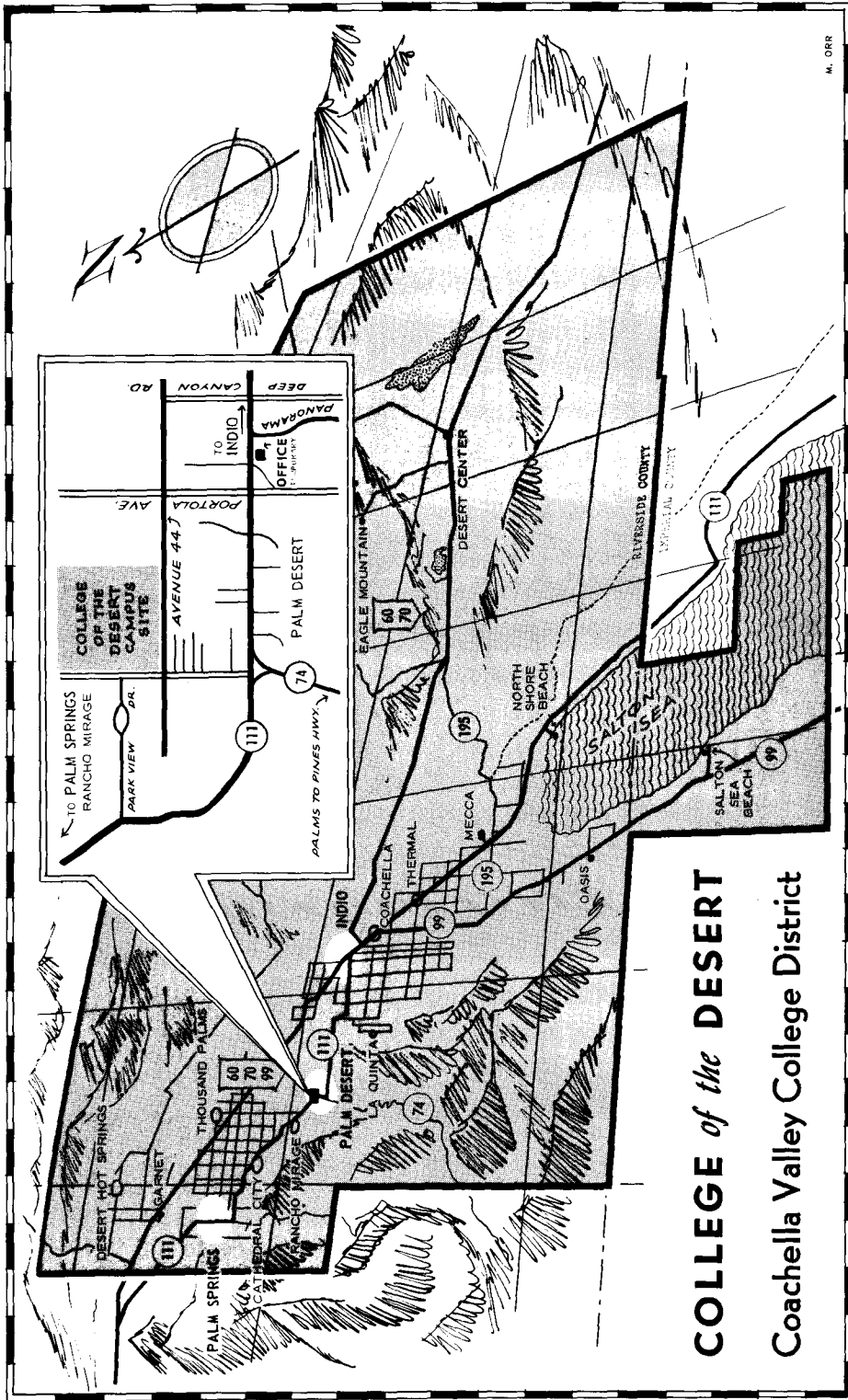


# COLLEGE OF THE DESERT



## CATALOG





**COLLEGE of the DESERT**  
**Coachella Valley College District**

COLLEGE OF THE DESERT

A California Public Junior College

CATALOG  
and  
ANNOUNCEMENT  
of  
COURSES

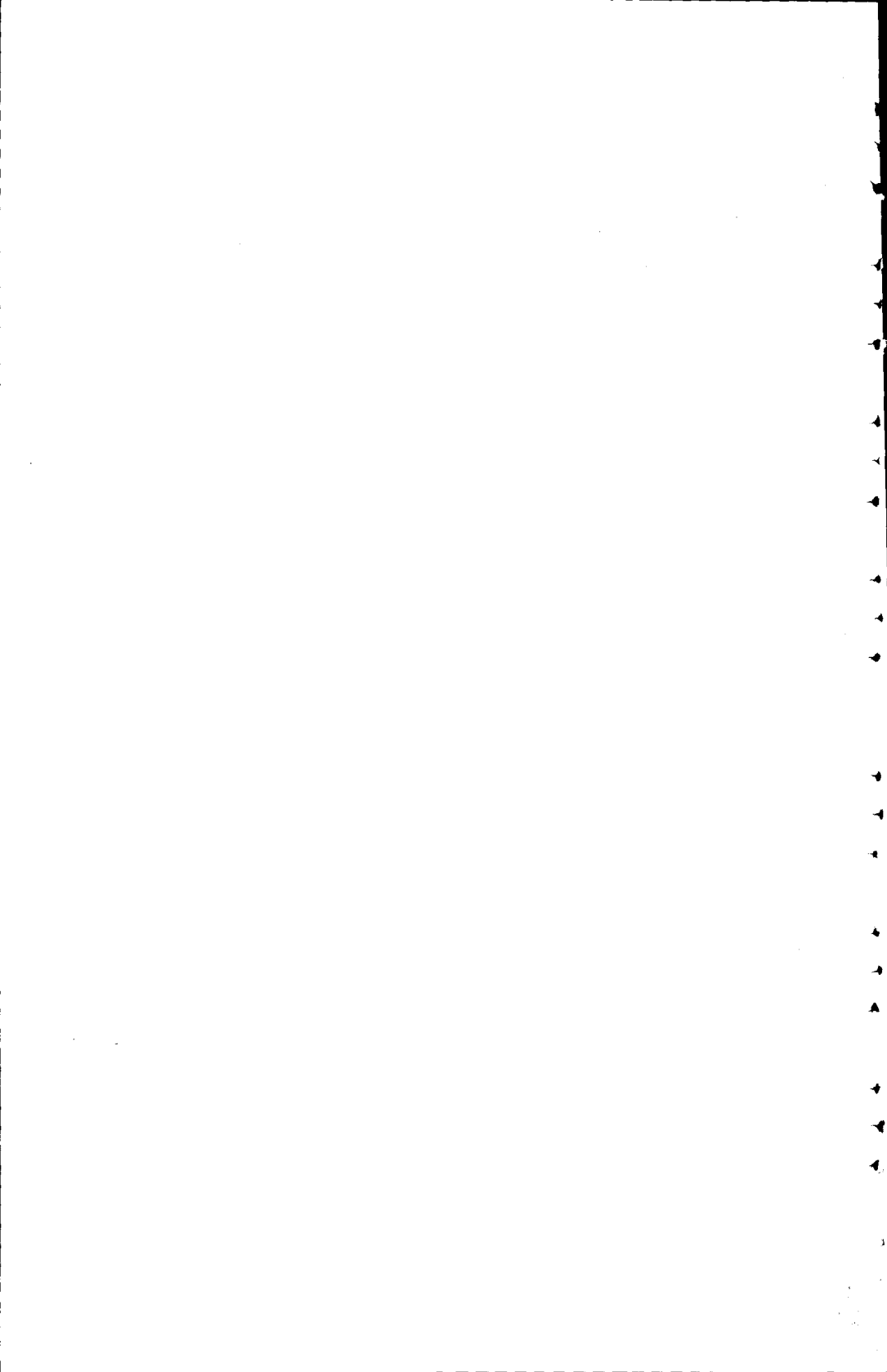
First Year

Volume I, No. 1

1962-1963

43-500 MONTEREY AVENUE  
PALM DESERT, CALIFORNIA  
TELEPHONE FIRESIDE 6-8041

*Area Code 714*



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# ADMINISTRATION

## BOARD OF TRUSTEES

The members of the Board of Trustees for the College of the Desert are elected by the people of the Coachella Valley Junior College District (see map inside front cover) for a term of four years. The present Board consists of the following persons:

\*Don H. Mitchell, Indio. Elected 1958. President of Board 1958-62. Term expires 1963.

