- 1 Elementary Russian (5)  
5 hours lecture and 1 hour laboratory, to be arranged.  
Fundamental essentials of Russian grammar and pronunciation; exercises in composition, conversation, and reading. Audio-lingual approach stressed with heavy emphasis on oral proficiency and correctness in both speaking and writing skills throughout every aspect of the course.
- 2 Elementary Russian (5)  
5 hours lecture and 1 hour laboratory, to be arranged.  
Prerequisite: Russian 1, two years high school Russian, or its equivalent.  
Continuation of Russian 1.

## SPANISH

- 1 Elementary Spanish (5)  
5 hours lecture and 1 hour laboratory, to be arranged.  
Fundamental essentials of Spanish grammar and pronunciation; exercises in composition, conversation, and reading. Audio-lingual approach stressed with heavy emphasis on oral proficiency and structure correctness in both speaking and writing skill throughout every aspect of the course.
- 2 Elementary Spanish (5)  
5 hours lecture and 1 hour laboratory, to be arranged.  
Prerequisite: Spanish 1, two years high school Spanish, or its equivalent.  
Continuation of Spanish 1.
- 3 Intermediate Spanish (4)  
4 hours lecture and 1 hour laboratory, to be arranged.  
Prerequisite: Spanish 2, three years of high school Spanish, or its equivalent.  
A thorough audio-lingual review of grammatical structure. Advanced composition and



some translations introduced with continued readings in literature and culture. The course is designed to reinforce the student's progress in developing writing skills and oral fluency and accuracy in idiomatic usage.

4 Intermediate Spanish (4)

4 hours lecture and 1 hour laboratory, to be arranged.

Prerequisite: Spanish 3, or four years high school Spanish, or its equivalent.

Continuation of Spanish 3.

5 Advanced Spanish (3)

Prerequisites: Spanish 4 or equivalent.

Sophomore standing.

Primarily designed for students of advanced Spanish proficiency and pre-Spanish majors as a transition toward upper division college work. Extensive readings in Spanish literature and culture are stressed with emphasis placed on composition and conversation, requiring intensive use of the Spanish language for enrichment of oral and writing abilities. Course accepted by University of California as equivalent to Spanish 25.

6 Advanced Spanish (3)

Prerequisites: Spanish 5 or equivalent.

Sophomore standing.

Program essentially the same as Spanish 5 with emphasis on Spanish-American literature and culture. Course accepted by University of California as equivalent to Spanish 25.

8 Spanish Conversation (2-2)

A Prerequisite: Spanish 2 or three years of

B high school Spanish.

Recommended to be taken simultaneously with Spanish 3. Course need not be taken in sequence.

Daily contact vocabulary building and practical conversation on everyday topics, current events, and cultural materials. Language Laboratory attendance will be required at the discretion of the instructor.

50 Spanish for the Allied Medical

A Professions (2)

B 2 hours lecture and 1 hour laboratory, to be arranged by instructor.

Concentration on basic structures and vocabulary skills pertinent to the familiarization and mastery of useful expressions, questions and directions for allied medical personnel, in order to facilitate communication with Spanish speaking patients and, or, their relatives. Classroom instruction will be adjusted and oriented to suit the particular needs of the individual students and will be reinforced by practical field trips. Same as Nursing 50. May be taken for credit only once.

Preparation for Transfer to a Four-Year College  
in FOREIGN LANGUAGES

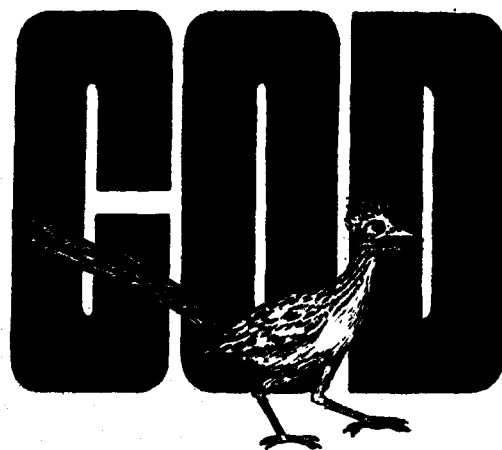
<u>Courses Required:</u>	<u>Units</u>
Major Foreign Language 1-2	10
Major Foreign Language 3-4	8
A Second Foreign Language 1-2	10

Though foreign language study has become less mandatory or restrictive as an institutional graduation requirement, all colleges and universities usually consider it essential that any student receiving the Bachelor of Arts Degree have at least some knowledge of the language and civilization of other culture. We are living in a very fluid Jet Age...Don't be a PEOPLE TO PEOPLE linguistic cripple...know something! Don't be an 'American nothing.'

Foreign languages are required or strongly recommended in the following career majors by selective four-year colleges and departments of the University of California campuses: (Students who are planning to transfer to a four-year institution should consult their respective catalogs for more specific information.)

A.B. in all majors	History
U. C. Davis	Linguistic
Astronomy	Music
Art History	Natural Sciences
Anthropology	Mathematics
Bacteriology	Occupational Therapy
Botany	Physical Therapy
Child Development	Paleontology
Chicano Studies	Physics
Chemistry	Philosophy
Comparative Literature	Police Science
Comparative Cultures	Political Science
College of Fine Arts	Pre-Dentistry
Dental Hygiene	Pre-Medicine
English	Pre-Veterinary Medicine
Entomology & Parasitology	Psychology
Economics	Recreation
Genetics	Social Sciences
Geology	Theatre Arts (UCLA)
Geography	Zoology
Humanities	
Hispanic Civilization	
Laboratory Technology & Microbiology	

Department Subtotal	28
C.O.D. General Education Requirements See Page 32	
English Department (1A or 1B or 3A or 3B)	
Humanities (one course from 3 different areas)	
Natural Science (one physical, one biological, one of which must be a lab course)	
Social Science (three courses)	
Basic Subjects (one course)	
P.E. (2 courses for those under age 21)	
General Education Total	40
<u>Total Units</u>	68
Department Adviser, Chairman:	Deti



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***HEALTH, PHYSICAL EDUCATION AND RECREATION***

HEALTH,  
PHYSICAL EDUCATION  
and  
RECREATION

COURSES OF INSTRUCTION

CLASSROOM

HEALTH EDUCATION

- 1 Personal and Community Health (2)  
Application of facts and attitudes to the maintenance of optimum health for the individual and society; effects of exercise, fatigue, and diet; emotional and mental well-being; drugs, alcohol, and tobacco; disease etiology and disease prevention; human reproduction and family; safety in the modern world.

PHYSICAL EDUCATION

- 1 First Aid and Safety (2)  
Theory and practice in immediate and temporary care given in case of accident or sudden illness until services of a physician can be obtained. Complies with American Red Cross requirements. Upon successful completion of this course, the student is awarded Standard and Advanced Red Cross Certificates.
- 2 Sports Officiating (2)  
A Instruction and practice in officiating skills including rules, duties, conduct, and related skills. Fall semester: football, basketball, and wrestling.
- 2 Sports Officiating (2)  
B Instruction and practice in officiating skills including rules, duties, conduct, and related skills. Spring semester: baseball, track, and swimming.
- 3 Sports Officiating (2)  
A A course in officiating techniques and rules of in-season women's sports. A student may earn the officials' rating upon completion of this course. Fall semester: volleyball, basketball, tennis, and badminton.
- 3 Sports Officiating (2)  
B A course in officiating techniques and rules of in-season women's sports. A student may earn the officials' rating upon completion of this course. Spring semester: softball, swimming, and track.

- 4 Professional Skills Analysis (2)  
2 hours lecture and 2 hours activity.  
Prerequisite: Physical Education or Recreation major or minor.  
  
Evaluation, through testing, of the skills commonly needed by physical educators and recreation leaders. The results of this testing will form the basis for counselling students into classes they should take to improve their competencies.

- 5 Foundations of Coaching (3)  
A An introduction to the broad spectrum of coaching activities involved in football and basketball. Subject matter to cover preparation, motivation, player selection, evaluation, fundamentals, and strategy.
- 8 Introduction to Health and Physical Education (2)  
Introduces the student to the professional field of physical education. Aids the student in seeing the relationship of the physical education profession to past and present day problems in the United States, its present status, professional organizations, literature, and requirements.

RECREATION

- 1 Recreation Leadership (2)  
A course concerned with  
(1) leadership of recreation activities, with emphasis on the social development and integration of individuals into group programs, and (2) mechanics of planning, techniques of presentation, and a repertoire of social activities as tools for social recreation.
- 2 Recreation Field Work (1-2)  
1 unit - 75 hours activity; 2 units - 150 hours activity per semester.  
  
Gives practical experience to students who are training for recreation leadership, by providing actual supervised work at various recreation facilities within the Coachella

Valley area (senior citizen and adult recreation facilities, teen centers, swimming pools, gymnasiums, school areas, boys' clubs, youth centers, etc.).

3 Outdoor Recreation (3)

History, development, principles and trends of organized camping, nature and conservation, and outdoor recreation, activity and field trips, including camping and hiking; practical skills in firecraft, outdoor walking and backpacking, leadership training in camp counseling.

4 Techniques of Backpacking (3)

3 hours lecture plus activity hours to be arranged.

Introduction to the many phases of an outdoor living experience; backpacking and wilderness travel; clothing, equipment, food, and shelter; safety procedures, survival minimums, outdoor living courtesies, and map and compass.

## ACTIVITIES

### PHYSICAL EDUCATION

20 Archery (1)

2 hours activity.

Beginning and intermediate archery. Students placed according to ability.

Badminton (1)

2 hours activity.

Instruction and practice in skills, strategies, and officiating of the sport.

Baseball, Beginning and Advanced (1)

2 hours activity.

Instruction and practice in the skills and strategies of the game.

Basketball (Men) (Coed) (1)

2 hours activity.

Instruction and practice in skills, strategies, and officiating of the sport.

Body Fundamentals (M) (1)

2 hours activity.

Emphasis upon increasing physical fitness through use of weights and vigorous activities.

Bowling (1)

2 hours activity. (Lab fee \$10)

Two hours activity with emphasis on skills, rules, strategy, and bowling as a carry-over activity.

20 Cycling (1)

2 hours activity.

Prerequisite: A light-weight, multi-speed bicycle.

Designed to increase the student's knowledge of skills in cycling; to develop an appreciation of cycling as a life-time sport, and to be used as a means to develop and maintain muscular and cardiovascular-respiratory fitness.

Folk and Square Dance A (1)

2 hours activity.

Instruction and practice in the basic figures of square dance, including some instruction in folk dance.

Folk and Square Dance B (1)

2 hours activity.

Instruction and practice in intermediate figures of square dance and folk dance.

Modern Dance (1)

2 hours activity.

Beginning and intermediate modern dance. Fundamental dance movements and dance composition.

Fencing (1)

2 hours activity.

Instruction and performance in fencing skills and bodily development pertinent thereto. The use of the foil, the sabre, and the epee.

Field Sports (M) (1)

2 hours activity.

Instruction and practice in the skills and strategies of various team sports in season.

Field Sports (W) (1)

2 hours activity.

Instruction and practice in the skills and strategies of various team sports in season.

Figure Control and Fitness (W) (1)

2 hours activity.

Purpose is to develop an understanding of the problems involved in attaining and maintaining balanced postures and a body of pleasing proportion through proper exercise.

Golf (1)

2 hours activity.

Beginning, intermediate, and advanced golf. Students placed according to ability.

Jogging and Fitness (1)

2 hours activity.

The organization, instruction, and participation in a progressive program of jogging, running, and exercises as applied to health and fitness.

20 Activity for the Physically Handicapped (1)  
2 hours activity.  
Designed to meet the changing activity needs and desires of physically handicapped students.

Rehabilitation Activities (1)  
2 hours activity.

For those who must take a restricted activity program because of temporary disability. Written recommendation of student's physician must be filed with Registrar before entering class.

Rugby-Touch Football (1)  
2 hours activity.

Instruction and practice in the skills of these two sports.

Self-Defense (Karate) (1)  
2 hours activity.

Instruction and practice in the skills of personal hand-to-hand defense.

Soccer-Touch Football (1)  
2 hours activity.

Instruction and practice in the skills and strategies of these two sports.

Springboard Diving (1)  
2 hours activity.

Instruction and practice in performing the five groups of competitive dives, body mechanics, and judging.

Swimming and Diving (1)  
2 hours activity.

Beginning, intermediate, and advanced swimming and diving. Students placed according to ability.

Synchronized swimming (1)  
2 hours activity.

Beginning through advanced synchronized swimming. Fundamental aquatic art skills, composition, and choreography.

Tennis (1)  
2 hours activity.

Beginning and intermediate tennis. Students placed according to ability.

Tumbling and Gymnastics (1)  
2 hours activity.

Includes fundamentals through advanced methods in the use of the trampoline, parallel bars, horizontal bar, balance beam, tumbling and free exercise.

20 Volleyball (1)  
2 hours activity.

Instruction and practice in skills, strategies, and officiating of the sport.

Water Polo (1)  
2 hours activity.

Prerequisite: Moderate swimming ability.

Instruction and practice in skills, strategies, and officiating of the sport.

21 Professional Activities (2)  
1 1/2 hours lecture and 2 1/2 hours activity.  
Prerequisite: Major or minor in Health, Physical Education, or Recreation.

Testing program in the four areas of individual activities, team sports, aquatics, and dance. Instruction in activities according to the needs of professional students. Required for P E major.

22 Professional Activities (2)  
1 1/2 hours lecture and 2 1/2 hours activity.  
Prerequisite: Major in Health, Physical Education, or Recreation.

Continuation of PE 21. Required for P E major.

23 Senior Lifesaving (2)  
1 hour lecture and 3 hours activity.

Practice in performing various swimming strokes and water rescue skills. Upon successful completion of this course the student is awarded a Red Cross Senior Life Saving Certificate.

24 Water Safety Instruction (2)  
1 hour lecture and 3 hours activity.  
Prerequisite: Red Cross Senior Life Saving Certificate.

Practice in performing and teaching the various strokes and water skills. Upon successful completion of this course, the student is awarded a Red Cross Water Safety Instructor's Certificate.

#### VARSITY SPORTS

30 Baseball (2)  
10 hours plus games.  
Prerequisite: Tryouts.

Basketball (2)  
10 hours plus games.  
Prerequisite: Tryouts.

Cross Country (2)  
10 hours plus meets.  
Prerequisite: Tryouts.

Football (2)  
10 hours plus games.  
Prerequisites: Tryouts.

30 Golf (2)  
10 hours plus matches.  
Prerequisite: Tryouts.

Tennis (2)  
10 hours plus matches.  
Prerequisite: Tryouts.

Track (2)  
10 hours plus meets.  
Prerequisite: Tryouts.

31 Synchronized Swimming (2)  
10 hours plus shows.  
Open to all students who have the skill, knowledge, and interest in performing in and/or staging synchronized swimming shows.

Tennis (Coed) (2) Fall Semester.  
10 hours plus matches.  
Prerequisite: Tryouts.

Tennis (W) (1) Spring semester.  
10 hours plus matches.  
Prerequisite: Tryouts.

Preparation for Transfer to a Four-Year College  
and/or A.A. Degree in PHYSICAL EDUCATION

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
PE	1	First Aid and Safety	2
PE	2-3	Sports Officiating	4
PE	4	Professional Skill Analysis	2
PE	5	Foundations of Coaching	3
PE	8	Introduction to Health & Physical Education	2
PE	20	Physical Education Activity	2
RE	1	Recreation Leadership	2
HE	1	Personal & Community Health	2
PE	21-22	Professional Activities	2

Department Subtotal 21

C.O.D. General Education Requirements  
See Page 32

English Department (1A or 1B or 3A or 3B)

Humanities (one course from 3 different areas)

Natural Science (one physical, one biological,  
one of which must be a lab course)

Social Science (three courses)

Basic Subjects (one course)

P.E. (2 courses for those under age 21)

General Education Total 40

Degree Total 60

Adviser: Coefield

Preparation for Transfer to a Four-Year College  
and/or A.A. Degree in RECREATION

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
RE	1	Recreation Leadership	2
RE	2	Recreation Field Work	2-4
RE	3	Outdoor Recreation	3
HE	1	Personal & Community Health	2
PE	1	First-Aid & Safety	2
PE	2-3	Sports Officiating	4
PE	8	Introduction to Health & Physical Education	2
		Beginning Instrument (1 class)	1
ART	16	Design in Crafts	2
BUS	10	Business Organization & Management	3

Department Subtotal 25

C.O.D. General Education Requirements  
See Page 32

English Department (1A or 1B or 3A or 3B)

Humanities (one course from 3 different areas)

Natural Science (one physical, one biological,  
one of which must be a lab course)

Social Science (three courses)

Basic Subjects (one course)

P.E. (2 courses for those under age 21)


General Education Total 40

Degree Total 65

Adviser: Garcia



**GOD**

A small, speckled bird is perched on the letter 'O' of the word 'GOD'. The bird is facing right and has its beak open as if it is pecking at the letter. The word 'GOD' is rendered in a bold, black, sans-serif font.

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**HOME ECONOMICS**

## HOME ECONOMICS

### General Information

The Home Economics Department is in the process of developing vocational programs in order to better serve the career and manpower needs of Coachella Valley students. We welcome you to our department and are ready to assist you in scheduling learning experiences that will enable you to reach your career goal and fulfill your human potential in life.

While at College of the Desert, we invite you to join our student chapter of California Home Economics Association. In addition to creating career awareness, leadership training, and articulation with other schools, our department hosts two special functions each year: The Homecoming Tea for our candidates in the fall, and in April, the Spring Brunch and Fashion Show for high school seniors, their moms, advisory committee members and community guests.

Come and join the fun! We're looking forward to having you as a member of our club and a major in our department.

The department offers majors in the following areas:

Culinary Arts: Chef Training  
 Fashion Design  
 Fashion Merchandising  
 General Home Economics--transfer  
 General Home Economics--occupational  
 Interior Design  
 School Food Service Manager:  
 Classification II and III

The department offers certificates in the following areas:

**PRESCHOOL EDUCATION**  
 Custom Service Assistant:  
 Classification I, II, and III  
 School Food Service Manager I

Other majors being developed for 1975-1976 are:

Culinary Arts: Baking  
 Dietetic Technician--Nutritional Care  
 Food Service Management

### COURSES OF INSTRUCTION

#### HOME ECONOMICS (HEc)

##### 1 Consumer Survival (3)

Study of individual and family consumer problems and management of resources through planned use of these resources for present living and future security. Same as Business Management 9. May be taken for credit only once.

