

COLLEGE ^{OF} _{THE} DESERT



1994-1995 CATALOG

COLLEGE OF THE DESERT

A California Public Community College



1994 - 1995 CATALOG OF COURSES

DESERT COMMUNITY COLLEGE DISTRICT

College of the Desert

43-500 Monterey Avenue
Palm Desert, CA 92260
(619) 346-8041
(619) 773-2516
(619) 773-2520

Copper Mountain Campus

Post Office Box 1398
6162 Rotary Way
Joshua Tree, CA 92252
(619) 365-0614
(619) 366-3791
(619) 367-3591

WELCOME TO THE COLLEGE

Congratulations on deciding to attend the College of the Desert. You will be receiving one of the best higher education experiences in the State of California. Think of this as a personal partnership between you and the College of the Desert. Your success will depend not only on what the College can provide in terms of resources and commitment to you, but also on what you bring to the College in terms of personal abilities and commitment.



Dr. David A. George

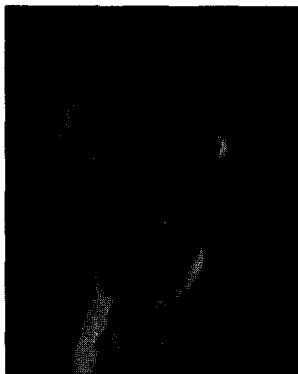
Whatever site that you are attending -- the Palm Desert Campus, Copper Mountain Campus, Twentynine Palms Marine Base Center or the Eastern Valley Center -- this catalogue is intended to help you make the most of your educational experience by making you more knowledgeable of the resources and opportunities that are available within the Desert Community College District.

On behalf of the District's Board of Trustees, faculty, and staff, we would like to welcome you and to express to you our sincere hope that you are able to fully achieve your educational goals at College of the Desert. We are committed to supporting you in any way that we can, so please do not hesitate to call on any of us in matters with which we can be of assistance!

Dr. David A. George
President and District Superintendent

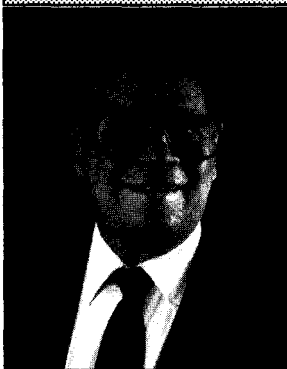
James Pulliam
Provost, Copper Mountain Campus

BOARD OF TRUSTEES



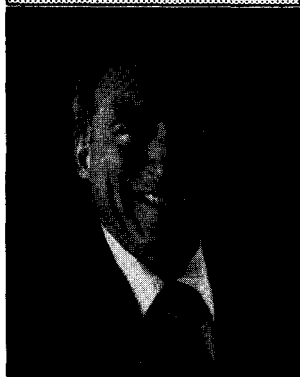
Charles Hayden, Jr.
MEMBER
AREA 2
Elected 1983
Term Expires, 1995

Ray House
CHAIRMAN
AREA 5
Elected 1985
Term Expires 1995



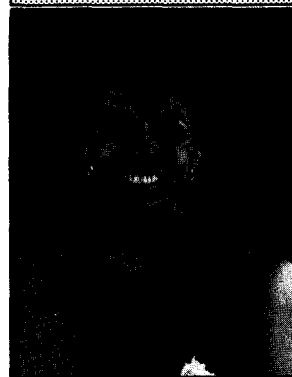
Virnita McDonald
VICE CHAIRMAN
AREA 1
Elected 1977
Term Expires 1997

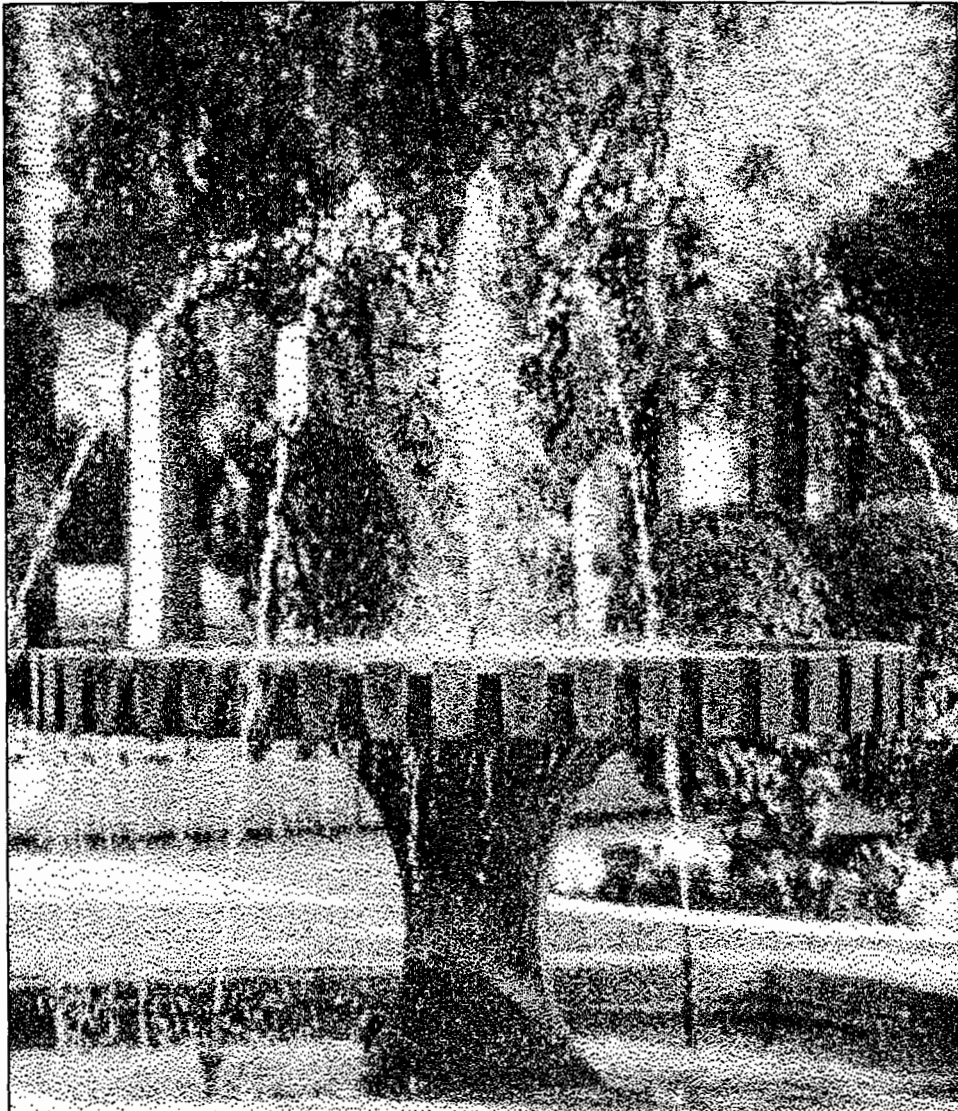
Barney Sandler
MEMBER
AREA 4
Elected 1993
Term Expires 1997



The members of the Board are elected by the people of the Desert Community College District for a term of four years. Two Student Trustees are elected annually by students.

Jackie Suitt
CLERK
AREA 3
Elected 1979
Term Expires 1995





College of the Desert is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education. Accreditation was reaffirmed during the 1992-1993 academic year. College of the Desert's next comprehensive review will be conducted in 1998-1999.

TABLE OF CONTENTS

Academic Calendar	6
General Information	8
College Policies	16
Admission Information	19
Student Services	26
Academic Information	36
Degree and Certificate Information	58
Degree and Certificate Programs/Courses of Instruction	
Academic Skills	61
Administration of Justice	62
Agriculture	68
Allied Health	79
Art	92
Business and Hospitality Industries	104
Communication	136
Culinary Arts	150
Developmental Education	153
Disabled Students	155
Engineering/Technology	157
Environmental Design	170
Fashion/Clothing and Nutrition	182
Fire Science	185
Foreign Languages	190
Health, Physical Education, and Recreation	199
Human Services	208
Liberal Arts	225
Liberal Studies	226
Mathematics	226
Music	229
Sciences - Biological, Chemical and Physical	239
Social Sciences	248
Theatre Arts	259
Announcement of Faculty	268
Index of Policy Statements	279
Glossary	282
Index	286

<p>This catalog is valid from July 1, 1994 through June 30, 1995. It is in effect for the Fall and Spring semesters and any session (intersession) which commences within this defined period of time.</p>
--

ACADEMIC CALENDAR

AUGUST 1994

Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FALL SEMESTER 1994

August 25 Classes Begin

SEPTEMBER 1994

Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

September 5 Labor Day - HOLIDAY

September 23 .. Last day to drop without a "W"

OCTOBER 1994

Su	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER 1994

Su	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

November 11 Veterans' Day - HOLIDAY

November 22 .. Last day to drop without a grade

November 24-25 .. Thanksgiving Day - HOLIDAY

November 26 No Saturday classes

DECEMBER 1994

Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

December 17 .. Final Exams for Saturday classes

December 19 - 23 Final Exam Week

December 23 Last day of Fall 1994 Semester

December 26 - 28 Campus Closed

ACADEMIC CALENDAR

SPRING SEMESTER 1995

December 24 - January 16 Faculty Break

December 24 - January 19 Student Break

January 16 Martin Luther King, Jr. HOLIDAY

January 20 Spring classes begin

February 16 Last day to drop without a "W"

February 17 Lincoln's Day - HOLIDAY

February 18 No Saturday classes

February 20 Washington's Day - HOLIDAY

April 10 - April 16 Spring Break

April 28 Last day to drop without a grade

May 24 - May 31 Final Exams

May 29 Memorial Day - HOLIDAY

May 31 Last day of Final Exams

May 31 Last day of Spring semester

May 31 Graduation

JANUARY 1995

Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6
	7	8	9	10	11	12
	13	14	15	16	17	18
	19	20	21	22	23	24
	25	26	27	28	29	30
	31					

FEBRUARY 1995

Su	M	T	W	Th	F	Sa
			1	2	3	4
	5	6	7	8	9	10
	11	12	13	14	15	16
	17	18	19	20	21	22
	23	24	25	26	27	28

MARCH 1995

Su	M	T	W	Th	F	Sa
			1	2	3	4
	5	6	7	8	9	10
	11	12	13	14	15	16
	17	18	19	20	21	22
	23	24	25	26	27	28
	29	30	31			

APRIL 1995

Su	M	T	W	Th	F	Sa
						1
	2	3	4	5	6	7
	8	9	10	11	12	13
	14	15	16	17	18	19
	20	21	22	23	24	25
	26	27	28	29	30	

MAY 1995

Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6
	7	8	9	10	11	12
	13	14	15	16	17	18
	19	20	21	22	23	24
	25	26	27	28	29	30
	31					

GENERAL INFORMATION

MISSION STATEMENT

Challenged by a diverse, growing, and energetic community dedicated to lifelong learning, the DCCD will be the center for comprehensive educational opportunities for instruction in Academic Transfer, Vocational/Occupational, Developmental Education, and Community Services programs and will stimulate its constituents by promoting cultural exchange, encourage the examination and development of ideas through a balanced social forum, and provide an environment for growth of the individual and the community.

GOALS

ACADEMIC TRANSFER PROGRAMS

The DCCD believes that academic transfer programs are essential to the community and must provide a general education and pre-major curriculum that will meet or exceed the lower division requirements articulated with four-year institutions.

The District is committed to an overall effort to fulfill academic transfer requirements by concentrating on the development of a comprehensive instructional environment.

OCCUPATIONAL AND VOCATIONAL EDUCATION

To meet the changing economic, technological, and environmental needs of the community, the DCCD will identify regional employment training needs and provide degree and certificate programs which prepare students for these career opportunities.

These programs will train, retrain, and upgrade student career skills through existing occupational/vocational and general education programs as well as partnerships and contractual education with the private sector and public agencies.

BASIC SKILLS

The DCCD believes that basic skills education is critical to an individual's well-being in a demanding society. Therefore, the District will provide comprehensive basic skills programs to support academic, occupational/vocational, developmental education and community services.

COMMUNITY SERVICES

The DCCD accepts the responsibility to provide a community services program offering comprehensive lifelong learning opportunities which expand or complement the other educational programs of the District.

MARKETING

The DCCD will aggressively and effectively promote all District programs and services to increase public awareness of educational opportunities, fulfill the mission of the District, and encourage measured growth.

ORGANIZATION

The DCCD recognizes the need for a well-defined organizational system that supports the interrelationship and participation of all institutional elements, enhances opportunities for consideration of matters common to the District and its environment, and provides methods for timely response to District-wide needs.

PLANNING

The DCCD has established within its organizational structure a planned, systematic procedure designed to encourage and facilitate the creation of innovative programs and the expansion of existing programs.

RESOURCES

The DCCD believes that all resources aid the District in fulfilling the mission of providing comprehensive educational opportunities to the community and that all resource allocation must be tied to existing or newly developed programs compatible with the approved Mission Statement.

Further, the District is dedicated to the principle that all resources are reciprocal and that we must be accountable to our constituents in demonstrating the results of acquired resources. Resource allocations must reflect our commitment to equal opportunity so that all citizens have access to their benefits.

HISTORY

The Desert 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 Fred Waring Drive in Palm Desert. The College's first students were received in Fall of 1962.

The residents of the Morongo Unified School District, comprised of the communities of Morongo Valley, Yucca Valley, Landers, Joshua Tree, and Twentynine Palms, elected, in 1966, to join the Desert Community College District. Classes were first offered on the High Desert in the Fall of 1967 at the Twentynine Palms High School to approximately 60 students.

In 1972, the High Desert Campus began renting what had been until then a parochial school, on Sage Avenue in Twentynine Palms. The first building phase was completed in the Spring of 1984, thus giving the High Desert community its first access to local, college-owned facilities in Joshua Tree. At that time, the High Desert Campus became known as Copper Mountain Campus.

Close cooperation with the Hi-Desert Memorial Hospital District and the Marine Corps has enabled Copper Mountain Campus to expand its offerings in such specialized fields as Nursing and Computer Science.

The partnership between Copper Mountain Campus (CMC) and the Marine Corps Air Ground Combat Center has created educational opportunities aboard the base in Twentynine Palms. In addition to providing specific courses at the request of the Marine Corps, CMC offers many general education classes at the base.

A number of vital services are also offered at the Center, including registration, counseling, and a bookstore. CMC classes offered at the Combat Center are open to the general public.

The Eastern Valley Center is an off-campus satellite educational program. EVC offers credit classes in core academic subject areas as well as non-credit classes in the evening at the Indio

High School campus. As part of its efforts to better serve the residents of the eastern Coachella Valley, College of the Desert is working to establish an Eastern Valley Center facility in Indio. With the availability of the new educational facility, the college will be prepared to provide additional academic opportunities and services to eastern valley residents in a centralized location.

CALIFORNIA STATE UNIVERSITY SAN BERNARDINO COACHELLA VALLEY CENTER

California State University, San Bernardino, offers junior, senior, and graduate level coursework and programs in facilities located on the east side of the COD Palm Desert campus. COD students planning to transfer to CSUSB can apply for guaranteed admission contracts by contacting the University, or the COD Transfer Center. For further information, call CSUSB at (619) 341-2883; or the COD Transfer Center at (619) 773-2523.

COLLEGE CURRICULUM

The College curriculum is organized around four major areas.

1. PREPARATION FOR TRANSFER - As an integral unit of the California tripartite system of public higher education, the College provides 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.

2. OCCUPATIONAL EDUCATION - For those students desiring to complete an occupational curriculum within two years, the College offers technical training and education in fields justified by student enrollment. Individual courses are offered in some areas where a full curriculum cannot be justified. In both instances the College's aim is vocational competence for students and an appreciation of citizenship responsibilities.

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

4. COMMUNITY EDUCATION - The College recognized the dignity and worth of each individual and provides 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.

PREPARATION FOR TRANSFER

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 important for students to engage in careful, long range planning. In general, students planning to transfer should follow the procedure outlined below:

1. Tentative Choice: Because course requirements vary among colleges and universities, it is advantageous to research and select the school(s) to which you plan to transfer as early as practicable in your college career. The C.O.D. Transfer Center offers a research library to help you prepare to transfer, including catalogs from California public and private institutions, as well as from many out-of-state colleges. Transfer admission information, applications, and other reference materials are also available. The Transfer Center is located in Administration, Room 12.

2. Catalog: Examine catalogs of prospective colleges and universities. Study carefully those sections that cover requirements for (a) transfer admission, (b) the major, and (c) graduation.

Finding all requirements often warrants a review of the entire catalog, as requirements may be listed in different sections of the catalog. Many of these requirements must be taken during the freshman and sophomore years. Failure to do so can unduly extend the time required for transfer admission and graduation.

3. Financial Aid: Apply for financial aid as directed in the current COD class schedule. Application forms and other financial aid information are available in the Financial Aid Office, located in the Student Center Building.

4. General Education Requirements: Students may complete their lower division general education or breadth requirements while at College of the Desert. C.O.D. has articulation agreements with the California State Universities (CSU) and the University of California (UC) system that allow students to be certified for these requirements. To select the pattern that is most appropriate for you, consult your faculty advisor or a counselor.

5. Application Filing Period: Check carefully the dates of the application filing period. This is the time between the first date applications will be received and the deadline. Many colleges have initial filing periods ten months before admission. In all cases, 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 advisers and instructors well enough so that they can comment accurately on the students' 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 (CSU) 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 CSU require completion of 60 transferable units to enter as a junior, however, the CSUs will allow community college students to transfer with 56 transferable units. The University of California requires a minimum of a 2.4 grade point average (2.8 or higher for non-residents). The California State Universities require a minimum of a 2.0 transfer grade point average (2.4 or higher for non-residents). Students eligible for UC or CSU entrance as freshmen may enter before their junior year if they have maintained a 2.0 or better grade point average in college work.

NOTE: Meeting minimum requirements is *not* enough to gain admission to many UC and CSU campuses and programs. For clarification of entry requirements, consult the transfer college catalog.

9. Admission to Independent California or Out-of-State Colleges: Students who follow transfer major courses of study find they are given credit for most, if not all, courses when they transfer to independent or out-of-state colleges and universities. Some colleges require a certain number of completed units before considering students as eligible for transfer. Others do not, and accept students at any time. Admission requirements are outlined in the respective college catalogs. Catalogs are available for use in the College of the Desert Transfer Center, or one may be purchased from the transfer college's bookstore. Independent colleges encourage students to make an appointment with their Office of Admissions in order to discuss transfer opportunities on a personal basis.

10. Transferable Courses: Course descriptions in this catalog carry a designation code of their acceptance for transfer at the California State University (CSU) and at the University of California (UC). This acceptance can change annually. Consult the Counseling Center for more detailed information.

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); or (b) an Associate 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 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.

DEVELOPMENTAL EDUCATION

Education is a lifelong process. In today's society, it is becoming increasingly necessary for people to return to college to acquire new skills, upgrade old skills, acquire new knowledge and expand existing knowledge.

Recognizing the role of the community college in the area of developmental education, College of the Desert makes available opportunities for development of necessary skills and knowledge in Adult Basic Education (Reading, Writing and Math), English as a Second Language, High School Completion, and preparation for the General Education Development Test (GED).

Many courses are offered on an open-entry, open-exit basis. Admission of students occurs on a daily basis and no prior educational background is required. In addition to regular class offerings, emphasis is placed on individualized student learning. Specifically, instruction is provided in the following areas:

ENGLISH AS A SECOND LANGUAGE (ESL)

This program is especially developed for non-native speakers of English and for those who speak English as their second language. The College offers a series of courses which focus on the language skills necessary to function and communicate effectively in basic, vocational, academic and professional aspects of life.

Developmental Education offers the Non-Credit ESL program, an intensive series of multi-skill courses which meet the needs of students not fluent in English. Persons from the beginning level (1) to the advanced level (6) of English proficiency acquire the skills required for their daily lives and prepare themselves to enter high school completion, vocational or academic programs. Please see *Communication* for information on the Credit ESL program.

ADULT BASIC EDUCATION (ABE)

The ABE program provides instruction which teaches adults those skills normally acquired in grades 1 - 8. Individual and group learning opportunities are offered students with particular emphasis in Reading, Writing, Mathematics, communication, and life skills.

HIGH SCHOOL COMPLETION

This program provides an educational opportunity for adults, anyone 18 years or older, who desire to complete requirements for a High School diploma. Credit may be granted for military service, for service school attended, work experience, and credit earned in the ninth grade or higher, except physical education.

GENERAL EDUCATIONAL DEVELOPMENT TEST (GED)

Another function of the program is to prepare students to pass the GED test, which many businesses and governmental agencies accept in lieu of the high school diploma. The GED test can be taken Monday, Tuesday, or Wednesday from 1:00 - 4:00 p.m. in room LM1.



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

COMMUNITY SERVICES

Community Services has become a major function of the Community Colleges of California. The California Association of Community Colleges (CACC) Community Services Commission has developed the following definition of Community Services:

"Community Services are those efforts provided by Community Colleges as one of their central functions often in cooperation with other community agencies which strive to identify and meet the following needs in the community not met by college credit programs: continuing education; cultural enrichment; recreational, community and personal development needs."

The Community Services Program at College of the Desert offers a wide range of self-supporting activities for the purpose of meeting the individual and community needs not served by the college's degree and certificate programs.

As another community service, the use of college facilities is encouraged by community organizations which qualify under the Civic Center Act. Community Services strives to keep the public abreast of current events, future trends, personal and professional development, and issues that affect the quality of life in the Coachella Valley, the nation, and the world.

Plato defined a good education: "A good education consists of giving to the mind and to the body all of the beauty and all the perfection of which they are capable." 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 any 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 available to all who might wish to participate.

LEARNING RESOURCES

ACADEMIC SKILLS CENTER

The purpose of the Academic Skills Center (ASC) at College of the Desert is to provide directly to students learning and educational services that support the regular classroom instruction. The staff of the ASC works closely with faculty to provide computer aided instruction (CAI) and tutoring which helps students to practice and reinforce what they are learning in their courses. Priority is given in five areas: reading, writing, mathematics, ESL and foreign languages. In addition, as part of the college's matriculation plan, the ASC assesses all entering students in basic skills and provides an introductory orientation to the district to beginning students. Also, the ASC offers training for students interested in becoming tutors and provides study skills assistance for any student enrolled in the college. Finally, English and ESL faculty are frequently available in the ASC to provide conferencing and assistance to students in these areas. Located in the Engineering Building, the ASC is open from Monday to Thursday from 8:00 a.m. to 9:00 p.m. and on Fridays from 8:00 a.m. to 4:30 p.m. Beginning with Fall 1994, the Center will also include an ESL/Foreign Language Multimedia CAI lab.

FOREIGN LANGUAGE CENTER

The Foreign Language Center provides support services in programmed cassette practice, video viewing, and computer-aided instruction so students can develop their communicative skills in understanding, speaking, reading and writing. This state-of-the-art technological facility is equipped with interactive, multimedia software carefully chosen to enhance the satisfaction of second language learning. Interactive programs are available for ESL, Spanish and French. Additionally, audio-only programs are available in Italian, German and Japanese. The center is supervised by qualified language instructors at varied times and is located in Room 5 in the Engineering building.

LIBRARY

The College of the Desert Library plays a prominent role in the instructional curriculum of the college. A professional staff is available to assist faculty and students to locate information and complete research projects. The circulating book collection consists of over 40,000 volumes as well as over 200 periodical/journal subscriptions.

The resources of the library also include audio and video tapes, microfilm, maps, newspapers and duplicating services. There are CD-ROM indexes to assist faculty and students in searching for articles from journals, periodicals and newspapers. In addition, the library has a special Annenberg Tape collection (265 tapes) from the CPB Project of the PBS educational series. Other special services available include interlibrary loans, microfilm copying, typewriters and the Annenberg Computer Users Lab for word processing.

The Copper Mountain Campus has a new library, which currently holds 4,000 books and 180 periodical/newspaper subscriptions. The library also has video tapes available. Other resources include CD-ROM indexes and databases, duplicating services, a microcomputer lab, and typewriters. In addition, the Bagley Room provides specialized resources in the area of desert studies to the community.

MEDIA CENTER

The Media Center provides non-print media services to students and faculty. The major emphasis of the Media Center is to supply video tapes, television programs, and satellite telecasts for instructional purposes within the college district. Also, it distributes and maintains the necessary equipment for viewing these materials and coordinates the repair of this equipment. The Center staff processes all requests for film rentals within the college district, and works with faculty on video productions.

The Media Center staff also consults with faculty, students and community members interested in the utilization, purchase, operation, and maintenance of equipment for locally produced instructional materials.

AUXILIARY ORGANIZATIONS

ALUMNI ASSOCIATION

College of the Desert Alumni Association was chartered in 1983. The major goals of the Association are to support student activities, recognize outstanding former students, and outstanding community leaders who have been supportive of the college. Annual recognition is also given to outstanding faculty and staff persons. Scholarships are awarded to college, high school and middle school students. The Scholarship Endowment Fund now totals in excess of \$250,000. Membership is open to alumni, students, staff, and the community.

COLLEGE OF THE DESERT FOUNDATION

The College of the Desert Foundation is a non-profit organization whose primary purpose is to provide financial support from the private sector to help underwrite those programs and facilities at the college which cannot be funded through public sources. The Foundation Board and committees are composed of community leaders who volunteer to work with college staff to support specific needs, present and future, of the college.

Donations to the College of the Desert Foundation can be of any size and may be designated to a particular department or project. Membership opportunities range from \$50 to \$1,000 annually. Estate planning assistance is available for wills, bequests, and charitable trusts.

COLLEGE OF THE DESERT FOUNDATION AUXILIARY

Members serve as goodwill ambassadors and organize special events for the college. Membership dues have been set at \$20 per year or \$250 for a life membership. The Foundation Auxiliary annually provides financial support to a wide variety of College programs.

FRIENDS OF COPPER MOUNTAIN CAMPUS

The "Friends" is a COD Auxiliary dedicated to raising funds for development of the Copper Mountain Campus. This group has been largely responsible for construction of Phase I of the campus at Joshua Tree, and have also contributed toward the completion of Phases II and III. The Auxiliary continues to solicit funds for future development.

FRIENDS OF THE LIBRARY

The Friends of the Library are a dedicated group that support the library not only by augmenting the book collection, but also assisting in supplying new technologies. The Desert Collection Bibliography, focusing on the uniqueness of the region, is regularly updated with new and rare books by the Friends.

PRESIDENT'S CIRCLE

The primary purpose of the President's Circle is to support excellence in education and to encourage greater individual involvement with the college.

The Circle is composed of concerned citizens who make an annual contribution of \$1,000 or more to the Foundation. A onetime gift of \$10,000 or more entitles a donor to lifetime membership. For more information call 773-2568 or 346-2190.

SUPPORT GROUPS

The College encourages the formation of support groups for any academic program or service. Organizations such as the Friends of the Library have provided much needed financial and equipment resources to strengthen library operations. Staff of the College Foundation can assist in the formation of support groups for any academic program or service. For information and guidelines call 773-2568.

COLLEGE POLICIES

AFFIRMATIVE ACTION/ STAFF DIVERSITY/EQUAL OPPORTUNITY/TITLE IX

The Desert Community College District recognizes that diversity in the academic environment fosters cultural awareness, mutual understanding and respect, and harmony and creativity, while providing suitable role models for all students. To this end, the District is committed to the concepts and principles of Affirmative Action by providing equal opportunity in education and employment for all persons and by prohibiting discrimination based on race, sex, color, religion, age (over 40), sexual orientation, national origin, disabilities, marital status, or Vietnam-era veteran status. This commitment applies to every aspect of education and personnel policies and practices in employment, development, advancement, and treatment of employees, students and the general public.

Desert Community College District is further committed to non-discrimination in providing equal opportunity for admission, student financing, student-support facilities and activities, and employment regardless of race, religion, gender, age, disability, sexual orientation, or national origin.

The designated coordinator for compliance with Sexual Harassment, Affirmative Action/Staff Diversity, Equal Opportunity, and Title IX is Josie Gallegos, Staff Diversity/Affirmative Action Officer. Her office is located in the Modular Building south of the Brad Garrow Aquatic Center. She can be also be contacted by telephone at (619) 773-2508.

Desert Community College District will ensure that applicants, employees, and students with disabilities receive reasonable accommodations consistent with the requirements of the American with Disabilities Act, Government Code Sections 11135 et seq., and Section 504 of the Rehabilitation Act of 1973. Anyone with a physical or mental impairment substantially limiting one or more major life activities;

has a record of such impairment; or is regarded as having such an impairment, is considered a person with a disability. Major life activities means functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

The designated coordinator at College of the Desert, for compliance with Section 504 of the Rehabilitation Act of 1973 for students is Dr. Diane Ramirez. Her office is located in the Administration Building. She can also be contacted by telephone at (619) 773-2535.

ALCOHOL AND DRUG ABUSE POLICY

It is the policy of the Desert Community College District to maintain a drug-free campus and to ensure that no student abuses alcohol. The manufacture, distribution, dispensation, possession, or use of an illegal drug or the unlawful possession, use of or distribution of alcohol is prohibited in all buildings, property, facilities, service areas, off-campus sites of the District, or in any location where any District activity is occurring.

All students are required to comply with this policy as a condition of their continued studies. Any student violating this policy will be subject to appropriate action which may include expulsion.

Students who think they may have an alcohol or drug usage problem are advised to voluntarily seek confidential assistance from Student Health Services, and/or Counseling Services. While the District will be supportive of those who seek help voluntarily, the District will be equally firm in identifying and taking appropriate action to those students who continue to be substance abusers and do not seek help or continue substance abuse even while enrolled in counseling or rehabilitation programs.

This policy is in accordance with the provisions of the Drug-Free Schools Communities Amendments of 1989.

CAMPUS SEXUAL ASSAULT

1. PHILOSOPHY

The District recognizes that one of the most important ways to assist students, faculty and staff who are victims of sexual assault is to help them regain a sense of control over their lives. It is not the function of any district service provider to urge a particular course of action upon the victim of a sexual assault, nor to make any factual determinations as to the events which occurred. Instead, the duties of the service provider are to make the victim aware of the options and alternatives available, to aid the victim in making an informed decision as to a course of action, and to enable the victim to follow through in that decision. The provider will not take any action based upon a subjective evaluation as to the merit of any charges made, nor will the provider attempt to convince the victim that any course of action is preferable to another.

2. CONFIDENTIALITY

Applicable state and federal provisions will be applied in maintaining confidentiality in the handling of all sexual assault cases. Individual rights to privacy in these matters will dictate District policy practice and procedure.

3. TRAINING

Mandatory training on the topic of sexual assault and the provisions of the sexual assault procedures will be provided to employees of all departments providing services to or interacting with sexual assault victims to ensure timely, accurate and sensitive assistance to all concerned.

4. RECORD KEEPING AND DATA COLLECTION

All departments receiving reports about alleged incidents of sexual assault shall complete and forward the Sexual Assault Report Form to the Sexual Assault Liaison. The Sexual Assault Liaison will be responsible for storing, retrieving, and preparing the required report.

At the conclusion of each academic year this report will be forwarded to the President.

5. THE ROLE OF THE SEXUAL ASSAULT LIAISON

The District Sexual Assault Liaison (SAL) is designated as a central referral source for information relating to the rights, options, and services available to a sexual assault victim. Specifically, the SAL will be knowledgeable about campus and community referral resources which can provide medical, legal, counseling, advocacy, and academic assistance.

The SAL will not be expected to provide specific or detailed legal, medical or counseling guidance to a victim and will refrain from doing so unless licensed in the respective field. The SAL will be expected to inform a victim both orally and in writing of the existence and location of services available to assist the victim of a sexual assault.

6. CASE CONSULTATION AND FOLLOW-UP BETWEEN DCCD AND TREATMENT CENTERS

The SAL will be available for consultation with any treatment center if concerns or questions arise in cases involving Desert Community College District students, faculty, and staff.

7. ONGOING EVALUATION OF CAMPUS SEXUAL ASSAULT RESPONSE SERVICES

A periodic review (no less than once per academic year) shall be conducted to determine: 1) The efficacy of campus response mechanisms in cases of sexual assault; 2) The campus relationship with community assistance agencies; 3) The effectiveness of Desert Community College District procedures for responding to sexual assault cases involving students, faculty and staff.

The Board of Trustees authorizes the President/Superintendent to develop specific

procedures to implement the provisions of this policy.

Responsible Officials: Dean of Student Services; Director, Student Services, CMC; Director of Personnel; Affirmative Action Officer.

PERSONS WITH DISABILITIES

Desert Community College District will ensure that applicants, employees, and students with disabilities receive reasonable accommodations consistent with the requirements of the Americans with Disabilities Act, Government Code Sections 11135 et seq, and Section 504 of the Rehabilitation Act of 1973. Anyone with a physical or mental impairment substantially limiting one or more major life activities; has a record of such impairment; or is regarded as having such an impairment, is considered a person with a disability. Major life activities means functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

The designated coordinator at College of the Desert, for compliance with Section 504 of the Rehabilitation Act of 1973 for students is Dr. Diane Ramirez. Her office is located in the Administration Building, Room AD-3. She can also be contacted by telephone at (619) 773-2535.

SEXUAL HARASSMENT

It is the policy of Desert Community College District to provide an educational, employment and business environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, as defined and otherwise prohibited by state and federal statutes.

It is a violation of District policy for anyone who is authorized to recommend or take personal or academic action affecting an

employee or student, or who is otherwise authorized to transact business or perform other acts or services on behalf of the Desert Community College District, to engage in sexual harassment.

Sexual harassment occurs when unwelcome sexual advances are made, sexual favors requested, or other visual, verbal or physical conduct of a sexual nature is made either explicitly or implicitly as a term or condition of an individual's educational or employment status and has the purpose or effect of unreasonably interfering with an individual's educational or work performance or creating an intimidating, hostile, or offensive educational or work environment.

Any employee or student who alleges that he or she has personally suffered sexual harassment or one who has learned of such harassment in his or her official capacity should report the facts of the incident(s) within one year of the alleged harassment or within one year of the date on which the complainant knew or should have known of the facts underlying the allegation of sexual harassment.

Specific rules and procedures for reporting of sexual harassment and for pursuing available remedies are available in the Offices of the Staff Diversity/Affirmative Action Officer; Provost Office, CMC; Director of Personnel, and Dean of Students. In addition, all complaints filed with the Superior Court, State of California Department of Fair Employment and Housing, and Equal Employment Opportunity Commission shall be investigated by the Director of Personnel. All complaints filed within the District or with the California Community College Chancellor's Office shall be investigated by the Staff Diversity/Affirmative Action Office.

ADMISSIONS INFORMATION

ADMISSION

GRADUATES OF ACCREDITED HIGH SCHOOLS

High school graduates are eligible for admission to the College and enrollment in any course for which they are qualified. Certain two-year curricula have special admission requirements.

NON-GRADUATES OF HIGH SCHOOL

Non-graduates, eighteen years of age or older, who can profit from instruction, are eligible for admission. For those who are interested, the Developmental Education program provides an alternative way to complete high school graduation requirements. Contact should be made with the Director of Developmental Education. Students who complete the High School Proficiency Examination with satisfactory scores may attend College of the Desert. A copy of the Certificate of Proficiency is required.

SPECIAL PART-TIME STUDENTS

Public school students who can benefit from advanced scholastic or vocational study may be admitted to College of the Desert. Special part-time students must fulfill admissions procedures as prescribed for Matriculated Students. Admission is to be based upon the students' readiness for advanced scholastic or vocational study. The college reserves the authority to validate student readiness for college level study through college Matriculation guidelines.

Students seeking Special Part-time Student Admission must have the approval of the principal of the school they attend and have the consent of their parents.

Special part-time students are to receive credit for course work completed in the same manner as regularly enrolled students, and may enroll in up to, and including, 12 units per semester. Such students are subject to tuition and fees and are not eligible for financial aid.

SPECIAL STUDENTS TO SUMMER SESSIONS

Public school students who have demonstrated adequate preparation in the discipline to be studied, may be admitted to College of the Desert. Special Summer Session students must fulfill College of the Desert admission requirements prescribed for non-matriculated students.

Students seeking admission as Special Summer Session students must have the approval of the principal of the school they attend and have the consent of their parents. Such students must have availed themselves of all opportunities to enroll in an equivalent course(s) at their school of attendance. Admission is limited to no more than five percent of students who have completed a particular grade level at each school immediately prior to a summer session.

Special Summer Session students are to receive credit for course work completed in the same manner as regularly enrolled students. Such students are subject to tuition and fees and are not eligible for financial aid.

SPECIAL FULL-TIME STUDENTS

Public school students who can benefit from advanced scholastic or vocational study may be admitted to College of the Desert. Special full-time students must fulfill admission procedures as prescribed for matriculated students. Admission is to be based upon students' readiness for advanced scholastic or vocational study. The college reserves the authority to validate students' readiness.

Students seeking special full-time student admission must have the approval of the governing board of the school district in which they are enrolled and the consent of their parents. In cases where students are not enrolled in public school, the parents or legal guardians are to petition directly to the college for admission.

Special full-time students are to receive credit for course work completed in the same manner as regularly enrolled students. Such students are subject to tuition and fees and are eligible for financial aid and scholarships the same as other matriculated students.

RESIDENTS OF THE DESERT COMMUNITY COLLEGE DISTRICT

Students whose residence is in one of the Unified School Districts comprising the Desert Community College District (Coachella Valley, Desert Center, Desert Sands, Morongo Valley, Palm Springs) are qualified to enroll under the above conditions.

STUDENTS WITH A BACHELOR'S DEGREE

Students who have received a baccalaureate or higher degree must now be assessed a \$50 per unit differential fee *unless* they meet one of the following exemptions:

The student is a dislocated worker.

Definition: A dislocated worker meets any one of the four following requirements:

1. A person who has been terminated or laid off or who has received a notice of termination or layoff from employment or has exhausted his or her entitlement to unemployment compensation, and is unlikely to return to the previous industry or occupation; OR
2. A person who has been terminated or who has received a notice of termination of employment, as a result of any permanent closure of a plant or facility; OR

3. A long-term unemployed person who has limited opportunities for employment or re-employment in the same or a similar occupation in the area in which such individual resides, including any older individuals who may have substantial barriers to employment by reason of age; OR
4. A person who was self employed but is unemployed because of natural disaster or general economic conditions in his or her community.

The student is on public assistance.

Definition: A person receiving benefits under Aid to Families with Dependent Children or the Supplemental Security Income/State Supplementary Program or a general assistance program.

The student is a displaced homemaker.

Definition: A displaced homemaker must meet all three of the following:

1. The person has not worked in the labor force for a substantial number of years but has worked in the home providing unpaid service for family members; AND
2. The person is an adult and has been dependent on public assistance or on the income of another family member, but is no longer receiving such assistance or income; AND
3. The person is unemployed or underemployed and is experiencing difficulty in obtaining suitable employment or upgrading employment.

The student is a member of a public emergency services agency.

Definition: Any person who is employed by, or who is a volunteer of, a public agency that provides police, fire protection, corrections, probation, emergency medical services, or emergency medical dispatch services and is taking a course for the purpose of fulfilling a



state-mandated training requirement. Persons employed by private agencies providing these services are *not* exempt. This exemption only covers the courses mandated by the state.

Students who believe they fall under one of the above categories should contact the Admissions and Records Offices for an exemption request form.

STUDENTS FROM CALIFORNIA DISTRICTS NOT MAINTAINING A COMMUNITY COLLEGE

Students who reside in a School District not affiliated with a Community College are eligible to attend College of the Desert.

OUT-OF-STATE STUDENTS

High school graduates from out-of-state are eligible to enroll at College of the Desert provided acceptable transcripts of past achievements are presented and show evidence of good academic competency. Non-resident tuition fees will be charged.

INTERNATIONAL STUDENTS WITH F-1 OR M-1 STATUS

To enhance the opportunity for students from College of the Desert to learn directly about other cultures of the world, international students who have language and mathematics skills necessary to complete degree programs offered by the district are to be encouraged to seek admission. To ensure cultural diversity, reasonable limits are to be placed on the number of international students from any country and, to ensure that the number of international students does not exceed college service limits, a reasonable limit is to be placed upon the number of international students admitted.

International students must demonstrate the capacity to complete degree requirements within a reasonable number of semesters, and must demonstrate the capacity to finance their education at College of the Desert.

To be admitted, international students must apply well in advance of the semester in which they plan to enroll. A \$100.00 application fee is charged and is applied to the non-resident

tuition at the time of registration. This fee is **NON-REFUNDABLE**. Students must demonstrate by examination their proficiency in English and Mathematics to profit from college credit classes. A TOEFL score of 500 is required. International students wishing to transfer to College of the Desert from other U.S. institutions are expected to complete one semester of satisfactory course work at the U.S. college or university admitting them.

International students are required to show evidence of Medical-Surgical insurance coverage or purchase student insurance. Students are required to enroll in a minimum of 12 units per semester. Non-resident tuition fees will be charged.

FIRST-TIME ENROLLMENT

Prospective students are strongly encouraged to request class schedules prior to the beginning of new terms. Schedules provide times and dates of registration procedures. Full-time students are expected to take part in testing programs and Orientation courses offered prior to the beginning of Fall and Spring semesters. Out-of-state and international students should contact the college well ahead of new terms to establish tuition costs and eligibility for admission. Students who register early have a much better chance of enrolling for courses and schedules they want.

TRANSCRIPT OF RECORD

Full-time students should arrange to have complete transcripts of academic records sent to the Admissions and Records Office. 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. Only transcripts that arrive in Admissions and Records unopened will be considered "Official".

All applicants may be required to demonstrate by means of examinations that they are qualified to undertake work at college level.

ASSESSMENT TESTING

The purpose of assessment testing is to help students identify their readiness to perform college level academic study and to help them succeed in their programs of study. Assessment testing for placement in reading, writing and mathematics courses is expected of all students who:

1. plan to complete an associate degree or certificate of achievement, and/or plan to transfer to a four-year college/university.
2. plan to enroll in reading, writing and/or mathematics courses.
3. plan to enroll in a course which has a reading, writing and/or mathematics prerequisite.

Students who have completed required competency courses with grades of C or higher at another accredited college/university are exempt from this requirement, providing official transcripts showing such completion are on file at College of the Desert

The assessment test consists of three parts: reading, comprehension, sentence skills, and mathematics. Results are provided to the student. Test results, combined with a student's educational record, educational goals, maturity, etc., are used to place students in appropriate levels of reading, writing and mathematics classes. Students found to have reading, writing and/or mathematics deficiencies are expected to begin correcting those deficiencies in their first semester of enrollment.

As College of the Desert offers an assessment program which uses microcomputers, it is available for students to take year-round except for holidays and weekends. Assessment is located in the Academic Skills Center in the Engineering building at College of the Desert or in the Student Services Office at Copper Mountain.



DISQUALIFIED TRANSFER STUDENT PROGRAM

Students who have been disqualified at other institutions of higher education 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. Satisfactory performance in this work may allow admission to subsequent semesters. Admission on probation is a privilege granted, not a right of the applicant.

MATRICULATION PROGRAM

The purpose of the Matriculation process at College of The Desert is to increase student retention and success through early admissions, assessment, orientation, counseling/advisement, basic skills instruction, when needed, and follow-up on student progress. Students with degree/certificate and/or transfer goals are classified as being matriculated students and are expected to participate in the assessment, orientation, and advisement.

Students who do not plan to complete a degree/certificate and/or transfer to a four-year college are classified as non-matriculation students and are required to only participate in the admissions program. They may participate in the assessment, orientation and advisement at their choosing. If you have a question regarding these services or your status, please contact a counselor at your campus.

REGISTRATION

A Schedule of Classes is published before each semester and contains carefully planned registration procedures.

FEEES

1. Enrollment Fees for Resident Students

- a. Enrollment fees are listed in the Schedule of Classes for each semester or intersession.
- b. Assembly Bill No. 2236, passed by the California State Legislature, and under authority of Section #72246-72244 of the education code, authorizes College of the Desert to charge a health service fee. Exemptions are:

1. All active duty military personnel attending classes on a military base and their dependents.
2. All BOG Waivers (A, B, and C).
3. Apprentice students.
4. All students who depend exclusively on prayer for healing in accordance with a bonafide religious sect.

2. Tuition Fee for Foreign Country and Out-of-State Residents: A tuition fee, based on the average cost of instruction which is payable at time of registration, is charged to all students who have not been legal residents of California for one full year. See Schedule of Classes for the current fee. Active military personnel and their dependents, regardless of residence, are exempt from out-of-state fees for their initial year of stay in California. Questions relating to the establishment of California residence should be directed to the Admissions and Records Office.

3. Insurance - International Student: College Policy #5102 requires each international student enrolled at the college to secure and maintain at their own expense, an accident and illness insurance coverage as

established by College of the Desert. The college nurse will help secure insurance.

4. Parking Fee: A fee is charged to students for parking permits. A valid permit must be displayed to park on campus. There is a charge for replacement of parking permits. This is a non-refundable fee. Penalties are assessed for violation of parking regulations.
5. Health Occupations Programs: College Policy #5101 requires each student enrolled in Health Occupation programs which require patient contact for the development of specific skills to secure insurance coverage against liability for malpractice.

ACCIDENT INSURANCE

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

VOLUNTARY ACCIDENT AND SICKNESS PLAN

Students may purchase supplementary health insurance to cover sickness and hospitalization at minimum costs.

REFUNDS

Requests for refunds are accepted at the Admissions and Records Office until the end of the second week of the semester. Refunds can be made only upon proper presentation of a COD receipt and refund application within the prescribed time limits. Applications for refunds are available at the Admissions and Records counter in the Student Center Building.

If a refund is due to a student under the College's refund policy and the student received financial aid under any Title IV student financial aid program other than the College work-study program, a portion of the refund shall be returned to the Title IV program. The amount returned will be proportionate to the amount

received. If aid has been received from more than one Title IV program, the refund will be returned to the individual programs proportionate to the amount received.

Refunds of non-resident tuition fees are not granted after the end of the second (2nd) week of the semester. Refunds are available for a reduction of program or complete withdrawal before the end of the second week.

Partial refunds of non-resident fees are made when the College cancels a class or the College makes a time change which prevents the student from attending.

RETURNED CHECKS

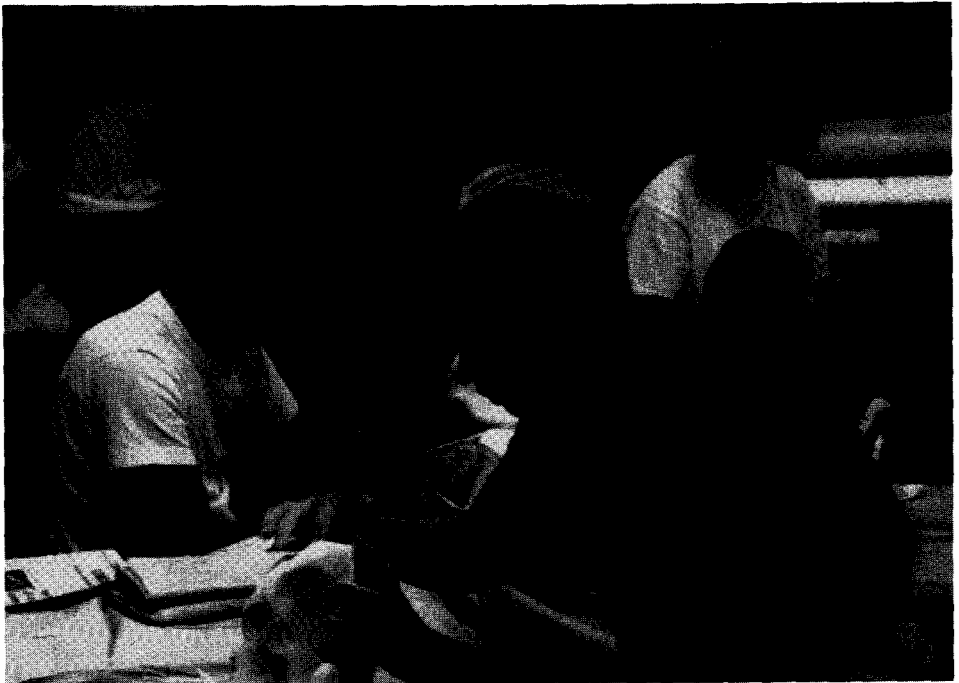
A service charge of Twenty Dollars (\$20.00) will be assessed for any check returned to the College or the College Bookstore by a bank. Any student who has not paid for a returned

check after notification by the Business Office will not be able to receive a transcript nor will any of his or her records from the College be processed to any other institution. Within one week, if a student has not met his or her financial obligations, he or she may be dropped from all classes. Check-cashing privileges may be revoked for any student who has checks returned by his or her bank more than once.

UNIT LOAD LIMITATIONS

A normal class load is considered to be 12-17 units plus an activity 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 are permitted to enroll in 19 units plus physical education.

Students wishing to obtain a variance from the above limitations may petition the Coordinator of Counseling or the Dean of Student Services.



STUDENT SERVICES

To satisfy the educational needs of all the people within the College District, College of the Desert and the Copper Mountain Campus provide an "open door," admitting anyone over 18 years of age who can 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 a diverse population 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, services, and facilities are directed toward the development of the student.

Student Services performs an integral, essential and vital function of the overall educational program. One of the most important responsibilities of a comprehensive student services program is to provide every possible aid to each student. To this end, Student Services assists students to achieve understanding of four major areas: Admissions, Counseling, Student Affairs, and Special Services.

ADMISSIONS AND RECORDS

The Admissions and Records Office identifies and accepts all qualified students for enrollment in College of the Desert. Admissions services also provides record-keeping to safeguard students' academic and personal records. The Admissions and Records Office is located in the Student Center Building.

Other information regarding Admissions may be found in this catalog under *Academic Information*, and *Admission Information*.

COUNSELING CENTER

Students seek counseling each year for a variety of reasons. In general, they come to the Counseling Center for reasons of personal growth or decision making. Students come for help in such areas as making vocational choices, dealing with study problems, developing social and interpersonal skills, growing in greater self-understanding and solving personal problems. Emphasis is placed upon assisting students to grow and accept responsibility for their actions.



Counseling services are a fundamental and integral part of the total educational process.

Recognizing that each student who comes to the Community College is unique, counseling staff believe their primary responsibility is to respect students' individuality, encourage development, and foster a climate in which individual students attain academic success.

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

The overall purpose of the Counseling Center is to promote personal growth of individuals within society and within the College community. The services provided to students include:

1. new student orientation
2. personal counseling
3. transfer information and advising
4. career assessment and advising
5. special services for disadvantaged students

6. consultation and counseling for students with disabilities
7. veterans counseling

NEW STUDENT ORIENTATION

Prior to the beginning of the Fall and Spring semesters, a special orientation program is held for new students. A video orientation is required for all matriculating students who have not attended the regular orientation. Matriculated students entering with basic skills and/or scholastic deficiencies are to participate in orientation activities during their first semester of attendance. These activities include study skills instruction, student success assessment, career assessment and student survival skills. The orientation program is designed to assist students to:

1. Receive assistance in deciding which courses to take in order to achieve their educational objectives.
2. Meet advisors, counselors, and program directors.
3. Understand information regarding the college catalog, courses, certificates, Associate of Arts and Associate of Science degrees and transfer requirements.
4. Become aware of the Counseling Center's services and other programs on campus.
5. Recognize the difficulties that may be encountered during the initial weeks of college.
6. Understand the role of the Community College.

TRANSFER CENTER

In addition to meeting with their advisors, students should confer with a counselor to help them plan the smoothest possible transition to four-year colleges. The counselors are directly involved in keeping both students and faculty advisors informed concerning the latest information about college transfer.

The latest information about admission to four-year colleges and universities is made available through the Transfer Center, located in the Counseling Center, Administration, Room 9.

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

As in other phases of student development services, counselors serve as a community resource for transfer information. Contact the Counseling Center for additional information.

ADVISING PROGRAM

Advising is a student's right at the college and is required for all matriculating students. Students are assigned to a counselor until they have selected a major, and a teaching faculty advisor when they have declared a major.

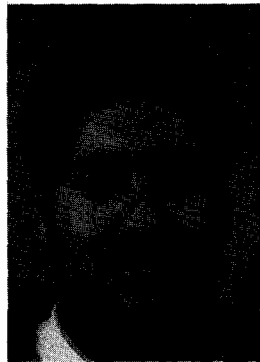
Advisors work with students to plan realistic programs, assist students with college expectations and provide information on available services. Students are required to meet with their advisor each semester for schedule planning and are encouraged to meet more often when appropriate.

Students are required to meet with their advisor each semester for schedule planning and are encouraged to meet more often when appropriate.

CAREER CENTER

The Career Center is available to all students for a variety of services including career assessment and decision making, current career information with computer printouts of job outlook, training and educational opportunities, and individual as well as group career counseling.

The Career Center is located in the Counseling Center and is staffed by a full-time career counselor. Students are encouraged to use the center on a drop-in basis or by appointment.



DISABLED STUDENTS PROGRAMS AND SERVICES (DSPS)

Students with disabilities at College of the Desert are encouraged to participate in the same activities and courses as any student. Special services are offered to provide a more equitable classroom experience and to help successfully integrate the student into college life. Such services provided include: priority registration, tutoring, interpreters, note-takers, specialized counseling, and special equipment to those who qualify.

The Library and Diesel Mechanics are two-story buildings. Elevator keys are available to those in need of access, by contacting the Office of Disabled Students, Programs and Services.

Special instruction is available to qualified students. Participation is voluntary. Interested students must apply for special instruction programs. Special instructional programs include: Learning Disabled; Acquired Brain Injured; the Computer Access/High Tech programs, Work Ability III, and individualized Special Education instruction. A varied program of Physical Activities are offered, as well.

The State Department of Rehabilitation also offers services to aid students who have physical, emotional, or other disabilities which handicap them in obtaining employment. All interested individuals are urged to contact the Learning Disabilities Specialist, the Counselor or the Director of Disabled Students, Programs and Services for further information: (619) 773-2535; TDD (619) 773-2598.

THE EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)

The Extended Opportunity Program and Services is a state-funded program which provides students who are educationally and financially disadvantaged the opportunity to attend college. The following services are provided through the EOPS Program:

1. The EOPS Program recruits disadvantaged students from the local high schools and the community and strives to provide these students with a Fall Orientation Program to help them prepare for the Community College.
2. Students admitted into the program are provided with EOPS Grants in order that these students meet their financial obligations on campus. Two specific grants are provided. Book grants are utilized to purchase the students' required textbooks and the EOPS Grant is provided so that the EOPS student may pay for other college-related costs.
3. Academic, career, personal, and financial aid counseling are provided to each student.
4. An individual student educational plan, enabling each student to formulate his/her program requirements, is provided.
5. The EOPS Office coordinates visits to four-year colleges and makes available EOPS transfer information and applications.
6. The EOPS Office provides bilingual (Spanish and English languages) counseling to the general student body.
7. The C.A.R.E. (Cooperative Agencies Resources for Education) Program initiated during the Fall 1980 semester encourages financially needy single parents to enroll at College of the Desert and provides counseling, academic advising, financial aid and child care assistance.

VETERANS SERVICES

The Veterans Office was established to assist eligible veterans, dependents, and reservists in obtaining their VA educational benefits and achieving their educational goals. The Veterans Office provides information on veterans' benefits and services; assists applicants with completing applications and forms necessary for VA benefits; assists in resolving VA educational pay problems; and helps veterans with referral to other agencies and resources.

College of the Desert is approved by the Department of Veterans Affairs to certify for educational benefits veterans, dependents, and reservists who are working toward an Associate in Arts or Associate in Science Degree under Chapter 30 (Montgomery G.I. Bill), Chapter 31 (Vocational Rehabilitation), Chapter 32 (Post- Vietnam Veterans Educational Assistance program), Chapter 35 (Veterans' Dependents), and Chapter 106 (Selected Reserve).

The College is also approved by the California Department of Veterans Affairs for the attendance of veterans' dependents (Cal-Vet).

VETERANS PROGRAM COURSE REQUIREMENTS

1. Students receiving VA benefits are required by the Department of Veterans Affairs to maintain regular class attendance and satisfactory progress.
2. Course numbers 100 or above are not acceptable for veterans' benefits. TV courses and Individual/Independent Study courses are not acceptable for veterans' benefits.
3. Veterans, dependents, and reservists must declare a major and are responsible for enrolling only in classes required for their major. Failure to take proper classes can lead to reduction or termination of benefits.
4. Any student receiving VA educational benefits who has accumulated 30 or more units, must have an A.A./A.S. degree evaluation before they can be certified for benefits.
5. Students may receive VA benefits when repeating a course in which a grade of "F" was received if the course is a prerequisite to a required course, is required for graduation or transfer. Students may receive VA benefits when repeating a course in which a grade of "D" was received, if the catalog states that a grade of "C" or better is required and the course is a prerequisite to a required course or is required for graduation.
6. A student receiving a "No Credit" grade for a course claimed on veterans benefits, will need to provide the Department of Veterans Affairs with "mitigating circumstances" for receiving that grade. If the Department of Veterans Affairs does not accept your mitigating circumstances, you may be charged an overpayment for the entire semester.
7. Less than semester length courses are certified by the Veterans Office for the exact dates of the course only, and not for the entire semester. Check with the Veterans Office before registering for a course that does not begin on the first date of the semester and end on the last date of the semester.
8. The Veterans Office must report status changes as well as withdrawals immediately to the Department of Veterans Affairs. In order to avoid possible overpayment of benefits and subsequent billing from the Department of Veterans Affairs, it is imperative that students collecting benefits report all course changes, status changes, withdrawals, etc. immediately to the Admissions Office and the Veterans Office.
9. The unit load requirement for students receiving VA educational benefits is:

Full-time:	12 units
3/4-time:	9 to 11 units
1/2-time:	6 to 8 units
1/4-time:	3 to 5 units*
(*for Chapt. 32 and 106 only)	
10. Additional information about V.A. benefits and program requirements may be obtained from the Veterans Office in the Administration Building.

Summer Session and short-term semester courses are computed proportionately for payment purposes. Check with the Veterans Office for unit load requirements.

SERVICEMEMBERS OPPORTUNITY COLLEGE

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 Servicemembers Opportunity Colleges (SOC).

The SOC concept is based on the fact that military life is keyed to mobility. In the light of difficulties faced by military personnel SOC colleges make every effort to respond to their special needs by: (1) having admissions policies related to the life conditions of military personnel (2) providing special services, and (3) giving special consideration to military personnel and veterans making application to College of the Desert. The Copper Mountain Campus is directly associated with this program because of its proximity to the Twentynine Palms Marine Corps Base.

SPECIAL SUPPORT SERVICES

The "open door" philosophy of the Community College has resulted in enrollment of students from diverse cultural groups, economic levels, and academic abilities. Special services are provided by College of the Desert in a comprehensive student personnel program. Special services are vital aspects of student personnel services and include health services, financial aid, career assessment and counseling, assistance in finding employment, and the several other services described in this section.

STUDENT AFFAIRS AND ORGANIZATIONS

ASSOCIATED STUDENTS

In keeping with the philosophy of College of the Desert, the responsibility for student affairs is placed with the students. This responsibility rests with the Student Senate of the College of the Desert. Regularly enrolled students of the college are expected to be members of this organization and are encouraged to participate.



The Student Senate has adopted rules and regulations which provides for a governing body that reflects the interests of the entire student population. This government is made up of representatives from academic departments.

ATHLETICS

College of the Desert is a member of the Foothill Athletic Conference. The conference includes these colleges: Antelope Valley, Barstow, Cerro Coso, Citrus, Chaffey, College of the Desert, Mt. San Jacinto, Rio Hondo, San Bernardino Valley and Victor Valley.

The conference includes competition in basketball, baseball, cross country, football, golf, soccer, softball, tennis, track and field, volleyball, and water polo.

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.

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.

Each year new clubs are chartered as they are requested by the students. Every club is a part of the Club Council which meets regularly to discuss activities, projects and problems pertaining to its members.

STUDENT RIGHTS AND RESPONSIBILITIES

All members of the College of the Desert faculty and staff have a primary mission of helping students to make progress toward a degree or credential. Nevertheless, each student is individually responsible for meeting all

college requirements and deadlines, as presented in this publication (College catalog) and any other announcements of the college or department in which he/she is enrolled.

The College intends that every member of the campus community be afforded a work and study environment free of discrimination based on race, color, religion, national origin, sex, sexual preference, marital status, pregnancy, age, disability or veteran status. All persons are to be protected from abusive or harassing behavior.

Information regarding student rights and responsibilities and grievance procedures can be found in the "Statement of Student Rights, Responsibilities, and Student Grievance Procedures," copies of which are available in the Admissions and Records Office located in the Student Center Building.

CAMPUS SERVICES, REGULATIONS, & FACILITIES

BOOKSTORE

The College of the Desert Bookstore carries new and used course textbooks, a wide variety of essential classroom and student supplies, general-interest paperbacks, reference books and many other campus-oriented items such as backpacks, apparel, art supplies, and greeting cards. The Bookstore welcomes non-students. The Palm Desert Campus Bookstore hours are 8:00 a.m. to 7:30 p.m., Monday through Thursday; 8:00 a.m. to 3:00 p.m. on Fridays.

FOOD SERVICES

The Dining Hall is open Monday through Thursday, 7:30 a.m. to 9:00 p.m. and Fridays 7:30 a.m. to 2:00 p.m. Menu items include soup, hot entree, vegetarian entree, salad bar, grill service, desserts and beverages. Breakfast is served daily from 7:30 a.m. to 11:00 a.m. The main entree is served from 11:00 a.m. to 2:00 p.m. The Grill is open from 7:30 a.m. to

7:00 p.m. (except on Fridays). Dial-A-Menu at 773-2549 is available daily from 8:00 a.m. to 1:00 p.m. A new dining facility is also available at Copper Mountain Campus.

HEALTH SERVICES

The Palm Desert campus maintains a Student Health Center with a professional nurse on duty daily to provide health education and consultation, first aid, vision screening and general health services. A physician is available on a referral basis four days a week. Appointments are scheduled through the Health Services office. The student Health Center on the Palm Desert Campus is located in the Administration Building in the east wing. Student insurance for sickness and accidents is available through the Health Services office.

HOUSING

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

PARKING

Conveniently located parking lots provide parking for students' and visitors' vehicles. Red, Yellow, Blue and Black curb markings, all No-Parking signs, and Emergency Parking zones are to be observed at all times, day and night. Parking on or in front of ramps is forbidden day and night. Students parking on the campus must pay a Parking Fee and properly display a DCCD parking permit. Citations are issued by College Security. Motorcycles and motorbikes are to park in areas reserved for them. Restricted parking (visitor) is in effect from 7:30 a.m. to 10:30 p.m. Monday through Friday of each school week. A copy of parking regulations may be found in the class schedule or obtained from the Parking Office, located in the Student Center Building.

Parking for individuals with disabilities (blue curb marking) must be observed both day and

evening. Permits are obtained from the Department of Motor Vehicles and must be displayed when parking in any designated blue zone.

PETS/ANIMALS ON CAMPUS

State and local laws prohibit animals on campus at any time. The Humane Society removes animals at owner's expense. Students who violate this law are subject to disciplinary action. Animal control officers periodically patrol the campus and remove any animals found.

FINANCIAL AID

The College of the Desert provides financial assistance in the form of grants, scholarships, loans and part-time employment for students who meet specific financial aid program eligibility requirements. If you believe that you and your family will not be able to pay for all of your educational costs, you are encouraged to apply for financial aid.

HOW TO APPLY

To be considered for financial aid, you must complete the Free Application for Federal Student Aid (FAFSA). The FAFSA is available beginning in December of each year and should be completed and mailed to the processing service listed on the form as soon as possible *after* January 1 and before the annual priority filing date of **March 2**.

The Financial Aid Office will continue to accept applications after the priority filing date and will continue to make on-campus awards as long as funds are available. If you meet the March 2 priority filing date, you improve the chances of receiving financial aid from all programs for which you are eligible. You may obtain a copy of the FAFSA from your high school counselor or from a local college financial aid office.

If you have not previously received a bachelor's degree, you must apply for a federal Pell Grant before you can be considered for other financial aid. You can easily do so by following the

instructions on the FAFSA. All financial aid applicants who are California residents should also apply for a Cal Grant from the California Student Aid Commission. The application (FAFSA) postmark deadline for consideration for these awards is **March 2**. Additional information and instructions are included with the FAFSA.

After analyzing the information on your FAFSA, the processing service will send you a Student Aid Report (SAR). When you receive the SAR you should bring it to the Financial Aid Office to determine what other forms you will need to complete. Other required documents may include copies of federal income tax returns and/or verification of untaxed income and other information reported on the FAFSA. If you have attended other schools or colleges since graduating from high school, you will also need to submit both Academic and Financial Aid Transcripts from each institution attended regardless of whether or not aid was received.

FINANCIAL AID PROGRAMS

Students who are eligible for financial aid at College of the Desert may receive any of the following:

Pell Grants - Federal grants that provide the foundation for the financial aid "package" to which other aid may be added based upon the total amount a student is eligible to receive.

Cal Grants B & C - State-funded grants awarded by the California Student Aid Commission to California residents who may apply for and qualify on the basis of merit, financial need or vocational objective.

Board of Governors Waiver Program (BOGW) - State grant program designed to offset the cost of the enrollment fee for eligible students who qualify based on the receipt of financial aid, public assistance or who meet specific income standards.

Cooperative Agencies Resources for Education (CARE) - State-funded program to encourage financially needy single parents to enroll and may provide counseling, financial aid and child care assistance.



Extended Opportunity Program Grants and Services (EOPS) - Funded by the State of California, this program is restricted to low-income, educationally disadvantaged students and may include grants, book and counseling services.

Supplemental Educational Opportunity Grants (SEOG) - Federally funded grants awarded to a limited number of eligible students who can demonstrate exceptional financial need.

Scholarships - Scholarships are awarded on the basis of merit and academic promise, financial need, major, or other criteria as specified by the donors of each fund. The number and types of scholarship awards available, as well as the scholarship application procedures, vary. Additional information and applications can be obtained from the Financial Aid Office.

Federal Work-Study Program (FWS) - Federal program that enables eligible students to earn money to help pay their school expenses through part-time employment on the campus.

Short Term Book Loans - Available to students who have established eligibility for financial aid. Loans are available at the beginning of the semester for the purchase of books and are repaid by the Pell Grant.



Stafford Loans (GSL) - Government-insured loans made by participating banks or other lending institutions to eligible needy students whose total financial aid eligibility cannot be met by other available aid programs.

Unsubsidized Stafford Loans - Available to students who do not demonstrate a financial need.

AUXILIARY FUNDS

DONALD H. and CATHERINE MITCHELL PERPETUAL LIBRARY FUND - Established in 1977, the earnings from the principal sum of \$13,000 are used for the support of the Donald Mitchell Library as determined by the Board of Trustees.

THE NATT McDOUGALL, JR. MEMORIAL "UNDER THE STARS" LECTURES - Established in April 1974, this contribution of \$20,000 is to be used in support of lectures

engendering the knowledge of, and appreciation for, traditional American ideals and moral spiritual values. Donor: The Rosemary Dwyer Frey Trust.

SCHOLARSHIPS

A number of different scholarships are awarded each year to qualified students by the College of the Desert Scholarship Committee based upon academic merit and promise, major or vocational objective, activities or other skill or affiliation, and sometimes, financial need as specified by the various donors. Both continuing and transferring students are eligible for these awards which may range from \$100 to \$1,000 per academic year. Scholarship applicants must not yet have a bachelor's degree, must have completed 12 units at College of the Desert, must be citizens or permanent residents of the United States and must be enrolled on a full-time basis in order to receive the award.

Applications are available from the Financial Aid Office in January of each year and must be submitted along with two letters of recommendation to the Financial Aid Office no later than **March 2**. The following is a partial list of the scholarships, donors or funding that may be awarded by the Scholarship Committee on an annual basis. Each program has specific eligibility criteria.

COLLEGE OF THE DESERT ALUMNI
ASSOCIATION SCHOLARSHIP FUND

ASSOCIATED STUDENTS COLLEGE OF
THE DESERT SCHOLARSHIP PRO-
GRAM

EUGENIE BOLZ FAMILY FOUNDATION
SCHOLARSHIP FUND

ROBERT AND MARY ELLEN BRONSKI
SCHOLARSHIP FUND

GAYLE BRUMWELL
PERPETUAL SCHOLARSHIP FUND

REYNALDO J. CARREON
PERPETUAL SCHOLARSHIP FUND

SHIRLEY CLARK MEMORIAL
SCHOLARSHIP FUND

JERRY CODEKAS SCHOLARSHIP

THOMAS A. DAVIS SCHOLARSHIP

COLLEGE OF THE DESERT
FACULTY WOMENS CLUB
SCHOLARSHIP FUND

EVELYN FOX MEMORIAL
SCHOLARSHIP FUND
FOR DISABLED STUDENTS

COLLEGE OF THE DESERT
FRENCH CLUB SCHOLARSHIP

ALFRED AND VIOLA HART AWARD

J. NEIL HASTINGS
PERPETUAL SCHOLARSHIP FUND

BOB HOPE DESERT CLASSIC
SCHOLARSHIP FUND

KATHLEEN A. LITTLE
MEMORIAL SCHOLARSHIP

LAWRENCE T. LITTLE
MEMORIAL SCHOLARSHIP

ROY MALLERY
ART SCHOLARSHIP

ANGELA MARINO MARTINO
MEMORIAL SCHOLARSHIP

JEAN MASTERS
SCHOLARSHIP FUND

ROY AND VELMA MCCALL
SCHOLARSHIP

PEARL MCMANUS
SCHOLARSHIP FUND

DONALD MITCHELL
PERPETUAL SCHOLARSHIP

MATTEO MONICA II
MEMORIAL SCHOLARSHIP

OLAF NORDLAND
MEMORIAL SCHOLARSHIP

EDWARD RAFFERTY
SCHOLARSHIP FUND

RANCHO MIRAGE WOMENS CLUB
SCHOLARSHIP FUND

BETTY LEE SPEAKMAN/
TRI PALM WOMENS CLUB
SCHOLARSHIP

HELEN K. STALEY
SCHOLARSHIP FUND

UNIVERSITY CLUB OF THE DESERT
SCHOLARSHIP PROGRAM

WOMENS CLUB OF THE DESERT
SCHOLARSHIP PROGRAM

In addition to the scholarship programs listed, the College of the Desert is fortunate to assist in the coordination and delivery of a large number of outside or private scholarship awards from various civic groups, clubs and agencies. Potential donors or scholarship committee chairpersons are encouraged to contact the Financial Aid Office if assistance is needed in establishing or implementing a private scholarship program.

ACADEMIC INFORMATION

ACADEMIC PETITION PROCEDURES

The Academic Regulations Committee has been established to review and to take action on students' requests for waiver of academic regulations and policies. Students may petition to this committee when, in the student's opinion, a particular academic regulation or policy is not applicable in a specific situation. The Academic Regulations Committee forms are available from the office of the Dean of Students.

CLASSIFICATION OF STUDENTS

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

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

Post-Graduate: A student who has 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 fewer than 12 credit units.

CLASSIFICATION AND NUMBERING OF COURSES/ CLASSES

There are three types of courses/classes offered by College of the Desert.

1. Credit Courses - Courses numbered 1-99 are credit courses. A credit course is a part of an approved educational program or major. The credit awarded by College of the Desert for completion of most courses is accepted as a 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 or an accredited independent college or university. A few remedial courses in Basic Skills are offered for credit but do not count toward completion of a program or major.

2. Non-Credit Courses - Courses numbered 100 and above are designed for students who are not candidates for degree programs and work in such courses is not applicable toward graduation. Non-Credit courses, except for those in Developmental Education are not listed in this catalog, but will be printed in the Schedule of Classes and distributed throughout the district several weeks before the opening of classes each semester.

3. Community Services Classes - Classes are designed for students whose primary motive for activity and learning is personal enrichment only. The classes carry no academic credit and are supported by class fees.

TRANSFERABLE COURSES

Courses transferable to the California State University are indicated by "CSU" and those transferable to the University of California are indicated by "UC" under the course description in the "Courses of Instruction" section of this catalog. The CSU or UC designates courses accepted for elective credit. Such courses count for the 60 units required for advanced standing transfer to CSU or UC. Students interested in transferring to the University of California should check with a COD counselor to make sure they have enough units, since we offer several UC transferable courses for which credit is decreased by one or more units by UC.

CHANGES IN TRANSFERABLE CREDIT

As new courses are added or changes are made in current courses, University of California transfer credit may not be applicable until UC has adopted these changes.

COURSE PREREQUISITES

Complete course prerequisites are listed in this catalog in the course description section. Space limitations prevent the listing of all prerequisites for all classes in the class schedule. Prerequisites are intended to ensure students a reasonable chance of success. Prerequisite requirements must be met before enrollment is permitted. Questions regarding course eligibility should be discussed with your faculty advisor or counselor.

UNIT OF CREDIT

The term "unit of credit" is a measure of time and study devoted to a course. Each hour of regular class per week, or three hours per week in 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.

GRADING SYSTEM

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

Symbol	Definition	Grade Point
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0
CR	Credit (at least satisfactory; units awarded but not counted in GPA)	
NC	No Credit (less than satisfactory, or failing; units not counted in GPA)	

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

GRADE POINTS

The College of the Desert follows the same system of grade points used by most colleges

and universities in the state to give an overall appraisal of the student's level of achievement. Semester grades are assigned grade points as follows:

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

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

GRADE POINT AVERAGE

The grade point average (GPA) is computed by dividing all units attempted into all grade points received. The following example illustrates the grade point average calculation.

Course	Units	Grade	Grade Points	
			Per Unit	For Class
ENG 51	3	C	2	6
PE	2	A	4	8
HE 1	3	D	1	3
NR 1	3	B	3	9
NR 1L	1	B	3	3
HIST 1	3	C	2	6
Totals	15			35

Total grade points (35), divided by Total Units (15), equals Grade Point Average (2.33) GPA.

NON-EVALUATION SYMBOLS

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

(I) INCOMPLETE

Incomplete (I) is a temporary mark assigned when the instructor determines that for compelling reasons a student has been unable to complete course requirements by the designated ending date of the course.

An incomplete is issued only upon mutual agreement between the instructor and the

student. The instructor and the student will agree upon course work and/or other requirements necessary for the removal of the incomplete mark and the grade to be assigned, as well as the grade to which the incomplete will default if the requirements are not met.

The **incomplete grade form** is issued only to instructors. In addition to the terms of agreement as outlined in the previous paragraph, this form will contain the student's signature and the instructor's signature. The student and the instructor will each retain a copy of this agreement. A third copy will be kept on file with the instructor's permanent record.

For credit to be granted, the incomplete must be made up before the end of the following semester. In unusual circumstances the student may petition the instructor for a one-semester extension.

(IP) IN PROGRESS

In Progress (IP) is a mark used only for those courses which extend beyond the normal end of an academic term. This mark indicates that work is in progress and that upon completion of this work an evaluative symbol (grade) will be assigned. The "IP" shall not be used in calculating grade point average.

(RD) REPORT DELAYED

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

(W) WITHDRAWAL

Withdrawal (W) is a mark assigned to students who withdraw after 30 percent, or the fourth week of the term (whichever is less), and prior to 75 percent of the term. Students who withdraw after the 75 percent point in a term are assigned a grade. If there are extenuating, documented circumstances such as an accident,

hospitalization, or other conditions beyond the student's control, the student may petition to receive a "W". Title 5, California Administrative Code, Section 55758, states that withdrawal after the end of the fourteenth week (or 75 percent of a term, whichever is less) when the district has authorized such withdrawal in extenuating circumstances, after consultation with appropriate faculty, shall be recorded as a "W".

GRADING RESPONSIBILITY

The designated student grade responsibility date shall occur on the last day of the fourteenth week of instruction or at the seventy-fifth percent point of a semester or session, whichever is less. The academic record, transcript, of students who remain in class beyond the fourteenth week of instruction or the seventy-fifth percent point in a session must receive a grade of A, B, C, D, F, CR or NC. All grades become a part of the student's permanent records.

Where verified cases of extenuating circumstances exist, students or their representative may petition to be allowed to withdraw from class(es) after the grade responsibility date. The petitioning process is to commence with the Director of Admissions after consultation with the instructor(s) or record, or in the event the instructor cannot be contacted, the division chairperson. Extenuating circumstances include verified cases of accidents, illnesses or other circumstances beyond the students' control which would prevent them from completing the class(es). Where such withdrawals are approved, the symbol "W" may be granted.

GRADE CHANGE PROCEDURE

The College has a grading policy and procedures to be followed when issuing grades and when grades are to be changed.

1. The instructor of record for the class has the right to issue a letter grade to a student. Once a grade has been given, that grade is final.
-

2. A change of grade may be made in only one of two ways:

(a) **INCOMPLETE:** (Section 55758)

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

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

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

The District Board shall provide a process whereby a student may petition for a time extension due to unusual circumstances.

(b) **GRADE CHANGE** (Section 55760)

(1) In any course of instruction in a community college district for which grades are awarded, the instructor of the course shall determine the grade to be awarded each student in accordance with Section 55760 of this chapter. The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetency. Procedures for the correction of grades given in error shall include expunging the incorrect grade from the record

(2) The District Board shall adopt and publish procedures and regulations pertaining to the repetition of courses for which substandard work has been recorded in accordance with Section 55002,

and Sections 55761 and 55762. When grade changes are made in accordance with these sections, appropriate annotations of any courses repeated shall be entered on the student's permanent academic record in such manner that all work remains legible, insuring a true and complete academic history.

3. The Director of Admissions shall approve all Change of Grade and Incomplete Grade forms based upon the Grading Policy adopted by the Board of Trustees.
4. All requests for Grade Changes that do not adhere to the Grading Policy shall be returned to the instructor submitting the request.

GRADES - CHANNELS OF APPEAL

1. The student shall first attempt to solve the problem with the instructor involved.
2. If no solution is reached with step 1, the division chairperson shall be consulted.
3. If the problem is not solved with steps 1 and 2, the student will submit in writing to the Director of Admissions all pertinent information concerning the dispute and request a formal hearing. A committee shall be formed to hear both sides of the issue and render a decision. The committee will consist of the Director of Admissions, the division chairperson, and one additional faculty member from a department not involved in the dispute.
4. The decision of the committee may be appealed to the Vice-President of Educational Services.
5. The decision of the Vice-President may be appealed to the President of the College.
6. Following a decision by the President, the student also has the option of further appeal to the Board of Trustees. The decision of the Trustees is final.

ACADEMIC HONORS

DEAN'S LIST

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

HONOR ROLL

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

GRADUATION HONORS

To recognize academic accomplishment, students completing associate degree programs with prescribed cumulative grade point averages are recognized as honor students through the college commencement exercises and diplomas awarded.

Academic honors are as follows:

<u>Honor</u>	<u>GPA</u>
Highest Honors	3.90 - 4.00
High Honors	3.75 - 3.89
Academic Distinction	3.50 - 3.74

ADMISSION, PROBATION, DISMISSAL, AND READMISSION

Admission, probation, dismissal, and readmission policies and procedures are designed to assist students in making progress toward realistic academic, career, and personal goals. Admission to designated instructional programs, as identified by the college, is conditional until complete official transcripts have been received from institutions attended previously.

STANDARDS FOR PROBATION

A student who has attempted at least twelve (12) semester units, as shown by the official

academic record, shall be placed on academic probation if the student has earned a grade point average below 2.0 in all units graded according to the established College grading scale.

A student who has enrolled in a total of at least twelve (12) semester units, as shown by the official academic record, shall be placed on progress probation when the percent of all units in which the student has enrolled and for which entries of "W," "I" and "NC" are recorded reaches or exceeds 50 percent.

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

NOTIFICATION OF PROBATION

The college shall make a reasonable effort to notify a student subject to probation at or near the beginning of the semester in which the probation will take effect but, in any case, no later than the start of the fall semester. As a condition of continuing enrollment, a student placed on probation is to receive individual counseling, including the regulation of his or her academic program. Each student shall also receive any other support services to help him or her overcome any academic difficulties. Prior to registration, a student on probation must have counselor-advisor approval of his or her educational program.

REMOVAL FROM PROBATION

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

A student on progress probation because of an excess of units for which entries of "W," "I," and "NC" are recorded shall be removed from probation when the percent of units in this category drops below 50 percent.

STANDARDS FOR DISMISSAL

A student on academic probation shall be subject to dismissal if in each of three consecutive semesters the student's cumulative grade average is below 1.75 in all units attempted which were graded according to the established district grading scale.

A student on progress probation shall be subject to dismissal if the percent of units in which the student has been enrolled for which entries of "W," "I," and "NC" are recorded in at least three consecutive semesters reaches or exceeds 50 percent.

NOTIFICATION OF DISMISSAL

The college shall make a reasonable effort to notify a student subject to dismissal at or near the beginning of the semester in which the dismissal will take effect but no later than the start of the fall semester. A student subject to dismissal has the right of appeal. An exception to dismissal may be made in the event of extreme and unusual circumstances that can be supported by evidence provided by the student. Requests for appeal shall be submitted to the Registrar.

READMISSION

A student applying for readmission shall not be reinstated until a minimum of one semester has elapsed since dismissal. A student applying for readmission must submit a written request to the Registrar's Office. The request shall explain what circumstances or conditions would justify readmission. A student who is readmitted shall receive individual counseling to assess his or her academic and career goals. Prior to registration, a readmitted student must have counselor-advisor approval of his or her educational program.

ACADEMIC RENEWAL POLICY

1. A student may petition to have units and credits for all courses taken during one semester of college work eliminated from the computation of his/her cumulative grade point average.

2. Under extenuating circumstances a second semester consecutive with the first semester may be considered under the same regulations. Extenuating circumstances are beyond the control of the student and may include but are not limited to situations such as illness or injury to the student, death or illness in the family. The student must supply documented evidence of all extenuating circumstances.
3. If the petition for academic renewal is granted, the permanent record of the student will be annotated so that it is evident to all users of the record that no units for work taken during the semester(s) covered by academic renewal, even if satisfactory, will apply toward graduation or other educational objectives. All courses, units, and grades shall remain legible on the permanent record to insure a true and complete academic record of the student's college courses.
4. A student may repeat work taken during academic renewal semester(s) only if such repetition is necessary to allow normal progression toward an acceptable educational objective.
5. A student must include all work, including academic renewal semester(s), in the computation of the cumulative GPA toward any honors program.
6. No part of the regulation and procedures shall conflict with:
 - a. Education Code, Section 76224, pertaining to the finality of grades assigned by instructors, and
 - b. Chapter 2.5 of Division of Title 5 (commencing with Section 59020) pertaining to the retention and destruction of records, and particularly Section 59023 (d), relating to the permanency of certain student records.
7. The registrar shall maintain records of all actions taken under this regulation and a yearly review of this regulation shall be made by the Educational Policies and Practices Committee.

REQUEST FOR ACADEMIC RENEWAL

1. A student seeking academic renewal is responsible for presenting evidence to show:

- a. that the previously recorded courses were substandard academic performance and are not reflective of his/her current academic ability, and
- b. that the student is enrolled in a defined educational program.

Evidence of academic ability since the semester in question shall include one of the following:

- a. 15 semester units with a minimum of a 3.00 GPA
 - b. 30 semester units with a minimum of a 2.50 GPA
 - c. 45 semester units with a minimum of a 2.00 GPA
2. At least 12 months must elapse between the date of the request and the semester for which academic renewal is sought.
 3. The student may request academic renewal only once.
 4. The request for academic renewal shall be directed to the Office of Admissions.

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 before each examination. Students are required to take the final examination at the appointed time and place in order to secure credit. Any exception to this policy must be approved by the Dean of Student Services. Absence due to illness must be verified by a medical doctor.

CREDIT BY EXAMINATION

Granting unit credit by examination for a course is based on the principle that previous experience, training, or instruction is the equivalent of a specific course taught by the college. If an examination shows that the student possesses adequate equivalency and mastery of the subject, credit is granted.

A student seeking credit by examination will receive a letter grade (A, B, C, D, F, NC, CR) and grade points in the same way as if enrolled in a regular course. A student may challenge a course only once. Credit earned according to this policy shall not count toward determination of eligibility for veteran's benefits. Credit by examination is allowed in selected courses only.

Exceptions to the above may be made when necessary to meet provisions of California state law or the rules and regulations of state agencies governing programs of the California Community Colleges.

Credit by examination may be granted only to a student who (1) is currently enrolled in at least one course in the college, (2) has completed at least 12 units in residence, (3) is not on academic probation, (4) has submitted transcripts of all previous course work, (5) has not earned college credit in more advanced subject matter, and (6) has not received a grade (A, B, C, D, F, CR, NC), or equivalent, in the course for which he or she is seeking credit by examination at this or any other educational institution.

Under the Credit by Examination policy, a student may challenge no more than 10 units towards an Associate degree or a Certificate of Achievement (an exception is allowed for VN students who are challenging the first semester of the ADN program). Unit credit granted by examination to a student shall not count towards the minimum of 12 units required for residency.

The **Petition for Credit by Examination** is available in the Admissions Office. This petition

must be approved by the midpoint of the semester, and the examination must be given prior to the last day of the final examination period.

A maximum of 30 semester units of credit is given to the general exams of the CLEP (College Level Examination Program) with scores at the 50th percentile or higher. Credit awarded is reduced if the student has previous college credit in general education courses. CLEP credit does not excuse the student from meeting proficiency requirements in reading, writing, and mathematics.

CREDIT FOR ADVANCED PLACEMENT EXAMINATION

College of the Desert grants credit toward its degrees for successful completion of examinations of the Advanced Placement Program of the College Board (CEEB). Students who present scores of three or better will be granted college credit for each advanced placement course toward graduation. However, the English 1A requirement cannot be satisfied by the examination.

High School students who intend to participate in this program should make the necessary arrangements with their high schools. Students should request that their test scores be sent to College of the Desert at the time they take the Advanced Placement Examinations. To obtain credit for advanced placement, students should contact the Registrar's Office.

INDIVIDUAL STUDY PROJECTS (1-3 units)

Available to students carrying six or more units. This course can be taken in any subject area and is designed as course number 49 A, B, C (1, 2, & 3 units respectively); for example: 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 or her

knowledge and understanding of the course of study. The exact nature of the individual assignment depends upon the special interest of the student and the instructor. A maximum of six units of individual study is accepted toward the A.A. and A.S. Degree.