William W. Cook, Palm Desert. Appointed 1958. Elected 1961. Term expires 1965.

\*David M. McGahey, Palm Springs. Elected 1958. Reelected 1961. Term expires 1965.

\*Raymond Rummonds, Indio. Elected 1958. Term expires 1963.

Mrs. Helen Staley, Palm Springs. Appointed 1961 to fill unexpired term of William A. Mason, deceased. Term expires 1963.

## OFFICERS OF THE COLLEGE

Roy C. McCall, *President and District Superintendent*

Edwin T. Ingles, *Dean of Instruction*

M. W. Ellerbroek, *Dean of Business Services*

## FACULTY

The faculty and additional administrative officials are being selected. An announcement containing the complete list of instructors and administrative officers will be published in the summer of 1962.

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\*Member of original Board of Trustees elected in April 1958. Other individuals who have served on the Board since its inception are Dr. Frank Purcell, elected 1958 (resigned), and William A. Mason, deceased.

# GENERAL INFORMATION

## OBJECTIVES

College of the Desert, a two-year, public institution of higher education created by and for the people of its community, is dedicated to the concept that individual talent and integrity constitute the nation's most valuable resources and should therefore be developed and protected to the fullest possible extent. Accordingly the College has established the goal of providing full educational opportunity for the youth and adults of its community, and has instituted the corollary requirement of high standards of performance on the part of all who participate in its benefits.

Toward the end of realizing its objectives, the College strives for a well conceived curriculum, rich in content and broad in scope, a superior staff capable of outstanding teaching, an environment conducive to learning, library resources and laboratory equipment to facilitate study, emphasis upon independence of thought and action as essential ingredients of a functioning democracy, and the development of value judgements and self discipline as the *sine qua non* of education. It is expected of all students that they develop competence in the fundamental processes of reading, writing, speaking, listening and computation; an appreciation of the scientific method in the solution of problems; an awareness of the unique values of our American heritage, including our democratic way of life and the primacy of moral and spiritual concerns; a sense of the inherent responsibilities of citizenship; and an insistent desire to become and to remain vocationally competent. It shall further be incumbent upon all students to manifest their respect for free educational opportunity by reciprocal behavior in the form of regular attendance, exemplary conduct, and diligent application of effort to the end that each may improve himself and therefore his opportunity to contribute to society in a degree commensurate with his capacity.

More specifically, the College curriculum is organized around three major categories of goals:

1. *Academic Preparation for Advanced Study.*

As an integral unit of the California tri-partite system of public higher education, College of the Desert is prepared to meet its obligation to provide lower division education leading to upper division majors in the four-year colleges



## GENERAL INFORMATION

and universities of the state and nation. It aspires to do this in such a manner that students may transfer without loss of time or credit or scholarship standing virtually regardless of their choice of major.

### 2. *Occupational Training*

For those students desiring to complete a vocational curriculum within two years, the College will offer technical training in all fields where promise of student enrollment justifies the necessary expenditures for facilities and staff. Individual courses will be offered on the same principle in those areas where a full curriculum cannot be justified. In both instances the College's aim will be vocational competence for its trainees; also a corollary competency in citizenship.

### 3. *General Education*

For all students, both those with chosen vocational objectives and those whose aim is no more specific than achievement of a liberal education, the College aspires to inculcate attitudes and develop knowledge and skills essential to effective living as persons, members of families, citizens, and workers. Further to particularize, a widely accepted list of competencies included in the College's objective of a liberal, general education for all is as follows:

- a. Exercising the privileges and responsibilities of democratic citizenship;
- b. Developing a set of sound moral and spiritual values by which he guides his life;
- c. Expressing his thoughts clearly in speaking and writing, and in reading and listening with understanding;
- d. Using the basic mathematical and mechanical skills necessary in everyday life;
- e. Using methods of critical thinking for the solution of problems and for discrimination among values;
- f. Understanding his cultural heritage so that he may gain a perspective of his time and place in the world;
- g. Understanding his interaction with his biological and physical environment so that he may better adjust to and improve that environment;
- h. Maintaining good mental and physical health for himself, his family, and his community;

## GENERAL INFORMATION

- i. Developing a balanced personal and social adjustment;
- j. Sharing the development of a satisfactory home and family life;
- k. Achieving a satisfactory occupational adjustment;
- l. Taking part in some form of satisfying creative activity and in appreciating the creative activities of others.

Not an educational goal in itself, but a service on which the College places much emphasis for the purpose of insuring that able and industrious students reach their chosen and proper goals is *educational guidance*. Both personal and educational counseling for the individual are available in cooperation with the high schools even before he enters college, and occupy a large and significant place throughout his time at College of the Desert. Thoughtful, systematic, and scientific analysis and assessment of one's personal capacities, limitations, attitudes, likes, dislikes, drives, special abilities, and financial resources and obligations are undoubtedly as essential to his choices of goals and the attainment of them as are his selection of academic courses.

### HISTORY

The Coachella Valley Junior 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 junior 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 and 44th Avenue in Palm Desert. Plans assume receiving of the College's first students in the fall of 1962.\*

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\*A detailed history is in process of preparation.

## GENERAL INFORMATION

### ACCREDITATION

For its official accreditation College of the Desert is under the jurisdiction of the Western College Association. Courses offered at the College are approved by the California State Department of Education and the Veterans Administration. Courses taken at College of the Desert which are equivalent to university and four-year college courses may be transferred without loss of time or credit to the student.

### FACILITIES

The campus of College of the Desert is a 160 acre tract in Palm Desert at Monterey and 44th Avenues. Although it is master-planned for 2,500 full time students, the nine buildings of the first increment will accommodate conveniently about 800 regular students and the usual complement of part-time students and adults.

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

The Library, designed to occupy the focal center of the campus, and thus planned in size, esthetics, and function to justify that location, has necessarily been omitted from the first increment of buildings for financial reasons, but will be erected soon after the College opens. Until it is built, the Student Center building will be devoted entirely to library services and will easily suffice.

Other buildings are designed in groups according to function. The Campus Center group is composed of three buildings: Administration, including some classrooms; Dining Hall, and a Student Center, to be used temporarily as a library. The Science group comprises in the first phase a Laboratory Building and a Lecture Hall. The Liberal Arts Building is the first of a classroom group which will ultimately house the humanities and social sciences. The Health and Physical Education group is composed of a locker-shower unit, a shallow pool for swimming, a deep pool for diving, and six tennis courts. A Technology building will house varied laboratory units for related courses in engineering and technology. A warehouse and maintenance building will be located in the campus date garden. A campus residence for the president's family was included with the site as purchased. Paved roadways and parking lots for 500 autos are included in the initial construction.

## GENERAL INFORMATION

### EVENING CLASSES

Two types of classes are scheduled in the late afternoon and evening, the Extended Day Classes and the Classes for Adults.

*Extended Day Classes.* Classes in this program are made up from courses listed in the regular catalog which are scheduled in the late afternoon or evening for the convenience of students who work part time or adults who wish to enroll in the regular transfer or vocational courses offered by the College. Extended day courses parallel the day courses in prerequisites, course content, time devoted to preparation of assignments, and examinations. These courses carry credit identical with the day courses, but instructors, on occasion, may modify their methods and assignments in recognition of adult problems or points of reference.

*Classes for Adults.* These classes make up part of what is coming to be known as the community service program. Such a program consists not only of classes for adults, but seminars, lecture series, recitals, conferences, institutes, and workshops may be included as a means of serving the people of the College District. This program will be encouraged vigorously, partly in recognition that education is a life-long process, and partly because of the demonstrated value of courses for adults in rendering service to the community.

Classes for adults are not a part of any curriculum, but are offered in response to a demonstrated demand to meet a specific community requirement, and do not carry credit, in contrast to the extended day classes which all carry credit toward a degree or transfer requirement.

Regular students will not be excluded from adult classes. Actually such "repair" or remedial courses as are needed in English, mathematics and other selected subjects will be offered in the adult program for the purpose of attempting to correct college preparation deficiencies, and these courses will not carry academic credit.

Any individual or community group desiring to initiate an adult class or desiring to enroll in one should contact the Coordinator of the Community Service program at any time during the year. Adult classes may be arranged to start or terminate at any time during the calendar year. The office of counseling and guidance maintains a day and evening schedule in order to make its services available to all students in extended day and adult classes.

# STUDENT PERSONNEL PROGRAM

## COUNSELING AND GUIDANCE

Many students need assistance in occupational and educational planning, and some need help in the solution of personal adjustment problems caused by transition from high school to college. To meet this need, an extensive guidance program has been organized as a function of the College.