##### 3 Household Maintenance and Equipment (2)

1 1/2 hours lecture and 1 1/2 hours laboratory.

Principles, underlying operation and construction of household equipment, processes and

and supplies involved in using and caring for equipment, recent developments, estimation of cost, and simple maintenance.

##### 4 Consumer Health Resources (3)

Provides an awareness of sound consumer health principles and community resources in both public and voluntary and private sectors. This is to include practical and preventative methods as well as available community resources aimed at a healthier family unit.

- 5 Personal Improvement (2)  
1 1/2 hours lecture and 1 1/2 hours laboratory.  
Complete course in personality development, wardrobe planning, makeup, hair styles, personal hygiene, physical fitness, social manners and ethics, and leadership training. Information on how to be at your best at all times. Open to men and women.
- 10 One-Parent Families (3)  
Consumer-oriented course to meet the social, physical, financial, and psychological and emotional needs of one-parent families. Includes budgeting, management of time, home maintenance, nutrition, counseling, testing, rap sessions, clothing maintenance, and other experiences which enable the family to meet present needs and plan for the future.
- 11 Foods and Nutrition (3)  
2 hours lecture and 3 hours laboratory.  
Principles of human nutrition. Methods of selecting, storing, preparing, and serving foods.
- 12 Meal Management and Hospitality (3)  
2 hours lecture and 3 hours laboratory.  
Meal planning, preparation, and service of complete meals for families with emphasis on cultural and nutritional aspects and the management of time, energy, and money.
- 13 General Nutrition (2)  
Study of the chemical composition of foods and their utilization by the body. Emphasis on practical problems of nutrition and relationship of adequate diet to physical and mental health.
- 15 Men's Basic Cooking (2)  
1 1/2 hours lecture and 1 1/2 hours laboratory.  
Food selection and preparation with emphasis on meeting nutritional needs for body building and physical fitness; management of time, equipment, and money in planning, preparing, and serving breakfasts, lunches, dinners and snacks.
- 18 Health Food Cooking (2)  
1 1/2 hours lecture and 1 1/2 hours laboratory.  
Designed to review basic nutrition, preparation of foods from natural ingredients, consumer awareness of health food quackery; to give students experience in preparing "complete" proteins from legumes, nuts, grains, and dairy products. Included is special unit on nutritious snacks and beverages.
- 21 Design of Interiors (2)  
1-1/2 hours lecture - 1-1/2 hours lab  
Prerequisite: Permission of instructor  
Application, using samples and drawings, which combines principles and elements of design with knowledge of textiles and furniture in coordinating the total interior.
- 23 Textiles: Fiber, Filaments and Fabrics (3)  
2-1/2 hours lecture - 1-1/2 hours lab.  
Study of the sources and characteristics of natural fibers and synthetic filaments used in the manufacture of fabrics for clothing and home furnishings, and the durability, care and maintenance of these textiles.
- 25 Architectural Blueprint Reading (3)  
Basic information for reading blueprints and presentation drawings. Includes basic drafting. Same as Architecture 48. May be taken for credit only once.
- 26 Upholstery I (2)  
1 hour lecture and 3 hours laboratory.  
Includes theory relative to upholstery tools, equipment, materials, types of frame constructions, and furniture design. Extensive practice in the use of basic upholstery hand tools, equipment, and materials in the construction of a project. Laboratory safety is stressed. Same as Technology Upholstery 41. May be taken for credit only once.
- 40 Beginning Clothing Construction (2)  
1-1/2 hours lecture - 1-1/2 hours lab  
Principles of fitting and pattern alteration as applied to the individual garments, with emphasis on design quality and construction compatibility.
- 41 Intermediate Clothing Construction (2)  
1-1/2 hours lecture - 1-1/2 hours lab  
Principles of fitting and pattern alteration as applied to the individual garments, with emphasis on the fabrics used, the fabric construction and finishes in relation to use, serviceability and care.
- 42 Advanced Clothing Construction (2)  
1-1/2 hours lecture - 1-1/2 hours lab  
Comparative study and investigation of fabrics and designs. Construction of garments utilizing basic principles and couture techniques of construction, including some elementary flat patterns.

43 Women's and Girls' Stretch Knits (2)

1 1/2 hours lecture and 1 1/2 hours laboratory.

Selecting, styling, and constructing clothing appropriate for women and girls in knit fabrics. Quick and easy methods of making clothing are stressed.

44 Men's and Boys' Stretch Knits (2)

1 1/2 hours lecture and 1 1/2 hours laboratory.

Selecting, styling, and constructing clothing for men and boys in knit and woven fabrics. Experience in analyzing and selecting ready-made clothing.

45 Custom Tailoring (2)

1 1/2 hours lecture and 1 1/2 hours laboratory.

Basic techniques of tailoring are used in the construction of a coat or jacket. Underlining, interlining, shaping lapels and collars, pressing, and finishing methods including top-stitching. Pockets and buttonholes are emphasized.

46 Fashion Design--Flat Pattern (2)

1 1/2 hours lecture and 1 1/2 hours laboratory.

Techniques to develop skills in creating or copying dress designs and modifying commercial patterns. Construction of a finished garment from an original design.

47 Alterations (2)

1 1/2 hours lecture and 1 1/2 hours laboratory.

Study of draping and the pattern method used in the garment industry. Construction of an original design into a finished garment.

## HOME ECONOMICS--PRESCHOOL EDUCATION

60 Marriage and Family (2)

A study of the modern family with emphasis on personal adjustment, courtship, marriage, parenthood, and family administration. Open to both men and women. Same as Sociology 10. May be taken for credit only once.

61 Child Development (3)

Study of the physical, social, psychological, and intellectual growth and development of children, and the significance of environmental influences such as the family, schools, and community. Same as Psychology 14. May be taken for credit only once.

70 Nursery School Administration (3)

Administrative and management techniques including record keeping, scheduling, job descriptions, personnel recruitment, selection, supervision and evaluation, budgeting, system analysis, curriculum development, physical layout, equipment and supply purchases. Stresses interpersonal communications, skills, and the total planning and policy making process.

71 Preschool Education: Art (3)

A Philosophy, principles, and implementation of art experiences for the preschool child. Card file of recipes and personal notebook and file of art and craft experiences.

71 Preschool Education:B Sensorimotor (3)

Curriculum ideas for developing the senses. Hearing, smelling, seeing, feeling, and testing. Encourages observation and perceptiveness in children. Course covers activities for large and small muscle development, hand and eye coordination, physical activities related to readiness, manual dexterity, and physical and sensory coordination.

## HOME ECONOMICS--FOOD SERVICE

50 Introduction to Food Service (3)

2 hours lecture and 3 hours laboratory.

Covers career opportunities, job descriptions, laws, equipment and tools, measuring and weighing techniques. Service areas, basic principles of food preparation and nutrition. Prerequisite to entering a degree program. May be challenged by manipulative and written exam for those with food service experience.

Preparation for Employment and Occupational  
A.A. Degree Program in CULINARY ARTS  
CHEF TRAINING

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
HEFS	50	Orientation To School Food Service	2
HEFS	51	Meats, Fish & Poultry with Sauces	3
HEFS	52	Vegetables & Accompaniments	3
HEFS	53	Soups & Specialty Sauces	3
HEFS	54	Cold Buffet, Salads, Hors d'oeuvres	3
HEFS	55	International Gourmet Foods	3
HEFS	56	Low Calorie Cooking	3
HEFS	57	Baking	2
HEFS	58	Decorating & Fancy Desserts	3
HEFS	59	Menu Planning for all Occasions	3
HEFS	60	Service: Presentation of Food & Beverages	3
HEFS	61	Cost, Quality, & Inventory Control	3
HEFS	62	Sanitation & Safety	2
TECH	91	Personnel Supervision	2
CWEV	95	Vocational Work Experience	6
HEFS	65	Final Project in Culinary Arts	1
Department Subtotal			45

C.O.D. General Education Requirements:

Specific courses listed are recommendations only,  
unless "required" appears in parentheses.

English Dept.

Eng	51	Language Arts	3
Sp	1	Fundamentals of Speech	3

Natural Sciences

AgNR	35	Conservation of Natural Resources	3
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Social Sciences

PS	30	American Institutions	3
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Humanities

Art	3A	Basic Design & Color	3
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General Education Total 15

Degree Total 60

Adviser: Roberts

Preparation for Employment and Certificate in  
SCHOOL FOOD SERVICE ASSISTANT CLASSIFICATION I,  
II, III

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
HEFS	50	Orientation to School Food Service	2
HEFS	62	Sanitation & Safety	2
HEFS	74	Work Improvement	2
HEC	13	Nutrition	2
BuMa	93	Human Relationships	2
HEFS	72	Basic Foods (Prin. of Food Preparation)	2
HEFS	78	Quantity Preparation of Fruits, Vegetables, Salads & Sandwiches	1
HEFS	79	Quantity Preparation of Breads & Desserts	1
HEFS	80	Quantity Preparation of Entrees	1
HEFS	70	School Menu Planning, Type A	2
HEFS	71	Preparing School Meals	2
HEFS	73	Food Purchasing	2
HEFS	75	Personnel Management	2
HEFS	76	Management Procedures & Records	2
HEFS	77	Equipment Selection & Layout	2
HEPR	61	Child Growth & Development	2
BuSS	50A	Beginning Typewriting	1

Total Units Required for Certificate 30

Suggested Recommended Courses for Manager I Only

HEFS	58	Advanced Baking	2
BuMa	72	Business Mathematics	3
Art	3A	Design & Color	3
Eng	51	Language Arts	3
TECH	91	Elements of Supervision	2

Sufficient Elective Units 15

Total Units Required for Certificate 45

Adviser: Roberts

Preparation for Employment and Occupational  
A.A. Degree Program in SCHOOL FOOD SERVICE  
MANAGER: CLASSIFICATION II AND III

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
HFS	50	Orientation to School Food Service	2
HFS	62	Sanitation & Safety	2
HFS	74	Work Improvement	2
HEC	13	Nutrition	2
BuMa	93	Human Relationships	2
HFS	72	Basic Foods (Principles of Food Preparation)	2
HFS	78	Quantity Preparation of Fruits, Vegetables, Salads & Sandwiches	1
HFS	79	Quantity Preparation of Breads & Desserts	1
HFS	80	Quantity Preparation of Entrees	1
HFS	70	School Menu Planning, Type A	2
HFS	71	Preparing School Meals	2
HFS	73	Food Purchasing	2
HFS	75	Personnel Management	2
HFS	76	Management Procedures & Records	2
HFS	77	Equipment Selection & Layout	2
HPR	61	Child Growth & Development	2
BuSS	50A	Beginning Typewriting	1

Department Subtotal 30

C.O.D. General Education Requirements:

Specific courses listed are recommendations only, unless "required" appears in parentheses.

English Dept.

Eng	51	Language Arts	3
Sp	1	Fundamentals of Speech	3

Natural Science

Eng	51	Language Arts	3
AgNR	35	Conservation of Natural Resources	3

Social Sciences

PS	30	American Institutes	3
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Humanities

Art	3A	Basic Design/Color (Required)	3
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General Education Total 15

Suggested Recommended Courses

Specific Courses listed are recommendations only

HFS	58	Advanced Baking	2
BuMa	72	Business Mathematics	3
Art	3A	Basic Design/Color (Required)	3
Eng	51	Language Arts	3
TECH	91	Elements of Supervision	2

Sufficient Elective Units 15

Degree Total 60

Adviser: Roberts

Preparation for Employment and Occupational  
A.A. Degree Program in FASHION DESIGN

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
HEC	51	Clothing Selection	2
HEC	39	Historic Costume	3
HEC	38	Fashion Illustration	2
HEC	42	Advance Clothing Construction	2
HEC	45	Custom Tailoring	2
HEC	50	Sewing on Special Fabrics	2
HEC	58	Power Sewing Skills	2
HEC	46	Fashion Design-Flat Pattern	2
HEC	56	Fashion Design-Draping	2
HEC	23	Textiles: Fibers & Fabrics	3
HEC	53	Final Project in Fashion Design	1
CWEV	95	Vocational Work Experience	4

Department Subtotal 27

C.O.D. General Education Requirements:

Specific courses listed are recommended only, unless "required" appears in parentheses.

English Dept.

Eng	51	Language Arts	3
Sp	1	Fundamentals of Speech	3

Natural Sciences

AgNR	35	Conservation of Natural Resources	3
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Social Sciences

PS	30	American Institutions	3
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Humanities

Art	3A	Basic Design & Color	3
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General Education Total 15

Suggested Recommended Courses:

Specific courses listed are recommendations only.

Math	53	Fundamentals of Math	3
HEC	49	Individual Study Project	1-3
HEC	48	Seminar	1-3
HEC	5	Personal Improvement	2
HEC	43	Women's & Girls' Stretch Knits	2
HEC	36	Intro to Fashion Business	2
BuDE	22	Retailing	3
HEC	52	Clothing Accessories & Millinery	2
HEC	44	Men's & Boys' Stretch Knits	2

Total Units 18

Degree Total 60

Adviser: Lawson

Preparation for Employment and Occupational  
A.A. Degree Program in FASHION MERCHANDISING

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
BuDE	55	Retail Merchandising	3
BuDE	25	Advertising	3
Math	53	Fundamentals of Mathematics	3
HEc	36	Intro. to Fashion Careers	2
HEc	51	Clothing Selection	2
HEc	39	Historic Costume	3
HEc	23	Textiles: Fibers & Fabrics	3
HEc	38	Fashion Illustration	2
HEc	54	Final Project in Retail Merchandising	1
CWEV	95	Vocational Work Experience	4

Total Major Units 6

C.O.D. General Education Requirements

Specific courses listed are recommendations only,  
unless "required" appears in parentheses.

English Dept.

Eng	51	Language Arts	3
Sp	1	Fundamentals of Speech	3

Natural Sciences

AgNR	35	Conservation of Natural Resources	3
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Social Sciences

PS	30	American Institutions	3
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Humanities

Art	3A	Basic Design/Color (Required)	3
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General Education Total 15

Suggested Recommended Courses

1 to 4 classes in Clothing Construction	2-8
HEc 48 Seminar	1-3
HEc 49 Individual Study Project	1-3
HEc 5 Personal Improvement	2
BuDE 23 Salesmanship	3
Art 14A Photography	2

Sufficient Elective Courses to Total

Degree Total 60

Adviser: Lawson

Preparation for Transfer to a Four-Year  
College and/or A.A. Degree in HOME ECONOMICS

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
HEc	1	Consumer Survival	3
HEc	11	Foods & Nutrition	3
HEc	12	Meal Management Hospitality	3
HEc	21	Design of Interiors	2
HEc	40	Beginning Clothing Construction	2
HEc	49	Individual Study Project (Clothing)	2
HPR	60	Marriage & Family	2
HPR	61	Child Development	3

Department Subtotal 20

C.O.D. General Education Requirements

Specific courses listed are recommendations only,  
unless "required" appears in parentheses.

English Dept.

Eng	1A	Composition & Reading	4
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Natural Sciences

2 courses including one lab, one course  
must be physical, the other biological

Social Sciences

PS	1	Introduction to Government	3
Psy	1	General Psychology	3
Soc	1	Introductory Sociology	3

Humanities

Art	3A	Basic Design/Color (required)	3
2 other courses from Humanities	6		
Eng	1B	Literature & Composition	4

Plus sufficient courses from the General  
Education

Total Units 40

Degree Total 60

Adviser: Brunning

Preparation for Employment and Occupational  
A.A. Degree Program in HOME ECONOMICS

Courses Required:

Dept.	No.	Title	Units
HEC	1	Consumer Survival	3
HEC	3	Household Maintenance & Equipment	2
HEC	11	Foods & Nutrition	3
HEC	12	Meal Management & Hospitality	3
HEC	21	Design of Interiors	2
HEC	40	Beginning Clothing Construction	2
HEPR	60	Marriage & Family	2
HEPR	61	Child Development	3

Department Subtotal 20

C.O.D. General Education Requirements

Specific courses listed are recommendations only, unless "required" appears in parentheses.

English Dept.

Eng	51	Language Arts	3
Sp	1	Fundamentals of Speech	3

Natural Sciences

AgNR	35	Conservation of Natural Resources	3
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Social Sciences

PS	30	American Institutions	3
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Humanities

Art	3A	Basic Design/Color (required)	3
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General Education Total 15

Suggested Recommended Courses

Specific courses listed are recommendations only.

HEC	5	Personal Improvement	2
HEC		Any Clothing Course	
Psy	1	General Psychology	3
Soc	1	Introductory Sociology	3

Total Units 23

Degree Total 60

Adviser: Brunning

Preparation for Employment and Occupational  
A.A. Degree Program in INTERIOR DESIGN

Courses Required:

Dept.	No.	Title	Units
Art	3A	Basic Design/Color	3
HEC	24	Perspective, Shades & Shadows	2
HEC	25	Arch. Print Reading & Drafting	3
BuDE	55	Retail Merchandising	3
HEC	23	Textiles: Fibers & Fabrics	3
HEC	22	Furniture: Styles & Finishes	3
HEC	3	Household Maintenance & Equipment	2
HEC	21	Design of Interiors	3
HEC	22	Consumer Survival	3
HEC	26	Upholstery	2
HEC	27	Slip Covering	2
HEC	28	Drapery & Curtains	2
HEC	29	Final Project in Interior Design	1
CWEV	95	Vocational Work Experience	6
HEC	48	Seminar	2

Department Subtotal 40

C.O.D. General Education Requirements

Specific courses listed are recommendations only, unless "required" appears in parentheses

English Dept.