The instructor of an individual study project must submit an Individual Study Project application through his or her division chairperson to the appropriate Dean prior to allowing a student to undertake work. Students may register for approved projects up until the beginning of the eleventh week of the semester.

DEPARTMENTAL SEMINARS (1-3 Units)

Departmental Seminars, designated as Course Number 48 A, B, C (1, 2, & 3 units respectively) 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 their instructors and 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 depends upon the nature of the study and topic involved, but all seminar students are expected to complete at least one of the following: a project, field study, survey, written report, and/or term paper.

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 seminar units are accepted for the A.A. or A.S. Degree.

The instructor of a proposed seminar must submit a Seminar Application through the division chairperson to the appropriate Dean prior to advertising and scheduling a seminar.

REPETITION OF COURSES

SUBSTANDARD GRADES

A student who receives a grade of D, F, or NC for a course may repeat the course one time and receive a new grade and credits. The previous grade and credits are disregarded in the computation of grade point average and credits and appropriate annotation is made on the student's permanent record in such a manner that all work remains legible, insuring a true and complete academic history.

Where special circumstances exist, a student may be allowed to repeat a course a second time. Special circumstances include consideration of illness, accident, or other conditions which, being beyond the control of the student, resulted in his or her substandard work.

Applications to repeat a course a second time in which a grade of D, F, or NC has been received two times are available in the Admissions and Records Office. Students should apply prior to advisement and registration to allow the Academic Regulation Committee sufficient time to review the merits of the request.

GRADES OF "C" OR BETTER

A student is not eligible to repeat a course which he or she has completed with grades of "C" or better except where special circumstances exist which justify repeating the course. Special circumstances include:

1. The lapse of time - a significant number of years since the course was completed.
2. Changes in course content since the course was completed, or
3. Need to acquire knowledge or skills to be able to progress to higher level course work.

Grades and credits awarded for repeated courses are not counted in calculating a student's grade point average or cumulative credits. The courses, grades and units will be listed on the student's transcript.

Applications to repeat a course with a grade of C or better are available in the Admissions and Records Office. Students are encouraged to apply prior to advisement and registration to allow time for Academic Regulation Committee review.

CHANGE OF PROGRAM AND WITHDRAWALS

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.

Students are expected to plan their schedule carefully with the aid and approval of the advisor and endeavor to maintain it throughout the semester. 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 Admissions Office.

Students are held accountable for every course for which they have registered. **To become official, any withdrawal from college or withdrawal from a class must be made by application properly completed and filed in the Admissions and Records office;** otherwise, the student may receive a grade of "F" for all courses.

STUDENT RIGHTS AND RESPONSIBILITIES

STUDENT CONDUCT

When a student enters College of the Desert, it is taken for granted by the College authorities that an earnest purpose exists and that the student's conduct will demonstrate that assumption. If, however, the student should be guilty of unbecoming conduct, academic dishonesty, or should neglect academic duties, the College authorities will take such action as 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 social notices distributed through the campus. Class schedule information is considered as supplementary to the college catalog and is also an official statement of policy.

STUDENT GRIEVANCE

If a student has reason to believe that he/she has been unfairly treated, and wishes to bring charges against a member of the academic community, the following procedures are followed with respect to the faculty and/or administrators.

I. CAUSE

Within fifteen (15) school days from the time of the alleged grievance, any student who has reason to believe that he/she has been unfairly treated may initiate grievance procedures against the staff member in question.

II. PROCEDURES

A. The student shall first discuss the matter with the staff member in question. If, however, the student cannot discuss the matter with the staff member, or if the student is not satisfied with the discussion, he/she may then:

B. Within five (5) days after consulting or attempting to consult with the staff member, bring the matter to the attention of the staff member's division chairperson or immediate supervisor. This notification shall be in writing. The division chairperson or immediate supervisor will attempt to resolve the matter within five (5) school days. The division chairperson or immediate supervisor shall communicate a decision to the student and staff member. If, however, the student is not satisfied, he/she may then, within ten (10) school days:

C. Bring the matter to the attention of the Dean of Student Services, or equivalent, who shall, after conferring with the student, call either an informal or formal hearing according to the wishes of the student, within ten (10) school days.

1. An informal hearing will be held between the student and other appropriate school representatives. If the student is satisfied with the outcome of the informal hearing, the process could end.
2. A formal hearing will consist of the student, and if appropriate, his/her advocate, the accused and his/her advocate, the Dean of Students, a divisional chairperson from the division of the accused, and four (4) neutral faculty members, two (2) selected by the student, and two (2) by the accused. If the results of either the informal or the formal hearing are not satisfactory to the accuser, further appeal will be as follows:

D. Desiring further appeal, the student shall, within ten (10) school days, bring the matter to the Vice President of Educational Services who will render a decision within ten (10) school days.

E. Desiring further appeal, the student shall, within ten (10) school days, go to the College President, who shall then render a decision within ten (10) school days.

F. Desiring further appeal, the student shall, within ten (10) school days, then go to the Board of Trustees for a final decision to be made within thirty (30) school days.

G. The intent is to ensure that each and every step will take place as expeditiously as possible.

ATTENDANCE

ATTENDANCE AT FIRST CLASS MEETING

It is extremely important for a student to attend the first class meeting after registration since instructors may drop students who do not

appear for the first meeting in order to make room for others who may desire to take the class. If a student is dropped as a "no-show" for non-attendance, and if space is available, it is the student's responsibility to re-register into the class at the Admissions Office.

CLASS ATTENDANCE

A student is expected to attend all class sessions. It is the student's responsibility to contact instructors regarding any absence. 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 serious illness or death of a member of the student's family, or a field trip, or an authorized absence on 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 standards for the course.

AUDITING CLASSES

The Desert Community College District does not allow student auditing of classes.

LEAVES OF ABSENCE

Students who have a need to withdraw for a short time, but who wish to retain their 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 students must depart suddenly, as in a family emergency, they should write the Dean of Student Services and Relations 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 case of illness. Requests for a Brief Leave of Absence must be filed with the Office of the Dean of Student Services and Relations.

PHYSICAL EDUCATION REQUIREMENT

Completion of a Physical Education activity or course is required in each of the first two semesters in which a student is enrolled in nine units or more.

SCHEDULE OF CLASSES

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

Every class offered, unless otherwise stated in the official catalog and schedule of classes, shall be fully open to enrollment and participation by any person who meets the academic prerequisites of such class (subject to maximum enrollments) and who is otherwise eligible for admission to and enrollment in the college.

TRANSCRIPTS

An official transcript of a student's record may be obtained from the Admissions Office 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 will be charged in excess of two transcripts. All transcripts from other colleges must be on file at the Admissions Office prior to filing a "Request for Evaluation." All lower-division work previously earned at other accredited institutions will be included when computing the cumulative GPA for a degree or certificate from COD.

TRANSFERRED COURSEWORK

Courses, units, and grades transferred from other colleges and universities must meet the standards of the Western Association of Schools and Colleges Accrediting Association.

FOREIGN TRANSCRIPT EVALUATIONS

Students entering COD, who have earned university/college credits in foreign countries, and believe the courses are comparable to those offered at the College of the Desert, can obtain information about foreign transcript evaluation and application forms for foreign transcript/credential evaluation services from the Admissions and Records Office.

VOCATIONAL CERTIFICATE OF ACHIEVEMENT

A Vocational Certificate of Achievement may be awarded to a student who has completed a required sequence of courses in an occupational field. The Certificate is not automatically awarded when a student completes the requirements. Students must file a "Request for Evaluation" in the Admissions and Records Office at least one semester prior to completing certificate requirements. All transcripts from other colleges must be on file before an evaluation request can be filed.

Students must file an "Intent to Earn Certificate" in the Admissions and Records Office during the semester in which they are completing the requirements. The certificate requires fewer than 60 units of college work. At least six (6) units in the certificate field shall be completed in residence at College of the Desert. A minimum of a "C" average shall be maintained in all courses required for the certificate. All courses shall be approved by the department advisor.

In the case of an additional certificate(s) in a related field, the student will be required to take a minimum of six (6) units of additional course work determined by the department advisor. See *Degree and Certificate Programs* section in this catalog for specific certificate requirements.

CATALOG REQUIREMENTS UNDER WHICH A STUDENT GRADUATES

Students are responsible for meeting in full the requirements for graduation as set forth in the college catalog. For the purpose of meeting graduation requirements, students may elect to meet the requirements in effect at College of the Desert either:

1. at the time of entrance,
2. during the time of attendance, or
3. at the time of graduation.

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

If students maintain continuous attendance, attendance of at least two transcript recorded semester units during each calendar year, changing a major program of study does not change catalog rights for General Education or other graduation requirements beyond the major. Absence due to an approved educational leave or for attendance at another accredited college is not considered an interruption in attendance, if the absence does not exceed two years.

EVALUATION REQUIREMENT FOR ASSOCIATE DEGREE

The Associate in Arts Degree and Associate in Science Degree are not automatically awarded when a student completes the requirements. Students must file a "Request for Evaluation" in the Admissions and Records Office at least one semester prior to their intended graduation.

All transcripts from other colleges must be on file before an evaluation request can be filed. At least 30 units must have been completed before an evaluation can be initiated.

GRADUATION

Once it has been determined that a student is eligible for graduation, an "Intent to Graduate" form must be completed. The deadline to receive this form is the first Monday in November for the Fall Semester, and the first Monday in April for the Spring Semester. This requirement applies to both non-transfer and transfer degrees.

Formal graduation activities are held at the end of the Spring semester. Students who complete degree requirements during the Spring or preceding terms are invited to participate in the ceremonies.

THERE ARE THREE DISTINCTLY DIFFERENT PATHS WHICH LEAD TO AN ASSOCIATE DEGREE AT COD

1. Students who wish to earn a *non-transfer* Associate Degree with emphasis on major or occupational courses rather than General Education courses and who have *no plans to pursue a bachelor's degree* may follow the requirements listed on pages 48-50.

2. Students who wish to earn an Associate Degree which will *transfer to the California State University system (CSU)*, with emphasis on General Education requirements rather than major courses, may follow the requirements as outlined on pages 51-53.

3. Students who intend to *transfer to the University of California (UC) system* may earn an Associate Degree by satisfying the requirements listed on pages 54-56. With careful planning, this pattern will also satisfy CSU requirements.

Note: All Associate Degrees require a minimum of 60 units of college credit.

CURRICULUM REQUIREMENTS FOR THE NON-TRANSFER A.A./A.S. DEGREE

Students may be graduated from College of the Desert with the Associate in Arts or the Associate in Science degree upon meeting the following requirements:

- A. Satisfactory completion of 60 units of collegiate work with a C (2.0) grade point average (GPA) in a curriculum which the District accepts toward the degree. At least 12 units must be earned at College of the Desert.
- B. Major requirements (Minimum of 18 units): Complete one of the degree programs listed in the Degree and Certificate Programs section of this catalog.
- C. Completion of the following general education requirements (18 units minimum):
- 1. Natural Sciences** - (3 units minimum) selected from the following courses:

ANTH	1	Human Evolution (3)
A	1	Descriptive Astronomy (3)
AGPS	2	Entomology-Gen/App (4)
AGPS	5	Plant Science (3)
AGPS	5L	Plant Science Lab (1)
BI	1A	Gen Biology, Principles (5)
BI	1B	Gen Biology, Zoology (5)
BI	1C	Gen Biology, Botany (5)
BI	4	Elements of Biology (3)
BI	4L	Elements of Biology Lab (1)
BI	15	General Microbiology (5)
BI	21	Elem Human Anat/Phys (3)
BI	22	Human Anatomy (4)
BI	23	Human Physiology (5)
CH	1A, 1B	General Chemistry (5) (5)
CH	3	Intro Gen Chemistry (4)
CH	4	Fund of Chemistry (4)
G	1	Physical Geology (3)
G	1L	Physical Geology Lab (1)
G	2	Historical Geology (4)
G	5	Environmental Geology (3)
G	10	Earth Science (3)

G	10L	Earth Science Lab (1)
GEOG	1	Physical Geography (3)
GEOG	1L	Physical Geography Lab (1)
NR	1	Cons Natural Resources (3)
NR	1L	Cons Natr Resourc Lab (1)
OH	1	Horticulture (3)
OH	1L	Horticulture Lab (1)
PH	1	Basic Physics (4)
PH	2A,2B	College Physics (4) (4)
PH	4A,4B	Engineering Physics (5) (5)

2. Social and Behavioral Sciences -
(3 units minimum) selected from the following:

AGBU	3	International Agriculture (3)
ANTH	2	Cultural Anthropology (3)
ANTH	3	Intro to Archeology (3)
ECON	1	Prin of Macroeconomics (3)
ECON	2	Prin of Microeconomics (3)
ECON	11	Internat'l Econ Relations (3)
GEOG	2	Cultural Geography (3)
GEOG	7	Regional Geography (3)
HIST	3	Hist World Civilization (3)
HIST	4	Hist World Civilization (3)
HIST	17	U.S. History (3)
HIST	18	U.S. History (3)
MC	1	Mass Media/Amer Cult. (3)
PHIL	13	Perspectives Death/Dying (3)
PS	1	Intro to Government (3)
PS	2	Intro Comparative Govt (3)
PS	4	Intro Internat'l Rel (3)
PSY	1	General Psychology (3)
PSY	3	Developmental Psych (3)
PSY	10	Psy Aspects Marr/Family (3)
PSY	20	Adolescent Psychology (3)
PSY	33	Personal/Soc Adjustment (3)
SOC	1	Intro to Sociology (3)
SOC	2	Social Problems (3)
SOC	10	Marr/Fam Soc Approach (3)
SOC	14	Minority Grps in Amer (3)

3. Humanities - (3 units minimum)
selected from the following courses:

ART	2A,B	History of Art (3)(3)
ART	2C	Hist. of Modern Art (3)
ART	3A	Basic Design & Color (3)
ART	10	Intro to Art (3)
ART	33	History of Photography (3)
ENG	1B	Comp & Literature (3)
ENG	10A	American Literature I (3)
ENG	10B	American Literature II (3)
ENG	11A,B	Surv of English Lit (3) (3)

ENG	12A	World Literature I (3)
ENG	12B	World Literature II (3)
ENG	14	Shakespeare (3)
ENG	15	The Short Story (3)
ENG	16	Literature of the Desert (3)
ENG	18	Introduction to Poetry (3)
ENG	22	Intro African-Amer Lit(3)
ENG	31	Bible as Literature O.T. (3)
ENG	32	Bible as Literature N.T. (3)
ENG	35	Myth and Legend (3)
FR	1,2	Elementary French (5) (5)
FR	1A, 1B	Elementary French (3) (3)
FR	2A, 2B	Elementary French (3) (3)
FR	3,4	Intermediate French (4) (4)
FR	8 A,B	French Conversation (3) (3)
FR	40A,B	French Civilization (3)
GER	1,2	Elementary German (5) (5)
GER	1A,B	Elementary German (3) (3)
GER	2A,B	Elementary German (3) (3)
GER	40A,B	German Civilization (3)
ITAL	1,2	Elementary Italian (5) (5)
ITAL	1A,B	Elementary Italian (3) (3)
ITAL	2A,B	Elementary Italian (3) (3)
ITAL	3,4	Intermed. Italian (4) (4)
ITAL	40A,B	Survey of Italian Civ. (3) (3)
JPN	1A,B	Elementary Japanese (3) (3)
JPN	2A,B	Elementary Japanese (3) (3)
MUS	1A-D	Musicianship (3-3-3-3)
MUS	2A-D	Harmony (3-3-3-3)
MUS	3A,B	Hist & Lit of Music (3) (3)
MUS	4	Counterpoint (3)
MUS	10	Intro to Music (3)
MUS	12	Fundamentals of Music (3)
MUS	15	Intro to Music Theory (2)
MUS	36A-D	Opera Workshop (2-2-2-2)
PHIL	6	Intro to Philosophy (3)
PHIL	7	Intro to Philosophy (3)
PHIL	8	Phil. Ancien-Renaiss (3)
PHIL	9	Phil. Renaissance-Presnt (3)
PHIL	12	Religions of the World (3)
PHIL	13	Perspect Death/Dying (3)
PHIL	14	Intro to Ethics (3)
RUS	1A,B	Elementary Russian (3) (3)
RUS	2A,B	Elementary Russian (3) (3)
SPAN	1, 2	Elementary Spanish (5) (5)
SPAN	1A,B	Elementary Spanish (3) (3)
SPAN	2A,B	Elementary Spanish (3) (3)
SPAN	3, 4	Intermed. Spanish (4) (4)
SPAN	5, 6	Advanced Spanish (3) (3)
SPAN	8A,B	Spanish Conversation (3) (3)
SPAN	40A,B	Spanish Civilization (3)
TA	1	Intro to Theatre (3)
TA	2 A-D	Acting (3-3-3-3)

TA	8A	Theatre Graphics (3)
TA	10A,B	Stagecraft II (3) (3)
TA	32A-D	Play Product'n Tech (3-3-3-3)
TA	69A,B	Dramatic Literature (3) (3)

4. Language and Rationality - (6 units)

a) English Composition (3 units minimum) selected from:

ENG	1A	Composition (4)
ENG	3A	Freshman Composition I (3)
ESL	1A	Composition Skills (4)

b) Communication and Analytical Thinking (3 units minimum) selected from:

CS	75	FORTRAN Programming (3)
CS	76	COBOL Programming (3)
CS	81	QBASIC Programming (3)
CS	76A	Adv. COBOL Program. (3)
HUM	1	Critical Analysis
MATH	1A,1B	Calc w/Anal Geom (5) (5)
MATH	5	Trigonometry (3)
MATH	10	College Algebra (4)
MATH	12	Pre-calc Analysis (5)
MATH	13	Liberal Arts Math (4)
MATH	14	Statistical Methods (4)
MATH	40	Intermediate Algebra (4)
PHIL	10	General Logic (3)
PHIL	11	Symbolic Logic (3)
PHIL	15	Logic/Critical Analysis (3)
SOC	3	Fund. of Statistics (3)
SOC	4	Soc/Critical Thinking (3)
SP	1	Intro to Human Comm (3)
SP	4	Public Speaking (3)
SP	5	Group Discussion Process (3)
SP	7	Decision Mking/Advoc (3)
SP	15	Intercultural Comm (3)

5. Elective - (3 units minimum) selected from Areas 1, 2, 3 or 4 above.

D. Physical Education Activity Requirement: In addition to the above, students must complete two semesters of Physical Education activity or courses.

E. Reading, Writing and Mathematics competency requirements must be met, as follows;

Reading Competency: All students earning an Associate in Arts Degree or an

Associate in Science Degree must demonstrate a reading proficiency at the collegiate level by passing RDG 51, Analytical Reading, with a grade of "C" or better, or the equivalent.

Writing Competency: All students earning an Associate in Arts Degree or an Associate in Science Degree must demonstrate a writing proficiency at the collegiate level by passing with a grade of "C" or better one of the following courses: ENG 1A, ENG 3A, or ESL 1A.

Mathematics Competency: All students earning an Associate in Arts Degree or an Associate in Science Degree must demonstrate a mathematics proficiency at the collegiate level by passing with a grade of "C" or better, MATH 40, or any college mathematics course determined by the Desert Community College District to be equivalent or better than MATH 40.

Note: Please check with your counselor or academic advisor for possible changes in AA/AS degree requirements.

ADDITIONAL ASSOCIATE DEGREES

An additional Associate Degree may be earned if the student completes a minimum of 12 units in residence at College of the Desert beyond the prior degree, makes a complete change in major, and fulfills all requirements for the new major field including any additional General Education requirements that are appropriate.

Consult the
Degree and Certificate Programs
of Study section of the catalog
(directory begins on page 58)
for specific degree requirements
including major requirements
and General Education patterns.

REQUIREMENTS FOR THE A.A./A.S. TRANSFER DEGREE

Students who plan to transfer to another institution of higher learning may be graduated from College of the Desert with an Associate in Arts or Associate in Science degree by satisfactory completion of a minimum of 60 transferable units of collegiate work. Students must complete the thirteen courses in the CSU General Education Certification Course Pattern and the major requirements as specified in the program of study for the declared major. Degrees are listed by major on pages 58-60.

The Associate Degree for transferring students requires completion of *all* the lower division requirements of the major listed in this catalog. Academic advisors assigned to students will review the students' progress in the major and determine when these requirements have been met.

Students seeking the transfer degree must also meet the competency requirements in Reading, English and Math as well as follow the same procedures as stated for non-transferring students, by requesting a *degree evaluation* and filing an *Intent to Graduate*.

Students planning to transfer to a UC, independent, or out-of-state school should consult with an advisor or counselor early in their first semester of enrollment at College of the Desert.

GOVERNMENT/HISTORY CERTIFICATION

College of the Desert, pursuant to Section 40404 of Title 5 of the California Administrative Code and in accordance with Executive Order 405 from the Office of the Chancellor, California State University (effective date 11/15/82), certifies the following course/examination combinations as meeting the baccalaureate requirements in U.S. History, Constitution and American Ideals at CSU. It is important to note that certification may take place if and only if an entire history/government combination has been completed. (Requirements at CSU institutions may vary; consult your counselor.)

A student may fulfill the history/government requirement by completion of one course from each of the areas below (I and II) - except that no student may meet the requirement by examinations alone.

- I. Historical Development of American Institutions and Ideals
 - A. History 17
 - B. History 18
- II. Federal, State and Local Government
 - A. Political Science 1

GENERAL EDUCATION REQUIREMENTS

CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION CERTIFICATION COURSE PATTERN

Each candidate for the Bachelor's Degree from a CSU Institution is required to complete a pattern of general education courses which total a minimum of 48 semester units. Thirteen courses in this pattern may be taken at College of the Desert. The remaining courses must be completed at the campus granting the Bachelor's degree. Applicable College of the Desert courses:

A. COMMUNICATION in the ENGLISH LANGUAGE and CRITICAL THINKING
Nine (9) units minimum; select 1 course from each of the 3 groups.

A-1. SPEECH

- | | | |
|----|----|-----------------------------|
| SP | 1 | Intro to Human Comm (3) |
| SP | 4 | Public Speaking (3) |
| SP | 5 | Group Discussion Process(3) |
| SP | 15 | Intercultural Comm (3) |

A-2. WRITING

- | | | |
|-----|----|----------------------------|
| ENG | 1A | Composition (4) |
| ENG | 3A | Freshman Composition I (3) |
| ESL | 1A | Composition Skills (4) |

A-3. CRITICAL THINKING

HUM	1	Critical Analysis (3)
PHIL	10	General Logic (3)
PHIL	11	Symbolic Logic (3)
PHIL	15	Logic, Argu., Crit. Anal. (3)
SOC	4	Soc. Anal/Crit. Thinking (3)
SP	7	Decision Mking/Advoc (3)

B. SCIENCE and MATHEMATICS

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

B-1. SCIENCES

A	1	Descriptive Astronomy (3)
A	1L	Desc. Astronomy Lab (1)
CH	1A, 1B	General Chemistry (5) (5)
CH	3	Intro Gen Chemistry (4)
CH	4	Fund of Chemistry (4)
CH	5	Bio-Organic Chemistry (3)
G	1	Physical Geology (3)
G	1L	Physical Geology Lab (1)
G	2	Historical Geology (4)
G	5	Environmental Geology (3)
G	5L	Environ. Geol. Lab (1)
G	10	Earth Science (3)
G	10L	Earth Science Lab (1)
GEOG	1	Physical Geography (3)
GEOG	1L	Physical Geography Lab (1)
PH	1	Basic Physics (4)
PH	2A,2B	College Physics (4) (4)
PH	4A,4B	Engineering Physics (5) (5)

B-2. BIOLOGICAL SCIENCES

AGPS	2	Entomology-Gen/App (4)
AGPS	5	Plant Science (3)
AGPS	5L	Plant Science Lab (1)
ANTH	1	Human Evolution (3)
BI	1A	Gen Biology, Principles (5)
BI	1B	Gen Biology, Zoology (5)
BI	1C	Gen Biology, Botany (5)
BI	4	Elements of Biology (3)
BI	4L	Elements of Biology Lab (1)
BI	15	General Microbiology (5)
BI	21	Elem Human Anat/Phys (3)
BI	21L	Elem Hum A/P Lab (1)
BI	22	Human Anatomy (4)
BI	23	Human Physiology (5)
NR	1	Cons Natural Resources (3)
NR	1L	Cons Natr Resourc Lab (1)
OH	1	Horticulture (3)
OH	1L	Horticulture Lab (1)

B-3. MATHEMATICS

MATH	1A,1B	Calc w/Anal Geom (5) (5)
MATH	5	Trigonometry (3)
MATH	10	College Algebra (4)
MATH	12	Pre-calc Analysis (5)
MATH	13	Liberal Arts Math (4)
MATH	14	Statistical Methods (4)
SOC	3	Fund Statistical Sci. (3)

C. ARTS and HUMANITIES

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

C-1. ARTS (Art, Dance, Music, Theatre)

ART	2A,B	History of Art (3)(3)
ART	2C	Hist. of Modern Art (3)
ART	3A	Basic Design / Color(3)
ART	10	Intro to Art (3)
ART	13	Hist. of Photography (3)
HUM	18	Intro to Art & Music (3)
MUS	3A,B	Hist & Lit of Music (3) (3)
MUS	10	Intro to Music (3)
MUS	11A,B	Survey of Music Lit(3)(3)
MUS	12	Fundamentals of Music (3)
MUS	14 A-D	Survey of Opera (2-2-2-2)
PE	15	Intro to Choreography (2)
TA	1	Intro to Theatre (3)
TA	2 A-D	Acting (3-3-3-3)
TA	8A	Theatre Graphics (3)

C-2. HUMANITIES (Literature, Philosophy, Foreign Language)

ENG	1B	Comp & Literature (3)
ENG	10A,B	American Literature (3) (3)
ENG	11A,B	Surv of English Lit (3) (3)
ENG	12A	World Literature I (3)
ENG	12B	World Literature II (3)
ENG	14	Shakespeare (3)
ENG	15	The Short Story (3)
ENG	16	Literature of the Desert (3)
ENG	18	Introduction to Poetry (3)
ENG	22	Intro African-American Literature(3)
ENG	31	Bible as Literature O.T. (3)
ENG	32	Bible as Literature N.T. (3)
ENG	35	Myth and Legend (3)
HUM	5A*	Humanity & Environment (3)
HUM	5B*	Humanity & Environment (3)
MUS	10	Intro to Music (3)
PHIL	6	Intro to Philosophy (3)
PHIL	7	Intro to Philosophy (3)
PHIL	8	Phil. Ancien-Renaiss (3)
PHIL	9	Phil. Renaissance-Presnt (3)
PHIL	12	Religions of the World (3)

PHIL	13	Perspect Death/Dying (3)
PHIL	14	Intro to Ethics (3)
FR	1, 2	Elementary French (5) (5)
FR	1A, 1B	Elementary French (3) (3)
FR	2A, 2B	Elementary French (3) (3)
FR	3, 4	Intermediate French (4) (4)
FR	8 A,B	French Conversation (3) (3)
FR	40A,B	French Civilization (3)
GER	1,2	Elementary German (5) (5)
GER	1A,B	Elementary German (3) (3)
GER	2A,B	Elementary German (3) (3)
GER	40A,B	German Civilization (3)
ITAL	1,2	Elementary Italian (5) (5)
ITAL	1A,B	Elementary Italian (3) (3)
ITAL	2A,B	Elementary Italian (3) (3)
ITAL	3, 4	Intermed. Italian (4) (4)
ITAL	40A,B	Survey of Italian Civ. (3) (3)
JPN	1A,B	Elementary Japanese (3) (3)
JPN	2A,B	Elementary Japanese (3) (3)
RUS	1A,B	Elementary Russian (3) (3)
SPAN	1, 2	Elementary Spanish (5) (5)
SPAN	1A,B	Elementary Spanish (3) (3)
SPAN	2A,B	Elementary Spanish (3) (3)
SPAN	3, 4	Intermed. Spanish (4) (4)
SPAN	5, 6	Advanced Spanish (3) (3)
SPAN	8A,B	Spanish Conversation (3) (3)
SPAN	10, 11	Span/Bilingual Student (3)(3)
SPAN	40A,B	Spanish Civilization (3)
TA	69A,B	Dramatic Literature (3) (3)

D. HISTORY and SOCIAL SCIENCES
Nine (9) units minimum, with courses taken in at least two disciplines. Note: The "American Institutions" requirement may be satisfied by taking either HIST 17 or 18, plus PS 1 (Intro Government).

D-1. ANTHROPOLOGY and ARCHEOLOGY

ANTH	2	Cultural Anthropology (3)
ANTH	3	Intro to Archeology (3)

D-2. ECONOMICS

ECON	1	Prin of Macroeconomics (3)
ECON	2	Prin of Microeconomics (3)
ECON	11	Internat'l Econ Relations (3)

D-3. ETHNIC STUDIES

SOC	14	Minority Grps in Amer (3)
-----	----	---------------------------

D-4. GENDER STUDIES

PSY	10	Psy Aspects Marr/Fam (3)
PSY	12	Human Sexuality (3)
SOC	10	Marr/Fam-Soc Approach (3)

D-5. GEOGRAPHY

GEOG	2	Cultural Geography (3)
GEOG	7	Regional Geography (3)
GEOG	10	Geography of California (3)

D-6. HISTORY

HIST	3	Hist World Civilization (3)
HIST	4	Hist World Civilization (3)
HIST	17	U.S. History (3)
HIST	18	U.S. History (3)

D-7. INTERDISCIPLINARY SOCIAL OR BEHAVIORAL SCIENCE

MC	1	Mass Media/Amer Cult (3)
----	---	--------------------------

D-8. POLITICAL SCIENCE, GOVERNMENT, LEGAL

PS	1	Intro to Government (3)
PS	2	Intro Comparative Govt (3)
PS	4	Intro Internat'l Rel (3)

D-9. PSYCHOLOGY

PSY	1	General Psychology (3)
PSY	3	Developmental Psych (3)
PSY	20	Adolescent Psychology (3)
PSY	33	Personal/Soc Adjustment (3)

D-10. SOCIOLOGY & CRIMINOLOGY

SOC	1	Intro to Sociology (3)
SOC	2	Social Problems (3)
SOC	14	Minority Grps in Amer (3)
AJ	1	Intro Admin of Justice (3)

E. LIFELONG UNDERSTANDING and SELF DEVELOPMENT

Three (3) units minimum; select one:

HE	1	Personal/Comm Health (3)
HEC	13	General Nutrition (3)
HUM	5A*	Humanity & Environment (3)
HUM	5B*	Humanity & Environment (3)
PHIL	13	Perspectives Death/Dying (3)
PSY	3	Developmental Psych (3)
PSY	10	Psy Aspects Marr/Family(3)
PSY	12	Human Sexuality (3)
PSY	20	Adolescent Psychology (3)
PSY	33	Personal/Soc Adjustment (3)
SOC	10	Marr/Fam Soc Approach (3)

**Students completing HUM 5A or B may receive credit in Area E only. Students who complete both courses may receive credit in Area C-2 for the second course only.*

**IGETC - INTERSEGMENTAL
GENERAL EDUCATION
TRANSFER CURRICULUM FOR
UC AND CSU**

Completion of all the requirements in the Intersegmental General Education Transfer Curriculum (IGETC) will permit you to transfer from College of the Desert to a campus in either the California State University (CSU) or University of California (UC) without the need, after transfer, to take additional lower-division, general education courses to satisfy campus general education requirements. Exceptions are at the end of the list in the Supplementary Notes. Completion of IGETC is not a requirement for admission but does fulfill a requirement for graduation at a CSU or UC campus.

The course requirements for all areas must be completed before IGETC can be certified. After final grades are posted, you must request IGETC Certification at the time you request final transcripts to be sent to your chosen transfer campus(es). **The IGETC must be certified prior to transfer. All courses must be completed with grades of "C" or better.**

Completion of the IGETC is not a requirement for transfer to a CSU or UC, nor is it the only way to fulfill the lower-division, general education requirements of the CSU or UC prior to transfer. Students may find it advantageous to take courses fulfilling CSU's general education requirements or those of a particular UC campus.

AREA 1

**COMMUNICATION in the
ENGLISH LANGUAGE and
CRITICAL THINKING**

One course from each group:

WRITING

- ENG 1A Composition (4)
ENG 3A Freshman Composition I (3)

CRITICAL THINKING

- SOC 4 Soc. Anal/Crit. Thinking (3)

SPEECH (CSU ONLY)

- SP 1 Intro to Human Comm (3)
SP 4 Public Speaking (3)
SP 15 Intercultural Comm (3)

AREA 2

**MATHEMATICAL CONCEPTS &
QUANTITATIVE REASONING**

One course:

MATHEMATICS

- MATH 1A* Calc w/Anal Geom (5)
MATH 10* College Algebra (4)
MATH 12* Pre-calc Analysis (5)
MATH 14* Statistical Methods (4)
SOC 3 Fund. of Statistics (3)

AREA 3

ARTS and HUMANITIES

At least three courses, with at least one from the Arts and one from the Humanities (See "Language Other Than English" on page 56.)

ARTS (Art, Music)

- ART 2A,B History of Art (3)(3)
ART 2C Hist. of Modern Art (3)
ART 10 Intro to Art (3)
HUM 18 Intro to Art & Music (3)
MUS 3A,B Hist & Lit of Music (3) (3)
MUS 10 Intro to Music (3)
MUS 11A,B Survey of Music Lit(3)(3)
MUS 12 Fundamentals of Music (3)

**HUMANITIES (Literature, History,
Philosophy, Foreign Language,
Theatre)**

- ENG 1B Comp & Literature (3)
ENG 10A,B American Literature I,II (3) (3)
ENG 11A,B Surv of English Lit (3) (3)
ENG 12A World Literature I (3)
ENG 12B World Literature II (3)
ENG 14 Shakespeare (3)
ENG 15 The Short Story (3)
ENG 16 Literature of the Desert (3)
ENG 18 Introduction to Poetry (3)
ENG 22 Intro African-American
Literature (3)
ENG 31 Bible as Literature O.T. (3)

ENG	32	Bible as Literature N.T. (3)
ENG	35	Myth and Legend (3)
HIST	3	Hist World Civilization (3)
HIST	4	Hist World Civilization (3)
HIST	17*(7)	U.S. History (3)
HIST	18*(7)	U.S. History (3)
PHIL	6	Intro to Philosophy (3)
PHIL	7	Intro to Philosophy (3)
PHIL	8	Phil. Ancien-Renaiss (3)
PHIL	9	Phil. Renaissance-Presnt (3)
PHIL	12	Religions of the World (3)
PHIL	13	Perspect Death/Dying (3)
PHIL	14	Intro to Ethics (3)
FR	2	Elementary French (5)
FR	2A*,B*	Elementary French (3) (3)
FR	3,4	Intermediate French (4) (4)
FR	40A,B	French Civilization (3) (3)
GER	2	Elementary German (5) (5)
GER	2A*,B*	Elementary German (3) (3)
GER	40A,B	German Civilization (3) (3)
ITAL	2	Elementary Italian (5) (5)
ITAL	2A*,B*	Elementary Italian (3) (3)
ITAL	3, 4	Intermed. Italian (4) (4)
ITAL	40A,B	Survey of Italian Civ. (3) (3)
JPN	2A*,B*	Elementary Japanese (3) (3)
RUS	2A*,B*	Elementary Russian (3) (3)
SPAN	2	Elementary Spanish (5) (5)
SPAN	2A,B	Elementary Spanish (3) (3)
SPAN	3, 4	Intermed. Spanish (4) (4)
SPAN	5, 6	Advanced Spanish (3) (3)
SPAN	40A,B	Spanish Civilization (3) (3)
TA	1	Introduction to Theatre (3)
TA	69A,B	Dramatic Literature (3) (3)

* Indicates that transfer credit may be limited by either UC or CSU or both. Please consult with a counselor for additional information.

AREA 4

HISTORY and SOCIAL SCIENCES

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

ANTHROPOLOGY and ARCHEOLOGY

ANTH	2	Cultural Anthropology (3)
ANTH	3	Intro to Archeology (3)

ECONOMICS

ECON	1	Prin of Macroeconomics (3)
ECON	2	Prin of Microeconomics (3)

GEOGRAPHY

GEOG	2	Cultural Geography (3)
GEOG	7	Regional Geography (3)

HISTORY

HIST	3	Hist World Civilization (3)
HIST	4	Hist World Civilization (3)
HIST	17*(7)	U.S. History (3)
HIST	18*(7)	U.S. History (3)

INTERDISCIPLINARY SOCIAL OR BEHAVIORAL SCIENCE

MC	1	Mass Media/Amer Cult (3)
----	---	--------------------------

POLITICAL SCIENCE, GOVERNMENT, LEGAL

PS	1*(7)	Intro to Government (3)
PS	2	Intro Comparative Govt (3)
PS	4	Intro Internat'l Rel (3)

PHILOSOPHY

PHIL	12	Religions of the World (3)
------	----	----------------------------

PSYCHOLOGY

PSY	1	General Psychology (3)
PSY	3	Developmental Psych (3)

SOCIOLOGY

SOC	1	Intro to Sociology (3)
SOC	2	Social Problems (3)
SOC	14	Minority Grps in Amer (3)

AREA 5

PHYSICAL AND BIOLOGICAL SCIENCE

At least 2 courses, one physical science and one biological science course; at least one must include a laboratory:

PHYSICAL SCIENCES

A	1	Descriptive Astronomy (3)
A	1L	Desc. Astronomy Lab (1)
CH	1A, 1B	General Chemistry (5) (5)
CH	3*	Intro Gen Chemistry (4)

G	1	Physical Geology (3)	FR	1	Elementary French (5)
G	1L	Physical Geology Lab (1)	FR	1A*,B*	Elementary French (3) (3)
G	5	Environmental Geology (3)	GER	1	Elementary German (5)
G	5L	Environ. Geol. Lab (1)	GER	1A*,B*	Elementary German (3) (3)
G	10	Earth Science (3)	ITAL	1	Elementary Italian (5)
G	10L	Earth Science Lab (1)	ITAL	1A*,B*	Elementary Italian (3) (3)
GEOG	1	Physical Geography (3)	JPN	1A*,B*	Elementary Japanese (3) (3)
GEOG	1L	Physical Geography Lab (1)	RUS	1A*,B*	Elementary Russian (3) (3)
PH	1*	Basic Physics (4)	SPAN	1	Elementary Spanish (5)
PH	2A*,2B*	College Physics (4) (4)	SPAN	1A*,B*	Elementary Spanish (3) (3)
PH	4A*,4B*	Engineering Physics (5)(5)			

BIOLOGICAL SCIENCES

AGPS	2	Entomology-Gen/App (4)
AGPS	5	Plant Science (3)
AGPS	5L	Plant Science Lab (1)
ANTH	1	Human Evolution (3)
BI	1A	Gen Biology, Principles (5)
BI	1B	Gen Biology, Zoology (5)
BI	1C	Gen Biology, Botany (5)
BI	4*	Elements of Biology (3)
BI	4L*	Elements of Biology Lab (1)
BI	22*	Human Anatomy (4)
NR	1	Cons Natural Resources (3)
NR	1L	Cons Natr Resour Lab (1)

* Indicates that transfer credit may be limited by either UC or CSU or both. Please consult with a counselor for additional information.

**LANGUAGE OTHER THAN ENGLISH
(UC REQUIREMENT ONLY)**

Students may complete two years of the same foreign language of high school work with a grade of "C" or better;

or earn a score of 3 or higher on the Foreign Language Advanced Placement test, or 550 on the College Board Achievement Test in Foreign Language;

or complete 4-5 units from the following college courses which meet the proficiency level (courses above proficiency level may also be used to meet this requirement):

IGETC SUPPLEMENTARY NOTES

1. A single course, even though listed in more than one place, can only be used to satisfy one subject area of the IGETC.
2. IGETC is not advisable for high-unit majors, e.g. sciences, engineering.
3. Fifth and Revelle Colleges at UC San Diego do not accept the IGETC.
4. IGETC may not be appropriate for students who have completed courses at a CSU or UC campus.
5. "Double counting" of courses toward the major is not limited by the IGETC, but is limited by other directives. The UC will allow IGETC courses to also count toward major requirements. CSU campus limitations on double-counting of general education courses toward major preparation are not changed by the IGETC.
6. If you are transferring to a UC campus, consult with a COD counselor to view a copy of the current UC Transferable Course Agreement to see what unit limitation might apply to the courses you have selected.
7. See Transfer Center handout "American History and Institutions Requirement" for clarification of this requirement.
8. Students in high unit majors may find it advantageous to follow a particular UC campus's breadth requirements instead of the IGETC.

CALIFORNIA ARTICULATION NUMBER (CAN)

The CALIFORNIA ARTICULATION NUMBER (CAN) System provides a cross reference number for lower-division, transferable courses taught at California colleges and universities. The CAN designation assures that the courses or sequence of courses will be accepted in lieu of an identically designated CAN course or sequence at participating campuses. The CAN is not a common numbering system. Each campus retains its own course numbers and titles. The CAN (e.g. CAN ENGL 2) is listed parenthetically after the course title in the catalog course descriptions. A list of participating colleges and universities is available in the Counseling Center.

CALIFORNIA ARTICULATION NUMBER (CAN):

COLLEGE OF THE DESERT COURSES:

CAN ANTH 2	ANTH 1, Human Evolution
CAN ANTH 4	ANTH 2, Cultural Anthropology
CAN ANTH 6	ANTH 3, Introduction to Archeology
CAN CHEM SEQ A	CH 1A + CH 1B, General Chemistry
CAN ECON 2	ECON 1, Principles of Macroeconomics
CAN ECON 4	ECON 2, Principles of Microeconomics
CAN ENGL 2	ENG 1A, Composition
CAN GEOG 2	GEOG 1, Physical Geography
CAN GEOG 4	GEOG 2, Cultural Geography
CAN GEOL 2	G1, Physical Geology + G1L, Physical Geology Lab
CAN GEOL 4	G2, Historical Geology
CAN HIST SEQ B	HIST 17 + HIST 18, United States History
CAN HEC 2	HEC 13, General Nutrition
CAN HEC 4	IDSN 10, Contemporary Housing & Interiors
CAN HEC 6	CT 10, Textiles: Fiber to Filament
CAN HEC 10	CT 16A, Clothing Construction
CAN HEC 12	ECE 12, Child, Family & Community
CAN HEC 14	ECE 10A, Child Growth & Development
CAN JOUR 2	J 3A, News Reporting/Writing
CAN JOUR 4	MC 1, Mass Media in American Culture
CAN MATH 18	MATH 1A, Calculus with Analytic Geometry
CAN MATH 20	MATH 1B, Calculus with Analytic Geometry
CAN MATH 22	MATH 2A, Calculus with Analytic Geometry
CAN PHIL 2	PHIL 6, Introduction to Philosophy
CAN PHYS SEQ A	PH 2A + PH 2B, College Physics
CAN PSY 2	PSY 1, General Psychology
CAN SOC 2	SOC 1, Introductory Sociology
CAN SOC 4	SOC 2, Sociological Analysis Social Problems

DEGREES and CERTIFICATES

MAJOR/DEPARTMENT	CERT	NON- TRANS DEG	TRANS DEG	PG
Academic Skills				61
Administration of Justice (CMC)	C	A.S.	A.S.	62
Agriculture				68
Agri-Business		A.S.	A.S.	68
Agriculture, General		A.S.		68
Natural Resources or Environmental Sciences		A.S.	A.S.	69
Natural Resources/Park Technician Option		A.S.		69
Ornamental Horticulture	C	A.S.	A.S.	70
Plant Science		A.S.		71
Turfgrass Management	C	A.S.		71
Allied Health				79
Certified Nursing Assistant	C			83
Emergency Medical Technician	C			83
Registered Nursing (ADN) (CMC)		A.S.		84
Respiratory Therapy		A.S.		84
Vocational Nursing (VN) (CMC)	C	A.S.		85
Art			A.A.	92
Business and Hospitality Industries				104
Accounting (CMC)	C			104
Business Administration (CMC)		A.A.	A.A.	104
Computer Information Systems (CMC)	C			105
Computer Science (CMC)	C	A.A.	A.A.	106
Economics			A.A.	107
Escrow	C			108
Finance (CMC)	C	A.A.		108
General Business (CMC)		A.A.		109
Golf Management	C	A.A.		109
Hotel and Restaurant Management			A.A.	110
Real Estate (CMC)	C	A.A.		110
Supervision & Management (CMC)	C	A.A.		111
Communication				136
Communication			A.A.	136
Composition (CMC)			A.A.	136
Literature			A.A.	137

(CMC) indicates programs and majors offered at both Copper Mountain Campus and the main campus in Palm Desert.

DEGREES and CERTIFICATES

MAJOR/DEPARTMENT	CERT	NON-TRANS DEG	TRANS DEG	PG
Journalism			A.A.	137
Mass Communication			A.A.	137
Speech			A.A.	138
Culinary Arts				149
Basic Culinary Arts	C			149
Intermediate Culinary Arts	C			150
Culinary Management	C	A.A.		150
Developmental Education				153
Disabled Students Programs & Services				154
Engineering/Technology				157
Air Conditioning & Refrigeration	C	A.S.		157
Automotive Technology (CMC)		A.A.		158
Automatic Transmissions (CMC)	C			159
Automotive Air Conditioning (CMC)	C			159
Automotive Electrical Systems (CMC)	C			159
Brake Technology (CMC)	C			159
Engine Performance/Emission Control (CMC)	C			159
Engine Rebuilding (CMC)	C			159
Gaseous Fuels	C			160
Standard Transmissions (CMC)	C			160
Suspension and Alignment (CMC)	C			160
Environmental Design				170
Architectural Technology	C	A.S.		170
Architecture			A.S.	171
Building Inspection Technology	C			171
Construction Management	C	A.S.	A.S.	171
General Drafting	C	A.A.		172
Interior Design		A.A.		173
Fashion/Clothing and Nutrition				182
Nutrition Care: Dietetic Technician		A.A.		182
Fire Science	C	A.S.		185
Foreign Language				190
French, German, Italian, Spanish			A.A.	190

(CMC) indicates programs and majors offered at both Copper Mountain Campus and the main campus in Palm Desert.

DEGREES and CERTIFICATES

MAJOR/DEPARTMENT	CERT	NON- TRANS DEG	TRANS DEG	PG
Health, Physical Education and Recreation				199
Physical Education			A.A.	199
Recreation			A.A.	199
Human Services				208
Alcohol/Drug Studies	C	A.A.		208
Early Childhood Education		A.A.	A.A.	209
Early Childhood Educ-Title 22 Teacher Cert. (CMC)	C			210
Early Childhood Ed-Title 22 Supervision Cert. (CMC)	C			210
Early Childhood Ed-Title 5 Supervision Cert. (CMC)	C			211
Early Childhood Ed-Licensed Family Child Care Cert. ...	C			211
Humanities				225
Liberal Arts (CMC)			A.A.	225
Liberal Studies (CMC)			A.A.	226
Mathematics (CMC)			A.S.	226
Music			A.A.	229
Science: Biological, Chemical & Physical				239
Biology			A.S.	239
Chemistry			A.S.	239
Environmental Sciences or Natural Resources			A.S.	240
Geology			A.S.	241
Interdepartmental Environmental Studies			A.S.	240
Physics			A.S.	241
Social Science				248
Anthropology			A.A.	248
Geography			A.A.	248
History (CMC)			A.A.	248
Philosophy			A.A.	248
Political Science			A.A.	249
Psychology			A.A.	249
Social Science			A.A.	249
Sociology			A.A.	250
Student Development				257
Theatre Arts			A.A.	259

(CMC) indicates programs and majors offered at both Copper Mountain Campus
and the main campus in Palm Desert.

DEGREE AND CERTIFICATE PROGRAMS OF STUDY

PROGRAMS AND COURSE DESCRIPTIONS

The programs and courses on the following pages are alphabetically arranged by department. The degree and certificate programs are followed by the descriptions of the courses offered by that department.

Prerequisites indicate the College of the Desert course which must be taken prior to enrollment in a given course. (In A,B,C,D sequences, A is usually prerequisite to B, etc.)

Students who have had training or experience which they believe is equivalent to a prerequisite course may enroll in the course level appropriate with their experience. Concerns about placement should be discussed with the Division Chairperson.

TRANSFERABLE COURSES

Courses transferable to the California State University are indicated by "CSU" and those transferable to the University of California are indicated by "UC" under the course description. The CSU or UC designates courses accepted for elective credit. Such courses count for the 60 units required for advanced standing transfer to CSU or UC. Students interested in transferring to the University of California should check with a COD counselor to make sure they have enough units, since we offer several UC transferable courses for which credit is decreased by one or more units by UC.

Note: As new courses are added or changes are made in current courses, University of California transfer credit may not be applicable until UC has adopted these changes.

ACADEMIC SKILLS CENTER COURSE DESCRIPTIONS

ASC 5 TUTOR TRAINING

0.5 Unit
Lecture: 4 hours
Laboratory: 12 hours per semester

This course provides the training, practicum, and applied projects necessary for success in peer tutoring.

Prerequisite: Eligibility for ENG 51 and grade of "A" or "B" in course being tutored
Associate Degree Applicable

ASC 10A-D TUTOR TRAINING - AVID

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course prepares AVID (Advancement Via Individual Determination) tutors, under the direction of a trained instructor, to work with individuals and study groups in academic areas commensurate with high school and college expectations.

Prerequisite: English and math skills proficiency at assigned level with completion of ENG 51 and MATH 50 or equivalent

ASC 54 APPLIED STUDY SKILLS

1 Unit
Lecture: 1 hour

This course is designed to enhance the student's learning ability in college by providing guided instruction in development of successful study

habits. Content includes the following skills: information gathering; note taking; critical reading and retention; listening skills; analyzing instruction style; preparation for and taking quizzes, tests, and examinations; time management; self-motivation and resource tours.

ASC 55 SKILLS DEVELOPMENT - ELECTRONIC

0.5 Unit

Lecture: .5 hour

This course provides electronic vocabulary terminology for notetaking, outlining, and report writing, leading to overall improvement in study habits.

Prerequisite: Eligibility for ENG 51 and RDG 51

SUPPLEMENTAL LEARNING LAB

ASC 97A-D 0.5 Unit

Laboratory: 1.5 hours

ASC 98A-D 1 Unit

Laboratory: 3 hours

This course provides computer assisted instruction and materials supplementary to the instructor's classroom and/or laboratory presentation to advance the student's knowledge and/or personal growth.

Corequisite: Concurrent enrollment in an academic course

ASC 100 SUPERVISED TUTORING

0.0 Unit

The Tutorial Center is an open entry/open exit environment where college students with learning needs in academic subjects receive tutoring through one-to-one contact and small group instruction. A student does not have to register for tutoring at formal registration. Registration may be completed in the Tutorial Center.

ADMINISTRATION OF JUSTICE

Students desiring careers in Administration of Justice 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 Administration of Justice 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 Administration of Justice courses at College of the Desert, in addition to regular required courses to be eligible for graduation.

Certification and approval of the Administration of Justice curriculum has been received from the California State Commission of Peace Officer Standards and Training.

ADMINISTRATION OF JUSTICE

Certificate and Preparation for Employment
Courses Required:

Dept.	No.	Title	Units
AJ	1	Intro to Admin. of Justice	3
AJ	2	Criminal Law	3
AJ	3	Legal Aspects of Evidence	3
AJ	4	Principles & Procedures of the Justice System	3
AJ	5	Community Relations	3

AJ	6	Principles of Investigations ...	3
AJ	8	Concepts of Enforcement Serv	3
AJ	9	Traffic Control	3
AJ	10	Juvenile Law and Procedure ..	3
AJ	11	Firearms	1
CERTIFICATE TOTAL*			27-29

*With Department Chairperson's Approval

Advisors: Walker, Armstrong/Rogers - CMC

ADMINISTRATION OF JUSTICE

Preparation for Employment and A.S. Degree

Courses Required:

Dept.	No.	Title	Units
AJ	1	Intro to Admin. of Justice	3
AJ	2	Criminal Law	3
AJ	3	Legal Aspects of Evidence	3
AJ	4	Principles & Procedures of the Justice System	3
AJ	5	Community Relations	3

ELECTIVES:

AJ	6	Principles of Investigations ...	3
AJ	7	Criminal Substantive Law	3
AJ	8	Concepts of Enforcement Services	3
AJ	9	Traffic Control	3
AJ	10	Juvenile Law and Procedure ..	3
AJ	11	Firearms	1
AJ	14	Crime Scene & Laboratory Techniques	3
AJ	15	Vehicle Code & Traffic Accident Investigation	3
AJ	16	Narcotics Control	3
AJ	17	Wildlife Law Enforcement ...	3
AJ	18	Constitutional Law for Police	3
AJ	19	Peace Officers: Arrest/Firearms	3
AJ	20	Peace Officers Reserve - Module B - Level II	3
AJ	22	Police Supervision	3

Required Subtotal	24
Elective Subtotal	18
General Education Subtotal	<u>18</u>
DEGREE TOTAL	60
Advisor: Walker, Armstrong/Rogers - CMC	

ADMINISTRATION OF JUSTICE

Preparation for Transfer to a Four-Year College and/or A.S. Degree

Courses Required:

Dept. No.	Title	Units
AJ	1 Intro to Admin. of Justice	3
AJ	2 Criminal Law	3
AJ	3 Legal Aspects of Evidence	3
AJ	4 Principles & Procedures of the Justice System	3
AJ	5 Community Relations	3

ELECTIVES:

AJ	6	Principles of Investigations ...	3
AJ	7	Criminal Substantive Law	3
AJ	8	Concepts of Enforcement Serv	3
AJ	9	Traffic Control	3
AJ	10	Juvenile Law and Procedure ..	3
AJ	11	Firearms	1
AJ	14	Crime Scene and Lab Tech	3
AJ	15	Vehicle Code & Traffic Accident Investigation	3
AJ	16	Narcotics Control	3
AJ	19	Peace Officers: Arrest/Firearms	3
AJ	20	Peace Officers Reserve - Module B - Level II	3
AJ	22	Police Supervision	3
Required Subtotal		24	
General Education Subtotal		<u>39</u>	
DEGREE TOTAL		63	

Advisors: Walker, Armstrong/Rogers - CMC

ADMINISTRATION OF JUSTICE

COURSE DESCRIPTIONS

AJ 1 INTRODUCTION TO THE ADMINISTRATION OF JUSTICE

3 Units
Lecture: 3 hours

This is a study of the history and philosophy of administration of justice in America; recapitulation of the system; identifying the various sub-systems, role expectations, and their inter-relationships. It covers theories of crime, punishment, and rehabilitation; ethics, education and training for professionalism in the system.

Prerequisite: Eligibility for ENG 51
CSU, UC, Associate Degree Applicable

AJ 2 CRIMINAL LAW

3 Units
Lecture: 3 hours

This is a study of the historical development; philosophy of law and constitutional provisions; definitions and classification of crimes; and their application to the system of administration of justice. It includes legal research, study of case law, methodology, and concepts of law as a social force.

Prerequisite: Eligibility for ENG 51; AJ 1 recommended
CSU, UC, Associate Degree Applicable

AJ 3 LEGAL ASPECTS OF EVIDENCE

3 Units
Lecture: 3 hours

This course includes a study of the origin, development, philosophy and constitutional basis for the rule of evidence. It includes constitutional and procedural considerations affecting search and seizure; the kinds of degrees of evidence and the rules governing

admissibility at trial; and judicial decisions interpreting individual rights and case studies.

Prerequisite: Eligibility for ENG 51; AJ 1 and AJ 2 recommended
CSU, Associate Degree Applicable

AJ 4 PRINCIPLES & PROCEDURES OF THE JUSTICE SYSTEM

3 Units
Lecture: 3 hours

This is an in-depth study of the role and responsibilities of each segment within the Administration of Justice System: law enforcement, judicial, corrections. A past, present and future exposure to sub-system procedures from initial entry to final disposition and the relationship each segment maintains with its system members and the community.

Prerequisite: Eligibility for ENG 51; AJ 1 and AJ 2 recommended
CSU, UC, Associate Degree Applicable

AJ 5 COMMUNITY RELATIONS

3 Units
Lecture: 3 hours

This course includes an in-depth survey of the relationship of the Criminal Justice System and the community. Through study and interaction the student will probe the causal and symptomatic aspects of community misunderstanding, lack of cooperation and mistrust. The course examines the concept that community relations develop through a continuing process of interaction between the criminal justice practitioner and the citizen. Emphasis will be directed not only to the character of community relations, but also to methods for understanding how such a relationship is developed, maintained, and may be changed.

Prerequisite: Eligibility for ENG 51; AJ 1 and AJ 2 recommended
CSU, UC, Associate Degree Applicable

AJ 6 PRINCIPLES OF INVESTIGATIONS

3 Units
Lecture: 3 hours

This course includes the study of basic principles of all types of investigations utilized in the Justice System. Coverage will include human aspects in dealing with the public, specific knowledge necessary for handling crime scenes; interviews, evidence, surveillance, follow-up, technical resources, and case preparation.

Prerequisite: Eligibility for ENG 51; AJ 1 and AJ 2 recommended
CSU, Associate Degree Applicable

AJ 7 CRIMINAL SUBSTANTIVE LAW

3 Units
Lecture: 3 hours

This is 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.

Prerequisite: Eligibility for ENG 51; AJ 1 and AJ 2 recommended
CSU, Associate Degree Applicable

AJ 8 CONCEPTS OF ENFORCEMENT SERVICES

3 Units
Lecture: 3 hours

Topics discussed in this course include: exploration of theories, philosophies, and concepts related to the role expectations of the line enforcement officer. Emphasis is placed upon the patrol, traffic, and public service responsibilities and their relationship to the Administration of Justice system.

Prerequisite: Eligibility for ENG 51; AJ 1 and AJ 2 recommended
CSU, Associate Degree Applicable

AJ 9 TRAFFIC CONTROL

3 Units
Lecture: 3 hours

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 will be studied.

Prerequisite: Eligibility for ENG 51; AJ 1 and AJ 2 recommended
CSU, Associate Degree Applicable

AJ 10 JUVENILE LAW AND PROCEDURE

3 Units
Lecture: 3 hours

This course is an introduction to major types of criminal behavior, role careers of offenders and factors which contribute to the production of criminality or delinquency. It covers methods used in dealing with offenders in the justice system; the changing role of law enforcement and judicial, probation, parole and institutions; changes of the law in crime control and treatment processes, and techniques of handling juveniles.

Prerequisite: Eligibility for ENG 51; AJ 1 and AJ 2 recommended
CSU, Associate Degree Applicable

AJ 11A-D FIREARMS

1 Unit
Lecture: 0.75 hour
Laboratory: 0.75 hour

This course includes the elementary use of all types of firearms including safety, range techniques, etiquette and basic fundamentals of firing with actual use of firearms. Lectures on firearms topics, safety, nomenclature, use and laws relating to firearms are included.

Prerequisite: Eligibility for ENG 51
CSU, Associate Degree Applicable

AJ 14 CRIME SCENE AND LABORATORY TECHNIQUES

3 Units
Lecture: 3 hours

This course provides an introduction to the field of criminalistic. The role of the laboratory, limits of scientific conclusions, technical equipment, examining physical evidence, common types of cameras, darkroom techniques and fingerprints are included.

Prerequisite: Eligibility for ENG 51 or concurrent enrollment in ENG 50
Associate Degree Applicable

AJ 15 VEHICLE CODE & TRAFFIC ACCIDENT INVESTIGATION

3 Units
Lecture: 3 hours

This course examines the relationship between vehicle code violations and traffic collisions. Emphasis will be placed on determining fault at collision scenes. Vehicle Code sections will be discussed and enforcement guidelines for these sections will be defined.

Prerequisite: Eligibility for ENG 51
CSU, Associate Degree Applicable

AJ 16 NARCOTICS CONTROL

3 Units
Lecture: 3 hours

This is a study of the laws relating to narcotics and dangerous drugs. It includes the procedures and problems in investigations and the control of violations of narcotic laws. The identification and effect of narcotic and dangerous drugs on users and preparation of a case for court presentation will be covered.

Prerequisite: Eligibility for ENG 51
CSU, Associate Degree Applicable

AJ 17 WILDLIFE LAW ENFORCEMENT

3 Units
Lecture: 3 hours

This course provides information relating to wildlife law enforcement in the United States and California. Topics studied include: the relationships between federal and state wildlife laws and regulations, laws as a wildlife management tool, perpetuating wildlife resources, qualifications of wildlife law enforcement officers, duties and responsibilities, enforcement procedures, court systems, fines and forfeitures, hunter safety program, public responsibilities, preservation of the environment and conserving wildlife.

Prerequisite: Eligibility for ENG 51 or concurrent enrollment in ENG 50
Associate Degree Applicable

AJ 18 CONSTITUTIONAL LAW FOR POLICE

3 Units
Lecture: 3 hours

This course covers the analysis of Constitutional provisions and appellate court decisions. Specific topics studied include history of the United States Constitution, freedom of speech, press and assembly, authority to detain and arrest, search and seizure, wiretapping, eavesdropping and visual surveillance, interrogations and confessions, self incrimination, assistance of counsel, multiple prosecutions, right to a fair trial, and civil rights.

Prerequisite: Eligibility for ENG 51 or concurrent enrollment in ENG 50
Associate Degree Applicable

AJ 19 PEACE OFFICER: ARREST/FIRE- ARMS PC 832 LEVEL III

3 Units
Lecture: 3 hours

This course provides training required by Penal Code Section 832 for peace officers including: ethics, discretionary decision making, arrest, search and seizure, law evidence, investigations, communications and firearms.

Prerequisite: Eligibility for ENG 51
CSU, Associate Degree Applicable

AJ 20 PEACE OFFICER RESERVE/LEVEL II

5 Units
Lecture: 5 hours

This course provides training required by Penal Code Section 832, mandated by P.O.S.T. for reserve officers, including law, communications, vehicle operations, use of force and weapons, patrol procedures, traffic control, arrest and custody of suspects. To comply with College of the Desert's agreement with P.O.S.T., this course must meet a minimum of 99 hours, 90 hours lecture and 9 hours laboratory.

Prerequisite: Eligibility for ENG 51 or concurrent enrollment in ENG 50
CSU, Associate Degree Applicable

AJ 21 A-I ADVANCED OFFICER'S COURSE

1.5 Units
Lecture: 1.5 hours

This course provides technical advanced officer training on a variety of subjects as needed. The subjects will be approved and certified by the California Commission on Peace Officers Standard and Training (P.O.S.T.). Each presentation will be a minimum of 24 hours as required by P.O.S.T. Subjects will include case investigation, reporting, evidence and handling and processing, interpersonal relationships, communications, and changes in the law resulting from court decisions.

Prerequisite: Eligibility for ENG 51; Law Enforcement Agency member, or completion of 12 or more semester units in Administration of Justice courses
CSU, Associate Degree Applicable

AJ 22 POLICE SUPERVISION

3 Units
Lecture: 3 hours

This course covers the duties and responsibilities of the Police Supervisor. It is directed to the

supervisor's relationship to management, leadership, morale, discipline, communications principles and performance evaluation. It also covers the practical aspects of the supervisory training function.

Prerequisite: Eligibility for ENG 51
CSU, Associate Degree Applicable

AJ 24 REPORT WRITING

3 Units
Lecture: 3 hours

This course teaches students the techniques of accurate report writing and record keeping in police work. It is intended to help the police officer analyze what is seen and to write a coherent record that could be used in criminal prosecution.

Prerequisite: Eligibility for ENG 51
CSU, Associate Degree Applicable

AJ 40 A-H SKILLS AND KNOWLEDGE MODULAR TRAINING

½ Unit
Lecture: 9 hours/semester

This course provides technical knowledge and skills in a variety of subjects as needed and requested by local law enforcement agencies and the Administration of Justice Advisory Committee. The subjects covered will be variable as requested and will be approved and certified by the California Commission on Peace Officers Standard and Training (P.O.S.T.). Each presentation will be a minimum of eight (8) hours as required by P.O.S.T. Subjects will include case investigation, reporting, evidence handling and processing, interpersonal relationships and communications.

Prerequisite: Eligibility for ENG 51 and be a member of a Law Enforcement Agency
Associate Degree Applicable

AGRICULTURE

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

Students who wish to prepare for four-year colleges will find not only the necessary required transfer courses in English, Science, Mathematics, and related subjects available to them, but also departmental courses related to their majors. Please see your major advisor for additional information and program planning.

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

AGRI—BUSINESS

AGRICULTURE, GENERAL

NATURAL RESOURCES

Including preparation for:

Environmental Sciences

Parks and Recreation

ORNAMENTAL HORTICULTURE

Including preparation for:

General Horticulture

Landscape Design/Contract

Nursery Management

TURFGRASS MANAGEMENT

PLANT SCIENCE

Including preparation for:

Soil Science

Pest Management

AGRI-BUSINESS

Occupational A.S. Degree

Courses Required:

Dept.	No.	Title	Units
AGBU	5	Microcomputer Applications	3
AGBU	11	Management Records	3

AGBU	59	Ag Experience	2
AGPS	1	Soils & Plant Nutrition	3
ECON	1	Principles of Macroeconomics	3

Required Subtotal	14
Elective Subtotal (with advisor approval)	28
General Education Requirements (confer with advisor)	18
DEGREE TOTAL	60

Advisor: Walker

AGRI-BUSINESS

A.S. Degree & Preparation for Transfer

Courses Required:

Dept.	No.	Title	Units
AGBU	5	Microcomputer Applications	3
AGBU	11	Management Records	3
AGBU	59	Ag Experience	2
AGPS	1	Soils & Plant Nutrition	3
ECON	1	Principles of Macroeconomics	3
BUMA	20A	Business Law	3
Required Subtotal	17		
Elective Subtotal (with advisor approval)	16		
General Education Requirements (confer with advisor)	27		
DEGREE TOTAL	60		

Advisor: Walker

AGRICULTURE, GENERAL

Occupational A.S. Degree

Courses Required - 30 units to be chosen from the following (with approval of advisor):

Dept.	No.	Title	Units
AGBU	5	Microcomputer Applications	3
AGBU	11	Management Records	3
AGBU	59	Ag Experience	2
AGEG	16	Basic Mechanical Skills	2
AGEG	43	Tractor Operations	3
AGEG	47	Basic Surveying	2
AGPS	1	Soils and Plant Nutrition	3

AGPS 2	Entomology-Gen & Applied..	4
AGPS 5	Plant Science	3
AGPS 5L	Plant Science Lab	1
AGPS 30	Ag Chem Application/Safety.	4

Required Subtotal	30
Elective Subtotal (with advisor approval)	12
General Education Requirements* (confer with advisor)	18

*To include:

NR 1 Conserv Natural Resources (3)

DEGREE TOTAL

Advisor: Walker

NATURAL RESOURCES

Occupational A.S. Degree

Courses Required - 30 units to be chosen from the following (with advisor approval):

Dept.	No.	Title	Units
NR	1	Conserv of Natural Resources	3
NR	1L	Consrv Natural Resources Lab	1
NR	2	Introduction to Forestry	3
NR	3	Intro to Wildlife Mgmt	3
NR	41	Native Plants	1-4
NR		Field/Work Experience	3
AGBU	5	Microcomputer Applications.	3
AGBU	11	Management Records	3
AGBU	59	Ag Experience	2
AGEG	16	Basic Mechanical Skills	2
AGEG	43	Tractor Operations	3
AGEG	47	Basic Surveying	2
AGPS	1	Soils & Plant Nutrition	3
AGPS	2	Entomology-Gen & Applied..	4
AGPS	30	Ag Chem Application/Safety.	4
OH	20	Landscape Construction	2

Required Subtotal	30
Elective Subtotal (with advisor approval)	12
General Education Requirements*	18

*To include: AGPS 5 Plant Science (3)

DEGREE TOTAL

Advisor: Walker

NATURAL RESOURCES PARK TECHNICIAN OPTION

Occupational A.S. Degree

Designed primarily for students enrolled at the Copper Mountain Campus or evening students at Palm Desert.

Courses Required - 24 units to be chosen from the following (with advisor approval):

Dept.	No.	Title	Units
NR	1	Conserv of Natural Resources	3
NR	1L	Cons Natural Resources Lab.	1
NR	2	Intro to Forestry	3
NR	3	Intro to Wildlife Mgmt	3
NR	41	Native Plants	1-4
AGBU	5	Microcomputer Applications.	3
AGPS	1	Soils and Plant Nutrition	3
AGPS	2	Entomology-Gen & Applied..	4
AGPS	30	Ag Chem Application/Safety	4
BI	4	Elements of Biology	3
BI	4L	Elements of Biology Lab	1
G	5	Environmental Geology	3
G	5L	Environmental Geology Lab	1
G	10	Earth Science	3
G	10L	Earth Science Lab	1

Required Subtotal

Required Elective

(with Advisor approval)

General Education Requirements

DEGREE TOTAL

Advisor: Walker

NATURAL RESOURCES

A.S. Degree & Preparation for Transfer

Courses Required:

NATURAL RESOURCES or ENVIRONMENTAL SCIENCES

Dept.	No.	Title	Units
NR	1	Cons of Natural Resources ...	3
NR	1L	Cons Natural Resources Lab.	1
BI	1A	General Biology	5

BI	1B	General Zoology	5
OR	BI 1C	General Botany (5)	
CH	1A	General Chemistry	5
OR	CH 3	Intro General Chemistry (4)	
G	1	Physical Geology	3
G	1L	Physical Geology Lab	1
OR	G 5	Environmental Geology (3)	
AND	G 5L	Environ. Geology Lab (1)	
MATH	40	Intermediate Algebra	4
Required Subtotal			<u>26-27</u>

NATURAL RESOURCES - Electives: 18 units to be chosen from the following (with advisor approval):

(For Environmental Sciences additional courses, see Science Department listing.)

NR	2	Intro to Forestry	3
NR	3	Intro to Wildlife Mgmt	3
AGBU	5	Microcomputer Applications	3
AGBU	11	Management Records	3
AGBU	59	Ag Experience	2
AGEG	47	Basic Surveying	2
AGPS	1	Soils and Plant Nutrition	3
AGPS	2	Entomology-Gen & Applied	4
AGPS	30	Ag Chem Application/Safety	4
Elective Subtotal			18
General Education			<u>18</u>
(confer with advisor)			

DEGREE TOTAL 62-63

Advisor: Walker

ORNAMENTAL HORTICULTURE

Certificate Program

Courses Required:

Dept.	No.	Title	Units
OH	1	Horticulture	3
OH	1L	Horticulture Lab	1
OH	5	Ornamental Plant Id.	3
OH	9	Landscape Planning/Design	3
OH	20	Landscape Construction	2
OH	46	Landscape Irrig. System	3
AGPS	1	Soils and Plant Nutrition	3
AGPS	30	Ag Chem Application/Safety	4
AGBU	11	Management Records	3
AGBU	59	Ag Experience	2

AGEG	16	Basic Mechanical Skills	2
Required Elective			1-3

CERTIFICATE TOTAL 30-32

Advisor: Watling

ORNAMENTAL HORTICULTURE

Occupational A.S. Degree

Courses Required:

Dept. No.	Title	Units	
OH	1	Horticulture	3
OH	1L	Horticulture Lab	1
OH	5	Ornamental Plant Id	3
OH	9	Landscape Planning/Design	3
OH	20	Landscape Construction	2
OH	46	Landscape Irrig. Systems	3
AGPS	1	Soils & Plant Nutrition	3
AGPS	2	Entomology-Gen. & Applied	4
AGPS	30	Ag Chem Application/Safety	4
AGBU	11	Management Records	3
AGBU	59	Ag Experience	2
AGEG	16	Basic Mechanical Skills	2
AGEG	43	Tractor Operations	3
OR	OH 30 (2)		

Required Subtotal 35-36

Electives - 10 units to be chosen from the following (with advisor approval):

OH	4	Turfgrass Management	3
OH	5	Ornamental Plant Id	3
OH	10	Advanced Landscape Design	3
NR	41	Native Plants	4
AGBU	5	Microcomputer Applications	3
AGEG	47	Basic Surveying	2
ART	3A	Basic Design & Color	3
ARCH	1	Intro to Arch Professions	2
DRA	1	Technical Drafting I	3
DRA	5	Intro to Computer Aided Drafting/Design	2

Elective Subtotal 10

General Education Requirements* 18

*To Include: NR 1 (3)

DEGREE TOTAL 63-64

Advisor: Watling

ORNAMENTAL HORTICULTURE

A.S. Degree & Preparation for Transfer

Courses Required:

Dept.	No.	Title	Units
OH	1	Horticulture	3
OH	1L	Horticulture Lab	1
OH	5	Ornamental Plant Id	3
OH	9	Landscape Planning/Design	3
OH	46	Landscape Irrigation System	3
AGPS	1	Soils & Plant Nutrition	3
AGPS	2	Entomology-Gen & Applied	4
AGBU	59	Ag Experience	2

Required Subtotal	22
Required Elective (with advisor approval)	8
General Education Requirements	<u>30</u>
DEGREE TOTAL	60

Advisor: Watling

PLANT SCIENCE

Occupational A.S. Degree

Courses Required - 30 units to be chosen from the following (with advisor approval):

Dept.	No.	Title	Units
AGPS	1	Soils & Plant Nutrition	3
AGPS	2	Entomology-Gen & Applied	4
AGPS	5	Plant Science	3
AGPS	5L	Plant Science Lab	1
AGPS	30	Ag Chem Application/Safety	4
OH	1	Horticulture	3
OH	1L	Horticulture Lab	1
AGBU	5	Microcomputer Applications	3
AGBU	11	Management Records	3
AGBU	59	Ag Experience	2
AGEG	16	Basic Mechanical Skills	2
AGEG	43	Tractor Operations	3
AGEG	47	Basic Surveying	2

Required Subtotal	30
Elective Subtotal (with advisor approval)	12
General Education Requirements*	<u>18</u>

*To include: NR 1 (3)

DEGREE TOTAL	60
---------------------	-----------

Advisor: Walker

TURFGRASS MANAGEMENT

Certificate Program for Foremen

Courses Required:

Dept.	No.	Title	Units
OH	4	Turfgrass Management*	3
OH	20	Landscape Construction	2
OH	24	Adv Turfgrass Mgmt	3
OH	30	Landscape Equipment	2
OH	46	Landscape Irrigation Systems	3
AGBU	5	Microcomputer Applications	3
AGBU	11	Management & Records	3
AGEG	16	Basic Mechanical Skills	2
AGEG	43	Tractor Operations	3
AGEG	91	Basic Hydraulics	2
AGPS	1	Soils and Plant Nutrition	3
AGPS	71	Soils Discussion	1
AGPS	30	Ag Chem Application/Safety	4

English or Spanish required as a second language, with instructor's approval 4-6

*OH 84 may be substituted but one unit of Special Problems will also be required to keep total units at three.
CERTIFICATE TOTAL 38-40

Advisors: Walker/Watling

TURFGRASS MANAGEMENT

Occupational A.S. Degree

Courses Required:

Dept.	No.	Title	Units
OH	4	Turfgrass Management	3
OH	24	Adv Turfgrass Mgmt	3
OH	25	Specialized Turfgrass Mgmt	3
OH	26	Turfgrass Internship	3
OH	27	Turfgrass Pest Management	3
OH	46	Landscape Irrig. Systems	3
AGPS	1	Soils and Plant Nutrition	3
AGPS	5	Plant Science	3
AGPS	5L	Plant Science Lab	1
AGPS	30	Ag Chem Application/Safety	4
AGBU	59	Ag Experience	2
NR	1	Cons of Natural Resources	3

Required Subtotal	34
Elective Subtotal (with advisor approval)	10
General Education Requirements	<u>20</u>

DEGREE TOTAL	64
---------------------	-----------

Advisors: Walker/Watling

AGRICULTURE

COURSE DESCRIPTIONS

AGRI-BUSINESS (AGBU)

AGBU 3 INTERNATIONAL AGRICULTURE

3 Units
Lecture: 3 hours

This course is designed to survey the world's food production system in terms of economic, political and cultural forces. It also emphasizes sustainable production of agricultural products.

Prerequisite: Eligibility for ENG 51 or concurrent enrollment in ENG 50
CSU, UC, Associate Degree Applicable

AGBU 5 MICROCOMPUTER APPLICATIONS

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This hands-on course is designed to introduce students to microcomputers and basic computer concepts. Emphasis is placed on applications including: word processing, electronic spreadsheets, database management, graphics, educational programs, telecommunications and introductory programming. Also, evaluating, selecting, and purchasing hardware and software will be discussed.

Prerequisite: Eligibility for ENG 51
CSU, Associate Degree Applicable

AGBU 11 MANAGEMENT RECORDS

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course encompasses the study of employer requirements, business records and ac-

counting procedures to analyze and enhance management decisions.

Prerequisite: Eligibility for ENG 51 or concurrent enrollment in ENG 50
CSU, Associate Degree Applicable

AGBU 59A-C AGRICULTURAL EXPERIENCE PROGRAM

1 Unit
Lecture: 1 hour

This course provides experience in organizing and conducting meetings, preparing resumes and employment interviews.

Prerequisite: Eligibility for ENG 51 or concurrent enrollment in ENG 50
CSU, Associate Degree Applicable

AGRICULTURE-ENGINEERING (AGEG)

AGEG 16 BASIC MECHANICAL SKILLS

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course is designed to familiarize the student with the identification and use of tools and materials, shop safety, tool sharpening and care, concrete mixes and materials, simple electric wiring, metal work, basic woodworking, estimating quantities and costs.

Prerequisite: Eligibility for ENG 51 or concurrent enrollment in ENG 50
CSU, Associate Degree Applicable

AGEG 43 TRACTOR OPERATIONS

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course is designed to familiarize students with the maintenance and operation of wheel and track type tractors. Emphasis is placed on tractor operation, proper care and safety. Basic

principles are developed through discussion, demonstration, and a carefully integrated program of laboratory experience.

Prerequisite: Eligibility for ENG 51 or concurrent enrollment in ENG 50
 CSU, Associate Degree Applicable

AGEG 47 BASIC SURVEYING

2 Units
 Lecture: 1 hour
 Laboratory: 3 hours

This course offers theory and hands on experience in engineering surveying. Students will become familiar with surveying terminology, engineering and architect scales, the care and use of levels, transits and related equipment, land measurements, differential leveling, cut and fill computations, contours, traverses, shape staking and deed descriptions.

Prerequisite: Eligibility for ENG 51 and MATH 50
 CSU, Associate Degree Applicable

AGEG 91 BASIC HYDRAULICS

2 Units
 Lecture: 1 hour
 Laboratory: 3 hours

This course is designed to familiarize the student with theory, application, and component parts of hydraulic systems.

Prerequisite: Eligibility for ENG 51 or concurrent enrollment in ENG 50
 CSU, Associate Degree Applicable

NATURAL RESOURCES (NR)

NR 1 CONSERVATION OF NATURAL RESOURCES

3 Units
 Lecture: 3 hours

This course encompasses a study of general ecological principles including: biological energy relationships, elemental cycles, population dynamics, limiting factors, biotic communities, and natural resources measurements. Environmental issues are covered from an ecological perspective and include such topics as: water quality, air pollution, energy resources, toxic chemicals, and human population growth. Emphases are placed on the effects of environmental problems on all living organisms, and the role of human beings in reducing their impact on this planet. Suggested for Biological Science General Education Requirements.

Prerequisite: Eligibility for ENG 51 or concurrent enrollment in ENG 50
 CSU, UC, Associate Degree Applicable

NR 1L CONSERVATION OF NATURAL RESOURCES LABORATORY

1 Unit
 Laboratory: 3 hours

A laboratory designed to supplement the Conservation of Natural Resources course by providing laboratory and field experiences in environmental subject areas. Suggested for Biological Science General Education Requirements.

Prerequisite: Concurrent or prior enrollment in NR 1
 CSU, UC, Associate Degree Applicable

NR 2 INTRODUCTION TO FORESTRY

3 Units
 Lecture: 3 hours

This course covers the history of forestry and the lumber industry including the forest resource, its management, conservation and utilization. Forestry terminology and the use of basic engineering equipment, along with job opportunities in public and private forestry wildlife management and related fields will be discussed. Silviculture, dendrology, cruising and scaling are studied.

Prerequisite: Eligibility for ENG 51 or concurrent enrollment in ENG 50
 CSU, UC, Associate Degree Applicable

NR 3 INTRODUCTION TO WILDLIFE MANAGEMENT

3 Units
Lecture: 3 hours

This course covers the principles of wildlife biology as related to wildlife management. Students will be introduced to basic skills involved in wildlife conservation, and develop an understanding of the relationships between wildlife, people and outdoor recreation. Subjects to be covered include: basic ecological concepts; population dynamics; wildlife habits and nutrition; wildlife identification and natural history; field methods; fish and game laws; and career opportunities.

Prerequisite: NR 1 recommended
CSU, Associate Degree Applicable

NR 41A-D NATIVE PLANTS

1 Unit
Lecture: 1 hour

This course is designed to introduce students to the identification of native plants of California. Plants to be studied will vary each semester. Normally, one of the following plant groups will be emphasized: desert annuals, desert trees and shrubs, mountain annuals, mountain trees and shrubs.

Prerequisite: Eligibility for ENG 51
CSU, Associate Degree Applicable

ORNAMENTAL HORTICULTURE (OH)

CC 1 GOLF COURSE MANAGEMENT AND DESIGN

3 Units
Lecture: 3 hours

This course involves the design, maintenance, and operation of golf courses. It includes the study of equipment, scheduling of maintenance, and directing the staff in the design and maintenance of golf courses. It places heavy

emphasis in developing a basic understanding of the turfgrass principles required to produce a championship golf course.

Prerequisite: Eligibility for ENG 51 or concurrent enrollment in ENG 50; admittance to the Golf Management Program
CSU, Associate Degree Applicable

OH 1 HORTICULTURE

3 Units
Lecture: 3 hours

This course offers an opportunity to learn the basic structure and function of plants, their place in the world of human activity and the methods used to manipulate the botanical world to human advantage. Students can expect to be exposed to plant anatomy, morphology and physiology as well as such practical matters as plant propagation, pruning and fertilization.

Prerequisite: Eligibility for ENG 51
CSU, UC, Associate Degree Applicable

OH 1L HORTICULTURE LABORATORY

1 Unit
Laboratory: 3 hours

This laboratory is companion of OH 1. It is intended to provide an introduction to some biological science procedures as well as direct experience with horticultural operations. Included are: plant propagation, pruning, anatomy, morphology, taxonomic keys, tissue culture, transplanting and plant use.

Prerequisite: Concurrent or prior enrollment in OH 1
CSU, UC, Associate Degree Applicable

OH 4 TURFGRASS MANAGEMENT

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course is meant to be an introduction to the basic turfgrass principles used in the maintenance of turfgrass areas. It covers the major factors in turfgrass management which control

the quality of grass. Emphasis is placed on management practices used to produce a good turfgrass area in a desert environment. This course is a prerequisite to OH 24 and OH 25.

Prerequisite: Eligibility for MATH 50 or concurrent enrollment in MATH 57
CSU, Associate Degree Applicable

OH 5A ORNAMENTAL PLANT IDENTIFICATION

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course first acquaints the student with the principles of plant taxonomy and the descriptive language necessary to discuss plants accurately. It then goes on to introduce 210 species of perennials, interior plants, vines, ground covers, and succulents for California's low elevation deserts. Each plant is covered with respect to its identification, growth habits, culture, use and pests.

Prerequisite: Eligibility for ENG 51
CSU, UC, Associate Degree Applicable

OH 5B ORNAMENTAL PLANT IDENTIFICATION

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course first acquaints the student with the principles of plant taxonomy and the descriptive language necessary to discuss plants accurately. It then goes on to introduce 210 species of trees and shrub for California's low elevation deserts. Each plant is covered with respect to its identification, growth habits, culture, use and pests.

Prerequisite: Eligibility for ENG 51
CSU, Associate Degree Applicable

OH 9 LANDSCAPE PLANNING AND DESIGN

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course is meant for students interested in landscape planning and design, and will cover skills necessary to analyze human use of outdoor spaces and provide design solutions that best fit people into the developed landscape. Emphasis will be placed on residential landscape design and garden making, although commercial properties will be included.

Prerequisite: Eligibility for ENG 51 or concurrent enrollment in ENG 50; OH 5 recommended
CSU, Associate Degree Applicable

OH 10 ADVANCED LANDSCAPE DESIGN

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course is an investigation of human relationships to natural forces, forms and features in the landscape. Analysis of site and client variables, organization of spaces, visual aspects of plan arrangement, circulation, structures in the landscape and microclimate manipulation are considered in depth. Garden design will be approached from both the engineering and fine art perspectives.

Prerequisites: OH 9 or equivalent
CSU, Associate Degree Applicable

OH 20 LANDSCAPE CONSTRUCTION

2 Units
Lecture: 1 hour
Laboratory: 3 hours

Landscape drawings and/or blueprints will be analyzed to determine materials and labor in order to submit bids complying with the Landscape Contracting Laws and Regulations. On completion of the above, students will make arrangements for procuring the necessary materials to install and/or supervise the actual installation and completion of the landscape project.

Prerequisite: Eligibility for ENG 51 or concurrent enrollment in ENG 50
CSU, Associate Degree Applicable

**OH 24
ADVANCED TURFGRASS
MANAGEMENT**

3 Units
Lecture: 3 hours

This course is designed to use the basic principles of turfgrass science learned in the Introductory Turfgrass Management courses and apply those principles to golf course maintenance procedures. Golf course operational procedures for the desert environment will be emphasized.

Prerequisite: OH 4 or OH 84
CSU, Associate Degree Applicable

**OH 25
SPECIALIZED TURFGRASS
MANAGEMENT**

3 Units
Lecture: 3 hours

This is an advanced course intended to expose students to the management techniques used for specialized turfgrass areas such as golf greens, football fields, soccer fields, baseball diamonds, bowling greens, grass tennis courts, polo fields, and turf race tracks. Emphasis will be placed on design, construction and maintenance. Completion of this course will provide students with the specialized skills required to maintain turfgrass areas often associated with golf course resort complexes.

Prerequisite: OH 24 and AGPS 1 (may be taken concurrently)
CSU, Associate Degree Applicable

**OH 26
TURFGRASS MANAGEMENT
INTERNSHIP**

3 Units
Laboratory: 9 hours

This course provides advanced turfgrass management students an opportunity to receive supervised practical experience on golf courses. The students will gain the skills and knowledge necessary to become a golf course superintendent. Emphasis will be placed on having the internships on the Coachella Valley golf courses.