The counseling and guidance program at College of the Desert actually begins in the high schools which the College serves. Working in conjunction with the high school counseling staff, representatives from the College visit the high schools and discuss vocational and educational plans with all graduating seniors who plan to attend College of the Desert. During the spring semester, College counselors help the high school senior make out his first semester program and his tentative course of study list. Then, during the summer, the College counselors are available to discuss the student's program with the student, his parents, or both. Prior to the regular registration for the fall semester, all new students are given an additional opportunity for consultation with the counselors and individual department advisors in planning their programs.

Each entering freshman at College of the Desert is enrolled during his first semester in a course in group guidance, called Freshman Orientation, which meets the first half of the semester as a regular class. During this period the student is given aptitude and interest tests, orientation to campus facilities, to study habits, to reading techniques and other mechanics of study which will help him with his college work. The student also makes a detailed study of his chosen vocational field, in the form of a research paper which sets forth the opportunities, requirements, education and experience needed, and other features of the vocation or profession. Thus the student is enabled to look at his chosen field of endeavor objectively.

In the second half of the semester in the Freshman Orientation course, the student confers individually with his general counselor. The counselor and student go over the various tests, and determine their significance in relation to the individual; that is, whether the student's proposed objective is advisable in the light of his capabilities and interests. The counselor also helps the student to

## STUDENT PERSONNEL PROGRAM

plan his college program so that the student may achieve the ultimate in his individual ability.

The instructor of the student's course in Freshman Orientation becomes his general counselor during his entire stay at the College. In addition, an advisor, who is a specialist in the student's major field, is available for consultation. The counselor and advisor arrange individual conferences, supplementing the basic guidance materials prepared in the Freshman Orientation course, to help the student efficiently plan his educational program. Both the general counselor and the advisor sign the student's study list each semester prior to completion of registration.

### STUDENT SERVICES

*Health Services.* The College has a Public Health Nurse on duty to provide health education, health consultation, first aid and general health services. The College, however, does not maintain an infirmary and cannot provide extended medical care in case of illness or injury.

Each entering student is required to have a physical examination and polio immunization except for those who are granted exemption before registration. The examination, to be performed by the family physician, should be recorded on the form provided by the College. The report should be filed with the nurse on the day of registration. A student's academic and activity program may be limited if recommended by the doctor.

*Employment Services.* A placement service is maintained for students wishing part-time employment while attending College, and for students seeking full-time employment upon graduation. Students desiring the services of the placement office are asked to file applications with that office as promptly as possible in order to assure full consideration.

### *Food Services:*

*Cafeteria.* Breakfast and lunch are served daily except Saturday and Sunday in the College cafeteria. This facility is maintained jointly by the Governing Board of the College and the Student Body Association. Hours of service are from 7:15 a.m. to 3:00 p.m. Service may be extended to special student groups at other hours upon request.

*Snack Bar.* Short orders and soft drink service are available from 8:00 a.m. until 9:00 p.m. daily at the snack bar adjoining the cafeteria.

## STUDENT PERSONNEL PROGRAM

*Housing.* Student housing is not provided by the College, but an earnest effort is made to assist all students who desire to find convenient and comfortable living quarters. A list of lodgings with designated housing standards is available to students at the College office. No lodging is included in the list without the approval of College authorities. Students are not authorized to reside in lodgings not listed.

Inquiries and requests concerning student housing should be directed to the Dean of Students, College of the Desert.

*Bookstore.* The bookstore is operated jointly by the Governing Board and the Associated Student Body. All profit from its operation is returned to the Student Body treasury. Books and supplies used in the classroom may be purchased at the bookstore from a list recommended by the instructors. The bookstore is a self-service type store open daily except Saturday and Sunday, from 7:45 until 4 p.m. and evenings when necessary.

*Student Transportation and Parking.* Students are expected to provide their own transportation to and from college. The College assists students in securing transportation by organizing "share the ride" groups, and by providing schedules for public transportation to and from the campus. Information may be secured at the office of the Dean of Students.

Student parking is permitted in designated areas on campus provided the vehicle is properly registered and the parking permit is displayed on the vehicle in the manner requested by the College.

*Loan Services.* College of the Desert will have loan funds available for deserving students who qualify. Some scholarship loan funds and several general funds have already been established, and negotiations are under way for others in special fields. Students seeking information about loans should inquire at the Dean of Students office.

*Scholarships.* The Scholarship Committee of College of the Desert serves as a clearing house for scholarship announcements of interest to students of special academic attainment.

Students seeking scholarship information should communicate with the Scholarship Secretary in the Dean of Students office, and should alert themselves to all scholarship notices posted on the bulletin board. Several local organizations have

## STUDENT PERSONNEL PROGRAM

established scholarships and awards for College of the Desert students; others are making plans for additional grants.

### STUDENT ACTIVITIES

*Associated Students.* The opportunity for self-government will be extended to the students of College of the Desert by the Governing Board and the Administration of the College, in order to promote and direct student activities which stimulate the intellectual, physical, social and moral life on the campus, and provide an expanded educational and social life for all students. The Associated Student Body of College of the Desert will be the official organization of student government. It will include all regularly enrolled students who purchase student body membership cards. Membership is required for participation in all student activities and for use of student equipment, such as athletic supplies, club furnishings, publications, and other facilities.

The administration of the Associated Student Body business is to be carried on by an executive council composed of student officers and men and women representatives from each class, together with faculty advisors. The council will meet once each week or at the call of the president. Any member of the Associated Student Body is entitled to bring matters of importance to the attention of the executive council and is always welcome at meetings.

The Associated Women Students is a supplementary organization which will have supervision over special women's activities on the campus, and further the spirit of comradeship among the women of the College.

The Associated Men Students will be organized to supervise a similar function among the men of the College.

An inter-club council will be formed to be composed of presidents or designated representatives of various campus clubs and organizations. This club will meet once each week to make recommendations to the executive council. The vice-president of the Associated Student Body will be the president of the inter-club council.

*Club Organizations.* Social, honorary, service and special interest clubs contribute actively to the program of the College. All clubs have faculty advisors or sponsors. Detailed information about club programs, including membership, will be pre-



## STUDENT PERSONNEL PROGRAM

sented to students in the required class, Psychology 10, "Freshman Orientation," and in the various bulletins distributed throughout the campus periodically. Clubs are organized under the supervision of the office of Director of Student Activities, and additional detailed information may be obtained at that office.

*Athletics.* It is anticipated that College of the Desert will be a member of the newly formed Desert Junior College Conference. Intercollegiate athletic competitions will be initiated in major and minor sports as feasible from the standpoint of student interest and enrollment.

Eligibility rules for intercollegiate competition are prescribed by the Athletic Code of the California Junior College Association. Students who plan to compete in athletics should establish their eligibility well in advance of the opening of the season.

*Cultural Activities.* The various academic departments supplement their regular instructional activities by sponsoring extra programs, open to students and the public, that make important contributions to the cultural life of the entire community.

The Associated Students sponsor a lecture series, also open to the public, featuring internationally known persons.

# ACADEMIC INFORMATION

## ACADEMIC COUNCIL

Because it is not possible to develop academic regulations that apply equally and fairly to all students under all situations, an Academic Council composed of several faculty members has been designated to review and take action on students requests for waiver or modification of college academic regulations.

Petitions for such privileges must be submitted through the office of Dean of Students.

## CLASSIFICATION OF STUDENTS

**Freshman:** Student with less than 28 units of college credit.

**Sophomore:** Student who has completed 28 or more units of college credit.

**Post-Graduate:** Student who has completed all graduation requirements and has enrolled for further study.

**Full-Time Student:** Student carrying 12 or more units.

**Part-Time Student:** Student enrolled for less than 12 units.

**Adult Student:** Student who has attained his twenty-first birthday and who has enrolled in less than 10 class hours.

**Special Status Student:** Part-time student not a candidate for transfer or graduation.

## UNIT OF CREDIT

The term "unit of credit" or "semester unit" is a measure of time and study devoted to a course. Each hour of a regular class period per week, or three hours per week of a laboratory session for one semester is considered one unit. Many courses are made up of a combination of regular class sessions and laboratory sessions, in which case the course is weighted by the sum of units made up from the ratio of three laboratory sessions equivalent to one lecture session.

## GRADING SYSTEM

The results of the student's work in each course is reported to the Registrar in one of *seven* scholarship grades, as follows:

A, Excellent; B, Good; C, Fair; D, Barely Passing; E and F, Not Passed; and W, Withdrawal.

## ACADEMIC INFORMATION

The designations "passed" and "not passed" may be used in reporting upon the results of certain courses recommended by the curriculum committee.