Eng	51	Language Arts	3
Sp	1	Fundamentals of Speech	3

Natural Sciences

AgNR	35	Conservation of Natural Resources	3
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Social Sciences

PS	30	American Institutions	3
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Humanities

Art	2B	History of Art (Required)	3
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General Education Total 15

Suggested Recommended Courses

Art	2A-B	History of Art	3-3
Art	4A	Photography	2
Psy	1	General Psychology	2
HEC	5	Personal Improvement	2

Degree Total 60

Adviser: Roberts



Preparation for Employment and Certificate Program in CUSTOM SEWING AND ALTERATIONS

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
HEC	51	Clothing Selection	2
HEC	42	Advanced Clothing Construction	2
HEC	43	Women's & Girls' Stretch Knits	2
HEC	44	Men's & Boys' Stretch Knits	2
HEC	45	Custom Tailoring	2
HEC	46	Fashion Design - Flat Pattern	2
HEC	56	Fashion Design - Draping	2
HEC	47	Alterations	2
HEC	50	Sewing on Special Fabrics	2
HEC	52	Clothing Accessories & Millinery	2
BuDE	55	Retail Merchandising	3
HEC	58	Power Sewing Skills	2
HEC	23	Textiles: Fibers & Fabrics	3
CWEV	95	Vocational Work Experience	
HEC	56	Final Project in Custom Sewing & Alterations	1
<b>Total Units</b>			<b>31</b>

Suggested Recommended Courses

HEC	49	Individual Study	1-3
HEC	48	Seminar	1-3
<b>Total Units Required for Certificate</b>			<b>31</b>

Adviser: Lawson

Preparation for Employment and Certificate Program in HOME ECONOMICS  
EARLY CHILDHOOD EDUCATION

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
HPR	60	Marriage & Family	2
HPR	49	Independent Study Project (The Child & His Family)	1
HPR	61	Child Development	3
<b>Total Units</b>			<b>6</b>

Choose two of the following:

HPR	71-A	Preschool Art	3
HPR	71-B	Preschool Sensory-Motor	3
HPR	71-C	Preschool Music	3
HPR	71-D	Preschool Science	3

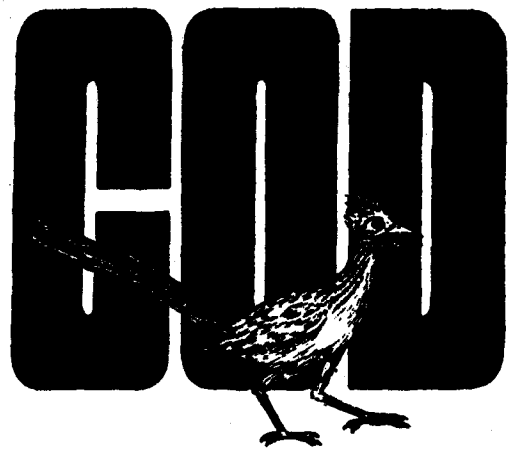
\* Teacher Certificate Total 12

HPR 70 Nursery School Administration 3

Director's Certificate Total 15

\* Note: This certificate for public and private nursery school personnel is required by State Health Department

Adviser: Roberts



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***HOTEL AND MOTEL MANAGEMENT***

## HOTEL AND MOTEL MANAGEMENT

College of the Desert offers courses in the Hotel and Motel Management field that will count toward a certificate or Associate of Arts degree. These courses are designed for students that plan to transfer to a four-year institution, gain employment in the Hotel-Motel field, or as a refresher for those currently employed in some area of Hotel-Motel Management.

### COURSES OF INSTRUCTION

#### HOTEL-MOTEL

- 50 Introduction to Hotel and Motel Operation (1)  
An orientation to the hospitality industry, its size and scope, career opportunities, the nature of the market served, kinds of establishments and how these are organized and managed.
- 52 Small Hotel and Motel Management (3)  
Designed to acquaint the owner and/or operator of small hotels and motels with the fundamentals of accounting, law, insurance, taxes, payroll records, advertising, and sales promotion.
- 54 Supervisory Housekeeping (2)  
An introductory course in the fundamentals of housekeeping management, stressing employee training, record keeping and executive responsibilities. The organization of the department is covered, work methods, equipment, cleaning materials and procedures, room design and safety.
- 55 Restaurant Management (3)  
A course covering the fundamentals of the food service operation. Design, layout, purchasing, receiving and storage, cost controls, and merchandising are areas covered.
- 56 Hotel and Motel Accounting (3)  
A study of the accounting systems used by hotels with a typical chart of accounts. Internal controls used in accounting for revenue. The preparation and interpretation of financial statements and supporting schedules. The preparation of management reports.
- 51 Hotel and Motel Advertising, Sales and Promotion (3)  
Areas to be covered include: Sales and Promotion, Sales Communications, Advertising and Public Relations, and Marketing.
- 63 Hotel and Motel Operations (3)  
A study of responsibility of the motel-hotel or motor inn supervisory and management staff. Emphasis on "front-of-the-house" aspects in the areas of promotion, advertising, insurance, labor-management relations, ethics, and legal aspects of hotel operations.
- 64 Hotel and Motel Personnel Management (3)  
A course in the management of people in the hotel and restaurant field, designed for both managers and supervisors. Stress is placed on resolving human problems so that management's and employees' goals are brought in close harmony.
- 65 Front Office Procedure and Night Audit (3)  
Essential routines of the front office to all other departments of the house. Registration, sales, credit, and emergency procedures are covered. Handling of correspondence relating to reservations and inquiries, rules and regulations. Duties and standards of front office personnel. Ethics and general problems encountered in serving the public. Duties and responsibilities of the night auditor or accounting clerk. Instruction is given in the audit of the guests' accounts and preparation of the transcripts and reports. Continuation of practice in the use of the front office machines.

Preparation for Employment and Certificate Program  
in HOTEL/MOTEL MANAGEMENT

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
H/M	50	Introduction to Hotel and Motel Operation	1
H/M	51	Front Office Procedure and Night Audit	3
H/M	54	Supervisory Housekeeping	2
H/M	55	Restaurant Management	3
H/M	56	Hotel/Motel Accounting	3
H/M	61	Hotel/Motel Advertising Sales and Promotion	3
H/M	63	Hotel/Motel Operations	3
H/M	64	Hotel/Motel Personnel	3

Total Units 20

Adviser: Pulliam

Preparation for Employment and Occupational A.A.  
Degree Program in HOTEL/MOTEL MANAGEMENT

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
H/M	50	Introduction to Hotel and Motel Operation	1
H/M	51	Front Office Procedure and Night Audit	3
H/M	54	Supervisory Housekeeping	2
H/M	55	Restaurant Management	3
H/M	56	Hotel/Motel Accounting	3
H/M	61	Hotel/Motel Advertising Sales and Promotion	3
H/M	63	Hotel/Motel Operations	3
H/M	64	Hotel/Motel Personnel	3

Department Subtotal 20

C.O.D. General Education Requirements

See Page 32

English Department (two courses)

Social Science (one course)

Natural Science (one course)

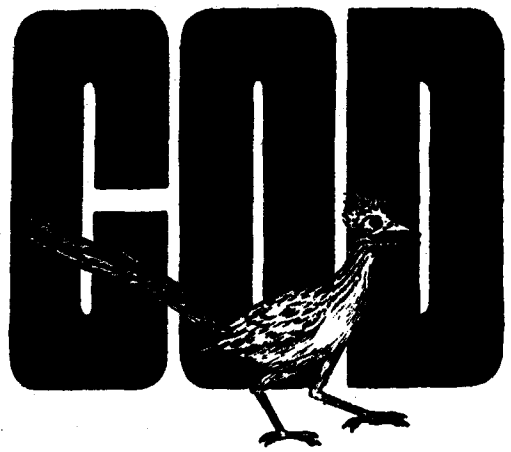
Humanities (one course)

P.E. (two courses for students under age 21)

Degree Total 60

Adviser: Pulliam

**GOD**

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**LAW ENFORCEMENT**

LAW ENFORCEMENT

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

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

There are certain minimum physical and good moral character requirements for peace officers. Students may obtain more specific information about those requirements from the department staff.

Students who are transferring to the College of the Desert from another college must take at least six units of Law Enforcement courses at the College of the Desert, in addition to regular required courses to be eligible for graduation.

Certification and approval of the Law Enforcement curriculum has been received from the California State Commission of Peace Officer Standards and Training.

**CERTIFICATE PROGRAM**

A certificate in Law Enforcement is awarded a student who satisfactorily completes twenty-nine units in Law Enforcement, with a minimum of fifteen units being completed at the College of the Desert.

Certificates are awarded students who satisfactorily complete certain specialized courses required by the California Commission on Peace Officers Standards and Training.

**COURSES OF INSTRUCTION**

**LAW ENFORCEMENT**

51 Introduction to Law Enforcement (3)  
Field trips, interviews and reports required.

An overview of the administration of criminal justice in the United States, the impact of crime upon society, the development and function of law enforcement in the United States and California. Relationships between Federal, state, county, and city administration of criminal justice, law enforcement career opportunities, and career information.

52 Criminal Law (3)  
Field trips required.  
Prerequisite: Law Enforcement 51, or current employment in a law enforcement agency.

History and sources of criminal law. Examination and discussion of the California Penal Code, Welfare and Institutions Code, and related codes containing criminal statutes. Review and discussion of "elements of crimes" as applied to specific offenses against person,

property, or peace; the place of municipal and county ordinances in law enforcement.

53 Criminal Evidence (3)  
Field trips may be required.  
Prerequisite: Law Enforcement 51, or current employment in a law enforcement agency.

Rules defining evidence and its admissibility in court actions. Discussion of the relevancy, materiality, and competence of evidence. Examination of the "Hearsay" Rule and the exceptions thereto, opinion evidence, and problems arising in the use of physical evidence in court. Comprehensive review of prosecution and defense practices in criminal trials.

54 Administration of Justice (3)  
Prerequisite: Law Enforcement 51, or current employment in a law enforcement agency.  
A composite course for the working peace officer, dealing with the basic essentials of

- knowledge and job performance. Includes laws and ordinances, practical and legal aspects of law enforcement, field techniques; reports and record procedures, community problems in crime prevention and control. Inter-relationships of law enforcement agencies, juvenile laws, and procedures.
- 55 Criminal Investigation (3)  
Field trips may be required.  
Prerequisite: Law Enforcement 51, or current employment in a law enforcement agency.  
Problems involved in the investigation of specific offenses with emphasis upon felonies. Sources of information, occupation with related agencies; review of investigative procedures as applicable to the specific crime.
- 56 Patrol Procedures (3)  
Field trips may be required.  
Prerequisite: Law Enforcement 51, or current employment in a law enforcement agency.  
The purpose and methods of beat patrol, the identification of police hazards and effective techniques to cope with them. Observation of persons, places and incidents, the operation of emergency vehicles. Field note taking, the preparation of adequate reports; the proceeding of routine complaints, beat sector, zone, and post duties.
- 57 Traffic Control (3)  
Field trips may be required.  
Prerequisite: Law Enforcement 51, or current employment in a law enforcement agency.  
Basic accident investigation, the use of the State Accident Report Form. The principles of "selective" enforcement, parking and intersection control. The basic provisions of the California Vehicle Code governing the operation of motor vehicles, and the responsibilities of the community in traffic control.
- 58 Juvenile Procedures (3)  
Field trips may be required.  
Prerequisite: Law Enforcement 51, or current employment in a law enforcement agency.  
The place of the juvenile in the community, legislation prescribing the special treatment of juveniles, and related agencies interested in children. A study of crimes committed upon or by minors, investigation of such crimes and the relationship of the officer to the juvenile and the parents. Survey of various codes relating to juveniles.
- 59 Firearms (1)  
3 hours laboratory.  
Prerequisite: Law Enforcement 51, or current employment in a law enforcement agency.  
Elementary use of all types of firearms including safety, range techniques, and etiquette. Basic fundamentals of firing with actual use of firearms. Lectures on firearms topics, safety, nomenclature, use, and laws relating to firearms.
- 60 Defensive Tactics (1)  
1/2 hour lecture and 2 hours laboratory.  
Fundamental methods of protection against persons armed with dangerous and deadly weapons, handcuffing and restraint of prisoners and the mentally ill.
- 62 Mob and Riot Control (1)  
3 hours laboratory.  
Prevention and control of mobs and riots. Behavioral patterns of crowds. Physical and psychological characteristics of riotous groups and individuals within the group. Study of the peace officer's role in mob or riot control. Planning and organization of police operations in riot suppression and control. Motivational forces at work when riots occur.
- 63 Police-Community Relations (3)  
A course covering the role of modern police in metropolitan communities and urban cities. Intended for police science students and the general public, especially teachers, city employees, ministers, and others who are interested in the relationship between community welfare and law enforcement.
- 64 Supervisory Personnel Development (3-3)  
AB Prerequisite: Employment with a public Law Enforcement Agency or consent of Law Enforcement Department Chairman.  
A two-semester course covering the duties and responsibilities of the police supervisor. The first semester is directed to the supervisor's relationship to management, leadership, morale and discipline, communications principles and performance evaluation. Second semester covers the practical aspects of the supervisory training function.
- 65 Traffic Accident Investigation (3)  
Prerequisite: Employment as a Law Enforcement Officer or consent of Law Enforcement Department Chairman.  
The purposes of Traffic Accident Investigation control of the accident scene, practical methods of investigation, determining the cause, determining speed from skid marks, accident report writing, investigative authority, laws requiring reporting accidents, prosecution of violators, and testifying in court.
- 66 Constitutional Law for Police (3)  
3 hours lecture and seminar per week.  
Prerequisites: Law Enforcement 52 and current employment in a law enforcement agency, or consent of Law Enforcement Department Chairman.

Analysis of Constitutional provisions and court decisions. Specific topics include History of the United States Constitution, Freedoms of Speech, Press and Assembly, Authority to Detain and Arrest, Search and Seizure, Wire-tapping, Eavesdropping and Visual Surveillance, Interrogations and Confessions, Self-incriminations, Assistance of Counsel, Multiple Prosecutions, Right to Fair Trial, and Civil Rights.

67 Collection and Preservation of Evidence and Crime Scene Recording (3)  
Prerequisite: Employment in a Law Enforcement Agency, or Law Enforcement 55.

Techniques in the collection, preservation, analysis, and interpretation of physical evidence: footprints, tool marks, hair, blood, fibers, stains, handwriting, explosives, and ballistics. Includes crime scene searches, recording, and photography.

68 Narcotics Control (3)  
Prerequisite: Employment in a Law Enforcement Agency, or consent of Department Chairman.

Laws relating to narcotics and dangerous drugs. Procedures and problems in investigations and control of violations. Identification and effects of narcotics and dangerous drugs. Procedures in case preparation and presentation in court.

69 Advanced Officer's Course (2-2-2-2)  
AB Prerequisites: Employment in a Law  
CD Enforcement Agency and completion of the Basic Course as required by the California Commission on Peace Officer Standards and Training.

Field application of recent legislation and Court Decisions. Techniques of case investigation and reporting, evidence handling and processing. Interpersonal relationships and communications.

70 Introduction to Corrections (3)  
Prerequisites: Employment in a Law Enforcement Agency, or Law Enforcement 51. Field trips may be required.

An introductory study of the entire field of corrections. The correctional process in probation, institutions, and parole. A survey of corrections careers. Corrections theories.

71 Wildlife Law Enforcement (3)

The development and functions of wildlife law enforcement in the United States and California; the relationship between Federal, state, county, and city law enforcement; an overview of Federal and state wildlife laws and regulations; importance of law enforcement as a management tool in protecting, conserving, and perpetuating the wildlife resources of California. Duties and responsibilities, educational, physi-

cal, and professional qualifications of wildlife law enforcement officers. Law enforcement procedures, court systems, fines, and forfeitures. Hunter Safety Programs, public responsibility for wildlife law enforcement, preservation of environment, and the conserving of wildlife. Same as AgNatural Resources 71. May be taken for credit only once.

72 Peace Officer Arrest Course (2)  
Prerequisite: Employment or service in an agency requiring Peace Officer status.

Provides training required by 832 P.C. for peace officers, in Ethics, Law of Arrest, Search and Seizure, and Methods of Arrest.

73 Peace Officer Arrest and Firearms Course (3)  
Prerequisite: Employment or service in an agency requiring Peace Officer status.

Combines LE 59 Firearms and LE 72 Peace Officer Arrest Course.

77 Criminal Substantive Law (3)  
Prerequisite: Law Enforcement 52.

An in-depth study of the substantive laws commonly encountered by the municipal, county, or state police officer or investigator, or other criminal justice employees. The scope of the course includes misdemeanor and felony, violations of the criminal statutes, and will provide an understanding of California codified law, and an overview of case decisions.



Preparation for Employment and Occupational A.A. Degree Program in LAW ENFORCEMENT

Courses Required:

Dept.	No.	Title	Units
LE	51	Introduction to Law Enforcement	3
LE	52	Criminal Law	3
LE	53	Criminal Evidence	3
LE	54	Administration of Justice	3
LE	63	Police-Community Relations	3

\*Electives

LE	55	*Criminal Investigation	3
LE	56	*Patrol Procedures	3
LE	57	*Traffic Control	3
LE	58	*Juvenile Procedures	3
LE	59	*Firearms	1
LE	60	*Defensive Tactics	1
LE	64A & B	*Supervisory Personnel Development (2 semesters, 3 units ea)	3
LE	65	*Traffic Accident Investigation	3
LE	66	*Constitutional Law for Police	3
LE	67	*Collection/Preservation of Evidence & Crime Scene Recording	3
LE	68	*Narcotic Control	3
LE	70	*Introduction to Correction	3
LE	71	*Wildlife Law Enforcement	3
LE	77	*Criminal Substantive Law	3

Department Subtotal 20

C.O.D. General Education Requirements  
See Page

English Department (two courses)

Social Science (one course)

Natural Science (one course - Bi 4 recommended)

Humanities (one course)

P.E. (two courses for students under age 21)

Defensive Tactics and Firearms may be substituted

Degree Total 60

Adviser: Mills

Preparation for Employment and Certificate Program in LAW ENFORCEMENT

Courses Required:

Dept.	No.	Title	Units
LE	51	Introduction to Law Enforcement	3
LE	52	Criminal Law	3
LE	53	Criminal Evidence	3
LE	54	Administration of Justice	3
LE	55	Criminal Investigation	
LE	56	Patrol Procedures	3
LE	57	Traffic Control	3
LE	58	Juvenile Procedures	3
LE	59	Firearms	1
LE	60	Defensive Tactics	1
LE	63	Police-Community Relations	3

First Aid course (card acceptable but no units allowed)

Students desiring careers in Law Enforcement may elect the above job entry-oriented program for possible employment with a local, state, or federal law enforcement agency. There are certain minimum physical and good moral character requirements for peace officers. Students may obtain additional information from the Law Enforcement staff.