Prerequisite: Completion of OH 4 or OH 84 with grade of "C" or better
CSU, Associate Degree Applicable

**OH 27
TURFGRASS PEST MANAGEMENT**

3 Units
Lecture: 3 hours

This is a basic course in the current state of the art and science of turfgrass pest management. It provides the student with a comprehensive knowledge of disease, insect, and weed pests. Emphasis is placed on how to identify turfgrass pests, where and why they occur, the damage they may cause, life cycles of pests plus cultural, chemical and other control measures designed to keep pest damage to a minimum.

Prerequisite: Eligibility for MATH 50 or concurrent enrollment in MATH 57; eligibility for ENG 51 or concurrent enrollment in ENG 50
CSU, Associate Degree Applicable

**OH 30
LANDSCAPE EQUIPMENT**

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course covers principles and practices in the maintenance, operation and selection of equipment and power units used in the horticultural field.

Prerequisite: Eligibility for ENG 51 or concurrent enrollment in ENG 50
CSU, Associate Degree Applicable

**OH 33
GOLF CAR MAINTENANCE**

2 Units
Lecture: 1 hour
Laboratory: 3 hours

Preventive maintenance of golf cars will be studied with an emphasis on batteries and electric switches. Laboratory experience in the maintenance of both electric and gasoline golf cars is included.

Prerequisite: Eligibility for ENG 51 or concurrent enrollment in ENG 50
Associate Degree Applicable

OH 46 LANDSCAPE IRRIGATION SYSTEMS

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course provides information necessary to design, install, and maintain landscape irrigation systems. Plan reading, design, materials, equipment, installation, trouble-shooting, and cost estimating are addressed. Practical experience in installing and maintaining clocks and remote control valves will be included.

Prerequisite: Eligibility for MATH 50 or concurrent enrollment in MATH 57; eligibility for ENG 51 or concurrent enrollment in ENG 50
CSU, Associate Degree Applicable

OH 70A-C SPECIAL PROBLEMS

1 Unit (A)/Laboratory: 3 hours
2 Units (B)/Laboratory: 6 hours
3 Units (C)/Laboratory: 9 hours

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 area of employment.

Prerequisite: Eligibility for ENG 51 or concurrent enrollment in ENG 50
Associate Degree Applicable

OH 84 THEORY OF TURFGRASS MANAGEMENT

2 Units
Lecture: 2 hours

Designed to meet the needs of the homeowner and the professional turfgrass manager. It covers the major types of grass grown in the desert and the major factors that control the production of good turfgrasses. Emphasis will be

placed on management practices used to grow good turf in our desert areas.

Prerequisite: Eligibility for ENG 51 or concurrent enrollment in ENG 50
CSU, Associate Degree Applicable

OH 86 THEORY OF LANDSCAPE IRRIGATION SYSTEMS

2 Units
Lecture: 2 hours

This course provides information necessary to design, install and maintain landscape irrigation systems in residential, commercial and turfgrass areas. Plan reading, design, materials, equipment installation, trouble-shooting, and cost estimating are addressed. An emphasis will be placed on automatic, electronically controlled irrigation systems; with clocks, programmable timers, remote control valves, soil moisture sensing devices and computer controls included.

Prerequisite: Eligibility for MATH 50
CSU, Associate Degree Applicable

PLANT SCIENCE (AGPS)

AGPS 1 SOILS AND PLANT NUTRITION

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This lecture and laboratory course covers: soil, derivation, classification, texture, structure, water movement and measurement, organic matter, microorganisms, sampling techniques, pH, salinity, reclamation and tillage. Also included are: soil survey reports and maps, basic soil chemistry, essential plant nutrients, soil analysis, and fertilizers.

Prerequisite: Eligibility for ENG 51 or concurrent enrollment in ENG 50; eligibility for MATH 50 or concurrent enrollment in MATH 57
CSU, UC, Associate Degree Applicable

**AGPS 2
ENTOMOLOGY-GENERAL AND
APPLIED**

4 Units
Lecture: 3 hours
Laboratory: 3 hours

This course is a study of insects including: classification, structure, life histories, ecology, economic importance, and control. Collection required. Suggested for Biological Science General Education Requirements.

Prerequisite: Eligibility for ENG 51 or concurrent enrollment in ENG 50
CSU, UC, Associate Degree Applicable

**AGPS 5
PLANT SCIENCE**

3 Units
Lecture: 3 hours

This course offers an opportunity to learn the basic structure and function of plants, their place in the world of human activity and the methods used to manipulate the botanical world to human advantage. Students can expect to be exposed to plant anatomy, morphology and physiology as well as such practical matters as plant propagation, pruning and fertilization.

Prerequisite: Eligibility for ENG 51
CSU, UC, Associate Degree Applicable

**AGPS 5L
PLANT SCIENCE LAB**

1 Unit
Laboratory: 3 hours

This laboratory is the companion of AGPS 5. It is intended to provide an introduction to some biological science procedures as well as direct experience with horticultural operations. Included are: plant propagation, pruning, anatomy, morphology, taxonomic keys, tissue culture, transplanting and plant use.

Prerequisite: Concurrent or prior enrollment in AGPS 5
CSU, UC, Associate Degree Applicable

**AGPS 30
AGRICULTURAL CHEMICAL
APPLICATION AND SAFETY**

4 Units
Lecture: 3 hours
Laboratory: 3 hours

This course covers proper and safe methods of applying agricultural chemicals. Students will learn to measure areas to be treated, calculate the amount of material needed, choose the appropriate application method and equipment, following proper mixing procedures, calibrate and operate application equipment efficiently and safely, and service equipment before and after use. State and federal laws regulating the use of agricultural chemicals will be studied, and students will be prepared to take the California Certified Applicator examinations.

Prerequisite: Eligibility for ENG 51 or concurrent enrollment in ENG 50; eligibility for MATH 50
CSU, Associate Degree Applicable

**AGPS 71
SOILS DISCUSSION**

1 Unit
Lecture: 1 hour

This is a complementary course to AGPS 1. Subjects covered in Soils and Plant Nutrition lecture and lab will be discussed in more detail.

Prerequisite: Concurrent enrollment in AGPS 1
CSU, Associate Degree Applicable

ALLIED HEALTH

The Allied Health Division offers two degree programs and three certificate programs that prepare men and women for careers in health occupations. Educational pathways include both theoretical instruction on campus and clinical experience in local hospitals and clinics. Students enrolled in the clinical program are subject to special guidelines developed to protect patient safety. A student may be asked to withdraw from the nursing program for academic reasons or for other reasons such as drug/alcohol abuse, inappropriate social or emotional behavior or documented acts of dishonesty. The faculty reserves the right to remove from the clinical area any student who, in the faculty member's professional judgement, places the patient in physical or emotional jeopardy. Should this occur, the student will have a conference with the member of the allied health faculty, the Chairman of the Division, and the Dean of the School of Science and Technology.

College policy requires each student enrolled in health occupations programs with clinical components to purchase insurance coverage against liability for malpractice. The fee for this insurance, \$7.50, is paid at the time of registration.

ASSOCIATE DEGREE NURSING PROGRAM

The Associate Degree Nursing Program is accredited by the California Board of Registered Nursing and the National League for Nursing. Graduates are awarded the Associate in Science Degree in Nursing by the College and are eligible to write the National Council Licensure Examination (NCLEX) for registered nursing. The program prepares graduates to care for patients in hospitals, long term care facilities, doctors' offices and clinics in a beginning staff nurse position. Admission to the program is selective because the number of applicants exceeds the number of spaces available. Specific information regarding the admission process can be obtained by calling the Allied Health Division, 773-2578.

Vocational nurses successfully challenging the first year of the Associate in Science Degree in Nursing Program and meeting all other qualifications will be admitted to the third semester of the program on a space available basis. Vocational nurses selecting the 30 unit option must be licensed in the State of California. Ten units of science, including microbiology and physiology must be completed prior to entering the program. Students are then admitted at the third semester level and complete 20 units of nursing.

Registered nurses who have graduated from a hospital-based program and are licensed in California may receive 30 units of nursing credit and complete 30 units in general education requirements. A minimum of 12 units must be completed at College of the Desert. An Associate in Science Degree will be awarded upon completion of these courses.

PHILOSOPHY

The philosophy of the Associate Degree Nursing Program supports and implements the mission statement of the Desert Community College District.

The purpose of the nursing program is to educate men and women for beginning staff nurse positions in health care settings in the community, fostering within each graduate a commitment to life-long learning and professional development.

The faculty believe that nursing is a dynamic profession that is scientifically based and directed towards promoting, restoring and maintaining state of optimum wellness or supporting the individual to experience death with dignity.

The practice of nursing is based upon a holistic framework, and is committed to the value of caring. Nurses use cognitive, psychomotor, and affective skills within the parameters of the nursing process to assist the individual experiencing actual and/or potential alterations in health. The Associate Degree nurse functions in the role of provider of care, manager of care and member within the discipline of nursing.

This role requires critical thinking that is theoretically based, clinical competence, accountability and patient/client advocacy.

Health is a changing state on the wellness-illness continuum that can be altered by internal and external stressors. Health is maximized when the individual's optimum level of wellness is promoted, maintained and/or restored.

Each individual is a unique, complex holistic being with bio-psycho-social-cultural and spiritual dimensions in constant interaction with an internal/external environment. Diverse values and beliefs exist in different social and physical environments that affect the individual's optimum wellness. Individuals possess dignity, unconditional worth and the inherent right to assume responsibility for the development of their own potential.

Nursing education involves teaching of nursing theory, skills and attitudes that assist the students to assume responsibility and accountability as registered nurses. We believe that nursing education belongs in institutions of higher education and should be structured to evaluate prior learning for admission and/or advanced placement. Nursing education incorporates knowledge from the humanities and the behavioral, physical and natural sciences.

Nursing education occurs in a variety of settings and prepares graduates with different levels of expertise. The faculty members recognize that the associate degree program serves as the beginning level of preparation for registered nurse licensure. Initially graduates work under the supervision of a more experienced nurse. Education is the key to articulation between levels. We believe that learning is a life-long process involving external changes in behavior and internal changes in thought processes and attitudes.

Registered nurses with an associate degree in nursing function as care providers by assessing, diagnosing, planning, implementing, and evaluating the care given to clients. They establish priorities, give prescribed medications and treatments, and provide health teaching as

needed. As a manager of care, the associate degree graduate organizes the care given, delegating as appropriate. The graduate is accountable for the care given and responsible for functioning within the legal parameters of registered nursing practice and the levels of competence as outlined in the California Nursing Practice Act. As a member within the discipline of nursing, the associate degree graduate is committed to continuous learning, on-going professional development, and maintenance of ethical standards of practice.

The nursing program addresses the needs of students who, like their clients, come from diverse and varied ethnic, cultural, religious, and educational backgrounds. Students bring to the classroom different learning styles, personal goals, age representation, life styles, and experience.

Optimum learning for a diverse student body occurs in a non-threatening, supportive environment in which frequent feedback is an essential element. Learning is maximized when a variety of instructional modalities are coordinated with students' specific learning needs, goals, and individual support systems. Learning progresses from simple to complex and involves active participation of both the student and the instructor. Nursing faculty serve as facilitators, catalysts, resource persons and role models.

OUTCOMES FOR THE REGISTERED NURSING PROGRAM GRADUATE

The faculty support the competencies developed by the Council of Associate Degree Programs of the National League for Nursing and believe that the associate degree graduate of the College of the Desert Nursing Program fulfills the roles of provider of care, manager of care, and member within the discipline of nursing. Additionally, graduates are prepared to practice within the provisions and limitations of the California Nurse Practice Act.

Using the nursing process, the graduate demonstrates the following competencies:

- **COMMUNICATION** - Uses written and verbal communication techniques skillfully in client and health team interactions.
- **NURSING ROLE** - Collaborates with all members of the health care team to provide client-centered care.
- **PHARMACOLOGY** - Uses knowledge of pharmacology to teach, safely administer and monitor drug therapy.
- **NUTRITION** - Applies knowledge of basic and therapeutic nutrition to promote the initiation and maintenance of diets that support optimum wellness.
- **CULTURAL AWARENESS** - Demonstrates sensitivity to multicultural values when implementing care for clients.
- **COMMUNITY AWARENESS** - Selects and uses appropriate community resources to support clients' optimum wellness.
- **SAFETY** - Promotes and maintains client safety in all aspects of care.
- **HEALTH TEACHING** - Formulates individualized health teaching to promote, maintain and restore optimum wellness.
- **LIFE SPAN** - Uses knowledge of growth and development to evaluate the health care needs of clients across the life span.
- **PSYCHOMOTOR SKILLS** - Uses psychomotor skills to effectively and efficiently promote, maintain, and restore client's optimum wellness.

VOCATIONAL NURSING PROGRAM

The Vocational Nursing Program prepares men and women for first level nursing positions as contributing members of the health care team working under the direction of a registered nurse or licensed physician. They may seek employment in acute or long-term care facilities, doctors' offices or clinics. Vocational nurses assist in data collection, plan and implement nursing care, administer medications and treatments with knowledge of

therapeutic results, and maintain a safe environment for patients and their families. Upon successful completion of the program a certificate in vocational nursing is awarded and the graduate is eligible to write the National Council Licensure Examination (NCLEX) for vocational nursing in the state of California. An Associate Degree in Vocational Nursing may be pursued if desired.

PHILOSOPHY

The Vocational Nursing Program is an integral part of the College. The nursing faculty endorses the institutional mission statement, which supports comprehensive educational opportunities for vocational instruction; challenged by a diverse, growing and energetic community dedicated to lifelong learning. Vocational Nursing is one of the allied health programs providing service to the community.

We believe that community college students vary widely with respect to their ethnic and cultural background, life experiences, learning styles, and developmental level. The college community provides the opportunity for students and faculty to participate in cultural exchange, encourages the examination and development of ideas through a balanced social forum and provides an environment for growth of the individual and the community. The nursing faculty believes in self-growth, including ongoing self-assessment and evaluation.

PHILOSOPHY OF MAN AND SOCIETY

We believe that every person, regardless of race, creed, religion or culture is a unique individual and worthy of being treated with respect. Each person shares with all others, common human attributes and basic human needs, adapting to stresses and responding wholly as determined by the sum of his/her daily experiences. Man is a dynamic, holistic being who is continuously adapting to physical and psychosocial experiences. With varying degrees of success, individuals strive to attain optimal health and to achieve their full potential in life. We believe that health care is the

right of every member of society and that vocational nurses are accountable to society for providing safe, competent health care services.

PHILOSOPHY OF LEARNING

We believe that every person has an inherent potential for learning which is influenced by one's attitudes, values and self-esteem. Learning is the process by which one gains new insight, understanding, and ability through reinforcement, practice, and experience and occurs most readily when built upon a strong foundation of previous learning. We further believe that effective learning produces measurable behavioral change and is the responsibility of the individual learner facilitated by the faculty.

PHILOSOPHY OF NURSING EDUCATION

We believe that nursing education is an active process of imparting knowledge and assisting in the facilitation of student learning. The nursing faculty utilizes a systematic problem-solving approach, that builds on previously learned knowledge from related disciplines. We believe that teaching is an ongoing process with interaction between the instructor and the student. The faculty selects strategies, organizes content, arranges experiences, and facilitates learning, taking into consideration cultural factors, ethnic background, and individual learning styles of students. We believe nursing is a technical, intellectual and unique process based on a philosophy of caring and scientific principles. The nursing process takes place at varying levels of complexity and is a systematic approach to nursing practice. It involves assessment of a person's current and potential health or health care needs. It includes planning, implementing, and evaluating nursing actions which alleviate, minimize, and prevent problems. Documentation is an integral part of the nursing process. It is the responsibility of the nurse to act as a role model and patient advocate while providing an environment conducive to maintaining dignity and maximizing wellness for each individual.

HEALTH CARE DELIVERY

We believe the health care delivery system is changing rapidly in response to societal demands, rapidly changing technology and increasing longevity. These changes are bringing about a collaborative level of interaction between health care workers and the consumer.

STATEMENT OF PURPOSE OF THE VOCATIONAL NURSING PROGRAM

The purpose of the Vocational Nursing program is to produce an entry level practitioner with the necessary knowledge, skills and attitudes to provide safe, competent nursing care and prepare students for eligibility to write the licensure examination.

OBJECTIVES

The graduate will:

1. Provide for basic health needs of patients in all age groups.
2. Assess patient's base line data; report and record information.
3. Plan, implement and evaluate patient care.
4. Administer medications and therapeutic procedures with knowledge of expected outcomes.
5. Maintain good communications and interpersonal relationships with patients, families and staff members.
6. Maintain a safe environment for patients and their families.
7. Initiate health teaching for patients and their families.
8. Utilize community agencies for meeting health needs of the patient.
9. Function at entry level as a member of the nursing team under the direction of a licensed physician or registered nurse.

CERTIFIED NURSING ASSISTANT

The Certified Nursing Assistant (CNA) program prepares men and women to assist with the routine care and treatment of patients in health care facilities. Working under the direction of the nursing and medical staff, activities of the certified nursing assistant include providing personal care, maintaining safety, and assisting with activities of daily living. Upon the successful completion of the program a certificate is awarded by the College and graduates are eligible to write the state examination for certification as a nurse assistant.

The course of study includes 50 hours of classroom instruction and 100 hours of clinical practice in long-term care facilities. Students wishing to enter the program should have completed the College assessment tests demonstrating eligibility for English 51. Specific information regarding the program may be obtained by calling or writing to the Allied Health Division.

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 of California, and the Riverside County Health Department (RCHD).

The curriculum consists of not less than eighty hours of classroom and laboratory instruction and also an additional twenty-four hour ambulance module. The ambulance module includes eight hours of instruction in ambulance operations and procedures, eight hours of supervised clinical experience in a general acute care hospital and eight hours supervised instruction on an operational ambulance.

Upon completion of the course, the student will receive a certificate that is valid for two years and which meets the requirements of the State of California and RCHD for emergency care. An EMT Refresher course is offered for

certificate renewal when needed for an extension of the two years.

This program meets all criteria of the State of California and RCHD for the Emergency Medical Technician-I (ambulance) training.

This will serve to advise you that, pursuant to California Health and Safety code Section 1799.100, by participating in a course of instruction in emergency medical training you have waived your rights to collect civil damages against the College in the event you sustain an injury.

The code states: "No local agency, entity of state or local government, or other public or private organization which sponsors, authorizes, supports, finances, or supervises the training of people, excluding physicians and surgeons, registered nurses, and licensed vocational nurses, as defined, in emergency medical services in training programs under this part, shall be liable for any civil damages alleged to result from such training program."

RESPIRATORY THERAPY PROGRAM

The Respiratory Therapy Program is accredited by the Joint Review Committee for Respiratory Therapy Education (JRCTE) governed by the American Medical Association. Graduates are awarded the Associate in Science Degree in Respiratory Therapy and a certificate of completion of the Respiratory Therapy program making the graduate eligible to write the California State Board examination for Respiratory Care Practitioner. Graduates are also eligible to write the National Board for Respiratory Care to become a Registered Respiratory Therapist.

The program prepares graduates to work in hospitals, nursing care facilities, clinics, physicians' offices, companies providing emergency oxygen services, and municipal organizations. The respiratory therapist is qualified to assume primary responsibility for all respiratory care modalities, including the supervision of respiratory therapy technician functions.

A class is admitted to the program once every two years. It is the desire of the College to prepare therapists who are not only competent in the application of respiratory skills but also capable of delivering humanistic patient care. It is to this goal that the curriculum is designed and the following objectives established.

Upon completion of the Respiratory Therapy Program the student will:

1. Provide competent cardiorespiratory therapy to all patients requiring breathing assistance.
2. Test the cardiorespiratory function of patients for the purpose of diagnosis and assessment.
3. Assist patients in pulmonary rehabilitation programs.
4. Provide assistance to the physician as concerns assessment of the cardiorespiratory health of patients.
5. Practice as an integral member of the health care team, remaining within the guidelines of the American Association for Respiratory Care.
6. Seek and take an active role in the continuing education opportunities for respiratory therapy practitioners.
7. Define and implement the future trends within the Respiratory Therapy profession related to professional standards and self-goals.
8. Promote respiratory health through support of environmental air quality standards and zero smoking.

REGISTERED NURSING

Preparation for Employment and A.S. Degree (Graduates eligible for Registered Nurse Licensing Examination in California)

Prerequisite: One year of high school chemistry or CH 4, completed with a grade of "C" or better (4 units);

Recommended: AH 70 Intro to Health Sciences

Courses Required:

Dept.	No.	Title	Units
BI	22	Human Anatomy	4
BI	23	Human Physiology	5
BI	15	General Microbiology	5
PSY	1	General Psychology	3
SOC	1	Introductory Sociology	3
ENG	1A	Composition	4
OR	ENG 3A	Freshman Composition I (3)	
SP	1, 4, 5 or 15		3
HUM		From courses listed in catalog	3
MATH	40	Intermediate Algebra	4
PE		From courses listed in catalog	2
(One unit of PE may be satisfied by AH 70)			
N	1	Basic Concepts of Nursing Practice	8
N	2	Concepts of Nursing Practice for Commonly Occurring Alterations in Health	9
N	3A	Concepts of Nursing Practice for Chronic Complex Alterations in Health	9
N	3B	Issues in Nursing	0.5
N	4	Concepts of Nursing Practice for Acute Complex Alterations in Health	9
N	4B	Management Concepts in Nursing	0.5

DEGREE TOTAL 71-72

Advisor: Hartley; Hartley-CMC

RESPIRATORY THERAPY

Preparation for Employment and A.S. Degree

Recommended prerequisite: AH 70 Intro to Health Sciences

Courses Required:

Dept.	No.	Title	Units
RT	51	Intro to Respiratory Therapy	8
RT	53	Cardiopulmonary Pharm.	2
RT	54	Assisted Ventilatory Therapy	11

RT	55	Cardiopulmonary Special Procedure	4
RT	56	Methods of Continuous Ventilatory Support	11
RT	57	Cardiopulmonary Pathophysiology	3
RT	58	Cardiopulmonary Function Testing and Rehabilitation	7
RT	59	Respiratory Therapy Trends ..	3
ENG	1A	Composition	4
BI	22	Human Anatomy	4
BI	23	Human Physiology	5
BI	15	Microbiology	5
PH	1	Basic Physics	4
CH	4	Fundamentals of Chemistry ..	4
PSY	1	General Psychology	3
PE		From courses listed in catalog	1
HUM		Humanity (Elective).....	3
MATH	40	Intermediate Algebra	4

DEGREE TOTAL 86

Advisor: Ciastko

VOCATIONAL NURSING

Certificate and Preparation for Employment

(Graduates eligible for Vocational Nurse Licensing Examination in California)

Recommended prerequisite: AH 70 Intro to Health Sciences

Courses Required:

Dept.	No.	Title	Units
VN	1	Vocational Nursing I	5
VN	1L	Vocational Nursing I Lab	4
N	61	Basic Pharmacology	3
VN	2	Vocational Nursing II	9
VN	2L	Vocational Nursing II Lab	7
HEC	13	General Nutrition	3
VN	3	Vocational Nursing III	9
VN	3L	Vocational Nursing III Lab ...	7
PSY	1	General Psychology	3

See Brochure for Admission Requirements

CERTIFICATE TOTAL 50

Advisor: Hartley

VOCATIONAL NURSING

Preparation for Employment and A.S. Degree

Recommended prerequisite: AH 70 Intro to Health Sciences

Dept.	No.	Title	Units
VN	1	Vocational Nursing I	5
VN	1L	Vocational Nursing I Lab	4
N	61	Basic Pharmacology	3
VN	2	Vocational Nursing II	9
VN	2L	Vocational Nursing II Lab	7
HEC	13	General Nutrition	3
VN	3	Vocational Nursing III	9
VN	3L	Vocational Nursing III Lab ...	7

Required Subtotal

General Education Requirements

DEGREE TOTAL

Advisor: Hartley; CMC-Hartley

ALLIED HEALTH COURSE DESCRIPTIONS

ALLIED HEALTH

AH 61 MEDICAL TERMINOLOGY

2 Units
Lecture: 2 hours

This course introduces medical terminology as used by all health service personnel, including medical doctors, dentists, nurses, physical therapists, medical secretaries and doctors' office assistants.

Prerequisite: Eligibility for ENG 51 Associate Degree Applicable

**AH 62
YOUR LIVING BODY**

2 Units
Lecture: 2 hours

This course is a beginning study of body structures and systems, correlated with representative diseases and major illnesses of each system. The causes, signs and symptoms of diseases, treatments and prevention of illnesses are included.

Prerequisite: Eligibility for ENG 51
Associate Degree Applicable

**AH 64
NURSE ASSISTANT**

5 Units
Lecture: 3 hours
Laboratory: 6 hours

This course includes basic nursing principles for the long-term care patient. It addresses needs of patients; ethics and confidentiality; emotional and social principles of observation; techniques of communication, reporting and charting; along with special treatments, procedures and skills required for patient care. Successful completion of the course permits eligibility to apply for state certification as a CNA.

Prerequisite: Eligibility for ENG 51
Associate Degree Applicable

**AH 70
INTRODUCTION TO HEALTH
SCIENCES**

1 Unit
Lecture: 1 hour

This course is strongly recommended for all students entering the VN, ADN, or RT programs offered at College of the Desert. It is designed to provide students interested in Allied Health programs with detailed information about program requirements and career objectives.

Prerequisite: Eligibility for ENG 51; completion of Assessment testing or equivalent
Associate Degree Applicable

**AH 80A-F
PHYSICAL ASSESSMENT**

2 Units
Lecture: 2 hours

This course is designed to strengthen and develop skills in patient assessment, to set priorities for care, and to recognize clinical symptomatology as it relates to the nursing process. It includes a review of the major disease entities applied to patient care with resultant nursing assessment and intervention.

Prerequisite: Must be certified LVN, RN or CNA or have instructor consent; eligibility for ENG 51 & RDG 51 or concurrent enrollment in ENG 50
Associate Degree Applicable

**AH 81A-F
BASIC ARRHYTHMIAS**

2 Units
Lecture: 2 hours

This course is designed for a person working with patients who need heart monitoring. It provides a review of anatomy and physiology of the heart. The normal and abnormal rhythms of the heart are studied. There is an emphasis on treatment for abnormal arrhythmias. This course is applicable for LVN, RN, and CNA Continuing Education Units (CEU's).

Prerequisite: Must be certified LVN, RN, CNA or EMT or have instructor consent; eligibility for ENG 51 & RDG 51 or concurrent enrollment in ENG 50
Associate Degree Applicable

**AH 82A-F
INTERMEDIATE ARRHYTHMIAS**

2 Units
Lecture: 2 hours

This course is designed for the person who has basic arrhythmia knowledge and identification skills and is now interested in identifying and analyzing more complex arrhythmias. There is an emphasis on premature vs. escape rhythms and how both affect the cardiac output. The concepts associated with Ashman's phenomenon and aberrancies will be dealt with extensively. Fixed coupling and the action potential

curve's importance to arrhythmia identification and treatment will be explored. The use of drug therapy to re-establish or maintain normal cardiac output will be explained.

Prerequisite: Must be certified LVN, RN, CNA or EMT or have instructor consent; eligibility for ENG 51 & RDG 51 or concurrent enrollment in ENG 50
Associate Degree Applicable

AH 83A-F ADVANCED 12 LEAD EKG

2 Units
Lecture: 2 hours

This course is designed for the clinician with a basic knowledge of arrhythmias. It provides a review of anatomy and physiology, with emphasis on the heart vectors and changes that occur in vectors as the result of myocardial infarction. Emphasis will be placed on how to read a 12 lead EKG.

Prerequisite: Eligibility for ENG 51 & RDG 51 or concurrent enrollment in ENG 50; AH 81 or instructor consent
Associate Degree Applicable

AH 98A-D NURSING SKILLS LAB

½ Unit
Laboratory: 1.5 hours

This course provides opportunity for practice and mastery of nursing skills necessary for safe patient care. It uses multimedia materials, computers and instructor assistance to improve the skills needed. It is directed to the students needing review of nursing procedures. The students are prepared via computerized examinations for mastery of nursing content, nursing objectives and state board licensure and/or certification. This course allows for open-entry/open-exit.

AH 99A-D NURSING SKILLS LAB

1 Unit
Laboratory: 3 hours

This course provides opportunity for practice

and mastery of nursing skills necessary for safe patient care. It uses multimedia materials, computers, and instructor assistance to improve the skills needed. It is directed to the student needing review of nursing procedures. The students are prepared via computerized examinations for mastery of nursing content, nursing objectives, and state board licensure and/or certification. This course allows for open-entry/open-exit.

EMERGENCY MEDICAL TECHNICIAN

EMT 84A-D EMERGENCY MED TECH I

5 Units
Lecture: 5 hours

This course covers all techniques of emergency medical care including basic life support measures, extraction of victims at the scene of an accident and an ambulance module. The course is approved by Riverside County and therefore includes 80 hours of lecture and laboratory instruction; 8 hours of instruction in ambulance operations and procedures, 8 hours of practical ambulance experience, and 8 hours of supervised instruction in the hospital emergency room.

Prerequisite: Eligibility for ENG 50
Associate Degree Applicable

EMT 85A-D EMT REFRESHER COURSE

2 Units
Lecture: 2 hours

This is a refresher course for EMT I personnel for recertification. The re-certification shall be available for those whose EMT cards have not expired for more than one year. It contains information on new EMT techniques and procedures, refresher for cardiopulmonary resuscitation, practical ambulance experience, 4 hours of supervised instruction in the hospital emergency room and both a written and skills competency examination.

Prerequisite: Eligibility for ENG 50; EMT Certificate
Associate Degree Applicable

**EMT 86A-D
FIRST RESPONDER**

2 Units
Lecture: 2 hours

This course follows the recognized Inland Counties Emergency Medical Agency (ICEMA) course outline for training persons most likely to first encounter injured victims of an accident or disaster.

Prerequisite: Eligibility for ENG 50; basic CPR card required
Associate Degree Applicable

NURSING**N 1
BASIC CONCEPTS IN NURSING
PRACTICE**

8 Units
Lecture: 4 hours
Laboratory: 12 hours

This course introduces students to the organizing framework of the program and to the nursing process. The focus is on optimum wellness. Basic care concepts and skills common to promoting, maintaining or restoring health are presented in the classroom and practiced in college and clinical laboratories. Care is focused on the needs of medical, surgical and geriatric clients.

Prerequisite: One year high school Chemistry or CH 4 and acceptance into the Associate Degree Nursing Program
CSU, Associate Degree Applicable

**N 2
CONCEPTS OF NURSING PRACTICE
FOR COMMONLY OCCURRING
ALTERATIONS IN HEALTH**

9 Units
Lecture: 5 hours
Laboratory: 12 hours

This course builds on concepts introduced in Nursing 1 with emphasis on commonly occurring alterations in health in the medical, surgical, pediatric and obstetrical client. Students receive lectures on campus and gain clinical

skills in both the campus laboratory and in a local hospital.

Prerequisite: N 1 and BI 22
CSU, Associate Degree Applicable

**N 3A
CONCEPTS OF NURSING PRACTICE
FOR CHRONIC COMPLEX
ALTERATIONS IN HEALTH**

9 Units
Lecture: 4 hours
Laboratory: 15 hours

This course focuses on client situations in which optimum wellness is altered by complex conditions which may be chronic in nature. Students gain experience in medical, surgical, pediatric and obstetrical units of the hospital and in psychiatric and geriatric settings.

Prerequisite: N 2, BI 23, ENG 1A and MATH 40
CSU, Associate Degree Applicable

**N 3B
ISSUES IN NURSING**

½ Unit
Lecture: .5 hour

This course introduces students to the non-clinical aspects of nursing and discusses professional, credentialing, collective bargaining, nursing organizations, and legal, ethical and bioethical issues frequently encountered by the new graduate. This course may be used for continuing education credit.

Prerequisite: N 2 or equivalent
CSU, Associate Degree Applicable

**N 4A
CONCEPTS OF NURSING
PRACTICE FOR ACUTE COMPLEX
ALTERATIONS IN HEALTH**

9 Units
Lecture: 4 hours
Laboratory: 15 hours

In this course students gain knowledge and experience with clients whose optimum level of wellness is altered by acute and complex conditions. Experience is provided in medical

and surgical units of the hospital and in intensive, critical care, geriatric and emergency departments.

Prerequisite: N 3A and BI 15
 CSU, Associate Degree Applicable

N 4B MANAGEMENT CONCEPTS IN NURSING

½ Unit
 Lecture: .5 hour

This course introduces students to beginning management concepts in nursing. Students learn how to organize time, delegate responsibilities, teach and supervise those with lesser educational preparation, and use performance evaluation. Decision making is emphasized. (Experience in supervision of others will be provided during the clinical portion of N 4A.)

Co-requisite: N 4A
Prerequisite: N 3A and BI 15
 CSU, Associate Degree Applicable

N 61 BASIC PHARMACOLOGY

3 Units
 Lecture: 3 hours

This course is designed as an introduction to pharmacology. Instruction will be given for calculating dosages, using conversion tables, administering medications, and using drug reference material. Actions, untoward actions desired and undesired effects, for commonly used drugs in major classifications will be presented.

Prerequisite: Eligibility for ENG 51 and MATH 50
 Associate Degree Applicable

RESPIRATORY THERAPY

RT 51 INTRODUCTION TO RESPIRATORY THERAPY

8 Units
 Lecture: 4 hours
 Laboratory: 12 hours

This course is designed to introduce the prospective therapist to the field of Respiratory Therapy and the duties a graduate will perform. It emphasizes the anatomy and physiology of the respiratory system in relationship to therapy. It also provides an in-depth preparation in the areas of maintenance oxygen delivery as well as vapor and aerosols will be emphasized as they relate to equipment utilized for the delivery of gases and aerosols to the lungs. Both laboratory and clinical experience provides the student with opportunities for practical application.

Prerequisite: Eligibility for ENG 51 and MATH 50; acceptance into Respiratory Therapy Program; preference given to students who have completed anatomy or chemistry
 CSU, Associate Degree Applicable

RT 53 CARDIOPULMONARY PHARMACOLOGY

2 Units
 Lecture: 2 hours

This course provides the student with a fundamental understanding of pharmacotherapeutics. From this established base the course will then emphasize particularly those drug groups which are primarily cardiac or respiratory in effect.

Prerequisite: Eligibility for ENG 51 and MATH 50; concurrent enrollment in RT 51
 CSU, Associate Degree Applicable

RT 54 ASSISTED VENTILATORY THERAPY

11 Units
 Lecture: 4 hours
 Laboratory: 21 hours

This course provides students with theoretical as well as practical application of methods and principles of providing ventilatory assistance to patients on an intermittent basis. It will emphasize equipment as it relates to therapeutic application. Alternative methods of breathing assistance will be explored and evaluated.

Prerequisite: Eligibility for ENG 51 and MATH 50; RT 51 & RT 53 with a grade of "C" or better
 CSU, Associate Degree Applicable

RT 55 CARDIOPULMONARY SPECIAL PROCEDURES

4 Units
Lecture: 2 hours
Laboratory: 6 hours

This course provides the student with the opportunity for observation and some degree of participation in the areas of: (1) Cardiopulmonary resuscitation (2) Bronchoscopy (3) Intubation and Tracheostomy (4) Arterial Puncture and Arterial Catheterization (5) Swan-Ganz and left and right cardiac catheterization. The theoretical component of the course will stress anatomy and physiology as it applies to these particular areas of therapy. The equipment necessary to perform the procedures and for observation of actual patient procedures.

Prerequisite: Eligibility for ENG 51 and MATH 50; RT 51, 53 & 54 with a grade of "C" or better

CSU, Associate Degree Applicable

RT 56 METHODS OF CONTINUOUS VENTI- LATORY SUPPORT

11 Units
Lecture: 4 hours
Laboratory: 21 hours

This course provides the student with ability to coordinate the physiological changes in acid base balance occurring in the artificially ventilated patient with the appropriate adjustments of the ventilatory devices. The students will relate the adjustments of either ventilatory or electrolyte therapy to the pathology of the patient. In the lab and clinical areas the design of equipment will be related to the pathophysiology of the disease process. The students will spend their clinical time in critical care areas.

Prerequisite: RT 51, 53, 54 & 55, with a grade of "C" or better

CSU, Associate Degree Applicable

RT 57 CARDIOPULMONARY PATHOPHYSIOLOGY

3 Units
Lecture: 3 hours

This course provides the student with terminology pertinent to syndromes, disease entities and clinical or laboratory findings associated with disease diagnosis. It presents the particular pathophysiology of the more common dysfunctions of the lung. It demonstrates the correlation of the pathogenic organism or other causative factor to the development of dysfunction. The course emphasizes the techniques used by the Respiratory Therapist in the diagnosis and treatment of disease.

Prerequisite: Eligibility for ENG 51 and MATH 50; acceptance into the Respiratory Therapy Program

CSU, Associate Degree Applicable

RT 58 CARDIOPULMONARY FUNCTION TESTING & REHABILITATION

7 Units
Lecture: 3 hours
Laboratory: 12 hours

This course provides the student with theoretical and practical aspects of clinical cardiorespiratory test procedures. It stresses interpretation of test results as it relates to; (1) diagnosis, (2) treatment. It further provides the student with theoretical and practical consideration of rehabilitation programs for cardiac and/or respiratory cripples.

Prerequisite: RT 51, 53, 54, 55 & 56, with a grade of "C" or better

Co-requisite: RT 59

CSU, Associate Degree Applicable

RT 59 RESPIRATORY THERAPY TRENDS AND ISSUES

3 Units
Lecture: 3 hours

This course provides the student with the opportunity to explore an area of respiratory care that is particularly interesting or significant to

his future goals. The student, together with the instructor will map out a plan of action for the semester from one of the following areas; (1) education (2) management (3) research (4) therapy. Goals for the plan of action will be set by the student and instructor with assessment of student achievement related to goal accomplishment.

Prerequisite: RT 51, 53, 54, 55, 56 & 57 with a grade of "C" or better

Co-requisite: RT 58

CSU, Associate Degree Applicable

VOCATIONAL NURSING

VN 1 VOCATIONAL NURSING I

5 Units
Lecture: 5 hours

This course introduces students to nursing ethics, cultural differences, communication skills, and basic needs of the medical-surgical client. Content includes an understanding of anatomy and pathophysiology of the following body systems: respiratory, muscle-skeletal, and integumentary.

Co-requisite: VN 1L and one of the following - HEC 13, PSY 1 or N 61

Associate Degree Applicable

VN 1L VOCATIONAL NURSING I LAB

4 Units
Laboratory: 12 hours

This course introduces students to methods of meeting client's basic needs. Learning experiences focus on beginning nursing interventions for the medical-surgical client with diseases of the following body systems: respiratory, integumentary and muscle-skeletal. The administration of medications and application of therapeutic techniques is included.

Co-requisite: VN 1

Associate Degree Applicable

VN 2 VOCATIONAL NURSING II

9 Units
Lecture: 9 hours

Building upon VN 1, the student is presented with a study of anatomy and pathophysiology of the following body systems: endocrine, gastro-intestinal, neuro-sensory, cardio-vascular, and genito-urinary. An emphasis on care of clients with disorders of the above mentioned systems is presented.

Prerequisite: VN 1 and VN 1L; previous or concurrent enrollment in HEC 13, PSY 1 or N 61

Co-requisite: VN 2L

Associate Degree Applicable

VN 2L VOCATIONAL NURSING II LAB

7 Units
Laboratory: 21 hours

Students apply the theory presented in VN 2 to the care of clients in acute care facilities. Experiences are planned to develop nursing skills specific to the medical-surgical client with diseases of the: sensory, genito-urinary, gastro-intestinal and cardio-vascular. Standards of care and therapeutic techniques are emphasized.

Prerequisite: VN 1 and VN 1L

Co-requisite: VN 2

Associate Degree Applicable

VN 3 VOCATIONAL NURSING III

9 Units
Lecture: 9 hours

This course introduces advanced medical-surgical problems, oncology, crisis intervention, emergency and disaster nursing, reproductive obstetrics and pediatrics. Also included are rehabilitation, leadership and professional relationships. Gerontology is emphasized along with identification of community resources.

Prerequisite: VN 2 and VN 2L; previous or concurrent enrollment in HEC 13, PSY 1 or N 61. *Co-requisite:* VN 3L

Associate Degree Applicable

VN 3L VOCATIONAL NURSING III LAB

7 Units

Laboratory: 21 hours

Students apply the theory presented in VN 3 to the care of clients with advanced medical-surgical problems, the care of mothers, newborns, infants and children in the appropriate clinical units. Gerontology, crisis intervention, emergency and disaster nursing, leadership and rehabilitation experiences are also included.

*Prerequisite: VN 2 and VN 2L**Co-requisite: VN 3*

Associate Degree Applicable

ART

The Art Department of the College of the Desert offers a variety of courses to allow for individual interest. Since many Art Majors transfer to four-year schools, the course offerings at this college coincide with the lower division courses of other institutions. Students wishing to major in Art should first confer with an advisor to discuss career and transfer plans in order that specific requirements can be met. If students intend to transfer to a specific four-year college after attending the College of the Desert, they should take into account future requirements when planning a program.

ART

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

Courses Required:

Dept.	No.	Title	Units
ART	1A	Drawing/Composition	2
ART	3A	Basic Design/Color	3

Any two of the following courses in Art History:

ART	2A	History of Art	3
ART	2B	History of Art (3)	
ART	2C	History of Modern Art	3

Any one of the following courses in painting:

ART	21A	Painting (Water Color)	2
ART	23A	Painting (Oil) (2)	
ART	25A	Painting (Acrylic) (2)	
Additional required Art Electives			7

Art Subtotal	20
Elective Subtotal	1
General Education Subtotal	<u>39</u>

DEGREE TOTAL

Advisor: R. Evans; Murillo - CMC

ART

COURSE DESCRIPTIONS

ART 1A DRAWING AND COMPOSITION

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This is a basic course in the principles, theories, and techniques of drawing and composition. Perspective drawing, organization, and rendering techniques are investigated.

CSU, UC, Associate Degree Applicable

ART 1B DRAWING AND COMPOSITION

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This is an intermediate course in the principles, theories, and techniques of drawing and composition. Students work with pencil, charcoal, pen and ink, and ink washes.

Prerequisite: ART 1A or equivalent, with a grade of "C" or better
CSU, Associate Degree Applicable

ART 1C DRAWING AND COMPOSITION

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course offers advanced study of drawing problems with an emphasis on color media.

Prerequisite: ART 1B or equivalent, with a grade of "C" or better
CSU, UC, Associate Degree Applicable

ART 1D DRAWING AND COMPOSITION

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course offers continued study of advanced drawing problems. Assignments encourage creativity and individual expression.

Prerequisite: ART 1C or equivalent, with a grade of "C" or better
CSU, Associate Degree Applicable

ART 2A HISTORY OF ART

3 Units
Lecture: 3 hours

This survey course examines the art of the ancient world. Slide illustrated lectures and videotapes are used in the study of the architecture, sculpture, painting, and other visual art forms of Prehistoric and Primitive peoples, as well as the art of the Ancient Near East, Egyptian, Aegean, Greek, Etruscan, Roman, Early Christian and Byzantine cultures.

Prerequisite: Eligibility for ENG 51
CSU, UC, Associate Degree Applicable

ART 2B HISTORY OF ART

3 Units
Lecture: 3 hours

This survey course examines the art of the Western World from the Early Middle Ages through the Baroque era. Illustrated lectures and videotapes are used in the study of the architecture, sculpture, painting, and other visual art forms of the Early Medieval, Romanesque, Gothic, Late Gothic, Early and High Renaissance, Northern Renaissance, Mannerist, Baroque and Rococo period.

Prerequisite: Eligibility for ENG 51
CSU, UC, Associate Degree Applicable

ART 2C HISTORY OF MODERN ART

3 Units
Lecture: 3 hours

The art of Europe and America from the nineteenth century to the present is examined in this course. Illustrated lectures on significant movements in painting, sculpture, and architecture

of this period include: Romanticism, Realism, Impressionism, Expressionism, Cubism, Dada, Surrealism, Abstract Expressionism, Pop Art, and contemporary directions.

Prerequisite: Eligibility for ENG 51
CSU, UC, Associate Degree Applicable

ART 3A BASIC DESIGN AND COLOR

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This is a beginning course in the study of visual elements and organizational principles. Through a study of shape, texture, line, space, and color, students gain experience in organizing their thoughts and in solving design problems.

CSU, UC, Associate Degree Applicable

ART 3B THREE-DIMENSIONAL DESIGN

3 Units
Lecture: 2 hours
Laboratory: 3 hours

Students in this course investigate factors determining the designs of both the utilitarian and non-utilitarian objects formed by people. This course includes studies of mass, volume, space, and shape. Materials are studied through projects in construction, modeling, and casting.

CSU, UC, Associate Degree Applicable

ART 5A LIFE DRAWING

2 Units
Lecture: 1 hour
Laboratory: 3 hours

Students in this course study the human figure from a model. Composition and expressive aspects of gesture, weight, and line are investigated through pencil and charcoal exercises.

Recommended: ART 1A and ART 3A
CSU, UC, Associate Degree Applicable

ART 5B LIFE DRAWING

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This intermediate course in drawing has its emphasis on the techniques and expressive possibilities found in pen and ink media. Wash and water color are included.

Prerequisite: ART 5A or equivalent, with a grade of "C" or better
CSU, UC, Associate Degree Applicable

ART 5C LIFE DRAWING

2 Units
Lecture: 1 hour
Laboratory: 3 hours

Students in this advanced course study the human figure using pencils, pen and ink, and a variety of color media, including pastels, conte crayons and water colors.

Prerequisite: ART 5B or equivalent, with a grade of "C" or better
CSU, UC, Associate Degree Applicable

ART 5D LIFE DRAWING

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course provides an opportunity for advanced work in drawing. Students continue to explore directions that lead toward personal growth and style.

Prerequisite: ART 5C or equivalent, with a grade of "C" or better
CSU, UC, Associate Degree Applicable

ART 7A CERAMICS

2 Units
Lecture: 1 hour
Laboratory: 3 hours

Students in this course study basic hand build ceramics as well as wheel-thrown techniques. The processes of pottery glazing, kiln loading, and firing also is explored.

Prerequisite: Eligibility for ENG 50
CSU, UC, Associate Degree Applicable

ART 7B CERAMICS

2 Units
Lecture: 1 hour
Laboratory: 3 hours

Students in this course study advanced techniques of pottery forming, glaze formulation, decoration, and kiln firing.

Prerequisite: Art 7A with a grade of "C" or better
CSU, UC, Associate Degree Applicable

ART 7C CERAMICS

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course provides an opportunity for advanced students to work in a specific area of ceramics. Students may choose from the following: pottery forming techniques, glaze making, kiln firing and decoration techniques.

Prerequisite: ART 7B with a grade of "C" or better
CSU, UC, Associate Degree Applicable

ART 7D CERAMICS

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course offers advanced students of ceramics an opportunity to continue specialized studies. Emphasis is given to glaze formulation, kiln construction, and firing techniques.

Prerequisite: ART 7C with a grade of "C" or better
CSU, UC, Associate Degree Applicable

ART 7E CLAY FOR TEACHERS

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course offers a basic knowledge of ceramics to students who plan to teach or are currently teaching. Its emphasis is on methods and processes suited to elementary schools, recreation centers, and youth programs. Laboratory work includes aspects of clay forming, decorating, and firing.

CSU, Associate Degree Applicable

ART 8 ADVERTISING ART

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course provides experience in problems relating to print media advertising, package design, graphic design and production methods.

Prerequisite: Eligibility for ENG 1A
Recommended: ART 40
CSU, Associate Degree Applicable

ART 9 INTRODUCTION TO PRINTMAKING

2 Units
Lecture: 1 hour
Laboratory: 3 hours

Students in this course study basic hand processes in the making of prints.

CSU, UC, Associate Degree Applicable

ART 10 INTRODUCTION TO ART

3 Units
Lecture: 3 hours

This course is an introduction to problems, techniques and social forces that shape and reflect our visual world. Emphasis is placed on gaining insights and developing an

understanding of the variables inherent in planning, organizing, and making a work of art.

Prerequisite: Eligibility for ENG 51
CSU, UC, Associate Degree Applicable

ART 11A SCULPTURE

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This basic course in sculpture. Students explore the three dimensional forms with a variety of materials and techniques, including additive, subtractive, and assemblage.

Prerequisite: Eligibility for ENG 51
CSU, UC, Associate Degree Applicable

ART 11B SCULPTURE

2 Units
Lecture: 1 hour
Laboratory: 3 hours

In this course students use additive processes to make sculpture and are provided with experiences in mold making.

Prerequisite: ART 11A or equivalent, with a grade of "C" or better
CSU, UC, Associate Degree Applicable

ART 11C SCULPTURE

2 Units
Lecture: 1 hour
Laboratory: 3 hours

Students in this course receive individualized assignments in the subtractive method of creating sculptural forms. Contemporary as well as traditional aesthetic approaches are utilized.

Prerequisite: ART 11B or equivalent, with a grade of "C" or better
CSU, UC, Associate Degree Applicable

ART 11D SCULPTURE

2 Units
Lecture: 1 hour
Laboratory: 3 hours

Students in this course receive individualized instruction in the lost wax process of bronze casting with special studies in the history of sculpture.

Prerequisite: ART 11C or equivalent, with a grade of "C" or better
CSU, UC, Associate Degree Applicable

ART 13A RELIEF PRINTING

2 Units
Lecture: 1 hour
Laboratory: 3 hours

Students in this course study basic hand processes in the making of relief prints. Class work focuses on attaining competence in the techniques of linoleum block printing. Drawing skills are recommended.

CSU, UC, Associate Degree Applicable

ART 13B RELIEF PRINTING

2 Units
Lecture: 1 hour
Laboratory: 3 hours

Students in this course study basic hand processes in the making of relief prints. Class work focuses on attaining competence in the techniques of wood block printing. Drawing skills are recommended.

CSU, UC, Associate Degree Applicable

ART 13C RELIEF PRINTING

2 Units
Lecture: 1 hour
Laboratory: 3 hours

Students in this course study advanced hand processes in the making of relief prints. Class

work focuses on attaining competence in the techniques of collagraph printing. Drawing skills are recommended.

Prerequisite: ART 13A or ART 13B
 CSU, UC, Associate Degree Applicable

ART 13D RELIEF PRINTING

2 Units
 Lecture: 1 hour
 Laboratory: 3 hours

Students in this course study advanced hand processes in the making of relief prints. Class work focuses on attaining competence in multicolor and multiplate relief prints. Drawing skills are recommended.

Prerequisite: ART 13A or ART 13B, ART 13C
 CSU, UC, Associate Degree Applicable

ART 14A SCREEN PRINTING

2 Units
 Lecture: 1 hour
 Laboratory: 3 hours

Students in this course study basic hand processes in the making of silkscreen prints. Class work focuses on attaining competence in direct processes of stencil making. Drawing skills are recommended.

CSU, UC, Associate Degree Applicable

ART 14B SCREEN PRINTING

2 Units
 Lecture: 1 hour
 Laboratory: 3 hours

Students in this course study basic hand processes in the making of silkscreen prints. Class work focuses on attaining competence in producing prints utilizing hand generated stencils which are applied photographically. Drawing skills are recommended.

Prerequisite: ART 14A
 CSU, UC, Associate Degree Applicable

ART 14C SCREEN PRINTING

2 Units
 Lecture: 1 hour
 Laboratory: 3 hours

Students in this course study advanced hand processes in the making of silkscreen prints. Class work focuses on attaining competence in producing prints utilizing cut film stencil methods. Drawing skills are recommended.

Prerequisite: ART 14B
 CSU, UC, Associate Degree Applicable

ART 14D SCREEN PRINTING

2 Units
 Lecture: 1 hour
 Laboratory: 3 hours

Students in this course study advanced hand processes in the making of silkscreen prints. Class work focuses on attaining competence in producing prints utilizing photographic stencil methods. Drawing skills are recommended.

Prerequisite: ART 14C
 CSU, UC, Associate Degree Applicable

ART 15A ETCHING

2 Units
 Lecture: 1 hour
 Laboratory: 3 hours

Students in this course study basic hand processes in the making of intaglio prints. Class work focuses on attaining competence in the techniques of drypoint, and hard ground and soft ground etching methods. Drawing skills are recommended.

CSU, UC, Associate Degree Applicable

**ART 15B
ETCHING**

2 Units
Lecture: 1 hour
Laboratory: 3 hours

Students in this course study basic hand processes in the making of intaglio prints. Class work focuses on attaining competence in the technique of aquatint as well as improving other basic etching and drypoint skills. Drawing skills are recommended.

Prerequisite: ART 15A
CSU, UC, Associate Degree Applicable

**ART 15C
ETCHING**

2 Units
Lecture: 1 hour
Laboratory: 3 hours

Students in this course study advanced hand processes in the making of intaglio prints. Class work focuses on attaining competence in viscosity printing and other multicolor etching processes. Drawing skills are recommended.

Prerequisite: ART 15B
CSU, UC, Associate Degree Applicable

**ART 15D
ETCHING**

2 Units
Lecture: 1 hour
Laboratory: 3 hours

Students in this course study advanced hand processes in the making of intaglio prints. In addition to attaining competence in basic etching techniques, students will be introduced to photoetching and engraving techniques. Drawing skills are recommended.

Prerequisite: ART 15C
CSU, UC, Associate Degree Applicable

**ART 16A
LITHOGRAPHY**

2 Units
Lecture: 1 hour
Laboratory: 3 hours

Students in this course study basic hand processes in the making of lithographic prints. Class work focuses on attaining competence in basic techniques of stone lithography. Drawing skills are recommended.

CSU, UC, Associate Degree Applicable

**ART 16B
LITHOGRAPHY**

2 Units
Lecture: 1 hour
Laboratory: 3 hours

Students in this course study basic hand processes in the making of lithographic prints. Class work focuses on attaining competence in basic techniques of metal plate lithography. Drawing skills are recommended.

Prerequisite: ART 16A
CSU, UC, Associate Degree Applicable

**ART 16C
LITHOGRAPHY**

2 Units
Lecture: 1 hour
Laboratory: 3 hours

Students in this course study advanced hand processes in the making of lithographic prints. Class work focuses on attaining competence in multicolor printing techniques. Drawing skills are recommended.

Prerequisite: ART 16B
CSU, UC, Associate Degree Applicable

**ART 16D
LITHOGRAPHY**

2 Units
Lecture: 1 hour
Laboratory: 3 hours

Students in this course study advanced hand processes in the making of lithographic prints.

Class work focuses on attaining competence in photolithography techniques. Drawing skills are recommended.

Prerequisite: ART 16C
 CSU, UC, Associate Degree Applicable

ART 18A PAPERMAKING

2 Units
 Lecture: 1 hour
 Laboratory: 3 hours

This is a basic studio course in two and three dimensional papermaking. Students will explore different methods of hand papermaking leading to uses of the medium as an art form.

Prerequisite: Courses in design and color and/or three dimensional design are desirable.
 CSU, Associate Degree Applicable

ART 18B PAPERMAKING

2 Units
 Lecture: 1 hour
 Laboratory: 3 hours

This is a studio course continuing with techniques explored in beginning papermaking. More individual instruction is given and development of a personal style is encouraged.

Prerequisite: ART 18A or consent of instructor; courses in design and color and/or three dimensional design are desirable
 CSU, Associate Degree Applicable

ART 18C PAPERMAKING

2 Units
 Lecture: 1 hour
 Laboratory: 3 hours

This advanced course enables the student to continue learning about the papermaking processes through construction of equipment and through independent projects in techniques that were explored in foundation courses.

Prerequisite: ART 18B or equivalent level of knowledge and skills; courses in design and color and/or three dimensional design are recommended
 CSU, Associate Degree Applicable

ART 18D PAPERMAKING

2 Units
 Lecture: 1 hour
 Laboratory: 3 hours

This advanced studio course in papermaking offers students an opportunity to work independently on special problems and projects.

Prerequisite: ART 18C or equivalent level of knowledge and skills
 CSU, Associate Degree Applicable

ART 20A-D CERAMIC SCULPTURE

2 Units
 Lecture: 1 hour
 Laboratory: 3 hours

This course is an introduction to the fundamental elements of the ceramic sculpture process in which students are taught to model ceramic sculpture and complete the finishing process with several methods of kiln firing.

CSU, UC, Associate Degree Applicable

ART 21A PAINTING/WATERCOLOR

2 Units
 Lecture: 1 hour
 Laboratory: 3 hours

This course is an introduction to fundamentals of transparent watercolor painting. Techniques covered include: washes, wet-in-wet, direct and layering.

Prerequisite: Courses in design and color and/or drawing and composition are desirable
 CSU, UC, Associate Degree Applicable

**ART 21B
PAINTING/WATERCOLOR**

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This is an intermediate course in fundamental methods of watercolor painting. Class work includes basic principles of color and composition.

Prerequisite: ART 21A or equivalent
CSU, UC, Associate Degree Applicable

**ART 21C
PAINTING/WATERCOLOR**

2 Units
Lecture: 1 hour
Laboratory: 3 hours

In this advanced course in watercolor painting, transparent and opaque techniques are applied to pictorial composition.

Prerequisite: ART 21B or equivalent
CSU, UC, Associate Degree Applicable

**ART 21D
PAINTING/WATERCOLOR**

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course provides an opportunity for advanced work in watercolor, including mixed media and collage methods.

Prerequisite: ART 21C or equivalent
CSU, UC, Associate Degree Applicable

**ART 23A
PAINTING/OIL**

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course is an introduction to fundamentals of oil painting with an emphasis on developing technical skills and composition.

CSU, UC, Associate Degree Applicable

**ART 23B
PAINTING/OIL**

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course is an intermediate course in methods of oil painting. Classwork includes principles of color and composition with an emphasis on developing an awareness of the diversity possible with oil media.

Prerequisite: ART 23A or equivalent, with a grade of "C" or better
CSU, UC, Associate Degree Applicable

**ART 23C
PAINTING/OIL**

2 Units
Lecture: 1 hour
Laboratory: 3 hours

In this advanced course in oil painting, students use traditional, as well as experimental techniques to investigate personal interests in composition and style.

Prerequisite: ART 23B or equivalent, with a grade of "C" or better
CSU, UC, Associate Degree Applicable

**ART 23D
PAINTING/OIL**

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course provides an opportunity for advanced work in oil painting. Students continue to explore directions leading toward personal growth and style.

Prerequisite: ART 23C or equivalent, with a grade of "C" or better
CSU, UC, Associate Degree Applicable

**ART 25A
PAINTING/ACRYLIC**

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course is an introduction to fundamentals of acrylic painting. Methods include: opaque, transparent, under and over painting, and textural and collage techniques.

Prerequisite: Courses in design and color and/or drawing and composition are desirable

CSU, UC, Associate Degree Applicable

ART 25B PAINTING/ACRYLIC

2 Units

Lecture: 1 hour

Laboratory: 3 hours

This is an intermediate course in methods of acrylic painting. Class work includes basic principles of color and composition.

Prerequisite: ART 25A or equivalent

CSU, UC, Associate Degree Applicable

Lecture: 1 hour

Laboratory: 3 hours

In this advanced course in acrylic painting, fundamental and experimental techniques are applied to composition and construction.

Prerequisite: ART 25B or equivalent

CSU, UC, Associate Degree Applicable

ART 25D PAINTING/ACRYLIC

2 Units

Lecture: 1 hour

Laboratory: 3 hours

This course provides an opportunity for advanced work in acrylics, including mixed media and rhoplex.

Prerequisite: ART 25C or equivalent

CSU, UC, Associate Degree Applicable

ART 30A PHOTOGRAPHY I BLACK AND WHITE

2 Units

Lecture: 1 hour

Laboratory: 3 hours

This course provides an introduction to the tools, materials, and techniques of black and white photography. Darkroom experience is included. An adjustable camera is required.

CSU, UC, Associate Degree Applicable

ART 30B PHOTOGRAPHY II BLACK AND WHITE

2 Units

Lecture: 1 hour

Laboratory: 3 hours

This course is designed to both strengthen darkroom skills and techniques and to explore photography as a means of creative expression and communication. Students develop a greater mastery of exposure, lighting, and fine printing techniques. An adjustable camera is required.

Prerequisite: ART 30A or equivalent, with a grade of "C" or better

Recommended: ART 33

CSU, UC, Associate Degree Applicable

ART 30C PHOTOGRAPHY III BLACK AND WHITE

2 Units

Lecture: 1 hour

Laboratory: 3 hours

This advanced course is designed to expand technical darkroom skills and to further develop an aesthetic sensibility to the photographic image. Topics include studio lighting, flash techniques, archival printing and matting, and alternative printing processes. An adjustable camera is required.

Prerequisites: ART 30B or equivalent, with a grade of "C" or better

CSU, Associate Degree Applicable

ART 30D PHOTOGRAPHY IV BLACK AND WHITE

2 Units
Lecture: 1 hour
Laboratory: 3 hours

In this course, students apply their technical knowledge and aesthetic training to provide a portfolio of twenty archival photographic images organized around a central theme or approach. Activities include field trips, extensive critiques, demonstrations, and supervised independent work. An exhibition of class work in a gallery space will be required at the end of the semester.

Prerequisites: ART 30C or equivalent, with a grade of "C" or better
CSU, Associate Degree Applicable

ART 32A PHOTOGRAPHY I/COLOR

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course is an introduction to the tools, materials and techniques of color photography. It includes experience in darkroom procedures, making color prints from negatives using RA-4 process. An adjustable camera is required.

Prerequisite: ART 30D or equivalent, with a grade of "C" or better
Recommended: ART 33
CSU, Associate Degree Applicable

ART 32B PHOTOGRAPHY II/COLOR

2 Units
Lecture: 1 hour
Laboratory: 3 hours

In this course students are introduced to the principles of color photography through the use of Ilfachrome print materials and darkroom techniques. An adjustable camera is required.

Prerequisite: ART 32A or equivalent, with a grade of "C" or better
CSU, Associate Degree Applicable

ART 32C PHOTOGRAPHY III/COLOR

2 Units
Lecture: 1 hour
Laboratory: 3 hours

In this course students continue the study of photographic principles and refine color darkroom techniques. Students work on advanced problems with either negative or reversal materials. An adjustable camera is required.

Prerequisite: ART 32B or equivalent, with a grade of "C" or better
CSU, Associate Degree Applicable

ART 32D PHOTOGRAPHY IV/COLOR

2 Units
Lecture: 1 hour
Laboratory: 3 hours

Students in this course continue the study of photographic principles with an emphasis on creating photographs for publication in color. Topics directly relate to the commercial photographic industry and include photojournalism, sports, advertising, and editorial. An adjustable camera is required.

Prerequisite: ART 32C or equivalent, with a grade of "C" or better
CSU, Associate Degree Applicable

ART 33 HISTORY OF PHOTOGRAPHY

3 Units
Lecture: 3 hours

This course is a history of photography from its beginning in the mid-nineteenth century to the present time. Illustrated lectures on the technology, application and aesthetics of photography as a fine art form will include the significant movements which contributed to

the establishment of photography as one of the major forms of art and communication in the twentieth century.

CSU, UC, Associate Degree Applicable

ART 40 GRAPHIC DESIGN I

2 Units
Lecture: 1 hour
Laboratory: 3 hours

Students in this course study the visual elements and components of graphic design as they apply to visual communication. Topics covered will include typography, logo design, newsletter design, brochure design, poster design, rendering in a variety of graphic techniques and portfolio development.

Prerequisite: Eligibility for ENG 1A

Recommended: ART 3A

CSU, Associate Degree Applicable

ART 80A-D PAINTING WORKSHOP

1 Unit
Laboratory: 3 hours

This course offers a basic study in the fundamentals of composition and painting techniques. Emphasis is placed on the development of painting skills through painting experience, library research, demonstration and lecture.

CSU, UC, Associate Degree Applicable

ART 81A-D BASIC DRAWING I

1 Unit
Laboratory: 3 hours

This basic course in drawing provides the student with an opportunity to explore the materials and techniques of drawing. Problems of line, space, and texture are studied.

CSU, UC, Associate Degree Applicable

ART 83A-D LANDSCAPE PAINTING

1 Unit
Laboratory: 3 hours

This course provides the student with an opportunity to explore a subject from nature's landscape, using oil, watercolor, and mixed media.

CSU, UC, Associate Degree Applicable

ART 84A-D PAINTING THE DESERT LANDSCAPE AND ITS FLORA

1 Unit
Laboratory: 3 hours

This course provides the student with an opportunity to examine the specific problems associated with painting the local desert landscape and its flora, using watercolor, oil, acrylic, and mixed media. The student will be exposed to a variety of techniques and compositional approaches.

Prerequisite: Courses in design and color and/or drawing and composition are desirable

UC, Associate Degree Applicable

ART 85A-D STILL LIFE PAINTING

1 Unit
Laboratory: 3 hours

This course is an introduction to the principles, theories, and techniques of painting still life. The student will investigate various painting media and techniques, with emphasis being placed on the problems of perspective and space, color, and composition associated with still life arrangements and photographs.

UC, Associate Degree Applicable

BUSINESS AND HOSPITALITY INDUSTRIES

Courses in the Division of Business and Hospitality Industries 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 advisors to determine additional courses, within and outside the Division of Business and Hospitality Industries, which are most appropriate to individual objectives.

ACCOUNTING

Certificate and Preparation for Employment

Courses Required:

Dept.	No.	Title	Units
BUAC	1	Accounting I	3
BUAC	2	Accounting II	3
BUAC	4	Tax Accounting I-Individuals	3
BUAC	5	Tax Acc II-Small Bus/Corp	3
BUAC	10	Computer Accounting	2
BUAC	11	Automated Acct Pract Set	1

BUAC	12	Electronic Spreadsheet Lab	1
OR	CIS 72A	Beg/ Intermed Lotus	(2)
OR	CIS 72B	Beg/ Intermed Excel	(2)

Required Subtotal 16-17

Note: BUAC 66, Intro to Accounting, is a prerequisite for BUAC 1

Recommended Electives

(Choose 4 courses from the following):

BUAC	6	Acct for Manuf. Enterprises	2
BUAC	7	Hospital and Medical Acc.	3
BUAC	3	Governmental Accounting	3
BUAC	8	Real Estate and Const. Acc.	3
BUHM	56	Hosp. Mgmt. Accounting	3
AGBU	11	Mgmt. Records (Agriculture)	3
BUMA	1	Principles of Management	3
ECON	1	Principles of Macroeconomics	3
BUFI	01	Principles of Financial Analysis & Planning	3
BUMA	10	Introduction to Business	3
OR	BUMA 20A	Business Law	(3)
BUMA	3	Statistical Meth. (Bus/Econ)	3
OR	MATH 14	Statistical Methods	(4)
OR	SOC 3	Fund. of Statistics	(3)

Elective Subtotal 11-13

CERTIFICATE TOTAL 27-30

Advisors: Manis; Watson - CMC

BUSINESS ADMINISTRATION

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

Courses Required:

Dept.	No.	Title	Units
BUAC	1	Accounting I	3
BUAC	2	Accounting II	3
CS	73	Intro to Computer Science	3
CS	73L	Intro Computer Science Lab	1
BUMA	3	Statistical Methods for Business & Economics	3
OR	MATH 14	Statistical Methods	(4)
BUMA	20A	Business Law	3
BUMA	20B	Business Law	3
ECON	1	Principles of Macroeconomics	3
ECON	2	Principles of Microeconomics	3

Required Subtotal 25-26
 General Education Requirements 39

DEGREE TOTAL 64-65

Advisors: Post/Gillman; McDonnell - CMC

COMPUTER INFORMATION SYSTEMS

Certificate and Preparation for Employment

Core Courses (15 units):

Dept. No. Title Units

CS 73 Intro to Computer Science 3
 CS 70A Computer Business Appl. 3
 OR CIS 70A Computer Business
 Appl for Windows
 CIS 71A Intro to Windows/DOS 3
 CIS 72A Beg/Inter Lotus 2
 OR CIS 72D Beg/Inter Excel/Windows
 OR CIS 72F Beg/Inter Quattro Pro/Windows
 CIS 73A Beg/Inter dBase 2
 OR CIS 73C Beg/Inter Access/Windows
 CIS 75A Beg/Inter WordPerfect. 2
 OR CIS 75B Beg/Inter WordPerf/Windows

Select any nine (9) units from the following:

CS 71A Advanced DOS/Windows 3
 CS 71B Advanced Lotus 3
 OR CS 71D Advanced Excel/Windows
 CS 71C Advanced dBase 3
 OR CS 71E Advanced Access/Windows
 CIS 77A Advanced WordPerfect 3
 OR CIS 77B Adv WordPerfect/Windows
 CIS 78B Advanced Word/Windows 3

Select any nine (9) units from the following:

BUMA 10 Introduction to Business 3
 BUMA 72 Business Mathematics 3
 BUAC 1 Accounting I 3
 OR BUAC 66 Intro to Accounting
 BUAC 10 Computer Accounting 2
 OR BUAC 11 Auto. Acct Pract Set (1)
 CIS 76A Beg/Inter Word 2
 OR CIS 76B Beg/Inter Word/Windows
 CIS 78B Advanced Word/Windows 3
 CIS 82A Intro PageMaker/Desktop
 Publishing 3

OR CIS 82B Intro PageMaker/Desktop
 Publishing/Windows

CIS 79 Advanced Integrated Appl. 3
 CIS 85 Telecommunications 3
 CIS 51 Inter Computer Keyboarding . 2
 CIS 52 Adv Computer Keyboarding . 2
 OIS 57 Machine Transcription 2
 OIS 63 Office Systems & Procedures 3
 OIS 66 Applied Bus Communications 3

Core Subtotal 15
 Advanced CS/CIS Electives 9
 Required Business Electives 9

CERTIFICATE TOTAL 33

Note: To ensure an individualized educational plan, we *strongly* urge students to meet with an Academic Advisor before selecting courses from these categories. Some course substitutions may be approved.

Advisors: Krivanek; Watson-CMC

COMPUTER SCIENCE

Certificate and Preparation for Employment

Required Courses (16 units):

Dept. No. Title Units

CS 73 Intro to Computer Science 3
 CS 73L Intro Computer Science Lab .. 1
 CS 85 Pascal Programming 3
 CS 85A Adv. Pascal Programming 3
 CS 70A Computer Business Appl. 3
 OR CIS 70A Computer Bus Appl/Windows
 CS 71A Adv MS-DOS/Windows 3

Required Language Sequence (6 units):

CS 76 COBOL Programming 3
 CS 76A Advanced COBOL Prog 3
 OR
 CS 81 QBASIC Programming 3
 CS 81A Advanced QBASIC Prog 3
 OR
 CS 86 Visual BASIC 3
 CS 86A Advanced Visual BASIC 3
 OR
 CS 89 'C' Language Programming ... 3
 CS 89A Advanced 'C' Lang Prog 3

Required Applications Sequence (5 units):

CIS	72A Beg/Inter Lotus	2
CS	71B Advanced Lotus	3
OR		
CIS	72D Beg/Inter Excel/Windows	2
CS	71D Advanced Excel/Windows ...	3
OR		
CIS	72F Beg/Inter Quattro Pro/Windows	2
CS	71F Adv Quattro Pro/Windows	3
OR		
CIS	73A Beg/Inter dBase	2
CS	71C Advanced dBase	3
OR		
CIS	73C Beg/Inter Access/Windows ...	2
CS	71E Advanced Access/Windows ..	3
OR		
CIS	75A Beg/Inter WordPerfect	2
CIS	77A Advanced WordPerfect	3
OR		
CIS	75B Beg/Inter WordPerf/Windows	2
CIS	77B Adv WordPerfect/Windows	3
OR		
CIS	76A Beg/Inter Word	2
CIS	78A Advanced Word	3
OR		
CIS	76B Beg/Inter Word/Windows	2
CIS	78B Advanced Word/Windows	3

Required Electives - select six (6) units from the following:

BUAC 1	Accounting I	3
BUAC 10	Computer Accounting	2
BUAC 11	Automated Acct Pract Set ...	1
BUAC 66	Intro to Accounting	3
CIS	82A Intro PageMaker/Desktop Publishing	3
CIS	82B Intro PageMaker/Desktop Publishing/Windows	3
CS	72A Intro Network Operation	3
CS	72B Intro Network Administration	3
CS	72C Intro Network Programming .	3
CS	75 FORTRAN Programming	3
CS	80 Sys. Analysis & Design	3
CS	87 Assembly Lang Program	4
CS	87A Adv Assembly Lang Prog	4

Required Courses	16
Language Sequence	6
Applications Sequence	5
Required Electives	6
CERTIFICATE TOTAL	33

Advisors: Gillman; Penaflor-CMC

COMPUTER SCIENCE

A.A. Degree

Required Courses (20 units):

Dept.	No.	Title	Units
CS	73	Intro to Computer Science	3
CS	73L	Intro Computer Science Lab ..	1
CS	85	Pascal Programming	3
CS	85A	Adv. Pascal Programming	3
CS	87	Assembly Lang Program	4
CS	70A	Computer Business Appl	3
OR CIS	70A	Computer Bus Appl/Windows	3
CS	71A	Adv MS-DOS/Windows	3

Required Language Sequence (6 units):

CS	76	COBOL Programming	3
CS	76A	Advanced COBOL Prog	3
OR			
CS	81	QBASIC Programming	3
CS	81A	Advanced QBASIC Prog	3
OR			
CS	86	Visual BASIC	3
CS	86A	Advanced Visual BASIC	3
OR			
CS	89	'C' Language Programming ...	3
CS	89A	Advanced 'C' Lang Prog	3

Select two Application Sequences (10 units); either two Spreadsheet/Database sequences, or one Spreadsheet/Database sequence and one Word Processing sequence.

Spreadsheet/Database sequences:

CIS	72A	Beg/Inter Lotus	2
CS	71B	Advanced Lotus	3
OR			
CIS	72D	Beg/Inter Excel/Windows	2
CS	71D	Advanced Excel/Windows ...	3
OR			
CIS	72F	Beg/Inter Quattro Pro/Windows	2
CS	71F	Adv Quattro Pro/Windows	3
OR			
CIS	73A	Beg/Inter dBase	2
CS	71C	Advanced dBase	3
OR			
CIS	73C	Beg/Inter Access/Windows ...	2
CS	71E	Advanced Access/Windows ..	3

Word Processing sequences:

CIS	75A	Beg/Inter WordPerfect	2
CIS	77A	Advanced WordPerfect	3
OR				
CIS	75B	Beg/Inter WordPerf/Windows	2
CIS	77B	Adv WordPerfect/Windows	3
OR				
CIS	76A	Beg/Inter Word	2
CIS	78A	Advanced Word	3
OR				
CIS	76B	Beg/Inter Word/Windows	2
CIS	78B	Advanced Word/Windows	3

Required Electives - select nine (9) units from the following:

BUAC	1	Accounting I	3
BUAC	10	Computer Accounting	2
BUAC	11	Automated Acct Pract Set	... 1	
BUAC	66	Intro to Accounting	3
CIS	82A	Intro PageMaker/Desktop Publishing	3
CIS	82B	Intro PageMaker/Desktop Publishing/Windows	3
CS	72A	Intro Network Operation	3
CS	72B	Intro Network Administration	3
CS	72C	Intro Network Programming	3
CS	75	FORTRAN Programming	3
CS	80	Sys. Analysis & Design	3
CS	87	Assembly Lang Program	4
CS	87A	Adv Assembly Lang Prog	4

Required Courses	20
Language Sequence	6
Application Sequences	10
Required Electives	9
General Education Requirements	<u>18</u>

DEGREE TOTAL 63

Advisors: Gillman; Penaflor-CMC

COMPUTER SCIENCE

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

Courses Required:

Dept.	No.	Title	Units
CS	73	Intro to Computer Science	3
CS	73L	Intro Computer Science Lab	..	1
CS	85	Pascal Programming	3
CS	85A	Adv. Pascal Programming	3
CS	87	Assembly Lang Program	4
MATH	2A	Calculus w/Analytic Geom	...	5
PH	2A	College Physics	5
PH	2B	College Physics	5
OR PH	4A	Engineering Physics (5) and		
	PH 4B	Engineering Physics (5)		

Required Courses	29
General Education Requirements	<u>39</u>
DEGREE TOTAL	68

Note: Physics requirements vary between institutions; students should consult with a faculty advisor before selecting Physics courses.

Advisors: Gillman; Penaflor-CMC

ECONOMICS

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

Courses Required:

Dept.	No.	Title	Units
BUAC	1	Accounting I	3
BUAC	2	Accounting II	3
CS	73	Intro to Computer Science	3
CS	73L	Intro Computer Science Lab	..	1
BUMA	20A	Business Law	3
OR	BUMA	22 Legal Environment of Business (3)		
ECON	1	Principles of Macroeconomics	3
ECON	2	Principles of Microeconomic	3
BUMA	3	Statistical Methods for Business & Economics	3
OR	SOC	3 Fund. of Statistics (4)		
OR	MATH	14 Statistical Methods(4)		

Required Subtotal	22-23
General Education Requirements	<u>39</u>
DEGREE TOTAL	61-62

Advisor: Shahidi

ESCROW

Certificate and Preparation for Employment

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 advisor on basis of demonstrated proficiency.

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

CERTIFICATE TOTAL 24

Advisors: Pivar, McDonnell - CMC

FINANCE

Certificate and Preparation for Employment

Courses Required:

Dept.	No.	Title	Units
ECON	1	Principles of Macroeconomics	3
BUAC	1	Accounting I	3
BUFI	1	Principles of Financial Analysis	3
BUFI	2	Capital Budgeting & Investment Analysis	3
BUFI	3	Principles of Money, Banking, & Financial Markets	3
BUFI	11	Principles of Personal Finance	3
BUMA	10	Introduction to Business	3
CS	70A	Computer Business Appl.	3
BUMA	20A	Business Law	3
BUMA	72	Business Math	3
OR	MATH 20	Math for Bus. Analysis (3)	3

CERTIFICATE TOTAL 30

Advisors: Shahidi, McDonnell - CMC

FINANCE

A.A. Degree

Required Core Courses:

Dept.	No.	Title	Units
ECON	1	Principles of Macroeconomics	3
3 BUAC	1	Accounting I	3
BUFI	1	Principles of Financial Analysis	3
BUFI	2	Capital Budgeting & Investment Analysis	3
BUFI	3	Principles of Money, Banking, & Financial Analysis	3
BUFI	11	Principles of Personal Finance	3
BUMA	10	Introduction to Business	3
CS	73	Intro to Computer Science	3
CS	73L	Intro Computer Science Lab	1
BUMA	20A	Business Law	3
BUMA	72	Business Math (or equivalent)	3

Electives from the following courses:

*ECON	2	Principles of Microeconomics	3
*BUAC	2	Accounting II	3
BUAC	5	Acctg for Mfg Enterprises	3
BUAC	12	Electronic Spreadsheet Lab	1
BUAC	4	Tax Accounting I, Individual	3
BUAC	5	Tax Accounting II, Business	3
BUAC	10	Computer Accounting	2
BUAC	11	Automated Acctg Practice Set I	1
*MATH	14	Statistical Methods	4
*BURE	85	Real Estate Finance	3
BUDE	21	Marketing	3
BURE	82	Real Estate Economics	3
BUSM	93	Human Relations	3
BUMA	20B	Business Law	3
BUMA	1	Principles of Management	3

*These courses are highly recommended.

Core Courses Subtotal	31
Elective Subtotal	15
General Education Requirements	18
DEGREE TOTAL	64

Advisor: Shahidi, McDonnell (CMC)

GENERAL BUSINESS

Preparation for Employment and A.A. Degree

Required Core Courses:

Dept.	No.	Title	Units
BUAC	1	Accounting I	3
OR BUAC	66	Intro. to Accounting (3)	
BUAC	10	Computer Accounting	2
OR BUAC	11	Automatd Acct Pract Set (1)	
ECON	1	Prin. of Macroeconomics	3
OR ECON	2	Prin. of Microeconomic(3)	
ECON	11	International Econ. Relations	3
BUMA	10	Intro. to Business	3
BUMA	1	Principles of Management	3
CS	70A	Computer Business Appl.	3
OIS	66	Applied Business Communications	3

Core Courses Subtotal	22-23
Recommended Electives	19-21
General Education Requirements	18
DEGREE TOTAL	59-61

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

- Accounting
- Business Law
- Computer Information Systems
- Economics
- Hotel/Restaurant Management
- Management
- Office Information Systems
- Agri/Business
- Computer Science
- Finance
- Marketing
- Real Estate

Advisors: Post/Gillman; McDonnell - CMC

GOLF MANAGEMENT

Preparation for Employment and A.A. Degree

Required Courses:

Dept. No.	Title	Units
CC 1	Golf Course Mgmt/Design	3
AGPS 5	Plant Science	3
AGPS 5L	Plant Science Lab	1

BUAC 1	Accounting I	3
OR BUAC 66	Intro. to Accounting (3)	
BUMA 1	Principles of Management	3
BUMA 24	Resort Pers/Hum Rel	2
BUMA 25	Golf Shop Operations	1
CART 28	Resort Food and Beverage Operations	3
GOLF 29	Methods of Teaching Golf	2
GOLF 30	Short Game and Putting	2
GOLF 32	Teaching Lab	2
GOLF 34	Club Design and Repair	2
GOLF 36	Fund and Rules of Golf	2
OH 33	Golf Car Maintenance	2
Required Subtotal		31

Recommended Electives (11 units):

AGBU 5	Microcomputer Applications	3
AGPS 1	Soils and Plant Nutrition	3
AGPS 30	Agri Chemical Appl Safety	3
CS 70A	Computer Business Appl.	2
BUDE 21	Marketing and Sales	3
BUDE 55	Retail Merchandising	3
BUMA 10	Introduction to Business	3
BUMA 20A	Business Law	3
BUMA 22	Legal Environment of Business	3
BUSM 82	Purchasing	2
ECON 1	Principles of Macroeconomics	3
OH 4	Turfgrass Management	3
OH 8	Park and Landscape Mgmt	3
OH 9	Landscape Planning & Design	3
OH 20	Landscape Construction	3
OH 30	Landscape Equipment	3
OH 46	Landscape Irrigation Systems	3
OH 84	Theory of Turfgrass Mgmt	2
PE 86	Tennis	1
RE 1	Intro to Community Recreation	3
RE 2	Recreation Field Work	1

Required Subtotal	31
Elective Subtotal	11
General Education Requirements	18
DEGREE TOTAL	60

Advisor: Manzoni

GOLF MANAGEMENT

Certificate and Preparation for Employment

Required Courses:

Dept.	No.	Title	Units
CC	1	Golf Course Mgmt./Design	3
AGPS	5	Plant Science	3
AGPS	5L	Plant Science Lab	1
BUAC	1	Accounting I	3
OR	BUAC	66 Intro. to Accounting (3)	3
BUMA	1	Principles of Management	3
BUMA	24	Resort Personnel/Human Rel	2
BUMA	25	Golf Shop Operations	1
CART	28	Resort Food & Beverage Operations	3
GOLF	29	Methods of Teaching Golf	2
GOLF	30	Short Game and Putting	2
GOLF	32	Teaching Lab	2
GOLF	34	Club Design and Repair	2
GOLF	36	Fund. and Rules of Golf	2
OH	33	Golf Car Maintenance	2
CERTIFICATE TOTAL			31

Advisor: Manzoni

HOTEL AND RESTAURANT MANAGEMENT

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

This degree satisfies the lower division core courses and general education requirements leading to a B.S. degree in Hotel and Restaurant Management from California State Polytechnic University, Pomona (Cal-Poly, Pomona).

Courses Required:

Dept.	No.	Title	Units
BUMA	20A	Business Law	3
BUAC	1	Accounting I	3
BUAC	2	Accounting II	3
BUHM	50	Intro to Hospitality Industry	3
HEFS	1	Sanitation, Safety & Equipment	3
BUHM	63	Hotel/Motel Operations	3
CART	3	Principles of Cooking	5

Total Major Requirements	23
General Education Requirements	39

DEGREE TOTAL 62

Advisors: Post/Beno/Friend

REAL ESTATE

Certificate and Preparation for Employment

Courses Required:

Dept.	No.	Title	Units
BURE	81	Principles of Real Estate*	3
BURE	82	Real Estate Economics	3
BURE	83A	Real Estate Practice	3
BURE	84	Legal Aspects of Real Estate	3
BURE	85	Real Estate Finance	3
BURE	86	Principles of Appraising	3
BURE	90	Escrow I	3

*May be waived by Advisor on basis of demonstrated proficiency.

Recommended Electives: Other Real Estate, Escrow and related Business courses to bring total units to 30

CERTIFICATE TOTAL 30

Advisors: Gillman; McDonnell - CMC

REAL ESTATE

Preparation for Employment and A.A. Degree

Courses Required:

Dept.	No.	Title	Units
BURE	81	Principles of Real Estate*	3
BURE	82	Real Estate Economics	3
BURE	83A	Real Estate Practice	3
BURE	84	Legal Aspects of Real Estate	3
BURE	85	Real Estate Finance	3
BURE	86	Principles of Appraising	3
BURE	90	Escrow I	3

Required Subtotal 21

Recommended Electives: Other Real Estate and Escrow courses; and other related Business Courses	15
Other Electives:	6
General Education Requirements	18
DEGREE TOTAL	60

*May be waived by Advisor on basis of demonstrated proficiency.

Advisors: Gillman; McDonnell - CMC

SUPERVISION AND MANAGEMENT

Certificate and Preparation for Employment Courses Required:

Dept.	No.	Title	Units
BUSM	91	Elements of Supervision	2
BUSM	92	Psychology for Supervisors	2
BUSM	93	Human Relations	2
BUSM	94	Comm. I for Supervisors	2

Required Subtotal	8
Elective Subtotal	16

Electives to be selected from other Supervision classes offered. (Eight (8) classes at two (2) units each for a total of 16 units).