Grade E indicates a record below passing, but one which may be raised to a passing grade during the following semester, by the consent of the instructor and the approval of the Academic Council without repetition of the course, by passing a further examination or by performing other tasks required by the instructor.

Petitions for such privileges must be submitted through the office of the Dean of Students. Grade F denotes a record so poor that it may be raised to a passing grade only by repeating the course. A student who raises a grade of E to a passing grade receives unit credit but no grade points unless granted by petition in special circumstances.

Grade W indicates approved withdrawal from a course, provided the student was earning a satisfactory (C) grade or better at the time of withdrawal; otherwise the student's record for such withdrawal is reported as F.

### GRADE POINTS

The College of the Desert uses the same system of grade points used by most other colleges and universities in the state to give an over-all appraisal of a 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  |
| E, F and W | 0 grade points                 |

*Grade Point Average.* The total grade points accumulated by a student is divided by the total number of units attempted (excluding withdrawals) and the quotient is called the student's grade point average. After each semester of work both the units attempted and the grade points are added to the student's previous record in computing the total or cumulative grade point average.

### ACADEMIC PROBATION

Each student is urged to maintain satisfactory progress toward graduation or toward transfer to other institutions. A "C" average (2.0 grade point) or better is considered satisfactory.

1. A student will be placed on probationary status at the end of any semester in which his cumulative grade points are

*fourteen*

## ACADEMIC INFORMATION

more than 5 points below the number required for a "C" average. He will be allowed to remain in school on probation and not be disqualified unless his cumulative grade points are more than 10 below the number required for a "C" average.

2. A student admitted from another college with a record that shows his cumulative grade points fall more than 5 points below the number required for a "C" average will be admitted on probation.
3. A student graduated from high school with less than "C" average will be admitted on probation.
4. All non-high school graduates are normally admitted on probation.
5. Other students may be put on academic probation when at the discretion of the Academic Council such action is for the best interest of the student.

### *Meaning of Probationary Status*

1. A student on probation will be required to carry a limited academic and activity load upon the recommendation of his advisors.
2. Any withdrawal from a course beyond one, unless approved by the Academic Council, will count as "F" in determining academic standing for probationary status.
3. Students on probation are subject to disqualification at mid-semester or the end of the semester in which their grade points fall more than 10 points below a "C" average.

### DISQUALIFICATION

A student, while on probation, will be disqualified for re-enrollment at the end of that semester in which his cumulative grade points are more than ten below the number required for a "C" average.

A student who has demonstrated by doing less than "D" average work that he is not capable of profiting from college courses may be disqualified for re-enrollment at the end of the semester without a period of probation.

All factors having a bearing on the poor academic work of the student will be reviewed by the Academic Council before recommendation for disqualification is made. Exceptions may be made

## ACADEMIC INFORMATION

by the Academic Council where evidence of significant academic improvement is demonstrated, or other circumstances warrant.

*Admission after Disqualification.* A student who has been academically disqualified for the first time from attending college may petition the Academic Council for re-admission after a period of one regular semester has elapsed. A student wishing to be admitted from another college, presenting a record with cumulative grade points totaling more than ten below the number required for a "C" average, will be considered disqualified until one semester has elapsed from the time he left the previous college and makes application for admission. Application forms for Admission after Disqualification should be obtained in and submitted to the office of Dean of Students at least four weeks prior to beginning of instruction. Disqualified students will not be allowed to re-enroll on a tentative basis in anticipation of favorable action by the Academic Council regarding the petition.

### SCHOLARSHIP REPORTS

Students are notified of deficiencies in scholarship at the end of each six weeks period. Failing students will be referred to advisors for program adjustments when feasible. At the close of each semester, grade reports are sent directly to the students. However, the Registrar will send grade reports to parents upon request.

### FINAL EXAMINATIONS

Final examinations are obligatory in all courses except those specifically designated by the curriculum committee as requiring special treatment in lieu of final examination. All examinations will so far as practicable be conducted in writing, and a maximum time will be assigned beforehand for each examination, which no student will be allowed to exceed. Any requests for modification of these regulations must be made by petition to the Academic Council.

### CREDIT BY EXAMINATIONS

Provision is made whereby a student, while registered in the college and in good standing, may, under certain conditions, take examinations for credit either (a) in courses offered in the college, without formal enrollment in them, or (b) in subjects appropriate to the student curriculum but not offered as courses by the college. The results of such examinations, with grades and grade points, are entered upon the student's record in the same manner as for

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## ACADEMIC INFORMATION

regular courses of instruction. Application to receive credit by examination may be obtained from the Counseling Office, and must be approved by the Academic Council.

### REPETITION OF COURSES

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

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

### CHANGE OF PROGRAM

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

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

### WITHDRAWAL

*Official Withdrawal.* The student is held accountable for every course for which he has registered. To become official, any withdrawal from college or withdrawal from a class must be made by application properly completed and filed in the Registrar's office, otherwise the student will receive a grade of "F" for the course.

*Withdrawal Dates and Penalties.* If a student officially withdraws from college or from a class by the end of the third week of classes, a grade of "W" will be recorded upon his permanent record for each class from which he has withdrawn. If he withdraws after the third week and not later than the end of the eleventh week of classes, either a "W" or an "F" will be recorded, depending upon whether he is passing or failing the course on the

## ACADEMIC INFORMATION

date of making application for withdrawal. After the eleventh week of classes, withdrawal from a class is not normally permitted. A final grade will be recorded for each class for which the student is enrolled.

Withdrawal from College (that is, from all courses) will be permitted to within two weeks preceding the day of the final examination; however, the student will receive a "W" or "F" grade in each class, depending upon whether he is passing or failing in the class on the date of application for withdrawal from College.

Unofficial withdrawal is made when a student stops attending one or all classes without filing the proper applications for withdrawal within the deadlines established. A student unofficially withdrawing from class or from College will receive a grade of "F" in all courses from which he unofficially withdraws.

### TRANSCRIPT

An official transcript of the student's record may be obtained from the Office of Registrar by written application. Transcripts sent directly by the College to the destination requested by the student are stamped "Official." Transcripts given to the student are marked "Unofficial."

### STUDENT CONDUCT

When a student enters College of the Desert it is taken for granted by the College authorities that he has an earnest purpose and that his conduct will demonstrate the validity of this assumption. If, however, he should be guilty of unbecoming conduct, or should neglect his academic duties, the College authorities will take such action as, in their opinion, the particular offense requires. Students who fail to make proper use of the opportunities freely given to them by the College may expect to have their privileges limited or withdrawn even to the point of dismissal from the College.

### STUDENT RESPONSIBILITY

Each student is responsible for compliance with the regulations printed in this catalog, and with other official notices printed and distributed throughout the campus, or posted on bulletin boards.

### CLASS ATTENDANCE

A student is expected to attend all sessions of the classes in which he is registered. A student who is absent three times without excuse from any class may be dropped from the class.

## ACADEMIC INFORMATION

The allowing of excuses for absences other than illness or official leaves of absence is the responsibility of the instructor. Excuses for illness are given by the health service and official leaves are authorized by petition through the office of Dean of Students. Although absences are excused when they are due to personal illness, or to serious illness or death of a member of the student's family, or to a field trip or to an authorized absence in behalf of the College, all work and assignments to be made up must be described by the instructor to the student in advance of the absence when possible. It is the student's responsibility to make up all class work missed to the satisfaction of the standards for the course.

### LEAVES OF ABSENCE

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

No excuse for absence will relieve a student from the need to complete all work in each course to the satisfaction of the instructor. For any College exercise other than final examination, the Brief Leave of Absence should be presented to the instructor in charge. Leave to be absent from a final examination must be obtained by written petition to the Dean of Students and with the approval of the Academic Council.

### RELEASE POLICY

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

It must also be recognized, however, that the issuance of permits to students to attend other junior colleges in the state will, because the College must pay the student's tuition, result in less money being available for the local junior college program for which the money was originally raised.

It is obviously not tenable to weaken the local program by



## ACADEMIC INFORMATION

siphoning off funds through widespread issuance of releases to junior colleges elsewhere in the state.