Total Units (with Department Chairman approval)

27-29

Adviser: Mills

Preparation for Transfer to a Four-Year College and/or A.A. Degree in LAW ENFORCEMENT

Required Courses:

Dept.	No.	Title	Units
LE	51	Introduction to Law Enforcement	3
LE	52	Criminal Law	3
LE	53	Criminal Evidence	3
LE	54	Administration of Justice	3
LE	63	Police-Community Relations	3

Electives:

LE	55	Criminal Investigation	3
LE	56	Patrol Procedures	3
LE	57	Traffic Control	
LE	58	Juvenile Procedures	
LE	59	Firearms	
LE	60	Defensive Tactics	
LE	64A & B	Supervisory Personnel Development (two semesters, three units each)	
LE	65	Traffic Accident Investigation	3
LE	66	Constitutional Law for Police	3
LE	67	Collection and Preservation of Evidence & Crime Scene Recording	3
LE	68	Narcotic Control	3
LE	70	Introduction to Correction	3
LE	77	Criminal Substantive Law	3

Department Subtotal 20  
Humanities (three courses from three different areas)

Natural Science (two courses, one physical and one biological - one must be a lab course)

Social Science (three courses)

Basic Subjects (one course)

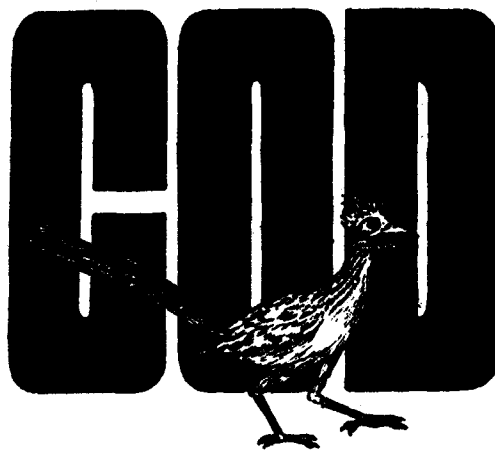
P.E. (two courses for students under age 21 - Defensive Tactics and Firearms may be substituted)

General Education Total 40

Total Units 60

Adviser: Mills

**GOD**

A small, speckled bird, possibly a quail or similar ground-dwelling bird, is perched on the word "GOD". The bird is facing right, with its head slightly turned towards the viewer. The word "GOD" is rendered in a bold, black, sans-serif font. The bird's body is positioned between the 'O' and the 'D', with its feet resting on the bottom edge of the letters.

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**LIBRARY SCIENCE**

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LIBRARY SCIENCE  
COURSES OF INSTRUCTION

LIBRARY SCIENCE

1 Use of Books and Libraries (2)  
Introduction to use of the library. Includes classification, card catalog, periodical indexes, selected reference books, and preparation of bibliographies.

LIBRARY TECHNOLOGY

51 Introduction to Library Service (2)  
Introduction to the field of library work, with emphasis on the use of library resources and opportunities in the field. History of libraries, books and printing; basic library tools, filing systems, arrangement and uses of the card catalog, and survey of types of libraries and services.

52 Library Circulation Procedures (2)  
3 hours lecture and laboratory.  
Prerequisite: Library Technology 51.  
A study of the basic circulation procedures for library clerks, shelving library materials, shelf reading, record keeping, inventory procedures, reserve books, borrower registration, overdues, and circulation desk problems.

53 Reference Services and Materials (2)  
3 hours lecture and laboratory.  
Prerequisite: Library Technology 51.  
An introduction to major reference materials and acquaintance with the varied facilities available in library reference departments. Presentation of the goals and philosophy of reference work and practice in assisting as a reference clerk under the supervision of reference librarians.

54 Library Order Work (2)  
3 hours lecture and laboratory.  
Prerequisite: Library Technology 51.  
A study of library clerical techniques involved in the ordering and receiving of books, pamphlets, and periodicals. Bibliographical problems, verification, out-of-print sources, and relationships with vendors and publishers.

55 Library Clerical Techniques (2)  
3 hours lecture and laboratory.  
Prerequisite: Library Technology 51.  
A study of library clerical techniques used in the physical processing of all types of library materials; typing catalog cards, card filing, bindery preparation, and mending.

56 Audio-Visual Clerical Techniques (2)  
3 hours lecture and laboratory.  
Prerequisite: Library Technology 51.  
A study of clerical techniques and procedures involved in ordering and servicing requests for audio-visual materials and equipment. Development of skills in the production of instructional materials and the operation of AV equipment used for instructional purposes.

57 Library Work Experience (2-3)  
1 hour lecture and 3 or 6 hours laboratory, depending upon units attempted.  
Prerequisite: Library Technology 56.  
A seminar for library technician majors assigned to supervised work experience. Designed to relate to the student's work experience and library problems.

Preparation for Employment and Certificate Program  
in LIBRARY TECHNOLOGY

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
LT	51	Introduction to Library Service	2
LT	52	Library Circulation Procedures	2
LT	53	Reference Services & Materials	2
LT	54	Library Order Work	2
LT	55	Library Clerical Techniques	2
LT	56	Audiovisual Clerical Techniques	2
LT	57	Library Work Experience	4

Total Units 16

Adviser: Walthall

Preparation for Employment and Occupational A.A.  
Degree Program in LIBRARY TECHNOLOGY

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
LT	51	Introduction to Library Service	2
BuSS	50B	Intermediate Typewriting	2
BuMa	72	Business Mathematics	2
SE		Reading (one course)	2
LT	52	Library Circulation Procedures	2
LT	53	Reference Services & Materials	2
BuOP	64	Records Management	2
Sp		Speech (one course)	3
LT	54	Library Order Work	2
LT	55	Library Clerical Techniques	2
BuOP	63	Office & Secretarial Procedures	3
Psy	1	General Psychology	3
LT	56	Audiovisual Clerical Techniques	2
LT	57	Library Work Experience	2
BuAc	73	Fundamentals of Data Processing	3
HE	1	Personal and Community Health (Electives)	2 9

Department Subtotal 45

C.O.D. General Education Requirements

See Page

English Department (two courses)

Social Science (one course)

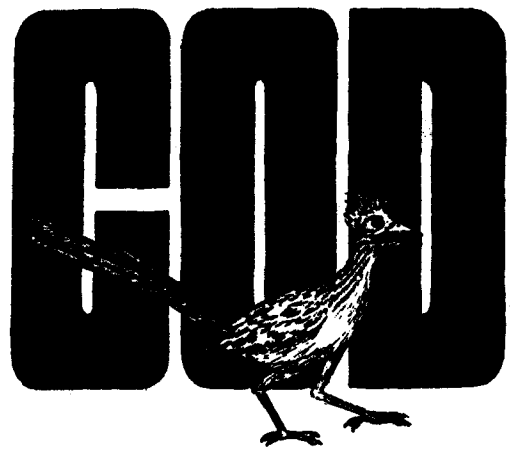
Natural Science (one course)

Humanities (one course)

PE (two courses for students under age 21)

Degree Total 60

Adviser: Walthall



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**M**ATHEMATICS

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that this is crucial for ensuring transparency and accountability in the organization's operations.

2. The second part of the document outlines the various methods and tools used to collect and analyze data. It highlights the need for consistent and reliable data collection processes to support informed decision-making.

3. The third part of the document focuses on the role of technology in modern data management. It discusses how advanced software solutions can streamline data collection, storage, and analysis, leading to more efficient and accurate results.

4. The fourth part of the document addresses the challenges associated with data management, such as data quality, security, and privacy. It provides strategies to mitigate these risks and ensure that data is handled responsibly and in compliance with relevant regulations.

5. The fifth part of the document concludes by summarizing the key findings and recommendations. It stresses the importance of ongoing monitoring and evaluation to ensure that data management practices remain effective and up-to-date.

6. The sixth part of the document discusses the future of data management, including emerging trends and technologies. It explores how artificial intelligence and machine learning are being used to enhance data analysis and prediction capabilities.

7. The seventh part of the document provides a detailed overview of the data management process, from data collection to data analysis and reporting. It includes a flowchart illustrating the sequential steps involved in the process.

8. The eighth part of the document offers practical tips and best practices for implementing a successful data management strategy. It covers topics such as data governance, data integration, and data security.

9. The ninth part of the document discusses the importance of data literacy and training for employees. It emphasizes that having a workforce that is skilled in data management is essential for the organization's success.

10. The tenth part of the document concludes with a final summary and a call to action, encouraging the organization to embrace data-driven decision-making and continuous improvement in its data management practices.

## MATHEMATICS

Courses and course sequences in this department are designed to offer the student the mathematics preparation necessary for: (a) general knowledge, (b) occupational requirements, and (c) transfer prerequisites

The full complement of mathematics coursework includes offerings geared to the varying needs of individuals as follows;

1. Advanced lower division coursework, such as calculus and differential equations for the engineering and science student.
2. Standard lower division coursework, such as intermediate algebra, college algebra, and trigonometry for individuals transferring to senior institutions or who need the knowledge in their occupations.
3. Specialized coursework, such as mathematics for elementary teachers, statistical methods, technical mathematics for those who are required to have such specific work.
4. Survey coursework, such as the introduction to mathematics offering for liberal arts students.
5. Basic coursework, such as mathematics fundamentals, elementary algebra, and plane geometry for any student who needs or wants it.

### COURSES OF INSTRUCTION

#### MATHEMATICS

1 Calculus with Analytic

A Geometry (4)

Prerequisite: Four years of high school mathematics, including trigonometry, with a minimum grade of B in the fourth year, or Math 12 with a minimum grade of C.

Limits, derivatives, and differentials of algebraic and sine and cosine functions; mean value theorem, indefinite integrals, areas, volumes, moments, and applications to physics.

1 Calculus with Analytic

B Geometry (4)

Prerequisite: Math 1A with a minimum grade of C.

Transcendental functions, methods of integration, improper integrals, conic sections, hyperbolic functions, polar coordinates, vectors, and parametric equations.

2 Calculus with Analytic

A Geometry

Prerequisite: Math 1B with a minimum grade of C.

Solid analytic geometry, vector algebra, partial derivatives, line integrals, multiple integrals, vector field theory, functions defined by integrals and infinite series.

2 Ordinary Differential

C Equations (3)

Prerequisite: Math 2A with a minimum grade of C.

Differential equations of first, second and higher order; simultaneous, linear, homogeneous equations; solutions by powers series; La Place Transform; applications.

3 Introduction to Mathematics (3)

Prerequisite: Two years of high school mathematics or equivalent. Designed for liberal arts students. Introduction to history of mathematics, famous mathematicians, other number systems, logic, and the relationship of mathematics to the fields of music, art, astronomy, philosophy, etc. Students work problems and are exposed to ideas in mathematics they have not previously encountered.

4 Statistical Methods (3)

An introduction to the statistical concepts and techniques most frequently used in sociology, psychology, anthropology, economics, business, mathematics, and education. Subject matter includes tabular and graphic presentation of data, measures of central tendency, measures of correlation, sampling, time series, confidence intervals, and tests of



- significance. Emphasis is placed upon the use and interpretation of the preceding. Same as Sociology 3. May be taken for credit only once.
- 5 Trigonometry (3)  
Prerequisites: Plane geometry and 1 1/2 years of high school algebra or Math 51.  
Course covers plane trigonometry, circular functions, trigonometric functions, identities, complex numbers. Emphasis on trigonometric analysis. Students with one year of high school algebra may enroll in this course concurrently with Math 10.
- 6 Calculus for Engineering Technology (3)  
Prerequisites: Math 5, Math 10  
An introductory course in calculus for the engineering technologist. The calculus is treated as a tool useful in engineering practice. The course is presented with the aim of making calculus interesting, understandable, and of effecting its rapid use in engineering subjects, finally reaching an appreciation of its broad scope. Rigorous and general proofs are avoided when possible and an exhaustive treatment of the exceptional case is omitted.
- 10 College Algebra (3)  
Prerequisite: 1 1/2 years of high school algebra.  
Course includes exponents, determinants, inequalities, complex numbers, theory of equations, permutations, combinations, and probability.
- 12 Advanced College Algebra and Trigonometry (4)  
Prerequisites: Math 10 with a minimum grade of C, or 4 years of high school mathematics including trigonometry with a minimum average of C in the fourth year.  
A rigorous pre-calculus course including the analysis of polynomial, logarithmic, exponential, and trigonometric functions and their graphs.
- 20 Mathematics for Business Analysis (3)  
Prerequisite: Mathematics 3 or consent of instructor.  
Course includes compound statements, probability theory, vectors, and matrices with applications to Markov chains; linear programming, theory of games, and finite differences.
- 30 Mathematics for Elementary Teachers (3-3)  
A Prerequisites: High school algebra and geometry. Math 30A, or consent of instructor, is prerequisite to Math 30B.  
Designed for the elementary education major. Includes set theory, elementary number theory, congruences, whole numbers, rational numbers, irrational numbers, introduction to logic, algorithms, four fundamental operations of arithmetic. Also involves the real number system, measurement of geometric figures, and probability.
- 50 Elementary Algebra (3)  
Includes the basic properties of integers, rational numbers, and real numbers; polynomial arithmetic, simple functions and graphing; solves linear and second degree equations. Gives an introduction to inequalities.
- 51 Intermediate Algebra (3)  
Prerequisite: At least one year of high school algebra or Math 50.  
An expansion of the topics in Mathematics 50. Emphasizes exponents, functions, radicals, logarithms, and systems of equations. Provides an introduction to determinants.
- 52 Plane Geometry (3)  
Prerequisite: High school algebra or Math 50.  
Fundamentals of plane geometry developed by both inductive and deductive processes.
- 53 Fundamentals of Mathematics (3)  
3 hours lecture and 1 hour laboratory.  
A review of the fundamentals of mathematics as applied to everyday problems. Required for students who have not achieved a satisfactory score on the entrance examination. Same as Special Education 53. May be taken for credit only once.
- 55 Technical Mathematics (3)  
3 hours lecture and 1 hour laboratory.  
Basic mathematics with technical emphasis. Course includes fractions, decimals, ratios, proportion, logarithms, algebraic operations, fundamentals of geometry, and applied trigonometric principles.

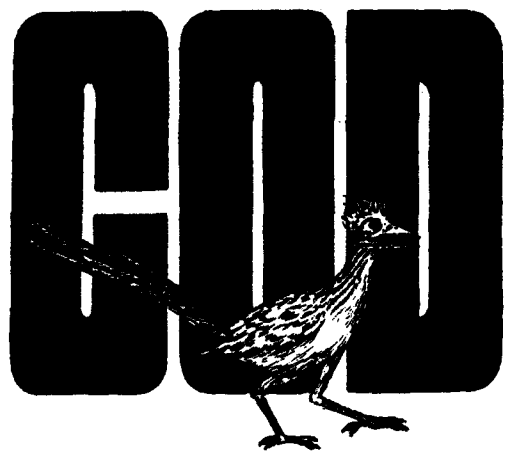
Preparation for Transfer to a Four-Year College  
and/or A.A. Degree in MATHEMATICS

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
Math	1A	Calculus w/Analytic Geometry	4
Math	1B	Calculus w/Analytic Geometry	4
Math	2A	Calculus w/Analytic Geometry	4
Math	2C	Ordinary Differential Equations	3
Phy	4A	Engineering Physics	5
Phy	4B	Engineering Physics	5
Phy	5	Computer Programming	3
Engr	4	Descriptive Geometry (Recommended)	2
Department Subtotal			28
C.O.D. General Education Requirements See Page 32			
English Department (1A or 1B or 3A or 3B)			
Humanities (one course from 3 different areas)			
Natural Science (biological - one course)			
Social Science (three courses)			
P.E. (two courses for students under age 21)			
General Education Total			32
<u>Degree Total</u>			60

Adviser: Wachter

**GOD**



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***Music***

## MUSIC

The Music Department curriculum is primarily directed toward the transfer major since the principal utilization of these courses is by these students. The department's offerings divide themselves into three categories:

1. Required and elective courses for the music major.
2. Music performance organizations open to both major and non-major.
3. Humanities courses primarily directed to the non-major.

Persons planning to major in music should confer with an adviser within the department before selecting courses toward that major.

### COURSES OF INSTRUCTION

#### MUSIC

- 1 Musicianship (2-2-2-2)  
AB 3 hours attendance. 1A and 1B require 1 hour  
CD additional laboratory.  
Prerequisite: Concurrent enrollment in 2A-B-C-D.  
Ear training, sight singing, dictation, and keyboard harmony correlated with corresponding course 2ABCD. Attendance at 12 on-campus concerts required.
- 2 Harmony (2-2-2-2)  
AB Prerequisite: Concurrent enrollment in 1A-  
CD B-C-D.  
The harmonization of figured bass and of given and original melodies; includes triads, passing and auxiliary tones, seventh chords, modulations. Attendance at 12 on-campus concerts required.
- 4 Counterpoint (3)  
Prerequisites: Mus 1AB, 2AB.  
Writing of tonal counterpoint is the goal of this course. The student will complete original examples of two- and 3-part counterpoint. Analytical work includes the study of contrapuntal music of various stylistic periods.
- 10 Introduction to Music (3)  
Designed for the general college student and non-major in music. A general survey of the development of music with emphasis on the aesthetic, formal and historical factors, correlated with parallel movements in other arts.
- 11 Survey of Music Literature (3-3)  
A  
B  
Designed for the music major. The study of representative musical masterworks and their background. Attendance at on-campus concerts required.
- 12 Fundamentals of Music (3)  
May not be applied toward a major in music. Designed for the general student and prospective elementary teacher. Includes ear training, singing, music reading, elementary harmony, transposition, and conducting.
- 21 Class Piano (1-1-1-1)  
AB 2 hours lecture and laboratory.  
CD Fundamentals of piano technique, tone production, rhythm, sight reading, interpretation, and keyboard facility. Open to beginner or advanced student, place in appropriate course according to ability.
- 22 Class Voice (1-1-1-1)  
AB 2 hours lecture and laboratory.  
CD Fundamental techniques of solo and ensemble singing. Problems of tone production, breathing, dictation, repertoire, and song interpretation.
- 23 Stringed Instruments (1-1)  
AB 2 hours lecture and laboratory.  
Class and laboratory study of orchestral stringed instruments. Class designed for those who expect to teach in the public schools. Basic technique on violin, viola, cello, and bass.
- 24 Brass and Woodwind Instruments (1-1-1-1)  
AB  
CD 2 hours lecture and laboratory.  
Class and laboratory study of orchestral wind instruments. Class designed for those who expect to teach in the public schools. Basic technique on trumpet, French horn, tuba, clarinet, oboe, bassoon, flute, and saxophone.

- 29 Collegium Musicum (1)  
4 hours laboratory.

Advanced training in selection, preparation, and performance of vocal and instrumental ensemble music of different style periods, with emphasis on historically correct performance practices. A maximum of 4 units may be applied toward the A.A. degree.

- 30 Male Chorus (1-1-1-1)  
AB 4 hours rehearsal each week.

CD The study and performance of music literature for male chorus, ensemble, and quartet. Occasional extra rehearsals and public performances required.

- 31 College Orchestra (1-1-1-1)  
AB 4 hours rehearsal each week.

CD The study and performance of concert orchestra literature. Participation in public performances required.

- 32 College Chorus (1-1-1-1)  
AB 4 hours rehearsal each week.