CERTIFICATE TOTAL	24
--------------------------------	-----------

Advisors: Immenhausen; McDonnell - CMC

SUPERVISION AND MANAGEMENT

Preparation for Employment and A.A. Degree

Courses Required:

Dept.	No.	Title	Units
BUSM	70	Affirm. Action for Supervisors	2
BUSM	81	Quality Assurance	2
BUSM	82	Purchasing	2
BUSM	83	Developing Employees Through Training	2
BUSM	84	Job Analysis /Wage Admin.	2
BUSM	91	Elements of Supervision	2
BUSM	92	Psychology for Supervisors	2

BUSM	93	Human Relations	2
BUSM	94	Comm. I for Supervisors	2
BUSM	95	Comm. II for Supervisors	2
BUSM	96	Labor-Mgmt. Relations	2
BUSM	97	Org. Patterns & Mgmt.	2
BUSM	98	Work Simplification	2
BUSM	99	Cost Control for Supervisors .	2

Four (4) units from the following may be substituted for any two (2) of the above courses:

BUSM	71	Safety Management	2
BUMA	1	Principles of Management	3
BUMA	10	Introduction to Business	3
BUDE	21	Marketing	3

Required Subtotal	28
Elective Subtotal	14
General Education Requirements	18
DEGREE TOTAL	60

Advisors: Immenhausen; McDonnell - CMC

BUSINESS AND HOSPITALITY INDUSTRIES

COURSE DESCRIPTIONS

BUSINESS-ACCOUNTING (BUAC)

BUAC 1 ACCOUNTING I

3 Units
Lecture: 3 hours

This course expands upon basic fundamentals of the double entry accrual accounting system. It includes accounting for service and merchandising enterprises with special emphasis on receivables, payable, inventories, plant asset depreciation methods, internal controls, payroll and other sub-systems.

Prerequisite: Eligibility for ENG 51 and MATH 50; demonstrated competence in basic bookkeeping or completion of BUAC 66
CSU, UC, Associate Degree Applicable

**BUAC 2
ACCOUNTING II**

3 Units
Lecture: 3 hours

This course will emphasize accounting concepts and principles relating to corporations, departmental and branch systems; and management uses of accounting data which will include financial statement analyses, cash flow statements, and an introduction to cost accounting. There will be a good deal of emphasis on stock and bond transactions.

Prerequisite: BUAC 1
CSU, UC, Associate Degree Applicable

**BUAC 3
GOVERNMENTAL ACCOUNTING I**

3 Units
Lecture: 3 hours

This course focuses on principles of fund accounting for governmental units; problems of budgeting, appropriations, accounting for revenues, expenditures and encumbrances.

Prerequisite: Eligibility for ENG 51 and MATH 50
CSU, Associate Degree Applicable

**BUAC 4
TAX ACCOUNTING I - INDIVIDUALS**

3 Units
Lecture: 3 hours

This course is designed to have both personal and vocational values. Students will learn the latest tax information that will both allow them to prepare their own tax returns and, of important career interest, to prepare the tax returns of others. It presents the tax system in light of the most current laws and regulations available. Also, tax planning issues for the current and later years are considered. This course is required for the Accounting Certificate.

Prerequisite: Eligibility for ENG 51 and MATH 50
Associate Degree Applicable

**BUAC 5
TAX ACCOUNTING II**

3 Units
Lecture: 3 hours

This course is designed to have both professional and personal value. Students will learn the latest tax regulations that will allow them to prepare tax returns for their own business as well as tax returns for other businesses and corporations. Tax planning issues for current and later tax years are also considered. This course is a requirement for the Accounting Certificate.

Prerequisite: Eligibility for ENG 51 and MATH 50
Associate Degree Applicable

**BUAC 6
ACCOUNTING FOR MANUFACTURING ENTERPRISES**

2 Units
Lecture: 2 hours

This course is designed to develop the fundamental skills of management accounting: the collection, presentation, and interpretation of data to enable management to plan for the future, organize resources, direct activities, and control performance. Students will learn how to construct accounting information systems which will focus on such items as cost control, inventory management, budgetary monitoring, and capital investment planning.

Prerequisite: BUAC 1, eligibility for ENG 51 and MATH 50
Associate Degree Applicable

**BUAC 7
HOSPITAL AND MEDICAL ACCOUNTING**

3 Units
Lecture: 3 hours

This course is designed to cover the comprehensive application of accounting principles to the medical and hospital industries. It will include accounting practices, financial statements, income and expense recognition

principles, and special purpose journals and ledgers. Procedures unique to these industries will be emphasized and studied in depth. This course is an elective for the Accounting Certificate.

Prerequisite: Eligibility for BUAC 1
Associate Degree Applicable

BUAC 8 REAL ESTATE AND CONSTRUCTION ACCOUNTING

3 Units
Lecture: 3 hours

This course is designed to cover the comprehensive application of accounting principles to the real estate and construction industries. Emphasis will be placed on budgeting and monitoring costs for construction projects, as well as rate of return analyses for investment projects. Management accounting will receive more emphasis than financial reporting in this course.

Prerequisites: BUAC 66 or BUAC 1;
Completion of BUAC 12 is recommended
CSU, Associate Degree Applicable

BUAC 10 COMPUTER ACCOUNTING

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This is an introductory course in the processing of accounting data on the microcomputer. Students will learn to record or process transactions in the following major accounting systems: General Ledger, Accounts Receivable, Accounts Payable, Depreciation, and Payroll. Course work will prepare students for actual situations using up-to-date equipment.

Prerequisite: BUAC 1 or BUAC 66 with a grade of "C" or better
CSU, Associate Degree Applicable

BUAC 11 AUTOMATED ACCOUNTING PRACTICE SET

1 Unit
Laboratory: 3 hours

The automated accounting practice set is a semester long accounting problem. Students are required to complete this problem using micro computers.

Prerequisite: BUAC 66 or BUAC 1 or BUAC 10
CSU, Associate Degree Applicable

BUAC 12 ELECTRONIC SPREADSHEET LAB

1 Unit
Laboratory: 3 hours

This course is the study of the electronic spreadsheet as applied in word processing, data base management, graphics and communications. It will emphasize the use of the spreadsheet in business operations analysis and management report writing. The student will learn and use the latest computer spreadsheet software, especially Lotus 1-2-3.

Prerequisite: BUAC 66 or BUAC 1 or equivalent
Associate Degree Applicable

BUAC 66 INTRODUCTION TO ACCOUNTING

3 Units
Lecture: 3 hours

This is an introductory course covering the essential elements of bookkeeping practice. Fundamentals learned in this course form the basis for advanced work in other accounting courses. Topics include the basic accounting equation, uses of journals and ledgers, preparation of simple financial statements, adjustments and worksheets, special journals and subsidiary ledgers.

Prerequisite: Eligibility for ENG 51 and MATH 50
CSU, Associate Degree Applicable

BUSINESS-DISTRIBUTIVE EDUCATION (BUDE)

BUDE 21 MARKETING

3 Units
Lecture: 3 hours

This course is the study of market structures, channels of distribution, pricing and price policy, and market research. It will emphasize human behavior and culture and their relationship to marketing activities. The student will participate in individual and class projects designed to reinforce the learning of basic marketing theory and concepts.

Prerequisite: Eligibility for ENG 51
CSU, Associate Degree Applicable

BUDE 22 RETAILING

3 Units
Lecture: 3 hours

This course is the study of retailing and retailing institutions; retail management decisions including trade area evaluation, site selection, store layout, merchandise assortment, pricing and promotion.

Prerequisite: Eligibility for ENG 51 and MATH 50
CSU, Associate Degree Applicable

BUDE 23 FUNDAMENTALS OF SALES

3 Units
Lecture: 3 hours

This course is a study of the role of selling in the American economy, the evolution of the modern salesperson, consumer behavior and motivation, and the selling process. It also includes the salesperson's personal, customer and social responsibilities, and an introduction to sales management.

Prerequisite: Eligibility for ENG 51
CSU, Associate Degree Applicable

BUDE 25 ADVERTISING

3 Units
Lecture: 3 hours

This course is the study of the history and future of advertising. The course includes the preparation of the advertisement including copy and layout, media selection, effects of government regulation and public opinion.

Prerequisite: Eligibility for ENG 51
CSU, Associate Degree Applicable

BUDE 26 CAREER SELLING & SALES PROMOTION

1 Unit
Lecture: 1 hour

This course is designed to introduce students to the advantages of selling as a career. It includes a study of the major requirements for success of selling, required training, psychology of selling, and promotion of a product.

Prerequisite: Eligibility for ENG 51
CSU, Associate Degree Applicable

COMPUTER INFORMATION SYSTEMS (CIS)

CIS 50 BEGINNING COMPUTER KEYBOARDING

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course is designed for students who need to master computer keyboarding skills. Students will develop basic alpha/numeric keyboarding and touch typing skills, and increase their ability to communicate information. No previous electronic keyboard or computer experience is necessary.

Prerequisite: Eligibility for ENG 51
Associate Degree Applicable

CIS 51 INTERMEDIATE COMPUTER KEYBOARDING

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course builds on the keyboarding competencies students have developed. Emphasis is placed on increasing speed, improving accuracy, learning word processing functions, developing formatting skills, applying communication skills, and learning document production skills.

Prerequisite: CIS 50 or equivalent
Associate Degree Applicable

CIS 52 ADVANCED COMPUTER KEYBOARDING

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course presents advanced keyboarding skills essential in today's modern office environment. Emphasis is on professional keyboarding and formatting applications. Opportunities are provided to develop information processing skills in a variety of situations commonly found in today's businesses: sales, general, accounting, executive and administrative offices.

Prerequisite: CIS 51 or equivalent
Associate Degree Applicable

CIS 70A COMPUTER BUSINESS APPLICATIONS FOR WINDOWS

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course is designed for students with no previous computer experience who want to learn how to use an IBM-compatible personal computer with an emphasis on Windows techniques. Using the Windows/graphical user interface approach, students will develop basic skills in three applications: word processing, spreadsheets, and database management.

Students also will be introduced to the disk operating system, DOS.

Prerequisite: Eligibility for ENG 51
CSU, Associate Degree Applicable

CIS 71A INTRODUCTION TO WINDOWS/DOS

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course provides an introduction to the Windows interface and the microcomputer disk operating system (DOS). Emphasis is placed on using the mouse, menus, dialog boxes, toolbars, file management, applications, and selected accessories. Basic DOS instruction includes using common DOS commands to manage the computer's resources with an emphasis on hard disk and file management using DOS subdirectories and paths.

Prerequisite: Eligibility for ENG 51
Associate Degree Applicable

CIS 72A BEGINNING/INTERMEDIATE LOTUS

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course provides basic concepts and practical applications using Lotus. Students receive instruction and computer experience using electronic spreadsheets to solve common accounting-based problems.

Prerequisite: CIS 70A or CS 70A or equivalent
Associate Degree Applicable

CIS 72D BEGINNING/INTERMEDIATE EXCEL FOR WINDOWS

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course provides basic concepts and practical applications using Excel for Windows. Students receive instruction and computer

experience using electronic spreadsheets to solve common accounting-based problems.

Prerequisite: CIS 70A or CS 70A or equivalent
Associate Degree Applicable

CIS 72F
BEGINNING/INTERMEDIATE
QUATTRO PRO FOR WINDOWS

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course provides basic concepts and practical applications using Quattro Pro for Windows. Students receive instruction and computer experience using electronic spreadsheets to solve common accounting-based problems.

Prerequisite: CIS 70A or CS 70A or equivalent
Associate Degree Applicable

CIS 73A
BEGINNING/INTERMEDIATE DBASE

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course provides beginning and intermediate concepts and practical applications in electronic database management. Students receive instruction and experience needed to design, create, organize, extract, and store information using dBase.

Prerequisite: CIS 70A or CS 70A or equivalent
Associate Degree Applicable

CIS 73C
BEGINNING/INTERMEDIATE
ACCESS FOR WINDOWS

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course provides beginning and intermediate concepts and practical applications in database management using Windows. Students receive instruction and experience needed to design, create, organize, extract, and store information using Access.

Prerequisite: CIS 70A or CS 70A or equivalent
Associate Degree Applicable

CIS 75A
BEGINNING/INTERMEDIATE
WORDPERFECT

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course introduces students to beginning and intermediate skills on microcomputers through word processing concepts and procedures. Applications include keyboarding, editing, revising and printing documents. Document production includes basic business communications, reports, tables, formatting and other basic word processing features.

Prerequisite: CIS 50 or equivalent; typing rate of 35wpm; concurrent enrollment in or completion of ENG 51
Associate Degree Applicable

CIS 75B
BEGINNING/INTERMEDIATE
WORDPERFECT FOR WINDOWS

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course introduces students to beginning and intermediate skills on microcomputers through word processing concepts and procedures in the Windows environment. Applications include communicating with the mouse and the keyboard, editing, revising and printing documents. Document production includes basic business communications, reports, tables, formatting, and other basic word processing features.

Prerequisite: CIS 50 or equivalent; typing rate of 35wpm; concurrent enrollment in or completion of ENG 51
Associate Degree Applicable

CIS 76A
BEGINNING/INTERMEDIATE
MICROSOFT WORD

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course introduces students to beginning and intermediate skills on microcomputers through word processing concepts and procedures. Applications include keyboarding, editing, revising, and printing documents. Document production includes basic business communications, reports, tables, formatting and other basic word processing features.

Prerequisite: CIS 50 or equivalent; typing rate of 35wpm; concurrent enrollment in or completion of ENG 51

Associate Degree Applicable

CIS 76B BEGINNING/INTERMEDIATE MICROSOFT WORD FOR WINDOWS

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course introduces students to beginning and intermediate microcomputer skills through word processing concepts and procedures in the Word for Windows program. Applications include communicating with the mouse and the keyboard, editing, revising, and printing documents. Document production includes basic business communications, reports, tables, formatting and other basic word processing features.

Prerequisite: CIS 50 or equivalent; typing rate of 35wpm; concurrent enrollment in or completion of ENG 51

Associate Degree Applicable

CIS 77A ADVANCED WORDPERFECT

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course provides advanced word processing applications using WordPerfect. Emphasis is placed on working with features such as graphics, macros, fonts, math functions, file management, the sort and select features, merge, and beginning desktop publishing techniques.

Prerequisite: CIS 75A or equivalent

Associate Degree Applicable

CIS 77B ADVANCED WORDPERFECT FOR WINDOWS

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course provides advanced word processing applications using WordPerfect for Windows. Emphasis is placed on working with the following advanced WordPerfect features in the Windows environment: graphics, macros, fonts, math functions, file management, the sort and select features, merge, and beginning desktop publishing techniques.

Prerequisite: CIS 75B or equivalent

Associate Degree Applicable

CIS 78A ADVANCED MICROSOFT WORD

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course provides advanced word processing applications using Microsoft Word. Emphasis is placed on working with features such as macros, fonts and graphics, math functions, file management, sort and select, style sheets, and an introduction to desktop publishing techniques.

Prerequisite: CIS 76A or equivalent

Associate Degree Applicable

CIS 78B ADVANCED MICROSOFT WORD FOR WINDOWS

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course provides advanced word processing applications using Word for Windows. Emphasis is placed on working with features such as macros, fonts and graphics, math functions, file management, sort and select, style sheets, and an introduction to desktop publishing techniques.

Prerequisite: CIS 76B or equivalent

Associate Degree Applicable

**CIS 79
ADVANCED INTEGRATED
COMPUTER APPLICATIONS**

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course provides advanced applications in integrated software. Emphasis is placed on electronic office systems features such as electronic mail, scheduling, calendaring, business macros, and database management for a typical business setting.

Prerequisite: CIS 75B or CIS 76B or equivalent
Associate Degree Applicable

**CIS 82A
INTRODUCTION TO PAGEMAKER
AND DESKTOP PUBLISHING**

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course provides an introduction to Pagemaker, including text processing, graphics, composition, layout, and design. Students receive instruction and experience using a variety of desktop publishing software and laser printers to produce camera-ready, near typeset-quality reports, newsletters, business forms, and presentations.

Prerequisite: CIS 77A or CIS 78A or equivalent
Associate Degree Applicable

**CIS 82B
INTRODUCTION TO PAGEMAKER
AND DESKTOP PUBLISHING FOR
WINDOWS**

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course provides an introduction to Pagemaker using the Windows environment, including text processing, graphics, composition, layout and design. Students receive instruction and computer experience using a variety of desktop publishing software and

laser printers to produce camera-ready, near typeset-quality reports, newsletters, business forms, and presentations.

Prerequisite: CIS 77B or CIS 78B or equivalent
Associate Degree Applicable

**CIS 85
INTRODUCTION TO
TELECOMMUNICATIONS**

3 Units
Lecture: 3 hours

This course provides basic information and concepts in the field of telecommunications. Emphasis is placed on telecommunications technology and its applications to business and office management.

Prerequisite: CIS 70A or CS 70A or equivalent
Associate Degree Applicable

COMPUTER SCIENCE (CS)**CS 70A
COMPUTER BUSINESS
APPLICATIONS**

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This is an introductory course in computer business applications utilizing IBM-compatible personal computers. Students learn the fundamentals of the disk operating system, MS-DOS, and three application programs, WordPerfect, Lotus and dBASE. Students create, edit, print and save business documents; design and create simple electronic spreadsheets; and create, edit, sort and query electronic databases.

Prerequisite: Eligibility for ENG 51 CSU, Associate Degree Applicable

CS 71A ADVANCED MS-DOS/WINDOWS

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This is an advanced course in MS-DOS and Windows. Students write extensive DOS batch files and Windows recorder files and manipulate AUTOEXEC.BAT, CONFIG.SYS and .INI files. Topics covered include: piping, redirection and filters; batch files and DOSkey macros; advanced MS-DOS commands; environment variables; memory management techniques; and assembly language subroutines.

Prerequisite: CIS 71A or equivalent
Associate Degree Applicable

CS 71B ADVANCED LOTUS 1-2-3

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This is an advanced Lotus 1-2-3 course. Students create comprehensive business spreadsheet systems using advanced Lotus techniques. Topics covered include: macros, sub-macros, autoexecutable macros and the macro command language; linking or combining multiple worksheets; table and table lookup operations; and advanced data operations, including linear regression, randomization and simulation.

Prerequisite: CIS 72A or equivalent
Associate Degree Applicable

CS 71C ADVANCED DBASE PROGRAMMING

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This is an advanced dBASE programming course. Students design, write, and debug fully integrated Data Base Management Systems using the dBASE programming language. Topics covered include: dBASE program structure, syntax, and command set; use of multiple, interrelated files; database file design; and

advanced use of custom screen displays and formatted reports.

Prerequisite: CIS 73A or equivalent
Associate Degree Applicable

CS 71D ADVANCED EXCEL FOR WINDOWS

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This is an advanced Excel for Windows course. Students create comprehensive business spreadsheet systems using advanced Excel techniques. Topics covered include: macros, sub-macros, autoexecutable macros and the macro command language; linking or combining multiple worksheets; table and table lookup operations; and advanced data operations, including linear regression, randomization and simulation.

Prerequisite: CIS 72D or equivalent
Associate Degree Applicable

CS 71E ADVANCED ACCESS FOR WINDOWS PROGRAMMING

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This is an advanced Access for Windows programming course. Students design, write, and debug fully integrated Data Base Management Systems using the Access programming language. Topics covered include: Access program structure, syntax and command set; use of multiple, interrelated files; database file design; and advanced use of custom screen displays and formatted reports.

Prerequisite: CIS 73C or equivalent
Associate Degree Applicable

**CS 71F
ADVANCED QUATTRO PRO FOR
WINDOWS**

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This is an advanced Quattro Pro for Windows course. Students create comprehensive business spreadsheet systems using advanced Quattro Pro techniques. Topics covered include: macros, sub-macros, autoexecutable macros and the macro command language; linking or combining multiple worksheets; table and table lookup operations; and advanced data operations, including linear regression, randomization, and simulation.

Prerequisite: CIS 72F or equivalent
Associate Degree Applicable

**CS 72A
INTRODUCTION TO NETWORK
OPERATION**

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This introductory course is targeted toward maximizing the productivity of students in an environment that uses a computer network (LAN). The course focuses on the fundamentals of operating a computer network from a user's standpoint and emphasizes the advantages and uses of networks in today's office operation.

Prerequisite: CS 73 and CS 73L
Associate Degree Applicable

**CS 72B
INTRODUCTION TO NETWORK
ADMINISTRATION**

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This is an introductory course targeted toward maximizing the productivity of students who are computer network (LAN) administrators. The course focuses on the fundamentals of network administration.

Prerequisite: CS 72A
Associate Degree Applicable

**CS 72C
INTRODUCTION TO NETWORK
PROGRAMMING**

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This introductory course is targeted toward teaching students to write software programs for a computer network system (LAN). The course focuses on the fundamentals of locking shared files, operating in a shared users' environment, and using data files resident on network servers.

Prerequisite: CS 72B
Associate Degree Applicable

**CS 73
INTRODUCTION TO
COMPUTER SCIENCE**

3 Units
Lecture: 3 hours

This is an introductory course in computer concepts and terminology. Topics covered include: historical development of computers; hardware and software definitions and terminology; categories of system software and application software, including word processing, electronic spreadsheets, and database management; machine language, assembler language, and high-level programming languages; the systems development process; careers in data processing; and legal, moral, and ethical issues associated with computers.

Prerequisite: Eligibility for ENG 51
CSU, UC, Associate Degree Applicable

**CS 73L
INTRODUCTION TO
COMPUTER SCIENCE LAB**

1 Unit
Laboratory: 3 hours

This is an introductory course in BASIC programming. Students design, write, and debug BASIC language programs. Topics covered include: BASIC structure, syntax and commands; program development tools, including flowcharting and pseudo-code; keyboard input, screen and printer output; program logic and design considerations; and

simple selection and looping structures.

Prerequisite or Co-requisite: CS 73
 CSU, UC, Associate Degree Applicable

CS 75 FORTRAN PROGRAMMING

3 Units
 Lecture: 2 hours
 Laboratory: 3 hours

This is an introductory course in FORTRAN programming. Students design, write, and debug FORTRAN programs using structured programming concepts. Topics covered include: FORTRAN structure and syntax; algorithm development using structured programming techniques; functions, subprograms and parameter passing; conditional and relational operators; array processing; input/output processing; string manipulation and numerical methods.

Prerequisite: CS 73 and CS 73L
 CSU, UC, Associate Degree Applicable

CS 76 COBOL PROGRAMMING

3 Units
 Lecture: 2 hours
 Laboratory: 3 hours

This is an introductory course in COBOL programming. Students design, write, and debug COBOL programs using structured programming concepts. Topics covered include: the four COBOL divisions; formatted input/output; conditional and relational operators; sequential file processing; control break processing; one-dimensional tables; COBOL sorting techniques; and structured programming conventions.

Prerequisite: CS 73 and CS 73L
 CSU, UC, Associate Degree Applicable

CS 76A ADVANCED COBOL PROGRAMMING

3 Units
 Lecture: 2 hours
 Laboratory: 3 hours

This is an advanced course in COBOL programming. Students design, write, and debug COBOL programs using structured programming concepts. Topics covered include: transaction processing using relative and indexed files; multi-dimensional tables; advanced sorting, searching, and merging techniques; string processing; subprogramming; and the use of Screen Section and Report Writer.

Prerequisite: CS 76
 CSU, UC, Associate Degree Applicable

CS 80 SYSTEMS ANALYSIS AND DESIGN

3 Units
 Lecture: 2 hours
 Laboratory: 3 hours

This course provides an overview of the systems development process. Students participate in a semester-long project in which they take a systems design problem from formulation to implementation. Topics covered include: defining the problem; obtaining user requirements; hardware and software selection; system implementation and maintenance; training and development considerations; and formal documentation procedures.

Prerequisite: CS 73 and CS 73L
 CSU, Associate Degree Applicable

CS 81 QBASIC PROGRAMMING

3 Units
 Lecture: 2 hours
 Laboratory: 3 hours

This is an introductory course in QBASIC programming. Students design, write, and debug QBASIC programs using structured programming concepts. Topics covered include: QBASIC structure and syntax; fundamentals of QBASIC using numeric and string variables; algorithm development using structured programming techniques; functions, subprograms and parameter passing; and conditional and relational operators.

Prerequisite: CS 73 and CS 73L
 CSU, UC, Associate Degree Applicable

CS 81A ADVANCED QBASIC PROGRAMMING

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This is an advanced course in QBASIC programming. Students design, write, and debug QBASIC programs using structured programming concepts. Topics covered include: array processing; sorting and searching algorithms; advanced use of procedures, functions and parameter passing; sequential and random access files; graphics and animation; random numbers and probability; and the development of pull-down menu systems.

Prerequisite: CS 81
CSU, UC, Associate Degree Applicable

CS 85 PASCAL PROGRAMMING

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This is an introductory course in Pascal programming. Students design, write, and debug Pascal programs using structured programming concepts. Topics covered include: program syntax and structure; variable data types; sequence, selection and iteration; conditional and relational operators; procedures, functions and parameter passing; input and output techniques; sets and array processing.

Prerequisite: CS 73 and CS 73L
CSU, UC, Associate Degree Applicable

CS 85A ADVANCED PASCAL PROGRAMMING

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This is an advanced course in Pascal programming. Students design, write, and debug Pascal programs using structured programming concepts. Topics covered include: structured data types, including records, files, sets and

pointers; data structures, including linked lists, queues and stacks; abstract data types; recursion; searching, sorting and numerical algorithms; and graphics techniques.

Prerequisite: CS 85
CSU, UC, Associate Degree Applicable

CS 86 VISUAL BASIC PROGRAMMING

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This is an introductory course in Visual BASIC programming. Students design, write, and debug Visual BASIC programs using structured programming concepts. Topics covered include: Visual BASIC structure, syntax, and commands; objects and properties of objects; conditional and relational operators; procedures, functions, and parameter passing; mouse control and pull-down menus; error handling and debugging; array processing; and input/output techniques using sequential and random-access files.

Prerequisite: CS 73 and CS 73L
CSU, Associate Degree Applicable

CS 86A ADVANCED VISUAL BASIC PROGRAMMING

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This is an advanced course in Visual BASIC programming. Students design, write, and debug Visual BASIC programs using structured programming concepts. Topics covered include: graphics and animation; interfacing with windows; keyboard and screen control; recursion; object linking and embedding (OLE), dynamic data exchanges (DDE), and dynamic linked libraries (DLL); linking to C language programs; and incorporating sound and multimedia.

Prerequisite: CS 86
CSU, Associate Degree Applicable

CS 87 ASSEMBLER LANGUAGE PROGRAMMING

4 Units
Lecture: 3 hours
Laboratory: 3 hours

This is an introductory course in assembler language programming. Students design, write, and debug assembler language programs using structured programming concepts. Topics covered include: decimal, binary, and hexadecimal numbering systems; personal computer architecture; memory, addresses, and registers; assembler directives; subroutines and the stack; interrupts; string functions; command line parameters; external subroutines, segments, groups, and macros.

Prerequisite: CS 73 and CS 73L
CSU, UC, Associate Degree Applicable

CS 87A ADVANCED ASSEMBLER LANGUAGE PROGRAMMING

4 Units
Lecture: 3 hours
Laboratory: 3 hours

This is an advanced course in assembler language programming. Students design, write, and debug assembler language programs using structured programming concepts. Topics covered include: array and table processing; binary to ASCII and ASCII to binary conversions; binary coded decimal (BCD) math; disk file access; TSR programming; expanded and extended memory; device drivers; and interfacing with high-level languages.

Prerequisite: CS 87
CSU, Associate Degree Applicable

CS 89 C LANGUAGE PROGRAMMING

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This is an introductory course in C programming. Students design, write, and debug C programs using structured programming concepts. Topics covered include: C structure and syntax;

algorithm development; fundamental data types; functions and parameter passing; arrays and addresses; conditional and relational operators; space and time scope of variables; sequential and random access file processing; command line arguments; and string manipulation.

Prerequisite: CS 73 and CS 73L; eligibility for or concurrent enrollment in MATH 50 or above
CSU, UC, Associate Degree Applicable

CS 89A ADVANCED C LANGUAGE PROGRAMMING

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This is an advanced course in C programming. Students design, write, and debug C programs using structured programming concepts. Topics covered include: pointers; linked lists, unions and data structures; bit operations, user-defined data types; recursion; incorporation of assembly language subroutines; and advanced graphical and animation techniques.

Prerequisite: CS 89
CSU, Associate Degree Applicable

MICROCOMPUTER APPLICATIONS LAB

CS 97A-E ½ Unit
Laboratory: 1.5 hours

CS 98A-E 1 Unit
Laboratory: 3 hours

CS 99A-E 2 Units
Laboratory: 6 hours

Microcomputer Applications Lab is an open entry/open exit environment designed to develop microcomputer skills for students in all segments of the college community. Emphasis will be on the one-to-one tutorial approach, with time devoted to completing lab projects assigned in computer-related courses. This is a credit/no credit graded course.

Co-requisite: CS or CIS course

ECONOMICS (ECON)**ECON 1
PRINCIPLES OF MACROECONOMICS
(CAN ECON 2)**

3 Units
Lecture: 3 hours

This course is an introduction to economic theory and analysis with an emphasis upon basic economic concepts, national income determination and fluctuations, unemployment, inflation, economic growth, the role of money and banking and monetary theory, and the economic role of government.

Prerequisite: Eligibility for ENG 51 and MATH 50
CSU, UC, Associate Degree Applicable

**ECON 2
PRINCIPLES OF MICROECONOMICS
(CAN ECON 4)**

3 Units
Lecture: 3 hours

This course is an introduction to economic theory and analysis with an emphasis on the role of market in pricing of products, market structures, pricing of factors of production and the distribution of income, and the principles of international trade.

Prerequisite: ECON 1
CSU, UC, Associate Degree Applicable

**ECON 11
INTERNATIONAL ECONOMIC
RELATIONS**

3 Units
Lecture: 3 hours

The course is the study of international trade, investment, technology transfer, and the international flow of labor. Students will become familiar with the principles of international economic relations and its complexities through class lectures, review of current literature, and class discussions.

Prerequisite: ENG 51 or equivalent;
Recommend ECON 1
CSU, UC, Associate Degree Applicable

BUSINESS-FINANCE (BUFI)**BUFI 1
PRINCIPLES OF FINANCIAL
ANALYSIS AND PLANNING**

3 Units
Lecture: 3 hours

This course is an overview of financial issues and problems involved in managing a contemporary business firm. It provides the students with an understanding of financial concepts, the tools for financial analysis and planning, and its importance in management of a firm. It uses a problem-solving and case analysis approach. This course is an acceptable substitute for BUFI 68 (Principles of Financial Analysis & Planning) in the Accounting Certificate Program.

Prerequisite: ECON 1, BUAC 1
Associate Degree Applicable

**BUFI 2
PRINCIPLES OF CAPITAL BUDGET-
ING AND INVESTMENT ANALYSIS**

3 Units
Lecture: 3 hours

This course introduces a range of techniques and financial issues dealing with the analysis of a firm's long-term investment decisions and the means and ways of financing such investments. It relies on case studies and has a problem-solving approach.

Prerequisite: BUFI 1
Associate Degree Applicable

**BUFI 3
PRINCIPLES OF MONEY, BANKING
AND FINANCIAL MARKETS**

3 Units
Lecture: 3 hours

This course provides an overview of the role of money, financial institutions, and the Federal Reserve System in the U.S. economy. It concentrates on the contemporary domestic and international banking and monetary issues, monetary theory, and the role of monetary policy in the economy. The information provided in this

course is very helpful in understanding domestic and international financial events.

Prerequisite: ECON 1
Associate Degree Applicable

BUFI 11 PRINCIPLES OF PERSONAL FINANCE

3 Units
Lecture: 3 hours

The course provides students with an understanding of individuals' financial condition and their options in the United States. A wide range of personal financial issues such as career planning, personal financial planning, financial investment options, retirement planning, insurance evaluation, and estate planning are included in this course.

Prerequisite: Eligibility for ENG 51; ECON 1 and BUAC 1 are recommended
Associate Degree Applicable

GOLF MANAGEMENT (GOLF)

GOLF 29 METHODS OF TEACHING GOLF

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course is the study of the methods used in teaching the game of golf. It includes practical experience in the analysis of the golf swing and the correction of errors.

Prerequisite: Eligibility for ENG 51; admission to Golf Management Program
Associate Degree Applicable

GOLF 30 SHORT GAME AND PUTTING

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course is the study of the techniques used to develop an effective short game and putting

stroke. It emphasizes basic swing fundamentals and the modern approach to chips, pitches, greenside sand shots and putting.

Prerequisite: Eligibility for ENG 51; admission to Golf Management Program
UC, Associate Degree Applicable

GOLF 32 GOLF TEACHING LABORATORY

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course is the study and practice of the methods used in teaching the game of golf. It includes learning the techniques and instructional skills necessary to teach golf to individuals and groups. It emphasizes how to adapt golf swing fundamentals to the physical attributes and prior experience of the client (student). It also includes practical application of these methods in a golf practice range environment.

Prerequisite: Eligibility for ENG 51; admission to Golf Management Program
UC, Associate Degree Applicable

GOLF 34 GOLF CLUB DESIGN AND REPAIR

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course is the study of the design and manufacture of golf clubs. It includes the study of golf repair theory and practical "hands-on" experience in a golf club repair laboratory.

Prerequisite: Eligibility for ENG 51; admission to Golf Management Program
Associate Degree Applicable

GOLF 36 FUNDAMENTALS AND RULES OF GOLF

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course is the study of the basic fundamentals and rules of the game of golf. It emphasizes

the rules of golf and the responsibility of the golf professional to insure compliance with the rules and uphold the integrity of the sport of golf.

Prerequisite: Eligibility for ENG 51; admission to Golf Management Program
UC, Associate Degree Applicable

HOTEL AND RESTAURANT MANAGEMENT (BUHM)

BUHM 50 INTRODUCTION TO THE HOSPITALITY INDUSTRY

3 Units
Lecture: 3 hours

This course provides a basic understanding of the hospitality industry including lodging, food service, institutional, and resort operations. The history, growth and development, current trends, and organizational structure of the industry are explored with a focus on employment opportunities and future trends.

Prerequisite: Eligibility for ENG 51
CSU, Associate Degree Applicable

BUHM 54 SUPERVISORY HOUSEKEEPING

3 Units
Lecture: 3 hours

This course provides an overview of the fundamentals of housekeeping management. Also included is a description of the management functions, tools, and practices required in today's lodging and institutional housekeeping department.

Prerequisite: Eligibility for ENG 51
Associate Degree Applicable

BUHM 55 RESTAURANT OPERATIONS AND MANAGEMENT

3 Units
Lecture: 3 hours

This course is the study of the food service industry and the individual service organization within that industry. It is a study of the concepts of management as they apply to food service, including planning, organizing, directing, representing and evaluating. The student will gain a contemporary knowledge of the functions of the food service manager in order to improve skills and enhance present abilities.

Prerequisite: Eligibility for ENG 51
Associate Degree Applicable

BUHM 56 HOSPITALITY MANAGEMENT ACCOUNTING

3 Units
Lecture: 3 hours

This course is the study of the comprehensive application of accounting principles to the hospitality industry. The course includes an emphasis on accounting practices, financial statements, income/expense accounts and statements, special purpose journals and ledgers. Also included is the application of accounting information in making managerial decisions.

Prerequisite: Eligibility for BUAC 1 or BUAC 66
Associate Degree Applicable

BUHM 60 HOTEL/MOTEL LAW

3 Units
Lecture: 3 hours

This course provides an awareness of the rights and responsibilities that the law grants to or imposes upon a hotel keeper, and illustrates the possible consequences of failure to satisfy legal obligations.

Prerequisite: Eligibility for ENG 51
Associate Degree Applicable

**BUHM 61
HOSPITALITY SALES AND
PROMOTION**

3 Units
Lecture: 3 hours

This course presents a practical understanding of the operating statement and precisely where, how, and why the sales effort fits into the total earnings and profit picture of hospitality operation. Emphasis is on producing business at a profit. It further teaches how to measure and gauge accurately the precise worth of every type of business in advance.

Prerequisite: Eligibility for ENG 51
Associate Degree Applicable

**BUHM 63
HOTEL/MOTEL OPERATIONS**

3 Units
Lecture: 3 hours

This course analyzes management's functions and responsibilities in such areas as administration, organization, communications, accounting, marketing and human relations.

Prerequisite: Eligibility for ENG 51
CSU, Associate Degree Applicable

**BUHM 64
HOTEL/MOTEL PERSONNEL
MANAGEMENT**

3 Units
Lecture: 3 hours

This course prepares the student for the transition from employee to supervisor, including how to handle difficult employees, implement motivational techniques, and conduct performance evaluations.

Prerequisite: Eligibility for ENG 51
Associate Degree Applicable

**BUHM 65
FRONT OFFICE PROCEDURES**

3 Units
Lecture: 3 hours

This course presents a systematic approach to front office procedures by detailing the flow of business through a hotel beginning with the reservation process and ending with billing and collection procedures. The course also places front office procedures within the context of the overall operation of a hotel and examines front office management, the processing of handling complaints, and concerns regarding hotel safety and security.

Prerequisite: Eligibility for ENG 51
Associate Degree Applicable

**BUHM 66
HOTEL/MOTEL MANAGEMENT
PRACTICUM**

3 Units
Lecture: 3 hours

This course is designed as a "capstone" course. It consists of case studies and situational analysis involving a multi-functional evaluation of Hotel or Motel enterprise. It is an integration of previously acquired principles and practices found within the Hotel/Motel industry.

Prerequisite: Eligibility for ENG 51;
BUHM 50 or equivalent
Associate Degree Applicable

**BUHM 67
HOTEL/CLUB MAINTENANCE**

3 Units
Lecture: 3 hours

This course presents information and principles important to both the managerial and technical functioning of the engineering/maintenance department, stressing the knowledge needed by managers at all levels in order for them to make appropriate and cost-effective decisions.

Prerequisite: Eligibility for ENG 51
Associate Degree Applicable

BUSINESS-MANAGEMENT (BUMA)

BUMA 1 PRINCIPLES OF MANAGEMENT

3 Units
Lecture: 3 hours

This course is the study of organization design, managerial processes, motivational theories, and current management problems. It is a study of the concepts of management in organizationally oriented society including planning, organizing, staffing, directing and controlling. The student is provided an opportunity to gain a contemporary knowledge in management design to improve managerial skills and ability.

Prerequisite: Eligibility for ENG 51
CSU, Associate Degree Applicable

BUMA 3 STATISTICAL METHODS/BUSINESS & ECONOMICS

3 Units
Lecture: 3 hours

This course is an introduction to the statistical concepts and techniques most frequently used in business and economics. It emphasizes the use and interpretation of data, including both tabular and graphic presentation.

Prerequisite: Eligibility for ENG 51 and MATH 50
CSU, Associate Degree Applicable

BUMA 10 INTRODUCTION TO BUSINESS

3 Units
Lecture: 3 hours

This course is the study of the formation, structure, objectives, and ethics of contemporary American business enterprises. It emphasizes the significance of the small business organization and the role of large business organizations, and practices for the development of managerial personnel. It is

recommended for students who wish to explore a career in business.

Prerequisite: Eligibility for ENG 51
Associate Degree Applicable

BUMA 11 PERSONAL FINANCE

3 Units
Lecture: 3 hours

Study of individual and family consumer problems and management of resources through planned use of these resources for present living and future security. Stresses the uses of credit, latest consumer protection laws, investments and definition of real income.

Prerequisite: Eligibility for ENG 51
CSU, Associate Degree Applicable

BUMA 20A BUSINESS LAW

3 Units
Lecture: 3 hours

This course is a study of the social forces and the law, the law of contracts, agency and employment; personal property and bailments; business torts and crimes; sales law, labor law and government regulation of business.

Prerequisite: Eligibility for ENG 51
CSU, UC, Associate Degree Applicable

BUMA 20B BUSINESS LAW

3 Units
Lecture: 3 hours

This course is a study of the law in its relation to business with special emphasis on the law of negotiable instruments (promissory notes, checks, bank drafts, and bills of exchange). It includes the study of suretyship and guaranty, insurance, partnerships, corporations, real property, wills, trusts and bankruptcy.

Prerequisite: Eligibility for ENG 51
CSU, UC, Associate Degree Applicable

BUMA 22 LEGAL ENVIRONMENT OF BUSINESS

3 Units
Lecture: 3 hours

This course is a study of the law applicable to business institutions and their operation, including social forces and their effect upon the development of law, sources of law, the agencies for enforcement of the law and court procedures. It emphasizes the law in the following areas: contracts, agency, product liability, antitrust, labor relations, consumer protection, securities regulation, computers, environment regulation and energy production.

Prerequisite: Eligibility for ENG 51
CSU, Associate Degree Applicable

BUMA 24 RESORT PERSONNEL AND HUMAN RELATIONS

2 Units
Lecture: 2 hours

This course emphasizes the management of the golf shop and resort personnel from the perspective of the golf professional. Both legal and psychological factors will be examined in order to prepare the golf professional for the role of supervisor, leader, and motivator. Special focus on dealing with the particular needs of country club and resort clientele will be included.

Prerequisite: Admission to Golf Management Program or instructor's consent
Associate Degree Applicable

BUMA 25 GOLF SHOP OPERATIONS

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course is the study of the principles and techniques involved in managing the modern professional golf shop: selling techniques, psychological factors, merchandise displays. It emphasizes the principles of organizing, financing, and controlling a small business, such as purchasing, pricing, stock control, store layout, policies and security.

Prerequisite: Eligibility for ENG 51
Associate Degree Applicable

BUMA 51 SMALL BUSINESS MANAGEMENT

3 Units
Lecture: 3 hours

This course is the study of the organization, financing and managing of a small business. It presents an overview of the small business environment together with an explanation of financial statements and how to use them to facilitate effective decision making.

Prerequisite: Eligibility for ENG 51 and MATH 50
Associate Degree Applicable

BUMA 72 BUSINESS MATHEMATICS

3 Units
Lecture: 3 hours

This course is a review of fundamentals of mathematics necessary for competent participation in business: decimals, fractions, percentage, trade discounts, interest, payrolls, insurance, and taxes.

Prerequisite: Eligibility for ENG 51
Associate Degree Applicable

OFFICE INFORMATION SYSTEMS (OIS)

OIS 53 MEDICAL SECRETARIAL PROCEDURES

4 Units
Lecture: 3 hours
Laboratory: 3 hours

Students study and practice medical office activities including telephone techniques, scheduling and reception of patients, patient records, preparing medical records, written communications, maintaining records, office

management, bookkeeping as applied to a physician's office, medical law and professional ethics.

Prerequisite: AH 61 or equivalent; CIS 51 or equivalent

Associate Degree Applicable

OIS 56 LEGAL SECRETARY PROCEDURES

4 Units

Lecture: 3 hours

Laboratory: 3 hours

This course is designed for students who plan to pursue a legal secretarial career. Emphasis is placed on procedures followed in a law office and the preparation, dictation, and typing of legal documents. Legal secretarial ethics, vocabulary, and simulated legal office activities also are included.

Prerequisites: CIS 51 or equivalent; concurrent enrollment in or completion of ENG 1A

Associate Degree Applicable

OIS 57 MACHINE TRANSCRIPTION

2 Units

Lecture: 1 hour

Laboratory: 3 hours

This course is designed to enable students to transcribe from modern language dictation machines or any form of shorthand. Emphasis is placed on the coordination of keyboarding and transcribing skills to produce mailable business documents. It includes a review of language arts skills in punctuation, spelling, editing, proofreading and vocabulary.

Prerequisite: CIS 51 or equivalent skills
Associate Degree Applicable

OIS 63 OFFICE SYSTEMS AND PROCEDURES

3 Units

Lecture: 3 hours

This course examines the principles and procedures of today's secretarial profession. Students study office structures and secretarial skills such as human relations, oral and written communications, administrative support services, records management, assisting with travel and conferences, organizing business data, placement, advancement, and supervision in the professional secretarial field.

Prerequisite: Current enrollment in or completion of ENG 51

Associate Degree Applicable

OIS 65 FUNDAMENTAL BUSINESS COMMUNICATIONS

3 Units

Lecture: 3 hours

This course covers the basic rules of communications including current English usage needed in the business office. Students study the parts of speech, punctuation, capitalization, spelling, and sentence structure.

Prerequisite: Eligibility for ENG 51
Associate Degree Applicable

OIS 66 APPLIED BUSINESS COMMUNICATIONS

3 Units

Lecture: 3 hours

This course focuses on both oral and written communications. Students practice in composing business documents and developing effective oral communication skills.

Prerequisite: OIS 65 and current enrollment in or completion of ENG 51
Associate Degree Applicable

BUSINESS-REAL ESTATE (BURE)**BURE 1B
REAL ESTATE PRACTICUM II**

3 Units
Lecture: 3 hours

This course provides an overview of consumer material with special emphasis on agency requirements and ethics. It is designed to meet the entire 45 hour Continuing Education requirements of the Department of Real Estate.

Prerequisite: Eligibility for ENG 51; possess a valid California Real Estate Salesperson or Broker's License
Associate Degree Applicable

**BURE 1C
REAL ESTATE PRACTICUM III**

3 Units
Lecture: 3 hours

This course provides an overview of consumer material with special emphasis on agency requirements and ethics. It is designed to meet the entire 45 hour continuing education requirements of the Department of Real Estate.

Prerequisite: Eligibility for ENG 51; possess a valid California Real Estate Salesperson or Broker's License
Associate Degree Applicable

**BURE 2
REAL ESTATE CAREER TRAINING**

3 Units
Lecture: 3 hours

This course provides indepth training for recently licensed real estate salespersons employed in the real estate industry. It involves lectures, supervised work related performance requirements and class assignments. The student will be prepared to generate buyer and seller leads, analyze needs and to meet those needs in a professional and ethical manner.

Prerequisite: Eligibility for ENG 51; possess a valid California Real Estate Salesperson or Broker's License and full-time employment with a real estate broker
Associate Degree Applicable

**BURE 2L
REAL ESTATE CAREER
TRAINING LAB**

3 Units
Laboratory: 9 hours

This is the laboratory providing indepth training for recently licensed real estate salespersons employed in the real estate industry. It includes demonstration projects and measurable on-the-job and class performance objectives. The student will gain career related experience that will enable the student to better meet the needs of the public.

Prerequisite: Eligibility for ENG 51; concurrent enrollment in BURE 2; possess a valid California Real Estate Salesperson or Broker's License and be employed full-time by a real estate broker
Associate Degree Applicable

**BURE 81
PRINCIPLES OF REAL ESTATE**

3 Units
Lecture: 3 hours

This course is a 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 salesperson.

Prerequisite: Eligibility for ENG 51 and MATH 50
CSU, Associate Degree Applicable

**BURE 82
REAL ESTATE ECONOMICS**

3 Units
Lecture: 3 hours

This course is the 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.

Prerequisite: Eligibility for ENG 51
Associate Degree Applicable

**BURE 83A
REAL ESTATE PRACTICE**

3 Units
Lecture: 3 hours

This course is a study of real estate as a career, the practical application of the real estate sale cycle, and orientation into specialized selling. It emphasizes the role and functions of the broker and salesperson in the real estate office, the application of advertising techniques, listings and their valuation, locating buyers, property management and leasing. The student will learn the importance of public relations, personnel policies, and professional ethics.

Prerequisite: Eligibility for ENG 51
CSU, Associate Degree Applicable

**BURE 84
LEGAL ASPECTS OF REAL ESTATE**

3 Units
Lecture: 3 hours

This course is the study of the laws of California as related to real estate; property acquisitions, transfer, and ownership; interest in property. It is the study of the kinds of tenancy, estate and Federal courts, land contracts, liens, restrictions, landlord and tenant, agency, probate, and taxes. The student will learn the licensing of salespeople and brokers, and laws relating to the real estate profession.

Prerequisite: Eligibility for ENG 51
Associate Degree Applicable

**BURE 85
REAL ESTATE FINANCE**

3 Units
Lecture: 3 hours

This course is the study of the sources and supply of mortgage funds; construction loans and permanent financing for residential and income properties, procedures for FHA and VA loans, interest-rates, terms, mortgages, and mechanics liens. Students will learn the significance of appraising.

Prerequisite: Eligibility for ENG 51 and MATH 50
CSU, Associate Degree Applicable

**BURE 86
PRINCIPLES OF APPRAISING**

3 Units
Lecture: 3 hours

This course is the study of principles, methods, and techniques for the appraisal of single and multiple dwellings, commercial-business properties, and farm properties. It includes determination of values for loan and insurance purposes, and implications for brokers and salespeople.

Prerequisite: Eligibility for ENG 51 and MATH 50
Associate Degree Applicable

**BURE 88
REAL ESTATE OFFICE
ADMINISTRATION**

3 Units
Lecture: 3 hours

This course is an in-depth coverage of the factors to be considered in opening a real estate office, office policy considerations, as well as operational problems and their solutions. It is a real estate brokerage entrepreneurial training program.

Prerequisite: Eligibility for ENG 51
Associate Degree Applicable

**BURE 90
ESCROW PROCEDURES I**

3 Units
Lecture: 3 hours

This course is the study of 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.

Prerequisite: Eligibility for ENG 51 and MATH 50
Associate Degree Applicable

BURE 91 ESCROW PROCEDURES II

3 Units
Lecture: 3 hours

This course is the study of advanced escrow procedures which includes the more unusual and difficult types of escrows found in real estate transactions. It emphasizes real estate with some personal property and bulk sales.

Prerequisite: BURE 90 or one year escrow experience
Associate Degree Applicable

BURE 92 ESCROW PROCEDURES III

3 Units
Lecture: 3 hours

This course is a further study of the more unusual and difficult types of escrows with particular attention to those escrows where conflict or dispute arises. It employs a case study approach to the advanced problems in escrow transactions.

Prerequisite: BURE 90 and 91
CSU, Associate Degree Applicable

BURE 94 PROPERTY MANAGEMENT

3 Units
Lecture: 3 hours

This basic course is the study of accepted principles of professional property management. It includes the evaluation of investment properties, how to conduct neighborhood surveys, collection of rentals, maintenance and repair of property, merchandising rental space, insurance, management, accounting and principles of the landlord-tenant relationship.

Prerequisite: Eligibility for ENG 51
Associate Degree Applicable

BUSINESS-SUPERVISION AND MANAGEMENT (BUSM)

BUSM 70 AFFIRMATIVE ACTION FOR SUPERVISORS

2 Units
Lecture: 2 hours

This course is the study of techniques involved in conducting affirmative action programs in business and industry. It emphasizes the legal basis for affirmative action positions taken by employers and supervisors in terms of women and minority employment and advancement rights.

Prerequisite: Eligibility for ENG 51
Associate Degree Applicable

BUSM 71 SAFETY MANAGEMENT

2 Units
Lecture: 2 hours

This course is the study of basic principles of accident prevention operating and implementing safety programs under Occupational Safety and Health Act (OSHA).

Prerequisite: Eligibility for ENG 51
Associate Degree Applicable

BUSM 81 QUALITY ASSURANCE

2 Units
Lecture: 2 hours

This course studies the meaning of quality control. It includes an analysis of the various techniques involved in the application of quality control to the many departments in modern industrial organizations.

Prerequisite: Eligibility for ENG 51
Associate Degree Applicable

**BUSM 82
PURCHASING**

2 Units
Lecture: 2 hours

This course is the study of methods and techniques used in the selection and procurement of materials, products, and supplies in industry. It emphasizes the optimal amount, price, payment policy and supplier. The student will learn the typical ordering, receiving and storage management procedures used in industry.

Prerequisite: Eligibility for ENG 51
Associate Degree Applicable

**BUSM 83
DEVELOPING EMPLOYEES
THROUGH TRAINING**

2 Units
Lecture: 2 hours

This course is the study of methods involved in the introduction of employees to training and in evaluating their progress through the training process. The student will learn the techniques of on-the-job instruction, as well as the concepts of apprenticeship, technical training, management development, and the use of consultants and advisory committees in the work place.

Prerequisite: Eligibility for ENG 51
Associate Degree Applicable

**BUSM 84
JOB ANALYSIS FOR WAGE
ADMINISTRATION**

2 Units
Lecture: 2 hours

This course analyzes job descriptions, specifications, evaluation, and classifications. It is a study of Local, State and Federal regulations concerning industrial wages.

Prerequisite: Eligibility for ENG 51
Associate Degree Applicable

**BUSM 91
ELEMENTS OF SUPERVISION**

2 Units
Lecture: 2 hours

This is a basic course covering the responsibilities of the industrial supervisor. Major topics include organization, public relations, human relations, training, management-employee relations, production control and promotion practices.

Prerequisite: Eligibility for ENG 51
Associate Degree Applicable

**BUSM 92
PSYCHOLOGY FOR SUPERVISORS**

2 Units
Lecture: 2 hours

This course is the study of the role of the supervisor in understanding the people with whom he/she works; with emphasis on psychological processes, perceptions, learning, emotions, attitudes, and personalities.

Prerequisite: Eligibility for ENG 51
Associate Degree Applicable

**BUSM 93
HUMAN RELATIONS**

2 Units
Lecture: 2 hours

This course is the study of personnel relations as affected by the application of basic psychological techniques. Emphasis is placed on employer-employee relationships.

Prerequisite: Eligibility for ENG 51
Associate Degree Applicable

**BUSM 94
COMMUNICATION I
FOR SUPERVISORS**

2 Units
Lecture: 2 hours

This is an introductory course involving the study of oral and written communication designed for supervisors and administrative personnel in industry. It emphasizes individual experiences in speaking and conference leading.

Prerequisite: Eligibility for ENG 51
Associate Degree Applicable

**BUSM 95
COMMUNICATION II
FOR SUPERVISORS**

2 Units
Lecture: 2 hours

This is an intermediate course involving the study of oral and written communication designed for supervisors and administrative personnel in industry. It emphasizes standards and physical aspects of communication including graphic aids, physical presentation of reports, public speaking and oral reporting. It will involve learning how to conduct meetings and improving one's listening ability.

Prerequisite: Eligibility for ENG 51;
BUSM 94
Associate Degree Applicable

**BUSM 96
LABOR: MANAGEMENT
RELATIONS**

2 Units
Lecture: 2 hours

This course is the study of union contracts, grievances, and collective bargaining procedures. It includes a history of the labor movement with special emphasis placed on Federal and State labor legislation.

Prerequisite: Eligibility for ENG 51
Associate Degree Applicable

**BUSM 97
ORGANIZATION PATTERNS AND
MANAGEMENT**

2 Units
Lecture: 2 hours

This course is the study of the establishment of lines of authority, departmental functions, local policies, general procedures and regulation.

Prerequisite: Eligibility for ENG 51
Associate Degree Applicable

**BUSM 98
WORK SIMPLIFICATION**

2 Units
Lecture: 2 hours

This course is the study and analysis of methods designed for improving job procedures and techniques.

Prerequisite: Eligibility for ENG 51
Associate Degree Applicable

**BUSM 99
COST CONTROL FOR SUPERVISORS**

2 Units
Lecture: 2 hours

This course is a study of the factors involved in cost control. It emphasizes such topics as materials, salvage, waste, time, and quality requirements. Also included is a study of the supervisors role in controlling costs.

Prerequisite: Eligibility for ENG 51
Associate Degree Applicable

COMMUNICATION

Programs within the Communication Division include Communication, English As A Second Language, Journalism, Mass Communication, Radio-Television, Reading, and Speech.

The Division offers exciting, enriching, and challenging educational opportunities for students in Transfer and Occupational programs. Language is vital to our most important achievements. We must utilize both the written and spoken word to attain our goals, and appreciate a diversity of perspectives, cultures, and languages to fulfill our human potential.

A wide range of courses are offered to help students reach their objectives. Courses are arranged in complementary programs of English Composition and Literature, Communication, Journalism, Mass Communication, Reading, and Speech. *Foreign Language* (French, German, Italian, Japanese, Russian, and Spanish) and *Humanities* are Departments within the Communication Division and are listed separately.

ESL, English as a Second Language, is a credit program especially developed for non-native speakers of English and for those who speak English as a second language. The credit ESL program offers multi-level courses in writing, reading and speaking to prepare students for the demands of higher education or a vocational diploma. (See *Developmental Education* for the non-credit ESL program.)

NOTE: Students applying any of the Communication required courses to their general education package will make up an equivalent number of units by additional study in the major, chosen in consultation with an advisor from the Communication Division.

COMMUNICATION

A.A. Degree & Preparation for Transfer

Basic courses required of all Communication Majors:

ENG	1A	Composition	4
OR	ENG 3A	Freshman Comp. (3)	
ENG	1B	Literature & Composition	3
SP	1	Intro. to Human Comm.	3
SP	7	Decision Making/Advocacy ..	3
MC	1	Mass Media in Amer. Culture	3
SP	4	Public Speaking	3
OR	SP 5	Group Discussion Process(3)	
OR	MC 3	Telecommunications (3)	
AND		One of the following	3
ENG	5A or 5B	Creative Writing (3)	
ENG	1C	Critical Thinking & Composition (3)	
ENG	41	Technical Report Reading and Writing (3)	
J	3A	News Reporting & Writing(3)	
J	10	Magazine Article Writing(3)	
RTV	5	Radio & Television Writing(3)	

Required Subtotal	21-22
General Education Subtotal	39

DEGREE TOTAL

Advisor: Full-time English Faculty;
Colligan/Hopkins - CMC

COMPOSITION

A.A. Degree & Preparation for Transfer

Courses Required:

Dept.	No.	Title	Units
ENG	1A	Composition	4
OR	ENG 3A	Freshman Comp (3)	
ENG	1B	Composition/Literature	3

Plus two courses from the following:

ENG	5A	Creative Writing	3
J	3A	News Reporting	3
RTV	5	Radio & Television Writing ..	3
J	10	Magazine Article Writing	3

At least three courses from the following:

ENG 10A American Literature I	3
ENG 10B American Literature II	3
ENG 11A Survey of English Lit	3
ENG 11B Survey of English Lit	3
ENG 12A World Literature I	3
ENG 12B World Literature II	3
ENG 14 Shakespeare	3
ENG 15 The Short Story	3
ENG 16 Literature of the Desert	3
ENG 18 Introduction to Poetry	3
ENG 22 Intro to African American Literature	3
ENG 31 The Old Testament	3
ENG 32 The New Testament	3
ENG 35 Myth and Legend	3
SP 4 Public Speaking	3
SP 7 Decision Making/Advocacy	3
TA 69 A,B Dramatic Literature	3,3
MC 1 Mass Media in Amer. Culture	3

ENG 14 Shakespeare	3
ENG 15 The Short Story	3
ENG 16 Literature of the Desert	3
ENG 18 Intro. to Poetry	3
ENG 22 Intro to African American Literature	3
ENG 31 The Old Testament	3
ENG 32 The New Testament	3
ENG 35 Myth and Legend	3
SP 4 Public Speaking	3
TA 69 A,B Dramatic Literature	3,3

Required Subtotal 21-22
 General Education Subtotal..... 39

DEGREE TOTAL 60-61

Advisor: Full-time English Faculty;
 Colligan/Hopkins - CMC

Required Subtotal 21-22
 General Education Subtotal..... 39

DEGREE TOTAL 60-61

Advisor: Full-time English Faculty;
 Colligan/Hopkins - CMC

LITERATURE

A.A. Degree & Preparation for Transfer

Courses Required:

Dept.	No.	Title	Units
ENG	1A	Composition	4
OR	ENG 3A	Freshman Comp (3)	
ENG	1B	Composition/Literature	3
ENG	10A	American Literature I	3
OR	ENG 10B	Amer. LiteratureII(3)	
OR	ENG 11A	Survey of English Lit(3)	
OR	ENG 11B	Survey of English Lit(3)	

Plus four courses from the following:

ENG 5A Creative Writing	3
ENG 10A American Literature I	3
ENG 10B American Literature II	3
ENG 12 A,B World Literature I and II	3,3

JOURNALISM

A.A. Degree & Preparation for Transfer

Courses Required:

Dept.	No.	Title	Units
MC	1	Mass Media in Amer. Culture	3
J	3A	News Reporting	3
J	4 A	Newspaper Production	3
J	4B	Newspaper Production	3
J	6	Intro to Desktop Publishing...	3
Electives (Consult Advisor)			5-6

Required Subtotal 20-21
 General Education Subtotal..... 39
 (see General Education Requirements)

DEGREE TOTAL 60

Advisor: Wilson

MASS COMMUNICATION

A.A. Degree & Preparation for Transfer

Courses Required:

Dept.	No.	Title	Units
MC	1	Mass Media in Amer. Culture	3
J	3A	News Reporting and Writing	3

Five courses from the following:

MC	3	Telecommunications	3
MC	4	Intro. to Media Advertising ...	3
MC	5	Intro. to Public Relations	3
J	4A,	Newspaper Production	3
J	4B	Adv. Newspaper Production ..	3
J	6	Intro to Desktop Publishing ...	3
J	7	Intro. to Photojournalism	3
J	10	Magazine Article Writing	3
RTV	2	Radio&TV Announcing	2
RTV	3A	Audio Production	3
RTV	3B	Advanced Audio Production ..	3
RTV	4A	Television Production	3
RTV	4B	Adv. Television Production ...	3
RTV	5	Radio Television Writing	3

Required Subtotal	20-21
General Education Subtotal*	<u>39</u>
DEGREE TOTAL	60

Advisor: Wilson

*HUM 1 - Alternative Methods of Critical Analysis is recommended to satisfy a General Education requirement.

SPEECH

A.A. Degree & Preparation for Transfer

Courses Required:

Dept.	No.	Title	Units
SP	1	Intro. to Human Comm.	3
SP	5	Group Discussion Process	3

Electives (A minimum of nine (9) units to be selected from the following):

SP	2	Oral Interpretation of Lit.	3
SP	4	Public Speaking	3
SP	7	Decision Making/Advocacy ..	3
SP	15	Intercultural Communication ..	3

A minimum of five (5) units to be selected from cognate areas of the Communication and/or Social Sciences Divisions. These are determined in conference with the Speech advisor. 5

Required Subtotal	20-21
General Education Subtotal	<u>39</u>

DEGREE TOTAL

Advisor: Crites; Hopkins(CMC)

COMMUNICATION

COURSE DESCRIPTIONS

ENGLISH (ENG)

ENG 1A COMPOSITION (CAN ENGL 2)

4 Units
Lecture: 4 hours

This is a college freshman course which focuses on principles of effective composition and rhetorical techniques for achieving interest, clarity, effective organization and development of ideas. Students analyze varieties of nonfiction prose and write a minimum of five formal essays (500 word minimum each), a book review and research paper, totaling 8,000 to 10,000 words.

Prerequisite: ENG 51 with a grade of "C" or better or equivalent
CSU, UC, Associate Degree Applicable

ENG 1B COMPOSITION AND LITERATURE

3 Units
Lecture: 3 hours

This course emphasizes analysis of selected literary works and the writing of critical essays. Eight thousand words of writing are required.

Prerequisite: ENG 1A or ENG 3A with a grade of "C" or better
CSU, UC, Associate Degree Applicable

**ENG 1C
CRITICAL THINKING AND
COMPOSITION**

3 Units
Lecture: 3 hours

This course increases proficiency in critical thinking, reading, and writing skills beyond the level achieved in English 1A. The focus is on critical thinking techniques and close textual analysis of mainly non-fiction prose, enabling students to develop skills in advanced argumentative writing.

Prerequisite: ENG 1A or ENG 3A or ESL 1A, or equivalent
CSU, UC, Associate Degree Applicable

**ENG 3A
FRESHMAN COMPOSITION I**

3 Units
Lecture: 3 hours

This course emphasizes the selection of materials, organization, presentation, and evaluation of expository writing. Students analyze varieties of non-fiction prose and write a minimum of five formal essays (500 word minimum each), a book review, and a research paper, totaling 8,000 to 10,000 words.

Prerequisite: ENG 51 with a grade of "C" or better or equivalent
CSU, UC, Associate Degree Applicable

**ENG 5A
CREATIVE WRITING**

3 Units
Lecture: 3 hours

This course introduces students to the perceptions, skills and techniques of all forms of creative writing, with primary emphasis on fiction and poetry.

Prerequisite: Eligibility for ENG 1A
CSU, UC, Associate Degree Applicable

**ENG 5B
ADVANCED CREATIVE WRITING**

3 Units
Lecture: 3 hours

This is an advanced course designed to enable students to refine their creative writing skills in their chosen genre.

Prerequisite: ENG 5A or equivalent
CSU, UC, Associate Degree Applicable

**ENG 10A
AMERICAN LITERATURE I**

3 Units
Lecture: 3 hours

This course presents a survey of formal and informal writings inspired by America from Columbus "discovery" to the Civil War. Selections include writings which reflect the rich and diverse cultural backgrounds of both traditional and non-traditional American authors and which make up our unique and complex heritage.

Prerequisite: Eligibility for ENG 1B
CSU, UC, Associate Degree Applicable

**ENG 10B
AMERICAN LITERATURE II**

3 Units
Lecture: 3 hours

This course continues the survey of formal and informal writings inspired by America from the Civil War to the present. Selections include writings which reflect the rich and diverse cultural backgrounds of both traditional and non-traditional American authors and which make up our unique and complex heritage.

Prerequisite: Eligibility for ENG 1B
CSU, UC, Associate Degree Applicable

**ENG 11A
SURVEY OF ENGLISH LITERATURE
TO EIGHTEENTH CENTURY**

3 Units
Lecture: 3 hours

This course surveys the major writers and works of English literature of the Old English, Middle-English, the Renaissance, and the Seventeenth and Eighteenth Centuries.

Prerequisite: Eligibility for ENG 1B
CSU, UC, Associate Degree Applicable

**ENG 11B
SURVEY OF ENGLISH LITERATURE
(ROMANTIC-MODERN)**

3 Units
Lecture: 3 hours

This course surveys the major writers and works of English literature of the Romantic, Victorian, Edwardian, and Modern Periods.

Prerequisite: Eligibility for ENG 1B
CSU, UC, Associate Degree Applicable

**ENG 12A
WORLD LITERATURE I**

3 Units
Lecture: 3 hours

This course surveys works which have influenced world thought from Homer through the Renaissance, to 1660. Classics are studied for their artistic merit and their contribution to modern thought.

Prerequisite: Eligibility for ENG 1B
CSU, UC, Associate Degree Applicable

**ENG 12B
WORLD LITERATURE II**

3 Units
Lecture: 3 hours

This course surveys works which have influenced world thought from 1660 to the present. May be taken independently from World Literature I.

Prerequisite: Eligibility for ENG 1B
CSU, UC, Associate Degree Applicable

**ENG 14
SHAKESPEARE**

3 Units
Lecture: 3 hours

This course is a study of selected histories, comedies, and tragedies of William Shakespeare.

Prerequisite: Eligibility for ENG 1B or equivalent
CSU, UC, Associate Degree Applicable

**ENG 15
THE SHORT STORY**

3 Units
Lecture: 3 hours

This course introduces the student to the techniques and development of fiction by the discussion and criticism of short stories from countries throughout the world.

Prerequisite: Eligibility for ENG 1B
CSU, UC, Associate Degree Applicable

**ENG 16
LITERATURE OF THE DESERT**

3 Units
Lecture: 3 hours

This course surveys non-fiction and fiction inspired by the desert, and by authors living in the desert. Emphasis is on the desert literature of the southwestern United States. It includes an introduction to desert environment and one's relationship to it. Field trips may be required.

Prerequisite: Eligibility for ENG 51
CSU, UC, Associate Degree Applicable

**ENG 18
INTRODUCTION TO POETRY**

3 Units
Lecture: 3 hours

This course introduces the student to the techniques and development of English and American poetry by the discussion and criticism of poetry in its historical context. Students will

also be encouraged to display their own creativity in the composition of their own poems.

Prerequisite: Eligibility for ENG 1B
CSU, UC, Associate Degree Applicable

ENG 20 RESEARCH PAPER

1 Unit
Lecture: 1 hour

This course provides training in proper preparation and writing of a research paper including instruction on research techniques, style and format.

Prerequisite: Eligibility for ENG 1A
Associate Degree Applicable

ENG 21 INTRODUCTION TO LATIN AMERICAN/CHICANO LITERATURE

3 Units
Lecture: 3 hours

This course is a survey of literary analysis of folk, traditional, and contemporary Latin American/Chicano literature with critical analysis of representative works in all the literary genres: the essay, short stories, the novel, poetry, and drama.

Prerequisite: Eligibility for ENG 1B
CSU, Associate Degree Applicable

ENG 22 INTRODUCTION TO AFRICAN AMERICAN LITERATURE

3 Units
Lecture: 3 hours

This course provides an introduction to folk, traditional and contemporary African American literature. Critical analysis will be represented by works in all literary genres: the essay, short story, the novel, poetry and drama.

Prerequisite: Eligibility for ENG 1B
CSU, UC, Associate Degree Applicable

ENG 31 THE BIBLE AS LITERATURE: THE OLD TESTAMENT

3 Units
Lecture: 3 hours

This course provides a survey of the Old Testament of the Bible from a literary and philosophical point of view, with attention also paid to other ancient Near Eastern texts, and to the Jewish Apocrypha. The course introduces the great characters and events in the context of the developmental nature of this literature.

Prerequisite: Eligibility for ENG 1A
CSU, UC, Associate Degree Applicable

ENG 32 THE BIBLE AS LITERATURE: THE NEW TESTAMENT

3 Units
Lecture: 3 hours

This course provides a survey of the New Testament of the Bible from a literary and philosophical point of view, with attention also paid to the Dead Sea Scrolls material and early Christian writings related to the New Testament. The question of the Historical Jesus and the formation of early Christianity is emphasized.

Prerequisite: Eligibility for ENG 1A
CSU, UC, Associate Degree Applicable

ENG 35 MYTH AND LEGEND

3 Units
Lecture: 3 hours

This course provides an introduction to the mythological and legendary literature from various world cultures, with special reference to Judeo-Christian, Oriental, Native American, Northern European, and classical Greek and Roman mythologies.

Prerequisite: Eligibility for ENG 1A
CSU, UC, Associate Degree Applicable

**ENG 41
TECHNICAL REPORT READING
AND WRITING**

3 Units
Lecture: 3 hours

This course offers instruction in reading and writing reports as used in industrial and technical professions with emphasis on collecting, evaluating, organizing, and presenting materials. Students analyze a variety of technically oriented prose and write a minimum of five formal reports (500 word minimum each), a critique of a technical manual and a final project exhibiting knowledge of research techniques, totaling 8,000 to 10,000 words.

Prerequisite: ENG 51 with a grade of "C" or better or equivalent
CSU, Associate Degree Applicable

**ENG 45
UNITED STATES MILITARY
LITERATURE**

3 Units
Lecture: 3 hours

This course is a survey of United States military literature from 1775 to date with required reading of fiction and non-fiction materials.

Prerequisite: Eligibility for ENG 51
CSU, UC, Associate Degree Applicable

**ENG 50
BASIC WRITING SKILLS**

3 Units
Lecture: 3 hours
Laboratory: 2 hours

This course is designed to provide extensive study of fundamental language skills in preparation for higher level writing courses. It is non-transferable and non-degree credit. Students may choose the credit/no credit grading option.

Prerequisite: Concurrent enrollment in RDG 50 or equivalent

**ENG 51
INTRODUCTION TO EXPOSITORY
WRITING**

3 Units
Lecture: 3 hours

This course is designed for students who need training and practice in expository writing and conventional language skills to prepare them for standard college English courses. Credit is applicable to the associate degree only; it is non-transferable. Students may choose the credit/no credit grading option.

Prerequisite: ENG 50 with a grade of "C" or better, or equivalent

**ENG 55
FUNDAMENTALS OF GRAMMAR**

3 Units
Lecture: 3 hours

This course is designed to provide students with intensive study and application of the fundamentals of English grammar and structure in conjunction with other writing courses. Students may choose the credit/no credit grading option.

Prerequisite: Concurrent enrollment in ENG 50 strongly recommended

WRITING CENTER

ENG 97A-H ½ Unit
Laboratory: 1.5 hours

ENG 98A-D 1 Unit
Laboratory: 3 hours

ENG 99A-D 2 Units
Laboratory: 6 hours

Writing Center Laboratory is an open entry/open exit environment designed to provide opportunities for students in all segments of the college community to develop their writing skills. Emphasis will be on the one-to-one tutorial approach, computer-assisted instruction, word composing/processing and audiovisual.

Prerequisite: Concurrent enrollment in any English course except ENG 50

ENGLISH AS A SECOND LANGUAGE (ESL) - CREDIT

ESL 1A COMPOSITION SKILLS

4 Units
Lecture: 4 hours

This is a college freshman composition course designed for ESL students. Emphasis is on the principles of effective composition and rhetorical techniques of achieving interest, clarity, effective organization and development of ideas. Students analyze varieties of non-fiction prose and write a minimum of five formal essays (500 word minimum), a book report, and a research paper, totaling 8,000 to 10,000 words.

Prerequisite: ESL 51 with a grade of "C" or better, or equivalent
CSU, UC, Associate Degree Applicable

ESL 50A TRANSITIONAL ESL WRITING

3 Units
Lecture: 3 hours

This course is designed to meet the academic language proficiency needs of non-native speakers of English. Students will receive intensive training in developing basic communication skills through studies of various multi-cultural materials. Primary emphasis is placed on developing basic sentence skills. Students may choose the credit/no credit grading option.

Prerequisite: Completion of DE 384E with a grade of CR, or equivalent; concurrent enrollment in ESL 97 and ESL 55A

ESL 50B BASIC COMMUNICATION SKILLS

4 Units
Lecture: 3 hours
Laboratory: 3 hours

This course provides extensive study of fundamental language skills in preparation for higher

level writing courses. Primary emphasis is on the application of basic English communication skills to the speaking, reading, and writing of short compositions. Students may choose the credit/no credit grading option.

Prerequisite: Completion of DE 382E, DE 384 E, or ESL 50A with a grade of CR or "C" or better; concurrent enrollment in ESL 55B and RDG 50

ESL 51 EXPOSITORY LANGUAGE SKILLS

4 Units
Lecture: 4 hours

This non-transferable course is designed for ESL students who need further training and practice in expository writing and conventional language skills in preparation for higher level writing courses. Emphasis is on the reading and writing of full length essays (500 word minimum). Writing production will be at least 6,000 words. Students may choose the credit/no credit grading option.

Prerequisite: ESL 50B with a grade of "C" or better, or equivalent

ESL 55A TRANSITIONAL ENGLISH GRAMMAR (For Non-Native Students)

3 Units
Lecture: 3 hours

This course focuses on the fundamentals of English grammar with an emphasis on problems encountered by the non-native speakers on English. Students may choose the credit/no credit grading option.

Prerequisite: Completion of DE 382E with a grade of CR; concurrent enrollment in ESL 50A

**ESL 55B
BASIC GRAMMAR FOR ENGLISH AS
A SECOND LANGUAGE**

3 Units
Lecture: 3 hours

This course provides intensive study and application of the fundamentals of English grammar and structure in preparation for further college level writing courses. Students may choose the credit/no credit grading option.

Prerequisite: Completion of DE 382E with a grade of CR, or equivalent; concurrent enrollment in ESL 50B

**ESL 57
BASIC SPEAKING SKILLS**

3 Units
Lecture: 3 hours

This course is recommended for non-native speakers of English or bilingual students who wish to improve their spoken English. Students will learn to acquire a better pronunciation and intonation and gain greater oral skills in standard American speech. Emphasis is placed on oral production through practice of speaking exercises in class and with a cassette program. Students may choose the credit/no credit grading option.

Prerequisite: Eligibility for ENG 50, ESL 50A or B or concurrent enrollment in ENG 50, ESL 50A or B. ESL 97, 98, 99 strongly recommended

**ESL 60
ENGLISH GRAMMAR AND
STRUCTURE FOR ENGLISH AS A
SECOND LANGUAGE**

3 Units
Lecture: 3 hours

This course provides students with intensive study and application of advanced English grammar and structure in preparation for collegiate level writing courses. Students may choose the credit/no credit grading option.

Prerequisite: Completion of ESL 55B with a grade of "C" or better, or equivalent

**ENGLISH AS A SECOND LANGUAGE
LABORATORY**

ESL 97A-H ½ Unit
Laboratory: 1.5 hours

ESL 98A-F 1 Unit
Laboratory: 3 hours

ESL 99A-D 2 Units
Laboratory: 6 hours

This is an open entry/open exit environment designed to provide opportunities for students in all segments of the college community to develop their writing skills. Emphasis will be on the one-to-one tutorial approach, computer-assisted instruction, word composing/processing and audio-visual.

Co-requisite: Enrollment in a credit ESL course

JOURNALISM (J)**J 3A
NEWS REPORTING & WRITING
(CAN JOUR 2)**

3 Units
Lecture: 3 hours

This is a beginning course in news writing that provides instruction and practice in the fundamentals of news reporting. It concentrates on the writing of news with an introduction into feature writing. Included in the course are such topics as interviewing, story organization and structure, the style and language of journalism, and journalistic law and ethics. This course may be substituted for MC 2, Writing for the Mass Media.

*Prerequisite: ENG 1A or ENG 3A
CSU, UC, Associate Degree Applicable*

**J 4A
NEWSPAPER PRODUCTION**

3 Units
Lecture: 1 hour
Laboratory: 6 hours

This is a lecture and laboratory course which provides practical experiences working on the staff of a college newspaper. The experiences include both editorial and production work.

Prerequisite: J 3A or equivalent
CSU, Associate Degree Applicable

**J 4B
ADVANCED NEWSPAPER
PRODUCTION & EDITING**

3 Units
Lecture: 1 hour
Laboratory: 6 hours

This is an advanced lecture and laboratory course which provides practical experience working in editorial leadership positions on the college newspaper. Both editorial and production experiences are provided. Students will also learn and practice advanced editing skills.

Prerequisite: J 4A
CSU, Associate Degree Applicable

**J 6
INTRODUCTION TO DESKTOP
PUBLISHING**

3 Units
Lecture: 1 hour
Laboratory: 6 hours

This course is designed to introduce students to the latest techniques in desktop publishing. Students will learn to typeset, design and produce printed material utilizing MacIntosh personal computers, the Apple LaserWriter, and the PageMaker pagination system. It will also provide students with an overview of the rapidly developing field of desktop publishing.

Prerequisite: Eligibility for ENG 51 or equivalent
CSU, Associate Degree Applicable

**J 7
INTRODUCTION TO
PHOTOJOURNALISM**

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course is designed to acquaint the student with techniques, theories, and special problems of documentary and magazine photography for illustration and reporting.

Prerequisite: Eligibility for ENG 51 or equivalent
CSU, Associate Degree Applicable

**J 10
MAGAZINE ARTICLE WRITING**

3 Units
Lecture: 3 hours

A beginning writing course to provide instruction and practice in magazine article writing and a knowledge of current magazine markets. Concentration is on researching, interviewing, organizing, writing and style.

Prerequisite: Eligibility for ENG 51 or equivalent
Associate Degree Applicable

**MASS
COMMUNICATION (MC)****MC 1
MASS MEDIA IN AMERICAN CULTURE
(CAN JOUR 4)**

3 Units
Lecture: 3 hours

This course introduces students to the influences and contributions of the mass media in American popular culture. It traces the historical development of western culture and mass communication and focuses upon the interrelationship of the two. It is designed to enhance student awareness of the impact of the mass media in shaping mass culture.

Prerequisite: Eligibility for ENG 51 or equivalent
CSU, UC, Associate Degree Applicable

**MC 3
TELECOMMUNICATIONS**

3 Units
Lecture: 3 hours

This is an introductory course designed to acquaint students with telecommunications through a survey of the field's history, philosophy, legal aspects, networks, government regulations, programming, production sales, engineering operations, and future technological trends. Open to all students seeking a background in this rapidly changing field of electronic media.

Prerequisite: Eligibility for ENG 51 or equivalent
CSU, Associate Degree Applicable

**MC 4
INTRODUCTION TO MEDIA
ADVERTISING**

3 Units
Lecture: 3 hours

This course introduces students to the field of media advertising and the role it plays in American society. Students will be given an historical overview of the field and will be introduced to advertising layout, design, and sales strategies.

Prerequisite: Eligibility for ENG 51 or equivalent
CSU, Associate Degree Applicable

**MC 5
INTRODUCTION TO PUBLIC
RELATIONS**

3 Units
Lecture: 3 hours

This course offers students an overview of the public relations field with a practical approach to the handling and planning, of public relations campaigns.

Prerequisite: Eligibility for ENG 51 or equivalent
CSU, Associate Degree Applicable

RADIO-TELEVISION (RTV)**RTV 2
RADIO AND TELEVISION
ANNOUNCING**

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course offers microphone/broadcast announcing techniques and style for commercial delivery, newscasts, music shows, interviews, public service programs, sports and weather segments. There are also some assignments on writing copy for broadcast-news and commercials.

CSU, Associate Degree Applicable

**RTV 3A
AUDIO PRODUCTION**

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course introduces the techniques, procedures, equipment and devices required to produce audio programs and segments thereof. Actual production experience will be gained through student projects utilizing audio production equipment.

CSU, Associate Degree Applicable

**RTV 3B
ADVANCED AUDIO PRODUCTION**

3 Units
Lecture: 1 hour
Laboratory: 6 hours

This advanced course provides Audio Production for those persons possessing proven skills. The focus will be on program production.

Prerequisite: RTV 3A or equivalent; demonstrated production proficiency
CSU, Associate Degree Applicable

RTV 4A TELEVISION PRODUCTION

3 Units
Lecture: 1 hour
Laboratory: 6 hours

This course introduces the student to the techniques, procedures, equipment and devices required to produce television programs and commercials. Actual program production experience will be gained through student projects utilizing college television studio and field production equipment.

Prerequisite: Eligibility for ENG 51
CSU, Associate Degree Applicable

RTV 4B ADVANCED TELEVISION PRODUCTION

3 Units
Lecture: 1 hour
Laboratory: 6 hours

This is an advanced course in television production for those persons possessing proven television production skills. The focus will be on post production editing.

Prerequisite: RTV 4A or equivalent
CSU, Associate Degree Applicable

RTV 5 RADIO AND TELEVISION WRITING

3 Units
Lecture: 3 hours

This course provides an introduction to the analysis and preparation of scripts covering the areas of commercials, news, public service announcements, documentaries, promotional and dramatic announcements and full programs. The students will develop the ability to understand what constitutes a radio or television script and how to produce same.

CSU, Associate Degree Applicable

READING (RDG)

RDG 1 READING IMPROVEMENT

2 Units
Lecture: 1.5 hours
Laboratory: 1.5 hours

This is an accelerated course designed for the better reader. Topics include improving reading rate and comprehension, developing flexible reading rates, extending vocabulary, and study-type reading.

Prerequisite: RDG 51 or equivalent
CSU, Associate Degree Applicable

RDG 45 ADVANCED VOCABULARY

1 Unit
Laboratory: 3 hours

This is an advanced vocabulary course with an intensive words-in-context approach to vocabulary enrichment. Study of word parts and origins is included. It is designed for individualized study.

Prerequisite: Eligibility for ENG 51 or equivalent
Associate Degree Applicable

RDG 50 BASIC READING

3 Units
Lecture: 3 hours
Laboratory: 2 hours

This course is designed to provide extensive study and practice of basic reading skills including vocabulary development and comprehension improvement in preparation for college level courses. Students may choose the credit/no credit grading option.

Prerequisite: Concurrent enrollment in ENG 50 or equivalent

**RDG 51
ANALYTICAL READING**

3 Units
Lecture: 3 hours

This course is designed for students who have a vocabulary base for college-level reading but need practice in analytical reading and critical thinking skills. The focus of this course is on comprehension. Students will read college-level selections from the content areas, and some sections of RDG 51 are designated as adjunct courses (RDG 51/PSY; RDG 51/Western Civ., etc. Please see the semester class schedule.)

Prerequisite: Concurrent enrollment in ENG 51, or equivalent

**RDG 55
BASIC VOCABULARY**

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This is a basic course in vocabulary development which includes direct study of word meanings, familiarity with the dictionary, analysis of word parts, and working with commonly misunderstood words that sound or look alike. Students may choose the credit/no credit grading option.

SPEECH (SP)**SP 1
INTRODUCTION TO HUMAN
COMMUNICATION**

3 Units
Lecture: 3 hours

The course enables students to understand and improve the interpersonal communication skills through which human beings satisfy both their individual and social needs and objectives. Attention is focused on enhancing self-concept, developing empathy to resolve interpersonal conflict, exploring emotions, recognizing the limits of human perception, and improving listening skills and nonverbal communication (body language, appearance, touching, use of space and time).

Prerequisite: Eligibility for ENG 51 or equivalent
CSU, UC, Associate Degree Applicable

**SP 2
ORAL INTERPRETATION OF
LITERATURE**

3 Units
Lecture: 3 hours

This course encourages student growth in the comprehension, analysis, and evaluation of all major forms of literature; prose, poetry, and drama. The study of literary genres, styles of composition, techniques of characterization, approaches to literary criticism, performance skills, and editing techniques are discussed. The student is provided with an opportunity to synthesize classroom material through vocal performance before a classroom audience. Because of its holistic approach, the course is of benefit to students desiring skills in reading, writing, editing, performance and criticism.

Prerequisite: Eligibility for ENG 51
CSU, UC, Associate Degree Applicable

**READING ENGLISH AS A
SECOND LANGUAGE (RESL)****RESL 50
ESL READING**

3 Units
Lecture: 3 hours

This course provides students with practice of basic reading skills in preparation for college level courses. Students may choose the credit/no credit grading option.

Co-requisite: ESL 50A and/or ESL 50B or equivalent

**SP 4
PUBLIC SPEAKING**

3 Units
Lecture: 3 hours

This course includes study and practice of the basic techniques of successful public speaking. Emphasis is given to development of an effective personal style of communication with an audience. Informative, expository, persuasive and impromptu forms of speaking are covered. No previous experience is assumed.

Prerequisite: Eligibility for ENG 51
CSU, UC, Associate Degree Applicable

SP 5 GROUP DISCUSSION PROCESS

3 Units
Lecture: 3 hours

This course includes examination and practice of the basic principles of group interaction and communication. Focus is given to the process, methodology, problem solving, decision making, power, physical environment, conformity, conflict, group change and growth.

Prerequisite: Eligibility for ENG 51
CSU, UC, Associate Degree Applicable

SP 7 DECISION MAKING/ADVOCACY

3 Units
Lecture: 3 hours

This course studies the process of decision making as it relates to attitudes, values, beliefs and cultural myths. It covers basic argumentation, persuasion and the effective use of evidence. Students learn advocacy skills both through practice and analysis of media, propaganda and current and historical political speech.

Prerequisite: Eligibility for ENG 1A
CSU, UC, Associate Degree Applicable

SP 12A,B TEACHING OF PUBLIC COMMUNICATION SKILLS

3 Units
Lecture: 1.5 hours
Laboratory: 4.5 hours

This course is designed to permit students with

high levels of interest and proficiency in public speaking to study both public communication and the teaching of public communication skills. This will be primarily accomplished by students serving as facilitators for a public speaking class. There is intensive work in the critiquing of speeches, group interaction, and preparation of classroom speaking assignments.