Therefore, the Governing Board of College of the Desert has, after thought and study, established the following policy concerning releases which will prevail for the school year 1962-63:

- (1) Students who have previously attended and earned college credit leading to an A.A. degree at other California junior colleges may be released to return, if the student requires a college credit program which is not offered at College of the Desert.
- (2) Freshmen and others who have not previously attended junior colleges elsewhere will be released if the student requires a college credit program which is not offered at College of the Desert.
- (3) Students may be released to attend any junior college in California which will not make a charge to College of the Desert for the attendance of the student.
- (4) The provisions of release specified above apply equally to youths and adults and to full-time and part-time students. (It should be noted that releases will be granted for college credit courses only).
- (5) Students granted a release to attend another junior college for the school year 1962-63 will not necessarily be granted a release for the school year 1963-64.
- (6) Releases must be applied for in person at the College office, 74-273 Highway 111, Palm Desert, California.
- (7) It is important that the policies stated above be strictly interpreted. Deviations may be made only by written application to the Board of Trustees, stating carefully the reason for the exception.

### LIBRARY SERVICES

The library services are designed to supplement the work of the classroom instructor. Books for reference, collateral reading, and casual reading are stored in open stacks for easy access by the students. Books on special reserve are also located in convenient reading areas.

Motion picture and slide projectors, tape recorders, record players, TV receivers and programmed learning devices are

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## ACADEMIC INFORMATION

available to instructors and students. Many instructors require regularly scheduled use of this equipment, including the foreign language laboratory, as a necessary adjunct to their class assignments. Students are encouraged also to use the recorders, record player, and other equipment on a regular or casual schedule to enhance their study of such subjects as art, music, drama, literature, foreign language, etc. A technician will be found on duty to assist the student in the use of special equipment.

# ACADEMIC PROCEDURES

## ADMISSION

All graduates from accredited high schools are eligible for admission to the College of the Desert as freshmen, after receipt of proper credentials. Admission with advanced standing will be granted only upon presentation of satisfactory credentials showing good scholarship and an unqualified honorable dismissal from another accredited collegiate institution.

*Admission of Residents of the Coachella Valley Junior College District.* Students whose residence is in one of the high school districts comprising the Coachella Valley Junior College District (Palm Springs, Indio, Coachella Valley and Eagle Mountain High Schools) are qualified to enroll at College of the Desert under the above conditions.

*Admission of Students from California Districts not Maintaining a Junior College.* Students who reside in a high school district not maintaining a junior college are eligible to attend College of the Desert, but must complete a residence statement at the time of registration.

*Students Residing in California Districts Maintaining a Junior College.* Students whose official residence is in another junior college district will not be permitted to enroll in College of the Desert until a release or a permit from the home district has been received.

*Admission of Out-of-State Students.* High school graduates and students with advanced standing from out of state are eligible to enroll at College of the Desert.

*Foreign Students.* Foreign students are welcome at College of the Desert, but no special program has been developed for such students. To be admitted, foreign students should provide evidence of the equivalent of high school graduation, and must demonstrate by examination their proficiency in English to profit from regular college classes.

*Admission without High School Graduation.* Students over 18 years of age who have not graduated from high school may be admitted to the College and be classified as Special Status students.

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Such Special Status students may transfer to another institution of higher learning. High school subject deficiencies may be removed by completing the appropriate college courses as indicated by the counseling staff.

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

*Application.* All students enrolling for the first time must submit an application for admission on the form provided by the Admissions Office of the College. (The form for application may be found in the back of this catalog.)

When the application for admission has been completed it may be given directly to the College representative or mailed to the Admissions Office, College of the Desert, Palm Desert, California.

*Transcript of Record.* In addition to the filing of the application, the student should arrange to have his complete academic record sent to the Admissions Office. High school seniors may request their high schools to send the transcript at the close of the semester. Such transcripts must be sent directly from one institution to another through the mails and cannot be considered official if they are delivered in person.

The application for admission and official transcript should be received by the Admissions Office sufficiently in advance of registration to permit the issuance of a letter of acceptance and a registration appointment.

No student may be enrolled for credit until the application and complete transcript of previous high school or college work has been received. Special status students and some part-time students may be enrolled without transcripts upon approval of the office of Dean of Students.

*Letter of Acceptance.* Upon receipt of the application for admission and the official transcript of record, the Admissions Office will acknowledge receipt of such material by letter. If the application is approved, the letter will state the date and time the student is to report for counseling and registration.

*Provisional Enrollment.* An applicant for admission who does not have or cannot secure a previous high school tran-

## ACADEMIC PROCEDURES

script may be required to demonstrate by means of an admissions examination that he is qualified to do the work of the College.

In any event, if the student does not produce an honorable dismissal from the last school attended, together with the transcript of academic record, the College reserves the right to postpone admission until such records are provided.

*Counseling Examination.* All applicants for regular full-time enrollment may be required to take College Placement Tests prior to registration. The scores of these tests will be used in counseling the student in selecting courses suitable to his academic performance and subject interests. Students with advanced standing who have met this requirement elsewhere, as shown on their transcript of college record, may be excused from these tests.

*Physical Examination.* Each applicant will receive a health and physical examination report form with his letter of acceptance. The student is to complete the health report and have a physical examination recorded and signed by his doctor on the report form. The completed form will be delivered by mail or in person to the school nurse prior to or at the time of registration.

*Basic Entrance Program.* Students who fail to qualify for admission to academic courses on the basis of the counseling examination may enroll in a Basic Entrance Program for a maximum term of one semester. The program requires enrollment in the following courses: English B, Mathematics B, and Orientation B. Failure to gain admission to the regular academic program does not preclude admission to certain individual courses for which a student may be qualified.

At either mid-term or the end of the Basic Entrance Program semester, an evaluation committee considers each student and his progress individually. If a student has made favorable achievement and meets the required standards, he will be allowed to enroll in available academic courses starting mid-semester or in the regular schedule starting the next semester. If the committee finds that the required standards have not been met, the student will be denied further enrollment in the college except as a Special Status student.

## ACADEMIC PROCEDURES

*Expenses.* Although College of the Desert charges no tuition, students should be prepared for the following types of expenditures:

- a. Board and lodging if not living within commuting distance. Breakfast and lunch are served at the College dining room at nominal prices. Dinners will also be served if the demand warrants.
- b. Textbooks and supplies available in the College bookstore are estimated at \$70-85 per year.
- c. Students will be expected to purchase physical education uniforms and other special clothing required by certain classes.
- d. Library fines and laboratory breakage costs are assessed as circumstances warrant.
- e. Associated Student membership fee. (Amount not established.)

### REGISTRATION

*Procedure.* Students enrolling at College of the Desert must complete the following procedure:

- a. File an application for admission with the office of the Dean of Students.
- b. Have a transcript of high school and college work, if any, sent to the office of the Dean of Students.
- c. Take counseling examinations that apply, or as directed by the letter of acceptance.
- d. Make an appointment with the counselor in the office of the Dean of Students to receive program approval.
- e. Show approved schedule to the Registrar and secure registration materials.
- f. Fill out cards and other materials neatly and completely.
- g. Pay the Associated Students fee and receive registration card, thus completing registration and making sure of all classes.

*Registration in Extended Day Classes.* Students desiring to enroll in the extended day classes must complete the following procedure:

- a. Take the counseling examinations, when required. Courses that require counseling examinations as prerequisites will be indicated on the schedule for extended day classes. The

## ACADEMIC PROCEDURES

counseling examination may be waived, provided a student files with the evening counselor before registration a transcript showing completed college work equivalent to the examination.

- b. A counselor is available in the Dean of Students office every evening Monday through Thursday several weeks prior to the opening of each semester to assist extended day students in setting up their programs.
- c. Extended day registration will take place in accordance with the schedule posted for day students and in the evenings Monday through Friday several weeks prior to the opening of each semester, at the office of the Dean of Students.
- d. Students who have not completed registration during the regular registration period provided are considered to be late registrants and will be admitted to classes only upon the approval of the instructors concerned, and then only in sections where enrollment conditions permit.

*Registration in Classes for Adults.* Registration for enrollment in the classes for adults will take place according to the time and place printed on a schedule for adult classes. The office of the Coordinator of Community Services will be open every school day and from 7 to 9:30 every evening, Monday through Thursday, to counsel adults and to arrange registration during the days set aside for this purpose.

*Late Registration.* Although specific days are set aside at the beginning of the semester for registration of full time students, other students may register for something less than a full class load by reporting to the Director of Admissions any Monday morning during the school year, as a short-term student.

- a. *Late Entrance for Full-Time Students:* A full-time student (one taking 12 or more units) may register late upon the recommendation of his counselor and the approval of the Academic Council. This may be accomplished by reducing the student's load from the normal 15-17 units to something near the minimum of 12 units, and by selecting certain classes that are more conducive to make-up work, or by registering in certain classes such as First Aid which begins at mid-semester. Any full-time student who is approved

## ACADEMIC PROCEDURES

for late entrance will be required to make up all work missed.