CD Study and performance of either one large-scale work or a program of representative choral works; public performance required.

- 33 Symphonic Band (1-1-1-1)  
AB 4 hours rehearsal each week.

CD Study and performance of standard literature for concert band; participation in public concerts and festivals required.

- 34 Vocal Ensemble (1-1-1-1)  
AB 4 hours rehearsal each week.

CD Prerequisite: Vocal and reading ability and consent of the instructor. Study and performance of music literature for small vocal ensembles; rehearsals and public performances required.

- 35 Chamber Ensemble (1-1-1-1)  
AB Brass Ensemble (1-1-1-1)  
CD Woodwind Ensemble (1-1-1-1)  
Studio Group (1-1-1-1)  
4 hours rehearsal each week.

Prerequisites: Ability to perform on one or more instruments and consent of instructor.

The development of musicianship through the performance of music in the popular and jazz medium. Public performance required.

- 36 Opera Workshop (1-1-1-1)  
AB 3 hours laboratory.

CD The study of musical, dramatic, and language techniques in opera through the performance of representative scenes and acts or participation in collegiate performances. Extra rehearsals and public performances required.

- 37 Chamber Music (1-1-1-1)

AB 4 hours rehearsal each week.

CD Prerequisites: Ability to perform on one or more instruments and consent of instructor.

Development of musicianship through the performance of music of various periods and styles. Public performance required.

- 38 Guitar Ensemble (1-1-1-1)

AB 3 hours laboratory.

CD Concurrent enrollment in Guitar Performance. Experience in performing music for multiple guitars, both original music as well as transcriptions; working under a conductor in an ensemble situation; interpretation and performance practices in music for the classical guitar. Open to persons with a background in classical techniques on guitar.

- 39 Class Guitar (1-1-1-1)

AB 2 hours laboratory.

CD Fundamentals of guitar technique, with emphasis on right and left hand positioning, fingering and control. Musical examples from the classical repertoire as well as popular song accompaniment will be covered.

- 40- Music Performance (2 units each course)  
48 2 hours lecture and 1/2 hour private lesson.

AB Designed to provide training for vocalists or instrumentalists; consideration upon technical proficiency. Public performance in student recital each semester. Repertoire to include literature from all periods. The following conditions are required:

- a. Concurrent enrollment in one of the music performance series:

40 Harpsichord	
41 Piano*	*Concurrent enrollment in 61A, B, C, or
42 Strings	D Accompanying
43 Woodwinds	
44 Brasses	
45 Percussion	
46 Organ*	
47 Voice	
48 Guitar	

- b. Approval of instructor prior to registration.
- c. Minimum of one-half hour laboratory each week predicated upon a minimum of 5 hours practice.
- d. Jury examination at the end of the semester involving the student and the music staff of College of the Desert.
- e. Attendance at on-campus concerts.

- 51 Arranging (2-2-2-2)

AB Prerequisite: Consent of instructor

CD Scoring for vocal and instrumental groups of all types.

52 Church Music (2-2)

AB Prerequisite: Consent of instructor.

Study of the music of the church, its history and meaning, and practical application of this material in present-day church services.

53 Folk Music (2)

A study of elementary guitar as applied to western and popular music. Basic right-hand fingering and elementary chord formations, as well as an introduction to the reading of music, will be studied.

54 Introduction to Contemporary Music (2)

2 hours lecture

A study of the development of compositional techniques from late nineteenth century to present through the study of representative master works.

61 Accompanying (Piano) (2)

AB 2 hours lecture and 2 hours laboratory.

CD Prerequisite: Audition or consent of instructor.

The study and performance of piano accompaniments for instrumentalists, vocalists, and ensembles. Participation in rehearsals, recitals, juries, and concerts required.

Preparation for Transfer to a Four-Year College  
and/or A.A. Degree in MUSIC

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
Mus	1A-B-C-D	Musicianship	8
Mus	2A-B-C-D	Harmony	8
Mus	4	Counterpoint	2
Mus	11-A-B	Survey of Music Literature	6
Mus	40-48A-B-C-D	Music Performance (one course chosen from elected performance area)	8

Four units of Performance Organization chosen  
from the following courses:

Mus	29, 30-35 A-B-C-D		4
Mus	61A-B-C-D*	Piano Accompanying	8

\*For keyboard majors only

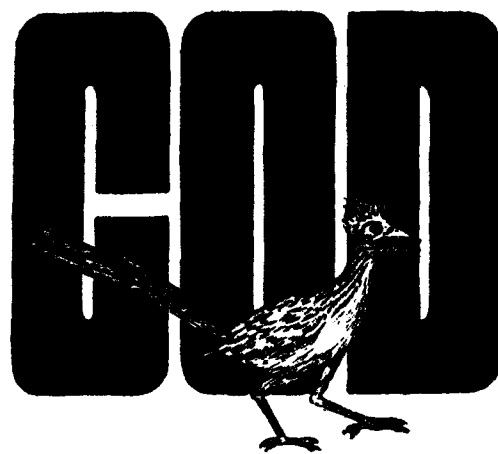
Department Subtotal 36  
\*(44)

C.O.D. General Education Requirements  
See Page 32

English Department (1A or 1B or 3A or 3B)  
Humanities (one course from 3 different areas)  
Natural Science (one physical, one biological,  
one of which must be a lab course)  
Social Science (three courses)  
Basic Subjects (one course)  
P.E. (two courses for students under age 21)  
General Education Total 40

Degree Total 76

Adviser: Norman



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***NURSING AND PARAMEDICAL***



1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that this is crucial for ensuring transparency and accountability in the organization's operations.

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3. The third part of the document focuses on the implementation of data-driven decision-making processes. It provides a detailed overview of the steps involved in identifying key performance indicators (KPIs) and using data to inform strategic decisions.

4. The fourth part of the document addresses the challenges and risks associated with data management and analysis. It discusses the importance of data security, privacy, and the potential for bias or errors in data interpretation.

5. The fifth part of the document concludes with a summary of the key findings and recommendations. It stresses the need for ongoing monitoring and evaluation of the data-driven processes to ensure their effectiveness and relevance over time.

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## NURSING and PARAMEDICAL

The department of nursing offers two licensing programs in nursing education. These programs are conducted in local hospitals, community agencies, and on the College of the Desert campus.

The Associate in Arts degree Nursing Program is designed for completion within two calendar years and will qualify the student for the Associate in Arts degree and for admission to the examination for licensure as a registered nurse in the State of California.

The Vocational Nursing Program, requiring one calendar year for completion will qualify the student for admission to the examination for licensure as a vocational nurse in the State of California.

Students who wish to prepare for four-year colleges will find counseling assistance in planning pre-nursing courses for the college of their choice.

### ASSOCIATE IN ARTS NURSING PROGRAM

#### Objective

The Associate Degree Nursing Program at College of the Desert prepares men and women to give direct nursing care to patients. The program gives the student an opportunity to enrich his own life, to understand selected scientific principles, to apply technical knowledge and develop skills in nursing.

Upon completion of the program the student is capable of effectively performing the duties assigned to staff nurses in hospitals, doctors' offices, and other clinical areas.

#### Opportunities

The number of nursing positions in the community far exceeds the qualified number of nurses available to fill them. The demand for nurses is expected to become even greater due to the increasing number of participants in prepaid health insurance plans, population growth, and an increase in the scope of medical practice.

### VOCATIONAL NURSING PROGRAM

The Vocational Nursing Program at College of the Desert is one year in length. The course begins in September and continues through the summer, ending in August. Regular school holidays, including Christmas and Easter vacations are observed.

The course of study includes classroom instruction and clinical experience in the hospital. Patients with medical or surgical illnesses, mothers and new-born infants, and hospitalized children will be part of this experience.

#### What is Vocational Nursing?

Vocational nurses work as team members with professional nurses, doctors, therapists, and other health personnel.

The Licensed Vocational Nurse is trained to care for patients of all ages in hospitals, clinics, and in doctors' offices. She assists in the care of the acutely ill. She must always work under the direction of a Registered Nurse, Medical Doctor, or Dentist.

### MEDICAL ASSISTING PROGRAM

This program is a cluster of Medical Assisting Occupations including all of the following:

- Nursing Assistant
- Community Health Assistant
- Hospital Dietary Assistant
- Hospital Unit Secretary
- Operating Room Technician
- E.K.G. Technician
- X-ray Assistant
- Doctor's Office Nurse

Students may enter the program at any time during the semester depending upon their skills and experience, and stop at any point where they may obtain employment in the occupation of their choice.

After the initial semester training in basic nursing procedures, communication skills, and hospital ethics, students are placed in a specialized department of the hospital to work with hospital personnel. This cooperation between the hospitals and College of the Desert is essential for the success of the program.

A Certificate of Completion is awarded upon the satisfactory completion of any aspect of the program and the area of specialty recorded. An Associate in Arts degree is available but not required in Medical Assisting.

### EMERGENCY MEDICAL TECHNICIAN

The Emergency Medical Technician Program prepares individuals to recognize illnesses and injury symptoms and to provide legal permissible

emergency treatment set forth by the standards of the State Department of Public Health.

Curriculum consists of classroom instruction, demonstrations, practical drills, and written examination. Emergency room observation and training are required as well as emergency ambulance or rescue unit calls.

Upon completion of the program the student will receive a certificate that is valid for two years and which meets the requirements of the State Department of Health for emergency care.

This program meets all criteria of the State Department of Public Health for the Emergency Medical Technician I.

## COURSES OF INSTRUCTION

### REGISTERED NURSING

- 5 Nursing Fundamentals I (8)  
3 hours lecture and 15 hours laboratory  
Prerequisites: High school chemistry and acceptance into the nursing program.  
Introduces the student to basic nursing concepts including communication and observation skills, hygienic care, medical and surgical asepsis and administration of medications. Prenatal care and normal growth and development from birth through senescence is included in this course. Laboratory experience in applying these skills to patient care is provided in local hospitals, physicians' offices, and nursery schools.
- 6 Nursing Fundamentals II (7)  
3 hours lecture and 12 hours laboratory.  
Prerequisites: Nursing Fundamentals I and Biology 22A.  
Concepts from previous courses are applied to patients with selected health problems such as diabetes, heart, respiratory, and gastrointestinal diseases, and fluid and electrolyte disturbances. Pre and postoperative nursing care, and the needs of the patient in a crisis situation are introduced in this course. All appropriate community resources including general hospitals are utilized for the clinical experiences.
- 7 Nursing Fundamentals III (9)  
4 hours lecture and 15 hours laboratory.  
Prerequisites: Nursing Fundamentals II, and Biology 22A and B.  
Building on previous courses the student is presented with additional health problems such as cancer, urological, orthopedic, and neurological diseases, and learns the modifications in nursing care required to meet the unique needs of the mentally ill, maternity patient, and the neonate.
- 8 Nursing Fundamentals IV (9)  
3 hours lecture and 18 hours laboratory.  
Prerequisites: Nursing Fundamentals III and Biology 15.  
Involves the application of previously learned concepts to patients with more complex and critical conditions including cardiac, respiratory endocrine problems and emergency situations. Care of the aged patient and those with selected sensory problems are presented in this course. The student is introduced to community health nursing and to the leadership role of the nurse. Clinical experience is given in the speciality areas of the acute hospital, extended care, and rehabilitation facilities, and community health agencies.
- 9 Nursing Trends (2)  
2 hours lecture  
Prerequisite: Nursing Fundamentals II.  
Covers legal aspects of nursing, including the nursing law, policies and regulations of the California Board of Nursing Education and Nurse Registration. A number of occupational fields of nursing practice are explored, and the student learns techniques of job application and resignation.
- 50 Spanish for the Allied Medical Professions (2)  
A 2 hours lecture and 1 hour laboratory.  
B Concentration on basic structures and vocabulary skills pertinent to the familiarization and mastery of useful expressions, questions, and directions for allied medical personnel. In order to facilitate communication with Spanish speaking patients and/or their relatives. Classroom instruction will be adjusted and oriented to suit the particular needs of the individual students and will be reinforced by practical field trips. Same as Spanish 50AB. May be taken for credit only once.
- 62 Pharmacology for Nurses (2)  
Prerequisite: R.N., L.V.N., or consent of instructor.  
An overview of pharmacology for Registered Nurses desiring a refresher course, and for Licensed Vocational Nurses who have need of

this information--includes the scope of pharmacology, definitions, drug standards, drug legislation, and the administration of medications.

65 Electrical Safety for Nurses (2)

Includes explanations of physiological monitoring systems in use in medical practice. Instruction is offered in basic electrical theory along with electric current processing by monitoring oscilloscopes and test equipment. Emphasis is placed on patient and operator safety. Same as Electronics 60. May be taken for credit only once.

80 Nursing Assistant (4)

2 hours lecture and 6 hours laboratory.  
Prerequisite: Consent of instructor.

The Nursing Assistant works either in a general hospital or in a convalescent hospital providing hygienic care to patients and giving a variety of treatments. She may also provide this same care to patients in their own homes either as an independent contractor or through the Visiting Nurse Association as a Home Health Aide.

VOCATIONAL NURSING

75 Medical Surgical Nursing (11)

8 hours lecture and 12 hours laboratory.  
Prerequisite: Acceptance into Vocational Nursing Program.

An introduction to vocational nursing, ethics, communicating with patients, and hygienic care of patients. A basic understanding of human anatomy and physiology, dietary needs of people, community resources for health maintenance, and the preparation and administration of oral medications.

76 Maternal Infant Care (4)

2 hours lecture and 6 hours laboratory.  
Prerequisite: Acceptance into Vocational Nursing Program.

Family planning, prenatal care of the mother, delivery of the infant, and its care.

77 Medical Surgical Nursing (15)

10 hours lecture and 18 hours laboratory.  
Prerequisite: Vocational Nursing 75 and 76.

Includes the body response to illness, pre and postoperative nursing care, emergency and disaster, and nursing care of patients with diseases of one or more body systems. Nursing care of the mother and/or the child, and pharmacology.

78 Medical Surgical Nursing (15)

10 hours lecture and 18 hours laboratory.  
Prerequisite: Vocational Nursing 77.

Includes maintenance of homeostasis, care of patients with cardiac problems, respiratory problems, and crisis intervention. Continuing education, Vocational Nursing organizations, and occupational fields for nurses are explored.

MEDICAL ASSISTING

61 Medical Terminology (2)

2 hours lecture.

Introduction to medical terminology as used by all health service personnel including medical doctors, dentists, nurses, physical therapists, medical secretaries, and doctors' office assistants.

63 Medical Insurance and Records (3)

A course for those interested in medical office employment. Includes study of all phases of medical insurance--Workmen's Compensation, Medi-Cal, Medicare, various groups and individual policies using current Relative Value Studies

Students will receive instruction in reading policies to determine benefits and completing forms from medical records. Same as Business Office Procedures 65 (BuOP 65). May be taken for credit only once.

66 Medical Assisting I (8)

4 hours lecture and 12 hours laboratory.  
Prerequisite: Acceptance into Medical Assisting.

Students in this course will learn concepts of medical ethics, communication skills, basic nursing procedures, basic human structure and function, personal hygiene, and diet. Laboratory experiences include care of patients in local hospitals.

67 Medical Assisting II (8)

4 hours lecture and 12 hours laboratory.  
Prerequisite: Completion of MA 66 or equivalent.

Includes communication skills, hospital organization, basic pharmacology, and principles of diagnostic tests. Laboratory experiences in local hospitals in specialty areas: unit secretary, admission secretary, laboratory, x-ray, and operating room.

68 Medical Assisting III (11)

4 hours lecture and 24 hours laboratory.  
Prerequisite: Completion of MA 66 or 67.

The student will function in a specialty area of his/her choice, including operating room, laboratory, x-ray, doctor's office or clinic. Theory presentation includes medical-legal responsibilities, group dynamics, community needs and resources, and special area procedures.

## EMERGENCY MEDICAL TECHNICIAN

- 84 Emergency Medical Technician I (5)  
4 hours lecture and 3 hours laboratory.
- Covers all techniques of emergency medical care including life support measures and extraction of victims from scene of accident. Course contains 72 hours of lecture, 30 hours of supervised instruction in hospital emergency rooms, and 10 hours supervised experience in operational emergency ambulance. Three four-hour practical field drills are required during the semester. Meet approval of the California Department of Health. National Registry exam available upon completion.
- 85 Emergency Medical Technician Refresher Course (2)
- A 32-hour refresher course for EMT I personnel for re-certification. Contains information on new EMT information and techniques, and refresher on cardio-pulmonary resuscitation, and emergency room. Final exam required for re-certification.
- 86 Mobile Intensive Care Paramedic-Emergency Medical Technician II (15) 9 hours lecture, 18 hours laboratory  
Prerequisite: EMT 84 and acceptance into program through testing and screening.
- Offered with approval of County Health Officer - hours to be arranged.
- Designed to present and provide a supervised practicum in specialized techniques needed for life-threatening emergency care. Emphasis on recognition of imminent death signs and the performance of appropriate actions required to sustain or restore life until medical assistance is available. Includes the transportation aspect of emergency care, from the scene of the accident to a hospital intensive care unit.

Preparation for Employment and Occupational A.A.  
Degree Program in REGISTERED NURSING (Graduates  
eligible for Licensing Examination in California)

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
N	5	Nursing Fundamentals I	8
N	6	Nursing Fundamentals II	7
N	7	Nursing Fundamentals III	9
N	8	Nursing Fundamentals IV	9
N	9	Nursing Trends	2

Department Total: 35

Other Required Courses:

Bi	22A-B	Anatomy and Physiology	8
Bi	15	Microbiology	3
Psy	1	General Psychology	3
Soc	1	Introductory Sociology	3

C.O.D. General Education Requirements: See pg. 32

English Department (two courses)

Social Science (one course)

Humanities (one course)

P.E. (two courses for students under age 21)

Degree Total 63

Adviser: Department Chairperson

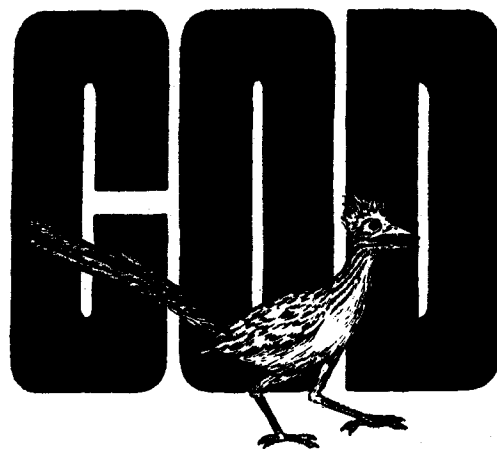
Preparation for Employment and Certificate Program  
in VOCATIONAL NURSING (Graduates eligible for  
Licensing Examination in California)

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
VN	75	Medical-Surgical Nursing	11
VN	76	Maternal Infant Care	4
VN	77	Medical-Surgical Nursing	15
VN	78	Medical-Surgical Nursing	15

Total Units: 45

Adviser: Marshall/Kelly



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**BIOLOGICAL AND PHYSICAL SCIENCES**

1998



## BIOLOGICAL and PHYSICAL SCIENCES

The Science Department curriculum supplies technical instruction in the basic sciences for the needs of all students. The first two years of the majors in the pure sciences of Chemistry, Biology, Physics, and Geology may be completed as well as the pre-professional courses leading to medicine, pharmacy, dentistry and veterinary medicine. The department offers the basic science instructional needs of the vocational and applied science departments such as Nursing, Engineering, and Agriculture. Courses are also offered aimed toward fulfillment of the General Education requirements in science for the California State University and Colleges systems.