Prerequisite: Completion of SP 4 with a grade of "A" or equivalent
CSU, Associate Degree Applicable

SP 15 INTERCULTURAL COMMUNICATION

3 Units
Lecture: 3 hours

This course focuses on the communication behaviors and values common to all cultures and on the differences that insulate and divide people of one culture from others. It involves perception, verbal and nonverbal (body language, appearance, touching, space, and time), processes, value and belief systems, social organization, stereotyping and prejudice. The study leads to a better understanding of American traditions, increased appreciation of the customs of others, and an awareness of more effective methods of communication.

Prerequisite: Eligibility for ENG 51 or equivalent
CSU, UC, Associate Degree Applicable

SP 55A-D PRINCIPLES OF STUDENT LEADERSHIP

2 Units
Lecture: 2 hours

Students will study parliamentary procedures, organizational structure and governance models. They will have opportunities to develop leadership skills, including communication, facilitation, problem solving and conflict resolution through small group communication. This course is also listed as STDV 55A-D and PS 55A-D.

Prerequisite: Eligibility for ENG 51 and RDG 51
CSU, Associate Degree Applicable

CULINARY ARTS

The Culinary Arts Program at College of the Desert provides training for careers in the Food Service and Lodging Industries, one of the fastest growing sectors in today's job market.

The Culinary Arts Program includes training at three levels: Entry, Intermediate and Advanced.

The Program is designed to prepare future working cooks and chef apprentices, as well as provide courses for the student desiring personal enrichment and cooks and chefs employed in the local industry who seek to enhance their skills and professional qualifications.

BASIC CULINARY ARTS

Certificate and Preparation for Employment

Required Courses:

Dept.	No.	Title	Units
CART	03	Principles of Cooking	5
CART	33	Intro. to Baking	4
CART	04	Pantry	5
BUHM	50	Intro. to Hospitality Indus.	3
HEFS	01	Sanitation & Safety	3
CERTIFICATE TOTAL			20

Advisors: Beno/Friend

INTERMEDIATE CULINARY ARTS

Certificate and Preparation for Employment

Required Courses:

Dept.	No.	Title	Units
CART	03	Principles of Cooking	5
CART	33	Intro. to Baking	4
CART	04	Pantry	5
BUHM	50	Intro. to Hospitality Indus.	3

HEFS	01	Sanitation & Safety	3
CART	34	Intermediate Baking	4
CART	06	Garde Manger	5
BUMA	01	Principles of Management	3
CART	35	Operations Mgmt. (Production Cooking)	4
Required Business Elective			3
CERTIFICATE TOTAL			39

Advisors: Beno/Friend

CULINARY MANAGEMENT

Preparation for Employment, Certificate Program and A.A. Degree

Required Courses:

Dept.	No.	Title	Units
CART	03	Principles of Cooking	5
CART	33	Intro. to Baking	4
CART	04	Pantry	5
BUHM	50	Intro. to Hospitality Indus.	3
HEFS	01	Sanitation & Safety	3
CS	70A	Computer Business Appli.	3
CART	10	Food Procurement & Cost Control	3
CART	11	Menu Planning	3
BUMA	01	Principles of Management	3
BUHM	64	Hotel/Motel Personnel Mgmt	3
CART	06	Garde Manger	5
CART	34	Intermediate Baking	4
CERTIFICATE TOTAL			44
General Education Subtotal			18
DEGREE TOTAL			62

Advisors: Beno/Friend

CULINARY ARTS

COURSE DESCRIPTIONS

CART 3 PRINCIPLES OF COOKING

5 Units
Lecture: 2.8 hours
Laboratory: 6.6 hours

This course is a comprehensive study of the physical changes which take place when preparing foods and the safe and sanitary use of hand tools, knives and kitchen equipment. It will focus on hands-on experience in the production of stocks, broths, glazes, leading and small sauces, gravies, emulsified sauces, soups, cooking methods using moist-heat, dry-heat using fat and the art of seasoning and flavoring.

Prerequisite: Eligibility for ENG 51
CSU, Associate Degree Applicable

CART 4 PANTRY

5 Units
Lecture: 3 hours
Laboratory 6 hours

This course covers the principles and practices used in producing pantry items in a commercial environment. A variety of menu items will be prepared including salads, salad dressings, grill and breakfast items, and sandwiches.

Prerequisite: Eligibility for ENG 51
Associate Degree Applicable

CART 5 PRINCIPLES OF BAKING

5 Units
Lecture: 2.8 hours
Laboratory: 6.6 hours

This course provides an understanding of basic characteristics and function of major ingredients. Focus will be on the importance and accuracy of weights measure and hands-on experience in the production of mixing methods of cakes, yeast raised products, danish, breads, croissants, puff pastry, custards,

puddings, and basic cake decorating.

Prerequisite: Eligibility for ENG 51
Associate Degree Applicable

CART 6 GARDE MANGER

5 Units
Lecture: 2.8 hours
Laboratory: 6.6 hours

This course is a comprehensive study of the skills necessary in the preparation and presentation of cold buffets. It focuses on hands-on experience in the production of aspic jellies, chaud froid sauces, forcemeats, pates, gelatins, sausages, mousses, brines, dry cures, marinades, smoked meats, poultry and fish, salt dough display pieces, vegetable flowers, buffet table and tray centerpieces using fruits and vegetables and ice sculptures.

Prerequisite: Eligibility for ENG 51
Associate Degree Applicable

CART 8 CLASSICAL BUFFET DESSERTS & COMPETITION DISPLAYS

5 Units
Lecture: 2.8 hours
Laboratory: 6.6 hours

This is a comprehensive study of classical desserts for buffet display and display and classical competition show pieces. The focus will be hands-on experience in the production and display of pastillage, croquant, chocolate, marzipan, royal icing, spun, pulled and blower sugar.

Prerequisite: Eligibility for ENG 51
Associate Degree Applicable

CART 10 FOOD PROCUREMENT AND COST CONTROL

3 Units
Lecture: 3 hours

This course studies the basic principles of purchasing food and beverages, as well as nonfood items, with particular attention to

product identification and to the ordering, receiving, storing, and issuing sequence.

Prerequisite: Eligibility for ENG 51
Associate Degree Applicable

CART 11 MENU PLANNING

3 Units
Lecture: 3 hours

This course studies the basic principles of menu making for a variety of types of food service operations, economic requirements, nutritional adequacy, skill of personal, and equipment limitations.

Prerequisite: Eligibility for ENG 51
Associate Degree Applicable

CART 15 RESTAURANT DESSERTS

4 Units
Lecture: 3 hours
Laboratory: 3 hours

This course provides students with the knowledge and skills necessary in the production of desserts in a restaurant setting. Emphasis will be placed on practicality, efficient production practices, visual appeal and profitability.

Prerequisite: Eligibility for ENG 51
Associate Degree Applicable

CART 28 RESORT FOOD AND BEVERAGE OPERATION

3 Units
Lecture: 3 hours

This course studies the techniques and methods of operating and controlling a food and beverage operation in a club environment. It studies the management techniques necessary for the planning, monitoring and controlling of a food service operation and of the control systems available to insure a profitable operation.

Prerequisite: Eligibility for ENG 51 and MATH 50
Associate Degree Applicable

CART 33 INTRODUCTION TO BAKING

4 Units
Lecture: 3 hours
Laboratory: 3 hours

This course enables students to learn and practice the skills and methods of production of bread, desserts and other baked goods using quantity production techniques.

Prerequisite: Eligibility for ENG 51
Associate Degree Applicable

CART 34 INTERMEDIATE BAKING

4 Units
Lecture: 3 hours
Laboratory: 3 hours

This course provides students with the knowledge and skills necessary for the production of cakes, tortes, french pastries and petit-fours utilizing commercial baking techniques.

Prerequisite: Eligibility for ENG 51; CART 33 or approval of instructor
Associate Degree Applicable

CART 35 OPERATIONS MANAGEMENT (PRODUCTION COOKING)

4 Units
Lecture: 3 hours
Laboratory: 3 hours

This course covers the principles and practices used in producing menu items in a commercial environment. A variety of menu items will be prepared using quantity food preparation equipment and techniques.

Prerequisite: CART 3 and HEFS 20
Associate Degree Applicable

DEVELOPMENTAL EDUCATION

An integral part of the course offerings at College of the Desert available to the residents of the Coachella Valley are the basic and academic skills courses offered by Developmental Education. Located on the Library Mezzanine (LM 4A) in the center of the campus, Developmental Education makes it possible for adult students to complete courses in several fundamental skill areas.

Many classes and programs are open-entry, open-exit, thereby allowing students to register at any time during the school year. Classes are held day and evening and at both on campus and off campus locations.

The courses in Adult Basic Education are centered around the learning skills normally acquired in grades 1-8 with the emphasis on developing reading, writing, mathematics, communication and life 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.

The Department also offers a program to prepare students for the GED Test. Many businesses and governmental agencies accept the GED certificate in lieu of the high school diploma. Arrangements to take the GED Test are to be made in LM 4A. There is a fee for the GED Test.

This program is especially developed for non-native speakers of English and for those who speak English as their second language. The College offers a series of courses which focus on the language skills necessary to function

and communicate effectively in basic, vocational, academic and professional aspects of life.

Developmental Education offers the Non-Credit ESL program, an intensive series of multi-skill courses which meet the needs of students not fluent in English. Persons from the beginning level (1) to the advanced level (6) of English proficiency acquire the skills required for their daily lives and prepare themselves to enter high school completion, vocational or academic programs. Please see *Communication* for information on the Credit ESL program.

HIGH SCHOOL DIPLOMA

The following courses are available for high school credit:

Dept. No.	Title
DE 318	Life Skills: Getting it Together
DE 320A-C	Fund of English
DE 322A-B	Adv Fund of Eng
DE 324A-B	Rdg Control Lab
DE 326A-B	U.S. History
DE 328A-B	Prac Amer Govmnt
DE 330	U.S. & World Geography
DE 332A-B	World History
DE 334	U.S. Citizenship
DE 342A-C	Prac Basic Math
DE 343A-B	Computer Discovery
DE 346A-B	Algebra I & II
DE 348A-B	General Science
DE 364A-D	GED Test Preparation
DE 368A-B	Beginning Typewriting
DE 376A-D	Typing
DE 378A-B	Psychology
DE 390A-D	Consumer Education
DE 392	Health Issues
DE 396	World of Work

The following courses are available for high school credit at Copper Mountain Campus:

Dept. No.	Title
DE 401	English A-Grammar Fundamentals
DE 402	English B-Grammar and Usage

DE 403	English III-Writing Skills
DE 404	Improving Spelling Skills
DE 405	Advanced English Vocabulary Development
DE 407	American Short Stories-A
DE 408	American Short Stories-B
DE 421	Economics
DE 422	You and the Law
DE 431	Success in Math
DE 432	Accounting I
DE 433	Accounting II
DE 434	Math II-Advanced Math
DE 435	Trigonometry
DE 451	Drama I
DE 452	Drama II

The Department also offers a program to prepare students for the GED Test. Many businesses and governmental agencies accept the GED certificate in lieu of the high school diploma. Arrangements for taking the GED Test are to be made in LM4A. There is a fee for the GED Test.

ENGLISH AS A SECOND LANGUAGE

The English as a Second Language Program which operates on a year-round, open-entry basis, offers instruction at all levels of proficiency for persons who are learning English as

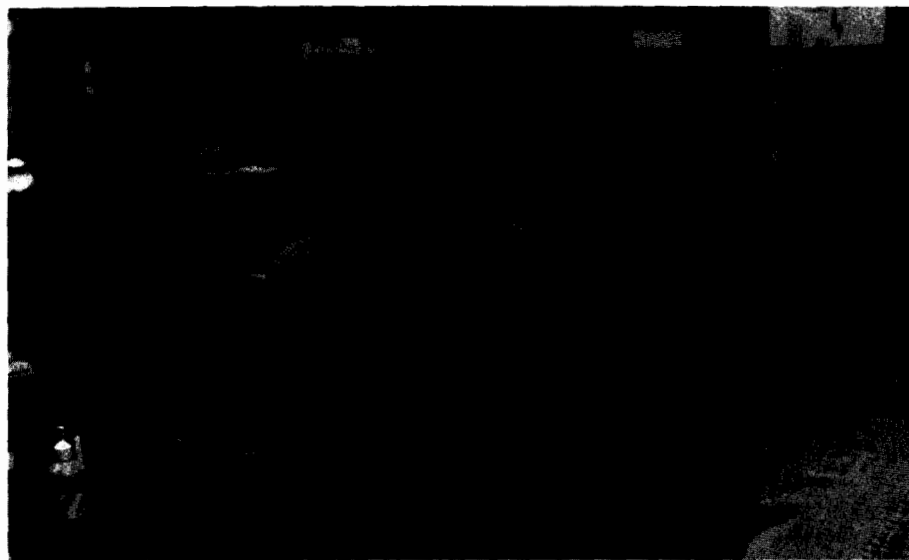
a second language. All persons 18 years of age and older, regardless of their educational background are welcome to participate in this program.

Dept. No.	Title
DE 310	A-DESL Civics I-IV
DE 382	A-F ESL Grammar
DE 384	A-F ESL Reading & Writing
DE 386	A-F ESL Oral Communication
DE 388	A-F ESL Conversational Skills
DE 399	ESL Language Laboratory

EL INGLES COMO SEGUNDO IDIOMA

El departamento de "Developmental Education", Inglés Como Segundo Idioma, ofrece programas de instrucción para todos los niveles de habilidad para las personas que están estudiando el inglés como lengua extranjera o segundo idioma. Se encuentra en el segundo piso de la biblioteca del Colegio del Desierto, y las clases que se ofrecen en este departamento se reúnen durante todo el año y reciben nuevos estudiantes todos los días.

Cada persona de 18 años o más, sin tener en cuenta su educación previa, es bienvenida a este programa.



DISABLED STUDENTS PROGRAMS AND SERVICES

Students with disabilities at College of the Desert are encouraged to participate in the same activities and courses as any student. Special services are offered to provide a more equitable classroom experience and to help successfully integrate the student into college life. Such services provided include: priority registration, tutoring, interpreters, notetakers, specialized counseling, and special equipment to those who qualify.

Special instruction is available to qualified students. Participation is voluntary, and interested students must apply for special instruction programs. Special instructional programs include: Learning Disabled; Acquired Brain Injured; the Computer Access/High Tech programs, Work Ability III, and individualized Special Education instruction. A varied program of Physical Activities are offered, as well.

All interested individuals are urged to contact the Learning Disabilities Specialist, the Counselor or the Director of Disabled Students, Programs and Services for further information: (619) 773-2535; TDD (619) 773-2598.

DISABLED STUDENTS PROGRAMS & SERVICES

COURSE DESCRIPTIONS

DSPS 40 SURVEY OF RESOURCES FOR STUDENTS WITH DISABILITIES

2 Units
Lecture: 2 hours

The emphasis of this course will be on self-assessment for the student who is disabled, as well as information dissemination. Topics to be discussed will include personal goals,

counseling, the college experience, career exploration and college support services and programs. The law and how it affects the disabled will be discussed.

DSPS 40A PERSONAL ASSESSMENT FOR STUDENTS WITH DISABILITIES

2 Units
Lecture: 2 hours

This course explores the individual needs and goals of students with disabilities including college experience, guidance, counseling, supportive services and job placement. Emphasis will be on information dissemination and self-assessment.

CSU, Associate Degree Applicable

DSPS 40B EMPLOYMENT FOR INDIVIDUALS WITH DISABILITIES

2 Units
Lecture: 2 hours

The fundamentals of employment and the process of developing goals for future employment of persons with disabilities are the two objectives of this course.

CSU, Associate Degree Applicable

DSPS 41 INFORMATION MANAGEMENT STRATEGIES

2 Units
Lecture: 1.5 hours
Laboratory: 1.5 hours

The emphasis of this course is to develop or enhance student's ability to manage and organize information. Multi-media instruction is utilized. The lecture section will include video, and/or specific software programs designed to generate informed discussions focused on current events and human interest topics. The lab section provides repetition of the stimulus topic event via video tape or software utilization, plus individualized computer assisted instruction, specific to word processing skill development.

DSPS 42 ALTERNATIVE LEARNING STRATEGIES

2 Units
Lecture: 1.5 hours
Laboratory: 1.5 hours

This course is comprised of specialized computer assisted instruction for students with learning disabilities or acquired brain injuries to provide opportunities to maximize their learning potential and increase academic efficiency.

DSPS 44 COMPUTER ACCESS KEYBOARDING

1 Unit
Laboratory: 3 hours

Students with verified disabilities will be provided individualized training in keyboarding and word processing skills as is specific to the microcomputer and the technological adaptations chosen. This course is designed to teach keyboarding basics to disabled students who must use adaptive technologies for successful access to the keyboard or screen and/or are unable to compete successfully in mainstream typing classes.



DSPS 45A JOB SKILLS DEVELOPMENT - VOCATIONAL EXPLORATION

1 Unit
Lecture: 1 hour

This course is designed to assist students with disabilities in developing specific goals for employment. Its focus is on personal and vocational assessment, clarification of values, identification of skills, and the development of a vocational plan.

Prerequisite: Recommended for students with disabilities

DSPS 45B JOB SKILLS DEVELOPMENT - JOB APPLICATIONS & RESUME WRITING

½ Unit
Lecture: ½ hour

This course is designed to assist students with disabilities in successfully completing job applications and writing a resume.

Prerequisite: Recommended for students with disabilities

DSPS 45C JOB SKILLS DEVELOPMENT - JOB INTERVIEW SKILLS

½ Unit
Lecture: ½ hour

This course is designed to assist students with disabilities to develop successful job interviewing skills.

Prerequisite: Recommended for students with disabilities

DSPS 47 COMPUTER ACCESS APPLICATIONS

½ Unit
Laboratory: 1.5 hours

Students with various verified disabilities will implement and utilize acquired skills with personalized

adapted computer technologies to perform required tasks and participate in regular college courses.

Prerequisite: DSPS 304, or equivalent as determined by instructor

**DSPS 301
ASSESSMENT OF LEARNING
DYSFUNCTION**

0 Units

Students will be individually tested for learning disabilities and/or acquired brain injured learning dysfunctions. Title V established testing and criteria will be utilized. An individual education plan (I.E.P.) will be generated.

Prerequisite: Students must be referred by appropriate college specialist or agency. Enrollment by permission of instructor

**DSPS 304
SPECIAL EDUCATION LAB**

0 Units

The Special Education Lab is a laboratory situation that provides access to a Learning Specialist for students with disabilities. The specialist will design and instruct an individualized program of learning activities to support students who are otherwise enrolled in regular programs.

Prerequisite: Intended for students with disabilities

**DSPS 305
COMPUTER ACCESS ASSESSMENT**

0 Units

Students with verified disabilities will receive personal assessment to evaluate individual functional limitations, skills and abilities for the purpose of selecting appropriate computer technological adaptations. Skills training for personal utilization of the selected adapted technology will be provided.

**ENGINEERING/
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' experiences in the specific occupational areas. A student's own background experience 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.

**AIR CONDITIONING AND
REFRIGERATION**

Certificate and Preparation for Employment

Courses Required:

Dept.	No.	Title	Units
ACR	60	Air Cond/Refrig I	3
ACR	61	Air Cond/Refrig II	3
ACR	62	Air Cond III	3
ACR	63	Refrigeration IV	3
ACR	64	Air Cond/Refrig Elec I	3
ACR	65	Air Cond/Refrig Elec II	2

Required Subtotal 17

Technical Electives: 7

Select a minimum of 7 units from the following:

ACR	65L	Air Cond/Refrig Elec Lab	1
ACR	66	Air Cond Load Estimating	1
ACR	67	Refrig Load Estimating	1
ACR	68	Air Dist Sys Design	1
ACR	69	Air Cond/Refrig Cost Est	1
ACR	70A	ACR Special Project	1
ACR	70B	ACR Special Project	2
ACR	71	Comfort Heating Systems	1
ACR	72	Air Cond/Refrig Elec III	2
ACR	73	Pneumatic Control	1
ACR	74	ACR System Access	2

Electives:

Select 3-4 units from the following (with Advisor approval):

AGBU 5	Microcomputer Applications	3
AUTO 60A	Auto Air Conditioning I	2
BUAC 1	Accounting I	3
BUMA 20A	Business Law	3
BUSM 91	Supervision	2
MATH 50	Elementary Algebra	4
Elective Subtotal		3-4

CERTIFICATE TOTAL 27-28

Advisor: Hamilton

AIR CONDITIONING AND REFRIGERATION

A.S. Degree and Preparation for Employment

Courses Required:

Dept.	No.	Title	Units
ACR 60	Air Cond/Refrig I	3	
ACR 61	Air Cond/Refrig II	3	
ACR 62	Air Cond III	3	
ACR 63	Refrigeration IV	3	
ACR 64	Air Cond/Refrig Elec I	3	
ACR 65	Air Cond/Refrig Elec II	2	
ACR 72	Air Cond/Refrig Elec III	2	
Required Subtotal		19	

Technical Electives - Select 23 units from the following courses:

ACR 65L	Air Cond/Refrig Electric Lab	1
ACR 66	Air Cond Load Estimating	1
ACR 67	Refrigeration Load Estimating I	1
ACR 68	Air Distribution Systems	1
ACR 69	Cost Estimating for Air Cond/Ref	1
ACR 70A	ACR Special Project	1
ACR 70B	ACR Special Project	2
ACR 71	Comfort Heating Systems	2
ACR 73	Pneumatic Control	1
ACR 74	ACR System Access	2
AGBU 5	Microcomputer Applications	3
AUTO 60A	Auto Air Conditioning I	2
BUAC 1	Accounting I	3
BUMA 20A	Business Law	3
BUSM 91	Elements of Supervision	2

Elective Subtotal 23
 General Education Requirements* 18

*To include:

NR 1 Convsv of Natural Resources (3)

DEGREE TOTAL 60

Advisor: Hamilton

AUTOMOTIVE TECHNOLOGY

A.A. Degree and Preparation for Employment

Courses Required:

Dept. No. Title Units

AUTO 1	Auto Principles I	2
AUTO 19	Hazardous Materials	0.5
Units from certificate programs as agreed upon by student and Automotive Advisor		37
Micro Computer Applications (AGBU 5 or CS 70A)		3

Required Subtotal 42.5
 General Education Subtotal 18

DEGREE TOTAL 60.5

Note: Preparation for transfer will require additional General Education courses. Consult Advisor.

Advisors: Tamulonis; DaShiell-PD/CMC

AUTOMOTIVE CERTIFICATE PROGRAMS

The Automotive certificate programs are in the areas of certification as outlined by the ASE. Upon completion of a certificate program, the student should be ready for employment in that specialty areand also be prepared to take the ASE Mechanic's certification test in the same area.

AUTOMATIC TRANSMISSIONS

Certificate and Preparation for Employment as an Automatic Transmission and Transaxle Specialist

Courses Required:

Dept.	No.	Title	Units
AUTO 1		Auto Principles I..... (or equivalent)	2
AUTO 64A		Automatic Transmission I.....	2
AUTO 64B		Automatic Transmission II....	2
CERTIFICATE TOTAL			6

Advisors: Tamulonis, DaShiell-PD/CMC

AUTOMOTIVE AIR CONDITIONING

Certificate and Preparation for Employment as an Automotive Air Conditioning Specialist

Courses Required:

Dept.	No.	Title	Units
AUTO 1		Auto Principles I..... (or equivalent)	2
AUTO 60A		Auto Air Conditioning I.....	2
AUTO 60B		Auto Air Conditioning II.....	2
CERTIFICATE TOTAL			6

Advisors: Tamulonis, DaShiell-PD/CMC

AUTOMOTIVE ELECTRICAL SYSTEMS

Certificate and Preparation for Employment as an Automotive Electrical Technician

Courses Required:

Dept.	No.	Title	Units
AUTO 20		Auto Electric I.....	3
AUTO 21		Auto Electric II.....	3
AUTO 22A		Auto Electric III.....	1
AUTO 81		Air Bags	1
CERTIFICATE TOTAL			8

Advisors: Tamulonis, DaShiell-PD/CMC

BRAKE TECHNOLOGY

Certificate and Preparation for Employment

Courses Required:

Dept.	No.	Title	Units
AUTO 1		Auto Principles I..... (or equivalent)	2
AUTO 30		Auto Brake Systems	2
AUTO 31		Brake License Prep.....	1
AUTO 32		Anti-skid Brake Systems	1
CERTIFICATE TOTAL			6

Advisors: Tamulonis, DaShiell-PD/CMC

ENGINE PERFORMANCE AND EMISSION CONTROL

Certificate and Preparation for Employment as an Automotive Tune-up and Emission Control Systems Technician; Preparation for State SMOG License Test.

Courses Required:

Dept.	No.	Title	Units
AUTO 20		Auto Electric I.....	3
AUTO 23		Engine Performance I.....	3
AUTO 24		Engine Performance II.....	3
AUTO 25		Engine Performance III.....	3
AUTO 27A		BAR Clear Air Course I.....	2.5
AUTO 28A		BAR Clean Air Course II... ..	2.5
CERTIFICATE TOTAL			17

Advisors: Tamulonis, DaShiell-PD/CMC

ENGINE REBUILDING

Certificate and Preparation for Employment as an Automotive Engine Rebuilding Specialist

Courses Required:

Dept.	No.	Title	Units
AUTO 1		Auto Principles I..... (or equivalent)	2
AUTO 63A		Engine Rebuild I.....	2
AUTO 63B		Engine Rebuild II.....	2
CERTIFICATE TOTAL			6

Advisors: Tamulonis, DaShiell-PD/CMC

GASEOUS FUELS

Certificate and Preparation for Employment as a specialist in the installation, repair and servicing of light and medium duty compressed natural gas and propane powered vehicles.

Courses Required:

Dept.	No.	Title	Units
AUTO	20	Auto Electric I	3
AUTO	23	Engine Performance I	3
AUTO	24	Engine Performance II	3
AUTO	90A	Compressed Natural Gas	2
AUTO	90B	Propane Gas	2
CERTIFICATE TOTAL			13

Advisors: DaShiell, Tamulonis

STANDARD TRANSMISSIONS

Certificate and Preparation for Employment as an Automotive Standard Transmission and Drivetrain Specialist

Courses Required:

Dept.	No.	Title	Units
AUTO	1	Auto Principles I (or equivalent)	2
AUTO	65A	Standard Transmission I	2
AUTO	65B	Standard Transmission II	2
CERTIFICATE TOTAL			6

Advisors: Tamulonis, DaShiell-PD/CMC

SUSPENSION AND ALIGNMENT

Certificate and Preparation for Employment as an Automotive Alignment and Suspension Technician

Courses Required:

Dept.	No.	Title	Units
AUTO	1	Auto Principles I (or equivalent)	2
AUTO	33	Suspension & Alignment	2
AUTO	34	Automotive Steering	2
AUTO	80	Active Suspension Systems	1
CERTIFICATE TOTAL			7

Advisors: Tamulonis, DaShiell-PD/CMC

ENGINEERING/ TECHNOLOGY COURSE DESCRIPTIONS

AIR CONDITIONING & REFRIGERATION

ACR 60 AIR CONDITIONING/ REFRIGERATION I

3 Units
Lecture: 2 hours
Laboratory: 3 hours

In this course students are introduced to the mechanical refrigeration cycle and its components. The use of specialized tools, instruments and service procedures for installation, maintenance and repair of air conditioning and refrigeration equipment is covered in this course.

Prerequisite: Eligibility for MATH 50 and ENG 51 or concurrent enrollment in ENG 50; concurrent enrollment in ACR 64 is recommended
Associate Degree Applicable

ACR 61 AIR CONDITIONING/ REFRIGERATION II

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course provides intensive study of the mechanical refrigeration cycle and its components. Troubleshooting philosophy and techniques are presented to enable the student to diagnose system problems and malfunctioning of air conditioning and refrigeration equipment. Hands-on laboratory experience provides the student an opportunity to practice the methods and techniques presented in the classroom.

Prerequisites: ACR 60; concurrent enrollment in ACR 64 or ACR 65 is recommended
Associate Degree Applicable

ACR 62 AIR CONDITIONING III

3 Units
Lecture: 3 hours

This course covers air conditioning systems application and equipment, with an emphasis on service diagnosis, repair and maintenance procedures currently practiced in the field. Techniques for system sizing and selection are presented to the student, with practice solving practical problems.

Prerequisites: Eligibility for ENG 51 and MATH 50; ACR 60, 61, 64, 65 or equivalent field experience
CSU, Associate Degree Applicable

ACR 63 REFRIGERATION IV

3 Units
Lecture: 3 hours

This course emphasizes commercial refrigeration systems and equipment. Field accepted diagnostic procedures, service techniques and repair methods for commercial refrigeration systems are covered. It also introduces system sizing, selection and design techniques.

Prerequisites: ACR 60, 61, 64, and 65 or equivalent field experience; concurrent enrollment in ACR 70A or 70B recommended
CSU, Associate Degree Applicable

ACR 64 AIR CONDITIONING/ REFRIGERATION ELECTRICITY I

3 Units
Lecture: 2 hours
Laboratory: 3 hours

In this course students are introduced to alternating current electrical theory. The methods used commercially to generate and distribute electrical power are presented. The use of electricity in air conditioning and refrigeration

equipment is outlined. The operation, application, wiring, control and basic troubleshooting of induction motors is discussed in detail.

Prerequisite: Eligibility for ENG 51 and MATH 50 or concurrent enrollment in ENG 50; concurrent enrollment in ACR 60 recommended
Associate Degree Applicable

ACR 65 AIR CONDITIONING/ REFRIGERATION ELECTRICITY II

2 Units
Lecture: 2 hours

In this course students are introduced to the procedures, techniques and instruments utilized for trouble shooting the motors, circuitry and control elements for air conditioning and refrigeration equipment. Variations in control systems, including solid state and pneumatic control are described and analyzed.

Prerequisites: ACR 64; concurrent enrollment in ACR 65L recommended
Associate Degree Applicable

ACR 65L AIR CONDITIONING/ REFRIGERATION ELECTRICAL LAB

1 Unit
Laboratory: 3 hours

In this course the student utilizes the test instruments, tools and equipment to learn proper methods and troubleshooting circuits and components commonly encountered in air conditioning and refrigeration equipment. It is designed to complement the coursework of ACR 65.

Prerequisite: Concurrent or previous enrollment in ACR 65
Associate Degree Applicable

**ACR 66
AIR CONDITIONING
LOAD ESTIMATING**

1 Unit
Lecture: 1 hour

In this course students are presented the techniques for determining heating and cooling loads on residential and light commercial buildings. The class uses the industry accepted ACCA Manual J for residential load estimating with the appropriate forms.

Prerequisite: Eligibility for ENG 51 and MATH 50; concurrent enrollment in ACR 60 recommended

Associate Degree Applicable

**ACR 67
REFRIGERATION
LOAD ESTIMATING**

1 Unit
Lecture: 1 hour

The students will perform heat load calculations, equipment selection and pipe layout and sizing for commercial refrigeration applications using current field techniques.

Prerequisite: Eligibility for ENG 51 and MATH 50; concurrent enrollment in ACR 60 recommended

Associate Degree Applicable

**ACR 68
AIR DISTRIBUTION SYSTEMS**

1 Unit
Lecture: 1 hour

This course provides the techniques and procedures used in layout, sizing and materials estimating for residential and light commercial duct systems.

Prerequisite: ACR 60
Associate Degree Applicable

**ACR 69
COST ESTIMATING FOR AIR
CONDITIONING/REFRIGERATION**

1 Unit
Lecture: 1 hour

This course provides the methods and techniques employed in the field for estimating costs and bidding on typical service, unit replacement and new construction involving air conditioning and refrigeration equipment. The student becomes familiar with the operating expenses, income and profit structure of typical air conditioning and refrigeration contracting businesses.

Prerequisite: Eligibility for ENG 51 and MATH 50; previous or concurrent enrollment in ACR 60

Associate Degree Applicable

**ACR 70A,B
AIR CONDITIONING/REFRIGERA-
TION SPECIAL PROJECT**

1 Unit
Laboratory: 3 hours

In these courses, the student utilizes the air conditioning/refrigeration lab facilities, the library and outside resources to complete a special project assigned in conjunction with the coursework for ACR 62 or ACR 63.

Prerequisite: ACR 60, 61, 64; concurrent enrollment in ACR 62 or ACR 63
Associate Degree Applicable

**ACR 71
COMFORT HEATING SYSTEMS**

2 Units
Lecture: 2 hours

This course presents the operation, application and service of comfort heating systems including: gas heating, heat pumps, electric heat and hot water boiler systems.

Prerequisite: ACR 60
Associate Degree Applicable

ACR 72 AIR CONDITIONING/REFRIGERA- TION ELECTRICITY III

2 Units
Lecture: 2 hours

In this course students are presented advanced electrical troubleshooting techniques and procedures. The operation, adjustment and service of pneumatic, electrical modulating and solid state control systems and devices is presented. During the presentation of this course, the student develops his/her personal electrical service and data handbook.

Prerequisite: ACR 60, ACR 61, ACR 64,
ACR 65 and ACR 65L
Associate Degree Applicable

ACR 73 PNEUMATIC CONTROL

1 Unit
Lecture: 1 hour

This course provides students with an understanding of pneumatic control systems. The application, operation, selection of components, and service procedures for pneumatic control systems will be presented.

Prerequisite: ACR 60 and ACR 64
Associate Degree Applicable

ACR 74 AIR CONDITIONING/ REFRIGERATION SYSTEM ACCESSORIES

2 Units
Lecture: 2 hours

This course provides descriptions of the operation, installation, service and repair of accessory equipment commonly used to improve operating performance, to enhance efficiency or to provide operational flexibility of air conditioning and refrigeration systems.

Prerequisite: ACR 60 and ACR 64
Associate Degree Applicable

AUTOMOTIVE AND POWER

AUTO 1 AUTOMOTIVE PRINCIPLES I

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course covers basic fundamentals and basic knowledge of the automotive repair trade. It includes shop safety, hand tools, fasteners, shop math, and an overview of basic automotive systems.

Prerequisite: Eligibility for ENG 51 or
concurrent enrollment in ENG 50
Associate Degree Applicable

AUTO 2 AUTOMOTIVE PRINCIPLES II

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course stresses automotive engine operation principles. Practical work in the operation, inspection, maintenance, and repair of engines is included. Drive train principles, steering mechanisms, brake systems, suspensions and hydraulics systems will be studied.

Prerequisite: AUTO 1 or equivalent
CSU, Associate Degree Applicable

AUTO 3 AUTOMOTIVE PRINCIPLES III

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course provides theory and practice of using different electrical equipment with an emphasis on hand held test equipment. Breaker point, electronic and computer type ignitions will be covered.

Prerequisite: AUTO 1
CSU, Associate Degree Applicable

**AUTO 19
HAZARDOUS MATERIAL-AUTO**

½ Unit

Lecture: .5 hours

This course provides training in the basic laws and regulations regarding the use, storage, handling, emergency response, and disposal of hazardous materials found in the automotive repair industry.

Prerequisite: Eligibility for ENG 51 or 1 year trade experience

Associate Degree Applicable

**AUTO 20
AUTO ELECTRIC I (NATEF)**

3 Units

Lecture: 2 hours

Laboratory: 3 hours

This course provides basic theory and direct experience in automotive electrical systems, operations, trouble shooting, and repair. It is the basis for auto tune-up, fuel systems, automotive computer systems, and the BAR-certified clean air car course.

Prerequisite: AUTO 1 or 1 year trade experience

Associate Degree Applicable

**AUTO 21
AUTO ELECTRIC II (NATEF)**

3 Units

Lecture: 2 hours

Laboratory: 3 hours

This course provides further study of the automotive electrical system. It covers basic ignition systems, lighting systems, gauges and warning devices, windshield wipers, and other body related electrical components.

Prerequisite: AUTO 20, or passing ASE Electrical System Test, or completion of 600 hours advanced ROP auto technology course, or 1 year trade experience

Associate Degree Applicable

**AUTO 22 A-D
AUTO ELECTRIC III (NATEF)
LAMP LICENSE PREP**

1 Unit

Lecture: .75 hour

Laboratory: .75 hour

This course is preparation for the State of California - Bureau of Automotive Repair's Lamp Inspection License Class "A" test.

Prerequisite: AUTO 20 and 21, or passing ASE Electrical System Test, or 1 year trade experience

Associate Degree Applicable

**AUTO 23
ENGINE PERFORMANCE I (NATEF)**

3 Units

Lecture: 2 hours

Laboratory: 3 hours

This course provides operating theory and experience in the operation, diagnosis, and repair of Kettering, Electronic, and distributorless (DIS) ignition systems. It covers basic oscilloscope operation and is the basis for engine computer and emission control systems. This course is the first of a 3-course series.

Prerequisite: AUTO 20, or passing ASE Electrical System Test, or 1 year trade experience in engine tune-up, or completion of 600 hours advanced ROP automotive technology course

Associate Degree Applicable

**AUTO 24
ENGINE PERFORMANCE II (NATEF)**

3 Units

Lecture: 2 hours

Laboratory: 3 hours

This course provides operating theory and hands-on experience in the operation, diagnosis, and repair of automotive fuel systems with carburetors, basic throttle body, and port fuel injection systems. Use of the exhaust gas analyzer is covered.

Prerequisite: AUTO 20 and AUTO 23, or

passing ASE Electrical System Test, or 1 year trade experience in engine tune-up, or completion of 600 hours advanced ROP automotive technology course
Associate Degree Applicable

AUTO 25 ENGINE PERFORMANCE III (NATEF)

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course includes the theory, operation, testing, diagnosis, and repair of the automotive engine computer control systems used on today's vehicles.

Prerequisite: AUTO 20; completion of, or concurrent enrollment in AUTO 21, 23, and 24; or passing ASE Electrical System Test or Engine Performance Tests; or 2 years trade experience in engine tune-up and electrical
Associate Degree Applicable

AUTO 27 A-D B.A.R. CLEAN AIR COURSE PART I

2½ Units
Lecture: 2 hours
Laboratory: 1.5 hours

This course covers SMOG inspection rules and regulations, a review of engine performance theory, and the inspection and testing of 1979 and older vehicles. AUTO 27 and AUTO 28 of the B.A.R. Clean Air Course must be taken and passed with a grade of "C" or better to be eligible for a Bureau of Automotive Repair Certificate of Completion. This course is approved by the State of California, Bureau of Automotive Repair.

Prerequisite: AUTO 14, AUTO 61, and AUTO 62; or 180 hours of Engine Performance and Electrical courses; or passing ASE Engine Performance and Electrical System Tests; or 1 year trade experience in engine tune-up
Associate Degree Applicable

AUTO 28 A-D B.A.R. CLEAN AIR COURSE PART II

2½ Units
Lecture: 2 hours
Laboratory: 1.5 hours

Part II of the clean air course inspection procedures diagnosis and repair of 1980 newer vehicles along with a detailed review of system identification and computer system theory. This course is approved by the State of California, Bureau of Automotive Repair.

Prerequisite: AUTO 27; or AUTO 14, AUTO 61, AUTO 62, and AUTO 50; or 180 hours of Engine Performance and Electrical courses; or passing ASE Engine Performance and Electrical System Tests; or 1 year trade experience in engine tune-up
Associate Degree Applicable

AUTO 30 AUTO BRAKE SYSTEMS (NATEF)

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course provides basic theory and direct experience in automotive brake system operation, trouble shooting, and repair. This is the basis for the State Brake Inspection License course (AUTO 31 A-D).

Prerequisite: AUTO 1 or 1 year trade experience
Associate Degree Applicable

AUTO 31 A-D BRAKE LICENSE PREPARATION

1 Unit
Lecture: .75 hour
Laboratory: .75 hour

This course is preparation for the State of California - Bureau of Automotive Repair's Brake Inspection Class "A" license test.

Prerequisite: AUTO 30, or AUTO 20, or 1 year trade experience, or passing ASE Brake Test
Associate Degree Applicable

AUTO 32 ANTI-SKID BRAKE SYSTEMS

1 Unit
Lecture: .5 hour
Laboratory: 1.5 hours

This course provides the theory, operation, testing, diagnosis, and repair of Anti-skid Brake Systems used in today's vehicles.

Prerequisite: AUTO 20, 25, and 30; or passing of ASE Electrical System, Engine Performance, and Brake Systems tests; or 2 years appropriate trade experience
Associate Degree Applicable

AUTO 33 SUSPENSION AND ALIGNMENT (NATEF)

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course provides basic theory and direct experience in automotive suspension systems and wheel alignment.

Prerequisite: AUTO 1 or 1 year trade experience
Associate Degree Applicable

AUTO 34 AUTOMOTIVE STEERING (NATEF)

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course provides basic theory and direct experience in the service and repair of automotive steering systems including four-wheel steering, electronic and computer controlled, and variable assist steering systems.

Prerequisite: AUTO 1, or 1 year trade experience
Associate Degree Applicable

AUTO 40 BASIC SHOP OPERATIONS

1 Unit
Lecture: 1 hour

This course provides an introduction to daily automotive service department routine. The course will be concerned with personal and shop safety, the writing and interpreting of repair orders, the legal aspects of auto repair, use of service manuals and parts catalogs. It also includes an overview of vehicle systems and a review of the metric system as applied to auto repair.

Prerequisite: Eligibility for ENG 51 or concurrent enrollment in ENG 50; AUTO 1 or equivalent
CSU, Associate Degree Applicable

AUTO 46 AUTOMOTIVE DIAGNOSTIC EQUIPMENT

2 Units
Lecture: 1.5 hours
Laboratory: 1.5 hours

This course provides instruction in the proper operation and use of tune-up related automotive diagnostic equipment. Included are oscilloscopes, exhaust gas analyzers, automotive computer diagnostic testers, and other tune-up related test equipment.

Prerequisite: Eligibility for ENG 51 or concurrent enrollment in ENG 50; completion or concurrent enrollment in AUTO 42
CSU, Associate Degree Applicable

AUTO 51 ADVANCED AUTO COMPUTERS

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course covers basic knowledge of computer systems and provide detailed insight into automotive on board computer systems. It also provides in-depth troubleshooting experience using conventional and non-conventional methods.

Prerequisite: ENG 51, AUTO 14 and AUTO 50 or trade experience
Associate Degree Applicable

AUTO 60A AUTO AIR CONDITIONING I

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course provides basic theory and hands-on experience in automotive air conditioning and heating system operation, trouble shooting, and repair. This course is based on NATEF guidelines.

Prerequisite: AUTO 1, or 1 year trade experience
Associate Degree Applicable

AUTO 60B AUTO AIR CONDITIONING II

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course provides advanced training and hands-on experience in automotive air conditioning, heating, and climate control systems theory, operation, trouble shooting, and repair. This course is based on NATEF guidelines.

Prerequisite: AUTO 60A, or 1 year trade experience in air conditioning
Associate Degree Applicable

AUTO 63A ENGINE REBUILD I - TOP END

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course provides basic theory and practical experience in the disassembly, inspection, machine work, reassembly and adjustment of the cylinder heads and valve train of an internal combustion engine.

Prerequisite: AUTO 1, or 1 year trade experience
Associate Degree Applicable

AUTO 63B ENGINE REBUILD II - LOWER END

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course provides basic theory and practical experience in the disassembly, inspection, re-assembly and adjustment of the cylinder block and related components.

Prerequisite: AUTO 1, or 1 year trade experience
Associate Degree Applicable

AUTO 64A AUTOMATIC TRANSMISSIONS I

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course provides an introduction to basic theory and hands-on experience in the operation, diagnosis, servicing, and repair of automatic transmissions for rear wheel drive vehicles.

Prerequisite: AUTO 1, or 1 year trade experience
Associate Degree Applicable

AUTO 64B AUTOMATIC TRANSMISSIONS II

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course provides basic knowledge and hands-on experience in the operation, diagnosis, servicing, and repair of automatic transaxles. It covers the operation and diagnosis of computer controlled automatic transmissions and transaxles.

Prerequisite: AUTO 1, or 1 year trade experience in automatic transmissions
Associate Degree Applicable

**AUTO 65A
STANDARD TRANSMISSIONS I**

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course covers the principles of operation and repair of clutches, three, four, and five-speed manual transmissions, and drive lines and rear axles for rear wheel drive vehicles.

Prerequisite: AUTO 1, or 1 year trade experience
Associate Degree Applicable

**AUTO 65B
STANDARD TRANSMISSIONS II**

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course covers the principles of operation and repair of clutches, three, four, and five-speed manual transaxles and drive trains for front wheel drive vehicles.

Prerequisite: AUTO 1, or 1 year trade experience
Associate Degree Applicable

**AUTO 68
NIASE TEST PREPARATION**

½ Unit
Lecture: .5 hour

This course prepares the student for National Institute for Automotive Service Excellence (NIASE) test: "Automotive Certificate Exam". Topics covered include: brakes, front end, engine repair, engine performance, automatic transmission/transaxle, manual drive train and axles, electrical and heating/air conditioning. Test-taking techniques are also covered.

Prerequisite: Minimum one year of practical job experience and/or completion of at least three automotive courses
Associate Degree Applicable

**AUTO 69
SMALL ENGINES**

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course is the study of the theory and operating principles of small two-cycle and four-cycle engines. It includes practical work in testing, repairing, and operating engines such as power lawn mowers, motor cycles, and outboard motors.

Prerequisite: Eligibility for ENG 51 or concurrent enrollment in ENG 50
Associate Degree Applicable

**AUTO 71A-L
AUTOMOTIVE LABORATORY**

1 Unit
Laboratory: 3 hours

This lab course is designed to provide the student with a broad range of training experiences. Lab assignments are determined by the availability of required repairs on instructor assigned vehicles.

Prerequisites: Concurrent enrollment in one or more automotive classes or instructor consent
Associate Degree Applicable

**AUTO 78A,B
ALTERNATIVE FUELS**

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course includes a study of alternative types of fuel that can be used in today's vehicles, such as: electric, solar, ethanol, fuel cells, etc. Students will be provided with some basic knowledge regarding service and maintenance of alternative fuel systems that will be on the market in the near future. It investigates the process of converting vehicles for the use of alternative fuels and propulsion.

Prerequisite: AUTO 1 or equivalent
Associate Degree Applicable

AUTO 80 ACTIVE SUSPENSION SYSTEMS

1 Unit
Lecture: .5 hour
Laboratory: 1.5 hours

This course provides theory and hands-on experience in the theory, operation, testing, diagnosis, and repair of the computer controlled active suspension systems used in today's vehicles.

Prerequisite: AUTO 20, or passing of ASE Electrical System, and Suspension and Steering tests; or 2 years trade experience in engine performance, electrical, and suspension systems
Associate Degree Applicable

AUTO 81 AIR BAG OPERATION

1 Unit
Lecture: 1 hour

This is an advanced level course on the theory, operation, testing, diagnosis, and repair of supplemental restraint systems, "air bags", used in today's vehicles.

Prerequisite: AUTO 20 and AUTO 21, or passing of ASE Electrical System Test, or 2 years trade experience in electrical systems
Associate Degree Applicable

AUTO 87A-C B.A.R. CITATION 1

½ Unit
Lecture: .5 hour

This course meets the requirements for a Bureau of Automotive Repair (B.A.R.) licensed SMOG mechanic who has received a first citation for violation of California State Vehicle Emission Control System inspection and repair laws and regulations.

Prerequisite: AUTO 27-28 or trade experience; possess a SMOG check mechanic's license

AUTO 88A-C B.A.R. CITATION 2

1 Unit
Lecture: 1 hour

This course meets the requirements for a Bureau of Automotive Repair (B.A.R.) licensed SMOG mechanic who has received a second citation for violations of California State Vehicle Emission Control System inspection and repair laws and regulations.

Prerequisite: AUTO 27-28 or trade experience; possess a SMOG check mechanic's license

AUTO 90A COMPRESSED NATURAL GAS OPERATION AND CONVERSION

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course provides operating theory and practical experience in the conversion, setup, operation, service and repair of Compressed Natural Gas (CNG) fuel systems.

Prerequisite: AUTO 25, or passing of the ASE Electrical System and Engine Performance tests, or 2 years trade experience in engine performance and electrical systems
Associate Degree Applicable

AUTO 90B PROPANE FUEL OPERATION AND CONVERSION

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course provides operating theory and practical experience in the conversion, setup, operation, service and repair of propane powered vehicles.

Prerequisite: AUTO 25, or passing of the ASE Electrical System and Engine Performance tests, or 2 years trade experience in engine performance and electrical systems
Associate Degree Applicable

AUTO 90C LIQUIFIED NATURAL GAS OPERATION AND CONVERSION

2 Units

Lecture: 1 hour

Laboratory: 3 hours

This course provides operating theory and practical experience in the conversion, setup, operation, service and repair of Liquefied Natural Gas (LNG) fuel systems.

Prerequisite: AUTO 25, or passing of the ASE Electrical System and Engine Performance tests, or 2 years trade experience in engine performance and electrical systems
Associate Degree Applicable

ENVIRONMENTAL DESIGN

Environmental Design programs have a common objective - they are aimed at the betterment of the human physical environment. These programs endeavor to give the student a technical background, a set of social values, and a range of occupational skills, which result in creative expression.

The various curricula in Environmental Design are intended to be as flexible as possible to best serve student needs. The Environmental Design programs will have a common core of courses which provides undecided students an opportunity to change disciplines within the Environmental Design group without backtracking and starting over. It also offers students valuable insights into other related disciplines and occupations.

Transfer programs include courses that are designed to meet the requirements of selected universities. Students should check transfer status of individual courses depending on their choice of a transfer institution. The occupational programs are designed to prepare students for employment immediately upon graduation.

ARCHITECTURAL TECHNOLOGY

Certificate and Preparation for Employment

Courses Required: 27 units to be chosen from the following (with Advisor approval):

Dept.	No.	Title	Units
ARCH	1	Intro to Arch Professions	2
ARCH	2	Materials of Construction	3
ARCH	3A	Architectural Practice I	3
ARCH	3B	Architectural Practice II	3
ARCH	3C	Architectural Practice III	3
ARCH	5	Intro to Drawing & Perspective	2
ARCH	6	Architectural Delineation	2
DRA	1	Technical Drafting I	3
DRA	5	Intro to Computer Aided Drafting/Design	2
DRA	6	Adv Computer Aided Drafting/Design	2
DRA	7	Drafting/Design CAD Project	2

CERTIFICATE TOTAL 27

Advisor: O'Donnell

ARCHITECTURAL TECHNOLOGY

A.S. Degree and Preparation for Employment

Courses Required:

35 units to be chosen from the following (with Advisor approval):

Dept.	No.	Title	Units
ARCH	1	Intro to Arch Professions	2
ARCH	2	Materials of Construction	3
ARCH	3A	Architectural Practice I	3
ARCH	3B	Architectural Practice II	3
ARCH	3C	Architectural Practice III	3
ARCH	5	Intro to Drawing & Perspective	2
ARCH	6	Architectural Delineation	2
ARCH	8	Architectural Design Fund I	3
ARCH	10	Environmental Control Systems	3
ARCH	14	History of Architecture	2

DRA 1	Technical Drafting I	3
DRA 5	Introduction to Computer Aided Drafting/Design	2
DRA 6	Adv Computer Aided Drafting/Design	2
DRA 7	Drafting/Design CAD Project	2

Required Subtotal	35
Elective Subtotal (with Advisor approval)	8
General Education Subtotal	18
To include the following:	

GEOG 5	Environmental Geology (3)	
GEOG 5L	Environmental Geology Lab (1)	
MATH 5	Trigonometry (3)	
NR 1	Cons of Natural Resources (3)	
NR 1L	Cons of Natrl Resrcs Lab (1)	
DEGREE TOTAL	61	

Advisor: O'Donnell

ARCHITECTURE

A.S. Degree and Preparation for Transfer

Courses Required:

Dept.	No.	Title	Units
ARCH 1		Intro to Arch Professions	2
ARCH 2		Materials of Construction	3
ARCH 3A		Architectural Practice I	3
ARCH 3B		Architectural Practice II	3
ARCH 5		Intro to Drawing & Perspective	2
ARCH 6		Architectural Delineation	2
ARCH 8		Architectural Design Fund I	3
ARCH 9		Architectural Design Fund II	3
ARCH 10		Environmental Control Systems	3
ARCH 14		History of Architecture	2
ARCH 15		Elementary Structures	3
ARCH 16		Mechanics of Structural Members	3
ARCH 17		Arch. Design Fund. III	3
DRA 5		Intro to Computer Aided Drafting/Design	2

Required Subtotal	37	
General Education Subtotal	28	
Recommended:		
MATH 1A	Calculus w/Analytic Geometry	
MATH 1B	Calculus w/ Analytic Geometry	

PH 4A,B Engineering Physics
(See General Education Requirements of Transfer Institution*)

DEGREE TOTAL 65

Advisor: O'Donnell

*Admission and General Education Requirements vary depending on transfer institution. Consult advisor and transfer institution catalog for appropriate course selection.

BUILDING INSPECTION TECHNOLOGY

Certificate and Preparation for Employment
Courses Required:

Dept.	No.	Title	Units
BIT 10		Introduction to UBC	3
BIT 11		Plan Check Nonstructural	3
BIT 21		Uniform Mechanical Code	2
BIT 22		National Electrical Code	2
BIT 23		Uniform Plumbing Code	2
BIT 24		Energy Conservation Code	2
BIT 25		Handicapped Access. Code	2
ARCH 1		Intro to Architect. Professions	2
ARCH 2		Materials of Construction	3
ARCH 11		Arch. Blueprint Reading	3
AGBU 5		Microcomputer Applications	3

CERTIFICATE TOTAL 27

Advisor: O'Donnell

CONSTRUCTION MANAGEMENT

Certificate and Preparation for Employment
Courses Required:

Dept.	No.	Title	Units
ARCH 1		Intro to Architect. Professions	2
ARCH 2		Materials of Construction	3
ARCH 3A		Architectural Practice I	3
ARCH 3B		Architectural Practice II	3
BIT 10		Intro to Uniform Bldg Code	3
CM 1		Intro to Construction Mgmt	2
CM 2		Intro to Urban Planning	3

CM	3	Site & Terrain Analysis	3
CM	6	Construction Surveying	2
CM	7	Intro to Plans & Specifications	3
CM	8	Construction Estimating	3
DRA	5	Intro to Computer Aided Drafting/Design	2

CERTIFICATE TOTAL 32

Advisor: O'Donnell

CONSTRUCTION MANAGEMENT

A.S. Degree and Preparation for Employment

Courses Required:

Dept.	No.	Title	Units
ARCH	1	Intro to Architect. Professions	2
ARCH	2	Materials of Construction	3
ARCH	3A	Architectural Practice I	3
ARCH	3B	Architectural Practice II	3
ARCH	5	Intro to Drawing & Perspective	2
ARCH	6	Architectural Delineation	2
BIT	10	Intro to Uniform Bldg. Code ..	3
CM	1	Intro to Construction Mgmt ..	2
CM	2	Intro to Urban Planning	3
CM	3	Site & Terrain Analysis	3
CM	4	Construction Law Survey	3
CM	5	Construction Planning	3
CM	6	Construction Surveying	2
CM	7	Intro to Plans & Specifications	3
CM	8	Construction Estimating	3
DRA	5	Intro to Computer Aided Drafting/Design	2

Required Subtotal 42

Elective Subtotal (with Advisor approval) . 6

General Education Subtotal 18

To include the following:

G 5	Environmental Geology (3)
G 5L	Environmental Geology Lab (1)
MATH 5	Trigonometry(3)
NR 1	Conserv of Natural Resources (3)
NR 1L	Cons of Natrl Resrcs Lab (1)

DEGREE TOTAL 66

Advisor: O'Donnell

CONSTRUCTION MANAGEMENT

Preparation for Transfer and A.S. Degree

Courses Required:

Dept.	No.	Title	Units
ARCH	1	Intro to Architect. Professions	2
ARCH	2	Materials of Construction	3
ARCH	3A	Architectural Practice I	3
ARCH	5	Intro to Drawing & Perspective	2
ARCH	6	Architectural Delineation	2
ARCH	8	Architectural Design Fund I ..	3
ARCH	15	Elementary Structures	3
ARCH	17	Mechanics of Structures	3
CM	1	Intro to Construction Mgmt ..	2
CM	2	Intro to Urban Planning	3
CM	3	Site & Terrain Analysis	3
CM	4	Construction Law Survey	3
CM	5	Construction Planning	3
CM	6	Construction Surveying	2
CM	8	Construction Estimating	3

Required Subtotal 40

General Education Subtotal 28

Recommended:

MATH 1A Calculus w/Analytic Geometry

MATH 1B Calculus w/Analytic Geometry

PH 4A,B Engineering Physics

(See General Education Requirements of
Transfer Institution*)

DEGREE TOTAL 68

Advisor: O'Donnell

*Admission and General Education Requirements vary depending on transfer institution. Consult advisor and transfer institution catalog for appropriate course selection.

GENERAL DRAFTING

Certificate and Preparation for Employment

Courses Required:

Dept.	No.	Title	Units
DRA	1	Technical Drafting I	3
DRA	2	Technical Drafting II	3
DRA	5	Intro to Computer Aided Drafting/Design	2

DRA 6	Adv Computer Aided Drafting/Design	2
DRA 7	Drafting/Design CAD Project	2
ARCH 1	Intro to Architect. Professions	2
ARCH 2	Materials of Construction	3
ARCH 3A	Architectural Practices I	3
ARCH 3B	Architectural Practices II	3
ARCH 5	Intro to Drawing & Perspectives	2
ARCH 6	Architectural Delineation	2
AGBU 5	Microcomputer Applications ..	3
CERTIFICATE TOTAL		30

Advisor: O'Donnell

GENERAL DRAFTING

A.A. Degree and Preparation for Employment

Courses Required:

Dept.	No.	Title	Units
DRA	1	Technical Drafting I	3
DRA	2	Technical Drafting II	3
DRA	5	Intro to Computer Aided Drafting/Design	2
DRA	6	Adv Computer Aided Drafting/Design	2
DRA	7	Drafting/Design CAD Project	2
ARCH	1	Intro to Architect. Professions	2
ARCH	2	Materials of Construction	3
ARCH	3A	Architectural Practice I	3
ARCH	3B	Architectural Practice II	3
ARCH	5	Intro to Drawing & Perspective	2
ARCH	6	Architectural Delineation	2
AGBU	5	Microcomputer Applications ..	3

Required Subtotal	30
Elective Subtotal (with Advisor approval)	14
General Education Subtotal	<u>18</u>
To include the following:	
MATH 5 Trigonometry (3)	
NR 1 Conserv of Natural Resources (3)	
DEGREE TOTAL	62

Advisor: O'Donnell

INTERIOR DESIGN

A.A. Degree & Preparation for Employment

Courses Required:

Dept.	No.	Title	Units
IDSN	10	Interior Design	3
DRA	1	Technical Drafting	3
CT	10	Textile: Fiber and Filaments ..	3
IDSN	14	History of Interior Architect. .	3
IDSN	12	Residential Interior Design	3
IDSN	16	Color: Theory & Application ..	3
ARCH	3A	Architectural Practice I	3
IDSN	18	Kitchen and Bath Design	3
IDSN	20	Commercial Space Planning & Design	3
ARCH	5	Intro to Drawing & Perspectives	2
IDSN	22	Materials and Process in Interior Design	3
IDSN	24	Lighting for Interior Design ..	3
IDSN	28	Professional Practices in Interior Design	3
IDSN	30	Presentation Methods in Interior Design	3

Required Subtotal	41
Elective Subtotal	3
Recommended: (3 units minimum)	
AGBU 5 Microcomputer Applications (3)	
DRA 5 Intro to Computer Aided Drafting/Design (2)	
General Education Subtotal	<u>18</u>
To include: ART 3A Basic Design & Color	
DEGREE TOTAL	62

Advisor: E. Lawson

NOTE: Students should be aware that not all Interior Design courses are offered every year.

ENVIRONMENTAL DESIGN

COURSE DESCRIPTIONS

ARCHITECTURE

ARCH 1 INTRODUCTION TO ARCHITECTURAL PROFESSIONS

2 Units
Lecture: 2 hours

This course is a comprehensive study of the design professions and occupations, i.e.: architecture, engineering, city planning, construction, interior design and landscape design. Students will evaluate their interests and possible career choice(s).

Prerequisite: Eligibility for ENG 51 or concurrent enrollment in ENG 50
CSU, Associate Degree Applicable

ARCH 2 MATERIALS OF CONSTRUCTION

3 Units
Lecture: 3 hours

This course is a general survey of construction materials and processes. It includes a review of concrete, masonry, wood and steel materials used in residential and commercial buildings. Certain techniques, applications and methods of selection of materials and their appropriate uses will be examined.

Prerequisite: Eligibility for ENG 51 or concurrent enrollment in ENG 50; ARCH 1 or concurrent enrollment
CSU, Associate Degree Applicable

ARCH 3A ARCHITECTURAL PRACTICE I

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course is an introduction to wood construction methods and processes, with an

emphasis on architectural details.

Prerequisite: DRA 1, ARCH 1 or equivalent
CSU, Associate Degree Applicable

ARCH 3B ARCHITECTURAL PRACTICE II

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This is an advanced drafting course for architecture students. It is a comprehensive study of the development of construction documents (working drawings).

Prerequisite: ARCH 3A or equivalent
CSU, Associate Degree Applicable

ARCH 3C ARCHITECTURAL PRACTICE III

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course covers construction systems in concrete, steel and masonry. Preparation of outline specifications, production of design development drawings, use of model buildings as a design aid are also covered.

Prerequisite: ARCH 3B or equivalent
CSU, Associate Degree Applicable

ARCH 5 INTRODUCTION TO DRAWING AND PERSPECTIVE

2 Units
Lecture: 1 hour
Laboratory: 3 hours

Basic techniques used for graphic communication in the design professions will be studied, including orthographic and isometric projections, mechanical perspective, shape, shadows and reflections.

Prerequisite: DRA 1 or equivalent
CSU, UC, Associate Degree Applicable

ARCH 6 ARCHITECTURAL DELINEATION

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course is a study of drawing and sketching as a communication tool in the field of environmental design. It includes the development of basic skills in architectural illustration and proper use of various drawing media.

Prerequisite: ARCH 5 or concurrent enrollment; DRA 1
CSU, UC, Associate Degree Applicable

ARCH 7 DESCRIPTIVE DRAWING & GRAPHIC ANALYSIS

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course provides the student with additional proficiency in drawing and sketching with emphasis on freehand graphic communication skills. The link between graphics, design process and communications is demonstrated.

Prerequisite: ARCH 6
CSU, UC, Associate Degree Applicable

ARCH 8 ARCHITECTURAL DESIGN FUNDAMENTALS I

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course is a study of creative, problem solving architectural design techniques. Analysis of the built environment, development of environmental perception and graphic communication skills will also be studied.

Prerequisite: DRA 1, ARCH 5, ARCH 6
CSU, UC, Associate Degree Applicable

ARCH 9 ARCHITECTURAL DESIGN FUNDAMENTALS II - Design Principles

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course is a study of design problems in three dimension and the concepts of space, form, structure, color, materials and their impact on the built environment.

Prerequisite: ARCH 8
CSU, UC, Associate Degree Applicable

ARCH 10 ENVIRONMENTAL CONTROL SYSTEMS

3 Units
Lecture: 3 hours

This course is a study of heating, cooling, ventilating, and lighting for residential structures. Passive and active solar design strategies and site analysis are also studied with an emphasis on the following: 1) use of solar energy in architecture; 2) human thermal comfort as a determinant of architectural form; 3) theory and application of climate with an emphasis on architectural methods of energy flow.

Prerequisite: ARCH 8 or concurrent enrollment
CSU, Associate Degree Applicable

ARCH 11 ARCHITECTURAL BLUEPRINT READING

3 Units
Lecture: 3 hours

This course is a study of basic information for reading blueprints and construction drawings. It is designed for those who must assimilate information found in working drawings and specifications.

Prerequisite: Eligibility for ENG 51 or concurrent enrollment in ENG 50
CSU, Associate Degree Applicable

ARCH 12 CONSTRUCTION ESTIMATING

2 Units
Lecture: 2 hours

This course covers methods used in estimating cost and quantities involved in construction materials, equipment and labor.

Prerequisite: Eligibility for MATH 50
CSU, Associate Degree Applicable

ARCH 14 HISTORY OF ARCHITECTURE

2 Units
Lecture: 2 hours

This course is a study of architecture design theories and practices of the late 19th and 20th century to the present, including the Beaux Arts, Art Nouveau, Expressionism, de Stijl, International Style, Fascist ideologies, Regionism, Post-World War II, amalgamation of 20th century idioms and recent reactions to contemporary standardization.

Prerequisite: Eligibility for ENG 51
CSU, UC, Associate Degree Applicable

ARCH 15 ELEMENTARY STRUCTURES

3 Units
Lecture: 3 hours

This course is for advanced architecture students. It is a study of forces on building structures; shear and bending moment diagrams, static equilibrium and stability of structural systems.

Prerequisite: ARCH 2, PH 4A, MATH 1A or equivalent background
CSU, Associate Degree Applicable

ARCH 16 MECHANICS OF STRUCTURAL MEMBERS

3 Units
Lecture: 3 hours

This course is a study of stress-strain relationships and material properties; stresses and deformations in structural members due to axial force, torsion and moment.

Prerequisite: ARCH 15
CSU, Associate Degree Applicable

ARCH 17 ARCHITECTURAL DESIGN FUNDAMENTALS III

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course is a continuation of Arch Design Fund II. It is a study of problems in three dimensional design; studies in space, form function and other design criteria. It also covers an introduction to site/environmental issues, and architectural history-precedence as design stimulus.

Prerequisite: ARCH 9 or equivalent experience
CSU, Associate Degree Applicable

BUILDING INSPECTION TECHNOLOGY

BIT 10 INTRODUCTION TO UBC

3 Units
Lecture: 3 hours

This course is a study of building codes and ordinances of Federal, State and local governments relative to construction and safety considerations of public and private structures. Checking of building plans and specifications, Uniform Building Code, Earthquake Regulations (Title 21), State Fire Marshal's Code (Title 19), and State Hospital Act (Title 17) are included.

Prerequisite: Eligibility for ENG 51 or concurrent enrollment in ENG 50
CSU, Associate Degree Applicable

BIT 11 PLAN CHECK NONSTRUCTURAL

3 Units
Lecture: 3 hours

This is an introductory-level course of instruction in nonstructural plan reading and plan review. Develops an understanding of construction drawing and the application of building code provisions to drawings and specifications. Students will gain an understanding of the building code as it pertains to the construction, use and occupancy of buildings, the health and safety aspects of codes as well as fire and life safety.

Prerequisite: Eligibility for ENG 51 or concurrent enrollment in ENG 50
CSU, Associate Degree Applicable

**BIT 21
UNIFORM MECHANICAL CODE**

2 Units
Lecture: 2 hours

This course develops an understanding of mechanical systems, checking of plans to the Uniform Mechanical Code and State Fire Marshall Code (Title 19).

Prerequisite: Eligibility for ENG 51 or concurrent enrollment in ENG 50; eligibility for MATH 50; BIT 10 recommended
CSU, Associate Degree Applicable

**BIT 22
NATIONAL ELECTRICAL CODE**

2 Units
Lecture: 2 hours

This is an introductory level course of instruction for plan review, design or electrical systems and application. Students will understand residential electrical systems, terms, application and life safety.

Prerequisite: Eligibility for ENG 51 or concurrent enrollment in ENG 50; eligibility for MATH 50; BIT 10 recommended
CSU, Associate Degree Applicable

**BIT 23
UNIFORM PLUMBING CODE**

2 Units
Lecture: 2 hours

This course develops an understanding of plumbing waste, vent and natural gas systems. It also covers checking of plans and specifications for plumbing systems, design of residential system for waste and natural gas systems.

Prerequisite: Eligibility for ENG 51 or concurrent enrollment in ENG 50; eligibility for MATH 50; BIT 10 recommended
CSU, Associate Degree Applicable

**BIT 24
ENERGY CONSERVATION CODE**

2 Units
Lecture: 2 hours

This course covers State of California, Title 24 Building Code for Energy Conservation in residential and commercial buildings. It also includes Uniform Electrical, Mechanical Code systems, plan checking and specifications.

Prerequisite: Eligibility for MATH 50; BIT 10 or equivalent
CSU, Associate Degree Applicable

**BIT 25
HANDICAPPED ACCESSIBILITY
CODE**

2 Units
Lecture: 2 hours

This course covers State of California, Title 24 Building Code and American Disabilities Act for handicapped accessibility to public and private buildings. It includes work area design for employees who are or become disabled during employment.

Prerequisite: Eligibility for ENG 51 or concurrent enrollment in ENG 50; eligibility for MATH 50
CSU, Associate Degree Applicable

**CONSTRUCTION
MANAGEMENT****CM 1
INTRODUCTION TO
CONSTRUCTION MANAGEMENT**

2 Units
Lecture: 2 hours

This course provides an overview of the construction industry and its markets. The impact, practices, methods and ethics in the construction industry will be reviewed.

Prerequisite: ARCH 1 or equivalent; eligibility for MATH 50
CSU, Associate Degree Applicable

**CM 2
INTRODUCTION TO URBAN
PLANNING**

3 Units
Lecture: 3 hours

This course provides a critical analysis of the theory and practice of land use planning with an emphasis on the urban context. Also, the historical and legal basis for land use planning, traditional and alternative roles of planning in contemporary society will be studied along with the planning process, planning tools and practices.

Prerequisite: ARCH 1 or equivalent
CSU, Associate Degree Applicable

**CM 3
SITE AND TERRAIN ANALYSIS**

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course is an introduction to various methods and techniques used to inventory and analyze landscape features. Students will also study mapping, overlay techniques, environmental ethics, case study review and an overall assessment of the function and structure of the natural landscape.

Prerequisite: ENGR 2 or CM 6
CSU, Associate Degree Applicable

**CM 4
CONSTRUCTION LAW SURVEY**

3 Units
Lecture: 3 hours

This course is a summary of the legal implications of contractor license laws; mechanics lien laws, CAL-OSHA, and Construction Contracts. Laws of liability, worker's compensation, state and federal laws affecting construction and compliance problems will be covered.

Prerequisite: Eligibility for ENG 51
CSU, Associate Degree Applicable

**CM 5
CONSTRUCTION PLANNING**

3 Units
Lecture: 3 hours

This course covers the concepts used in planning, scheduling and control of construction projects. Use of graphic charts and the Critical Path Method (CPM) will be featured. Also covered are program evaluation and review techniques (PERT), time assignment and computation, diagramming practices, monitoring and updating, and computer utilization.

Prerequisite: Eligibility for MATH 50;
ARCH 12 and DRA 5
CSU, Associate Degree Applicable

**CM 6
CONSTRUCTION SURVEYING**

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course is an introduction of the principles and practices used in construction surveying. Students will become familiar with the use and care of transits, levels, scales, and related equipment. Topics covered include: land measurements, differential leveling, cut and fill computations, contours, traverses, shape staking and deed descriptions.

Prerequisite: Eligibility for ENG 51;
MATH 5
CSU, Associate Degree Applicable

**CM 7
INTRODUCTION TO PLANS AND
SPECIFICATIONS**

3 Units
Lecture: 3 hours

This course is a study of the basic information for reading construction details and working drawings. Emphasis on specifications and building codes as requirements for building permits will also be covered.

Prerequisite: Completion of or concurrent enrollment in DRA 1, or equivalent
CSU, Associate Degree Applicable

**CM 8
CONSTRUCTION ESTIMATING I**

3 Units
Lecture: 3 hours

This course covers methods used in estimating costs and quantities of construction materials, equipment and labor in residential and light commercial construction. A review of basic math, architectural drawings, specifications and contracts will also be covered.

Prerequisite: Eligibility for ENG 51 and MATH 50
 CSU, Associate Degree Applicable

GENERAL DRAFTING

DRA 1 TECHNICAL DRAFTING I

3 Units
 Lecture: 2 hour
 Laboratory: 3 hours

This introductory course covers basic skills in lettering; line control; use of architecture, engineering and metric scales; freehand and mechanical drawing techniques; and shape description using drafting tools. This is a required course for Environmental Design students majoring in Drafting, Architecture, Interior Design, Landscape Design and Engineering.

Prerequisite: Eligibility for ENG 51 or concurrent enrollment in ENG 50; eligibility for MATH 50
 CSU, Associate Degree Applicable

DRA 2 TECHNICAL DRAFTING II

3 Units
 Lecture: 1 hour
 Laboratory: 6 hours

This course is a continuation of Technical Drafting I, involving advanced auxiliary views, detail and assembly drawing, standard, precision, and true-position dimensions, parts usage, and drafting for numerical controls.

Prerequisite: DRA 1 or instructor consent
 CSU, Associate Degree Applicable

DRA 5 INTRODUCTION TO COMPUTER AIDED DRAFTING/DESIGN

2 Units
 Lecture: 1 hour
 Laboratory: 3 hours

This course provides an introduction to computer aided drafting and design. Major topics to be covered include computer hardware, associated CAD software, basic geometric construction and two dimensional drawings. The course will be taught on Macintosh computers, using the VersaCAD program. Information and skills learned in this course can be utilized by architecture, drafting, interior design, landscape design and engineering majors.

Prerequisite: DRA 1 or equivalent
 CSU, Associate Degree Applicable

DRA 6 ADVANCED COMPUTER AIDED DRAFTING/DESIGN

2 Units
 Lecture: 1 hour
 Laboratory: 3 hours

This course provides advanced application of computer aided drafting and design techniques using the VersaCAD program taught on the Macintosh computer. Major topics to be covered include VersaCAD File Dump, VersaCAD 3D Application, Bill of Materials and VersaCAD's Hyper CAD Stacks.

Prerequisite: DRA 5 with a grade of C or better
 CSU, Associate Degree Applicable

DRA 7 DRAFTING/DESIGN PROJECT ON CAD

2 Units
 Lecture: 1 hour
 Laboratory: 3 hours

This course provides application of computer aided drafting and design techniques to selected projects. Advanced students majoring in architecture, drafting, interior design, landscape design or engineering will select projects from their field of study with the approval of their major professor for completion using VersaCAD.

Prerequisite: DRA 6 with a grade of C or better
 CSU, Associate Degree Applicable

INTERIOR DESIGN**IDSN 10
INTERIOR DESIGN
(CAN HEC 4)**

3 Units
Lecture: 3 hours

This course provides the entering Interior Design student with an orientation to the profession and an understanding of the relationship of Interior Design to allied fields. Philosophical approaches to the profession will be explored and contemporary developments within the field will be studied. It explores the total life space environment from a functional, technical and aesthetic basis.

Prerequisite: Eligibility for ENG 51
CSU, Associate Degree Applicable

**IDSN 12
RESIDENTIAL INTERIOR DESIGN**

3 Units
Lecture: 3 hours

This course allows students to explore the functional and aesthetic factors of space planning and design development for interior spaces. It stresses creative problem solving and communication techniques for the micro-interior environments.

Prerequisite: IDSN 10 and DRA 1 with a grade of C or better
CSU, Associate Degree Applicable

**IDSN 14
HISTORY OF INTERIOR
ARCHITECTURE**

3 Units
Lecture: 3 hours

This course is a survey of interior architecture, decoration and decorative arts within the cultural context, ancient through the twentieth century. Emphasis is placed on French, Italian, English, and American designs.

Prerequisite: Eligibility for ENG 51
CSU, Associate Degree Applicable

**IDSN 16
COLOR: THEORY AND
APPLICATION**

3 Units
Lecture: 3 hours

This course explores the theory and application of color as it is used to create and change environments. Emphasis is on the nomenclature, a review of color systems, mixing of colors, color psychology and color application to design problems.

Prerequisite: IDSN 10 with a grade of C or better; completion of or concurrent enrollment in ART 3A
CSU, Associate Degree Applicable

**IDSN 18
KITCHEN AND BATH DESIGN**

3 Units
Lecture: 3 hours

This course covers the studio problems of kitchen and bath design. It includes detailed space planning, the development of working plans including cabinet and appliance specification, electrical and plumbing, and the evaluation and modification of existing products.

Prerequisite: IDSN 10 and DRA 1 with a grade of C or better
CSU, Associate Degree Applicable

**IDSN 20
COMMERCIAL SPACE PLANNING
AND DESIGN**

3 Units
Lecture: 3 hours

This course will present studio problems of intermediate complexity. The student will integrate and extend previous knowledge of working drawings, materials and sources, design methods, and spatial organization in the planning of micro and macro environments.

Prerequisite: IDSN 12 and ARCH 3A with a grade of C or better
CSU, Associate Degree Applicable

IDSN 22 MATERIALS AND PROCESS IN INTERIOR DESIGN

3 Units
Lecture: 3 hours

This course explores methods of analysis, application techniques and evaluation of products and materials used in interiors. The major emphasis will be placed on the processes, materials and resources for products in furniture, wall covering, floor coverings, window treatments, architectural finishes, and ceiling systems.

Prerequisite: IDSN 10 or concurrent enrollment

Associate Degree Applicable

IDSN 24 LIGHTING FOR INTERIOR DESIGN

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course covers the application of principles and elements of lighting and wiring to the design of the visual environment. It includes the exploration of color and illumination, task/ambient lighting, energy conservation, codes, illumination calculations, fixture schedules, lighting techniques and layout.

Prerequisite: IDSN 12 and IDSN 16 with grade of C or better

Associate Degree Applicable

IDSN 26 INTERIORS II

3 Units
Lecture: 1 hour
Laboratory: 6 hours

This course presents studio problems of increasing complexity. The student will use previous knowledge, and demonstrate an awareness of handicapped codes in design solutions. Advance two and three-dimensional presentation techniques for all phases of a design project will be used.

Prerequisite: IDSN 20 and ARCH 5 with grade of C or better

CSU, Associate Degree Applicable

IDSN 28 PROFESSIONAL PRACTICES IN INTERIOR DESIGN

3 Units
Lecture: 3 hours

This course provides the advanced Interior Design student with an orientation to the interprofessional relationships and business practices, responsibilities, and liabilities of interior designers. Emphasis will be placed on specification writing, record keeping and fee procedures, project control and the post-installation procedures.

Prerequisite: IDSN 10 or concurrent enrollment

CSU, Associate Degree Applicable

IDSN 30 PRESENTATION METHODS IN INTERIOR DESIGN

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course explores the methods and applications of presentation techniques to finished drawings and boards for interiors. The student will integrate and extend previous drafting skills, design methods, and spatial organization ability in developing presentational packets and portfolio boards.

Prerequisite: IDSN 12 with grade of C or better

Associate Degree Applicable

IDSN 32 SURVEY OF CONTRACT INTERIORS

3 Units
Lecture: 3 hours

This course surveys the planning and organization of interior spaces that are required for restaurants and lodging facilities. The relation of the furnishings to the architectural space will be stressed with a consideration to material selection and budgets.

Prerequisite: IDSN 26 with grade of C or better

Associate Degree Applicable

FASHION/CLOTHING AND NUTRITION

Offerings in these program areas help prepare students to pursue employment and/or advanced training in their chosen career field and related occupations.

NUTRITION CARE: DIETETIC TECHNICIAN

A.A. Degree

Orange Coast College and College of the Desert A.A. degree is earned at College of the Desert and the Certificate of Achievement is issued by Orange Coast College. This program is approved by the American Dietetic Association. Graduates from this program are qualified to be employed by acute care and rehabilitation hospitals, as well as by community agencies that provide education in nutrition.

Courses Required:

Dept.	No.	Title	Units
BI	21	Anatomy & Physiology	3
OR	BI 23	Human Physiology (5)	3
HEC	13	General Nutrition	3
CART	10	Food Procurement & Cost Control	3
HEFS	1	Sanitation and Safety	3
*NC	100	Intro to Dietetic Tech	3
HEFS	75	Supervision & Training Tech	3
*NC	175	Health Care Field Experience	3
HEFS	20	Prin. of Quantity Food Preparation	3
HEC	14	Therapeutic Diets	3
CH	4	Fundamentals of Chemistry	4
*NC	280	Intermediate Nutrition Care	2
*NC	281	Clinical Experience	2
SP	1	Intro to Human Comm.	3
SOC	1	Intro Sociology	3
*NC	285	Advanced Nutrition Care 2	2
*NC	286	Clinical Experience	2

Required Subtotal 45-47

General Education Requirements COD ... 18

DEGREE TOTAL Minimum 63-65

*Taken at Orange Coast College
Advisor: E. Lawson

FASHION/CLOTHING AND NUTRITION

COURSE DESCRIPTIONS

APPAREL DESIGN AND PRODUCTION

ADSN 20A,B APPAREL DESIGN: TAILORING

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course covers the advanced skills of fitting, construction and pressing principles applicable to a tailored garment such as suits and coats. It stresses experience with traditional and contemporary tailoring techniques and shaping and stabilizing component compatibility with the design and fabric. (Only two units can be applied toward an A.A. Degree.)

Prerequisite: CT 18 with a grade of C or better
Associate Degree Applicable

ADSN 22A,B APPAREL DESIGN: CONSTRUCTION TECHNIQUES

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course examines the construction methods used by manufacturers of ready-to-wear. It stresses experience with traditional and contemporary techniques utilizing professional equipment.

Prerequisite: Eligibility for ENG 51; completion of CT 18 with a grade of C or better
Associate Degree Applicable

**ADSN 24A,B
APPAREL DESIGN: FLAT PATTERN I**

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course will apply the principles of dress to the construction of patterns by the flat pattern method. Emphasis will be placed on the development and use of a basic sloper, concluding in a finished garment developed through the media of flat pattern.

Prerequisite: Eligibility for ENG 51; CT 16 with a grade of C or better
UC, Associate Degree Applicable

CLOTHING AND TEXTILES**CT 10
TEXTILES: FIBER TO FILAMENTS
(CAN HEC 6)**

3 Units
Lecture: 3 hours

This course studies 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.

Prerequisite: Eligibility for ENG 51
CSU, UC, Associate Degree Applicable

**CT 16A-D
CLOTHING CONSTRUCTION
(CAN HEC 10 CT 16A only)**

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course covers the custom and speed techniques for developing skill in clothing construction, various techniques for obtaining a perfect fit of a garment plus professional methods of construction of clothes. It includes evaluation of equipment. It is designed for both the beginner and the experienced seamstress. (Only two units can be applied toward an A.A. Degree. CSU accept 16A only.)

Prerequisite: Eligibility for ENG 51
CSU, Associate Degree Applicable

**CT 18A-D
ADVANCED CLOTHING
CONSTRUCTION**

2 Units
Lecture: 1 hour
Laboratory 3 hours

This course covers the advanced skills in clothing construction including custom couture techniques, the use of special fabrics such as plaids, lace, sheers, and pile, and the methods of individualizing clothing with structural and applied designs such as piping, quilting or applique. (Only two units can be applied toward an A.A. Degree. CSU accept 18A only.)

Prerequisite: CT 16 with a grade of C or better
CSU, Associate Degree Applicable

FASHION MERCHANDISING**FM 20
APPAREL ANALYSIS**

3 Units
Lecture: 3 hours

This course analyzes the quality of materials, design and construction in ready-to-wear garments and accessories, compares the processes involved in manufacturing, the concepts of sizing, principles of fit, and aids in buying and selling.

Prerequisite: Eligibility for ENG 51
CSU, Associate Degree Applicable

FOOD SERVICE**HEFS 1
SANITATION AND SAFETY**

3 Units
Lecture: 3 hours

This course is a study of the principles of hygiene and sanitation and their application to food service operations. Emphasis will be placed on the implementation of proper methods and procedures and the food handlers responsibility in maintaining high sanitation and safety standards.

Prerequisite: Eligibility for ENG 51
CSU, Associate Degree Applicable

**HEFS 20
PRINCIPLES OF QUANTITY FOOD
PREPARATION**

4 Units
Lecture: 2 hours
Laboratory: 6 hours

This course provides the student with a basic understanding of the principles of food preparation. Emphasis will be placed on food preparation terms and techniques, the use of weights and measures, food chemistry, and physical changes in the preparation of foods.

Prerequisite: Eligibility for ENG 51
Associate Degree Applicable

**HEFS 75
SUPERVISION AND TRAINING
TECHNIQUES**

3 Units
Lecture: 3 hours

Study of procedures and problems met by food service operations in developing personnel programs and desirable labor management relationships. Includes the responsibility of selection, placement, orientation, training, counseling, rating and promotion of employees.

Associate Degree Applicable

HOME ECONOMICS

**HEC 13
GENERAL NUTRITION
(CAN HEC 2)**

3 Units
Lecture: 3 hours

This course is a 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 is covered.

Prerequisite: Eligibility for ENG 51
CSU, UC, Associate Degree Applicable

**HEC 14
THERAPEUTIC DIETS**

3 Units
Lecture: 3 hours

This course is a topical introduction to nutritional analysis, menu planning and preparation of special diets, including low calorie, low fat, low carbohydrate, sodium restricted and diabetic. It is suitable for students in nursing, or geriatrics, dietetic and/or those with dietary problems.

Prerequisite: HEC 13 with a grade of C or better
Associate Degree Applicable



FIRE SCIENCE

College of the Desert offers courses in the Fire Science field that will count toward a certificate or Associate in Science Degree. These courses are designed for students that plan to transfer to a four-year institution, gain employment in the Fire Science field, or as a refresher for those currently employed in some area of Fire Science. The approved list of courses include those accredited by the California Fire Service Training and Educational System for State Board of Fire Science certification.

FIRE SCIENCE

Certificate and Preparation for Employment
Courses Required:

Dept.	No.	Title	Units
FS	1	Intro to Fire Technology	3
FS	2	Fire Protection Chemistry	3
FS	3	Fund. of Fire Prevention	3
FS	4	Fire Protection Systems	3
FS	5	Fire Service Operations	3
EMT	84	Emergency Medical Tech I	5
FS	11	Hazardous Materials I	3
FS	84	Pump Operations	2
Required Subtotal			25
Electives (with Advisor consent)			3
CERTIFICATE TOTAL			28

Advisors: Walker; Rogers - CMC

FIRE SCIENCE

A.S. Degree

Courses Required:

Dept.	No.	Title	Units
FS	1	Intro to Fire Technology	3
FS	2	Fire Protection Chemistry	3
FS	3	Fund. of Fire Prevention	3
FS	4	Fire Protection Systems	3
FS	5	Fire Service Operations	3
EMT	84	Emergency Medical Tech I	5
FS	11	Hazardous Materials I	3
FS	84	Pump Operations	2

Required Subtotal	25
Fire Science Electives	9
Other Electives	8
General Education Requirements	18

DEGREE TOTAL

Advisors: Walker ; Rogers - CMC

FIRE SCIENCE COURSE DESCRIPTIONS

FS 1

INTRODUCTION TO FIRE TECHNOLOGY

3 Units

Lecture: 3 hours

This course provides an introduction to fire protection in the following areas: philosophy, history, function, public and private organization, laws, regulations, nomenclature, career opportunities, and the basic physics and chemistry of fire. It is designated FT-1 by the State Board of Fire Services and California State Fire Marshal (CSFM) and is part of the designated core curriculum.