- b. **Short-term Classes for Late Entrants:** A student who finds it impossible to register during the time designated at the beginning of the semester may enroll any Monday morning during the academic year or summer session. Such an enrollment may be accomplished by the following procedure:
  1. Make prior appointment through office of Admissions for the services of a counselor.
  2. Complete that portion of normal registration procedure to the point of being assigned to an instructor-advisor who will instruct and coordinate the assignments for the student during the remainder of the semester. Possible assignments might be:
    - a. Registration in certain courses that start at mid-semester.
    - b. Special tutoring in remedial courses required to correct deficiencies discovered in placement examination.
    - c. Participation in special seminars when sufficient students of similar academic needs are discovered.
    - d. Special tutoring for "examinations for credit" in those courses where such is appropriate. This assignment is encouraged for the very able student.

*Unit Load Limitations.* A normal class load for Freshmen is considered to be 16 or 17 units, plus physical education. Students working full time are encouraged to carry a reduced load. Students with advanced standing, and having a "C" average or better, will be permitted to enroll in 18 units plus physical education.

Students wishing to make a variance with the above limitations must petition the Academic Council. Forms are available for this purpose in the Dean of Students office.

A student carrying 9 or more units is, by State law, required to take physical education each semester in attendance, unless excused for one of the following reasons:

1. He is over 21 years of age.
2. He has met A.A. degree graduation requirements.
3. He has a medical excuse (requires a physician's statement renewed each semester).



## ACADEMIC PROCEDURES

*Special Status Students.* Adult students and others who wish to enroll for a limited program of studies and who elected to waive certain graduation requirements may do so by approval of a special application to the Academic Council.

### PROGRAMMING

*Selection of a Major.* The selection of a major is an indication of the goal toward which the student concentrates his efforts. This goal may be the mastery of a field of knowledge, the foundation for which may be found in the transfer program; or it may be the development of skills or other competencies found in the various vocational curricula in the college.

A major consists of at least 20 units of credit in a specified field of study.

### *Graduation Requirements for the Associate in Arts Degree.*

#### a. *Specific Course Requirements (or equivalent)*

- |  |         |
|--|---------|
| 1. American History and Government (History 17A-B, or Pol. Sci. 1) | 3 units |
| 2. English 1A-B (Speech 1A-B)                                      | 8 units |
| 3. Psychology 10   | 1 unit  |
| 4. Health 1  | 2 units |
| 5. Physical Education*   | 2 units |

#### b. *General Education Requirements*

- |  |         |
|--|---------|
| 1. Science   | 6 units |
| 2. Social Science (in addition to 3 units from a-1 above)  | 3 units |
| 3. Humanities (Art, Music, Drama, Philosophy, Speech, Journalism 1A-B, or additional Literature) | 9 units |

#### c. *Major Field Requirements (one of the following two programs)*

- |   |          |
|---|----------|
| 1. Completion of the major elements of, or all lower division requirements of, a transfer program outlined by the college to which the student is planning to transfer. Minimum | 20 units |
|---|----------|

\*Exceptions granted for the following reasons: A veteran with one or more years service; physician's written excuse, renewed each semester; over 21 years of age; graduates, or part-time students not candidates for graduation.

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## ACADEMIC PROCEDURES

2. Completion of the required sequence of courses in a technical or vocational program. Complete outlines for technical or vocational programs are available from counselors. Minimum 20 units

d. *Unit Requirement*

Completion of sufficient additional elective units to bring total to at least 64. At least 15 units of "C" or better must be taken at College of the Desert.

e. *Scholarship Requirement*

A cumulative grade point average of not less than 2.0 ("C" average) is required for graduation.

*Transfer to Other Colleges.* The University and State Colleges of California depend upon the junior college transfer students for a large portion of their upper division enrollment. Even though the transfer requirements of the Colleges and University vary greatly in some instances, a student at College of the Desert, by proper program planning, may complete the first two years of a college or university program and transfer to the college or university of his choice without loss of credit or time.

In general, the student planning to transfer should use the following procedure:

- a. Consult with his counselor.
- b. Consult the catalog of the college to which he plans to transfer. He should choose those courses at College of the Desert in accordance with the requirements of the college of his choice as noted in the catalog.
- c. Submit his high school transcript plus his proposed junior college program to the Registrar of the selected college for tentative approval.

Reference copies of college catalogs are on file in the Library and Counselors' offices. The student may also obtain a catalog for his personal use directly from the Registrar of the college in which he is interested.

Some vocational courses will not be accepted for credit towards graduation by some colleges and universities. A student should not expect college or university credit for vocational courses unless he knows definitely that such courses will be accepted by the institution in question. Transfer requirements are prescribed by the institution of entrance.

## ACADEMIC PROCEDURES

*Transfer to University of California.* Students regularly enrolled may transfer to the University of California at the end of any semester, provided they have made a "C" average at College of the Desert and were eligible to enter the University at the time of graduation from high school.

Students who were ineligible to enter the University upon graduation from high school because of low scholarship or by combination of low scholarship and incomplete subject preparation may gain admission to the University by one of the following ways:

- a. The applicant must include in his program courses acceptable for removing high school subject shortages caused by omission or by grades of D or lower. The applicant must also present a minimum of 56 units of transfer courses with a grade-point average of at least 2.4 and a satisfactory score on the College Entrance Examination Board Scholastic Aptitude Test.
- b. As an alternative to making up high school subject deficiencies, an applicant may be admitted on the basis of a record showing completion of at least 60 units of transfer courses with a grade-point average of 2.4 or higher in which must be included all the subjects required for junior standing in a school or college of the University. Applicants qualifying under this regulation will also be required to present a satisfactory score on the College Entrance Examination Board Scholastic Aptitude Test.

*Transfer to the State Colleges.* A student who has earned credit in a junior college may be admitted to a state college if he has followed a state college transfer program and has maintained a cumulative grade point average of "C" or better, except that in case the applicant was ineligible for admission to a state college on the basis of his high school record, he must, as a condition of admission to a state college, have completed at least 60 semester units with a grade point average of "C" or better, or 24 semester units with a grade point average of "B" or better.

*Transfer to Independent Colleges and Universities.* Students planning to transfer to private colleges and universities in California and elsewhere are advised to consult the general catalog of the college to which they plan to transfer, in order to determine specific lower division requirements which may be completed at College of the Desert.

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## ACADEMIC PROCEDURES

In general, the requirements of independent colleges and universities are similar to those of the lower division of the College of Letters and Science at the University of California. However, because of the additional unique requirements in most private colleges and universities, all prospective transfer students to these institutions are requested to keep in close touch with their counselors in planning their programs.

*Planning Vocational Program.* The College of the Desert vocational programs are designed for the student who wishes to extend his education by completing two years of college and to prepare himself for employment at the end of that time.

Vocational programs established at the opening of the College include such specific vocations as secretary, salesman, laboratory technician, electronic technician, and engineering technician.

Other occupational and semi-professional competencies may be obtained as a result of enrollment in a combination of courses. See Page 33 for a suggested list of courses to enhance employment in certain occupational fields. This chart is designed to show the student how he may combine the requirements of a vocational program with graduation requirements in order to qualify for the Associate in Arts degree from College of the Desert.

*Planning for High School Completion.* Although College of the Desert cannot grant a high school diploma, nor does it include high school courses in the curriculum, students over 18 years of age may, upon the recommendation of high school officials, complete their high school graduation requirements by taking college courses.

A student who wishes to obtain a high school diploma in this manner should bring to the office of Coordinator of Community Services a statement from the principal of the high school from which he desires a diploma indicating:

- a. The subjects necessary for completion of the requirements for graduation and the number of college units in each.
- b. Suggestions, if possible, of courses at College of the Desert which may satisfy the above high school requirements.
- c. The total number of units required including electives.
- d. The acceptability of credit for courses to be taken at College of the Desert.

High school credit for courses taken at College of the Desert normally will be allowed on the basis of 10 high school semester

## ACADEMIC PROCEDURES

periods for each 3 units earned in the College. If courses which fulfill high school graduation requirements do not constitute a full program, the student may enroll in additional courses for college credit for which he qualifies. College courses used to meet high school requirements will not be counted as part of the 64 units required for the Associate in Arts degree at College of the Desert.

Upon completion of the college courses to be applied toward high school graduation, the student should request the Registrar at College of the Desert to send a transcript of his college record to the high school. The diploma will be issued in accordance with a procedure to be determined by the high school.

*Notice of Intent to Graduate.* A Notice of Intent to Graduate must be filed by each student who wishes to receive the Associate in Arts degree from College of the Desert. The Notice should be filed at the Registrar's office at the beginning of the semester in which the student plans to complete the requirements for graduation. Requirements may be completed during any semester, but the degree will not be conferred until the graduation ceremony at the close of the succeeding Spring semester.