### COURSES OF INSTRUCTION

#### BIOLOGY

Students majoring in the biological sciences or pursuing careers in medicine, dentistry, pharmacy, veterinary medicine, etc., should enroll in and complete Biology 1A, 1B, 2A and/or 2B to assure transferability. Non-Major students who wish to fulfill their science requirements should take a basic science course, such as Biology 4 and, if intending to transfer credits, Biology 4 Laboratory.

##### 1 General Biology (4-4)

A 3 hours lecture and 3 hours laboratory

B Prerequisites: High School Biology suggested with a minimum grade of C, or consent of instructor.

A survey of biological functions including: origin of life; chemistry, physics, physiology and structure of the cell; mitosis, differentiation, tissues, organs, organ systems; integrative mechanisms; reproduction and genetics; adaptation and population biology.

An integrated biology course designed primarily for the needs of majors, minors, pre-med, pre-dent, pre-vet, and paramedical students.

##### 2 Introductory Biology (4-4)

A 3 hours lecture and 3 hours laboratory

B Prerequisites: High School Biology suggested with a minimum grade of C, or consent of instructor. It is desirable that Biology 1A and 1B be taken before 2A or 2B.

A taxonomic survey of the plant and animal kingdoms including their phylogenetic development, unique characteristics, natural history and ecology. Biology 2A covers the animal kingdom; 2B the plant kingdom. Biology majors may take one or both semesters depending on their specific needs and interests.

##### 4 Elements of Biology (3)

3 hours lecture, separate laboratory is optional and recommended to meet transfer requirements for general education.

A course without prerequisite to acquaint the student with the fundamental principles of biology and their background in basic physics and chemistry. This is a beginning course for those with no biological background or a refresher for those who wish to excel in subsequent biology courses. A laboratory 4L is optional.

##### 4 Elements of Biology Laboratory (1)

L (Optional)

3 hours laboratory.

Prerequisite: Assumes previous or concurrent enrollment in Biology 4.

Provides supplementary laboratory experience for those having taken Biology 4, and emphasizes practical experiments and techniques in the principles of biology.

##### 8 Animal Biology (4)

3 hours lecture and 3 hours laboratory

A study of biology as exemplified in the animal kingdom with their development, genetics, and evolution. Emphasis is placed on the environment and the influence of the presence of man on total animal ecology. Recommended for agriculture students whose needs and interests are in the animal sciences.

##### 13 Plant Biology

3 hours lecture, 3 hours laboratory

An introduction to the evolution of crop plants, the ecology of crop systems, plant phylogeny, plant identification and plant pathology. Designed for agriculture students whose needs and interests are in the plant sciences.

##### 15 General Microbiology (3)

2 hours lecture and 3 hours laboratory

Prerequisite: Chemistry 4 or one full year of high school chemistry taken within the last 3 years with a minimum grade of C.

An introduction to the study of microorganisms emphasizing an appreciation and understanding of microbial life. The course is designed to develop a practical knowledge of the principles of microbiology. Laboratory emphasis is directed toward the development of techniques and skills used to culture, propagate, and identify microorganisms. Recommended for those students interested in the health sciences.

##### 16 General Microbiology Supplemental Lab (1)

3 hours laboratory

Prerequisite: General Microbiology 15 or concurrent enrollment in Microbiology 15.

The Supplemental Microbiology Laboratory is designed to further develop depth of understanding and laboratory skills established in General

Microbiology 15. Emphasis is placed on aspects of medical microbiology.

22 Anatomy and Physiology (4-4)

A 3 hours lecture and 3 hours laboratory.

B Prerequisite: One year of high school chemistry taken within the past 3 years with a minimum grade of C; or completion of Chemistry 4.

The courses consist of a coordinated study of human anatomy and physiology, general properties and concepts of living systems are emphasized including nutrition and nutritional chemistry. In addition an intensive dissection of the cat and/or other mammalian forms is included. The courses are designed for students pursuing the health sciences, but not recommended for pre-medical or pre-dental students.

### PHYSICAL SCIENCES

#### ASTRONOMY

2 Descriptive Astronomy (3)

An introductory survey of planetary, stellar, and galactic astronomy designed primarily for students not majoring in one of the sciences. This non-mathematical course reviews research techniques, current knowledge and theory about the planets, stars, galaxies, and the age and origin of the universe.

#### CHEMISTRY

1 General Chemistry (5-5)

A (Both 1A and 1B are offered each semester)

B 3 hours lecture and 6 hours laboratory

Prerequisites: High school chemistry or Chemistry 3 (Introductory General Chemistry) and proficiency in mathematics.

A study of the general principles and concepts of chemistry including calculations. This course is designed primarily for pre-professional, science, and engineering major transfer students. Emphasis is on inorganic chemistry, but a brief introduction to organic chemistry is included in the second semester. The second semester laboratory consists of qualitative and quantitative analysis.

3 Introductory General Chemistry (3)

2 hours lecture and 3 hours laboratory.

A study of the basic principles of inorganic chemistry for those students who have not received credit in high school chemistry as a preparation for Chemistry 1A. One year of high school algebra is recommended.

4 Biorganic Chemistry (3)

2 hours lecture and 3 hours laboratory

A survey of basic principles of inorganic, organic, and biological chemistry presented on a level for the general student. It is specifically recommended for the entrance requirements for nursing and other health services, but is acceptable for meeting general education requirements in the physical sciences.

### GEOLOGY

1 Physical Geology (4)

3 hours lecture and 3 hours laboratory.

The study of the composition and origin of rocks and minerals, landscape development, earthquakes, the earth's interior, the nature of mountains and their development, and the drift of continental and oceanic crustal plates. Suggested for physical science General Education requirement.

2 Historical Geology (4)

3 hours lecture and 3 hours laboratory.

Prerequisite: Geology 1 or 10 with at least a grade of B, or consent of instructor.

The study of the formation and evolution of the earth including oceans and atmosphere, and its life, as traced largely through the rock and fossil records. Included is the study of the history of the science of geology. Offered in full semester.

3 Elementary Mineralogy (4)

2 hours lecture and 6 hours laboratory.

Prerequisites: Geology 1 or 10, with at least a grade of B, or consent of instructor, and a course in chemistry (may be taken concurrently). High school chemistry may also be accepted at the discretion of the instructor.

A study of structure (crystallography), properties, identification, associations, and origins of minerals. Blowpipe analyses and related chemical tests are used in addition to physical means for determinations. Offered in spring semester.

10 Earth Science (3)

(May be taken with or without laboratory.)

A survey and integration of the earth sciences of Geology, Geophysics, Meteorology, and Oceanography, with aspects of Lunar and Planetary Science and Biology to bring into perspective the uniqueness of our planet, the interrelationships of its systems, and the impact of man upon these systems. Suggested for physical science General Education requirement.

10 Earth Science Laboratory (1)

L (Optional)

3 hours laboratory.

Prerequisite: Previous or concurrent enrollment in Geology 10.

Practical application in the laboratory and on field trips of aspects of the Earth Science subject areas listed above to reinforce and illuminate lecture material.

**METEOROLOGY**

1 Descriptive Meteorology (3)

(May be taken with or without laboratory.)

Elementary survey of the causes and distribution of weather and climate. An understanding of weather phenomena. The reading of weather maps. Modern techniques of studying weather phenomena.

1 Descriptive Meteorology

L Laboratory (1) (Optional)

3 hours laboratory.

(Assumes previous or concurrent enrollment in Meteorology 1.)

Practical study of instruments and methods for the study and recording of weather and the reading and plotting of weather maps.

**PHYSICS**

2 General Physics (4-4)

A 3 hours lecture and 3 hours laboratory.

B Prerequisites: Proficiency in mathematics. A departmental mathematics proficiency examination will be administered during the first laboratory period.

Satisfies physics and engineering majors.

Physics 2A: Mechanics, heat, and sound;

Physics 2B: Light, magnetism, electricity, and atomic physics.

4 Engineering Physics (5-5)

A 4 hours lecture and 3 hours laboratory.

B Prerequisites: C grade or better in Math 1A or concurrent enrollment in Math 1A.

This two-semester sequence is required of students planning to major in engineering.

Physics 4A covers mechanics and heat; 4B, electricity, magnetism, and optics.

5 Computer Programming I (3)

2 hours lecture and 3 hours laboratory.

Prerequisite: C grade or better in Mathematics 1A or equivalent.

An introductory course in the programming of analog and digital computers for scientific and engineering problems.

6 Computer Programming II (3)

2 hours lecture and 3 hours laboratory.

Prerequisite: Physics 5.

An extension of Physics 5 with greater complexity of problems. Involves an introduction to the analog computer.

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Preparation for Transfer to a Four-Year College and/or A.A. Degree in METEOROLOGY

Courses Required:

Dept.	No.	Title	Units
Met	1	Descriptive Meteorology	3
Met	1L	Descriptive Meteorology Lab	1
Math	1A	Calculus/Analytic Geometry	4
Math	1B	Calculus/Analytic Geometry	4
Math	2A	Calculus/Analytic Geometry	4
Math	2C	Differential Equations	4
Phy	2A	General Physics	4
Phy	2B	General Physics -OR-*	4
Phy	4A	Engineering Physics	5
Phy	4B	Engineering Physics	5

\*Physics selection depends on requirements of transfer institution.

Consult course descriptions of courses above for prerequisites.

A terminal A.A. Degree in Meteorology, less rigorous than the transfer program, will qualify the recipient for employment as a Meteorological Technician with a rank of GS-4. Requirements for a terminal degree include Meteorology with Lab and any combination of mathematics, engineering and physical sciences for a total of 12 units. This waives the two full years of experience, including 1/2 year of specialized experience, normally required. Eight additional units of science and mathematics beyond the requirements of the Civil Service Commission are required for the terminal A.A. major.

Department Subtotal	30
C.O.D. General Education Requirements See Page 32	
English Department (1A-1B or 3A-3B)	
Humanities (one course from 3 different areas)	
Natural Science (one biological course)	
Social Science (three courses)	
P.E. (two courses for those under age 21)	
General Education Total	30
<b>Total Units</b>	<b>60</b>

Adviser: Garczynski/Grannan

Preparation for Transfer to a Four-Year College and/or A.A. Degree in DENTAL HYGIENE

Courses Required:

Dept.	No.	Title	Units
Ch	1A	General Chemistry	5
Ch	1B	General Chemistry	5
Bi	1A	General Biology	4
Bi	1B	General Biology	4
Bi	15	Microbiology	3
Bi	16L	Microbiology Lab	1

It is essential that the student obtain the catalog of the transfer institution and follow their program for the lower division to supplement or modify the above courses. Eleven minimum additional units should be chosen in science. Above courses assume enough background in mathematics to handle the courses in chemistry.

Department Subtotal	33
C.O.D. General Education Requirements See Page 32	
English Department (1A-1B or 3A-3B)	
Humanities (one course from 3 different areas)	
Natural Science (satisfied in major)	
P.E. (two courses for students under age 21)	
General Education Total	27
<b>Total Units</b>	<b>60</b>

Adviser: Bender

Preparation for Transfer to a Four-Year College and/or A.A. Degree in X-RAY TECHNICIAN

Courses Required:

Dept.	No.	Title	Units
Math	10	College Algebra	3
Phy	2A	General Physics	4
Phy	2B	General Physics	4
Bio	22A	Anatomy and Physiology	4

It is essential that the student obtain the catalog of the intended transfer institution and follow their program for the lower division to supplement or modify the above courses. A minimum of 18 additional units in science should be chosen.

Department Subtotal	33
C.O.D. General Education Requirements See Page 32	
English Department (1A-1B or 3A-3B)	
Humanities (one course from 3 different areas)	
Natural Science (satisfied in major)	
Social Science (three courses)	
P.E. (two courses for students under age 21)	
General Education Total	27
<b>Total Units</b>	<b>60</b>

Adviser: Bender

Preparation for Transfer to a Four-Year College  
and/or A.A. Degree in PHYSICS

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
Math	1A	Calculus	4
Math	1B	Calculus	4
Math	2A	Analytical Geometry	4
Math	2C	Differential Equations	4
Ch	1A	General Chemistry	5
Ch	1B	General Chemistry	5
Phy	4A	Engineering Physics	5
Phy	4B	Engineering Physics	5
Phy	5	Computer Programming (recommended)	3

Consult course descriptions of above courses for prerequisites.

Department Subtotal 36-39

C.O.D. General Education Requirements  
See Page 32

English Department (1A-1B or 3A-3B)  
Humanities (one course from three different  
areas - one language recommended)

Natural Science (one biological course)

Social Science (three courses)

P.E. (two courses for students under age 21)

General Education Total 32

Total Units 68-71

Adviser: Grannan

Preparation for Transfer to a Four-Year College  
and/or A.A. Degree in OPTOMETRY

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
Ch	1A	General Chemistry	5
Ch	1B	General Chemistry	5
Bi	1A	General Biology	4
Bi	1B	General Biology	4
Bi	15	General Microbiology	3
Phy	2A	General Physics	4
Phy	2B	General Physics -OR-	
Phy	4A-B*	Engineering Physics	5-5
Math	5	Trigonometry	3
Math	4	Statistical Methods	3
Math	1A	Calculus w/Analytic Geometry	4

\*University of California, Berkeley  
Consult above course descriptions for pre-  
requisites.

Department Subtotal 39-41

C.O.D. General Education Requirements  
See Page 32

English Department (1A-B or 3A-B)

Humanities (one course from 3 different areas)

Natural Science (satisfied in major)

P.E. (two courses for students under age 21)

General Education Total 27

Total Units 66-68

Adviser: Grannan

Preparation for Transfer to a Four-Year College  
and/or A.A. Degree in CHEMISTRY (includes BIO-  
CHEMISTRY)

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
Ch	1A	General Chemistry	5
Ch	1B	General Chemistry	5
Math	1A	Calculus w/Analytic Geometry	4
Math	1B	Calculus w/Analytic Geometry	4
Bi	1A	General Biology	4
Bi	1B	General Biology -OR-	4
Bi	2A*	Introductory Biology	4
Bi	2B*	Introductory Biology	4

\*(for Biochemistry premajor)

Consult course descriptions for prerequisites.

Department Subtotal 34

C.O.D. General Education Requirements  
See Page 32

English Department (1A-B or 3A-B)

Humanities (one course from three different areas,  
one language recommended)

Natural Science (satisfied in major)

Social Science (three courses)

P.E. (two courses for students under age 21)

General Education Total 38

Total Units 72

Adviser: Bird

Preparation for Transfer to a Four-Year College and/or A.A. Degree in GEOLOGY (includes EARTH SCIENCE\*, PALEONTOLOGY, PHYSICAL OCEANOGRAPHY)

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
Ch	1A	General Chemistry	5
Ch	1B	General Chemistry	5
Phy	2A	General Physics	4
Phy	2B	General Physics -OR-	4
Phy	4A	Engineering Physics	
Phy	4B	Engineering Physics	
(Physics requirement depends on transfer institution.)			
Bi	1A	General Biology	4
Bi	1B	General Biology (recommended)	4
Math	1A	Calculus/Analytic Geometry	4
Math	1B	Calculus/Analytic Geometry	4
G	1	Physical Geology	4
G	2	Historical Geology	4
G	3	Mineralogy	4

Consult above course descriptions for prerequisites.

\*Should add Meteorology 1, 1L and Astronomy 2.

Department Subtotal	42-48
C.O.D. General Education Requirements	
See Page 32	
English Department (1A-B or 3A-B)	
Humanities (One course from three different areas; one language recommended)	
Natural Science (satisfied in major)	
Social Science (three courses)	
P.E. (two courses for students under age 21)	28
General Education Total	
<u>Total Units</u>	70-78

Adviser: Meyer

Preparation for Transfer to a Four-Year College and/or A.A. Degree in BIOLOGY, PREPROFESSIONAL (includes BIOLOGY, ZOOLOGY, BOTANY, PREMEDICINE, PREDEPARTMENT, PREPHARMACY, PREVETERINARY MEDICINE, BACTERIOLOGY, MICROBIOLOGY, PARASITOLOGY, BIOLOGICAL OCEANOGRAPHY)

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
Ch	1A	General Chemistry	5
Ch	1B	General Chemistry	5
Phy	2A	General Physics	4
Phy	2B	General Physics	4
Bi	2A	Introductory Biology	4
Bi	2B	Introductory Biology	4

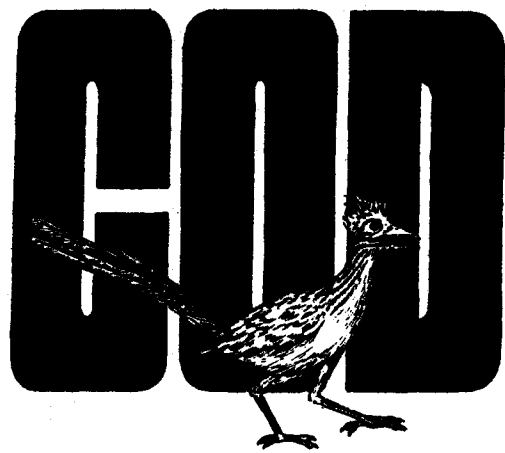
Math

(Consult catalog of transfer institution for specific requirements.)

Consult course descriptions for prerequisites.