Prerequisite: Eligibility for ENG 51 & RDG 51 or concurrent enrollment in ENG 50
CSU, Associate Degree Applicable

FS 2

FIRE PROTECTION CHEMISTRY

3 Units

Lecture: 3 hours

This course provides fundamental information and knowledge of the physical and chemical characteristics of matter, fire, hazardous materials, and basic extinguishment theory. It is designated FT-2 by the State Board of Fire Services and California State Fire Marshal (CSFM) and is part of the designated core curriculum.

Prerequisite: Eligibility for ENG 51 & RDG 51 or concurrent enrollment in ENG 50
CSU, Associate Degree Applicable

FS 3 FUNDAMENTALS OF FIRE PREVENTION

3 Units
Lecture: 3 hours

This course provides fundamental information regarding the history and philosophy of fire prevention, organization, and operation of a fire bureau, use of fire codes, identification and correction of fire hazards, and the relationship of fire prevention with fire safety education and detection and suppression systems. It is designated FT-3 by the State Board of Fire Services and California State Fire Marshal (CSFM) and is part of the designated core curriculum.

Prerequisite: Eligibility for ENG 51 & RDG 51 or concurrent enrollment in ENG 50
CSU, Associate Degree Applicable

FS 4 FIRE PROTECTION SYSTEMS

3 Units
Lecture: 3 hours

This course provides information relating to the features of design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection, and portable fire extinguisher. It is designated FT-4 by the State Board of Fire Services and California State Fire Marshal (CSFM) and is part of the designated core curriculum.

Prerequisite: Eligibility for ENG 51 & RDG 51 or concurrent enrollment in ENG 50
CSU, Associate Degree Applicable

FS 5 FIRE SERVICE OPERATIONS

3 Units
Lecture: 3 hours

This course provides the fundamentals of fire department organization, management, and resources, and the use of those resources to control various emergencies. It is designated FT-5 by the State Board of Fire Services and California State Fire Marshal (CSFM) and is part of the designated core curriculum.

Prerequisite: Eligibility for ENG 51 & RDG 51 or concurrent enrollment in ENG 50
CSU, Associate Degree Applicable

FS 11 HAZARDOUS MATERIALS I

3 Units
Lecture: 3 hours

This course introduces the student to the world of hazardous chemicals, including their physical properties, uses in industry, and characteristics when involved in spills, fires and accidents. Basic information is covered regarding emergency procedures, legal requirements, compliance to regulations, health effects and treatment, and fire department protocols and responsibilities. It is designated FT-6 by the State Board of Fire Services and California State Fire Marshal (CSFM).

Prerequisite: Eligibility for ENG 51 & RDG 51 or concurrent enrollment in ENG 50
CSU, Associate Degree Applicable

FS 20 INTRODUCTION TO VOLUNTEER FIRE SERVICE

1½ Units
Lecture: 1.5 hours

This course specifically introduces the local fire volunteer to the community fire station and its operational and fire procedures.

Prerequisite: Eligibility for ENG 51
Associate Degree Applicable

FS 57 RELATED CODES AND ORDINANCES

3 Units
Lecture: 3 hours

This course focuses on uniform building codes, national electrical codes, and life safety codes. The student will become familiar with national, state and local laws and ordinances which influence the field of fire prevention. Field trips may be required.

Prerequisite: Eligibility for ENG 51 and RDG 51 or concurrent enrollment in ENG 50
CSU, Associate Degree Applicable

FS 58 FIRE HYDRAULICS

3 Units
Lecture: 3 hours

This course includes the following topics: review of basic mathematics, hydraulic laws as applied to the fire service, application of formulas and mental calculation to hydraulic problems, water supply problem, and Underwriters' requirements for pumps.

Prerequisite: Eligibility for ENG 51 and RDG 51 or concurrent enrollment in ENG 50 CSU, Associate Degree Applicable

FS 61 FIRE APPARATUS AND EQUIPMENT

3 Units
Lecture: 3 hours

This course provides the student with information on driving laws, driving technique, construction and operation of pumping engines, ladder trucks, aerial platforms, specialized equipment, and apparatus maintenance.

Prerequisite: Eligibility for ENG 51 and RDG 51 or concurrent enrollment in ENG 50 CSU, Associate Degree Applicable

FS 62 RESCUE PRACTICES

3 Units
Lecture: 3 hours

This course covers the fire company role in life saving, development and organization of rescue companies, rescue equipment, training for rescue service, and rescue practices and procedures.

Prerequisite: Eligibility for ENG 51 and RDG 51 or concurrent enrollment in ENG 50 CSU, Associate Degree Applicable

FS 72 HAZARDOUS MATERIALS II

3 Units
Lecture: 3 hours

This course is an in-depth study of the problems involved in the handling, manufacture, storage, transportation, use, and laws and standards governing the same, of hazardous materials likely to be encountered in fire fighting practices.

Prerequisite: Eligibility for ENG 51 and RDG 51 or concurrent enrollment in ENG 50 CSU, Associate Degree Applicable

FS 73 FIRE SERVICE RECORDS AND REPORTS

3 Units
Lecture: 3 hours

This course familiarizes Fire Service personnel in the use of typical records and reports systems. The topics covered include knowledge and understanding of Fire Department record systems, and principles of report writing and application in the area of pre-fire surveys, post fire reporting, and research and planning.

Prerequisite: Eligibility for ENG 51 and RDG 51 or concurrent enrollment in ENG 50 CSU, Associate Degree Applicable

FS 81 DRIVER OPERATOR I

2 Units
Lecture: 2 hours

This course reviews vehicle laws and driver responsibilities and provides information on emergency response procedures, apparatus and equipment maintenance procedures, and the maneuvering of fire apparatus through controlled driving exercises and in normal traffic conditions. This is a California State Fire Marshal Office approved course.

Prerequisite: Eligibility for ENG 51 and RDG 51 or concurrent enrollment in ENG 50 CSU, Associate Degree Applicable

**FS 82
FIRE INVESTIGATION 1B**

2 Units
Lecture: 2 hours

This course focuses on arson investigation. Topics studied will include evidence, fire deaths, interviewing, crime scene searches, motives, criminal laws, juvenile law, and procedures and intent. This is a California Fire Marshal Office approved course.

Prerequisite: Eligibility for ENG 51 and RDG 51 or concurrent enrollment in ENG 50
CSU, Associate Degree Applicable

**FS 84
PUMP OPERATIONS**

2 Units
Lecture: 2 hours

This course covers the types and design of fire pumps and the principles of pumping, including operating pumps under fire ground conditions. It also includes review of applied mathematics, hydraulic laws, and application of mental hydraulic calculations. This is a California State Fire Marshal Office approved course.

Prerequisite: Eligibility for ENG 51 and RDG 51 or concurrent enrollment in ENG 50
CSU, Associate Degree Applicable

**FS 88
FIRE INVESTIGATION I**

2 Units
Lecture: 2 hours

This course studies the national arson problem and the cost factors affecting the American public. Topics studied will include responsibilities of the fire inspecting officer, the nature and affect of ethical and unethical conduct, and the authority and responsibility the inspecting officer has to his/her profession.

Prerequisite: Eligibility for ENG 51 and RDG 51 or concurrent enrollment in ENG 50
CSU, Associate Degree Applicable

**FS 89
FIRE PREVENTION 1A**

2 Units
Lecture: 2 hours

This course studies specific fire protection practices recommended by the California State Fire Marshal's office. Topics studied will include the Fire Marshal's regulations as they pertain to compressed and liquified gases, toxic materials, radioactive substances, explosives, building materials, codes, and the general prevention of private home and public building fires.

Prerequisite: Eligibility for ENG 51 and RDG 51 or concurrent enrollment in ENG 50
CSU, Associate Degree Applicable

**FS 90
FIRE PREVENTION 1B**

2 Units
Lecture: 2 hours

This course focuses on the codes, ordinances and statutes that pertain to fire prevention practices in California. Some topics of discussion include: building construction and occupancy, evacuation procedures, inspection reports, and processing plans. This is a California State Fire Marshal Office approved course.

Prerequisite: Eligibility for ENG 51 and RDG 51 or concurrent enrollment in ENG 50
CSU, Associate Degree Applicable

**FS 91
FIRE COMMAND 1A**

2 Units
Lecture: 2 hours

This course provides instruction and simulation time to the participants pertaining to the initial decision and action processes at a working fire. It includes areas of discussion on the fire officer, fire behavior, fire ground resources, operations and management. This is a California State Fire Marshal Office approved course.

Prerequisite: Eligibility for ENG 51 and RDG 51 or concurrent enrollment in ENG 50
CSU, Associate Degree Applicable

FS 92
FIRE MANAGEMENT (Supervision)

2 Units
 Lecture: 2 hours

This course covers the basic skills that the company officer or potential company officer needs to effectively function as a supervisor of fire personnel in non-emergency settings. This is a California State Fire Marshal Office approved course.

Prerequisite: Eligibility for ENG 51 and RDG 51 or concurrent enrollment in ENG 50 CSU, Associate Degree Applicable

FS 93
FIRE INSTRUCTOR 1A

2 Units
 Lecture: 2 hours

This is the first of a two course Fire Science Instructor series accredited by the State Board of Fire Services. Topics include: occupational analysis; course outlines; concepts of learning; levels of instruction; behavioral objectives; psychology of learning and includes students teaching demonstrations. This is a California State Fire Marshal Office approved course.

Prerequisite: Eligibility for ENG 51 and RDG 51 or concurrent enrollment in ENG 50 CSU, Associate Degree Applicable

FS 94
FIRE INSTRUCTOR 1B

2 Units
 Lecture: 2 hours

This is the second of a two course Fire Science Instructor series accredited by the State Board of Fire Services and meets the requirements for a part-time FS teaching credential. Topics include: course outlines; lesson plans; levels of instruction; testing and measurement; test planning; evaluation includes student teaching demonstrations. This is a California State Fire Marshal Office approved course.

Prerequisite: Eligibility for ENG 51 and RDG 51 or concurrent enrollment in ENG 50 CSU, Associate Degree Applicable

FS 95
FIRE COMMAND 1B

2 Units
 Lecture: 2 hours

This course provides instruction in the art of command as related to tactical fire problems. Topics studied will include pre-planning and attack utilizing simulator, chemical and pesticide emergencies, shipping papers, and environmental considerations. This is a California State Fire Marshal Office approved course.

Prerequisite: Eligibility for ENG 51 and RDG 51 or concurrent enrollment in ENG 50 CSU, Associate Degree Applicable

FS 96
FIRE PREVENTION 1C

2 Units
 Lecture: 2 hours

This course studies the properties of flammable liquids, gases, regulations of storage and transportation, control of ignition sources above and below ground storage, DOT labeling, and placarding. This is a California State Fire Marshal Office approved course.

Prerequisite: Eligibility for ENG 51 and RDG 51 or concurrent enrollment in ENG 50 CSU, Associate Degree Applicable

FS 97
COMMUNITY RELATIONS

3 Units
 Lecture: 3 hours

This course studies the relationship between local fire departments and the community. It also examines the needed positive aspects of cooperation between various segments of local government and the community at large, and how to maintain that positive relationship. This is a California State Fire Marshal Office approved course.

Prerequisite: Eligibility for ENG 51 and RDG 51 or concurrent enrollment in ENG 50 CSU, Associate Degree Applicable

FOREIGN LANGUAGES

Students enrolled in Foreign Language courses 1, 1A, 1B, 2, 2A, 2B or 3 which might duplicate courses completed in high school or another institution of collegiate level may be allowed unit credit in repeating the course depending upon previous level of proficiency. Upper division institutions may accept only one of the courses in transfer; either the original or the repeated course.

For language majors and transfers to University of California (UC), all Foreign Language 1A and 1B courses combined will transfer as the equivalent of a first-semester elementary course. All Foreign Language 2A and 2B courses combined will transfer as the equivalent of a second-semester elementary course.

Any student who feels qualified to take a more advanced course than indicated in his prior work will be encouraged to do so by recommendation of the instructor.

Colleges and universities consider it essential that any student receiving the Bachelor of Arts Degree have at least some knowledge of a language and civilization of other cultures. Students who are planning to transfer to a four-year institution should consult their respective catalogs for more specific information.

FRENCH, ITALIAN, OR SPANISH

A.A. Degree and Preparation for Transfer

Courses Required:

Dept.	No.	Title	Units
FL	1, 2	Elementary	10
OR	FL	1AB, 2AB Elementary (12)	
FL	3, 4	Intermediate	8
FL		Another language	3-5
		Required Subtotal	21-25
		General Education Requirements	<u>39</u>
		DEGREE TOTAL	60-64

Advisors:
 French - Attoun, Deti
 German - Deti
 Italian - Sottile
 Japanese - Attoun
 Russian - Attoun
 Spanish - Deti, Sottile; Dean-Land - CMC

FOREIGN LANGUAGES COURSE DESCRIPTIONS

FRENCH

FR 1 ELEMENTARY FRENCH

5 Units
 Lecture: 5 hours
 Laboratory: 1 hour

This course presents the fundamentals of French. Fluency in understanding, speaking, reading, and writing within the context of the French society, history, and culture is emphasized.

CSU, UC, Associate Degree Applicable

FR 1A ELEMENTARY FRENCH

3 Units
 Lecture: 3 hours
 Laboratory: 1 hour

This course presents the fundamentals of French. Fluency in understanding, speaking, reading, and writing within the context of the French society, history, and culture is emphasized. Completion of FR 1A and FR 1B is equivalent to FR 1.

CSU, UC, Associate Degree Applicable

FR 1B ELEMENTARY FRENCH

3 Units
 Lecture: 3 hours
 Laboratory: 1 hour

This course continues the development of the skills and essentials of the French language begun in French 1A. Fluency in understanding, speaking, reading, and writing within the context of the French society, history, and culture is emphasized. Completion of FR 1A and FR 1B is equivalent to FR 1.

Prerequisite: FR 1A or equivalent
CSU, UC, Associate Degree Applicable

FR 2 ELEMENTARY FRENCH

5 Units
Lecture: 5 hours
Laboratory: 1 hour

This course continues the development of the skills and essentials of the French language begun in FR 1 or FR 1B. Fluency in understanding, speaking, reading, and writing within the context of the French society, history, and culture is emphasized.

Prerequisite: FR 1 or FR 1B or equivalent
CSU, UC, Associate Degree Applicable

FR 2A ELEMENTARY FRENCH

3 Units
Lecture: 3 hours
Laboratory: 1 hour

This course continues the development of the skills and essentials of the French language begun in FR 1 or FR 1B. Fluency in understanding, speaking, reading, and writing within the context of the French society, history, and culture is emphasized. Completion of FR 2A and FR 2B is equivalent to FR 2.

Prerequisite: FR 1 or FR 1B or equivalent
CSU, UC, Associate Degree Applicable

FR 2B ELEMENTARY FRENCH

3 Units
Lecture: 3 hours
Laboratory: 1 hour

This course continues the development of the skills and essentials of the French language begun in FR 2A. Fluency in understanding,

speaking, reading, and writing within the context of the French society, history, and culture is emphasized. Completion of FR 2A and FR 2B is equivalent to FR 2.

Prerequisite: FR 2A or equivalent
CSU, UC, Associate Degree Applicable

FR 3 INTERMEDIATE FRENCH

4 Units
Lecture: 4 hours
Laboratory: 1 hour

This course strengthens the students' communication skills in the spoken and written language. Emphasis is on the customs and culture of France and the francophone world. French literature is introduced.

Prerequisite: FR 2 or FR 2B or equivalent
CSU, UC, Associate Degree Applicable

FR 4 INTERMEDIATE FRENCH

4 Units
Lecture: 4 hours
Laboratory: 1 hour

This course expands the students' ability to communicate in French. Emphasis is on the discussion of socio-cultural selections and literature of the French-speaking world.

Prerequisite: FR 3 or equivalent
CSU, UC, Associate Degree Applicable

FR 8A-D FRENCH CONVERSATION

3 Units
Lecture: 3 hours

This series of courses relies on daily contact vocabulary building and practical conversation of everyday topics, current events, social life, and cultural materials. The student may choose the credit/no credit grading option.

Prerequisites: Intermediate entry level; FR 2, three years high school French or equivalent; courses need not be taken in sequence
CSU, UC, Associate Degree Applicable

**FR 40A,B
FRENCH CIVILIZATION**

3 Units
Lecture: 3 hours

This series of courses traces the development of the French language and culture from the beginning to modern times. Courses are conducted in English and need not be taken in sequence.

Prerequisite: Eligibility for ENG 51
CSU, UC, Associate Degree Applicable

GERMAN**GER 1
ELEMENTARY GERMAN**

5 Units
Lecture: 5 hours
Laboratory: 1 hour

This course presents the fundamentals of German. Fluency in understanding, speaking, reading and writing within the context of the German society, history, and culture is emphasized.

CSU, UC, Associate Degree Applicable

**GER 1A
ELEMENTARY GERMAN**

3 Units
Lecture: 3 hours
Laboratory: 1 hour

This course presents the fundamentals of German. Fluency in understanding, speaking, reading, and writing within the context of the German society, history, and culture is emphasized. Completion of GER 1A and GER 1B is equivalent to GER 1.

CSU, UC, Associate Degree Applicable

**GER 1B
ELEMENTARY GERMAN**

3 Units
Lecture: 3 hours
Laboratory: 1 hour

This course continues the development of the skills and essentials of the German language

begun in GER 1A. Fluency in understanding, speaking, reading, and writing within the context of the German society, history, and culture is emphasized. Completion of GER 1A and GER 1B is equivalent to GER 1.

Prerequisite: GER 1A or equivalent
CSU, UC, Associate Degree Applicable

**GER 2
ELEMENTARY GERMAN**

5 Units
Lecture: 5 hours
Laboratory: 1 hour

This course continues the development of the skills and essentials of the German language begun in GER 1 or GER 1B. Fluency in understanding, speaking, reading, and writing within the context of the German society, history, and culture is emphasized.

Prerequisite: GER 1 or GER 1B or equivalent
CSU, UC, Associate Degree Applicable

**GER 2A
ELEMENTARY GERMAN**

3 Units
Lecture: 3 hours
Laboratory: 1 hour

This course continues the development of the skills and essentials of the German language begun in GER 1 or GER 1B. Fluency in understanding, speaking, reading, and writing within the context of the German society, history, and culture is emphasized. Completion of GER 2A and GER 2B is equivalent to GER 2.

Prerequisite: GER 1 or GER 1B or equivalent
CSU, UC, Associate Degree Applicable

**GER 2B
ELEMENTARY GERMAN**

3 Units
Lecture: 3 hours
Laboratory: 1 hour

This course continues the development of the skills and essentials of the German language begun in GER 2A. Fluency in understanding, speaking, reading, and writing within the context of the German society, history, and culture is emphasized. Completion of GER 2A and

GER 2B is equivalent to GER 2.

Prerequisite: GER 2A or equivalent
CSU, UC, Associate Degree Applicable

GER 40A,B **GERMAN CIVILIZATION**

3 Units
Lecture: 3 hours

This series of courses offers an introduction to the major currents and characteristics of the German culture as expressed through the centuries in literature, fine arts, philosophy, and the sciences. The courses are conducted in English and need not be taken in sequence.

Prerequisite: Eligibility for ENG 51; GER 40B - GER 40A with a grade of "C" or better
CSU, UC, Associate Degree Applicable

ITALIAN

ITAL 1 **ELEMENTARY ITALIAN**

5 Units
Lecture: 5 hours
Laboratory: 1 hour

This course presents the fundamentals of Italian. Fluency in understanding, speaking, reading, and writing within the context of the Italian society, history, and culture is emphasized.

CSU, UC, Associate Degree Applicable

ITAL 1A **ELEMENTARY ITALIAN**

3 Units
Lecture: 3 hours
Laboratory: 1 hour

This course presents the fundamentals of Italian. Fluency in understanding, speaking, reading, and writing within the context of the Italian society, history, and culture is emphasized. Completion of ITAL 1A and ITAL 1B is equivalent to ITAL 1.

CSU, UC, Associate Degree Applicable

ITAL 1B **ELEMENTARY ITALIAN**

3 Units
Lecture: 3 hours
Laboratory: 1 hour

This course continues the development of the skills and essentials of the Italian language begun in ITAL 1A. Fluency in understanding, speaking, reading, and writing within the context of the Italian society, history, and culture is emphasized. Completion of ITAL 1A and ITAL 1B is equivalent to ITAL 1.

Prerequisite: ITAL 1A or equivalent
CSU, UC, Associate Degree Applicable

ITAL 2 **ELEMENTARY ITALIAN**

5 Units
Lecture: 5 hours
Laboratory: 1 hour

This course continues the development of the skills and essentials of the Italian language begun in ITAL 1 or ITAL 1B. Fluency in understanding, speaking, reading, and writing within the context of the Italian society, history, and culture is emphasized.

Prerequisite: ITAL 1 or ITAL 1B or equivalent
CSU, UC, Associate Degree Applicable

ITAL 2A **ELEMENTARY ITALIAN**

3 Units
Lecture: 3 hours
Laboratory: 1 hour

This course continues the development of the skills and essentials of the Italian language begun in ITAL 1 or ITAL 1B. Fluency in understanding, speaking, reading, and writing within the context of the Italian society, history, and culture is emphasized. Completion of ITAL 2A and ITAL 2B is equivalent to ITAL 2.

Prerequisite: ITAL 1 or ITAL 1B or equivalent
CSU, UC, Associate Degree Applicable

**ITAL 2B
ELEMENTARY ITALIAN**

3 Units
Lecture: 3 hours
Laboratory: 1 hour

This course continues the development of the skills and essentials of the Italian language begun in ITAL 2A. Fluency in understanding, speaking, reading, and writing within the context of the Italian society, history, and culture is emphasized. Completion of ITAL 2A and ITAL 2B is equivalent to ITAL 2.

Prerequisite: ITAL 2A or equivalent
CSU, UC, Associate Degree Applicable

**ITAL 3
INTERMEDIATE ITALIAN**

4 Units
Lecture: 4 hours
Laboratory: 1 hour

This course strengthens the students' communication skills in the spoken and written language. Emphasis is on the customs and culture of Italy. Italian literature is introduced.

Prerequisite: ITAL 2 or ITAL 2B or equivalent
CSU, UC, Associate Degree Applicable

**ITAL 4
INTERMEDIATE ITALIAN**

4 Units
Lecture: 4 hours
Laboratory: 1 hour

This course expands the students' ability to communicate in Italian. Emphasis is on the discussion of socio-cultural selections and literature of the Italian-speaking world.

Prerequisite: ITAL 3 or equivalent
CSU, UC, Associate Degree Applicable

**ITAL 40A,B
SURVEY OF ITALIAN CIVILIZATION**

3 Units
Lecture: 3 hours

This course introduces students to the Italian people, culture, and civilization. Italian 40A covers the period from the thirteenth century to the sixteenth century. Italian 40B covers the period from the seventeenth century to the present. Courses need not be taken in sequence and are conducted in English.

Prerequisite: Eligibility for ENG 51; ITAL 40B - ITAL 40A with a grade of "C" or better
CSU, UC, Associate Degree Applicable

JAPANESE**JPN 1A
ELEMENTARY JAPANESE**

3 Units
Lecture: 3 hours
Laboratory: 1 hour

This course introduces students to elementary communication skills of understanding, speaking, reading, and writing Japanese. Emphasis is on fundamentals of grammar and pronunciation, practical vocabulary and useful phrases and idioms. The honorific, polite, and humble forms of vocabulary and expressions are introduced and analyzed.

CSU, UC, Associate Degree Applicable

**JPN 1B
ELEMENTARY JAPANESE**

3 Units
Lecture: 3 hours
Laboratory: 1 hour

This course introduces students to elementary communication skills of understanding, speaking, reading, and writing Japanese. Emphasis is on fundamentals of grammar and pronunciation, practical vocabulary and useful phrases and idioms. The honorific, polite, and humble forms of vocabulary and expressions are introduced and analyzed.

Prerequisite: JPN 1A or equivalent
CSU, UC, Associate Degree Applicable

**JPN 2A
ELEMENTARY JAPANESE**

3 Units
Lecture: 3 hours
Laboratory: 1 hour

This course continues the development of the skills and essentials of the Japanese language begun in JPN 1B. Fluency in understanding, speaking, reading, and writing within the context of the Japanese society, history, and culture is emphasized.

Prerequisite: JPN 1B or equivalent
CSU, UC, Associate Degree Applicable

**JPN 2B
ELEMENTARY JAPANESE**

3 Units
Lecture: 3 hours
Laboratory: 1 hour

This course continues the development of the skills and essentials of the Japanese language begun in JPN 2A. Fluency in understanding, speaking, reading, and writing within the context of the Japanese society, history, and culture is emphasized.

Prerequisite: JPN 2A or equivalent
CSU, UC, Associate Degree Applicable

RUSSIAN**RUS 1A
ELEMENTARY RUSSIAN**

3 Units
Lecture: 3 hours
Laboratory: 1 hour

This course presents the fundamentals of Russian. Fluency in understanding, speaking, reading, and writing within the context of the Russian society, history, and culture is emphasized.

CSU, UC, Associate Degree Applicable

**RUS 1B
ELEMENTARY RUSSIAN**

3 Units
Lecture: 3 hours
Laboratory: 1 hour

This course continues the development of the skills and essentials of the Russian language begun in RUS 1A. Fluency in understanding, speaking, reading, and writing within the context of the Russian society, history, and culture is emphasized.

Prerequisite: RUS 1A or equivalent
CSU, UC, Associate Degree Applicable

**RUS 2A
ELEMENTARY RUSSIAN**

3 Units
Lecture: 3 hours
Laboratory: 1 hour

This course continues the development of the skills and essentials of the Russian language begun in RUS 1B. Fluency in understanding, speaking, reading, and writing within the context of the Russian society, history, and culture is emphasized.

Prerequisite: RUS 1B or equivalent
CSU, UC, Associate Degree Applicable

**RUS 2B
ELEMENTARY RUSSIAN**

3 Units
Lecture: 3 hours
Laboratory: 1 hour

This course continues the development of the skills and essentials of the Russian language begun in RUS 2A. Fluency in understanding, speaking, reading, and writing within the context of the Russian society, history, and culture is emphasized.

Prerequisite: RUS 2A or equivalent
CSU, UC, Associate Degree Applicable

SPANISH**SPAN 1
ELEMENTARY SPANISH**

5 Units
Lecture: 5 hours
Laboratory: 1 hour

This course presents the fundamentals of Spanish. Fluency in understanding, speaking, reading, and writing within the context of the Spanish society, history, and culture is emphasized.

CSU, UC, Associate Degree Applicable

**SPAN 1A
ELEMENTARY SPANISH**

3 Units
Lecture: 3 hours
Laboratory: 1 hour

This course presents the fundamentals of Spanish. Fluency in understanding, speaking, reading, and writing within the context of the Spanish society, history, and culture is emphasized. Completion of SPAN 1A and SPAN 1B is equivalent to SPAN 1.

CSU, UC, Associate Degree Applicable

**SPAN 1B
ELEMENTARY SPANISH**

3 Units
Lecture: 3 hours
Laboratory: 1 hour

This course continues the development of the skills and essentials of the Spanish language begun in SPAN 1A. Fluency in understanding, speaking, reading, and writing within the context of the Spanish society, history, and culture is emphasized. Completion of SPAN 1A and SPAN 1B is equivalent to SPAN 1.

Prerequisite: SPAN 1A or equivalent
CSU, UC, Associate Degree Applicable

**SPAN 2
ELEMENTARY SPANISH**

5 Units
Lecture: 5 hours
Laboratory: 1 hour

This course continues the development of the skills and essentials of the Spanish language begun in SPAN 1 or SPAN 1B. Fluency in understanding, speaking, reading, and writing within the context of the Spanish society, history, and culture is emphasized.

Prerequisite: SPAN 1 or SPAN 1B or equivalent
CSU, UC, Associate Degree Applicable

**SPAN 2A
ELEMENTARY SPANISH**

3 Units
Lecture: 3 hours
Laboratory: 1 hour

This course continues the development of the skills and essentials of the Spanish language begun in SPAN 1 or SPAN 1B. Fluency in understanding, speaking, reading, and writing within the context of the Spanish society, history, and culture is emphasized. Completion of SPAN 2A and 2B is equivalent to SPAN 2.

Prerequisite: SPAN 1 or SPAN 1B or equivalent
CSU, UC, Associate Degree Applicable

**SPAN 2B
ELEMENTARY SPANISH**

3 Units
Lecture: 3 hours
Laboratory: 1 hour

This course continues the development of the skills and essentials of the Spanish language begun in SPAN 2A. Fluency in understanding, speaking, reading, and writing within the context of the Spanish society, history, and culture is emphasized. Completion of SPAN 2A and 2B is equivalent to SPAN 2.

Prerequisite: SPAN 2A or equivalent
CSU, UC, Associate Degree Applicable

SPAN 3 INTERMEDIATE SPANISH

4 Units
Lecture: 4 hours
Laboratory: 1 hour

This course strengthens the students' communication skills in the spoken and written language. Emphasis is on the customs and culture of the Hispanic world. Hispanic literature is introduced.

Prerequisite: SPAN 2 or SPAN 2B or equivalent
CSU, UC, Associate Degree Applicable

SPAN 4 INTERMEDIATE SPANISH

4 Units
Lecture: 4 hours
Laboratory: 1 hour

This course expands the students' ability to communicate in Spanish. Emphasis is on the discussion of socio-cultural selections and literature of the Hispanic-speaking world.

Prerequisite: SPAN 3 or equivalent
CSU, UC, Associate Degree Applicable

SPAN 5 ADVANCED SPANISH

3 Units
Lecture: 3 hours

SPAN 5 is 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.

Prerequisites: SPAN 4 or equivalent
CSU, UC, Associate Degree Applicable

SPAN 6 ADVANCED SPANISH

3 Units
Lecture: 3 hours

This course is essentially the same as Spanish 5 with emphasis on Spanish-American literature and culture.

Prerequisites: SPAN 5 or equivalent
CSU, UC, Associate Degree Applicable

SPAN 8A-D SPANISH CONVERSATION

3 Units
Lecture: 3 hours

This series of courses emphasizes contextual vocabulary building, and practical conversation topics, current events and cultural materials. Students may choose the credit/no-credit grading option.

Prerequisite: SPAN 2 or three years high school Spanish or equivalent; courses need not be taken in sequence
CSU, UC, Associate Degree Applicable

SPAN 10 SPANISH FOR THE BILINGUAL STUDENT

3 Units
Lecture: 3 hours

This course covers spelling, punctuation, the written accent, correct usage of verb tenses, proper sentence structure, and diction. Oral and written compositions will be part of the course. It aims to distinguish anglicisms and archaic expressions from standard language. It is designed for the Spanish speaker born in the U.S. who has never had formal instruction in Spanish.

Prerequisite: Eligibility for ENG 51
CSU, UC, Associate Degree Applicable

SPAN 11 SPANISH FOR THE BILINGUAL STUDENT

3 Units
Lecture: 3 hours

This course is a continuation of Spanish 10. It is designed to improve the communicative skills in Spanish for the bilingual student both orally and in writing and to enhance her/his style of expression. It will include a practical application of all the verb tenses. Written compositions and oral presentations will be the main activities of the course.

Prerequisite: SPAN 10 or equivalent
CSU, UC, Associate Degree Applicable

SPAN 40A,B SPANISH CIVILIZATION

3 Units
Lecture: 3 hours

This series of courses offers an introduction to the major currents and characteristics of Spanish culture as expressed through the centuries in literature, art, philosophy, music, and science. The courses are conducted in English and need not be taken in sequence.

Prerequisite: Eligibility for ENG 51
CSU, UC, Associate Degree Applicable

SPAN 41A-D BASIC SPANISH

3 Units
Lecture: 3 hours

This series of basic courses is designed to introduce the student to the fundamental formalities of the Spanish language emphasizing oral practice, grammatical structure, pronunciation, and vocabulary development from an every day practical contextual point of view; especially for those who wish to obtain a speaking and writing knowledge of Spanish for vocational, career, and professional objectives. The A,B,C,D designations correspond to a four semester sequence of progressive difficulty and mastery

of language skills. Students may choose the credit/no-credit grading option.

Prerequisite: Successful completion of sequential courses required for 41B,C,D
CSU, Associate Degree Applicable

FOREIGN LANGUAGE CENTER

FL 97A-D ½ Unit
Laboratory: 1.5 hours

98A-D 1.0 Unit
Laboratory: 3.0 hours

99A-B 2.0 Units
Laboratory: 6.0 hours

Foreign Language Center is an open entry/open exit environment designed to provide opportunities for students in all segments of the college community to develop foreign language communicative skills in understanding, speaking, reading, and writing. Emphasis is on the one-to-one tutorial as well as the computer-assisted, audiotape and videotape monitoring approaches.

Co-requisite: Foreign Language course



HEALTH, PHYSICAL EDUCATION AND RECREATION

The Health, Physical Education and Recreation Program at College of the Desert is designed to provide curricula leading to an Associate in Arts Degree at College of the Desert, or transfer to a four-year college or university. Required Activity Courses are also listed under Courses of Instruction.

PHYSICAL EDUCATION

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

Courses Required:

Dept.	No.	Title	Units
HE	1	Personal & Comm. Health..... *	3
PE	1	First Aid and Safety	3
PE	2**	Sports Officiating	3
PE	5**	Foundations of Coaching	3
PE	8**	Intro to Health & P. E.	3
PE	23**	Life Saving	2
PE	40-97	Physical Education Activity... 4	4
RE	1	Intro to Comm. Recreation	3
RE	2	ABCD Recreation Field Work 2	2

Required Subtotal	23
General Education Requirements	<u>39</u>
DEGREE TOTAL	62

Advisor: Marman

- * HE 1 is included in General Education Requirements
- ** Scheduling priority: Course is offered only every other year

RECREATION

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

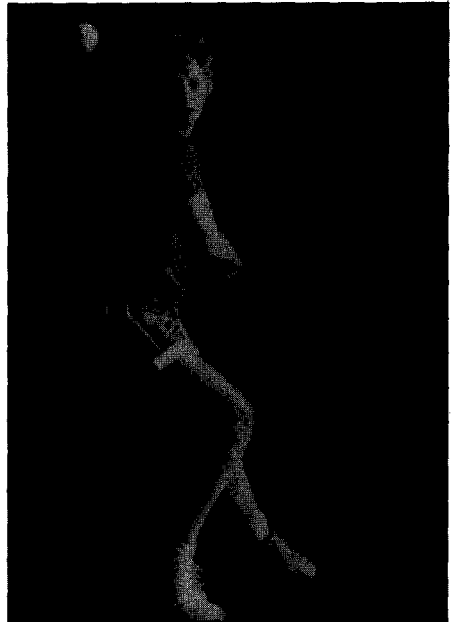
Courses Required:

Dept.	No.	Title	Units
RE	1**	Intro to Comm. Recreation	3
RE	2	ABCD Recreation Field Work 2	2
HE	1	Personal and Comm. Health... *	3
PE	1	First Aid and Safety	3
PE	2**	Sports Officiating	3
PE	8**	Intro to Health & P.E.	3
PE	23**	Life Saving	2
PE	40-97	Physical Education Activity ..	4
MUS		Beg. Musical Instrument	2

Required Subtotal	22
General Education Requirements	<u>39</u>
DEGREE TOTAL	61

Advisor: Marman

- * HE 1 is included in General Education Requirements
- ** Scheduling priority: Course is offered only every other year



HEALTH, PHYSICAL EDUCATION AND RECREATION

COURSE DESCRIPTIONS

HEALTH EDUCATION

HE 1 PERSONAL & COMMUNITY HEALTH

3 Units
Lecture: 3 hours

This course consists of 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.

Prerequisite: Eligibility for ENG 51
CSU, UC, Associate Degree Applicable

PHYSICAL EDUCATION

PE 1 FIRST AID AND SAFETY

3 Units
Lecture: 3 hours

This course includes theory and practice in immediate and temporary care given in case of accident or sudden illness, until service of a physician can be obtained. Upon successful completion, certificates in first aid and C.P.R. are awarded.

Prerequisite: Eligibility for ENG 51
CSU, UC, Associate Degree Applicable

PE 2 SPORTS OFFICIATING

3 Units
Lecture: 3 hours

This course provides instruction in the qualifications, duties, mechanics, and interpretations of

officiating football, basketball, baseball, softball, track & field, cross country, volleyball, soccer, swimming, tennis and golf. Emphasis is on NCAA and California Community College rules.

Prerequisite: Eligibility for ENG 51
CSU, UC, Associate Degree Applicable

PE 5 FOUNDATIONS OF COACHING

3 Units
Lecture: 3 hours

This course introduces the student to the profession of athletic coaching. Emphasis is on the principle of coaching as related to the personal relationship involved in teaching athletes and in helping the student formulate a personal philosophy that is based on sound principles of education and high ethical standards. Subject matter covered includes preparation, motivation, player selection, evaluation, fundamentals and strategy.

Prerequisite: Eligibility for ENG 51
CSU, UC, Associate Degree Applicable

PE 8 INTRODUCTION TO HEALTH AND PHYSICAL EDUCATION

3 Units
Lecture: 3 hours

This course introduces the student to the professional field of physical education. It aids the student in seeing the relationship of the physical education profession to past and present day problems, its present status, professional organizations, literature, requirements. It includes evaluation, through testing, of the skills commonly needed by professional physical educators and recreation leaders.

Prerequisite: Eligibility for ENG 51
CSU, UC, Associate Degree Applicable

PE 10 WOMEN'S PERSONAL SAFETY & DEFENSE

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course is designed to help women learn how to avoid becoming the victims of a criminal act and to be a practical guide for those who wish to develop the precautions and skills necessary for the safety of their property and persons.

UC, Associate Degree Applicable

**PE 15
INTRODUCTION TO
CHOREOGRAPHY**

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course is an introduction to the fundamental elements of choreography and their practical application in creating dance composition.

Prerequisite: Eligibility for ENG 51
CSU, UC, Associate Degree Applicable

**PE 23
LIFESAVING**

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course provides instruction and practice in performing various swimming strokes and water rescue skills. Upon successful completion of this course the student is awarded a Life Saving Certificate.

Prerequisite: Eligibility for ENG 51, good swimming ability
CSU, UC, Associate Degree Applicable

ACTIVITY COURSES

**PE 40A-D
ARCHERY**

1 Unit
Lecture: .5 hour
Laboratory: 1.5 hours

These courses provide beginning, intermediate, advanced, and advanced II instruction and practice in the skills, strategies and rules of archery.

CSU, UC, Associate Degree Applicable

**PE 43A-D
BADMINTON**

1 Unit
Lecture: .5 hour
Laboratory: 1.5 hours

These courses provide beginning, intermediate, advanced, and advanced II instruction and practice in the skills, strategies and rules of single and doubles badminton.

CSU, UC, Associate Degree Applicable

**PE 44A-D
BASEBALL, FALL**

1 Unit
Lecture: .5 hour
Laboratory 1.5 hours

These courses provide beginning, intermediate, advanced, and advanced II instruction and practice in the skills and strategies of baseball.

Prerequisite: Must be varsity player/prospect, or Coach's permission.
CSU, UC, Associate Degree Applicable

**PE 45A-D
BASKETBALL**

1 Unit
Lecture: .5 hour
Laboratory: 1.5 hours

These courses provide beginning, intermediate, advanced, and advanced II instruction and practice in skills, strategies, and officiating of basketball.

CSU, UC, Associate Degree Applicable

**PE 50A-D
DANCE, MODERN**

1 Unit
Lecture: .5 hour
Laboratory: 1.5 hours

These courses provide beginning, intermediate, advanced, and advanced II instruction in modern dance techniques as a vehicle for creating original movement.

CSU, UC, Associate Degree Applicable

**PE 51A-D
DANCE, AEROBIC**

1 Unit
Lecture: .5 hour
Laboratory: 1.5 hours

These courses provide beginning, intermediate, advanced, and advanced II instruction in principles, techniques and practices of fundamental movements used in rhythmic activities, basic dance, and exercise conditioning, with special emphasis on aerobics.

CSU, UC, Associate Degree Applicable

**PE 52A-D
DANCE, AEROBIC (Soft)**

1 Unit
Lecture: .5 hour
Laboratory: 1.5 hours

These courses are designed for the beginning, intermediate, advanced, and advanced II soft aerobics student. The student will learn the principles, techniques and practices of fundamental movements used in rhythmic activities and exercise conditioning, with special emphasis on non-impact aerobics.

CSU, UC, Associate Degree Applicable

**PE 53A-D
DANCE, MODERN (Jazz)**

1 Unit
Lecture: .5 hour
Laboratory: 1.5 hours

These courses provide beginning, intermediate, advanced, and advanced II instruction in jazz dance technique for the improvement of body mechanics and coordination.

CSU, UC, Associate Degree Applicable

**PE 54A-D
DANCE, STEP AEROBIC**

1 Unit
Lecture: .5 hour
Laboratory: 1.5 hours

These courses provide beginning, intermediate, advanced, and advanced II instruction in principles, techniques and practices of aerobic conditioning by means of "step" platforms. Hand weights also are used for upper body strengthening.

CSU, UC, Associate Degree Applicable

**PE 55A-D
DANCE, TAP**

1 Unit
Lecture: .5 hour
Laboratory: 1.5 hours

These courses provide beginning, intermediate, advanced, and advanced II instruction in basic tap dance steps and simple choreography forms for the improvement of coordination.

CSU, UC, Associate Degree Applicable

**PE 56A-D
DANCE, BALLET**

1 Unit
Lecture: .5 hour
Laboratory: 1.5 hours

These courses provide beginning, intermediate, advanced, and advanced II instruction in ballet technique, vocabulary, history, current events, and appreciation of ballet as an art form.

CSU, UC, Associate Degree Applicable

**PE 57A-D
FENCING**

1 Unit
Lecture: .5 hour
Laboratory: 1.5 hours

These courses provide beginning, intermediate, advanced, and advanced II instruction and performance in fencing skills and bodily development pertinent thereto, in each of the three competitive weapons: the foil, the sabre, and the epee.

CSU, UC, Associate Degree Applicable

**PE 59A-D
FLEXIBILITY AND AGILITY,
SPORT PERFORMANCE**

1 Unit
Lecture: .5 hour
Laboratory: 1.5 hours

These courses provide an opportunity for beginning, intermediate, advanced, and advanced II instruction for students interested in improving "complete" physical strength, muscular endurance, anaerobic endurance and increased muscular elasticity while reducing connective tissue injuries. Students will be required to participate in strenuous physical activity and testing.

Prerequisite: Varsity football player/prospect or coach's permission
CSU, UC, Associate Degree Applicable

**PE 60A-D
FOOTBALL CONDITIONING**

1 Unit
Lecture: .5 hour
Laboratory: 1.5 hours

These courses provide beginning, intermediate, advanced, and advanced II intensive conditioning and preparation for intercollegiate football.

Prerequisite: Varsity football player/prospect or coach's permission
CSU, UC, Associate Degree Applicable

**PE 61A-D
FOOTBALL, SPRING**

1 Unit
Lecture: .5 hour
Laboratory: 1.5 hours

These courses provide beginning, intermediate, advanced, and advanced II field and classroom preparation for performance oriented students who demonstrate a high degree of skill and interest in intercollegiate football.

Prerequisite: Varsity football player/prospect or coach's permission
CSU, UC, Associate Degree Applicable

**PE 62A-D
GOLF**

1 Unit
Lecture: .5 hour
Laboratory 1.5 hours

These courses provide beginning, intermediate, advanced, and advanced II instruction and practice in the skills and strategies of golf.

CSU, UC, Associate Degree Applicable

**PE 63
ADAPTED ARCHERY**

1 Unit
Lecture: .5 hour
Laboratory: 1.5 hours

Archery for the physically challenged student offers instruction in development of shooting skills; knowledge of etiquette, rules, safety and tackle; and practice in tournament rounds. This course is modified to meet each individual's particular needs.

Prerequisite: Designed for students with disabilities
CSU, UC, Associate Degree Applicable

**PE 64
ADAPTED TENNIS**

1 Unit
Lecture: .5
Laboratory: 1.5 hours

Tennis for the physically challenged student offers instruction and practice in modified skills and strategies to meet each individual's particular needs.

Prerequisite: Designed for students with disabilities
CSU, UC, Associate Degree Applicable

PE 65
ADAPTED PHYSICAL ACTIVITY

1 Unit
 Lecture: .5 hour
 Laboratory: 1.5 hours

This course is designed to meet the changing activity needs and desires of the physically challenged student. It offers the opportunity to keep physically fit and participate in activities geared to their capabilities.

Prerequisite: Designed for students with disabilities
 CSU, UC, Associate Degree Applicable

PE 66
ADAPTED AQUATICS

1 Unit
 Lecture: .5 hour
 Laboratory: 1.5 hours

This course for the physically challenged student meets in the four foot pool for exercising and learning swimming skills. Pool lifts and instructional aides are available.

Prerequisite: Designed for students with disabilities
 CSU, UC, Associate Degree Applicable

PE 68A-D
JOGGING AND SPEEDWALKING

1 Unit
 Lecture: .5
 Laboratory: 1.5 hours

Beginning, intermediate, advanced, and advanced II jogging and speedwalking offer instruction and participation in a progressive program as applied to health and fitness.

CSU, UC, Associate Degree Applicable

PE 74A-D
**PHYSICAL FITNESS,
 SPORT PERFORMANCE**

1 Unit
 Lecture: .5 hour
 Laboratory: 1.5 hours

These courses provide the practical application of kinetic principles of HUMAN GAIT relative to upper and lower body extremity

movement correlating with the increased efficiency in vertical jump, lateral movement, forward and backward linear movement and its effects upon speed development and athletic performance improvement for the beginning, intermediate, advanced, and advanced II levels. Students will be required to participate in vigorous physical activity, and test and measurement procedures.

Prerequisite: Varsity player/prospect or coach's permission
 CSU, UC, Associate Degree Applicable

PE 77A-D
SELF-DEFENSE, CO-ED

1 Unit
 Lecture: .5 hour
 Laboratory: 1.5 hours

Beginning, intermediate, advanced, and advanced II self-defense courses provide an introduction to practical street self-defense. Various aspects of the combined arts that will be emphasized include: history and philosophy of Asian fighting arts, nature of self-defense (origin-development-function), common sense self-defense, precautionary measures, psychology, physical conditioning, women and special problems, and aesthetic appreciation of form and motion.

CSU, UC, Associate Degree Applicable

PE 78A-D
SELF-DEFENSE, MARTIAL ARTS

1 Unit
 Lecture: .5 hour
 Laboratory: 1.5 hours

Beginning, intermediate, advanced, and advanced II self-defense, martial arts emphasize physical conditioning, sport, philosophy and aesthetic appreciation of form and motion.

CSU, UC, Associate Degree Applicable

PE 79A-D
SOCCER-TOUCH FOOTBALL

1 Unit
 Lecture: .5 hour
 Laboratory: 1.5 hours

These courses provide beginning, intermediate, advanced, and advanced II instruction and practice in the skills and strategies of soccer-touch football.

CSU, UC, Associate Degree Applicable

**PE 80A-D
SOFTBALL, CO-ED**

1 Unit
Lecture: .5 hour
Laboratory: 1.5 hours

These courses provide beginning, intermediate, advanced, and advanced II instruction and practice in skills, strategies and rules of softball.

CSU, UC, Associate Degree Applicable

**PE 82A-D
SWIMMING**

1 Unit
Lecture: .5 hour
Laboratory: 1.5 hours

These courses provide beginning, intermediate, advanced, and advanced II instruction and practice in the various swimming techniques.

CSU, UC, Associate Degree Applicable

**PE 86A-D
TENNIS**

1 Unit
Lecture: .5 hour
Laboratory: 1.5 hours

These courses provide beginning, intermediate, advanced, and advanced II instruction and practice in skills, strategies, and officiating of tennis.

CSU, UC, Associate Degree Applicable

**PE 87A-D
TRACK AND FIELD, CO-ED**

1 Unit
Lecture: .5 hour
Laboratory: 1.5 hours

These courses provide beginning, intermediate, advanced, and advanced II instruction and practice in various techniques of events in track and field.

CSU, UC, Associate Degree Applicable

**PE 91A-D
VOLLEYBALL**

1 Unit
Lecture: .5 hour
Laboratory: 1.5 hours

These courses provide beginning, intermediate, advanced, and advanced II instruction and practice in skills, strategies, and officiating of volleyball.

CSU, UC, Associate Degree Applicable

**PE 93A-D
WATER EXERCISES**

1 Unit
Lecture: .5 hour
Laboratory: 1.5 hours

Beginning, intermediate, advanced, and advanced II water exercises emphasize physical fitness and flexibility through resistance exercises in the water. The pool is only 4 feet deep. You do not need to know how to swim.

CSU, UC, Associate Degree Applicable

**PE 96A-D
WEIGHT TRAINING**

1 Unit
Lecture: .5 hour
Laboratory: 1.5 hours

These courses provide practical application of kinetic strength training principles for the beginner, intermediate, advanced, and advanced II participant. Physical development and improvement shall be attained through the use of selected resistance machinery, free weight apparatus and other selected physical conditioning methods.

CSU, UC, Associate Degree Applicable

**PE 97A-D
WEIGHT TRAINING, FOOTBALL**

1 Unit
Lecture: .5 hour
Laboratory: 1.5 hours

These courses provide practical application of kinetic strength training principles for the beginner, intermediate, advanced, and advanced II varsity participant/prospect. Physical development and improvement shall be attained through the use of selected resistance machinery, free weight apparatus and other selected physical conditioning methods.

Prerequisite: Varsity football player/prospect or coach's permission
CSU, UC, Associate Degree Applicable

RECREATION**RE 1
INTRODUCTION TO COMMUNITY
RECREATION**

3 Units
Lecture: 3 hours

This is a theory and activity course which teaches leadership of recreation activities with emphasis on the social development and integration of individuals into group programs; mechanics of planning, techniques of presentation; and a repertoire of social activities as tools for social recreation. Students will actively participate in the planning and production of various intramural and other special events.

Prerequisite: Eligibility for ENG 51
CSU, Associate Degree Applicable

**RE 2A-D
RECREATION FIELD WORK**

1 Unit
Lecture: 1 hour

This course gives practical experience to students who are training for careers in the HPER/Athletic area. Class activities include work at various facilities both on and off campus.

CSU, Associate Degree Applicable

VARSITY SPORTS**VS 11A,B
VARSITY BASEBALL (M)**

3 Units
10 hours plus games

This course is intercollegiate competition for performance oriented students who demonstrate a high degree of skill and interest.

Prerequisite: Successful tryout
CSU, UC, Associate Degree Applicable

**VS 14A-D
VARSITY BASKETBALL (M)**

1½ Units
5 hours plus games

This course is intercollegiate competition for performance oriented students who demonstrate a high degree of skill and interest.

Prerequisite: Successful tryout
CSU, UC, Associate Degree Applicable

**VS 15A-D
VARSITY BASKETBALL (W)**

1½ Units
5 hours plus games

This course is intercollegiate competition for performance oriented students who demonstrate a high degree of skill and interest.

Prerequisite: Successful tryout
CSU, UC, Associate Degree Applicable

**VS 22A,B
VARSITY CROSS COUNTRY (M)**

3 Units
10 hours plus meets

This course is intercollegiate competition for performance oriented students who demonstrate a high degree of skill and interest.

Prerequisite: Successful tryout
CSU, UC, Associate Degree Applicable

VS 23A,B
VARSITY CROSS COUNTRY (W)

3 Units
10 hours plus meets

This course is intercollegiate competition for performance oriented students who demonstrate a high degree of skill and interest.

Prerequisite: Successful tryout
CSU, UC, Associate Degree Applicable

VS 33A,B
VARSITY FOOTBALL (M)

3 Units
10 hours plus games

This course is intercollegiate competition for performance oriented students who demonstrate a high degree of skill and interest.

Prerequisite: Successful tryout
CSU, UC, Associate Degree Applicable

VS 40A,B
VARSITY GOLF (M)

3 Units
10 hours plus matches

This course is intercollegiate competition for performance oriented students who demonstrate a high degree of skill and interest.

Prerequisite: Successful tryout
CSU, UC, Associate Degree Applicable

VS 41A,B
VARSITY GOLF (W)

3 Units
10 hours plus matches

This course is intercollegiate competition for performance oriented students who demonstrate a high degree of skill and interest.

Prerequisite: Successful tryout
CSU, UC, Associate Degree Applicable

VS 53A,B
VARSITY SOCCER (M)

3 Units
10 hours plus games

This course is intercollegiate competition for performance oriented students who demonstrate a high degree of skill and interest.

Prerequisite: Successful tryout
CSU, UC, Associate Degree Applicable

VS 57A,B
VARSITY SOFTBALL (W)

3 Units
10 hours plus games

This course is intercollegiate competition for performance oriented students who demonstrate a high degree of skill and interest.

Prerequisite: Successful tryout
CSU, UC, Associate Degree Applicable

VS 64A,B
VARSITY TENNIS (M)

3 Units
10 hours plus matches

This course is intercollegiate competition for performance oriented students who demonstrate a high degree of skill and interest.

Prerequisite: Successful tryout
CSU, UC, Associate Degree Applicable

VS 65A,B
VARSITY TENNIS (W)

3 Units
10 hours plus matches

This course is intercollegiate competition for performance oriented students who demonstrate a high degree of skill and interest.

Prerequisite: Successful tryout
CSU, UC, Associate Degree Applicable

VS 68A,B
VARSITY TRACK & FIELD (M)

3 Units
10 hours plus meets

This course is intercollegiate competition for performance oriented students who demonstrate a high degree of skill and interest.

Prerequisite: Successful tryout
CSU, UC, Associate Degree Applicable

VS 69A,B
VARSITY TRACK & FIELD (W)

3 Units
10 hours plus meets

This course is intercollegiate competition for performance oriented students who demonstrate a high degree of skill and interest.

Prerequisite: Successful tryout
CSU, UC, Associate Degree Applicable

VS 74A,B
VARSITY VOLLEYBALL (W)

3 Units
10 hours plus matches

This course is intercollegiate competition for performance oriented students who demonstrate a high degree of skill and interest.

Prerequisite: Successful tryout
CSU, UC, Associate Degree Applicable

VS 78A,B
VARSITY WATER POLO

3 Units
10 hours plus matches

This course is intercollegiate competition for performance oriented students who demonstrate a high degree of skill and interest.

Prerequisite: Successful tryout
CSU, UC, Associate Degree Applicable

HUMAN SERVICES

This Division is developing certificate and degree programs to serve the needs of our growing college community. Program areas that deal with serving the public at large are under our purview. The Drug and Alcohol Abuse Counseling Certificate program opens each Fall semester and the course sequence must be followed.

ALCOHOL/DRUG STUDIES

A.A. Degree and Preparation for Employment

Courses Required:

Dept.	No.	Title	Units
HSAD	1	Intro to Alcohol/Drug Studies	3
HSC	2	Intro/Human Svcs Counseling	3
HSAD	4	Personal/Professnl Growth	2
HSAD	20	Biomedical-Pharmacology	3
HSAD	22	Case Management	3
HSAD	24	Law & Ethics	3
HSAD	30	Indiv/Group Family Counseling	3
HSAD	32A	Supervised Practicum I	2
HSAD	33A	Supervised Internship I	3
HSAD	34	Dual Diagnosis	2
HSAD	32B	Supervised Practicum II	2
HSAD	33B	Supervised Internship II	3

Required Subtotal	32
Program Electives	14-15
(with Advisor approval)	
General Education Subtotal	18

DEGREE TOTAL

Advisor: Bolanos

ALCOHOL/DRUG STUDIES

Certificate and Preparation for Employment

Courses Required:

Dept.	No.	Title	Units
HSAD	1	Intro to Alcohol/Drug Studies	3
HSC	2	Intro/Human Svcs Counseling	3

HSAD 4	Personal/Professional Growth	2
HSAD 20	Biomedical Pharmacology	3
HSAD 22	Case Management	3
HSAD 24	Law & Ethics	3
HSAD 30	Indiv/Group Family Counseling	3
HSAD 32A	Supervised Practicum I	2
HSAD 33A	Supervised Internship I	3
HSAD 34	Dual Diagnosis	2
HSAD 32B	Supervised Practicum II	2
HSAD 33B	Supervised Internship II	3

CERTIFICATE TOTAL 32

Advisor: Bolanos

EARLY CHILDHOOD EDUCATION

A.A. Degree

Courses Required:

Dept.	No.	Title	Units
ECE	1	Introduction to Early Childhood Programs	1
ECE	10A	Child Growth & Development	3
ECE	12	Child, Family and Community	3
ECE	14	Early Childhood Principles & Practices	3
ECE	15	Early Childhood Laboratory	2
ECE	32	Child Abuse and Neglect	1
ECE	40A	Creative Studies for Young Children	2
ECE	40C	Music for Young Children	2
ECE	42	Play, Socialization, Discipline	3
Required Subtotal			20

ELECTIVES - Select 12 units from this list of recommended courses:

ECE	10B	Child Growth & Development	3
ECE	16	Parenting / Child Under Six	1
ECE	19	Children's Lang. and Lit.	3
ECE	20	Infant/Toddler Growth & Development	3
ECE	21	Infant/Toddler Environments	2
ECE	22	Nutrition/Menu Planning for Children	1
ECE	24	Administration of Programs for Young Children	3
ECE	25	Adv. Admin. of Programs for Young Children	3

ECE	30A	Curriculum Design & Implementation I	1
ECE	30B	Curriculum Design & Implementation II	1
ECE	30C	Curriculum Design & Implementation III	1
ECE	33	Survey of Special Education	3
ECE	35A	Understanding Emotionally Handicapped Child	1
ECE	35B	Understanding the Learning Disabled Child	1
ECE	35C	Understanding the Developmentally Disabled Child	1
ECE	35D	Working with the Physically Handicapped Child	1
ECE	40B	Movement Activities for Young Children	2
ECE	40D	Science & Number Concepts for Young Children	2
ECE	44	Child Health & Safety	2
ECE	45A	Licensed Family Child Care I	1
ECE	45B	Licensed Family Child Care II	1

Elective Subtotal 12
 General Education Requirements 18
 Electives as needed to complete 60 units . 10

DEGREE TOTAL 60

Advisor: Barnett; Armstrong/Rogers - CMC

EARLY CHILDHOOD EDUCATION

Preparation for Transfer and A.A. Degree

Courses Required:

Dept.	No.	Title	Units
ECE	1	Introduction to Early Childhood Programs	1
ECE	10A	Child Growth & Development	3
ECE	12	Child, Family and Community	3
ECE	14	Early Childhood Principles & Practices	3
ECE	15	Early Childhood Laboratory	2
ECE	20	Infant/Toddler Growth & Development	3
ECE	32	Child Abuse and Neglect	1
ECE	40A	Creative Studies for Young Children	2

ECE	40C	Music for Young Children	2
ECE	42	Play, Socialization, Discipline		3
PSY	10	Psychological Aspects of Marriage & Family	3

Required Subtotal 26
 General Education Requirements* 44-46

*To include the following:

BI	4	Elements of Biology	(3)
BI	4L	Elements of Biology Lab	(1)
MATH	14	Statistical Methods	(4)
HIST	17 or 18	U.S. History	(3)
PS	1	Intro to Government	(3)
SOC	1	Intro to Sociology	(3)
PSY	1	General Psychology	(3)
PSY	3	Developmental Psychology	(3)

DEGREE TOTAL 70-72

Advisor: Barnett; Armstrong/Rogers - CMC

*Admission and General Education Requirements vary depending on transfer institution. Consult advisor and transfer institution catalog for appropriate selection.

EARLY CHILDHOOD EDUCATION

COURSE OF STUDY FOR TEACHERS IN PRIVATE NURSERY SCHOOLS AND CHILD CARE CENTERS

The following courses fulfill the California Department of Social Services requirement of 12 semester units for fully qualified teachers in private centers.

Title 22 Teacher Certificate Copper Mountain Campus

Courses Required (6 units):

Dept.	No.	Title	Units
ECE	10A	Child Growth and Development 3
ECE	12	Child, Family & Community	.. 3
Electives - Minimum of 6 units			
ECE	14	Early Childhood Principles & Practices 3
ECE	15	Early Childhood Laboratory	.. 2

ECE	40A	Creative Activities for Young Children	2
ECE	40B	Movement Activities for Young Children	2
ECE	40C	Music Activities for Young Children	2
ECE	40D	Science & Number Concepts for Young Children	2

The following courses are recommended for infant/toddler teachers:

ECE	20	Infant/Toddler Growth & Development	3
ECE	21	Infant/Toddler Environments	..	2

CERTIFICATE TOTAL 12

Advisors: Armstrong/Rogers - CMC

EARLY CHILDHOOD EDUCATION

Title 22 Teacher Certificate Palm Desert Campus

Dept.	No.	Title	Units
ECE	1	Intro to Early Childhood Programs 1
ECE	10A	Child Growth & Development	3
ECE	12	Child, Family & Community	. 3
ECE	40A	Creative Activities for Young Children 2
ECE	42	Play, Socialization & Discipline 3

CERTIFICATE TOTAL 12

Advisor: Barnett

EARLY CHILDHOOD EDUCATION

Title 22 Supervision Certificate

Courses Required:

Dept.	No.	Title	Units
ECE	10A	Child Growth & Development	3
ECE	12	Child, Family & Community	. 3

ECE	24	Admin. of Programs for Young Children	3
OR	ECE	25 Advanced Admin. of Programs for Young Children (3)	

Required Subtotal	9
Elective Subtotal	6

CERTIFICATE TOTAL 15

Advisors: Barnett, Armstrong/Rogers - CMC

EARLY CHILDHOOD EDUCATION

Title 5 Supervision Certificate

Courses Required:

Dept.	No.	Title	Units
ECE	1	Intro to Early Childhood Programs	1
ECE	10A	Child Growth & Development	3
ECE	12	Child, Family & Community .	3
ECE	40A	Creative Activities for Young Children	2
ECE	42	Play, Socialization & Discipline	3
ECE	24	Admin. of Programs for Young Children	3
ECE	25	Adv. Admin. of Programs for Young Children	3

Required Subtotal	18
Elective Subtotal	12
General Education Requirements	16
CERTIFICATE TOTAL	46

Note: Two (2) years verified experience working with young children is required.

Advisors: Barnett, Armstrong/Rogers - CMC

EARLY CHILDHOOD EDUCATION

Children's Center Permit (Issued by the State of California)

Courses Required:

Dept.	No.	Title	Units
ECE	1	Intro to Early Childhood Programs	1
ECE	10A	Child Growth & Development	3
ECE	12	Child, Family & Community	3
ECE	40A	Creative Activities for Young Children	2
ECE	42	Play, Socialization & Discipline	3

Required Subtotal	12
Elective Subtotal	12
General Education Requirements	16
CERTIFICATE TOTAL	40

Note: Two (2) years verified experience working with young children is required.

Advisor: Barnett

EARLY CHILDHOOD EDUCATION

Licensed Family Child Care Certificate

Dept.	No.	Title	Units
ECE	10A	Child Growth & Development	3
ECE	12	Child, Family and Community	3
ECE	20	Infant/Toddler Growth & Development	3
ECE	32	Child Abuse and Neglect	1
ECE	45A	Licensed Family Child Care I .	1
ECE	45B	Licensed Family Child Care II	1

CERTIFICATE TOTAL 12

Advisor: Barnett

HUMAN SERVICES

COURSE DESCRIPTIONS

EARLY CHILDHOOD EDUCATION (ECE)

ECE 1 **INTRODUCTION TO EARLY CHILDHOOD PROGRAMS**

1 Unit
Lecture: 1 hour

This course provides an overview of the field of child development/early childhood education, including the history and philosophy of early childhood programs, exploration of the various types of programs, and the job potential for students. Students will be required to visit and report on five different types of programs in the community.

Prerequisite: Eligibility for ENG 51
Associate Degree Applicable

ECE 10A **CHILD GROWTH AND DEVELOPMENT (CAN HEC 14)**

3 Units
Lecture: 3 hours

This course studies the developing child with emphasis on the physical, social, psychological, and intellectual growth from conception through five years of age. It includes the major theories of emotional, social, physical and cognitive development. It is the basic introductory course for all Early Childhood Education majors, and is required for teacher licensing in private centers, and for a California Children's Center Permit.

Prerequisite: Eligibility for ENG 51
CSU, UC, Associate Degree Applicable

ECE 10B **CHILD GROWTH AND DEVELOPMENT**

3 Units
Lecture: 3 hours

This course studies the developing child with emphasis on the physical, social, psychological, and intellectual growth from six years of age through adolescence. Identification of the key concepts, comparison of theoretical perspective, application of empirical generalizations, and analysis of major issues for this age group is of primary concern for this course.

Prerequisite: ECE 10A with a grade of "C" or better
UC, Associate Degree Applicable

ECE 12 **CHILD, FAMILY AND COMMUNITY (CAN HEC 12)**

3 Units
Lecture: 3 hours

This course studies the influence of contemporary family and cultural patterns on young children. Emphasis will be placed on establishing effective school-parent relationships through conferences and parent meetings. Community resources and agencies that strengthen families will be examined. This course is required by the California State Department of Social Services for teachers and directors.

Prerequisite: Concurrent or completion of ECE 10A with a grade of "C" or better
CSU, Associate Degree Applicable

ECE 14 **EARLY CHILDHOOD PRINCIPLES & PRACTICES**

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course explores the basic techniques of working with young children, including: promoting self-esteem; creativity; self-discipline; development of physical and cognitive skills; and planning appropriate curriculum.

Prerequisite: ECE 10A, ECE 12, and ECE 42; concurrent enrollment in ECE 15 recommended
CSU, Associate Degree Applicable

ECE 15 EARLY CHILDHOOD LABORATORY

2 Units
Laboratory: 6 hours

Under supervision, at College of the Desert Child Development Center, students participate in all classroom activities. Students develop and supervise learning experiences, conduct group times, handle routines and respond to individual and group needs of young children.

Prerequisite: ECE 10A, ECE 12, and ECE 42; concurrent enrollment in ECE 14 recommended
CSU, Associate Degree Applicable

ECE 16 PARENTING THE CHILD UNDER SIX

1 Unit
Lecture: 1 hour

This course explores parent-child interaction patterns. Understanding age-appropriate behaviors, problem behaviors, observation and communication strategies will be emphasized.

Associate Degree Applicable

ECE 19 CHILDREN'S LANGUAGE AND LITERATURE

3 Units
Lecture: 3 hours

This course is to help teachers build language opportunities into every curriculum area; to explore methods of fostering language skills of the young child; and introduce prereading experiences. It includes the study of children's literature, standards for evaluating books and computer software, techniques of story telling and puppetry.

Prerequisite: ECE 10A with a grade of "C" or better
CSU, Associate Degree Applicable

ECE 20 INFANT/TODDLER GROWTH AND DEVELOPMENT

3 Units
Lecture: 3 hours

This course studies the process of human development from conception through age two as determined by heredity, society and human interaction with implication for child guidance. Prenatal development and the birth process are emphasized. Observation of a neonate, infant and toddler are required. Articulated with CSUSB through the TEACH Project.

Prerequisite: ECE 10A with a grade of "C" or better
CSU, Associate Degree Applicable

ECE 21 INFANT/TODDLER ENVIRONMENTS

2 Units
Lecture: 2 hours

This course prepares students to develop an infant and/or toddler curriculum including design of a developmentally appropriate learning environment. It explains the philosophies and methods currently in practice. It will emphasize teacher competencies necessary for working with children in these stages.

Prerequisite ECE 10A or ECE 20 with a grade of "C" or better
Associate Degree Applicable

ECE 22 NUTRITION/MENU PLANNING FOR CHILDREN

1 Unit
Lecture: 1 hour

This course explores the importance and value of nutrition in programs for young children. Students will understand and devise ways of teaching basic concepts, be able to evaluate activities and construct appropriate materials for young children. Planning and preparation of parent educational materials with an emphasis on nutritious meals and snacks for children will also be included. Basic menus for children's programs will be identified.

Prerequisite: ECE 10A with a grade of "C" or better
CSU, Associate Degree Applicable

**ECE 24
ADMINISTRATION OF PROGRAMS
FOR YOUNG CHILDREN**

3 Units
Lecture: 3 hours

This course examines the requirements for the administration of programs for young children including private and publicly funded day care centers and preschool programs, emphasizing business procedures. It is required by the State Department of Social Services for directors of private preschools and child care programs.

Prerequisite: ECE 10A with a grade of "C" or better; completion of 9 units in ECE
CSU, Associate Degree Applicable

**ECE 25
ADVANCED ADMINISTRATION
PROGRAMS FOR YOUNG CHILDREN**

3 Units
Lecture: 3 hours

This course provides an advanced level of administrative and managerial knowledge needed to operate a child care center as a successful business. Emphasis will be on personnel management procedures.

Prerequisite: ECE 24 with a grade of "C" or better; completion of 12 units in ECE
CSU, Associate Degree Applicable

**ECE 26
MUSIC & MOVEMENT ACTIVITIES
FOR THE SCHOOL AGE CHILD**

2 Units
Lecture: 2 hours

This course explores the importance and meaning of music and movement for the school age child. It emphasizes listening skills, singing, movement education, creating instruments, and playing the autoharp.

Prerequisite: ECE 10B with a grade of "C" or better
Associate Degree Applicable

**ECE 30A
EARLY CHILDHOOD CURRICULUM
DESIGN AND IMPLEMENTATION -
Part I**

1 Unit
Lecture: 1 hour

This course is a study of curriculum development for early childhood programs. Included will be the relationship of child development principles to curriculum design and organization, daily routine and room arrangement. Understanding how children develop language, representation and social skills is emphasized.

Prerequisite: ECE 10A with a grade of "C" or better
CSU, Associate Degree Applicable

**ECE 30B
EARLY CHILDHOOD CURRICULUM
DESIGN AND IMPLEMENTATION -
Part II**

1 Unit
Lecture: 1 hour

This course is an intermediate level study of curriculum development for early childhood programs. Included will be developmentally appropriate strategies for worktime, circle time and writing lesson plans. Understanding how children develop number and logical reasoning skills are emphasized.

Prerequisite: ECE 30A with a grade of "C" or better
CSU, Associate Degree Applicable

**ECE 30C
EARLY CHILDHOOD CURRICULUM
DESIGN AND IMPLEMENTATION -
Part III**

1 Unit
Lecture: 1 hour

This course is an advanced level study of curriculum development of early childhood programs. Included are developmentally appropriate strategies for small group time and outside time. Assessment of young children and understanding how children develop concepts of space and time are emphasized. Music

and movement activities for young children will also be included.

Prerequisite: ECE 30A with a grade of "C" or better
 CSU, Associate Degree Applicable

ECE 32 CHILD ABUSE AND NEGLECT

1 Unit
 Lecture: 1 hour

This course examines physical abuse and neglect, emotional abuse and neglect, and sexual abuse of children. Emphasis is on how the classroom teacher, foster parents, and members of the general public can prevent, detect and intervene in cases of child abuse.

Prerequisite: Eligibility for ENG 51
 CSU, Associate Degree Applicable

ECE 33 SURVEY OF SPECIAL EDUCATION

3 Units
 Lecture: 3 hours

This course provides an introduction to special education in the public schools. Legal aspects, assessment, placement and examination of all the disabilities served in the public school and child care setting will be examined. The role of child care professionals and para professionals in the field of special education is emphasized.

Prerequisite: ECE 10A with a grade of "C" or better
 CSU, Associate Degree Applicable

ECE 35A UNDERSTANDING THE EMOTIONALLY HANDICAPPED CHILD

1 Unit
 Lecture: 1 hour

This course studies specific characteristics of children suffering from emotional disabilities as a result of cultural, environmental factors or organic causes. The psycho education treatment and curriculum consideration is analyzed.

Prerequisite: ECE 10A and PSY 1 or PSY 3 with a grade of "C" or better
 Associate Degree Applicable

ECE 35B UNDERSTANDING THE LEARNING DISABLED CHILD

1 Unit
 Lecture: 1 hour

This course studies specific characteristics of children suffering from learning handicaps. The laws regarding placement, diagnosis, assessment techniques, and methods for remediation are analyzed.

Prerequisite: ECE 10A and PSY 1 or PSY 3 with a grade of "C" or better
 Associate Degree Applicable

ECE 35C UNDERSTANDING THE DEVELOPMENTALLY DISABLED CHILD

1 Unit
 Lecture: 1 hour

This course studies the different types of children in the developmentally disabled population. The current laws, curriculum, treatment methods and family involvement techniques are included.

Prerequisite: ECE 10A and PSY 1 or PSY 3 with a grade of "C" or better
 Associate Degree Applicable

ECE 35D WORKING WITH THE PHYSICALLY HANDICAPPED CHILD

1 Unit
 Lecture: 1 hour

This course studies the physical handicaps of children and the characteristics of those handicaps. Emphasis is placed on the understanding, main-streaming and the responsibilities of the classroom teacher, parents and the specialist.

Prerequisite: ECE 10A and PSY 1 or PSY 3 with a grade of "C" or better
 Associate Degree Applicable

**ECE 40A
CREATIVE ACTIVITIES FOR YOUNG CHILDREN**

2 Units
Lecture: 2 hours

This course emphasizes materials and techniques in teaching creative activities to young children. Developing creativity will be emphasized. Various sensory modalities are explored as a sensory-motor environment is developed for the young child.

Prerequisite: Concurrent or completion of ECE 10A with a grade of "C" or better
CSU, Associate Degree Applicable

**ECE 40B
MOVEMENT ACTIVITIES FOR YOUNG CHILDREN**

2 Units
Lecture: 2 hours

This course emphasizes movement activities designed to develop gross and fine motor skills and increase self-confidence in young children.

Prerequisite: Concurrent or completion of ECE 10A with a grade of "C" or better
CSU, Associate Degree Applicable

**ECE 40C
MUSIC FOR YOUNG CHILDREN**

2 Units
Lecture: 2 hours

This course emphasizes the development of curriculum ideas for using music to develop listening ability, rhythm dancing, singing, identifications of instruments and pitch. Teaching techniques and materials appropriate to the growth and development of young children are explored.

Prerequisite: Concurrent or completion of ECE 10A with a grade of "C" or better
CSU, Associate Degree Applicable

**ECE 40D
SCIENCE AND NUMBER CONCEPTS FOR YOUNG CHILDREN**

2 Units
Lecture: 2 hours

This course explores the development of curriculum ideas for teaching our environment and conservation of natural resources to young children. Included will be the sequence of mathematical concepts appropriate to different stages of development.

Prerequisite: Concurrent or completion of ECE 10A with a grade of "C" or better
CSU, Associate Degree Applicable

**ECE 42
PLAY, SOCIALIZATION AND DISCIPLINE**

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course explores the applications of developmental theory for designing early childhood settings, for understanding and guiding child behavior, and for communicating and interacting with young children. Included will be a discussion of behavior problems and methods of self-discipline, criteria modification and positive reinforcement techniques, and principles of play actions in relation to the socialization used for directed experiences in working with children in a child development setting. Articulated with ROP and CSUSB through the TEACH Project.

Prerequisite: Concurrent or completion of ECE 10A with a grade of "C" or better
CSU, Associate Degree Applicable

**ECE 43A,B
PARENT EDUCATION AND PARTICIPATION (formerly ECE 43)**

1½ Units
Lecture: 1 hour
Laboratory: 1.5 hours

These courses are designed to provide parents with the opportunity to learn and practice positive child rearing strategies in a laboratory setting with their own children.

Class participants are encouraged to bring their children, ages 1-6, with them to class. 43A emphasizes physical and cognitive development of young children along with discipline strategies that encourage responsible behavior in children. 43B emphasizes social and emotional development of young children and strategies that support effective communication with young children.

Prerequisite: Eligibility for ENG 51
Associate Degree Applicable

ECE 44
CHILD HEALTH AND SAFETY

2 Units
Lecture: 2 hours

This course provides information on the physical and mental health of children in an early childhood educational setting. The course includes CPR, safety standards, sanitation principles, and the community health resources.

Prerequisite: ECE 10A with a grade of "C" or better
CSU, Associate Degree Applicable

ECE 45A
LICENSED FAMILY CHILD CARE I

1 Unit
Lecture: 1 hour

This course prepares students to integrate basic principles of child development in establishing a quality child care program within a family home environment. How to set up a recordkeeping system and files for each child will be emphasized. Information about good health and nutrition practices and adult CPR certification is included.

Associate Degree Applicable

ECE 45B
LICENSED FAMILY CHILD CARE II

1 Unit
Lecture: 1 hour

This course prepares students to integrate basic principles of child development in establishing a quality child care program within a family home environment. Understanding of

the strengths and limitations of 0 to 6 year old children is emphasized along with requirements for age-appropriate curriculum. Fire safety procedures, earthquake preparedness and infant/child CPR will be included.

Associate Degree Applicable

ECE 50
NANNY I: THE NANNY PROFESSION

2 Units
Lecture: 2 hours

This course studies the nanny profession and in-home child care. Emphasis will be on the meaning of professionalism, relationship between employer and employee, the role of the Nanny in the public sector, and the rights and responsibilities of children and family.

Prerequisite: ECE 10A with a grade of "C" or better
Associate Degree Applicable

ECE 51
NANNY II: HOME MANAGEMENT

2 Units
Lecture: 2 hours

This course provides an overview of home management skills necessary in the Nanny profession. Emphasis will be on nutrition and meals, health and safety, guidance and discipline, first aid, CPR, recreation and management of time and money.

Prerequisite: ECE 50 with a grade of "C" or better
Associate Degree Applicable

ECE 52
NANNY III: ADMINISTRATION OF IN-HOME CARE

2 Units
Lecture: 2 hours

This course provides administrative and managerial knowledge needed to become an effective Nanny. Emphasis will be upon analysis and application of business theory and principles in the area of budget, personnel,

environmental design, program and business communications.

Prerequisite: ECE 51 with a grade of "C" or better

Associate Degree Applicable

ECE 60A KEEPING THE INFANT SAFE

½ Unit

Lecture: .25 hour

Laboratory: .75 hour

This course provides the infant caregiver the skills necessary to provide a safe indoor and outdoor environment, the ability to respond to emergencies appropriately and to help children begin to develop safety habits.

Prerequisite: Eligibility for ENG 51
CSU, Associate Degree Applicable

ECE 60B KEEPING THE TODDLER SAFE

½ Unit

Lecture: .25 hour

Laboratory: .75 hour

This course provides the toddler caregiver the skills necessary to provide a safe indoor and outdoor environment, the ability to respond to emergencies appropriately, and to help children begin to develop safety habits.

Prerequisite: Eligibility for ENG 51
CSU, Associate Degree Applicable

ECE 60C KEEPING THE PRESCHOOLER SAFE

½ Unit

Lecture: .25 hour

Laboratory: .75 hour

This course provides the preschool caregiver the skills necessary to provide a safe indoor and outdoor environment, the ability to respond to emergencies appropriately, and to help children begin to develop safety habits.

Prerequisite: Eligibility for ENG 51
CSU, Associate Degree Applicable

ECE 61A CREATING A LEARNING ENVIRONMENT FOR INFANTS

½ Unit

Lecture: .25 hour

Laboratory: .75 hour

This course provides the infant caregiver the skills necessary to encourage play and exploration, selecting and arranging appropriate materials and equipment that fosters growth and learning, and plan schedules and routines appropriate to the ages of children.

Prerequisite: Eligibility for ENG 51
CSU, Associate Degree Applicable

ECE 61B CREATING A LEARNING ENVIRONMENT FOR TODDLERS

½ Unit

Lecture: .25 hour

Laboratory: .75 hour

This course provides the toddler caregiver the skills necessary to encourage play and exploration, selecting and arranging appropriate materials and equipment that fosters growth and learning, and plan schedules and routines appropriate to the ages of children.

Prerequisite: Eligibility for ENG 51
CSU, Associate Degree Applicable

ECE 61C CREATING A LEARNING ENVIRONMENT FOR PRESCHOOLERS

½ Unit

Lecture: .25 hour

Laboratory: .75 hour

This course provides the preschool caregiver the skills necessary to encourage play and exploration, selecting and arranging appropriate materials and equipment that fosters growth and learning, and plan schedules and routines appropriate to the ages of children.

Prerequisite: Eligibility for ENG 51
CSU, Associate Degree Applicable

**ECE 62A
PROMOTING INFANT GOOD
HEALTH/NUTRITION**

½ Unit
Lecture: .25 hour
Laboratory: .75 hour

This course provides the infant caregiver the skills necessary to provide a healthy indoor and outdoor environment, teach children to practice healthful activities, and a reporting process for child abuse and neglect.

Prerequisite: Eligibility for ENG 51
CSU, Associate Degree Applicable

**ECE 62B
PROMOTING TODDLER GOOD
HEALTH/NUTRITION**

½ Unit
Lecture: .25 hour
Laboratory: .75 hour

This course provides the toddler caregiver the skills necessary to provide a healthy indoor and outdoor environment, teach children to practice healthful activities, and a reporting process for child abuse and neglect.

Prerequisite: Eligibility for ENG 51
CSU, Associate Degree Applicable

**ECE 62C
PROMOTING PRESCHOOLERS
GOOD HEALTH/NUTRITION**

½ Unit
Lecture: .25 hour
Laboratory: .75 hour

This course provides the preschool caregiver the skills necessary to provide a healthy indoor and outdoor environment, teach children to practice healthful activities, and a reporting process for child abuse and neglect.

Prerequisite: Eligibility for ENG 51
CSU, Associate Degree Applicable

**ECE 63A
PROMOTING INFANT PHYSICAL
DEVELOPMENT**

½ Unit
Lecture: .25 hour
Laboratory: .75 hour

This course provides the infant caregiver the skills necessary to reinforce and encourage children's physical development, to select the appropriate equipment and activities for gross and fine motor development.

Prerequisite: Eligibility for ENG 51
CSU, Associate Degree Applicable

**ECE 63B
PROMOTING TODDLER PHYSICAL
DEVELOPMENT**

½ Unit
Lecture: .25 hour
Laboratory: .75 hour

This course provides the toddler caregiver the skills necessary to reinforce and encourage children's physical development, to select the appropriate equipment and activities for gross and fine motor development.

Prerequisite: Eligibility for ENG 51
CSU, Associate Degree Applicable

**ECE 63C
PROMOTING PRESCHOOL
PHYSICAL DEVELOPMENT**

½ Unit
Lecture: .25 hour
Laboratory: .75 hour

This course provides the preschool caregiver the skills necessary to reinforce and encourage children's physical development, to select the appropriate equipment and activities for gross and fine motor development.

Prerequisite: Eligibility for ENG 51
CSU, Associate Degree Applicable

ECE 64A
PROMOTING INFANT COGNITIVE DEVELOPMENT

½ Unit
 Lecture: .25 hour
 Laboratory: .75 hour

This course provides the infant caregiver the skills necessary to provide opportunities for children to use their senses to explore, interact, build confidence, and develop a cognitive frame of reference.

Prerequisite: Eligibility for ENG 51
 CSU, Associate Degree Applicable

ECE 64B
PROMOTING TODDLER COGNITIVE DEVELOPMENT

½ Unit
 Lecture: .25 hour
 Laboratory: .75 hour

This course provides the toddler caregiver the skills necessary to provide opportunities for children to use their senses to explore, interact, build confidence, and develop a cognitive frame of reference.

Prerequisite: Eligibility for ENG 51
 CSU, Associate Degree Applicable

ECE 64C
PROMOTING PRESCHOOL COGNITIVE DEVELOPMENT

½ Unit
 Lecture: .25 hour
 Laboratory: .75 hour

This course provides the preschool caregiver the skills necessary to provide opportunities for children to use their senses to explore, interact, build confidence, and develop a cognitive frame of reference.

Prerequisite: Eligibility for ENG 51
 CSU, Associate Degree Applicable

ECE 65A
USING THE INFANT'S ENVIRONMENT TO ENCOURAGE COMMUNICATION

½ Unit
 Lecture: .25 hour
 Laboratory: .75 hour

This course provides the infant caregiver the skills necessary to interact with children in ways that encourage them to communicate their thoughts and feelings to other people.

Prerequisite: Eligibility for ENG 51
 CSU, Associate Degree Applicable

ECE 65B
USING THE TODDLER'S ENVIRONMENT TO ENCOURAGE COMMUNICATION

½ Unit
 Lecture: .25 hour
 Laboratory: .75 hour

This course provides the toddler caregiver the skills necessary to interact with children in ways that encourage them to communicate their thoughts and feelings to other people.

Prerequisite: Eligibility for ENG 51
 CSU, Associate Degree Applicable

ECE 65C
USING THE PRESCHOOL ENVIRONMENT TO ENCOURAGE COMMUNICATION

½ Unit
 Lecture: .25 hour
 Laboratory: .75 hour

This course provides the preschool caregiver the skills necessary to interact with children in ways that encourage them to communicate their thoughts and feelings to other people.

Prerequisite: Eligibility for ENG 51
 CSU, Associate Degree Applicable

ECE 66A
PROMOTING CREATIVITY IN INFANTS

½ Unit
 Lecture: .25 hour
 Laboratory: .75 hour

This course provides the infant caregiver the necessary skills to use imagination techniques to interact with infants by providing activities that promote creative expression.

Prerequisite: Eligibility for ENG 51
 CSU, Associate Degree Applicable

**ECE 66B
PROMOTING CREATIVITY IN
TODDLERS**

½ Unit
Lecture: .25 hour
Laboratory: .75 hour

This course provides the toddler caregiver the necessary skills to use imagination techniques to interact with toddlers by providing activities that promote creative expression.

Prerequisite: Eligibility for ENG 51
CSU, Associate Degree Applicable

**ECE 66C
PROMOTING CREATIVITY IN
PRESCHOOLERS**

½ Unit
Lecture: .25 hour
Laboratory: .75 hour

This course provides the preschool caregiver the necessary skills to use one's imagination and thinking skills techniques to interact with preschoolers by providing activities that promote creative expression.