## COURSE RECOMMENDATIONS

*Course Recommendations for Various Occupational Areas.* The chart of occupational areas with major course requirements for each area is made up from frequently selected occupational choices. The chart shows:

- a. The basic courses required for high school preparation in each occupational area.
- b. The lower division requirements for the major in the case of transfer programs, and the required courses for competency in the case of two-year vocational programs.
- c. Recommended related courses that should be included in the program if time permits.

In programming, it should be remembered that in addition to these "major requirements" each student should plan to complete the College of the Desert graduation requirements, and students who expect to transfer to other colleges must complete the lower division general education requirements of that college.

Many of the courses listed in the chart can be used to satisfy two requirements (i.e., Psychology 1A satisfies a major requirement and a general education requirement for teaching majors at the University of California and most other colleges, as well as a social science requirement for the A.A. degree at College of the Desert), and a student should plan normally to use required major courses to satisfy general education requirements whenever possible.

While every effort is made to keep the list up to date, the transfer student is responsible for checking and complying with the lower division requirements in the latest catalog of the college of his choice.

# COURSE RECOMMENDATIONS

## COURSES RECOMMENDED FOR VARIOUS OCCUPATIONAL AREAS

(to be coupled with graduation requirements referred to elsewhere in this catalog)

| Occupational Area<br>I  | Basic High School Preparation<br>II   | Lower Division Requirements<br>III  | Recommended Related Courses<br>IV |
|---|---|---|-----------------------------------|
| <b>Accounting</b><br>(Transfer)   | Algebra<br>Bookkeeping<br>Typing  | Business 1A-B,<br>71, 72<br>Econ. 1A-B  |                                   |
| <b>Accounting</b><br>(2-year program)   | Bookkeeping<br>Business Math<br>Typing  | Business 1A-B,<br>20, 21, 22, 65,<br>71, 72   | Econ. 1A-B                        |
| <b>Advertising</b>  | See <b>Journalism</b>   |   |                                   |
| <b>Aeronautics</b><br>Maintenance &<br>Operations   | Math through<br>Trigonometry,<br>Physics, Industrial<br>Arts, Mech Drawing  | Physics 2A-B,<br>Math 1A-B<br>Chem. 3,<br>ET 4<br>Econ. 1A-B  | Business 20, 50A                  |
| <b>Agriculture</b><br>Cal. Poly<br>Animal Husbandry<br>Dairy Husbandry<br>Poultry Husbandry<br>Field, Fruit and<br>Truck Crops<br>Ornamental Horti-<br>cultural | Algebra<br>Chemistry<br>Physics and/or<br>Biology   | Zoology 1A-B<br>Botany 1, Econ.<br>1A-B, Speech 1A,<br>Home Economics 10  |                                   |
| <b>Agriculture</b><br>(UC or Davis)   | Math through<br>Trigonometry<br>Chemistry and/or<br>Physics   | Varies with area<br>of specialization—<br>see catalog   |                                   |
| <b>Animal Science</b><br>(UC or Davis)  | Algebra, Plane<br>Geometry, Chem.<br>& Physics<br>2 yrs. one foreign<br>language, 2 years<br>Home Ec. or add'l<br>Math or Science | Chem. 1A-B, 5, 8<br>Botany 1<br>Econ. 1A-B<br>Bacteriology 1,<br>Zoology 1A-B<br>Physics 2A-B<br>Math 1A-B<br>Psychology 1A |                                   |

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## COURSE RECOMMENDATIONS

### COURSES RECOMMENDED FOR VARIOUS OCCUPATIONAL AREAS

(to be coupled with graduation requirements referred to elsewhere in this catalog)

| Occupational<br>Area<br>I         | Basic High School<br>Preparation<br>II  | Lower Division<br>Requirements<br>III   | Recommended<br>Related Courses<br>IV  |
|-----------------------------------|---|---|---|
| <b>Architecture</b><br>(Transfer) | Algebra, Plane & Solid Geometry, Trigonometry, Physics or Chemistry, Drawing, Foreign Language, Craft Courses | Math 1A-B, Physics 2A-B, Art 3A-B, ET 2<br>6 units in any one of following fields:<br>Foreign Language, Social Science, Philosophy, Speech.                     |   |
| <b>Art</b><br>(Transfer)          | Encouragement on presence of talent and interest.   | Eng. 1A-B, Art 1A-B, Art 3A-B, Art 6A-B, History 17A-B, Philosophy 6A   | Psychology 1A-B<br>Business 23<br>Journalism 2A-B<br>Art 8                  |
| <b>Art</b><br>(2-year program)    | Encouragement on presence of talent   | Art 3A-B, 1A-B, 6A-B, 8   | Music, 4 units<br>Literature, 4 units<br>Philosophy 6A-B<br>Journalism 2A-B |
| <b>Art, Fine</b><br>(Transfer)    | Algebra, Geometry Chemistry or Physics<br>Foreign Language (2 yrs.)<br>Encouragement on presence of talent    | Art 3A-B, 1A-B<br>6A-B  | Anthropology 2,<br>Psychology 1A-B<br>History 4A-B<br>Philosophy 6A-B       |
| <b>Bacteriology</b><br>(Transfer) | Math through Trigonometry, Chemistry, Physics, Foreign Language (2 years)                                     | Bacteriology 1, Chemistry 1A-B, Chemistry 5, 8<br>Zoology 1A-B, Physics 2A-B  | 1st courses in French & German<br>Chemistry 9                               |
| <b>Biochemistry</b><br>(Transfer) | Math through Trigonometry, Chemistry, Physics, German (2 years)   | Chemistry 1A-B, 5, 8, 9, Math 1A-B, Physics 2A-B, Physics 1 or Zoology 1A and one of the following:<br>Zoology 1B, Bacteriology 1, Botany 1 and continue German | Anatomy 1   |

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# COURSE RECOMMENDATIONS

## COURSES RECOMMENDED FOR VARIOUS OCCUPATIONAL AREAS

(to be coupled with graduation requirements referred to elsewhere in this catalog)

| Occupational Area<br>I                             | Basic High School Preparation<br>II   | Lower Division Requirements<br>III  | Recommended Related Courses<br>IV |
|--|---|---|-----------------------------------|
| <b>Biological Science</b><br>(Transfer)            | Math through<br>Advanced Algebra<br>Chemistry<br>Physics                        | Botany 1, Physics 2<br>A-B, Chemistry, 1A-<br>B, 8 Zoology 1A-B,<br>Anatomy 1, Physics<br>1, Foreign Lang.<br>(2 years) | Chemistry 5                       |
| <b>Botany</b><br>(Transfer)                        | Math through<br>Geometry<br>Chemistry<br>Physics<br>Foreign Lang.<br>(2 years)  | Zoology, 1A-B,<br>Chemistry 1A-B, 5, 8<br>Botany 1,<br>Physics 2A-B<br>Continue foreign<br>language                     | Math 5, 1A-B                      |
| <b>Broadcasting</b><br>(Transfer)                  | English, Drama,<br>Speech, Economics,<br>Business                               | Speech 1A-B, 2<br>Journalism 1, 2A-B,<br>Business 20  | English 5<br>Econ. 1A             |
| <b>Business Administration</b><br>(Transfer)       | Math through<br>Trigonometry<br>Bookkeeping and<br>other Commercial<br>Subjects | Business 1A-B, 72<br>Econ. 1A-B,<br>Math 1A, Psych. 1A<br>Speech 1A-B<br>Foreign Language                               | Geography 5A-B<br>Business 50A    |
| <b>Business Administration</b><br>(2-year program) | Commercial Studies  | Business 21, 72, 50A<br>63, 65, 22, 23, 25,<br>20, 1A-B   | Art 8                             |
| <b>Chemistry</b><br>(Transfer)                     | Algebra, Geometry,<br>Trigonometry,<br>Chemistry, Physics,<br>German (2 years)  | Chemistry 1A-B, 5, 8<br>Physics 1A-B-C<br>Math 1A-B, 2A-B   |                                   |