Department Subtotal	32
C.O.D. General Education Requirements	
See Page 32	
English Department (1A-B or 3A-B)	
Humanities (one course from three different areas - one language recommended)	
Natural Science (satisfied in major)	
Social Science (three courses)	
P.E. (two courses for students under age 21)	28
General Education Total	
<u>Total Units</u>	60

Adviser: Burrage



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**SOCIAL SCIENCES**

## SOCIAL SCIENCES

Instruction in the Social Sciences at College of the Desert includes the following subject areas: Anthropology, Economics, Geography, History, Philosophy, Political Science, Psychology, Sociology, and Social Science (General). Students majoring in these fields are usually preparing to transfer to a four-year college to complete their major. A few, not desiring a bachelor's degree, will upon receiving an Associate in Arts degree in a social science, work as a paraprofessional in their chosen field.

Listed elsewhere in this Catalog and in the Schedule of Classes are the faculty advisers in each of these subject areas.

Once a student has decided upon a major, the student should confer with the appropriate adviser in planning a course of study. It is also advisable that the college from which the student plans to get a bachelor's degree be selected early in order to coordinate graduation requirements for the A.A. degree and the B.S. degree.

Because requirements at four year colleges change constantly and courses at College of the Desert are constantly being created and discontinued, no specific list of required courses in the Social Sciences are printed herein. See your adviser for an up-to-date list of courses suggested and required for the Associate in Arts degree.

### COURSES OF INSTRUCTION

#### ANTHROPOLOGY

1 Human Evolution: An Introduction to Physical Anthropology (3)

The study of the origin of man and his place in nature. Emphasized the physical form and behavior of the non-human primates: apes, monkeys, and prosimians. Identifies and interprets the fossil record of early man, the current racial variability of mankind, and the mechanisms of evolution.

2 Introduction to Cultural Anthropology (3)

A survey of the existing human cultures ranging from primitive peoples to modern societies. Compares food-getting practices, marriage customs, kinship systems, social organization, and supernatural beliefs from around the world. Focuses on case studies of the Bambuti, Tiv, Siriono, and Kung Bushmen cultures.

3 The Archaeology of Prehistoric Man (3)

An introduction to the study of extinct human cultures. Examines the techniques used in archeological discovery and in the interpretation of artifacts. Outlines the fundamental developments in human culture throughout prehistoric time. Includes local archeological studies, but does not emphasize technical training in field work.

#### ECONOMICS

1 Principles of Economics (3)

A Introduction to economic theory and analysis with emphasis upon basic concepts, national income determination and fluctuations, business income and organization; labor and industrial relations; role of government in economics, business cycles and forecasting monetary theory and prices, and the banking system.

1 Principles of Economics (3)

B Introduction to economic theory and analysis with emphasis on fiscal policy and full employment, composition and pricing of national output, pricing of the factors of production and distribution of income, international finance, and current problems in the field of economics.

3 Current Economic Problems (3)

A survey of topics in contemporary economics; inflation, unemployment, consumer protection movements, economic power in the economy, economy and ecology, farm problems, international monetary system, and others.



**GEOGRAPHY****1. Physical Geography: An Introduction to the Natural Environment. (3)**

A study of the main features of man's physical world: mountains, plains, rivers, lakes, oceans, deserts, rainforests, and others. Identifies the fundamental arrangement of these features in North and South America, Africa, Eurasia, Australia, and Oceania. Introduces the basic tools of geographic description and research.

**2. Contemporary Cultural Geography (3)**

A survey of the multiple aspects of modern cultural geography. Examines man's impact on the natural environment and pollution control, the influence of the natural environment on human behavior both past and present, the origin and spread of man's cultures, and the perception and evaluation of habitats. Explores the geographic background to contemporary problems.

**HISTORY****4. History of Western Civilization (3-3)**

A broad study of the major elements in the Western heritage. Designed to develop the student's understanding and attitude toward institutions basic to Western Civilization.

**17. United States History (3)**

**A** Prerequisite: Political Science 1 or consent of the instructor.

A survey of the political and social development of the United States from the discovery of America to the Reconstruction Period.

**17. United States History (3)**

**B** Prerequisite: Political Science 1 or consent of the instructor. A survey of the political and social development of the United States from the Reconstruction Period to the present.

**20. History of California (3)**

A general survey of the history of the Pacific coast with major emphasis on cultural, economics, and social development of California.

**22. Black History (3)**

**A** A survey of the origins of Black Americans, African culture, the migration of Africans to America, life under slavery, and the struggle for freedom. The course includes abolitionist literature, emancipation of the slaves and life during the Reconstruction Period.

**22. Black History (3)**

**B** A survey of the history of Black Americans after the Reconstruction Period. Black literati, musicians, artists, and scientists are

studied. Included in the course are the recent struggles against discrimination and for civil rights. The course concludes with a study of the changing nature of present Black American culture.

**23. Latin American Civilization (3)**

Origins and main currents of Latin American Civilization. Geography, history, customs, and economic and political development of the Latin American nations. Special emphasis is given to the cultural similarities and differences between the Anglo-American and Spanish-American peoples.

**27. History of Mexico (3)**

A survey of the history of Mexico from pre-Columbian times to the present, with emphasis on bettering the student's understanding of our important neighbor to the south.

**28. Minority Groups in the Americas (3)**

The comparative study of Native American, Oriental, African, and European groups in the Americas as approached from the perspectives of history and the Social Sciences with emphasis on the sociological aspects of contemporary minority groups in the United States. Same as Sociology 14. May be taken for credit only once.

**29. Women in American History (3)**

A survey of the political, social, economic, and intellectual history of women in the United States from colonial times to the present. Emphasis on the social and cultural developments and results of the feminist movement in the nineteenth and twentieth centuries. Open to men and women.

**PHILOSOPHY****6. Introduction to Philosophy (3)**

**A** A critical approach to the problems of philosophy involving the student in intellectual situations that provokes reflection and expression, and stimulate a concern for the critical techniques essential to developing a sound personal philosophy.

**6. Introduction to Philosophy (3)**

**B** An introduction to the general types of philosophy and to the search for meaning as seen in the work of the great philosophers, with an attempt to relate their contribution to the contemporary situation.

**7. History of Ancient and Medieval Philosophy (3)**

**A** A study of the historical and logical development of the principal assumptions upon which

contemporary thought and activity are based with specific reference to the major proponents of these ideas in ancient and medieval times.

7 History of Modern and Contemporary Philosophy (3)

A study of the historical and logical development of the principal assumptions upon which contemporary thought and activity are based, including major proponents of these ideas. This course encompasses philosophy from the Renaissance to the present.

8 General Logic (3)

An introductory course in creative and critical thinking, with particular application to problem solving and decision making. Fallacies in argument, devices of persuasion, propaganda, deductive and inductive reasoning, elementary probability are examined, as well as the subjective factors in thinking, emotion, prejudice, cultural influence, value systems, the self-concept and the like.

9 Symbolic Logic (3)

An elementary course in logic for the person who has some understanding of and appreciation for the scientific method. It combines practical ideas useful for the criticism of reasoning, technical ideas of modern logic (use of symbols to represent complicated ideas and arguments), including the use of truth tables, indirect and conditional proofs within the theory of truth functions and quantification.

12 Religions of the World (3)

An introduction to the great ideas of the world's major religions: Hinduism, Jainism, Buddhism, Sikhism, Taoism, Confucianism, Shinto, Zoroastrianism, Judaism, Christianity, and Islam. An attempt to understand the development of these religions from a cultural and historical perspective and to move beyond our own limited traditions and understanding to an appreciation of the struggles of other peoples to find meaning and purpose in life.

14 Introduction to Ethics (3)

A systematic examination of the concepts of right and wrong as traditionally conceived and the application of moral values and principles to problems of daily life. The philosophy of conduct as related to contemporary moral issues.

#### POLITICAL SCIENCE

1 Introduction to Government (3)

An introduction to the principles, organization, functions, and politics of the national govern-

ment of the United States. Emphasis on current issues in American politics.

2 Introduction to Comparative Government (3)

Prerequisite: Political Science 1 or consent of instructor.

A comparative study of constitutional principles, governmental institutions, and political problems of selected governments. Particular attention to contemporary problems of Great Britain, France, West Germany, and the Soviet Union.

4 Introduction to International Relations (3)

Prerequisite: Political Science 1 or consent of instructor.

An introduction to the nature of political relations among nations, the basic factors which influence international politics, and the institutions for the conduct of international relations. Emphasis on an examination of contemporary world politics.

30 American Institutions (3)

A survey of America's heritage in history and government. Includes a study of the Federal Constitution and United States History. Satisfies the College of the Desert requirement for the A.A. degree.

#### PSYCHOLOGY

1 General Psychology (3)

Introduction to facts and principles governing human behavior. Topics include methods of observation and experimentation, human development, learning, intelligence, psychological foundations, perception, motivation, emotion, personality, adjustment, and social behavior.

2 Experimental Psychology (3)

Prerequisite: Psychology 1 or consent of instructor.

A methodology course designed to introduce the beginning student to the fundamentals of research with behavior. Selected experiments requiring minimal apparatus will be taken from the areas of statistics, learning, developmental, physiological, abnormal, and clinical psychology.

14 Child Development (3)

Study of the physical, social, psychological and intellectual growth and development of children and the significance of environmental influences such as the family, school, and community. Same as Home Economics 61-- (HPR 61). May be taken for credit only once.

33 Personal and Social Adjustment (3)  
Prerequisite: Psychology 1 or consent of instructor.

The development of the normal personality, with particular emphasis on problems of adjustments in such areas as school, family, vocation, and community. Focus will be on understanding the causes of frustration and the process of learning adequate methods of coping with situations.

PSYCHOLOGY--COUNSELING AND GUIDANCE

10 Orientation to College (1)

Required of all full-time beginning freshmen.

A group guidance program designed to assist the student in undertaking collegiate work and to aid him in preparing an educational program leading to his choice of vocation or profession. Administration and evaluation of vocational and personality tests to be followed by individual counseling interviews.

40 Personal Assessment for the Handicapped (2)

An exploration of the individual needs and goals of the physically handicapped including the college experience, guidance, counseling, supportive services and job placement. Emphasis will be on information dissemination and self-assessment.

40 Employment for the Handicapped (2)

The fundamentals of employment and the process of developing goals for the future employment for the handicapped are the two objectives of this course.

SOCIOLOGY

1 Introductory Sociology (3)

Survey of the characteristics of social life, the processes of social interaction, and the tools of sociological investigation.

2 Sociological Analysis -- Social Problems (3)

Prerequisite: Sociology 1 or consent of instructor.

An application of sociological principles and concepts in an analysis of the family, religion, education, minorities, crime, and delinquency, urban society, industry, and politics. Special attention will be given to the interpretation of relevant quantitative data.

3 Statistical Methods (2)

An introduction to the statistical concepts and techniques most frequently used in sociology, psychology, anthropology, economics, business, mathematics, and education. Subject

matter includes tabular and graphic presentation of data, measures of central tendency, measures of correlation, sampling, confidence intervals, and tests of significance. Emphasis is placed upon the use and interpretation of the preceding. Same as Math 4. May be taken for credit only once.

10 Marriage and Family (2)

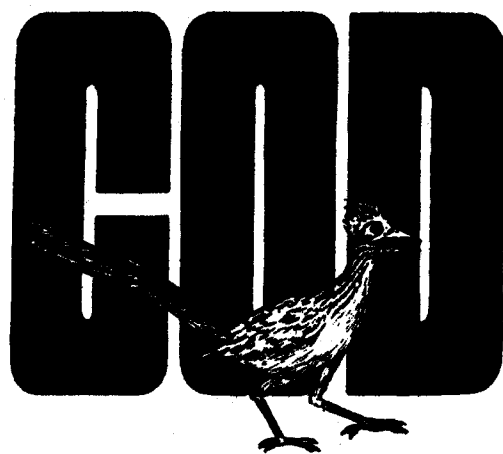
A study of the modern family with emphasis on personal adjustment, courtship, marriage, parenthood, and family administration. Open to both men and women. Same as Home Economics (HPR ). May be taken for credit only once.

12 Mexican-American Culture (3)

A survey of the cultural, economic, sociological, intellectual, and political history of the Mexican-American from his origins up to and including his present life in the United States. Special emphasis is given to the contributions and problems of the Mexican-American in California and the Southwest.

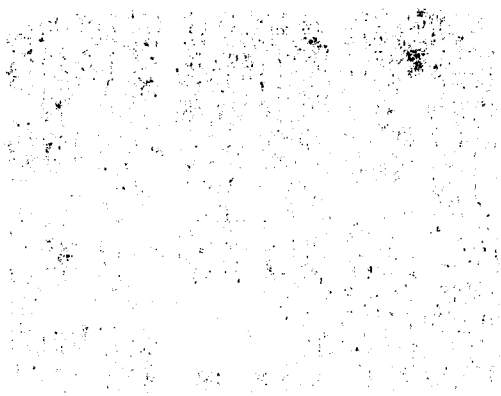
14 Minority Groups in the Americas (3)

The comparative study of Native American, Oriental, African, and European groups in the Americas as approached from the perspective of history and the social sciences, with emphasis on the sociological aspects of contemporary minority groups in the United States. Same as History 28. May be taken for credit only once.



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***SPECIAL EDUCATION***



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## SPECIAL EDUCATION

### COURSES OF INSTRUCTION

#### SPECIAL EDUCATION

1 Reading Improvement (2)

2 hours lecture and 3 hours laboratory.

Prerequisite: Achievement of college equivalent on a standardized reading test.

An accelerated course designed for those students who have achieved college level but who wish to improve both rate and reading and flexibility of reading. Admission based on diagnostic test data and approval of instructor.

2 Critical Reading (2)

Prerequisite: Successful completion of SE 1 Reading Improvement and/or approval of instructor.

A programmed course designed for those students who have achieved college level reading in Reading Improvement but who wish to improve critical reading of difficult material.

50 Reading Techniques (3)

3 hours lecture and training plus 3 or more hours laboratory.

A course designed for those students who need improvement in reading competence. Admission on the basis of diagnostic test. Required for students enrolled in the Probationary Entrance Program.

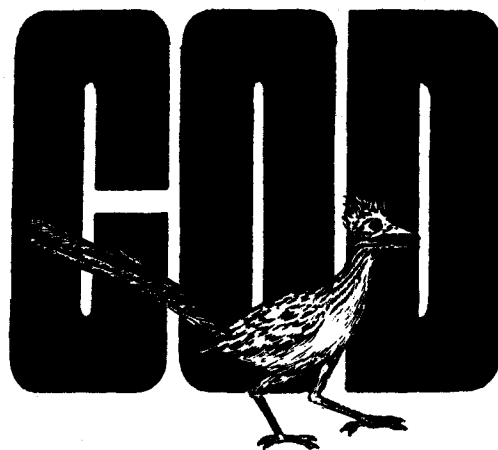
53 Fundamentals of Mathematics (3)

3 hours lecture and 1 hour laboratory.

A review of the fundamentals of mathematics as applied to everyday problems. Required for students who have not achieved a satisfactory score on the entrance examination. Same as Mathematics 53. May be taken for credit only once.

B Study Skills Laboratory (0)

A laboratory designed to give students an opportunity to improve in the fundamentals and various college subjects, i.e., mathematics, science, social science, study habits, spelling, and grammar. Teaching machines and programmed texts used exclusively.



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**COOPERATIVE *W*ORK *E*XPERIENCE**

## COOPERATIVE WORK EXPERIENCE EDUCATION

Cooperative Work Experience Education is a "real world" approach to Career Planning and/or Career Improvement where the student is provided an opportunity to have classwork relate directly to on-the-job work experience. In this program the entire community serves as a laboratory where local business "expertise" serve as instructors and millions of dollars worth of equipment is used by participating students.

When guidelines and responsibilities are met, units of College credit are granted students that work with employers who are participating in the program. Students that plan to continue their education will find that College of the Desert Work Experience units will transfer to the California State Universities and University System (the actual number of units accepted will be determined by the receiving institution.) Cooperative Work Experience Education units will count toward elective unit requirements in occupational, transfer, or Associate in Arts degree programs.

### ESTABLISHING JOB-RELATED LEARNING (PERFORMANCE) OBJECTIVES

At the beginning of each semester the student, in conference with the college and his employer, must establish three to five job-related performance objectives that must be successfully completed by the end of the semester. An objective is a statement that describes a learning experience in terms of a result the student is interested in accomplishing on the job during the semester. Successive semesters of Cooperative Work Experience Education will be given credit only when new job skills and learning activities can be identified and accomplished.

### WORK EXPERIENCE

- 94 Work Experience--General (1-3)  
Prerequisites: Must enroll for a total of 8 or more units of course work including Work Experience. During first two semesters, the individual must also be concurrently enrolled in the one-hour-per-week CONTROL CLASS.

Credit for General Work Experience may be accrued at the rate of from one to three units per semester, with a maximum total of six credit units. One unit credit is allowed for each five hours of work per week, two units for ten hours, and three units for fifteen hours. Students accepted into the General Work Experience Education program may receive both pay from the employer and college credit for their work. This form of work experience is open to the student whose job is not related to his college major.

- 95 Work Experience--Vocational (1-4)  
Prerequisites: Must enroll for a total of 8 or more units of course work including Work Experience. During the first two semesters, the individual must also be concurrently enrolled in the one-hour-per-week CONTROL CLASS.

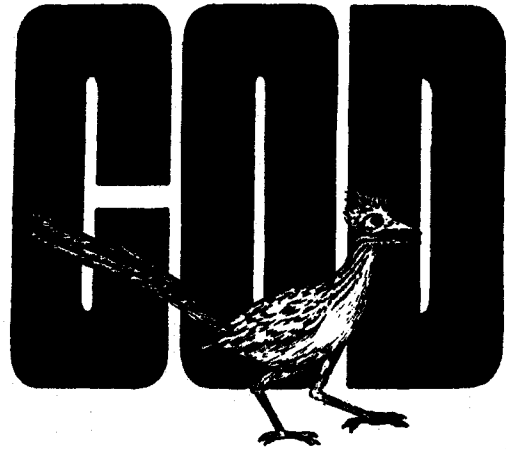
Credit for Vocational Work Experience may be earned at the rate of from one to four units

per semester, earning a maximum total of sixteen credits. One unit credit is allowed for each five hours per week, two units for ten hours, three units for fifteen hours, and four units for twenty hours. Students accepted into the Vocational Work Experience program may receive both pay from the employer and college credit for their work. Vocational Work Experience requires that the student be employed in an occupation related to his college major.

FOR ADDITIONAL INFORMATION, CONTACT  
THE DIRECTOR OF WORK EXPERIENCE  
EDUCATION.