Prerequisite: Eligibility for ENG 51
CSU, Associate Degree Applicable

**ECE 67A
BUILDING INFANT'S SELF-ESTEEM**

½ Unit
Lecture: .25 hour
Laboratory: .75 hour

This course provides the infant caregiver the necessary skills to build a positive relationship with each child and to help children understand and appreciate their self worth and to feel successful and competent.

Prerequisite: Eligibility for ENG 51
CSU, Associate Degree Applicable

**ECE 67B
BUILDING TODDLER'S SELF-
ESTEEM**

½ Unit
Lecture: .25 hour
Laboratory: .75 hour

This course provides the toddler caregiver the

necessary skills to build a positive relationship with each child and to help children understand and appreciate their self worth and to feel successful and competent.

Prerequisite: Eligibility for ENG 51
CSU, Associate Degree Applicable

**ECE 67C
BUILDING PRESCHOOLER'S
SELF-ESTEEM**

½ Unit
Lecture: .25 hour
Laboratory: .75 hour

This course provides the preschool caregiver the necessary skills to build a positive relationship with each child and to help children understand and appreciate their self worth and to feel successful and competent.

Prerequisite: Eligibility for ENG 51
CSU, Associate Degree Applicable

**ECE 68A
PROMOTING INFANT SOCIAL
DEVELOPMENT**

½ Unit
Lecture: .25 hour
Laboratory: .75 hour

This course provides the infant caregiver the necessary skills to understand and teach children to develop socially, learn to share, cooperate, take turns and negotiate with other children and adults, and enjoy people in their lives.

Prerequisite: Eligibility for ENG 51
CSU, Associate Degree Applicable

**ECE 68B
PROMOTING TODDLER SOCIAL
DEVELOPMENT**

½ Unit
Lecture: .25 hour
Laboratory: .75 hour

This course provides the toddler caregiver the necessary skills to understand and teach children to develop socially, learn to share, cooperate, take turns and negotiate with other children and adults, and enjoy people in their lives.

Prerequisite: Eligibility for ENG 51
CSU, Associate Degree Applicable

**ECE 68C
PROMOTING PRESCHOOL SOCIAL
DEVELOPMENT**

½ Unit
Lecture: .25 hour
Laboratory: .75 hour

This course provides the preschool caregiver the necessary skills to understand and teach children to develop socially, learn to share, cooperate, take turns and negotiate with other children and adults, and enjoy people in their lives.

Prerequisite: Eligibility for ENG 51
CSU, Associate Degree Applicable

**ECE 69A
PROVIDING POSITIVE GUIDANCE
TO INFANTS**

½ Unit
Lecture: .25 hour
Laboratory: .75 hour

This course provides the infant caregiver the skills necessary to encourage self-discipline, to use positive methods to guide and help children to express their feelings in an acceptable manner.

Prerequisite: Eligibility for ENG 51
CSU, Associate Degree Applicable

**ECE 69B
PROVIDING POSITIVE GUIDANCE
TO TODDLERS**

½ Unit
Lecture: .25 hour
Laboratory: .75 hour

This course provides the toddler caregiver the skills necessary to encourage self-discipline, to use positive methods to guide and help children to express their feelings in an acceptable manner.

Prerequisite: Eligibility for ENG 51
CSU, Associate Degree Applicable

**ECE 69C
PROVIDING POSITIVE GUIDANCE
TO PRESCHOOLERS**

½ Unit
Lecture: .25 hour
Laboratory: .75 hour

This course provides the preschool caregiver the skills necessary to encourage self-discipline, to use positive methods to guide and help children to express their feelings in an acceptable manner.

Prerequisite: Eligibility for ENG 51
CSU, Associate Degree Applicable

**ECE 71
WORKING WITH FAMILIES**

½ Unit
Lecture: .25 hour
Laboratory: .75 hour

This course provides the caregiver who works with families the necessary information and skill to: communicate, encourage parental participation at the child care center, and help families respond appropriately to their child's behavior.

Prerequisite: Eligibility for ENG 51
CSU, Associate Degree Applicable

**ECE 72
BEING A CLASSROOM MANAGER**

½ Unit
Lecture: .25 hour
Laboratory: .75 hour

This course provides the caregiver the skill to use a systematic approach to managing the child's development program as it pertains to the classroom setting.

Prerequisite: Eligibility for ENG 51
CSU, Associate Degree Applicable

**ECE 73
MAINTAINING A COMMITMENT
TO PROFESSIONALISM IN THE
CLASSROOM**

½ Unit
Lecture: .25 hour
Laboratory: .75 hour

This course provides child caregivers an understanding of the importance of professionalism in child care and that each caregiver is a member of a team that provides an important service.

Prerequisite: Eligibility for ENG 51
CSU, Associate Degree Applicable

HUMAN SERVICES ALCOHOL/DRUG STUDIES

HSAD 1 INTRODUCTION TO ALCOHOL/ DRUG STUDIES

3 Units
Lecture: 3 hours

This is a survey course that examines, interprets and evaluates the significant terms and definitions used in the study of drugs, addiction and alcoholism as a family affair. It looks at the causes and consequences of alcohol/drug use and abuse (i.e. psychological, sociological, physiological, economic, and political), as well as the myths, images and stereotypes of substance abuse and substance users, and finally it examines the modalities utilized in education, prevention, intervention, treatment, recovery, and relapse. This is the basic prerequisite for the Alcohol/Drug Studies Certificate.

Prerequisite: Eligibility for ENG 51
CSU, Associate Degree Applicable

HSAD 4 PERSONAL AND PROFESSIONAL GROWTH

2 Units
Lecture: 2 hours

This course covers the professional aspects of alcohol and drug counseling as a career. It deals with such problematic areas as burnout, recovery, certification and credential requirements, professional associations and personal and professional growth. It introduces problems and possible solutions that will be thematic in many courses in this program. This is a required course for the Alcohol/Drug Certificate.

Prerequisite: Eligibility for ENG 51
CSU, Associate Degree Applicable

HSAD 20 BIOMEDICAL-PHARMACOLOGY

3 Units
Lecture: 3 hours

This course investigates the effects of alcohol and drugs on human behavior. Models and biomedical principles of the disease process and treatment are presented. Interpretations and evaluations of the strategies utilized in recovery by various treatment modalities are studied. This is a required course for the Alcohol/Drug Studies Certificate.

Prerequisite: HSAD 1
CSU, Associate Degree Applicable

HSAD 22 CASE MANAGEMENT

3 Units
Lecture: 3 hours

This course presents case management from the initial intake and assessment of an individual, to recovery planning, record keeping, aftercare, follow-up and referral. This is a required course for the Alcohol/Drug Studies Certificate.

Prerequisite: HSAD 1
CSU, Associate Degree Applicable

HSAD 24 LAW/ETHICS: COMMUNITY RESPONSES

3 Units
Lecture: 3 hours

This course is the study, interpretation, and practice of legal/ethical responsibilities and liabilities encountered when providing and utilizing Human Services. Special focus is placed on privileged relationships, counseling, and confidentiality. It also deals with community agencies responsible for outreach education and referrals. This is a required course for the Alcohol/Drug Certificate.

Prerequisite: HSAD 1
CSU, Associate Degree Applicable

HSAD 30 INDIVIDUAL, GROUP AND FAMILY COUNSELING

3 Units
Lecture: 3 hours

This is a survey course that addresses the differences and similarities of individual and group counseling with special emphasis on the functional alcohol/drug family situations. It traces the development of individual and group counseling and explores its dynamics. It will interpret and assess the impact on individuals and on their relationships. In addition, it will interpret and assess the impact on society and on its institutions. Practical strategies and experiential exercises will be utilized. Skills development in counseling the family unit will be addressed. This course is a prerequisite for all supervised field work. This is a required course for the Alcohol/Drug Certificate.

Prerequisite: Eligibility for ENG 51
CSU, Associate Degree Applicable

HSAD 32A ALCOHOL/DRUG: SUPERVISED PRACTICUM I

2 Units
Lecture: 2 hours

This course gives direction, interpretation, guidance and evaluation to assist the student in making the transition from the college to job placement via the Supervised Internship I (HSAD 33A). Values, knowledge and skills applied in the practical setting are essential to professional dependency counseling. Special attention is given to individual, group, and family approaches to counseling. This is a required course for the Alcohol/Drug Studies Certificate.

*Prerequisite: 6 HSAD/HSC core courses;
concurrent enrollment in HSAD 33A*
CSU, Associate Degree Applicable

HSAD 32B ALCOHOL/DRUG: SUPERVISED PRACTICUM II

2 Units
Lecture: 2 hours

This course concludes the work begun in

Supervised Practicum I (HSAD 32A). This is a required course for the Alcohol/Drug Studies Certificate.

*Prerequisite: 6 HSAD/HSC core courses;
concurrent enrollment in HSAD 33B*
CSU, Associate Degree Applicable

HSAD 33A ALCOHOL/DRUG: SUPERVISED INTERNSHIP I

3 Units
Weekly: 9 hours

This course is a supervised field work internship that actively involves students at a supervised chemical dependency service site. Students apply and integrate the values, knowledge and skills learned in the classroom through direct, hands-on experience in the area of chemical dependency counseling. Special attention is given to individual, group and family counseling. This is a required course for the Alcohol/Drug Studies Certificate.

*Prerequisite: 6 HSAD/HSC core courses;
concurrent enrollment in HSAD 32A*
CSU, Associate Degree Applicable

HSAD 33B ALCOHOL/DRUG: SUPERVISED INTERNSHIP II

3 Units
Weekly: 9 hours

This course concludes the field work begun in Supervised Internship I (HSAD 33A). This is a required course for the Alcohol/Drug Studies Certificate.

*Prerequisite: 6 HSAD/HSC core courses;
concurrent enrollment in HSAD 32B*
CSU, Associate Degree Applicable

HSAD 34 DUAL DIAGNOSIS

2 Units
Lecture: 2 hours

This course prepares the student to meet the challenge to mental health workers and substance abuse counselors in dealing together with clients who have psychiatric disorders coexisting with drug dependency. The focus is on the diagnosis, assessment, treatment and

aftercare of such clients. This is a required course for the Alcohol/Drug Studies Certificate.

Prerequisite: Eligibility for ENG 51
CSU, Associate Degree Applicable

HUMAN SERVICES COUNSELING

HSC 2 INTRODUCTION TO HUMAN SERVICES COUNSELING

3 Units
Lecture: 3 hours

This is an intensive, exploratory, communication/counseling course that introduces the student to the principles, strategies and practices of helping skills as useful tools. Through the use of problem solving simulation, the student will learn how to support coping skills in a client. This is a required course for the Alcohol/Drug Studies Certificate.

Prerequisite: Eligibility for ENG 51
CSU, Associate Degree Applicable

HUMANITIES

COURSE DESCRIPTIONS

HUM 1 CRITICAL ANALYSIS

3 Units
Lecture: 3 hours

Emphasis is placed on knowledge and appreciation of traditional and alternate modes of thinking. Attention is given to a variety of cultural approaches to critical thought. Analytical thinking is applied to such areas as: science, the arts, religion, and business.

Prerequisite: Eligibility for ENG 1A
CSU, UC, Associate Degree Applicable

HUM 5 A,B HUMANITY AND THE ENVIRONMENT

3 Units
Lecture: 3 hours

Students in this course examine issues affecting the natural and cultural environment at local and global levels. This course is a two semester sequence with emphasis on the natural environment in 5A and on the cultural environment in 5B. Selected topics are examined and discussions are led by a faculty team from the Fine Arts, Humanities, and the Social, Physical and Life sciences. Opportunities are provided to examine interrelated social and environmental problems as they occur in community settings.

Prerequisite: Eligibility for ENG 1A
CSU, Associate Degree Applicable

HUM 18 INTRODUCTION TO ART AND MUSIC

3 Units
Lecture: 3 hours

Students examine parallels in ideas and organizational methods found in art and music of the Western World. A comparison is made of major developments of styles with an emphasis on the role of the visual and aural arts in society from the Middle Ages to the present.

Prerequisite: Eligibility for ENG 1A
CSU, UC, Associate Degree Applicable

LIBERAL ARTS

The Liberal Arts major is comprised of General Education courses plus additional transferable coursework to total 60 units. The General Education courses are to be the thirteen courses selected to fulfill the California State University General Education Certification.

LIBERAL STUDIES

Students who are transferring into a baccalaureate program in Liberal Studies in preparation for a Multiple Subjects Teaching Credential should schedule an appointment with a Counselor for academic advisement.

MATHEMATICS

MATHEMATICS

Preparation for Transfer to a Four-Year College and/or A.S. Degree

Courses Required:

Dept.	No.	Title	Units
MATH	1A	Calculus w/Analytic Geometry..	5
MATH	1B	Calculus w/Analytic Geometry..	5
MATH	2A	Calculus w/Analytic Geometry..	5
MATH	2B	Linear Algebra.....	4
AND/OR			
MATH	2C	Ordinary Differential Equa.(4)	
PH	4A	Engineering Physics	5
PH	4B	Engineering Physics	5
PH	5	Computer Programming I.....	3
OR CS	89	'C' Language Programng (3)	

Required Subtotal	32
General Education Requirements	33
DEGREE TOTAL	65

Advisors: K. Dostal, S. Dostal, Hagopian, Parvizi, Patterson, Romer, Green - CMC

MATHEMATICS

COURSE DESCRIPTIONS

MATH 1A CALCULUS WITH ANALYTIC GEOMETRY (CAN MATH 18)

5 Units
Lecture: 5 hours

This course includes a brief review of algebraic functions and coordinate geometry along with limits, derivatives, and differentials of algebraic, rational trigonometric functions. Additional topics will include applications of the derivative, the indefinite integral and an introduction to the definite integral.

Prerequisite: Eligibility for ENG 51 and 4 years of high school mathematics including Trigonometry and Geometry with a grade of B or better in 4th year or equivalent; or MATH 12 or MATH 10 and MATH 5
CSU, UC, Associate Degree Applicable

MATH 1B CALCULUS WITH ANALYTIC GEOMETRY (CAN MATH 20)

5 Units
Lecture: 5 hours

This course includes the definite integral: areas, volumes, moments, applications to physics, transcendental functions, techniques of integration, improper integrals, conic sections, hyperbolic functions, polar coordinates, vectors and parametric equations.

Prerequisite: MATH 1A with a grade of C or better or equivalent
CSU, UC, Associate Degree Applicable

MATH 2A CALCULUS WITH ANALYTIC GEOMETRY (CAN MATH 22)

5 Units
Lecture: 5 hours

This course includes solid analytic geometry,

vector algebra in 3 dimensions, partial derivatives, line integrals, multiple integrals, vector field theory, functions defined by integrals and infinite series.

Prerequisite: MATH 1A and MATH 1B with a grade of C or better or equivalent
 CSU, UC, Associate Degree Applicable

MATH 2B LINEAR ALGEBRA

4 Units
 Lecture: 4 hours

This course is a standard introductory course in linear algebra. Topics will include vectors in \mathbb{R}^n , matrices and systems of linear equations, determinants, vector spaces, linear independence, linear transformations, eigenvalues, eigenvectors, and diagonalization of certain quadratic forms.

Prerequisite: MATH 1B with a grade of C or better
 CSU, UC, Associate Degree Applicable

MATH 2C ORDINARY DIFFERENTIAL EQUATIONS

4 Units
 Lecture: 4 hours

This is a standard introductory course in differential equations including: first, second and higher order; simultaneous, linear, homogeneous differential equations; solutions by power series; Laplace transform; Fourier series; and application.

Prerequisite: MATH 1B with minimum grade of "C"
 CSU, UC, Associate Degree Applicable

MATH 5 TRIGONOMETRY

3 Units
 Lecture: 3 hours

This is a theoretical approach to the study of the trigonometric functions with emphasis upon circular functions, trigonometric identities, trigonometric equations, graphical methods,

inverse functions, vectors and applications, complex numbers and solving triangles with applications.

Prerequisite: MATH 30 and MATH 40 with a grade of "C" or better and second year algebra in high school within the past three years
 CSU, Associate Degree Applicable

MATH 10 COLLEGE ALGEBRA

4 Units
 Lecture: 4 hours

This is a function oriented course including a review of algebra, function notation, function terminology and graphs. Polynomial, rational, exponential and logarithmic functions are studied. Additional topics may include systems of equations, conics, summation notation and the binomial theorem.

Prerequisite: MATH 40 and MATH 30 with a grade of "C" or better; or Algebra I and II and Geometry in high school or equivalent
 CSU, UC, Associate Degree Applicable

MATH 12 PRE-CALCULUS ANALYSIS

5 Units
 Lecture: 5 hours

This is a functions-oriented pre-calculus course including the analysis, graphing, and applications of the polynomial, rational, exponential, logarithmic, trigonometric, and inverse trigonometric functions. Additional topics will include the real and complex number system, an algebraic review and systems of equations.

Prerequisite: MATH 40 & MATH 30 with a grade of "C" or better, or 4 years of high school math including second year Algebra & 1 year of Geometry with a grade of "C" or better
 CSU, UC, Associate Degree Applicable

MATH 13 LIBERAL ARTS MATHEMATICS

4 Units
Lecture: 4 hours

This course is designed for the non-science liberal arts major. Survey topics may include the concept of proof (deduction and induction), probability and statistics, game theory, linear programming, geometry and computers.

Prerequisite: MATH 40 with a grade of "C" or better or equivalent; eligibility for ENG 1A CSU, Associate Degree Applicable

MATH 14 STATISTICAL METHODS

4 Units
Lecture: 4 hours

This course will study topics from both descriptive and inferential statistics including: histograms, frequency polygons, measures of central tendency and dispersion probability, binomial and normal distributions, estimation and hypothesis testing, and regression and correlation analysis.

Prerequisite: MATH 40 with a grade of "C" or better; ENG 51 CSU, UC, Associate Degree Applicable

MATH 30 PLANE GEOMETRY

3 Units
Lecture: 3 hours

This course includes fundamentals of plane geometry, including topics in solid and coordinate geometry, developed by both inductive and deductive processes.

Prerequisites: MATH 50 or one year high school Algebra Associate Degree Applicable

MATH 40 INTERMEDIATE ALGEBRA

4 Units
Lecture: 4 hours

This course offers a brief review and expansion of the topics of Math 50; concentrating on functions, exponents and radicals; quadratic

equations; systems of linear and quadratic equations; and conic sections.

Prerequisite: MATH 50 or one year high school Algebra with a grade of "C" or better within last 3 years or equivalent Associate Degree Applicable

MATH 50 ELEMENTARY ALGEBRA

4 Units
Lecture: 4 hours

This course includes the basic properties of integers, rational numbers, and real numbers; polynomial arithmetic, simple functions and graphing; solving of linear and second degree equations, and gives an introduction to inequalities.

Prerequisite: MATH 57 with a grade of "C" or better or equivalent

MATH 56 INTRODUCTORY TECHNICAL MATHEMATICS FOR ELECTRONICS

2 Units
Lecture: 2 hours

This is a basic mathematics course with emphasis on skills needed in electronics. It includes fractions, decimals, percentage, signed numbers, scientific notation, algebraic operations, the metric system as used in electronics; graphing, and trigonometric principles.

Prerequisite: Eligibility for MATH 50 and RDG 51 Associate Degree Applicable

MATH 57 COLLEGE ARITHMETIC

3 Units
Lecture: 3 hours

This course is designed to give students an understanding of and a competency in the basic operations of elementary arithmetic. Topics include adding, subtracting, multiplying and dividing whole numbers, decimals, and fractions. Other topics include: ratios and proportions, percents, signed numbers, metric system, and basic algebra problem solving.

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 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. General Education courses in the Arts and Humanities primarily directed toward the non-major.

Persons planning to major in music should confer with an advisor within the department before selecting courses toward that major.

MUSIC

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

Courses Required (45 units):

Dept.	No.	Title	Units
MUS	1A	Musicianship	3
MUS	1B	Musicianship	3
MUS	1C	Musicianship	3
MUS	1D	Musicianship	3
MUS	2A	Harmony	3
MUS	2B	Harmony	3
MUS	2C	Harmony	3
MUS	2D	Harmony	3
MUS	3A	History & Lit of Music	3
MUS	3B	History & Lit of Music	3
OR MUS 11A Survey of Music Lit (3) and			
MUS 11B Survey of MusicLit (3)			
MUS	4	Counterpoint	3
MUS	40-48	Music Performance*	8
A,B,C,D (2 units per semester)			

Four units of Performance Organization chosen from the following courses: 4

MUS	31	College Orchestra
MUS	32	College Chorus
MUS	33	Symphonic Band
MUS	34	Vocal Ensemble
MUS	35	Instrumental Chamber Ensemble
MUS	71	Jazz Ensemble

*MUS 99 Recital Attendance is required of all enrolled in Music Performance 40-48.

Suggested elective courses:

MUS	14	Survey of Opera
MUS	21	Class Piano
MUS	22	Class Voice
MUS	28	Piano Ensemble
MUS	39	Class Guitar
MUS	50	Piano Pedagogy
MUS	55	Singers' Diction
MUS	78	Computers and Music
MUS	81-88	**Music Performance

Required Subtotal	45
General Education Requirements	39

DEGREE TOTAL 84

Advisor: Norman

**May receive no transfer recognition to four year universities.

MUSIC

COURSE DESCRIPTIONS

MUS 1A-D MUSICIANSHIP

3 Units
Lecture: 3 hours
Laboratory: 2 hours

This is the basic course in the development of skills in ear training and sight singing designed for the music major. This course is correlated with MUS 2A,B,C,D.

CSU, UC, Associate Degree Applicable

**MUS 2A-D
HARMONY**

3 Units
Lecture: 3 hours

This course is the study of the harmonization of figured bass and of given and original melodies; including triads, passing and auxiliary tones, seventh chords, and modulations.

Prerequisite: Concurrent enrollment in MUS 1A-D
CSU, UC, Associate Degree Applicable

**MUS 3A,B
HISTORY & LITERATURE OF MUSIC**

3 Units
Lecture: 3 hours

This course is designed for the music major who has completed one year of Music Theory. A chronological study of history and literature from the earliest times to the present day will be studied. Representative readings and papers will be required.

Prerequisite: MUS 1A,B; MUS 2A,B
CSU, UC, Associate Degree Applicable

**MUS 4
COUNTERPOINT**

3 Units
Lecture: 3 hours

Writing of tonal counterpoint is the goal of this course. The student will complete original examples of 2- and 3-part counterpoint. Analytical work includes the study of contrapuntal music of various stylistic periods.

Prerequisite: MUS 1A,B, 2A,B
CSU, UC, Associate Degree Applicable

**MUS 10
INTRODUCTION TO MUSIC**

3 Units
Lecture: 3 hours

This course is designed for the general college student and non-music major. It is a general survey of the development of music with

emphasis on the esthetic, formal and historical factors, correlated with parallel movements in the other arts.

Prerequisite: Eligibility for ENG 51
CSU, UC, Associate Degree Applicable

**MUS 11A,B
SURVEY OF MUSIC LITERATURE**

3 Units
Lecture: 3 hours

This course is designed for the music major. It is comprised of a study of representative musical master works and their background. In conjunction with material being studied, students will be required to attend designated concerts.

Prerequisite: Eligibility for ENG 51
CSU, UC, Associate Degree Applicable

**MUS 12
FUNDAMENTALS OF MUSIC**

3 Units
Lecture: 3 hours

This course is designed for the general college student and prospective elementary teachers. It covers the study of the basic fundamentals of music: lines and spaces, notes and note values, meter, time signatures, modes, major and minor scales, key signatures, intervals and chords.

CSU, UC, Associate Degree Applicable

**MUS 14A-D
SURVEY OF OPERA**

2 Units
Lecture: 2 hours

This course is a critical study of representative operas. Selections will be made from works being performed locally, on radio, television and recordings.

CSU, UC, Associate Degree Applicable

MUS 15
INTRODUCTION TO MUSIC THEORY

2 Units
 Lecture: 2 hours

This course is a study of chord voicing, simple chord progression and melodic structure. A strong emphasis will be placed upon sight singing, ear training and keyboard proficiency.

Prerequisite: MUS 12 or equivalent
 CSU, UC, Associate Degree Applicable

MUS 21A-D
CLASS PIANO

2 Units
 Lecture: 1 hour
 Laboratory: 3 hours

This course focuses on the fundamentals of piano technique, tone production, rhythm, sight reading, interpretation and keyboard facility. Students are placed in the appropriate section according to their ability from beginning to advanced I and advanced II.

Prerequisite: Must be taken in sequence
 CSU, UC, Associate Degree Applicable

MUS 22A-D
CLASS VOICE

2 Units
 Lecture: 1 hour
 Laboratory: 3 hours

This course teaches fundamental techniques of solo and ensemble singing. Problems of tone production, breathing, diction, repertoire, and song interpretation are addressed.

CSU, UC, Associate Degree Applicable

MUS 23A-D
STRINGED INSTRUMENTS

2 Units
 Lecture: 1 hour
 Laboratory: 3 hours

This course combines class and laboratory study of orchestral stringed instruments. It is designed for those who expect to teach in the

public schools. Basic techniques will be studied for violin, viola, cello and string bass.

CSU, UC, Associate Degree Applicable

MUS 24A-D
BRASS AND WOODWIND INSTRUMENTS

2 Units
 Lecture: 1 hour
 Laboratory: 3 hours

This course includes class and laboratory study of orchestral wind instruments. It is designed for those who expect to teach in the public schools. Basic technique on trumpet, French horn, tuba, clarinet, oboe, bassoon, flute, and saxophone will be studied.

Prerequisite: Basic knowledge of music (treble and bass clef, notation, key signatures)
 CSU, UC, Associate Degree Applicable

MUS 25A-D
CLASS PERCUSSION

2 Units
 Lecture: 1 hour
 Laboratory: 3 hours

This course includes the fundamentals of snare drum technique and basics of counting. It is designed for non-music majors with no background in reading music or the playing of percussion instruments.

CSU, UC, Associate Degree Applicable

MUS 28A-D
PIANO ENSEMBLE

1 Unit
 Lecture: .5 hour
 Laboratory: 1.5 hours

This course provides ensemble training for pianists. Public performance in a student recital is required each semester. Repertoire includes literature from all periods written for two pianos, one piano-four hands, two pianos-eight hands, and piano concertos.

Prerequisite: Approval of instructor
 CSU, UC, Associate Degree Applicable

MUS 31A-D COLLEGE ORCHESTRA

1 Unit
Laboratory: 4 hours rehearsal each week

This course comprises the study and performance of concert orchestra literature. Participation in public performances is required.

Prerequisite: Ability to play an orchestral instrument at medium to advanced level as determined by the conductor

CSU, UC, Associate Degree Applicable

MUS 32A-D COLLEGE CHORUS

1 Unit
Laboratory: 3 hours rehearsal each week

This course includes the study and performance of either one large scale work or a program of representative choral works; public performance is required. Three hours of rehearsal will be required each week, as well as attendance at 12 on-campus concerts.

CSU, UC, Associate Degree Applicable

MUS 33A-D SYMPHONIC BAND

1 Unit
Laboratory: 4 hours rehearsal each week

This course is a combination laboratory and performance organization dedicated to acquaint the student with a wide variety of symphonic band musical literature, composers and soloists.

Prerequisite: Permission of instructor by audition

CSU, UC, Associate Degree Applicable

MUS 34A-D VOCAL ENSEMBLE

1 Unit
Laboratory: 4 hours rehearsal each week

This course provides students with an opportunity to study and perform music written for

small vocal ensembles; rehearsals and public performances are required.

Prerequisite: Audition and/or consent of instructor

CSU, UC, Associate Degree Applicable

MUS 35A-D INSTRUMENTAL CHAMBER ENSEMBLE

1 Unit
Laboratory: 4 hours rehearsal each week

This course involves the development of musicianship through the organization of various chamber music groups to study and perform the representative works in music literature. Four hours rehearsal is required each week, as well as preparation of recitals.

Prerequisite: Consent of instructor
CSU, UC, Associate Degree Applicable

MUS 36A-D OPERA WORKSHOP

2 Units
Laboratory: 6 hours

This course provides students with opportunities to study musical, dramatic, and language techniques in opera through the performance of representative scenes and acts, and or participation in college performances.

CSU, UC, Associate Degree Applicable

MUS 37A-D INSTRUMENTAL ENSEMBLE (CHAMBER)

1 Unit
Laboratory: 4 hours rehearsal each week

Students in this course develop musicianship by performing chamber music of various periods and styles. Performance before the public is required.

Prerequisite: Audition is required to determine if student is eligible for enrollment

CSU, UC, Associate Degree Applicable

MUS 38A-D GUITAR ENSEMBLE

1 Unit
Laboratory: 3 hours

The course requires three hours of laboratory per week. The student will acquire 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. It is open to persons with a background in classical techniques on guitar.

Prerequisite: Concurrent enrollment in Guitar Performance
CSU, UC, Associate Degree Applicable

MUS 39A-D CLASS GUITAR

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course covers the 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.

CSU, UC, Associate Degree Applicable

MUS 41A-D MUSIC PERFORMANCE - PIANO

2 Units
Lecture: 2 hours
Laboratory: .5 hour

This course is designed to instruct music majors whose area of emphasis is piano performance. A public performance in a student recital is required each semester. The repertoire will include literature from all periods.

Prerequisite: Audition is required to determine college major performance standing
CSU, UC, Associate Degree Applicable

MUS 42A-D MUSIC PERFORMANCE - STRINGS

2 Units
Lecture: 2 hours
Laboratory: .5 hour

This course is designed for those students wishing to continue education on violin, viola, violoncello and string bass, who are majoring or minoring in string music. Students participate in a 2-hour class where they are encouraged to play for the class, either as soloist or in ensembles. A half-hour lab is also scheduled for each student with the instructor to work on individual problems and develop individual repertoire. Recital attendance, performance in recital and at juries is required.

Prerequisite: MUS 59A-D or equivalent
CSU, UC, Associate Degree Applicable

MUS 43A-D MUSIC PERFORMANCE - WOODWINDS

2 Units
Lecture: 2 hours
Laboratory: .5 hour

This course is designed to instruct music majors whose area of emphasis is woodwind performance. A public performance in a student recital is required each semester. The repertoire will include literature from all periods.

Prerequisite: Audition is required to determine college major performance standing
CSU, UC, Associate Degree Applicable

MUS 44A-D MUSIC PERFORMANCE - BRASSES

2 Units
Lecture: 2 hours
Laboratory: .5 hour

This course is designed for students majoring or minoring in brass instruments, including trumpet, French horn, trombone or tuba. In addition to solo or ensemble performances in recital, students work on individual problems and develop repertoire in a scheduled weekly laboratory period with the instructor. Recital attendance, performance in recital and at juries is required.

Prerequisite: An audition is required to determine college major performance standing
CSU, UC, Associate Degree Applicable

**MUS 45A-D
MUSIC PERFORMANCE -
PERCUSSION**

2 Units
Lecture: 2 hours
Laboratory: .5 hour

This course is designed to instruct music majors whose area of emphasis is percussion performance. A public performance in a student recital is required each semester. The repertoire will include literature from all periods.

Prerequisite: Audition is required to determine college major performance standing
CSU, UC, Associate Degree Applicable

**MUS 46A-D
MUSIC PERFORMANCE - ORGAN**

2 Units
Lecture: 2 hours
Laboratory: .5 hour

This course is designed to instruct music majors whose area of emphasis is organ performance. A public performance in a student recital is required each semester. The repertoire will include literature from all periods.

Prerequisite: Audition is required to determine college major performance standing
CSU, UC, Associate Degree Applicable

**MUS 47A-D
MUSIC PERFORMANCE - VOICE**

2 Units
Lecture: 2 hours
Laboratory: .5 hour

This course is designed to instruct music majors whose area of emphasis is voice performance. Public performance in a student recital each semester is required. The repertoire will include literature from all periods.

Prerequisite: Audition is required to determine college major performance standing
CSU, UC, Associate Degree Applicable

**MUS 48A-D
MUSIC PERFORMANCE - GUITAR**

2 Units
Lecture: 2 hours
Laboratory: .5 hour

This course is designed to instruct music majors whose area of emphasis is guitar performance. A public performance in a student recital is required each semester. The repertoire will include literature from all periods.

Prerequisite: Audition is required to determine college major performance standing
CSU, UC, Associate Degree Applicable

**MUS 50
PIANO PEDAGOGY**

2 Units
Lecture: 2 hours

This course is designed to teach the educational psychology for teaching piano, including methods and materials (recommended for all students whose future plans include some piano teaching); includes some observation and supervised teaching of children in private and class lessons. (Open to beginners and advanced students.)

CSU, Associate Degree Applicable

**MUS 51A-D
ARRANGING**

2 Units
Lecture: 2 hours

This course involves scoring for all types of vocal and instrumental groups.

Prerequisite: Basic knowledge of harmony and consent of instructor
CSU, UC, Associate Degree Applicable

**MUS 55
SINGERS DICTION**

3 Units
Lecture: 1 hour
Laboratory: 6 hours

This course is designed to enable the singer to acquire the necessary skills for utilization in vowel and consonant formation. These skills will be applied to the languages of: (1) English,

(2) Latin, (3) German, (4) French, (5) Italian and emphasis will be on pronunciation through the International Phonetic Alphabet. Concurrent enrollment in one of the above languages is recommended but not required.

Prerequisite: Enrollment in MUS 47A-D, or have completed some private instruction in voice

CSU, Associate Degree Applicable

MUS 59A-D INTERMEDIATE STRINGED INSTRUMENTS

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course is designed for those who have completed Stringed Instruments (MUS 23A-D) or who have had from one to two years string instruction. It is designed to advance the students playing ability between Beginning Strings and Music Performance, to prepare the student for more advanced level performance in both solo and group playing.

Prerequisite: Successful completion of MUS 23A-D or equivalent

CSU, UC, Associate Degree Applicable

MUS 61A-D ACCOMPANYING (Piano)

2 Units
Lecture: 2 hours
Laboratory: 2 hours

This course involves the study and performance of piano accompaniment for instrumentalists, vocalists, and ensembles. Participation in rehearsals, recitals, juries, and concerts is required.

Prerequisite: Audition or consent of instructor

CSU, UC, Associate Degree Applicable

MUS 62A-D PERCUSSION ENSEMBLE

1 Unit
Laboratory: 4 hours

In this course the student will study and perform literature originally written for any grouping

of percussion instruments.

Prerequisite: Audition or approval of instructor

CSU, UC, Associate Degree Applicable

MUS 63A,B JAZZ HARMONY & IMPROVISATION

3 Units
Lecture: 3 hours

The method of teaching harmony in this course will be unique to the idiom of Jazz oriented music and will assist instrumentalists in improving their solo playing. Subject matter will include scale construction, identification and inversion of intervals, analysis construction and execution of chord progressions.

Prerequisite: Ability to play a musical instrument; improvisational skills desirable

CSU, UC, Associate Degree Applicable

MUS 70A,B INTRODUCTION TO COMMERCIAL MUSIC

2 Units
Lecture: 2 hours

This course is an introduction to the career opportunities related to music. Participants explore the many varied options available to the person interested in earning a living in some aspect of the music field. It consists of lectures, discussions, guest professional lecturers, field trips, readings and observation.

Associate Degree Applicable

MUS 71A-D JAZZ ENSEMBLE

1 Unit
Laboratory: 4 hours rehearsal each week

This course is a combination laboratory and performance organization designed to acquaint the student with a wide variety of jazz and swing compositions, arrangers and soloists.

Prerequisite: Permission of instructor by audition

CSU, UC, Associate Degree Applicable

**MUS 72A-D
CELEBRATION - PRODUCTION**

2 Units
Lecture: 1 hour
Laboratory: 4 hours

This course comprises the study and performance of an original musical show to be presented in public performance. Members of this group will assist in the development and implementation of show ideas and all necessary activities related to producing each show.

Prerequisite: Audition or approval of instructor
Co-requisite: MUS 73A-D and MUS 74A-D
CSU, UC, Associate Degree Applicable

**MUS 73A-D
CELEBRATION - CHOREOGRAPHY**

2 Units
Lecture: 1 hour
Laboratory: 4 hours

This course comprises the study and performance of various dancing techniques and choreography related to public performance. Public performance is required.

Prerequisite: Audition or approval of instructor
Co-requisite: MUS 72A-D and MUS 74A-D
CSU, UC, Associate Degree Applicable

**MUS 74A-D
CELEBRATION - VOCAL**

2 Units
Lecture: 1 hour
Laboratory: 4 hours

This course comprises the study and performance of vocal techniques and arrangements written specifically for an original show. Public performance is required.

Prerequisite: Audition or approval of instructor
Co-requisite: MUS 72A-D and MUS 73A-D
CSU, UC, Associate Degree Applicable

**MUS 75A-D
RECORDING TECHNIQUES**

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course includes the study and performance of specifically prepared musical arrangements designed for recording purposes, the technique of multiple recording, click track recording, overdubbing and microphone usage. The application of these skills to the field of commercials and jingles will also be included. Open to instrumental and vocal students.

Prerequisite: Approval of instructor through audition
CSU, Associate Degree Applicable

**MUS 78A-D
COMPUTERS AND MUSIC**

2 Units
Lecture: 2 hours
Laboratory: 1 hour

This course is designed to explore the history, theory and practice of Electronic Music and the development of MIDI (Musical Instrument Digital Interface). Students will have "hands-on" experience in the use of synthesizers, rhythm composers, computers and computer music software. Students will compose and arrange original compositions and work with existing repertoire through the medium of electronic music techniques.

Prerequisite: Background in music and basic knowledge of keyboard desirable
CSU, Associate Degree Applicable

**MUS 81A-D
MUSIC PERFORMANCE - PIANO**

2 Units
Lecture: 2 hours

This course provides training for pianists; consideration upon technical and musical proficiency; repertoire to include literature from all periods.

Prerequisite: Basic fundamentals of technique and instructor approval
CSU, UC, Associate Degree Applicable

MUS 82A-D
MUSIC PERFORMANCE - STRINGS

2 Units
 Lecture: 2 hours

This course is designed for those students wishing to continue education on violin, viola, violoncello, or string bass. Students are encouraged to play for the class, either as soloist or in ensembles. A half-hour lab is also scheduled for each student with the instructor to work on individual problems and develop individual repertoire.

Prerequisite: Completion of MUS 59 or equivalent
 UC, Associate Degree Applicable

MUS 83A-D
MUSIC PERFORMANCE - WOODWINDS

2 Units
 Lecture: 2 hours

This course is designed to provide training for woodwind instrumentalists with emphasis upon performance. Repertoire will be selected for technical proficiency from the wealth of woodwind literature of all periods.

Prerequisite: Suitable knowledge of and ability on a woodwind instrument
 UC, Associate Degree Applicable

MUS 84A-D
MUSIC PERFORMANCE - BRASSES

2 Units
 Lecture: 2 hours

This course is designed to provide training for brass instrumentalists with emphasis upon performance. Repertoire will be selected for technical proficiency from the wealth of brass literature of all periods.

Prerequisite: Suitable knowledge of and ability on a brass instrument
 UC, Associate Degree Applicable

MUS 85A-D
MUSIC PERFORMANCE - PERCUSSION

2 Units
 Lecture: 2 hours

This course is designed to provide training for percussion instrumentalists with emphasis upon performance. Repertoire will be selected for technical proficiency from the wealth of percussion literature of all periods.

Prerequisite: Suitable knowledge of and ability on a percussion instrument
 UC, Associate Degree Applicable

MUS 86A-D
MUSIC PERFORMANCE - ORGAN

2 Units
 Lecture: 2 hours

This course includes knowledge of basic organ registration. It also includes the study of organ techniques and literature chosen from four centuries of repertoire for the instrument. Public performance is encouraged but not required.

UC, Associate Degree Applicable

MUS 87A-D
MUSIC PERFORMANCE - VOICE

2 Units
 Lecture: 2 hours

This course is designed to provide training for students interested in developing a background and understanding of the art of singing. Public performance is encouraged each semester. Repertoire will include literature that suits the vocal needs and capabilities of each student.

UC, Associate Degree Applicable

MUS 88A-D
MUSIC PERFORMANCE - GUITAR

2 Units
 Lecture: 2 hours

This course is designed to provide training for guitar instrumentalists with emphasis upon performance. Repertoire will be selected for technical proficiency from the wealth of guitar literature of all periods.

Prerequisite: Suitable knowledge of and ability on a guitar
 UC, Associate Degree Applicable

**MUS 89A-D
STAGE BAND**

1 Unit
Laboratory: 3 hours

This course is designed as a popular, modern music performing group for a variety of school and community related activities and functions.

Prerequisite: Ability to perform level III - IV swing music

UC, Associate Degree Applicable

**MUS 90A-D
WIND ENSEMBLE**

1 Unit
Laboratory: 3 hours

This course provides in-depth instruction in wind instrument techniques and small group performance. Unlike the Symphonic Band at large, it will deal primarily with dynamics of musical expression for woodwind, brass and percussion instruments.

Prerequisite: Ability to perform level III and IV musical selections

UC, Associate Degree Applicable

**MUS 96A-D
ADVANCED OPERA WORKSHOP**

2 Units
Laboratory: 6 hours

Students in this course participate in all non-orchestral aspects of an operatic production, ranging from performance to publicity. Participation in rehearsals staging, set designing, costuming, and acquisition of props and public performances are required.

UC, Associate Degree Applicable

**MUS 97A-D
VOCAL PERFORMANCE SEMINAR**

2 Units
Lecture: 2 hours

This course is designed to provide advanced instruction in stage performance techniques for vocalists. Repertoire will be selected from legitimate musical theatre, classical song literature, opera, and oratorio. Students are required to perform in class and in a final recital.

Prerequisite: MUS 87A-D; concurrent enrollment in private study

UC, Associate Degree Applicable

**MUS 98A-D
ADVANCED VOCAL PERFORMANCE SEMINAR**

2 Units
Lecture: 2 hours

This course provides advanced instruction in stage performance techniques for vocalists. Repertoire are selected from legitimate musical theatre, classical song literature, opera and oratorio. Students in this class are required to perform in class and recital.

Prerequisite: MUS 97A-D

CSU, Associate Degree Applicable

**MUS 99A-D
RECITAL ATTENDANCE**

1 Unit
Lecture: 1 hour

This course provides an opportunity for students who are registered in Music Performance to perform in a formal recital and to observe performers and evaluate the problems involved in performance.

Co-requisite: Enrollment in one Music Performance course (MUS 41-48)

CSU, Associate Degree Applicable

SCIENCES

BIOLOGICAL, CHEMICAL AND PHYSICAL

The Division of Science and Mathematics has available a broad offering of courses in the Biological, Chemical and Physical Disciplines. The aim of the division is to provide instruction to a large number of general students as well as those with a goal of majoring in science. To this end, courses for the non-Science Major are transferable to other institutions for General Education Requirements. Courses designed for Science Majors parallel content, level of instruction and units found in University Systems. The department also offers a complete sequence of science courses leading to a nursing program and related paramedical qualifications.

BIOLOGY, PRE-PROFESSIONAL

(INCLUDES BIOLOGY, ZOOLOGY, BOTANY, PREMEDICINE, PREDEPARTMENT, PREPHARMACY, PREVETERINARY MEDICINE, MICROBIOLOGY, ENTOMOLOGY, PARASITOLOGY, BIOLOGICAL OCEANOGRAPHY)

Preparation for Transfer to a Four-Year College and/or A.S. Degree

Courses Required: (Based on minimum prior preparation)*

Dept.	No.	Title	Units
CH	1A	General Chemistry	5
CH	1B	General Chemistry	5
PH	2A	College Physics	4
PH	2B	College Physics	4
MATH	1A	Calc w/Analytic Geometry	5
MATH	1B	Calc w/Analytic Geometry	5
BI	1A	General Biology - Principles	5
BI	1B	General Zoology	5
BI	1C	General Botany	5
Required Subtotal			39
General Education Requirements			25
DEGREE TOTAL			62

(Consult catalog of transfer institution for specific requirements). Consult course descriptions for prerequisites.

***IMPORTANT NOTE:** The student must see an advisor depending on proposed career, as some courses listed above are not required. Thus, the total units will vary depending on the individual student's career objective and prior preparation. Students majoring in Biological Science, Medicine, Pharmacy, Dentistry, or allied fields should complete Biology 1A and 1B and Chemistry 1A and 1B to establish a strong foundation prior to transfer. Majors in Biological Science and Pharmacy should also complete Biology 1C.

Advisors:

Bowie: Botany, Pre-pharmacy,
Pre-veterinary Medicine
Burrage: Entomology, Parasitology, Zoology
Salter: Biology
Cosby/White - CMC: Biology
Tracey: Bacteriology, Microbiology,
Nursing, Premedicine, Pre-dentistry

CHEMISTRY

(INCLUDES BIO-CHEMISTRY)

Preparation for Transfer to a Four-Year College and/or A.S. Degree

Courses Required:

Dept.	No.	Title	Units
CH	1A	General Chemistry	5
CH	1B	General Chemistry	5
MATH	1A	Calculus w/Analytic Geometry	5
MATH	1B	Calculus w/Analytic Geometry	5
PH	2A,B	College Physics	8
OR	PH	4A,B Engineering Physics (10)	
(Physics selection depends on requirements of transfer institution)			
BI	1A	General Biology	5
BI	1B	General Zoology	5

Required Subtotal 38-40
General Education Requirements 40

DEGREE TOTAL 78-80

Advisors: Tracey; White-CMC

ENVIRONMENTAL SCIENCES OR NATURAL RESOURCES

Preparation for Transfer to a Four-Year
College and/or A.S. Degree

Courses Required:

Dept.	No.	Title	Units
BI	1A	General Biology - Principles..	5
BI	1B	General Zoology	5
OR	BI	1C General Botany (5)	
CH	1A	General Chemistry.....	5
OR	CH	3 Intro. General Chem (4)	
G	1	Physical Geology	3
OR	G	5 Environmental Geology (3)	
G	1L	Physical Geology Lab	1
OR	G	5L Environmental Geol. Lab (1)	
NR	1	Conserv of Natural Resources	3
NR	1L	Conserv of Natural Res Lab ..	1
MATH	40	Intermediate Algebra	4

Required Subtotal *26-27

ENVIRONMENTAL SCIENCES

20 to 25 additional units to be chosen from
the following (Confer with Advisor):

Dept.	No.	Title	Units
BI	1B	General Zoology	5
BI	1C	General Botany	5
PH	2A	College Physics	4
PH	2B	College Physics	4
OR	PH	4A Engineering Physics (5)	
	PH	4B Engineering Physics (5)	
MATH	14	Statistical Methods	4
MATH	10	College Algebra	4
MATH	1A	Calculus w/ Analytic Geometry	5
MATH	1B	Calculus w/Analytic Geometry	5
G	1	Physical Geology	3
G	1L	Physical Geology Lab I.....	1
G	5	Environmental Geology	3
G	5L	Environmental Geology Lab I	1
G	2	Historical Geology	4
AGPS	1	Soils and Plant Nutrition	3
AGPS	2	Entomology - Gen. & Applied	3
NR	2	Intro to Forestry	3
NR	3	Intro to Wildlife Management	3
ECON	1	Principles of Macroeconomics	3
GEOG	1	Physical Geography	3
Computer courses			3-6

For other course selections confer with advisor

Required Subtotal	*26-27
Elective Subtotal	20-25
General Education Electives	14-18
DEGREE TOTAL	60-70

Advisors: Meyer, Walker

(See Natural Resources additional courses in
Agriculture Department)

INTERDEPARTMENTAL ENVIRONMENTAL STUDIES

Preparation for Transfer to a Four-Year
College and/or A.S. Degree

Courses Required:

Dept.	No.	Title	Units
G	1	Physical Geology	3
G	1L	Physical Geology Lab	1
OR	G	5 Environmental Geology (3) & G 5L Environ. Geology Lab (1)	
OR	G	10 Earth Science (3) & G 10L Earth Science Lab (1) & BI 4L Elements of Biology Lab (1)	
BI	1A	General Biology - Principles..	5
OR	BI	4 Elements of Biology (3) & BI 4L Elements of Biology Lab (1)	
CH	3	Intro General Chemistry	4
OR	CH	4 Fund. of Chemistry (4)	
NR	1	Conserv of Natural Resources	3
NR	1L	Conserv of Natural Res Lab ..	1
GEOG	1	Physical Geography	3
MATH	10	College Algebra.....	4
Required Subtotal			23-24

A minimum of 26 additional units to be chosen
from the following (Confer with Advisor):

NR	2	Intro to Forestry	3
NR	3	Intro to Wildlife Management	3
AGPS	1	Soils and Plant Nutrition	3
AGPS	2	Entomology	3
OH	1	Horticulture	3
OH	1L	Horticulture Lab	1
GEOG	1	Cultural Geography	3
G	1,2,5,10	Geology Elective(s)	3-8
PS	1	Intro to Government	3
MATH	14	Statistical Methods	4
ECON	1	Principles of Macroeconomics	3

Architecture Elective(s).....	2-6
Energy Resource Elective.....	3-4
Biology Elective(s).....	3-8
Computer Courses.....	3-6
Speech Elective.....	3

Required Subtotal.....	23-24
Elective Subtotal.....	26-28
General Education Electives.....	<u>11-14</u>
DEGREE TOTAL.....	60-66

Advisors: Meyer, Walker

GEOLOGY

(INCLUDES EARTH SCIENCE,
PALEONTOLOGY,
PHYSICAL OCEANOGRAPHY)

Preparation for Transfer to a Four-Year
College and/or A.S. Degree

Courses Required:

Dept.	No.	Title	Units
CH	1A	General Chemistry.....	5
CH	1B	General Chemistry.....	5
PH	2A	College Physics.....	4
PH	2B	College Physics.....	4
OR	PH	4A Engineering Physics (5)	
	PH	4B Engineering Physics (5)	

(Physics requirement depends on transfer institution.)

BI	1A	General Biology.....	5
BI	1B	General Zoology.....	5
BI	1C	Gen. Botany (recommended) (5)	
MATH	1A	Calculus w/Analytic Geom.....	5
MATH	1B	Calculus w/Analytic Geom.....	5
G	1	Physical Geology.....	3
G	1L	Physical Geology Lab I.....	1
G	2	Historical Geology.....	4
G	3	Elementary Mineralogy.....	4

Consult course descriptions for prerequisites.

Required Subtotal.....	46-50
General Education Requirements.....	<u>20-25</u>
DEGREE TOTAL.....	66-71

Advisors: Meyer, White-CMC
(Consult with an advisor before embarking
on program.)

PHYSICS

Preparation for Transfer to a Four-Year
College and/or A.S. Degree

Courses Required:

Dept.	No.	Title	Units
MATH	1A	Calculus w/Analytic Geom ...	5
MATH	1B	Calculus w/Analytic Geom ...	5
MATH	2A	Calculus w/Analytic Geom ...	5
MATH	2C	Differential Equations.....	4
CH	1A	General Chemistry.....	5
CH	1B	General Chemistry.....	5
PH	4A	Engineering Physics.....	5
PH	4B	Engineering Physics.....	5
PH	5	Computer Programming I.....	3

(recommended)

Consult course descriptions for prerequisites.

Required Subtotal.....	39-42
General Education Requirements.....	<u>25</u>
DEGREE TOTAL.....	64-67

Advisor: Grannan

SCIENCES

COURSE DESCRIPTIONS

ASTRONOMY

A 1 DESCRIPTIVE ASTRONOMY

3 Units
Lecture: 3 hours

This course is an introductory survey of planetary, stellar and galactic astronomy, designed for students not majoring in science. It reviews research techniques, current knowledge and theory about the planets, stars, galaxies, and the age and origin of the universe.

Prerequisite: Eligibility for ENG 51 and MATH 50
CSU, UC, Associate Degree Applicable

A 1L DESCRIPTIVE ASTRONOMY LABORATORY

1 Unit
Laboratory: 3 hours

This is an introductory laboratory course featuring practical use of the telescope, an introduction to the geography of the sky, and applications of astronomical methods involving projects performed by the student.

Prerequisite: Eligibility for ENG 51 and MATH 50, prior or concurrent enrollment in A1
CSU, UC, Associate Degree Applicable

A 51 INTRODUCTION TO ASTRONOMY

1 Unit
Lecture: 1 hour

This course is a survey of modern astronomy and space science with an emphasis on the place of humanity in the universe and the possibility of life on other worlds. Some of the topics discussed will be: modern research instruments and techniques, exploding galaxies, quasars, pulsars, black holes, the manned space program, and the beginning and end of the universe.

Prerequisite: Eligibility for ENG 51 and MATH 50
CSU, Associate Degree Applicable

BIOLOGY

BI 1A GENERAL BIOLOGY - PRINCIPLES

5 Units
Lecture: 4 hours
Laboratory: 3 hours

This course is a survey of biological concepts and functions including biological chemistry, origin of life, cell structure and function, energy production and utilization, mitosis and embryology, basic tissues, organ systems, integrative mechanisms, reproduction and genetics, adaptation and population biology.

Note: This course is primarily designed for students pursuing careers in science, pre-professional and other allied health fields requiring a strong foundation in biology. BI 1A is typically followed by BI 1B(Zoology) or BI 1C(Botany) where one full year of biology is required.

Prerequisite: A full year of high school Biology or BI 4 and 4L, and eligibility for ENG 1A and MATH 50
CSU, UC, Associate Degree Applicable

BI 1B GENERAL BIOLOGY - ZOOLOGY

5 Units
Lecture: 3 hours
Laboratory: 6 hours

This course emphasizes identification, classification, comparative morphology, physiology, behavior, ecology, adaptation and phylogenetic development of invertebrates and vertebrates. Laboratory experiments, dissections and identifications give practical study.

Note: This course is required of science, pre-professional and all other majors requiring a strong foundation in biology, and partially meets the requirement of students needing one year of biology. It also meets the Biological Science General Education requirement.

Prerequisite: A grade of C or better in a college level biology course with laboratory, or eligibility for ENG 1A
CSU, UC, Associate Degree Applicable

BI 1C GENERAL BIOLOGY - BOTANY

5 Units
Lecture: 4 hours
Laboratory: 3 hours

This course is a survey of biological functions, and includes a broad study of diversity in plant structure, function, and classifications. Emphasis is placed on algae, fungi, flowering plants and their ecological significance.

Note: The course is designed primarily for biology, science, and pre-professional and all other majors where a strong foundation in

biology is required. Partially meets the requirements of students needing one year of biology.

Prerequisite: Eligibility for ENG 51 and MATH 50

CSU, UC, Associate Degree Applicable

BI 4 ELEMENTS OF BIOLOGY

3 Units
Lecture: 3 hours

This course acquaints students with the fundamental concepts and principles of biology, including background information on the basic physical sciences.

Note: This course is offered for those individuals with little or no background in the biological sciences. It may also be taken as a refresher course for those students who wish to pursue subsequent biology courses. This course does not meet the requirements for biological science majors. BI 4 and BI 4L meet the Biological Science General Education requirement.

Prerequisite: Eligibility for ENG 51 and MATH 50

CSU, UC, Associate Degree Applicable

BI 4L ELEMENTS OF BIOLOGY LABORATORY

1 Unit
Laboratory: 3 hours

This course provides supplementary laboratory experience for those having taken, or taking BI 4, and emphasizes critical practical studies in biological principles.

Note: When taken with BI 4, this course meets the Biological Science General Education requirements. BI 4 and BI 4L do not meet the Biological Sciences requirement for Science and Allied Health majors or those requiring one year of Biology. Such students must take BI 1A and either BI 1B or BI 1C.

Prerequisite: Concurrent or prior enrollment in BI 4

CSU, UC, Associate Degree Applicable

BI 15 GENERAL MICROBIOLOGY

5 Units
Lecture: 4 hours
Laboratory: 3 hours

This course is a comprehensive study of the microbial world. It is designed to develop an appreciation and an understanding of microorganisms and their relationship to man and his environment. A knowledge of the principles of microbiology and their practical applications is stressed. Subject matter includes: medical microbiology, microbial physiology, microbial genetics, water, and waste-water microbiology and industrial microbiology. The laboratory experience explores the development of current methods, techniques, and skills necessary to culture, propagate and identify microorganisms.

Prerequisite: CH 4 or equivalent with a grade of C or better; eligibility for ENG 51 and MATH 50; BI 1A is recommended
CSU, UC, Associate Degree Applicable

BI 21 ELEMENTARY HUMAN ANATOMY AND PHYSIOLOGY

3 Units
Lecture: 3 hours

This course is an introduction to the structure and function of human body systems.

Note: This course is designed primarily for LVN, and Medical Assisting students desiring a working knowledge of human form and function. BI 21 is not recommended for RN's, Respiratory Therapy or X-ray Technology, unless as a preparatory course preceding other Human Anatomy and Physiology courses. When taken with BI 21L, BI 21 satisfies the Biological Science General Education requirement.

Prerequisite: Eligibility for ENG 51 and MATH 50

CSU, UC, Associate Degree Applicable

BI 21L ELEMENTARY HUMAN ANATOMY AND PHYSIOLOGY LABORATORY

1 Unit
Laboratory: 3 hours

This laboratory course presents a practical approach to the structure and function of human body systems and complements BI 21.

Note: This laboratory course is designed primarily for LVN and Medical Assisting students desiring a working knowledge of human form and function. BI 21L is not recommended for RN's or Respiratory Therapy. When taken with BI 21, BI 21L satisfies the Biological Science General Education requirement.

Prerequisite: Concurrent or prior enrollment in BI 21
CSU, UC, Associate Degree Applicable

BI 22 HUMAN ANATOMY

4 Units
Lecture: 3 hours
Laboratory: 3 hours

This course is a gross microscopic study of organ systems of the human body. Practical study of histology slides, skeletons, cadavers and/or non-human mammals is undertaken. Directed dissections are required.

Note: This course is designed for Allied Health students, and satisfies the Biological Science General Education requirements. It is not recommended for pre-medical or pre-dental students who must take BI 1A and BI 1B.

Prerequisite: Eligibility for ENG 51 and MATH 50
CSU, UC, Associate Degree Applicable

BI 23 HUMAN PHYSIOLOGY

5 Units
Lecture: 4 hours
Laboratory: 3 hours

This course is a survey of normal and some abnormal functions of the integumental, skeletal, muscular, circulatory, respiratory,

digestive, urogenital, sensory, nervous, and endocrine systems.

Note: This course is a prerequisite for many of the Allied Health majors, or it may be used to satisfy a General Education Life Science requirement. Pre-medical, pre-dental, and pre-veterinarian majors are advised to take the BI 1A and BI 1B sequence rather than BI 22 and BI 23.

Prerequisite: CH 4 and BI 22
CSU, UC, Associate Degree Applicable

CHEMISTRY

CH 1A,B GENERAL CHEMISTRY (CAN CHEM SEQ A)

5 Units
Lecture: 3 hours
Laboratory: 6 hours

This is a two semester course that covers the basic principles and concepts of chemistry, with emphasis on chemical calculations. Inorganic chemistry is stressed, and the material includes a discussion of atomic structure, chemical bonding, molecules, reaction types, thermodynamics, equilibria, and a more detailed study of the chemistry of selected elements. There is a brief introduction to organic, biological, and radiation chemistry. The laboratory part of the course complements the lectures, and covers qualitative analysis.

Note: This course is designed for pre-professional, science, and engineering major transfer students.

Prerequisite: One year high school chemistry, or CH 3 or CH 4 with a grade of C or better; ENG 51 and MATH 40, CH 1A with a grade of C or better is required for CH 1B
CSU, UC, Associate Degree Applicable

CH 3 INTRODUCTORY GENERAL CHEMISTRY

4 Units
Lecture: 3 hours
Laboratory: 3 hours

This course is a study of the basic principles of inorganic chemistry for students who have not completed high school chemistry. Topics covered include an introduction to atomic theory and chemical calculations.

Note: This course satisfies the prerequisite for Ch 1A. It is designed for students seeking chemistry beyond this level or for General Education requirements.

Prerequisite: Eligibility for ENG 51 and MATH 50
 CSU, UC, Associate Degree Applicable

CH 4 FUNDAMENTALS OF CHEMISTRY

4 Units
 Lecture: 3 hours
 Laboratory: 3 hours

This course is a survey of basic principles of inorganic, organic and bio-organic chemistry presented on a level for the general student.

Note: This course satisfies the chemistry requirement for RN and Respiratory Therapy students, and is transferable as a physical science with laboratory.

Prerequisite: Eligibility for ENG 51 and MATH 50
 CSU, Associate Degree Applicable

CH 5 BIO-ORGANIC CHEMISTRY

4 Units
 Lecture: 3 hours
 Laboratory: 3 hours

This course is a survey of organic and biological chemistry with an emphasis on the health sciences. It covers the major functional groups of organic and biologically active molecules and their interrelationships.

Note: This course is suitable for Allied Health students who are required to take one year of chemistry. As such, it is taken in sequence after CH 3 or CH 4.

Prerequisite: ENG 51 and MATH 50; CH 1A, CH 1B, CH 3, or CH 4 with a grade of C or better
 CSU, UC, Associate Degree Applicable

CH 10A,B ORGANIC CHEMISTRY

5 Units
 Lecture: 3 hours
 Laboratory: 6 hours

This course is a two semester sequence covering the basic principles and concepts of organic chemistry. An in-depth study is made of the bonding of carbon, stereochemistry and the reactivity of the various functional groups. Reaction mechanisms of aliphatic and aromatic compounds are discussed in detail. An introduction is made to biochemical compounds. It is designed for chemistry, biology and pre-professional majors.

Prerequisite for CH 10A: CH 1B
Prerequisite for CH 10B: CH 10A
 CSU, UC, Associate Degree Applicable

GEOLOGY

G 1 PHYSICAL GEOLOGY (CAN GEOL 2 for G 1 and G 1L)

3 Units
 Lecture: 3 hours

This course includes the study of the origin and composition of rocks and minerals; landscape development by water, ice, and wind; earthquakes; the earth's interior; the nature of mountains and their development; the drift of continental and oceanic plates; and environmental aspects of geology.

Prerequisite: Eligibility for ENG 51 and MATH 50
 CSU, UC, Associate Degree Applicable

G 1L PHYSICAL GEOLOGY LABORATORY (CAN GEOL 2 for G 1 and G 1L)

1 Unit
 Laboratory: 3 hours

This course is a practical application in the laboratory and on field trips of aspects of the Physical Geology subject areas. Field trips will emphasize local geology and lab work will emphasize practical study of minerals and rocks

and investigation of various geologic features on topographic maps.

Prerequisite: Prior or concurrent enrollment in G 1

CSU, UC, Associate Degree Applicable

G 2 HISTORICAL GEOLOGY (CAN GEOL 4)

4 Units

Lecture: 3 hours

Laboratory: 3 hours

This course investigates the formation and evolution of the Earth, including its oceans, atmosphere, and life; as traced mainly through the rock and fossil records. Included is the history of the science of geology. Basic geologic principles will be briefly reviewed.

Prerequisite: G 1 or G 10 with a grade of C or better

CSU, UC, Associate Degree Applicable

G 5 ENVIRONMENTAL GEOLOGY

3 Units

Lecture: 3 hours

This course investigates: natural hazards such as floods, landslides, earthquakes, and volcanic activity to minimize effects on persons and property; landscape for site selection, land-use planning and environmental impact analysis; earth materials, such as minerals, soil, rocks, and water to determine potential use for resources, and for waste disposal, and to assess the need for conservation practices.

Note: This course is suggested for students in any major which deals with human interactions with the physical environment such as architecture, engineering, environmental studies, city planning, natural resources, geology, and geography. Physical Geology Lab may be taken to accompany this course.

Prerequisite: Eligibility for ENG 51 and MATH 50

CSU, UC, Associate Degree Applicable

G 5L ENVIRONMENTAL GEOLOGY LABORATORY

1 Unit

Laboratory: 3 hours

This laboratory course supplements the Environmental Geology lecture (G 5). Field trips are required. It satisfies the laboratory portion of the Physical Science section of the General Education Laboratory requirement.

Prerequisite: Previous or concurrent enrollment in Environmental Geology (G 5)

CSU, UC, Associate Degree Applicable

G 10 EARTH SCIENCE

3 Units

Lecture: 3 hours

This course surveys and integrates the Earth Sciences of Geology, Meteorology, Oceanography, and Astronomy to bring into perspective the uniqueness of our planet, the interrelationships of its systems, and the impact of man upon these systems. Various aspects of geologic science constitute approximately 70 percent of course.

Prerequisite: Eligibility for ENG 51 and MATH 50

CSU, UC, Associate Degree Applicable

G 10L EARTH SCIENCE LABORATORY

1 Unit

Laboratory: 3 hours

This course is a practical application in the laboratory and on field trips of aspects of the Earth Science subject areas; particularly those concentrating on the geologic sciences. Field trips will emphasize local geology, and lab work will emphasize practical study of minerals and rocks, and investigation of various geologic features on topographic and geologic maps.

Prerequisite: Prior or concurrent enrollment in G 10

CSU, UC, Associate Degree Applicable

PHYSICS**PH 1
BASIC PHYSICS**

4 Units
Lecture: 3 hours
Laboratory: 3 hours

This course is an introduction to basic physical concepts, theories, and principles with emphasis on their practical application to the health sciences. A minimum of mathematics is used in presenting the subject matter.

Note: This course is designed for students in the health science fields, and for those students in general education who need to satisfy a laboratory requirement in the physical sciences.

Prerequisite: MATH 50 with a grade of "C" or better; eligibility for ENG 51
CSU, UC, Associate Degree Applicable

**PH 2A,B
COLLEGE PHYSICS
(CAN PHYS SEQ A)**

4 Units
Lecture: 3 hours
Laboratory: 3 hours

This is the non-calculus physics course. Physics 2A covers mechanics, heat, and wave motion. Physics 2B covers electricity, magnetism, optics, and atomic and nuclear physics.

Note: This course satisfies the physics requirement for pre-professional and biology students.

Prerequisite: Completion of MATH 40 with a grade of "C" or better; eligibility for ENG 51
CSU, UC, Associate Degree Applicable

**PH 4A,B
ENGINEERING PHYSICS**

5 Units
Lecture: 4 hours
Laboratory: 3 hours

This is a two semester sequence of courses required of students who plan to major in physics, chemistry, mathematics, engineering, or architecture. This sequence of courses covers mechanics, heat, wave motion, electricity, and magnetism.

Prerequisites: MATH 1A with a grade of "C" or better; eligibility for ENG 51
CSU, UC, Associate Degree Applicable

**PH 5
COMPUTER PROGRAMMING I:
FORTRAN FOR THE SCIENCES AND
ENGINEERING**

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course is an introduction to the use of FORTRAN 77 for the solution of problems in the physical sciences and in engineering. Certain elementary techniques from numerical analysis are introduced.

Prerequisite: MATH 10 or MATH 12 with a grade of "C" or better; eligibility for ENG 51
CSU, UC, Associate Degree Applicable

SOCIAL SCIENCES

Instruction in the Social Sciences at College of the Desert includes the following subject areas: Anthropology, 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.

Once a student has decided upon a major, the student should confer with the appropriate advisor in planning a course of study. The Schedule of Classes contains a listing of the faculty advisors in each of these subject areas. 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.

ANTHROPOLOGY

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

Courses Required:

Dept.	No.	Title	Units
ANTH	1	Human Evolution	3
ANTH	2	Cultural Anthropology	3
ANTH	3	Intro. to Archaeology	3
Required Subtotal			9
Electives (See Advisor)			12
General Education Requirements			39
DEGREE TOTAL			60

Advisor: McWilliams

GEOGRAPHY

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

Courses Required:

Dept.	No.	Title	Units
GEOG	1	Physical Geography	3
GEOG	2	Cultural Geography	3
GEOG	7	Regional Geography	3
GEOG	10	Geography of California	3
Required Subtotal			12
Electives (See Advisor)			9
General Education Requirements			39
DEGREE TOTAL			60

Advisor: McWilliams

HISTORY

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

Courses Required:

Dept.	No.	Title	Units
HIST	3	History of World Civilization	3
HIST	4	History of World Civilization	3
HIST	17	United States History	3
HIST	18	United States History	3
ANTH	1	Human Evolution	3
PHIL	10	General Logic	3
PS	1	Introduction to Government	3
Required Subtotal			21
General Education Requirements			39
DEGREE TOTAL			60

Advisor: Thu; Merritt - CMC

PHILOSOPHY

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

Courses Required:

Choose at least one from the following:

Dept.	No.	Title	Units
PHIL	6	Introduction to Philosophy	3

PHIL	7	Introduction to Philosophy	3
PHIL	8	Philosophy from Ancient Times to Renaissance	3
PHIL	9	Philosophy from Renaissance to Present	3

Choose one from the following:

PHIL	10	General Logic	3
PHIL	11	Symbolic Logic	3

Required of all philosophy pre-majors:

CS	73	Intro to Computer Science	3
CS	73L	Intro to Computer Sci. Lab	1

Required Subtotal	10
Electives*	11
General Education Requirements	39

DEGREE TOTAL 60

*Recommended electives/general education courses:

HIST	3	History of World Civ.	3
HIST	4	History of World Civ.	3
ANTH	2	Cultural Anthropology	3
PSY	2	General Psychology	3
PHIL	12	Religions of the World	3
PHIL	13	Perspectives Death & Dying	3
PHIL	14	Introduction to Ethics	3

Advisors: Flatt; Merritt - CMC

POLITICAL SCIENCE

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

Courses Required:

Dept.	No.	Title	Units
PS	1	Intro. to Government	3
PS	2	Intro. to Comparative Gov't	3
OR PS	4	Intro. to Internat'l Relations (3)	

With advisor assistance, select additional Social Science courses to complete a minimum of 20 units in the Social Sciences.

Required Subtotal	20
General Education Requirements	40
DEGREE TOTAL	60

Advisor: Gudelunas; Merritt - CMC

PSYCHOLOGY

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

Courses Required:

Dept.	No.	Title	Units
PSY	1	General Psychology	3
PSY	3	Developmental Psychology	3
SOC	1	Introduction to Sociology	3
SOC	3	Fundamentals of Statistics	3
OR		MATH 14 Statistical Methods (4)	
Subtotal			12-13

Choose 11 additional units from the following: (in consultation with advisor)

BI	1A	General Biology	5
CS	73	Intro to Computer Science	3
CS	73L	Intro Computer Science Lab	1
PSY	10	Psychological Aspects of Marriage and Family	3
PSY	12	Human Sexuality	3
PSY	20	Adolescent Psychology	3
PSY	33	Personal & Social Adjustment	3
Subtotal			11

Required Subtotal	23-24
General Education Requirements	39
DEGREE TOTAL	62-63

Advisors: Jordan, Mathewson; Gage - CMC

SOCIAL SCIENCE

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

Courses Required:

Dept.	No.	Title	Units
PS	1	Introduction to Government	3
PS	2	Comparative Government	3
HIST	3	History of World Civ	3
PSY	1	General Psychology	3
ECON	1	Principles of Economics	3
HIST	18	United States History	3
PHIL	6	Introduction to Philosophy	3

Required Subtotal	21
General Education Requirements	39
DEGREE TOTAL	60

Advisors: Flatt; Merritt - CMC

SOCIOLOGY

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

Courses Required:

Dept.	No.	Title	Units
SOC	1	Introduction to Sociology	3
ANTH	2	Cultural Anthropology	3
PHIL	10	General Logic	3
SOC	2	Social Problems	3
SOC	3	Fundamentals of Statistics	3
SOC	14	Minority Groups in Americas	3
PSY	1	General Psychology	3
Required Subtotal			21
General Education Requirements			39
DEGREE TOTAL			60

Advisors: Bolanos; Merritt - CMC

SOCIAL SCIENCES

COURSE DESCRIPTIONS

ANTHROPOLOGY
ANTH 1
HUMAN EVOLUTION: INTRO TO
PHYSICAL ANTHROPOLOGY
(CAN ANTH 2)

3 Units
Lecture: 3 hours

This course is a study of the origins of humans and their place in nature. Topics emphasized include the mechanisms of biological evolution, the physical form and behavior of the nonhuman primates, the fossil record of early humans and our current racial variability. This course meets the California State Universities and Colleges General Education requirement (Area B#2) for a course on the "Physical Universe and Life Forms".

Prerequisite: Eligibility for ENG 51
CSU, UC, Associate Degree Applicable

ANTH 2
CULTURAL ANTHROPOLOGY
(CAN ANTH 4)

3 Units
Lecture: 3 hours

This course is a topical introduction to the cross-cultural study of human societies. Among the topics discussed are food-getting practices, marriage customs, kinship systems, social organization and supernatural beliefs. Also emphasized are theories of culture and the nature of cultural change.

Prerequisite: Eligibility for ENG 51
CSU, UC, Associate Degree Applicable

ANTH 3
INTRODUCTION TO ARCHEOLOGY
(CAN ANTH 6)

3 Units
Lecture: 3 hours

This course is an introduction to human prehistory spanning the period from the earliest toolmakers to the recent past. It seeks both to describe and explain human cultural developments from data collected on all continents. The tools, techniques and methodologies of archaeological investigations are examined and evaluated.

Prerequisite: Eligibility for ENG 51
CSU, UC, Associate Degree Applicable

GEOGRAPHY
GEOG 1
PHYSICAL GEOGRAPHY
(CAN GEOG 2)

3 Units
Lecture: 3 hours

This course examines the major features of the natural environment including land, water, air and life forms. The relationship between humans and their natural environment is emphasized, and map-reading skills are developed. This course meets the California State Universities and Colleges General Education requirement (Area B, #1) for a course on the "Physical Universe".

Prerequisite: Eligibility for ENG 51
CSU, UC, Associate Degree Applicable

GEOG 1L PHYSICAL GEOGRAPHY LABORATORY

1 Unit
Laboratory: 3 hours

This course introduces the student to the methods and techniques used in the geographic study of the natural environment focusing on the earth's atmosphere, continents, oceans and life forms. The student will observe, record, and analyze information both in class and on field trips in the local environment. Completion of Geography 1 and 1L fulfills the California State Universities and Colleges General Education requirement (Area B, #1) for a laboratory course on the Physical Universe.

Prerequisite: Prior or concurrent enrollment in GEOG 1
CSU, UC, Associate Degree Applicable

GEOG 2 CULTURAL GEOGRAPHY (CAN GEOG 4)

3 Units
Lecture: 3 hours

This course focuses on the distribution of and interrelationships between features of humankind's modern cultural environment. Among the topics discussed are world population, forms of livelihood, territoriality, urbanization, and material culture. Emphasis is also placed on the development of map-reading skills.

Prerequisite: Eligibility for ENG 51
CSU, UC, Associate Degree Applicable

GEOG 7 REGIONAL GEOGRAPHY

3 Units
Lecture: 3 hours

This course seeks to describe and explain the major cultural characteristics of the earth's diverse geographic regions. Emphasis is placed on the development of regional patterns through time and the processes responsible for the existing patterns. The development of map-reading skills is an essential aspect of this investigation.

Prerequisite: Eligibility for ENG 51
CSU, UC, Associate Degree Applicable

GEOG 10 GEOGRAPHY OF CALIFORNIA

3 Units
Lecture: 3 hours

This is a study of the natural and cultural environments of California including its climate, topography, biogeography, economy, urbanization and population diversity. Emphasis is placed on people and the environment, map interpretation and their changes over time. Both topical and regional formats are introduced.

Prerequisite: Eligibility for ENG 1A
CSU, Associate Degree Applicable

HISTORY

HIST 3 HISTORY OF WORLD CIVILIZATION

3 Units
Lecture: 3 hours

This course is a broad study of the major elements in history from ancient times to the Renaissance. It is designed to develop understanding of institutions basic to world civilization.

Prerequisite: Eligibility for ENG 1A
CSU, Associate Degree Applicable

HIST 4 HISTORY OF WORLD CIVILIZATION

3 Units
Lecture: 3 hours

This course is a broad study of the major elements in history from the 16th Century to the present. It is designed to develop understanding of institutions basic to world civilization.

Prerequisite: Eligibility for ENG 1A
CSU, Associate Degree Applicable

HIST 17
U.S. HISTORY
THROUGH RECONSTRUCTION
(CAN HIST SEQ B for HIST 17 and 18)

3 Units
 Lecture: 3 hours

This course is a survey of the political and social development of the United States from the discovery of America through the Reconstruction period.

Prerequisite: Eligibility for ENG 51
 CSU, UC, Associate Degree Applicable

HIST 18
U.S. HISTORY FROM
RECONSTRUCTION TO PRESENT
(CAN HIST SEQ B for HIST 17 and 18)

3 Units
 Lecture: 3 hours

This course is a survey of the political and social development of the United States from the Reconstruction Period to the present.

Prerequisite: Eligibility for ENG 51
 CSU, UC, Associate Degree Applicable

PHILOSOPHY

PHIL 6
INTRODUCTION TO PHILOSOPHY
(CAN PHIL 2)

3 Units
 Lecture: 3 hours

This course surveys the traditional philosophical problems of knowledge, logic, ethics, aesthetics, religion and metaphysics. These problems will be viewed as interrelated dimensions of a struggle to understand the nature and meaning of existence - a struggle which is both collective and individual. Students will confront problems in a way that will stimulate critical thinking and the development of a sound personal philosophy.

Prerequisite: Eligibility for ENG 51
 CSU, UC, Associate Degree Applicable

PHIL 7
INTRODUCTION TO PHILOSOPHY

3 Units
 Lecture: 3 hours

In this course, students are introduced to the practice of philosophy as revealed through analysis of selected original writings of some of the great philosophers themselves. Among the topics about which these philosophers write are the nature and existence of God, free will and determinism, skepticism and knowledge, morality, ethics and society, logical positivism, plain language philosophy and existentialism.

Prerequisite: Eligibility for ENG 51
 CSU, UC, Associate Degree Applicable

PHIL 8
PHILOSOPHY FROM ANCIENT
TIMES TO RENAISSANCE

3 Units
 Lecture: 3 hours

This course is a study of the historical and logical development of the principal assumptions upon which contemporary thought and activity are based. Focus will be on the ideas and their proponents as viewed within their historical contexts from ancient times to the Renaissance. Emphasis will be placed on those ideas which are as relevant to contemporary life and thought as they were in the past.

Prerequisite: Eligibility for ENG 51
 CSU, UC, Associate Degree Applicable

PHIL 9
PHILOSOPHY
FROM RENAISSANCE TO PRESENT

3 Units
 Lecture: 3 hours

This course is a study of the historical and logical development of the principal assumptions upon which contemporary thought and activity are based. Focus will be on the ideas and their proponents as viewed within their historical contexts from the Renaissance to the present. Emphasis will be placed on those ideas which are as relevant to contemporary life and thought as they were in the past.

Prerequisite: Eligibility for ENG 51
 CSU, UC, Associate Degree Applicable

PHIL 10 GENERAL LOGIC

3 Units
Lecture: 3 hours

In this course, students are introduced to both deductive and inductive logic. Stress is placed on the principles of sound argumentation and the identification of common formal and informal fallacies. Also emphasized are statistical reasoning and the scientific method.

Prerequisite: ENG 1A or 3A; eligibility for MATH 50
CSU, UC, Associate Degree Applicable

PHIL 11 SYMBOLIC LOGIC

3 Units
Lecture: 3 hours

This course is the study of the methods characteristic of modern formal logic. It includes the symbolic representation of arguments from both truth-functional and predicate logic, the study of validity, the use of truth-tables, truth-trees and other techniques of meaning specification and proof. Computer applications will also be explored.

Prerequisite: ENG 1A or 3A; eligibility for MATH 40
CSU, UC, Associate Degree Applicable

PHIL 12 RELIGIONS OF THE WORLD

3 Units
Lecture: 3 hours

This course is an historical introduction to the world's religious philosophies - Hinduism, Jainism, Buddhism, Sikhism, Taoism, Confucianism, Shinto, Zoroastrianism, Judaism, Christianity and Islam - with an examination of their original writings and subsequent commentaries.

Prerequisite: Eligibility for ENG 51
CSU, UC, Associate Degree Applicable

PHIL 13 PERSPECTIVES ON DEATH AND DYING

3 Units
Lecture: 3 hours

In this course, pertinent insights from other cultures, literature, art, law, medicine, psychology, religion and philosophy will be presented, analyzed and critically evaluated. The student will be encouraged to develop an understanding of death and dying as they relate to our knowledge of ourselves and other persons.

Prerequisite: Eligibility for ENG 51
CSU, UC, Associate Degree Applicable

PHIL 14 INTRODUCTION TO ETHICS

3 Units
Lecture: 3 hours

This course is 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.

Prerequisite: Eligibility for ENG 51
CSU, UC, Associate Degree Applicable

PHIL 15 LOGIC, ARGUMENTATION AND CRITICAL ANALYSIS

3 Units
Lecture: 3 hours

This course provides instruction in logical analysis and synthesis, and the application of these skills to: (1) the critical evaluation of published materials on a wide variety of issues in ethics, politics, religion, science and philosophy; and, (2) the creation of written compositions on these and other similar issues. Both deductive and inductive types of argumentation are studied, including relevant formal and informal fallacies.

Prerequisite: ENG 1A or 3A with a grade of "C" or better or equivalent
CSU, UC, Associate Degree Applicable

POLITICAL SCIENCE**PS 1
INTRODUCTION TO GOVERNMENT**

3 Units
Lecture: 3 hours

This course is an introduction to the principles, organization and politics of the national government of the United States, including a study of State and local government. In considering government at the State level, specific emphasis is given to the government of the State of California. Throughout the course, current issues in American and State politics are stressed.

Prerequisite: Eligibility for ENG 51
CSU, UC, Associate Degree Applicable

**PS 2
INTRODUCTION TO
COMPARATIVE GOVERNMENTS**

3 Units
Lecture: 3 hours

This course is a comparative study of constitutional principles, governmental institutions and political problems of selected governments. Particular attention is given to the contemporary problems of established and emerging nations.

Prerequisite: PS 1 or HIST 17 or HIST 18
CSU, UC, Associate Degree Applicable

**PS 4
INTRODUCTION TO
INTERNATIONAL RELATIONS**

3 Units
Lecture: 3 hours

This course is an introduction to the nature of political relations among nations, including the basic factors which influence international relations. Emphasis will be placed on an examination of contemporary world politics.

Prerequisite: PS 1 or HIST 17 or HIST 18
CSU, UC, Associate Degree Applicable

**PS 55A-D
PRINCIPLES OF STUDENT
LEADERSHIP**

2 Units
Lecture: 2 hours

Students will study parliamentary procedures, organizational structure and governance models. They will have opportunities to develop leadership skills, including communication, facilitation, problem solving and conflict resolution through small group communication. This course is also listed as STDV 55A-D and SP 55A-D.

Prerequisite: Eligibility for RDG 51 and ENG 51

CSU, Associate Degree Applicable

PSYCHOLOGY**PSY 1
GENERAL PSYCHOLOGY
(CAN PSY 2)**

3 Units
Lecture: 3 hours

This course is an introduction to facts, principles and theories governing animal and human behavior. Topics include the nervous system, developmental psychology, consciousness, psychotropic drugs, learning, motivation, emotion, abilities, personality, stress and abnormal psychology.

Prerequisite: Eligibility for ENG 51
CSU, UC, Associate Degree Applicable

**PSY 3
DEVELOPMENTAL PSYCHOLOGY**

3 Units
Lecture: 3 hours

This is a life span course based on the behavioral patterns found at each level of normal human development, including the interrelationships of psychological, sociological, cognitive, and physical development from birth to senescence. The personal and professional implications of developmental psychology will be discussed.

The implications for both personal development and professional practice will be considered.

Prerequisite: Eligibility for ENG 51
 CSU, UC, Associate Degree Applicable

PSY 10 **PSYCHOLOGICAL ASPECTS OF** **MARRIAGE AND FAMILY**

3 Units
 Lecture: 3 hours

This course is designed to develop the student's repertoire of behavioral skills and an understanding of the principles governing successful marriage and family life. Included are areas such as communication, decision-making, human sexuality, divorce and the single parent, alternative family lifestyles and coping with stress.

Prerequisite: Eligibility for ENG 51
 CSU, Associate Degree Applicable

PSY 12 **HUMAN SEXUALITY**

3 Units
 Lecture: 3 hours

Including both the behavioral and biological aspects of human sexuality, this course introduces the topic through the psychological approach. Further development includes physiological, social, legal, and religious issues as they may be of pressing interest to today's college students. The subjects discussed include values and ethics, gender roles, love and sex, sexual decisions, sexual techniques, sex therapy, contraception, abortion, AIDS and other venereal diseases, homosexuality, prostitution, rape, and sexual harassment.

Prerequisite: Eligibility for ENG 51; PSY 1
 CSU, UC, Associate Degree Applicable

PSY 20 **ADOLESCENT PSYCHOLOGY:** **UNDERSTANDING AND AIDING** **YOUTH**

3 Units
 Lecture: 3 hours

This course is an introduction to both research and theory related to the growth and development of adolescents. Major areas emphasized include physical and psychological growth, adolescents and their families, the influence of peers, youth subcultures, sex roles, sexual behavior, self-image and the impact of society at large. A special emphasis is placed on practical techniques useful to parents and professionals who work with adolescents.

Prerequisite: Eligibility for ENG 51
 CSU, Associate Degree Applicable

PSY 33 **PERSONAL AND SOCIAL** **ADJUSTMENT**

3 Units
 Lecture: 3 hours

This course examines the development of normal personality and places emphasis upon the practical problems of adjustment encountered in such areas as school, family, vocation and community. In particular, the course focuses on understanding the causes of frustration and the process of learning adequate methods of coping in problematic situations.

Prerequisite: Eligibility for ENG 51; PSY 1
or equivalent
 CSU, Associate Degree Applicable

SOCIOLOGY

SOC 1 **INTRODUCTORY SOCIOLOGY** **(CAN SOC 2)**

3 Units
 Lecture: 3 hours

This course is a survey of the characteristics of social life, the processes of social interaction, and the tools of sociological investigation.

Prerequisite: Eligibility for ENG 1A or
ENG 3A or equivalent; and completion of
RDG 51 with a grade of "C" or better or
equivalent
 CSU, UC, Associate Degree Applicable

SOC 2
SOCIOLOGICAL ANALYSIS
SOCIAL PROBLEMS
(CAN SOC 4)

3 Units
 Lecture: 3 hours

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.

Prerequisite: Eligibility for ENG 51
 CSU, UC, Associate Degree Applicable

SOC 3
FUNDAMENTALS OF STATISTICS

3 Units
 Lecture: 3 hours

This course is a study of the fundamental concepts and techniques of statistical analysis which are encountered in all areas of application. Emphasis is placed upon precise mathematical reasoning coupled with a thorough understanding of the rationale underlying the statistical methods employed. It encompasses both descriptive and inferential concepts and techniques, including the mathematical principles of probability theory and their application to parameter estimation and hypothesis testing. Published reports representative of the many ways in which statistical methods/data are employed in support of specific conclusions are examined with respect to both the appropriateness of their use and interpretation.

Prerequisite: Eligibility for ENG 1A or ENG 3A; MATH 40 with a grade of "C" or better
 CSU, UC, Associate Degree Applicable

SOC 4
SOCIOLOGICAL ANALYSIS AND
CRITICAL THINKING

3 Units
 Lecture: 3 hours

This course provides instruction in the principles of critical analysis and the composition of reasoned, written responses to a variety of social issues. These include issues falling within the scope of sociology, anthropology, economics, education, politics, criminology, biology and the physical sciences. Both deductive and inductive forms of reasoning are studied, including common formal and informal fallacies.

Prerequisite: ENG 1A or ENG 3A and MATH 50 with a grade of "C" or better
 CSU, UC, Associate Degree Applicable

SOC 10
MARRIAGE AND FAMILY:
A SOCIOLOGICAL APPROACH

3 Units
 Lecture: 3 hours

This course is designed to develop the student's repertoire of behavioral skills and an understanding of the principles governing successful marriage and family life. Included are areas such as communication, decision-making, human sexuality, divorce and the single parent, alternative family life styles and coping with stress.

Prerequisite: Eligibility for ENG 51
 CSU, Associate Degree Applicable

SOC 14
MINORITY GROUPS
IN THE AMERICAS

3 Units
 Lecture: 3 hours

This is a comparative study of Native American, Oriental, African, and European groups in the Americas as approached from the perspectives of sociology with particular focus on minority group status in contemporary society.

Prerequisite: Eligibility for ENG 51
 CSU, UC, Associate Degree Applicable

STUDENT DEVELOPMENT

Student Development programs and courses are designed to prepare students for college experiences, academic achievement, and success in educational and occupational pursuits. Each course is designed to assist groups of students who share either common goals or common difficulties in reaching their goals.

New and re-entering students who might benefit from guidance in time management, study techniques, educational planning, setting realistic goals, changing careers, etc., are able to earn credit and reap personal benefits through Student Development courses.

STUDENT DEVELOPMENT COURSE DESCRIPTIONS

STDV 49 CAREER DEVELOPMENT

½ Unit
Lecture: .5 hour

This course is designed to assist students with the process of career decision making. The focus on self assessment and career information will provide students with an on-going system for implementation of career goals.

STDV 50 SKILL DEVELOPMENT AND EDUCATIONAL DECISION MAKING

1/5 Unit
Lecture: .2 hour

This course provides students with information on and understanding of their abilities and skill development, enabling them to make insightful decisions.

STDV 51A PEER COUNSELING TECHNIQUES

2 Units
Lecture: 2 hours

This is a course for students who wish to develop effective techniques for counseling their peers; to gain accurate and more extensive knowledge of the opportunities available to COD students; and become informed of the referral resources and procedures for guiding peers toward additional counseling and advising.

CSU, Associate Degree Applicable

STDV 52 RE-ENTRY ORIENTATION

2 Units
Lecture: 2 hours

This course is designed for the student returning to school after an absence. Lecture and group discussion will emphasize personal growth, positive attitudes, and skills needed to make a smooth transition to the community college.

STDV 53 STRATEGIES FOR COLLEGE TRANSFER

1 Unit
Lecture: 1 hour

This course is an introduction to the transfer process. It is designed to provide students with a concrete plan for understanding and succeeding in transferring to a four-year college or university. Topics include the following: identifying long-term educational and career goals, selecting a transfer institution and completing applications for transfer.

Prerequisite: Eligibility for ENG 51
Associate Degree Applicable

**STDV 54
HUMAN POTENTIAL SEMINAR:
STAYING IN COLLEGE**

1 Unit
Lecture: 1 hour

This course is designed to assist students experiencing difficulty in college. Specifically, the technique used in overcoming self-defeating behavior and increasing self-esteem will be covered. Topics such as assertiveness, visual programming, rational thinking, and affirming success will be included.

**STDV 55A-D
PRINCIPLES OF STUDENT
LEADERSHIP**

2 Units
Lecture: 2 hours

Students will study parliamentary procedures, organizational structure and governance models. They will have opportunities to develop leadership skills, including communication, facilitation, problem solving and conflict resolution through small group communication. This course is also listed as PS 55A-D and SP 55A-D.

Prerequisite: Eligibility for RDG 51 and ENG 51
CSU, Associate Degree Applicable

**STDV 60
ORIENTATION TO COLLEGE**

1 Unit
Lecture: 1 hour

This is a course to assist the first-time college student. It will emphasize college enrollment procedures and policies, development of basic educational survival skills, and provide pertinent information to enable the student to become familiar with general college expectations. The student will be able to formulate a realistic educational plan.

Prerequisite: For first time college student

**STDV 60A
ORIENTATION TO COLLEGE**

½ Unit
Lecture: .5 hour

This is a course to assist the first-time college student. It includes college enrollment procedures, development of basic educational survival skills, help in interpretation of College of the Desert Assessment Test, and help in formulating a realistic long-range educational plan.



THEATRE ARTS

THEATRE ARTS

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

Courses Required:

Dept.	No.	Title	Units
TA	1*	Introduction to Theatre	3
TA	2A*	Acting I	3
TA	22A	Play Production	3
TA	9A	Stagecraft I	3
TA	3A	Acting II	3

Electives to be determined in conference with advisor from English, Radio-Television, or Speech 6-9

*May be counted toward General Education Requirements
 Required Subtotal 21-24
 General Education Requirements** 39
 **MC 1 - Mass Media in American Culture, recommended

DEGREE TOTAL 60-63

Advisor: Nicholson

THEATRE ARTS

COURSE DESCRIPTIONS

DANCE

DANC 15 HISTORY OF DANCE

3 Units
Lecture: 3 hours

This survey course examines the chronological development of dance and includes the study of pre-classic through contemporary forms. Representative readings, papers and laboratory projects will be required.

Prerequisite: Eligibility for ENG 51
 CSU, UC, Associate Degree Applicable

THEATRE ARTS

TA 1 INTRODUCTION TO THEATRE

3 Units
Lecture: 3 hours

This course is designed as a general survey of the theory and practice of theatre art from the beginning to the present time. The study includes the elements of drama; historic structures of the theatre; characteristic types of plays; the contribution of the director, actors, designers; contemporary production techniques.

Prerequisite: Eligibility for ENG 51 or concurrent enrollment in ENG 50
 CSU, UC, Associate Degree Applicable

TA 2A-D ACTING I

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course provides a progression of skill levels by which actors develop awareness of their senses, relationship to the world around them, and responsibilities to the art form. Preliminary exercises begin with examination of the individual's values and feelings and progresses to the translating of these values into characterization.

CSU, UC, Associate Degree Applicable

TA 3A-D ACTING II

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course develops actor's artistic skills in character study, script breakdown and styles. Styles to be analyzed and executed include realistic, naturalistic, Shakespearian, Chekhovian, Brechtian, romantic, poetic, and restoration.

Prerequisite: TA 2A-D or by audition
 CSU, UC, Associate Degree Applicable

**TA 6A-C
THEATRE DANCE**

1-3 Units
Laboratory: 3-9 hours

This course is designed to expose the student to the methods and execution of dance as it applies directly to a fully mounted musical production. It includes exposure to acting areas, as the director of the actual production sees fit; and both technical and dancing areas, as instructed by the choreographer. Emphasis will be placed on rehearsal techniques and "polishing" production dance numbers.

Prerequisite: Audition and consent of instructor
CSU, UC, Associate Degree Applicable

**TA 7A,B
DIRECTING**

3 Units
Lecture: 3 hours

This course provides the student with a solid overview of all elements of directing for the theatre. Topics covered include: the theory of play directing, script analysis, casting procedures, style and production considerations, rehearsal techniques, directorial methods of composition, movement, and rhythm in staging drama.

Prerequisite: TA 2A,B or TA 3A,B or TA 20A,B or consent of instructor
CSU, UC, Associate Degree Applicable

**TA 8A,B
THEATRE GRAPHICS**

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course is an exploration of the various visual methods used by scenic costume and lighting designers to communicate their design visions to craftspeople and technicians. Subjects covered will include basic theater concepts, perspective sketching, drafting and color theory through both lectures and laboratory projects.

CSU, UC, Associate Degree Applicable

**TA 9A,B
STAGECRAFT I**

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course offers the student an introduction to the art of stage scenery and theatrical properties. The class deals with the techniques of construction and organizational process, the group dynamic and the understanding of good stage scenery and/or theatrical property. Students are required to apply the skills they learn in actual college productions.

CSU, UC, Associate Degree Applicable

**TA 10A,B
STAGECRAFT II**

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course offers the student an introduction to the art of stage scenery and theatrical properties. The class deals with the techniques of construction and organizational process, the group dynamic, and the understanding of good stage scenery and/or theatrical property. Students are required to apply the skills they learn in actual college productions.

CSU, UC, Associate Degree Applicable

**TA 11A,B
THEATRE SOUND**

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course is designed as an overview of the basic principles of sound design and use of sound equipment. Students will be involved with the practical application of sound theory for theatre productions.

Prerequisite: TA 9 or instructor's consent
CSU, UC, Associate Degree Applicable

TA 20A-D
PLAY PRODUCTION - ACTING

1 Unit
 Laboratory: 3 hours

This course involves participation in a specific area of acting in a faculty directed stage production. The style and artistic discipline will vary drastically with each production. It is designed to give the student practical application of acting skills and actual performance experience.

CSU, UC, Associate Degree Applicable

TA 21A-D
PLAY PRODUCTION - ACTING

2 Units
 Laboratory: 6 hours

This course involves participation in a specific area of acting in a faculty directed stage production. The style and artistic discipline will vary drastically with each production. It gives the student practical application of acting skills and actual performance experience.

CSU, UC, Associate Degree Applicable

TA 22A-D
PLAY PRODUCTION - ACTING

3 Units
 Laboratory: 9 hours

This course involves participation in a specific area of acting in a faculty directed stage production. The style and artistic discipline will vary drastically with each production. It gives the student practical application of acting skills and actual performance experience.

CSU, UC, Associate Degree Applicable

TA 23A-D
PLAY PRODUCTION - ACTING

4 Units
 Laboratory: 12 hours

This course involves participation in a specific area of acting in a faculty directed stage production. The style and artistic discipline will

vary drastically with each production. It gives the student practical application of acting skills and actual performance experience.

CSU, UC, Associate Degree Applicable

TA 24A-D
PLAY PRODUCTION - DANCE

1 Unit
 Laboratory: 3 hours

This course includes practical training in Jazz, Ballet and Modern Dance for stage performance, as well as basic theory and application of various choreographic techniques. It also includes an arranged laboratory involving participation in theatre-dance productions.

Prerequisite: Consent of instructor
 CSU, UC, Associate Degree Applicable

TA 25A-D
PLAY PRODUCTION - DANCE

2 Units
 Laboratory: 6 hours

This course includes practical training in Jazz, Ballet and Modern Dance for stage performance, as well as basic theory and application of various choreographic techniques. It also includes an arranged laboratory involving participation in theatre-dance productions.

Prerequisite: Consent of instructor
 CSU, UC, Associate Degree Applicable

TA 26A-D
PLAY PRODUCTION - DANCE

3 Units
 Laboratory: 9 hours

This course includes practical training in Jazz, Ballet and Modern Dance for stage performance, as well as basic theory and application of various choreographic techniques. It also includes an arranged laboratory involving participation in theatre-dance production.

Prerequisite: Consent of instructor
 CSU, UC, Associate Degree Applicable

**TA 27A-D
PLAY PRODUCTION - DANCE**

4 Units
Laboratory: 12 hours

This course includes practical training in Jazz, Ballet and Modern Dance for stage performance, as well as basic theory and application of various choreographic techniques. It also includes an arranged laboratory involving participation in theatre-dance production.

Prerequisite: Consent of instructor
CSU, UC, Associate Degree Applicable

**TA 30A-D
PLAY PRODUCTION - TECHNICAL**

1 Unit
Laboratory: 3 hours

This course permits progressive participation and instruction in technical play production. Students will have hands-on experience in execution of technical roles for actual productions, such as sets, props, or scene painting, as well as instruction in the various tools, skills, and techniques used in contemporary theatre. This course may be repeated to accumulate not more than four units.

CSU, UC, Associate Degree Applicable

**TA 31A-D
PLAY PRODUCTION - TECHNICAL**

2 Units
Laboratory: 6 hours

This course permits progressive participation and instruction in technical play production. Students will have hands-on experience in execution of technical roles for actual productions, such as sets, props, or scene painting, as well as instruction in the various tools, skills, and techniques used in contemporary theatre. This course may be repeated to accumulate not more than four units.

CSU, UC, Associate Degree Applicable

**TA 32A-D
PLAY PRODUCTION - TECHNICAL**

3 Units
Laboratory: 9 hours

This course permits progressive participation and instruction in technical play production. Students will have hands-on experience in execution of technical roles for actual productions, such as sets, props, or scene painting, as well as instruction in the various tools, skills, and techniques used in contemporary theatre. This course may be repeated to accumulate not more than four units.

CSU, UC, Associate Degree Applicable

**TA 33A-D
PLAY PRODUCTION - TECHNICAL**

4 Units
Laboratory: 12 hours

This course permits progressive participation and instruction in technical play production. Students will have hands-on experience in execution of technical roles for actual productions, such as sets, props, or scene painting, as well as instruction in the various tools, skills, and techniques used in contemporary theatre. This course may be repeated to accumulate not more than four units.

CSU, UC, Associate Degree Applicable

**TA 40A-D
THEATRE COSTUMING**

1 Unit
Laboratory: 3 hours

This course is structured to teach the principles of design and construction of theatrical costume. Requirements include the construction of costumes for specific theatre productions.

CSU, UC, Associate Degree Applicable

**TA 41A-D
THEATRE COSTUMING**

2 Units
Laboratory: 6 hours

This course is structured to teach the principles of design and construction of theatrical costume. Requirements include the construction

of costumes for specific theatre productions.

CSU, UC, Associate Degree Applicable

TA 42A-D THEATRE COSTUMING

3 Units
Laboratory: 9 hours

This course is structured to teach the principles of design and construction of theatrical costume. Requirements include the construction of costumes for specific theatre productions.

CSU, UC, Associate Degree Applicable

TA 43A-D THEATRE COSTUMING

4 Units
Laboratory: 12 hours

This course is structured to teach the principles of design and construction of theatrical costume. Requirements include the construction of costumes for specific theatre productions.

CSU, UC, Associate Degree Applicable

TA 50A-D THEATRE DANCE

1 Unit
Laboratory: 3 hours

This course is designed to expose the student to the methods and execution of dance as it applies directly to a fully mounted musical production. It includes exposure to acting areas, as the director of the actual production sees fit; and both technical and dancing areas, as instructed by the choreographer. Emphasis is on rehearsal techniques and "polishing" production dance numbers.

Prerequisite: Audition and consent of instructor
CSU, UC, Associate Degree Applicable

TA 51A-D THEATRE DANCE

2 Units
Laboratory: 6 hours

This course is designed to expose the student to the methods and execution of dance as it applies directly to a fully mounted musical production. It includes exposure to acting areas, as the director of the actual production sees fit; and both technical and dancing areas, as instructed by the choreographer. Emphasis is on rehearsal techniques and "polishing" production dance numbers.

Prerequisite: Audition and consent of instructor
CSU, UC, Associate Degree Applicable

TA 52A-D THEATRE DANCE

3 Units
Laboratory: 9 hours

This course is designed to expose the student to the methods and execution of dance as it applies directly to a fully mounted musical production. It includes exposure to acting areas, as the director of the actual production sees fit; and both technical and dancing areas, as instructed by the choreographer. Emphasis is on rehearsal techniques and "polishing" production dance numbers.

Prerequisite: Audition and consent of instructor
CSU, UC, Associate Degree Applicable

TA 53A-D THEATRE DANCE

4 Units
Laboratory: 12 hours

This course is designed to expose the student to the methods and execution of dance as it applies directly to a fully mounted musical production. It includes exposure to acting areas, as the director of the actual production sees fit; and both technical and dancing areas, as instructed by the choreographer. Emphasis is on rehearsal techniques and "polishing" production dance numbers.

Prerequisite: Audition and consent of instructor
CSU, UC, Associate Degree Applicable

TA 60A,B
SCENE DESIGN - BEGINNING

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course is designed to introduce the principles of scenic design and training in basic graphics skills. Experimentation with personal style and creativity will be emphasized. Use of recent technology for scene construction is also examined.

Prerequisite: TA 9 or instructor's consent
CSU, UC, Associate Degree Applicable

TA 61A,B
SCENE DESIGN - BEGINNING

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course is designed to introduce the principles of scenic design and training in basic graphics skills. Experimentation with personal style and creativity will be emphasized. Use of recent technology for scene construction is also examined.

Prerequisites: TA 9 or instructor's consent
CSU, UC, Associate Degree Applicable

TA 62A,B
THEATRE LIGHTING I

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course introduces students to the principles, theories, and practices of stage-lighting design. Course work includes arranged laboratory involving practical application of theory into mainstage and workshop theatre productions.

Prerequisites: Consent of instructor
CSU, UC, Associate Degree Applicable

TA 63A,B
THEATRE LIGHTING II

3 Units
Laboratory: 9 hours

This course provides the student with advanced study of theory and applications of stage-lighting design. Course work includes arranged laboratory involving a design project. Under faculty supervision the student will conceive, develop, and execute a light design for a college-sponsored production.

Prerequisite: TA 62A or B or equivalent
CSU, UC, Associate Degree Applicable

TA 69A,B
DRAMATIC LITERATURE

3 Units
Lecture: 3 hours

This course is a study of the masterworks of theatre, from the Greek Classic period to the present. Students will develop skills in the reading and analysis of drama, projecting the imagination, and oral delivery of lines.

Prerequisite: Eligibility for ENG 51 or concurrent enrollment in ENG 50
CSU, UC, Associate Degree Applicable

TA 70A,B
THEATRE SOUND

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course is designed as an overview of the basic principles of sound design and use of sound equipment. Students will be involved with the practical application of sound theory for theatre productions.

Prerequisites: TA 9A or instructor's consent
CSU, UC, Associate Degree Applicable

TA 71A-D
SCENE PAINTING

1 Unit
Laboratory: 3 hours

This course is designed to introduce the student to both the theories and applications of scene painting. Scene painting is the craft which supplies the final application of paint and detailed design concept to a theatrical set. It includes individual student projects as well

as participation in college-sponsored theatre productions. This course examines painting techniques and color relationships.

Prerequisite: TA 9 or instructor's consent
 CSU, UC, Associate Degree Applicable

TA 72A-D SCENE PAINTING

2 Units
 Laboratory: 6 hours

This course is designed to introduce the student to both the theories and applications of scene painting. Scene painting is the craft which supplies the final application of paint and detailed design concept to a theatrical set. It includes individual student projects as well as participation in college-sponsored theatre productions. This course examines painting techniques and color relationships.

Prerequisite: TA 9 or instructor's consent
 CSU, UC, Associate Degree Applicable

TA 73A-D SCENE PAINTING

3 Units
 Laboratory: 9 hours

This course is designed to introduce the student to both the theories and applications of scene painting. Scene painting is the craft which supplies the final application of paint and detailed design concept to a theatrical set. It will include individual student projects as well as participation in college-sponsored theatre productions. This course examines painting techniques and color relationships.

Prerequisite: TA 9 or instructor's consent
 CSU, UC, Associate Degree Applicable

TA 80A-D THEATRE MAKEUP

1 Unit
 Lecture: .5 hours
 Laboratory: 1.5 hours

This course provides principles and techniques of theatrical makeup. Students will learn to apply makeup to themselves and others.

CSU, Associate Degree Applicable

TA 81A-D CHILDREN'S THEATRE

1 Unit
 Laboratory: 3 hours

This course is designed to introduce students to the academic and practical techniques involved in performing for young people. All students in the course will be required to participate in some way in the production: lighting, costumes, sets, sound, or acting.

CSU, Associate Degree Applicable

TA 82A-D CHILDREN'S THEATRE

2 Units
 Laboratory: 6 hours

This course is designed to introduce students to the academic and practical techniques involved in performing for young people. All students in the course will be required to participate in some way in the production: lighting, costumes, sets, sound, or acting.

CSU, Associate Degree Applicable

TA 83A-D CHILDREN'S THEATRE

3 Units
 Laboratory: 9 hours

This course is designed to introduce students to the academic and practical techniques involved in performing for young people. All students in the course will be required to participate in some way in the production: lighting, costumes, sets, sound, or acting.

CSU, Associate Degree Applicable

**TA 84A-D
CHILDREN'S THEATRE**

4 Units
Laboratory: 12 hours

This course is designed to introduce students to the academic and practical techniques involved in theatre productions for young people. A play will be produced by the class and toured through the schools. All students in the course will be required to participate in some way in the production, such as set design and construction, costume design, lighting, and acting.

CSU, Associate Degree Applicable

**TA 90A-D
MUSICAL THEATRE WORKSHOP**

1 Unit
Laboratory: 3 hours

This course serves to introduce the staging styles of contemporary music and Broadway musicals. Students will be exposed to the complete creative concept through execution in all three areas of musical theatre; acting, choreography, and music. Individual coaching is also provided in dance, singing, and acting.

CSU, UC, Associate Degree Applicable

**TA 91A-D
MUSICAL THEATRE WORKSHOP**

2 Units
Laboratory: 6 hours

This course serves to introduce the staging styles of contemporary music and Broadway musicals. Students will be exposed to the complete creative concept through execution in all three areas of musical theatre; acting, choreography, and music. Individual coaching is also provided in dance, singing, and acting.

CSU, UC, Associate Degree Applicable

**TA 92A-D
MUSICAL THEATRE WORKSHOP**

3 Units
Laboratory: 9 hours

This course serves to introduce the staging styles of contemporary music and Broadway musicals. Students will be exposed to the complete creative concept through execution in all three areas of musical theatre; acting, choreography, and music. Individual coaching is also provided in dance, singing, and acting.

CSU, UC, Associate Degree Applicable

**TA 93A-D
MUSICAL THEATRE WORKSHOP**

4 Units
Laboratory: 12 hours

This course serves to introduce the staging styles of contemporary music and Broadway musicals. Students will be exposed to the complete creative concept through execution in all three areas of musical theatre; acting, choreography, and music. Individual coaching is also provided in dance, singing, and acting.

CSU, UC, Associate Degree Applicable

**TA 94A-D
ADVANCED MUSICAL THEATRE**

1 Unit
Laboratory: 3 hours

This course provides the student with advanced development and refinement of the theatrical techniques of Musical Theatre including; singing, dancing and acting. Stage presence and performance techniques are stressed. It includes participation in Musical Theatre productions.

Prerequisite: TA 91 or instructor's consent
CSU, UC, Associate Degree Applicable

TA 95A-D
ADVANCED MUSICAL THEATRE

2 Units
 Laboratory: 6 hours

This course provides the student with advanced development and refinement of the theatrical techniques of Musical Theatre including; singing, dancing and acting. Stage presence and performance techniques are stressed. It includes participation in Musical Theatre productions.

Prerequisite: TA 91 or instructor's consent
 CSU, UC, Associate Degree Applicable

TA 96A-D
ADVANCED MUSICAL THEATRE

3 Units
 Laboratory: 9 hours

This course provides the student with advanced development and refinement of the theatrical

techniques of Musical Theatre including; singing, dancing and acting. Stage presence and performance techniques are stressed. It includes participation in Musical Theatre productions.

Prerequisite: TA 91 or instructor's consent
 CSU, UC, Associate Degree Applicable

TA 97A-D
ADVANCED MUSICAL THEATRE

4 Units
 Laboratory: 12 hours

This course provides the student with advanced development and refinement of the theatrical techniques of Musical Theatre including; singing, dancing and acting. Stage presence and performance techniques are stressed. It includes participation in Musical Theatre productions.

Prerequisite: TA 91 or instructor's consent
 CSU, UC, Associate Degree Applicable



ANNOUNCEMENT OF FACULTY

LaVONNE ABRUZZI (1987)
 Assistant Professor of Nursing
 B.S.N. 1961, Jamestown College, North Dakota

ANDREA ARMSTRONG (1993)
 Counselor, Copper Mountain Campus
 B.S. 1978, California State University, Fullerton
 M.S. 1980, California State University, Fullerton

FRANKLIN YTRO ATTOUN (1967)
 Professor of French and Spanish
 Chairperson, Communication Division
 B.S. 1966, University of Missouri
 M.A. 1967, University of Missouri

JANICE BROWN BARNETT (1990)
 Coordinator, Child Development
 Training & Resource Center
 A.A. 1954, Sierra College, California
 B.A. 1958, California State University, Los Angeles
 M.A. 1975, University of Redlands

DAN BAXLEY (1988)
 Dean, School of Science and Technology
 B.A. 1965, Arizona State University
 M.A. 1968, Arizona State University
 Ed.D. 1972, Arizona State University

STEPHEN BENO (1985)
 Professor of Culinary Arts
 A.O.S. 1971, Culinary Institute of America,
 Hyde Park, New York

GARY R. BERGSTROM (1992)
 Instructor of Reading
 A.A. 1976, Pasadena City College
 B.A. 1978, California State University, Los Angeles
 M.A. 1991, California State University, Los Angeles
 M.A. 1992, California State University, Los Angeles

BARBARA ANNE BOLAÑOS (1971)
 Professor of Sociology
 Division Chair, Social Sciences/Human Services
 A.A. 1967, College of the Desert
 B.A. 1969, California State College, San
 Bernardino
 M.A. 1970, University of California, Riverside

PAUL D. BOWIE (1970)
 Professor of Biology and Botany
 B.S. 1966, University of Redlands
 M.S. 1970, University of Arizona

MARY A. BOYD (1989)
 Assistant Professor of Reading
 B.S. 1973, Eastern Michigan University
 M.A. 1980, Eastern Michigan University

JUDITH BRAE (1988)
 Physical Disabilities Counselor
 B.A. 1968, San Diego State University
 M.S. 1975, San Diego State University

CATHLEEN M. BRANT (1991)
 Assistant Professor of English
 A.B. 1964, San Francisco State College
 M.A. 1970, University of Florida, Gainesville

DOROTHY HELEN BRAY (1987)
 Vice-President, Educational Services
 B.S. 1956, Illinois State University
 M.A. 1964, California State University, Fullerton
 Ed.D. 1976, University of Southern California

BRYAN R. BURRAGE (1973)
 Professor of Biology, Anatomy and Zoology
 A.B. 1956, University of Kansas
 M.S. 1966, San Diego State University
 Ph.D. 1972, University of Stellenbosch, Cape
 Province, Republic of South Africa

THOMAS CIASTKO (1981)
 Associate Professor of Respiratory Therapy
 Director, Respiratory Therapy Program
 A.S. 1970, Chicago City College, Illinois

JOHN R. COEFIELD (1963)
 Professor of Health, Physical Education and
 Recreation
 B.S. 1952, Slippery Rock State College
 of Pennsylvania
 M.S. 1955, University of Oregon
 Ed.D. 1964, University of Oregon

JOHN COLLIGAN (1987)

Professor of English and Reading,
Copper Mountain Campus
B.A. 1956, La Salle College, Pennsylvania
M.A. 1957, La Salle College, Pennsylvania
M.A. 1962, Villanova University, Pennsylvania
M.A. 1968, Manhattan College, New York
Ph.D. 1974, Arizona State University

CHERYL ANN COOK (1986)

Director, Base Programs,
Copper Mountain Campus
B.A. 1972, Adrian College, Michigan
M.A. 1983, Chapman College, California

LUIS CORONA (1975)

Counselor
A.A. 1959, Riverside City College
A.B. 1962, California State College, Long Beach
M.A. 1964, California State College, Long Beach

JEANNE L. COSBY (1983)

Professor of Mathematics, Science & Social
Science, Copper Mountain Campus
B.S. 1973, Northern Arizona University
M.A. 1982, University of California, Riverside

BUFORD CRITES (1976)

Professor of Speech
B.S. 1970, Southwest Missouri State
University
M.S. 1971, Illinois State University

JAYNE CUARENTA (1989)

Vocational Counselor
B.A. 1981, University of Southern California
M.S. 1986, California State University, Los
Angeles

LARRY MARK DaSHIELL (1974)

Professor of Auto Mechanics and
Computer Science,
Copper Mountain Campus/Palm Desert
A.A. 1966, Laney College, California
B.A. 1974, California State Polytechnic
University, San Luis Obispo
M.A. 1975, California State Polytechnic
University, San Luis Obispo

RITA RAMIREZ DEAN (1973)

Professor of Foreign Language and Reading,
Copper Mountain Campus
B.A. 1965, Chapman College, California
M.A. 1971, Chapman College, California

DANIEL V. DETI (1962)

Professor of French and Spanish
B.A. 1945, University of Wyoming
M.A. 1951, Middlebury College, Vermont
Diploma, 1954, Ecole Supérieure des
Professeurs de Francais l'Etranger,
University of Paris

MARCELINO DIAZ, JR. (1972)

Coordinator, EOPS
Counselor
B.A. 1966, New Mexico Highlands University
M.A. 1969, New Mexico Highlands University
M.A. 1973, New Mexico Highlands University

KAREN DOSTAL (1985)

Associate Professor of Mathematics
B.S. 1983, Pacific Lutheran, Washington
M.S. 1985, California State Polytechnic
University, San Luis Obispo

STEVE E. DOSTAL (1985)

Associate Professor of Mathematics
B.A. 1979, Humboldt State University,
California
M.A. 1984, California State University, Los
Angeles

CLAUDIA EBERLY-ANDRADE (1973)

Health Service Nurse
B.S.N. 1972, Indiana University, Pennsylvania
M.A. 1976, California State University, Long
Beach

RON R. EVANS (1971)

Professor of Art
A.A. 1968, College of the Desert
B.A. 1970, San Diego State University
M.A. 1973, San Diego State University

VERA B. FISSETTE (1983)

Professor of Mathematics and Developmental
Education, Copper Mountain Campus
M.A. 1965, College of Economics,
Czechoslovakia
B.A. 1973, Chapman University, California
M.A. 1976, Chapman University, California

CHARLES B. FLATT (1964)

Professor of Sociology and Philosophy
B.A. 1958, Pasadena College, California
M.A. 1959, University of Idaho

RICHARD FRIEND (1985)

Associate Professor of Culinary Arts
A.O.S. 1978, Culinary Institute of America,
Hyde Park, New York

PAULETTE GAGE (1992)

Assistant Professor of Psychology
Copper Mountain Campus
A.A. 1983, Chaffey Community College
B.A. 1986, California State University,
San Bernardino
M.A. 1988, California State University,
San Bernardino

JOSEPHINE GUERENA GALLEGOS (1967)

Staff Diversity/Affirmative Action Officer
B.S. 1961, Arizona State College
M.A. 1966, Northern Arizona University

FRANK J. GARCIA (1968)

Professor of Health, Physical Education and
Recreation
A.A. 1956, Diablo Valley Jr. College,
California
B.A. 1959, Sacramento State College
M.A. 1965, Sacramento State College

DAVID A. GEORGE (1986)

Superintendent and President
B.A. 1964, Arizona State University, Tempe
M.P.A. 1969, Syracuse University, New York
Ed.D. 1977, University of Massachusetts,
Amherst

DEEANN GERKEN (1992)

Assistant Professor of Nursing
B.A. 1968, John Carroll University, Ohio
B.S.N. 1982, Michigan State University
M.S.N. 1989, Azusa Pacific University,
California

L. THOMAS GILLMAN (1989)

Division Chairperson, Business and
Hospitality Industries
Assistant Professor of Computer Sciences
A.B. 1966, Duke University, North Carolina
M.B.A. 1968, Stanford University, California

RALPH T. GRANNAN (1973)

Professor of Physics
B.A. 1959, University of California,
Riverside
M.A. 1973, University of California,
Riverside

CHARLES RONALD GREEN (1966)

Dean, Student Services and Relations
B.S. 1958, Brigham Young University, Utah
M.A. 1960, Arizona State University

JACKÉ H. GREEN (1986)

Coordinator, Contract Education
B.S. 1977, South Dakota University

RONALD PHILLIP GREEN (1990)

Assistant Professor of Mathematics,
Copper Mountain Campus
A.A. 1971, Sacramento City College
B.S. 1977, California State Polytechnic
University, San Luis Obispo
M.S. 1978, California State Polytechnic
University, San Luis Obispo

TERRY GREEN (1978)

Dean, Community Education and Resource
Development
B.A. 1972, University of California, Riverside
M.A. 1977, University of California, Riverside

WILLIAM A. GUEDELUNAS (1990)

Professor of Political Science and American
History
B.S. 1967, West Chester State University,
Pennsylvania
M.A. 1968, Lehigh University, Pennsylvania
Ph.D. 1973, Lehigh University, Pennsylvania

EILEEN C. HACKETT (1993)

Associate Professor of Nursing
B.S. 1966, New York University
M.A. 1970, New York University

GEOFFREY HAGOPIAN (1989)

Associate Professor of Mathematics
B.A. 1982, University of California, Santa Cruz
M.A. 1986, University of California, Davis

JAMES W. HAMILTON (1972)

Professor of Engineering

CELIA L. HARTLEY (1992)

Professor of Nursing

Division Chair Allied Health Division

Director of ADN, VN, CNA and EMT Programs

B.S. 1965, University of Washington, Seattle

M.N. 1968, University of Washington, Seattle

JAMES H. HOPKINS (1970)

Professor of English,

Copper Mountain Campus

B.S. 1960, New Mexico Western College

M.A. 1964, Western New Mexico University

CAROLYN E. HOPKINS-CARROLL (1993)

Librarian, Copper Mountain Campus

B.A. 1979, California State University,

San Bernardino

M.L.S. 1992, San Jose State University

JAMES M. HOPP (1974)

Professor of English

B.A. 1967, University of Redlands

C. Phil. 1973, University of California, San Diego

RICHARD L. IMMENHAUSEN (1966)

Professor of Business

B.S. 1955, Carthage College, Wisconsin

M.A. 1962, Sacramento State University

C.D. JACKSON (1988)

Tutorial Coordinator

A.A. 1976, College of the Desert

B.A. 1978, Seattle Pacific University,

Washington

M.A. 1982, Claremont Graduate School

PHYLISS JONES (1987)

Professor of Nursing

B.S.N. 1973, Loma Linda University

M.S.N. 1975, Loma Linda University

ROBERT B. JORDAN (1966)

Professor of Psychology

B.S. 1962, New Mexico State University

M.A. 1964, New Mexico State University

CAROLE J. KENDALL (1992)

Associate Professor of Nursing

Copper Mountain Campus

A.A. 1979, Golden West Community College

B.S. 1985, California State University, Fullerton

WILLIAM A. KOHL (1976)

Professor of Art

B.A. 1962, Illinois Wesleyan University

M.F.A. 1965, University of Michigan

SANDRA R. KRIVANEK (1990)

Assistant Professor of Office Occupations

A.A. 1968, San Bernardino Valley College

B.V.E. 1988, California State University,

San Bernardino

M.A. 1989, California State University,

San Bernardino

WILLIAM R. KROONEN (1969)

Dean, School of Liberal Studies

A.A. 1958, University of California, Riverside

B.A. 1960, University of California, Riverside

M.A. 1966, University of New Mexico

Ed.D. 1974, University of Southern California

KEN LaMONT (1986)

Coordinator of Counseling

B.A. 1965, California State University,

Northridge

M.Ed. 1966, Oregon State University, Corvallis

ELIZABETH BAILEY LAWSON (1977)

Professor of Drafting and Interior Design

B.S. 1962, University of Tennessee

M.S. 1987, University of Tennessee

DEBRA FORD LIEBRENZ (1982)

Associate Professor of Nursing,

Copper Mountain Campus

B.S.N. 1979, San Diego State University

JOHN R. MADDEN (1992)

Dean, Educational Services,

Copper Mountain Campus

B.A. 1974, Western Michigan University,

Kalamazoo

M.A. 1976, Western Michigan University,

Kalamazoo

MICHAEL MANIS (1985)
Professor of Business
B.A. 1965, Stanford University, California
M.B.A. 1970, Harvard University,
Massachusetts

ANTHONY MANZONI (1986)
Assistant Professor of Golf Management

JOHN L. MARMAN (1969)
Professor of Health, Physical Education and
Recreation
Division Co-Chair, Health, Physical
Education and Recreation
Director of Athletics
B.S. 1963, Midland College, Texas
M.Ed. 1964, University of Arizona

DIANNE S. MATHEWSON (1992)
Professor of Psychology
B.A. 1961, Duke University, North Carolina
M.A. 1965, The American University,
Washington D.C.
Ph.D. 1985, University of Maryland

ASHLEY T. McDERMOTT (1964)
Professor of Astronomy and History
B.A. 1961, San Diego State College
M.A. 1967, San Francisco State College

KENNETH HAROLD McDONNELL (1975)
Professor of Business,
Copper Mountain Campus
B.S. 1954, University of Southern California
J.D. 1965, Southwestern University,
California

DONNA JOY McLAIN (1968)
Professor of Health, Physical Education and
Recreation
B.S. 1958, Northern Illinois University
M.A. 1963, California State University, Long
Beach

ALICE B. McREYNOLDS (1989)
Transfer Counselor
B.A. 1976, Wheaton College, Massachusetts
M.C. 1980, Arizona State University

STEVEN R. McWILLIAMS (1967)
Professor of Geography
B.A. 1961, University of Colorado
M.A. 1966, University of Oregon

MERLE E. MERRITT (1970)
Professor of History,
Copper Mountain Campus
B.A. 1956, Westmar College, Iowa
M.A. 1964, University of South Dakota

GEORGE L. MEYER (1969)
Professor of Geology
B.A. 1961, University of California, Santa
Barbara
M.A. 1967, University of California, Santa
Barbara

MATTHEW MONICA, JR. (1973)
Matriculation Counselor
A.A. 1968, College of the Desert
B.A. 1970, California State University, Northridge
M.A. 1971, California State University, Northridge

EDWARD A. MORANTE (1991)
Dean, School of Educational Resources,
Research and Technologies
B.S. 1965, Manhattan College, New York
M.Ed. 1967, Teachers College Columbia
University, New York
Ed.D. 1974, Teachers College Columbia
University, New York

LINDA A. MORANTE (1993)
Instructor of English
B.A. 1966, College of Mt. St. Vincent, New
York
M.A. 1982, Seton Hall University, New Jersey

MICHAEL L. MURILLO (1989)
Associate Professor of Art
B.A. 1973, Long Beach State University
M.A. 1975, Long Beach State University

CHARLOTTE NETZER (1982)
Associate Professor of Developmental
Education
A.A. 1970, College of the Desert
B.A. 1980, California State University,
San Bernardino
M.A. 1985, California State University,
San Bernardino

TERRY NORMAN NICHOLSON (1974)
Professor of Theatre Arts
B.A. 1968, San Francisco State University
M.A. 1969, San Francisco State University

CRAIG S. NORMAN (1991)
 Assistant Professor of English As A Second
 Language
 B.A. 1986, California Lutheran University,
 Thousand Oaks
 M.A. 1989, San Francisco State University

JOHN L. NORMAN (1962)
 Professor of Music
 Division Chair, Fine Arts
 B.A. 1950, Northeastern State College,
 Oklahoma
 M.M. 1957, University of Oklahoma
 Ph.D. 1968, Michigan State University

RICHARD M. O'DONNELL (1989)
 Professor of Architecture,
 Drafting and Design
 M.A. 1978, Goddard College Institute for
 Social Ecology, Vermont

MICHAEL J. O'NEILL (1990)
 Assistant Professor of Special Education
 B.S. 1968, Edinboro State College,
 Pennsylvania
 M.A. 1971, San Francisco State University

JAMES C. ONEY (1970)
 Professor of Math
 Division Chairperson, Humanities and Fine Arts
 Copper Mountain Campus
 B.S. 1962, New Mexico Western University
 M.A. 1970, California State College, Long
 Beach

ROSEMARY ORTEGA (1972)
 Professor of Developmental Education
 B.A. 1971, San Diego State College

REYNALDO F. ORTIZ (1978)
 Division Chairperson, Developmental
 Education
 B.A. 1971, University of San Francisco
 M.A. 1981, California State College,
 San Bernardino

JAMSHID PARVIZI (1991)
 Professor of Mathematics
 B.S. 1971, Dijon University, France
 M.S. 1972, Dijon University, France
 Doctorate de 3-ieme Cycle, 1973,
 Dijon University, France
 Ph.D. (Doctorat d'Etat) 1975,
 Dijon University, France
 BS-MS (IFRICS) 1988, Clarkson University,
 Potsdam, New York

C.A. PATTERSON (1974)
 Professor of Mathematics
 B.S. 1957, Illinois State University
 M.S.T. 1965, University of Arizona
 Ph.D. 1971, Arizona State University

RICHARD G. PENAFLOR (1985)
 Associate Professor of Information Systems
 Copper Mountain Campus
 A.A. 1979, MiraCosta College
 B.A. 1981, San Diego State University
 M.S. 1990, University of Southern California

ANTHONY A. PINA
 Coordinator of Educational Technology
 A.A. 1988, Brigham Young University, Utah
 B.A. 1989, Brigham Young University, Utah
 M. Ed. 1991, Brigham Young University,
 Utah

PHILLIP POOLEY (1992)
 Director of Clinical Education
 Respiratory Therapy Program
 B.S. 1982, Loma Linda University

RICHARD W. POST (1974)
 Professor of Business
 A.A. 1967, College of the Desert
 B.S. 1972, California State University, Hayward
 M.B.A. 1973, California State University,
 Hayward
 J.D. 1981, University of Laverne, California

JAMES T. PULLIAM (1970)
 Provost, Copper Mountain Campus
 B.A. 1963, University of Redlands
 M.A. 1966, Chico State College, California
 M.A. 1971, Chapman College, California

DIANE NORTHROP RAMIREZ (1974)
 Coordinator, Disabled Students Programs and
 Services
 B.F.A. 1967, Ohio State University
 M.A. 1971, California State University, Los
 Angeles
 Ed.D. 1987, University of Southern
 California

LANCE READ (1964)
 Counselor
 A.B. 1951, University of California, Los
 Angeles
 M.Ed. 1958, University of California, Los
 Angeles

- WILLIAM M. REESKE (1969)**
Professor of English
Copper Mountain Campus
A.A. 1951, Mt. San Antonio College
B.A. 1957, Los Angeles State College
M.A. 1965, California State University, Los Angeles
- RICHARD C. ROGERS (1973)**
Director, Student Services
Copper Mountain Campus
B.S. 1966, University of New Mexico
M.A. 1970, Western New Mexico University
- DARLENE ROMANO-SPARKS (1988)**
Assistant Professor of Musical Theatre
B.M. 1970, San Francisco State University
M.M. 1972, San Francisco State University
- BRETT ROMER (1964)**
Professor of Mathematics
B.S. 1963, New Mexico Highlands University
M.S. 1964, New Mexico Highlands University
- DAVID WILSON SALTER (1975)**
Professor of Biology
B.S. 1964, University of Nevada
M.S. 1966, University of Nevada
Ph.D. 1970, University of Arizona
- HUSHANG SHAHIDI (1989)**
Associate Professor of Economics and Finance
B.S. 1969, Tehran University, Iran
M.A. 1973, Mankato State College, Minnesota
Ph.D. 1977, Colorado State University
- STEPHEN SIMONSEN (1979)**
Professor of Communication
A.A. 1974, Chaffey College, California
B.A. 1976, Pomona College, California
M.A. 1978, California State Polytechnic University, Pomona
M.A. 1979, California State Polytechnic University, Pomona
Ph.D. 1988, University of California, Riverside
- DOMENICO SOTTILE (1969)**
Professor of Italian and Spanish
B.A. 1963, University of California, Los Angeles
M.A. 1969, San Diego State University
- KAREN TABOR-REGIS (1992)**
Assistant Professor of Mathematics
A.A. 1985, Mesa Community College, California
B.A. 1988, San Diego State University, California
M.A. 1992, San Diego State University, California
- JOHN C. TAMULONIS (1971)**
Professor of Automotive Technology
A.A. 1971, Mt. San Jacinto Junior College, California
- JACK R. TAPLESHAY (1986)**
Associate Professor of Communication
A.S. 1979, Yuba College, California
B.A. 1981, California State University, San Bernardino
M.A. 1987, California State University, San Bernardino
- TYRONE R. THOMAS (1990)**
Associate Professor of Adult Basic Education
A.A. 1980, Lassen College, California
B.S. 1982, College of Notre Dame, California
- DONALD D. THOMPSON (1965)**
Division Co-Chair, Health, Physical Education and Recreation
Professor of Physical Education
A.A. 1953, Pasadena City College, California
B.A. 1958, California State College, Los Angeles
M.A. 1969, California State College, Los Angeles
- NORMAN THU (1975)**
Professor of Political Science
B.A. 1961, Moorhead State University, Minnesota
B.S. 1961, Moorhead State University, Minnesota
M.A. 1962, University of South Dakota
- RODERICK SCOTT TRACEY (1984)**
Professor of Chemistry
Division Chair, Science and Mathematics
B.S. 1969, University of London, England
Ph.D. 1974, University of North Carolina
-

JOYCE WADE-MALTAIS (1966)
 Professor of English and Speech
 B.A. 1954, Wilmington College, Ohio
 M.A. 1956, Ohio State University
 Diploma in Audio-Visual Aids, 1964,
 University of London, England
 Ph.D. 1981, University of California, Riverside

DOUGLAS J. WALKER (1971)
 Professor of Agriculture & Natural Resources
 Division Chair, Applied Sciences
 A.A. 1963, Bakersfield College, California
 B.S. 1966, University of California, Davis
 M.S. 1969, University of California, Davis

MICHAEL WATLING (1977)
 Professor of Ornamental Horticulture

FLOYD L. WATSON (1974)
 Professor of Business
 Copper Mountain Campus
 Division Chair, Science and Technology,
 Copper Mountain Campus
 B.S. 1966, California State University, Long
 Beach
 M.A. 1972, Northern Arizona University

TINA BETH WEIN (1992)
 Counselor, EOPS/CARE Programs
 A.A. 1968, College of the Desert
 B.A. 1976, University of California,
 Riverside
 M.A. 1980, California State University,
 San Bernardino

JOY E. WENTZ (1989)
 Associate Professor of English &
 Composition
 B.A. 1973, Stetson University, Florida
 M.A. 1978, California State University,
 Fullerton

CHAR WHITAKER (1991)
 Librarian
 B.A. 1968, San Francisco State University
 M.A. 1971, San Jose State University
 M.L.S. 1988, San Jose State University

JOHN E. WHITE (1973)
 Professor of Mathematics and Science,
 Copper Mountain Campus
 B.S. 1961, Roosevelt University, Chicago
 M.S. 1966, Illinois Wesley University

STAN Le ROY WILSON (1967)
 Professor of Mass Communication and
 Journalism
 A.A. 1955, Modesto Junior College,
 California
 A.B. 1958, California State University, Fresno
 M.A. 1966, California State College, Stanislaus
 Ed.D. 1973, University of Southern
 California



FACULTY EMERITI

- JOHN A. ANELLO (1980)**
 Professor Emeritus, Music
 B.A. 1950, Montclair State College, N.J.
 M.A. 1967, Trenton State College, N.J.
 Ed.D. 1972, Brigham Young University, Utah
- ARTHUR W. BENDER (1969)**
 Professor Emeritus, Microbiology
 B.S. 1956, Bowling Green State University, Ohio
 M.S.Ed. 1961, University of Toledo, Ohio
 M.S. 1967, Virginia State College
- HAROLD L. BIRD, JR. (1974)**
 Professor Emeritus, Chemistry
 B.S. 1943, Rutgers University, New Jersey
 M.S. 1949, Purdue University, Indiana
 Ph.D. 1974, University of Arizona
- FAYE R. CASTILLEJA (1972)**
 Professor Emeritus, Nursing
 A.A. 1969, College of the Desert
- JOHN D. CRAIG (1972)**
 Professor Emeritus, Engineering
 Copper Mountain Campus
 A.A. 1975, College of the Desert
- MARGARET ANN CURRLIN (1975)**
 Professor Emeritus,
 Developmental Education
 B.A. 1939, University of Arizona
- EDGAR L. De FOREST (1962)**
 Professor Emeritus, English and Speech
 Theatre Arts Diploma, 1937, Leland Powers
 School of Theatre, Massachusetts
 B.S. 1940, Boston University, Massachusetts
 M.A. 1941, University of Southern California
 Ed.D. 1955, Columbia University, New York
- WALLACE G. DOHMAN (1969)**
 Professor Emeritus, English
 Copper Mountain Campus
 B.S. 1953, Winona State College, Minnesota
 M.A. 1956, University of Minnesota
- ROBERT F. ESCUDERO (1974)**
 Professor Emeritus, Spanish
 A.B. 1968, University of California, Los Angeles
 M.A. 1969, University of California, Los Angeles
 Ph.D. 1974, University of California, Los Angeles
- L. CAROLYN FISHER (1963)**
 Professor Emeritus, Counseling
 B.A. 1951, University of Redlands
 M.A. 1963, Syracuse University, New York
- LAWRENCE FREDERICK (1962)**
 Professor Emeritus, Mathematics
 B.S. 1942, Pennsylvania State University
 M.S. 1948, Iowa State University
 Ed.D. 1955, University of Missouri
- LEANORA R. FURR (1962)**
 Professor Emeritus, English
 A.B. 1926, Washington University
 A.M. 1928, Washington University
 Ph.D. 1940, Cornell University, New York
- RICHARD OWEN GILLICK (1975)**
 Director Emeritus, Business/Institutional
 Services, Copper Mountain Campus
 B.S. 1952, University of Wisconsin
 M.S. 1973, Shippensburg State College,
 Pennsylvania
- EUGENE KENNETH HANSON (1969)**
 Professor Emeritus, Philosophy and Religion
 B.A. 1953, Westmar College, Iowa
 M.A. 1970, Claremont Graduate School,
 California
 M. Div. 1975, Luther Seminary, Minnesota
 Th.D. 1978, School of Theology,
 Claremont, California
- DONALD HARRISON**
 Professor Emeritus, Business (1971)
 A.A. 1951, Pasadena City College, California
 B.A. 1956, University of Southern California
 M.S. 1960, University of Southern California
 Ed.D. 1981, United States International
 University, California
-

BEVERLY A. HARTNETT (1968)
 Professor Emeritus, Nursing
 B.S. 1960, University of Washington
 M.A. 1976, Azusa Pacific College, California

FRANCIS JENE HEDQUIST (1970)
 Professor Emeritus, Psychology
 B.A. 1959, University of Utah
 M.A. 1961, University of Utah
 Ph.D. 1967, Brigham Young University, Utah

DEAN W. HOOVER (1973)
 Professor Emeritus, Reading
 B.A. 1950, Drury College, Missouri
 M.A. 1972, Adams State College, Colorado
 Ph.D. 1973, University of Oklahoma

JOSEPH B. IANTORNO (1974)
 Dean Emeritus, Student Services
 A.A. 1949, Long Beach City College
 B.A. 1952, California State College, Long Beach
 M.A. 1953, California State College, Long Beach
 Ed.D. 1969, University of Southern California

EDWIN T. INGLES (1960)
 Professor Emeritus
 Past Dean of Instruction, College of the Desert
 A.B. 1929, Pacific University, Oregon
 M.A. 1935, University of Oregon
 Ed.D. 1947, University of Oregon

MARIAN M. KATZ (1967)
 Professor Emeritus, Nursing
 B.S.N. 1956, Walla Walla College, Washington
 M.A. 1960, Walla Walla College, Washington

DORIS F. KELLY (1973)
 Professor Emeritus, Nursing

AUSTIN KILIAN (1970)
 Professor Emeritus, Art
 Chairperson, Art
 B.A. 1942, Augustana College, South Dakota
 M.F.A. 1949, University of Iowa

JAN B. LAWSON (1970)
 Professor Emeritus, English
 B.A. 1954, University of Rhode Island
 M.A. 1970, University of Tennessee

MARIAN T. LEE (1973)
 Professor Emeritus, Mathematics
 Copper Mountain Campus
 B.A. 1938, University of California, Los Angeles
 M.S. 1941, University of Southern California

BETTY JO MARSHALL (1968)
 Professor Emeritus, Nursing
 B.A. 1975, Pepperdine University, California
 M.A. 1977, California State University, Long Beach

ELEANOR MARTIN (1977)
 Counselor Emeritus
 B.A. 1963, Baylor University, Texas
 M.S. 1968, University of Southern California

ELIZABETH MARTIN (1979)
 Professor Emeritus, Nursing
 B.S. 1962, Walla Walla College, Washington
 M.S. 1970, University of California, San Francisco

JOHN W. MARZICOLA (1972)
 Professor Emeritus, Mathematics
 B.S.M.E. 1967, University of Southern California
 M.S.M.E. 1972, University of Southern California

BARBARA McFADYEN (1965)
 Professor Emeritus, Political Science
 B.A. 1944, University of Colorado
 M.A. 1945, University of Colorado
 M.A. 1957, University of Colorado
 Ph.D. 1965, University of Colorado

MARTIN McKELL (1965)
 Professor Emeritus, Business
 B.A. 1959, University of California, Berkeley
 M.A. 1963, George Washington University, District of Columbia

JOHN ROLLAND McMILLAN (1967)
 Director Emeritus, Admissions and Records Services
 B.S. 1950, Grove City College, Pennsylvania
 M.A. 1964, Arizona State University
 Ph.D. 1970, Arizona State University

ALFRED D. MILLER (1971)
 Counselor Emeritus
 Copper Mountain Campus
 B.A. 1958, University of Northern Iowa
 M.A. 1960, University of Northern Iowa

- JAMES A. MILLS (1973)**
Professor Emeritus, Administration of Justice
B.A. 1943, Erskine College, South Carolina
J.D. 1949, University of South Carolina
- HOVAK NAJARIAN (1966)**
Professor Emeritus, Art
B.S. 1952, Bob Jones University, South Carolina
M.A. 1957, Columbia University, New York
Ed.D. 1979, Columbia University, New York
- GEORGE J. NELSON**
Professor Emeritus, Chemistry
B.S. 1932, Andrews University
M.S. 1939, University of Colorado
Ph.D. 1947, University of Colorado
- SEAMUS NUNAN**
Professor Emeritus, History
B.S. 1941, New York University
M.A. 1947, Columbia University, New York
Ed.D. 1958, University of Southern California
- BETTY J. OEDING (1967)**
Professor Emeritus, Nursing
B.S. 1964, Loyola University, Chicago
M.S. 1967, Loyola University, Chicago
- CHARLES R. PALMER (1969)**
Dean Emeritus, Educational Services
Copper Mountain Campus
B.S. 1957, California State College, Pennsylvania
M.A. 1959, West Virginia University
- WILLIAM H. PIVAR (1971)**
Professor Emeritus, Business
B.S. 1953, University of Wisconsin
J.D. 1965, University of Wisconsin
- SAMUEL HART PLUMER (1975)**
Counselor Emeritus, Handicapped
B.S. 1943, Ohio State University
M.Ed. 1972, Bowling Green State University, Ohio
- BETTY LOU ROCHE (1970)**
Professor Emeritus, Business
B.S. 1947, Oklahoma State University
M.S. 1949, Oklahoma State University
- RHODA G. SCHWANKE (1973)**
Professor Emeritus, Nursing
Coordinator Emeritus, Student Health Service
B.A. 1967, Sacramento State College
M.A. 1971, Sacramento State College
- PERRY J. SHENEMAN (1970)**
Professor Emeritus, Engineering Technology
B.S.E.E. 1949, The American Institute of Engineering, Illinois
M.S.E. 1967, Colorado State University
- GEORGE SMITH, JR. (1973)**
Professor Emeritus, Agriculture
B.A. 1950, Chico State College, California
M.S. 1976, California State Polytechnic University, San Luis Obispo
- GWENDOLYN JEAN SMITH (1980)**
Professor Emeritus, Nursing
B.S.N. 1959, University of California, Berkeley
M.A. 1976, Azusa Pacific College, California
- CHRISTINE J. TOMLINSON (1976)**
Professor Emeritus, Music
A.A. 1941, Springfield College, Illinois
B.M. 1972, Redlands University, California
M.M. 1975, Redlands University, California
- RAYMOND L. TRAYNOR (1974)**
Professor Emeritus, Developmental Education
Copper Mountain Campus
B.A. 1946, Creighton University, Nebraska
M.A. 1966, San Francisco State University
- HARRY WALTHALL (1962)**
Librarian Emeritus
B.A. 1953, Ottawa University, Kansas
M.S. 1956, Kansas State Teachers College, Emporia
- KENNETH A. WATERS (1968)**
Professor Emeritus, Agriculture & Mechanics
B.S. 1959, California State Polytechnic University, San Luis Obispo
M.A., 1970, California State Polytechnic University, San Luis Obispo
- DON A. WELTY (1965)**
Coordinator Emeritus, Continuing Education
B.A. 1954, Arizona State University
M.A. 1956, Arizona State University
- FRANCES De LONG WILSON (1969)**
Professor Emeritus, Developmental Education
A.B. 1946, University of California, Berkeley

DESERT COMMUNITY COLLEGE DISTRICT

POLICY STATEMENTS

For complete policy procedures, refer to policies manual in the Admissions and Records or Counseling offices.

5001
Admission of International Students with F-1 or M-1 Status

The District, to enrich and diversify the institutional environment, admits a limited number of international students who meet specific criteria. (Page 21)

5002
Evaluation and acceptance of transfer courses, units, and grades

The District evaluates and accepts transfer courses, units and grades in an equitable manner in accordance with the standards of the Western Association of Schools and Colleges Accrediting Association. (Page 46)

5003
Catalog requirements under which a student graduates

The District requires students to satisfy catalog graduation requirements based on time of entrance, time of attendance and time of graduation. The District authorizes course substitutions under specific circumstances. (Page 47)

5004
Student Classification for Matriculation

The District classifies students for matriculation services and requirements based on student goal(s) and academic level. (Page 23)

5005
Admission of Special Students

The District allows K-12 students to enroll based on student readiness, and approval of school officials and parent(s). (Page 19)

5006
Admission of Special Students to Summer Sessions

The District allows K-12 students to enroll in summer session(s) based on lack of opportunity to enroll in equivalent course at school of attendance, student readiness and approval of school officials and parent(s). (Page 19)

5007
Early Admission/Special Students/Full Student Status

The District allows early admission for special students with regular student status based on student readiness, approval of the governing board of the school district in which the student is enrolled and consent of the parent(s). (Page 19)

5008
Matriculation Services

The District has a matriculation process to ensure students are provided with the information and services to set and realize educational goals. (Page 23)

5009
Course Repetition, Substandard Grades

The Districts permits students who have earned grades of "D", "F", and/or "NC" to repeat these courses. (Page 44)

5010
Course Repetition, Satisfactory Grades

The District permits students to repeat a course or courses with grade(s) of "C", "B", "A", or "CR" when a lapse in time, change in course content, or need to upgrade skills justifies the repetition. (Page 32)

5011
Student Exemptions for Matriculation

The District exempts students from participation in specific components of the Matriculation process based on student's declared educational goal. (Page 21)

5012
Student Assessment for Placement

The District has a multi-measure assessment program to ensure that appropriate educational support services and opportunities are provided for students. (Page 21)

5013
Student Grade Responsibility

The District allows students to withdraw from classes without penalty until the last day of the fourteenth week or seventy-fifth percent point of a semester or session, whichever is less.

5014
Catalog, Period of Time in Effect

The District catalog is valid from July 1 through June 30. This is for the purpose of degree/certificate programs, advising students, etc. (Page 7)

5015
Student Counseling/Advisement Program

The District provides academic advisement/counseling for all students. Academic advisement/counseling is required for matriculated students once per semester.

5016
Computer Software Copyright Compliance

All District employees, students, and guests shall adhere to computer software copyright statutes when on district-owned or controlled property or when participating in officially approved or sanctioned district activities.

5017
Student Orientation

The District provides timely and comprehensive orientation programs. Orientation is for new students classified as matriculated, and available to all students. (Page 24)

5018
Student Code of Academic Integrity

The District assumes the responsibility for fostering student academic integrity by considering cheating, fabrication, facilitating academic dishonesty and plagiarism to be serious student offenses.

5019
Graduation, Student Honors

The District recognizes academic accomplishment by awarding associate degrees with Highest Honors, High Honors, and Academic Distinction designations. (Page 38)

5020
Ownership of Literary Works, Including Computer Software

Pending.

5021
Enrollment, Student Holds

The District may prevent students from enrolling in classes who are on Academic and/or Progress Disqualification or Conduct Suspension and Expulsion. (Pages 38, 43)

**5022
Student Grievance Policy**

The District has established a student grievance procedure to ensure fair and equitable treatment for students who feel they have been unfairly treated. (Page 45)

**5023
Credit for Advanced Placement
Examinations**

The District grants credit toward its degrees for completion of examinations of the Advanced Placement Program of the College Board with minimum acceptable scores. (Page 43)

**5024
Records, Student Holds**

The District places holds on student records, including transcripts, grades, enrollment verifications and diplomas, for monies owed to the college. (Page 25)

**5026
Students' Rights and Responsibilities**

The Desert Community College District is committed to serving all students who can profit from its instructional programs to ensure equal opportunity and access, and to provide necessary services for establishing and successfully achieving educational goals, provided the student exercises his or her responsibilities. (Page 31)

**5027
Campus Sexual Assault**

The District, to the fullest extent possible, ensures that students, faculty and staff who are victims of sexual assault committed on or upon the grounds of, or upon off-campus grounds or facilities maintained by the District shall receive treatment and information to deal with the assault. If on-campus treatment facilities are unavailable, the written procedures may provide for referrals to local community treatment centers. Sexual assault includes, but is not limited to rape, sodomy, oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault. (Page 17)

**5028
Articulation Agreements**

The Desert Community College District will maintain formal cooperative agreements with school districts existing within its district and with colleges and universities to which DCCD students may transfer. These articulation agreements may authorize the district to enter into agreements exemplified by but not limited to the following:

1. where students may earn credit at one institution while attending another,
2. which may eliminate requirements which cause students to duplicate prior coursework,
3. which may guarantee acceptance of coursework previously taken, and
4. which may assure preferential placement.



GLOSSARY

ACADEMIC SKILLS CENTER - A centralized learning assistance center for tutoring, computer assisted instruction, assessment and instructor conferencing; located in Engineering 516/7.

ACCREDITATION - A satisfactory evaluation of a college (or other institution) by an association of colleges or by professional agencies.

ADMISSIONS AND RECORDS - The office and staff that accounts and certifies each student's legal record in the college and is the source of the college's legal statistical data.

ADVISOR - Ordinarily an instructor who is a specialist in the student's major field. Available to help in matters relating to a student's educational objectives such as providing help in selecting courses.

ASCOD CARD - Associated Students membership card entitling student to free or discounted admission to many campus events, free legal service and discounts in the community.

ASSOCIATE ARTS DEGREE - A.A. AND ASSOCIATE SCIENCE DEGREE - A.S. A degree awarded by a community college upon satisfactory completion of an organized program of 60 units or more.

ASSESSMENT TESTING - Assessment testing is required prior to registration for matriculating students. The tests include reading comprehension, sentence skills and mathematics. The results are used along with a student's educational record, maturity, goals, academic related habits, family support, etc., in selecting appropriate reading, English and mathematics classes.

ATHLETICS - College of the Desert is a member of the Foothill Athletic Conference. The college participates in the following sports for men: baseball, basketball, cross-country, foot-

ball, golf, soccer, tennis, track and field, and water polo. For women: basketball, cross-country, golf, softball, tennis, track and field, and volleyball.

BACHELOR'S DEGREES (B.A., A.B., B.S.) A degree awarded by a four-year college or university upon satisfactory completion of 120 or more semester units in an organized program of studies.

C.A.R.E. - Cooperative Agencies Resources for Education - A program for single parents receiving Aid to Families with Dependent Children (AFDC). Vocational, academic, financial and personal support services are provided.

CERTIFICATE - Awarded to those who complete a required sequence of courses in some occupational majors, requiring less than 60 units of college work and no General Education Requirements.

COLLEGE CATALOG - A bulletin issued by a college outlining the course offerings and descriptions, majors, admission requirements, regulations, etc. Presents information needed by prospective students, faculty and staff, and advisors. The legal document of the institution.

COMMUNITY COLLEGE - (also called Junior College or City College) A college which offers two years of college and awards the A.A. and A.S. Degree for 60-64 semester units of college work.

CONTINUING EDUCATION - All off-campus (credit and non-credit) classes plus all classes offered at the campus after 4:30 p.m. and on Saturday.

COUNSELING - Helping a student to develop self-understanding and educational and career plans.

CREDIT COURSES - Courses numbered 1-99, applicable toward the A.A. and A.S. Degree.

DEVELOPMENTAL EDUCATION - A college department offering open-entry, open-exit basic courses for adults in reading, writing and mathematical skills and in English as a Second Language. Also provides for earning a high school diploma by those 18 or over.

DISABLED STUDENTS PROGRAMS AND SERVICES - Services to assist students with disabilities in equitable educational opportunities and in special programs; available to those students who qualify. Students must apply; participation is voluntary. A partial list of the conditions that are provided for in the program includes; blind or partially sighted, deaf or hard of hearing, orthopedically disabled, epileptic, diabetic, arthritic, respiratory-cardiac disorders, and others.

DISMISSAL OR DISQUALIFICATION - Academic dismissal from the College.

ELECTIVE (Course) - A course selected by the student that is not required for general education or for the major field of study.

EOPS - (Extended Opportunity Program and Services) Enrolls disadvantaged students and provides them with financial assistance and educational support services such as tutoring.

EXTENDED DAY - Regular college classes offered between 4:30 p.m. and 10:30 p.m.

FINANCIAL AID - Program designed to assist students in meeting educational expenses.

GED - The General Education Development test. A high school equivalency test for those 18 or over. Offered by the Developmental Education department.

GENERAL EDUCATION REQUIREMENTS (Also called breadth requirements or Liberal Arts Requirements) - A specific group of courses required of all students in college for receipt of the Associate Degree; designed to broaden the student's education.

GRADE POINTS - A numerical value assigned to each unit of college letter-grades. For example: A=4, B=3, C=2, D=1, and F=0 grade

points. These points are used in computing the grade point average.

GRADE POINT AVERAGE (GPA) - The quotient determined by dividing total grade points by the number of units attempted.

GUARANTEED ADMISSION CONTRACT - An admission contract between a community college and four-year universities that guarantees transfer admission to those who qualify. College of the Desert currently offers admission contracts for students who plan to transfer to CSU San Bernardino, or UC Riverside. Contracts are available through the COD Transfer Center, located in Administration, Room 5.

GUIDANCE - Individualization and personalization of the educational process. It includes analysis, information, orientation, counseling, placement and follow-up.

INCOMPLETE GRADE - A grade of "I" received for not completing all required work in a certain course; as agreed upon between the instructor and student, and as recorded on the Incomplete form.

LABORATORY - A room or rooms appropriately equipped and used for scientific experimentation and research. A course may include a lecture session and a laboratory or seminar, requiring students to register for each.

LOWER DIVISION - Refers to students or courses at the Freshman or Sophomore level of college. A group or series of courses designed to provide intensive education or training in a specialized area. See occupational major and transfer major.

MAJOR - Subject of college study chosen as a field of specialization. For example; Architecture, Business Administration, English Literature, History, Nursing.

MATRICULATION - Matriculation is a process for student success which includes early admissions, assessment, orientation, advisement, and progress follow-up for degree/certificate and/or transfer students.

NON-CREDIT COURSES - Courses numbered 100 and above, do not apply toward the A.A. and A.S. Degree; can be used for Adult Diploma credit.

OCCUPATIONAL COURSES - Courses designed to enhance a student's employability skills. The College of the Desert catalog entry indicates which courses are transferable.

OCCUPATIONAL MAJOR - A major primarily intended to prepare students for immediate employment after community college coursework is completed.

PETITION - A student request for reconsideration due to unusual circumstances, generally originates at the Registrar's Office

PLACEMENT OFFICE - College service primarily concerned with assisting students in college to find part-time and full-time work.

PRIVACY ACT - The "Family Educational Rights and Privacy Act" regulations protect the privacy of students and their college records. Any currently enrolled or former student has the right of access to all his/her records maintained by the college.

PROBATION - A trial period, usually one quarter or semester, in which the student must improve his/her academic achievement to avoid being dismissed from college, or to meet graduation requirements. At the end of any semester, a student who has failed to achieve a 2.0 GPA may be placed on probation. Excessive "W" grades can also result in probation status.

QUARTER SYSTEM - System in which four terms cover the calendar year. Three quarters constitute the work of the academic year.

PREREQUISITE - A requirement that must be met before enrolling in a particular course, usually a prior course, or sophomore standing.

REGISTRATION - The process of being accepted and enrolled in classes.

SCHEDULE OF CLASSES - A booklet giving the name, units, time, day, room and/or place, and instructor of all classes held.

SEMESTER - One-half of the academic year. The Fall semester begins in August; Spring semester begins in January; each is generally 17 and 1/2 weeks duration.

STUDENT SERVICES - Provided under the direction of the Dean of Student Services and Relations includes: Admission and Records, Career Guidance, EOPS, Financial Aid, Guidance and Counseling, Handicapped Programs and Services, Health Services, Job Placement, Peer Counseling, Student Government and Activities, Transfer Counseling, and Veterans' Affairs.

TBA - To be arranged. Generally used in laboratory type classes to indicate that the time of the class meeting will be arranged at a time mutually convenient to the students enrolled and the instructor involved.

TRANSCRIPT - An official list of all courses taken by a student at a college or university, showing the final grade received for each course.

TRANSFER CENTER - A service provided by the Counseling Department to assist students in all phases of the transfer process, including admission, financial aid/scholarship information, programs and majors. The Transfer Center is located in Administration, Room 5.

TRANSFER COLLEGE - (Transfer Institution) - A college or university which offers two years of upper division and usually lower division work too. It may award the Bachelor's, Master's, and Doctor's Degrees. A few colleges or universities offer only upper division and graduate work.

TRANSFER COURSES - Courses for student planning to transfer to a four-year college/university. Courses transferable to the California State University and Colleges are indicated by "CSU" and those transferable to the University of California are indicated by "UC" next to the course number in this catalog.

TUTORING - A service offered by arrangement in the Tutorial Center to those enrolled in College of the Desert. Students receive help in studying specific courses in which they are having difficulty. The Tutorial Center is located in the Academic Skills Center, Engineering 6/7.

UNIT - Semester Unit: Generally one hour per week for about 17 weeks. **Quarter Unit:** Generally one hour per week for 12 weeks. A number which indicates the amount of college credit given to a course. (60 semester units or more are required for the A.A. Degree and A.S. Degree)

UPPER DIVISION - Refers to students or courses at the Junior and Senior level of four-year colleges and universities.

WRITING CENTER - A service provided by the Communication Division to aid students in all aspects of writing. Located in the Academic Skills Center, E 6/7, the service is open to all students enrolled in writing courses and offers one-to-one tutorial as well as computer assisted instruction.

WORK STUDY - A combined federal/local financial aid program for qualified students who

work on campus assisting the staff for fifteen hours each week. Not the same as Cooperative Work Experience Education.

NOTICE OF DISCLAIMER

Every reasonable effort has been made to determine that everything stated in this 1994 - 1995 Catalog is accurate. Because this publication must be prepared well in advance of the period of time it covers, changes in some programs inevitably will occur. Courses and programs offered, together with other matters contained herein, are subject to change without notice by the Administration of the Desert Community College District or College of the Desert, and in addition, some courses or programs that are offered may have to be cancelled because of insufficient enrollment or because of elimination or reduction in programs or because of any other reason considered sufficient by the College President or designee.

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



INDEX

A bsence, Leave of.....	46	Anatomy.....	244
Academic Calendar	6	Animals on Campus	32
Academic Information	36	Announcement of Faculty	268
Academic Petition Procedures	36	Anthropology Courses	250
Academic Preparation for Transfer	10	Anthropology Degree Requirements	248
Academic Probation	40	Apparel Design and Production Courses	182
Academic Renewal Policy	41	Application Filing Period	11
Academic Skills Center	14	Archaeology Courses	250
Academic Skills Courses	61	Architecture Certificate & Degree	
Accident Insurance.....	24	Requirements.....	170
Accounting Courses	111	Architecture Courses	174
Accreditation	4	Art Courses	93
Acting Courses.....	259	Art History.....	93
Additional Associate Degrees	50	Ceramics.....	95
Administration of Justice Courses	64	Drawing.....	94
Administration of Justice Degree and		Design.....	103
Certificate Requirements	62	Etching	98
Admission Information	19	Introduction to Art	95
Admission of International Students	21	Lithography	98
Admission of Out-of-State Students	21	Painting (acrylics, oil, water color,	
Admission Requirements of Public		oriental brush)	99
California Institutions	11	Photography.....	101
Admissions and Records.....	26	Printmaking	95
Adult Basic Education	12, 153	Sculpture.....	96
Advanced Placement Examinations	43	Art Degree Requirements.....	92
Advertising Courses, Art	95	Assessment Testing	22
Advertising Courses, Business	114	Associate in Arts Degree,	
Advising Program	27	Associate in Science Degree,	
Affirmative Action	16	Graduation Requirements for	47
Agriculture Certificate & Degree		Associated Students	30
Requirements	68	Astronomy Courses	241
Agriculture Courses	72	Athletics	31
Business	72	Attendance	45
Engineering	72	Auditing Classes	46
Golf Course Mgmt/Design	75	Automotive & Power Courses	163
Natural Resources	73	Auxiliary Funds	34
Ornamental Horticulture	74	Auxiliary Organizations	15
Plant Science	77		
Air Conditioning & Refrigeration Courses	160	B achelor's Degree, Students with a.....	20
Alcohol & Drug Abuse Policy	16	Banking & Finance Courses	124
Algebra Courses.....	226	Biological, Chemical & Physical Science	
Allied Health Certificate and Degree		Degree Requirements	239
Requirements.....	79	Biological, Chemical & Physical Science	
Allied Health Courses	85	Courses	241
Emergency Medical Technician	87	Astronomy	241
Nursing (ADN)	88	Biology	242
Respiratory Therapy	89	Chemistry	244
Vocational Nursing	91	Geology	245
Alumni Association	15	Physics	247

Blueprint Reading Courses	171	English as a Second	
Board of Trustees	3	Language (Credit)	143
Bookstore	29	Journalism	144
Botany, General Courses	242	Mass Communications	145
Building Inspection Technology	176	Radio-Television	146
Business & Hospitality Industries		Reading	147
Certificate & Degree Requirements ..	104	Reading ESL	148
Business & Hospitality Industries		Speech	148
Courses	111	Community Services	13
Accounting	111	Competency Requirements	50
Computer Information Systems	114	Composition Courses	138
Computer Science	118	Computer Science Courses	118
Distributive Education	114	Conduct, Student	44
Economics	124	Construction Mgmt Courses	171
Finance	124	Copper Mountain Campus	9
Golf Management	125	Costuming, Theatre Courses	262
Hotel/Restaurant Mgmt	126	Counseling Center	26
Management	128	Courses of Instruction	61
Office Information Systems	129	Courses, Repetitions of	44
Real Estate	131	Credit by Examination	42
Supervision and Management	133	Credit, Unit of	37
Calendar, Academic	6	Criminal Law Courses	64
California Articulation Numbering		Culinary Arts Certificate and Degree	
System (CAN)	57	Requirements	150
California State University		Culinary Arts Courses	151
San Bernardino	10	Curriculum of College	10
Campus Sexual Assault	17	Dance, History of	259
Career Center	27	Dancing Courses	202, 260
Certificate & Degree Information	58	Deans' List	40
Certificates of Achievement	47	Degree & Certificate Information	58
Certified Nursing Assistant	83	Degree Requirements	
Change of Program	44	Non-Transfer	48
Checks	25	Transfer to CSU	51
Chemistry Courses	244	Transfer to UC & CSU	54
Chorus Courses	232	Departmental Seminar	43
Class Attendance	45	Developmental Education	12
Classification & Number		Developmental Education Courses	153
of Courses/Classes	36	Dietetic Technician Program	182
Classification of Students	36	Dining Hall	31
Clothing and Textiles	183	Directing Courses	260
Club Organizations	31	Disabilities, Persons with	18
College of the Desert Foundation	15	Disabled Students, Programs & Services ..	28
College of the Desert Foundation		Disabled Students Courses	155
Auxiliary	15	Disabled Students, Adapted P.E.	203
College Policies	16	Dismissal	41
College Policies, Index of	279	Disqualified Transfer Student	23
Communication Degree Requirements ..	136	Distributive Education Courses	114
Communication Courses	138	Drafting (General) Courses	179
English	138	Drama Courses	259
		Drawing Courses	94

- E**arly Childhood Education Certificate & Degree Requirements . 209
 Early Childhood Education Courses 212
 Earth Science 246
 Eastern Valley Center 9
 Economics Courses, Business 124
 Emergency Medical Technician Courses . 83
 Engineering Courses 72
 Engineering/Technology Degree and Certificate Information 157
 Engineering/Technology Courses
 Air Conditioning and Refrigeration 160
 Automotive & Power 163
 English Degree Requirements 136
 English Courses (See Communication Courses) 138
 English as a Second Language-Credit ... 143
 English as a Second Language-Non-Credit . 154
 Entrance Requirements 19
 Environmental Design Certificate and Degree Requirements 170
 Environmental Design Courses 174
 Architecture 174
 Building Inspection Technology 176
 Construction Management 177
 General Drafting 179
 Interior Design 180
 Equal Opportunity 16
 Escrow Courses 131
 Evaluation Requirement 47
 Examination, Credit by 42
 Examinations, Final 42
 Extended Opportunity Program (EOPS) .. 28
- F**aculty 268
 Fashion/Clothing and Nutrition 182
 Apparel Design and Production 182
 Clothing and Textiles 183
 Fashion Merchandising 183
 Food Service 183
 Home Economics 184
 Fees 24
 Final Examinations 42
 Finance & Banking Courses 124
 Financial Aid 32
 Firearms Courses 65
 Fire Science Certificate and Degree Requirements 185
 Fire Science Courses 185
 First Aid & Safety Courses 200
 First Time Enrollment 22
- Food Service Courses 183
 Foreign Language Center 14
 Foreign Language Courses 190
 French 190
 German 192
 Italian 193
 Japanese 194
 Russian 195
 Spanish 196
 Foreign Language Degree Requirements . 190
 Foreign Transcript Evaluation 47
 Forestry Courses 73
 French Courses 190
 Freshman (defined) 36
 Friends of Copper Mountain Campus 15
 Full-Time Student (defined) 36
- G**eneral Education Development Test (GED) 12
 General Education Requirements-CSU ... 51
 General Education Requirements-UC 54
 General Information 8
 Geography Courses 250
 Geology Courses 241
 Geometry, Descriptive Courses 228
 German Courses 192
 Glossary 282
 Golf Management Courses 75, 125
 Golf Management Program 109
 Government-History Certification 51
 Grade Change Procedure 38
 Grade-Point Average 37
 Grade Points 37
 Grading Responsibility 38
 Grading System 37
 Graduation 48
 Graduation Honors 40
 Graduation Requirements 47
 Grievance Procedures 45
 Guaranteed Admission Contract - CSUSB 10
 Guidance Courses 225
- H**ealth Education Courses 200
 Health, Physical Education & Recreation Degree Requirements 199
 Health, Physical Education & Recreation Courses 200
 Activities 201
 Adapted Activities/Disabled 203

- Health Education 200
 Physical Education 200
 Recreation 206
 Varsity Sports 206
 Health Services 32
 Heavy Equipment Courses 76
 High School Completion 12
 History Courses 251
 History of the College 9
 Home Economics Courses 184
 Honor Roll 40
 Hotel and Restaurant Management
 Courses 126
 Hotel and Restaurant Management
 Degree Requirements 110
 Housing 32
 Human Anatomy Courses 244
 Human Services Certificate
 and Degree Requirements 208
 Human Services Courses 212
 Early Childhood Education 212
 Human Services Alcohol/Drug 223
 Human Services Counseling 225
 Human Relations Courses 133
 Humanities Courses 225

Incomplete Grade 37
Individual Study Projects 43
 Insurance, Student 24
 Interior Design Courses 180
 International Students 21
 Italian Courses 193

Japanese Courses 194
Job Placement & Career Center 27
 Journalism Courses 144

Landscape Courses 76
Law, Business Courses 128
 Leaves of Absence 46
 Letters of Recommendation 11
 Liberal Arts 225
 Liberal Studies 226
 Library 14
 Literature Courses 138

Makeup, Theatre Courses 265
Management Courses, Business .. 128
 Marketing, Business Courses 114
 Marriage & Family Courses 254
 Mathematics, Business Courses 128
 Mathematics Degree Requirements 226
 Mathematics Courses 226
 Mathematics Competency 50
 Matriculation 23
 Media Center 14
 Medical Technician Courses (EMT) 87
 Medical Terminology Course 85
 Microbiology Courses 243
 Music Degree Requirements 229
 Music Courses 229
 Music Performance Courses 233

Natural Resources Courses 73
News Reporting Courses 144
 Newspaper Production Courses 144
 Non-Resident Tuition Fees 24
 Notice of Disclaimer 285
 Nursery School Courses 212
 Nursing and Allied Health Degree and
 Certificate Information 79
 Nursing Courses (ADN) 88
 Emergency Medical Technician 87
 Respiratory Therapy 89
 Vocational Nursing 91
 Nutrition 184

Occupational Education 12
Office Information Systems Courses 129
 Office of Veteran's Affairs 28
 Official Withdrawal 38
 Orchestra Courses 232
 Organizations, Student 31
 Orientation, New Students 27
 Ornamental Horticulture Courses 74
 Out-of-State Students 21

Parking 32
Parking Fee 24
 Part-Time Student (defined) 36
 Pharmacology for Nurses Courses 89
 Philosophy Courses 252
 Philosophy - Degree Requirements 248
 Philosophy of College 8
 Photography Courses 101

Physical Education Activities Courses ...	200	Recreation Degree Requirements	199
Physical Education Activity Requirement	46	Recreation Courses	206
Physical Education Degree		Refrigeration & Air Conditioning	
Requirements	199	Courses	160
Physical Education, Health & Recreation		Refunds	24
Courses	200	Registration	24
Health Education	200	Repetition of Course	44
Physical Education	200	Requirements, General Education	51
Recreation	206	Requirements for A.A. and A.S. Degrees ..	47
Varsity Sports	206	Non-transfer	48
Physical Science, Biological & Chemical		Transfer to CSU	51
Degree Requirements	239	Transfer to UC	54
Physical Science, Biological & Chemical		Respiratory Therapy Program	84
Courses	239	Restaurant & Hotel Management	110
Astronomy	241	Retailing Courses	114
Biology	242	Returned Checks	25
Chemistry	244	Russian Courses	95
Geology	245		
Physics	247	S ales, Fundamentals of Courses	114
Physics Courses	247	Schedule of Classes	46
Physiology, Human Courses	244	Scholarships	34
Plant Science Courses	77	Science Degree Requirements	239
Play Production Courses	261	Science Courses	241
Poetry, Introduction to Courses	138	Astronomy	241
Policies of the College	16	Biology	242
Policy Statements, Index of	279	Chemistry	244
Political Science Courses	254	Geology	245
Political Science Degree Requirements ..	249	Physics	247
Post-Graduate Student (defined)	36	Sculpture Courses	96
Prerequisites	37	Section 504 Regulations	18
Preschool Education Courses	212	Self-Defense Courses	204
President's Circle	15	Semester Unit	37
Printmaking Courses	95	Seminar, Departmental	43
Probation, Academic	40	Servicemember's Opportunity College ..	30
Probationary Transfer Students	23	Sexual Assault	17
Program Change	44	Sexual Harassment	18
Programs Information - MAJORS	58	Social Science Courses	250
Progress Probation	40	Anthropology	250
Psychology Courses	254	Geography	250
Psychology Degree Requirements	249	History	251
Public Speaking Courses	143	Philosophy	252
		Political Science	254
		Psychology	254
		Sociology	255
		Social Sciences Degree Information	248
		Sophomore (defined)	36
		Spanish Courses	196
R adio-Television Courses	146	Special Support Services	30
Reading Competency	50	Speech Degree Requirements	138
Reading Courses	147	Speech Courses	148
Readmission	41	Sports Activity Courses	201
Real Estate Courses	131		

Student Affairs	31	Transfer Center	27
Student Classification	36	Transfer Curriculum	51
Student Conduct	44	Transferable Course Lists	51,54
Student Development Programs/Courses	257	Transferable Courses	36
Student Grievance Procedures	45	Transferred Coursework	46
Student Insurance	24	Transportation & Parking	32
Student Organizations	31	Trigonometry Courses	227
Student Parking	32	Tuition	24
Student Responsibility	45	Turfgrass Management Certificate and Degree Requirements	71
Student Rights & Responsibilities	31,44	Turfgrass Management Courses	75
Student Services	26	Tutorial Services	14,61
Study Skills Courses	61		
Surveying Courses	73		
		U nit of Credit (defined)	37
T able of Contents	5	Unit load Limitations	25
Technology/Engineering Certificate & Degree Requirements	157	University of California Transfer Curriculum (IGETC)	54
Technology/Engineering Courses	160		
Air Conditioning & Refrigeration ..	160	V arsity Sport Courses	206
Automotive & Power	163	Veteran Course Requirements	29
Telecommunications Courses	145	Veterans' Services	28
Terms, Glossary of	282	Vocational Nursing Program	81
Testing	22		
Textiles & Clothing Courses	183	W ildlife Law Enforcement Courses	66
Theatre Arts Degree Requirements	259	Wildlife Management Courses	66
Theatre Costuming Courses	262	Withdrawal Policy	44
Theatre Courses	259	Withdrawal Date & Penalties	38
Title IX Regulations	16	Writing Competency	50
Transcripts	46	Writing Courses	138
Transcript of Record	22		



College of the Desert Catalog is published annually in July
by the Office of Educational Support Services.

Special thanks to:

Harris Fogel

Photography: page 3

Christopher Crowley, *The Chaparral*

Photography: pages 13-291

Cover Design: Susan Farhat

Editors: Susan Farhat, Jojie Magbuhat