***FACULTY***



ANNOUNCEMENT OF FACULTY 1975-76

- DONALD D. AKKERMAN (1969)**  
Associate Professor of Education; Coordinator,  
High Desert Campus  
B.A., 1957, State College of Iowa  
M.A., 1963, Colorado State College
- FRANKLIN YTRO ATTOUN (1967)**  
Associate Professor of French and Spanish  
B.S., 1966, M.A., 1967, University of Missouri
- ARTHUR W. BENDER (1969)**  
Associate Professor of Microbiology, Anatomy  
and Physiology  
B.S., 1956, Bowling Green State University;  
M.S., Ed., 1961, University of Toledo; M.S.,  
1967, Virginia State College
- HAROLD L. BIRD, JR. (1974)**  
Associate Professor of Chemistry  
B.S., 1943, Rutgers University; M.S., 1949,  
Purdue University; Ph.D., 1974, University of  
Arizona
- MARION NESBITT BLONDIS (1965)**  
Associate Professor of Nursing  
R.M., 1947, Bishop Johnson College of Nursing;  
A.B., 1958, San Francisco State College; M.A.,  
1970, United States International University
- BARBARA ANNE BOLANOS (1971)**  
Assistant Professor of Sociology  
A.A., 1968, College of the Desert; B.A., 1969,  
San Bernardino State College; M.A., 1970  
University of California, Riverside
- PAUL D. BOWIE (1970)**  
Associate Professor of Biology  
B.S., 1966, University of Radlands; M.S., 1970,  
University of Arizona
- WINIFRED D. BRUNNING (1965)**  
Assistant Professor of Home Economics  
A.B., 1965, San Diego State College; M.A., 1972,  
California State College, Long Beach
- DAN A. BURKE (1966)**  
Associate Professor of Special Education  
B.A., 1961, Arizona State University; M.A.,  
1964, Arizona State College
- BRYAN R. BURRAGE (1973)**  
Associate Professor of Biology  
A.B., 1956, University of Kansas; M.Sc., 1966,  
San Diego State University; Ph.D., 1972,  
University of Stellenbosch, Stellenbosch, RSA
- SAM JOHNSTON CALDWELL (1971)**  
Instructor in Engineering  
B.S., 1939, U.S. Naval Academy, Annapolis,  
Maryland
- FAYE R. CASTILLEJA (1972)**  
Instructor in Nursing  
A.A., 1969, College of the Desert
- JOHN COEFIELD (1963)**  
Professor of Health and Physical Education;  
Chairman, Health and Physical Education;  
Director of Athletics  
B.S., 1952, Slippery Rock State College of  
Pennsylvania; M.S., 1955, Ed.D., 1964,  
University of Oregon
- LUIS CORONA (1975)**  
Coordinator of Student Activities and Financial  
Aids  
A.A., 1959, Riverside City College, California;  
A.B., 1962, M.A., 1964, Long Beach State College,  
California
- JOHN D. CRAIG (1972)**  
Assistant Professor of Engineering  
A.A., 1975, College of the Desert
- HAROLD CROW (1962)**  
Associate Professor of Industrial Technology  
B.S., 1954, M.A., 1961, New Mexico Western  
College
- MARGARET ANN CURLIN (1975)**  
Instructor in Developmental Education  
B.A., 1939, University of Arizona, Tucson
- LARRY MARK DASHIELL (1974)**  
Instructor in Auto Mechanics  
A.A., 1966, Laney College; B.A., 1973, M.A.,  
1975, California Polytechnic State University  
San Luis Obispo

- RITA RAMIREZ DEAN (1973)**  
Assistant Professor of History  
  
B.A., 1965, M.A., 1971, Chapman College, California
- EDGAR L. De FOREST (1962)**  
Professor of English and Speech  
  
Theatre Arts Diploma, 1937, Leland Powers School of the Theatre, Boston; B.S., 1940, Boston University; M.A., 1941, University of Southern California; Ed.D., 1955, Columbia University
- DANIEL V. DETI (1962)**  
Associate Professor of French and Spanish; Chairman, Foreign Language  
  
B.A., 1945, University of Wyoming; M.A., 1951, Middlebury College, Vermont; Diploma, 1954, Ecole Supérieure des Professeurs de Français à l'Étranger, University of Paris
- MARCELINO DIAZ, JR. (1972)**  
Assistant Professor of Guidance; Counselor, EOP  
  
B.A., 1966, M.A., 1969, 1973, New Mexico Highlands University
- PAUL HERMAN DILGER (1971)**  
Associate Professor of Agricultural Mechanics  
  
A.A., 1963, Los Angeles Valley Community College  
B.S., 1968, University of California, Davis  
M.S., 1975, California State Polytechnic University, San Luis Obispo  
Detroit Diesel & Allison Automatic Transmission Service Schools
- WALLACE F. DOHMAN (1969)**  
Associate Professor of English  
  
B.S., 1953, Winona State College; M.A., 1956, University of Minnesota
- CLAUDIA J. EBERLY (1973)**  
Assistant Professor of Nursing  
  
B.S., 1972, Indiana University of Pennsylvania
- M.W. ELLERBROEK (1961)**  
Professor of Education; Dean of Business Services  
  
A.B., 1947, University of Redlands; M.A., 1953, Claremont Graduate School; Ed.D., 1957, University of Southern California
- HENRY K. ENG (1965)**  
Associate Professor; Assistant Librarian  
  
B.S., 1950, University of Colorado; M.A., 1958, University of Denver
- RONNIE R. EVANS (1972)**  
Assistant Professor of Arts  
  
B.A., 1968, M.A., 1973, San Diego State
- L. CAROLYN FISHER (1963)**  
Associate Professor; Counselor  
  
B.A., 1951, University of Redlands; M.A., 1966, Syracuse University
- CHARLES B. FLATT (1964)**  
Associate Professor of Sociology, Philosophy  
  
B.A., 1958, Pasadena College; M.A., 1959, University of Idaho
- CLYDE FLETCHER, JR. (1975)**  
Instructor, PREP Program  
  
B.A., 1970, Pepperdine College, California
- WENDELL C. FORD (1965)**  
Associate Professor; Coordinator, Audiovisual and Broadcast Service Center  
  
B.A., 1956, San Jose State College; M.A., 1957, San Francisco State College
- LAWRENCE FREDERICK (1962)**  
Professor of Industrial Technology; Chairman, Engineering and Technology  
  
B.S., 1942, Pennsylvania State University; M.S., 1948, Iowa State University; Ed.D., 1955, University of Missouri
- JOSEPHINE GUERENA GALLEGOS (1967)**  
Assistant Professor of Business  
  
B.S., 1961, Arizona State College; M.A., 1966, Northern Arizona University
- FRANK J. GARCIA (1968)**  
Associate Professor of Health and Physical Education  
  
B.A., 1959, M.A., 1965, Sacramento State College
- DOUGLAS RICHARD GARRISON (1974)**  
Instructor in English  
  
B.A., 1972, University of California, Santa Barbara; M.A., 1974, San Francisco State University
- RICHARD OWEN GILLYCK (1975)**  
Work Experience Coordinator  
  
B.S., 1952, University of Wisconsin; M.S., 1957, Shippensburg State University, Pennsylvania

**WAYNE G. COGGANS (1969)**  
Assistant Professor of Music  
B.M., 1963, Georgia State College; M.M., 1968, Northeast Louisiana State College

**GEORGE GOODWIN (1962)**  
Professor of Philosophy and Religion  
A.B., 1939, D.D., 1956, West Virginia Wesleyan; S.T.B., 1942, S.T.M., 1952, Ph.D., 1965, Boston University

**RALPH T. GRANNAN (1973)**  
Assistant Professor of Physics  
B.A., 1959, M.A., 1973, University of California, Riverside

**CHARLES RONALD GREEN (1966)**  
Associate Professor of Guidance; Director, Guidance  
B.S., 1958, Brigham Young University; M.A., 1960, Arizona State University

**BETTY JEAN HAARSTICK (1967)**  
Associate Professor of Nursing  
B.S.N., 1964, M.S., 1967, Loyola University, Chicago

**JAMES W. HAMILTON (1972)**  
Assistant Professor of Engineering

**EUGENE KENNETH HANSON (1969)**  
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B.A., 1953, Westmar College; M.Div., 1957, Luther Seminary; M.A., 1970, Claremont Graduate School

**DONALD J. HARRISON (1971)**  
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B.A., 1956, M.S., 1960, University of Southern California

**BEVERLY A. HARTNETT**  
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B.S., 1960, University of Washington

**FRANCIS JENE HEDQUIST (1970)**  
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B.A., 1959, M.A., 1961, University of Utah; Ph.D., 1967, Brigham Young University

**DEAN W. HOOVER (1973)**  
B.A., 1950, Drury College, Missouri; M.A., 1972, Adams State College of Colorado; Ph.D., 1973, University of Oklahoma

**JAMES H. HOPKINS (1970)**  
Associate Professor of English  
B.S., 1960, New Mexico Western College; M.A., 1964, Western New Mexico University

**JAMES M. HOPP (1974)**  
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B.A., 1967, University of Redlands; C.Phil., 1973, University of California, San Diego

**CLARK EDWARD HOWARD (1975)**  
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B.A., 1964, University of California, Riverside

**ROY HUDSON (1962)**  
Professor of Rhetoric and Public Address  
B.A., 1948, Fresno State College; M.A., 1949, University of Oregon; Ph.D., 1953, Cornell University

**JOSEPH B. LANTORNO (1974)**  
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**RICHARD I. IMMENHAUSEN (1966)**  
Associate Professor of English and Industrial Technology  
B.S., 1955, Carthage College; M.A., 1962, Sacramento State University; Ed.S., 1970, University of the Pacific

**ROBBIE C. JOHNSON (1972)**  
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B.S., 1963, California State College, Los Angeles; M.S., 1972, University of California at San Francisco

**R. FLEMING JONES, M.D. (1975)**  
College Physician  
M.D., 1943, Indiana University School of Medicine

**ROBERT B. JORDAN (1966)**  
Associate Professor; Coordinator, Community Services  
B.S., 1962, M.A., 1964, New Mexico State University

**MARIAN M. KATZ (1967)**  
Associate Professor of Nursing  
B.S.N., 1956, M.A., 1960, Walla Walla College, Washington

- DORIS F. KELLY (1973)**  
Instructor in Nursing
- AUSTIN F. KILLIAN (1970)**  
Associate Professor of Art
- B.A., 1942, Augustana College; M.F.A., 1949,  
University of Iowa
- JAMES C. KNEEBONE (1969)**  
Assistant Professor of Music
- B.M., 1961, M.S., 1962, Kansas State College of  
Pittsburg
- WILLIAM R. KROOMEN (1969)**  
Professor of Developmental Education  
Chairman, Developmental Education  
A.D. 1958, University of Colorado  
B.A., 1960, University of California, Riverside;  
M.A., 1966, University of New Mexico, Ed.D.,  
1974, University of Southern California
- JAN B. LAWSON (1970)**  
Assistant Professor of English
- B.A., 1954, University of Rhode Island; M.A.,  
1970, University of Tennessee
- MARIAN T. LEE (1973)**  
Associate Professor of Mathematics
- A.B., 1938, University of California; M.S., 1939,  
University of Southern California
- JOHN L. MARMAN (1969)**  
Associate Professor of Physical Education
- B.S., 1963, Midland College; M.Ed., 1964,  
University of Arizona
- BETTY JO MARSHALL (1968)**  
Assistant Professor of Nursing
- R.N., 1946, St. Luke's Hospital School of  
Nursing, Cedar Rapids, Iowa; B.A., 1975,  
Pepperdine University, California
- JOHN W. MARZICOLA (1972)**  
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California
- J.R. MASTERS, JR. (1964)**  
Professor of Speech; Chairman, English-Speech
- B.A., 1951, Humboldt State College; J.D., 1954,  
Williamette University; M.A., 1964, San  
Francisco State College
- ASHLEY T. McDERMOTT (1964)**  
Assistant Professor of Astronomy and History
- A.B., 1961, San Diego State College; M.A., 1967,  
San Francisco State College
- KENNETH HAROLD McDONNELL (1975)**  
Instructor in Business
- B.S., 1954, University of Southern California;  
LL. B., 1965, Southwestern University, Los  
Angeles
- BARBARA D. McFADYEN (1965)**  
Professor of Political Science
- A.B., 1944; M.A., 1945, 1957, University of  
Denver; Ph.D., 1965, University of Colorado
- MARTIN S. McKELL (1965)**  
Associate Professor of Business; Chairman,  
Business
- B.A., 1959, University of California, Berkeley  
M.A., 1963, George Washington University,  
District of Columbia
- DONNA JOY McLAIN (1968)**  
Associate Professor of Physical Education
- B.S., 1958, Northern Illinois University;  
M.A., 1963, Long Beach State College
- JOHN ROLLAND McMILLAN (1967)**  
Professor of Education; Registrar
- B.S., 1950, Grove City College; M.A., 1964;  
Ph.D., 1970, Arizona State University
- STEVEN R. McWILLIAMS (1967)**  
Associate Professor of Geography
- B.A., 1961, University of Colorado; M.A., 1966,  
University of Oregon
- ANNA BECKER MENDEZ (1969)**  
Associate Professor of Nursing
- B.S.N., 1955, Washington State University;  
M.S.N., 1974, University of Arizona, Tucson
- HOMER A. MENDEZ (1971)**  
Assistant Professor, Developmental Education
- A.B., 1942, Subiaco College, Arkansas; A.B.,  
1959, University of San Francisco; M.A., 1975,  
Azusa Pacific College, California
- MERLE E. MERRITT (1970)**  
Assistant Professor of History
- B.A., 1956, Westmar College, Iowa; M.A., 1964,  
University of South Dakota
- GEORGE L. MEYER (1969)**  
B.A., 1961, M.A., 1967, University of California  
Santa Barbara
- ALFRED D. MILLER (1971)**  
Associate Professor of Psychology; Counselor
- B.A., 1958, M.A., 1960, University of Northern  
Iowa

- 213
- JAMES A. MILLS (1973)**  
Associate Professor of Law; Chairman, Law Enforcement  
A.B., 1943, Erskine College, South Carolina;  
J.D., 1949, University of Southern California
- MATTHEW MONICA, JR. (1973)**  
Assistant Professor of Education; Coordinator, Veteran's Program  
A.A., 1968, College of the Desert; B.A., 1970, M.A., 1971, San Fernando Valley State College
- DOROTHY M. MOTTWEILER (1965)**  
Associate Professor of Nursing and Paramedical  
R.N., 1936, Methodist Hospital of Indianapolis;  
B.S., 1957, Indiana University; M.S., 1965, Loma Linda University, California
- KATHLEEN MUCHNIK (1972)**  
Assistant Professor of Nursing  
B.S., 1971, Fairleigh Dickinson University, New Jersey; M.S., 1975, Azusa Pacific College, California
- DONNA LEE MULVEY (1971)**  
Assistant Professor of Music  
B.A., 1969, University of California, Irvine;  
M.A., 1970, University of California, Riverside
- HOVAK NAJARIAN (1966)**  
Associate Professor of Art; Chairman, Art  
B.S., 1952, Bob Jones University, S.C.; M.A., 1957, Teachers College, Columbia University, New York City
- TERRY NORMAN NICHOLSON (1974)**  
Assistant Professor of Theatre Arts  
B.A., 1968, M.A., 1969, San Francisco State University, California
- JOHN NORMAN (1962)**  
Professor of Music; Chairman, Music  
B.A., 1950, Northeastern State College, Okla.;  
M.M., 1957, University of Oklahoma; Ph.D., 1968, Michigan State University
- SEAMUS NUNAN (1962)**  
Professor of History; Chairman, Social Science  
B.S., 1941, New York University; M.A., 1947, Columbia University; Ed.D., 1958, University of Southern California
- JAMES C. ONEY (1970)**  
Associate Professor of Industrial Technology  
B.S., 1962, New Mexico Western University; M.A., 1970, California State College at Long Beach
- ROSEMARY ORTEGA (1972)**  
Instructor, Developmental Education  
A.B., 1971, San Diego State College
- CHARLES R. PALMER (1969)**  
Associate Professor; Assistant Coordinator, Continuing Education  
B.S., 1957, California State College, California, Pennsylvania; M.A., 1959, West Virginia University
- GARY PARSONS (1975)**  
Instructor in Ornamental Horticulture  
A.A., 1971, Butte College, Durham, California;  
B.S., 1973, Chico State University, Chico
- C.A. PATTERSON (1974)**  
Associate Professor of Higher Education; Dean of Instruction  
B.S., 1957, Illinois State University; M.S.T., 1965, University of Arizona; Ph.D., 1971, Arizona State University
- WILLIAM H. PIVAR (1971)**  
Associate Professor of Business  
B.S., 1953, J.D., 1956, University of Wisconsin
- SAMUEL HART PLUMER (1975)**  
Instructor in Education; Counselor for the Handicapped  
B.S., 1943, The Ohio State University; M.Ed., 1972, Bowling Green State University, Ohio
- RICHARD W. POST (1974)**  
Assistant Professor in Business Education  
B.S., 1972, M.S., 1973, California State University, Hayward
- JAMES T. PULLIAM (1970)**  
Associate Professor of Education  
B.A., 1963, University of Redlands; M.A., 1966, Chico State College; M.A., 1971, Chapman College
- DIANE NORTROP RAMIREZ (1974)**  
Assistant Professor of Special Education; Counselor; Coordinator Handicapped Program  
B.F.A., 1967, Ohio State University; M.A., 1971, California State University, Los Angeles
- LANCE READ (1964)**  
Associate Professor of Guidance  
A.B., 1951, M.Ed., 1958, University of California, Los Angeles

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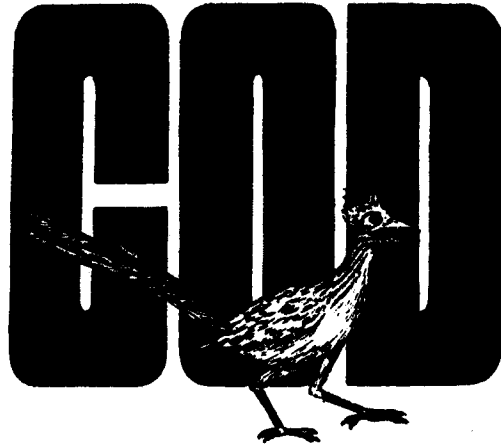
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## **APPLICATION AND REGISTRATION CHECK LIST**

- 1** Application to be filed as far in advance of the opening of the semester as possible in order to allow for counseling services and completion of application procedure prior to the beginning of classes.
- 2** Request that transcripts from high school and all previously attended institutions of higher education be sent directly to the office of the Registrar at College of the Desert.
- 3** Take placement examinations as directed by the Office of the Registrar in the Notice of Admission.
- 4** Report for advising and registration as directed by the Registrar.