## COURSE RECOMMENDATIONS

### COURSES RECOMMENDED FOR VARIOUS OCCUPATIONAL AREAS

(to be coupled with graduation requirements referred to elsewhere in this catalog)

| Occupational<br>Area<br>I                | Basic High School<br>Preparation<br>II                         | Lower Division<br>Requirements<br>III   | Recommended<br>Related Courses<br>IV               |
|--|--|---|--|
| <b>Chemical Technology</b><br>(Transfer) | Algebra, Geometry,<br>Chemistry<br>Physics<br>Mech. Drawing    | Chemistry 1A-B, 5<br>Physics 2A-B<br>Zoology 1A<br>German (2 years)<br>Psych. 1A<br>Mathematics 5,<br>if not taken in<br>High School        | Math 1A-B<br>Physics 1                             |
| <b>Chiropody</b><br>(Transfer)           | Algebra, Geometry,<br>Chemistry                                | Chemistry 1A-B, 8, 9<br>Zoology 1A-B<br>Physics 2A-B  | Physics 1,<br>Anthropology 1, 2<br>Business 1A, 20 |
| <b>Communications</b>                    | See Journalism   |   |  |
| <b>Criminology</b><br>(Transfer)         | Algebra<br>Foreign Language<br>Lab. Science (2 yrs.)<br>Typing | Chemistry 3<br>Pol. Sci. 1, 2<br>Physics 1, Soc., 1, 2<br>Psychology 1A-B   | Home Econ. 10<br>Foreign Language<br>Journalism 1A |
| <b>Dentistry</b><br>(Transfer)           | College Prep.<br>Math through<br>Trigonometry                  | Chemistry 1A-B, 8, 9<br>Zoology 1A-B<br>Physics 2A-B<br>Foreign Language<br>(12 units)<br>Soc. Science &<br>Humanities (12 units)           |  |
| <b>Dental Hygiene</b><br>(Transfer)      | College Prep.<br>Math through<br>Trigonometry                  | Chemistry 1A-B<br>Zoology 1A-B<br>Psychology 1A-B<br>12 units each of<br>the following:<br>Foreign Lang.,<br>Soc. Science and<br>Humanities |  |

# COURSE RECOMMENDATIONS

## COURSES RECOMMENDED FOR VARIOUS OCCUPATIONAL AREAS

(to be coupled with graduation requirements referred to elsewhere in this catalog)

| Occupational Area<br>I  | Basic High School Preparation<br>II                                | Lower Division Requirements<br>III  | Recommended Related Courses<br>IV                              |
|---|--|---|--|
| <b>Drafting &amp; Surveying</b><br>(2 year Program)   | Math through Trigonometry<br>Mech. Drawing                         | ET 2<br>3, 4, 5<br>Chemistry 3<br>Physics 2A-B  | Business 50A<br>Art 1A   |
| <b>Drafting Technology</b><br>(2-year Program)  | Math through Trigonometry  | Math 5, 6, Psych. 1A,<br>Business 1A, 20<br>ET 1, 2, 4A-B, 5, 6, 9,<br>14, 17, 18, 19, 20, 21               |  |
| <b>Economics Transfer</b>   | College Prep.  | Econ. 1A-B<br>Business 1A-B<br>Psych. 1A<br>Philosophy 6A-B   | History 4A-B<br>Pol. Sci 1, 2<br>Geography 1, 2<br>Sociology 1 |
| <b>Electronics</b><br>(2-year Program)  | Math through Trigonometry<br>Mech. Drawing                         | ET 3<br>ET 15<br>ET 16  | Physics 2A-B   |
| <b>Engineering</b><br>(Transfer)<br>Aeronautical<br>Air Conditioning<br>Architectural<br>Electrical<br>General<br>Mechanical<br>Agricultural<br>Ceramic<br>Civil<br>Geological<br>Industrial<br>Mining<br>Petroleum | Math through Trigonometry<br>Chemistry<br>Physics<br>Mech. Drawing | Chem. 1A-B<br>Physics 1A-B-C<br>Math 1A-B, 2A-B<br>Psych, 1A<br>ET 1, 2, 3, 5, 7, 18<br>Humanities 12 units | Foreign Language   |

## COURSE RECOMMENDATIONS

### COURSES RECOMMENDED FOR VARIOUS OCCUPATIONAL AREAS

(to be coupled with graduation requirements referred to elsewhere in this catalog)

| Occupational<br>Area<br>I                         | Basic High School<br>Preparation<br>II                                      | Lower Division<br>Requirements<br>III   | Recommended<br>Related Courses<br>IV |
|---|---|---|--------------------------------------|
| <b>Engineering Technician</b><br>(2-year Program) | Math through Trigonometry<br>Mech. Drawing                                  | Chemistry 3<br>Physics 2A-B<br>ET 3, 5  | Business 20, 50A<br>ET 2             |
| <b>English</b><br>(Transfer)                      | Algebra, Geometry,<br>1 year Lab. Science<br>2 years Foreign<br>Language    | English 1A-B,<br>11A-B, 12, 5<br>Continue Foreign<br>Language   | English 10A-B<br>Speech 1A-B         |
| <b>Entomology and Parasitology</b><br>(Transfer)  | Advanced Algebra<br>Chemistry<br>Physics<br>Foreign Language<br>(2 years)   | Chemistry 1A-B, 5, 8<br>Botany 1,<br>Zoology 1A-B<br>Bacteriology 1<br>Physics 1<br>Geography 1<br>Physics 2A | Bio. Sciences                        |
| <b>Food Science</b><br>(Transfer)                 | Math through Trig.<br>Chemistry<br>Physics<br>Foreign Language<br>(2 years) | Math 1A-B<br>Chemistry 1A-B, 5, 8<br>Botany 1, or Bio 1<br>Physics 2A-B<br>Econ. 1A-B<br>Bacteriology 1       | Home Economics 10<br>Physics 1       |
| <b>Forestry</b><br>(Transfer)                     | Math through Trig.<br>Chemistry<br>Physics<br>Mech. Drawing                 | Bot. 1, Chem. 1A, 8<br>ET 2<br>Econ. 1A-B<br>Geology 1A-B<br>Math. 1A<br>Physics 2A-B                         | Zoology 1A-B                         |

# COURSE RECOMMENDATIONS

## COURSES RECOMMENDED FOR VARIOUS OCCUPATIONAL AREAS

(to be coupled with graduation requirements referred to elsewhere in this catalog)

| Occupational Area<br>I   | Basic High School Preparation<br>II   | Lower Division Requirements<br>III   | Recommended Related Courses<br>IV |
|--|---|--|-----------------------------------|
| <b>General Education</b><br>A 2-year program suggestion for students not planning to transfer to a 4-year institution, or follow a specific vocational curriculum. |   | A. Complete basic graduation requirements, plus:<br>B. Psych. 1A, Home Economics 10<br>C. Three of the following 4 groups:<br>6 additional units in Social Science<br>6 additional units in Science or Mathematics<br>6 additional units in literature, philosophy, art, music, or drama<br>6 additional units from the following areas: business, journalism, or speech<br>D. Additional unrestricted elective units to complete a total of 64 units. |                                   |
| <b>Geology</b><br>(Transfer)   | Math through Trig., Chemistry, Physics, Foreign Language (3 years) Freehand and Mech. Drawing | Chem. 1A-B, 5<br>Physics 2A-B<br>Math 1A-B<br>Geology 1A-B<br>ET 2<br>One additional semester of foreign language  | Zoology 1A                        |
| <b>History</b><br>(Transfer)   | Algebra, Geometry, Chemistry and/or Physics, Foreign Language (2 years)                       | History 17A-B, 4A-B<br>Pol. Science 1, 2<br>Econ. 1A-B<br>Geography 1<br>Continue foreign language<br>Psych. 1A  | Philosophy 6A-B                   |
| <b>Home Economics</b><br>(2-year program or transfer)  | College Preparatory   | H.E. 1A-B, 2A-B, 3, 4, 10, 49  | Chem. 3                           |

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## COURSE RECOMMENDATIONS

### COURSES RECOMMENDED FOR VARIOUS OCCUPATIONAL AREAS

(to be coupled with graduation requirements referred to elsewhere in this catalog)

| Occupational<br>Area<br>I                                    | Basic High School<br>Preparation<br>II                      | Lower Division<br>Requirements<br>III   | Recommended<br>Related Courses<br>IV                             |
|--|---|---|--|
| <b>Industrial Arts</b><br>(Transfer)                         | Algebra, Geometry,<br>Mech. Drawing<br>Shop Courses         | ET 4A-B, 10A-B,<br>12, 15, 16, 18   | Physics 2A-B<br>Math 5   |
| <b>Industrial Metals<br/>Technology</b><br>(2-year Program)  | Algebra, Geometry,<br>Mech. Drawing<br>Shop Courses         | Math 5, 6, Psych, 1A<br>Physics 2A-B<br>ET 1, 4A-B, 19, 20,<br>51A-B, 53A-B   |  |
| <b>Industrial Technology</b><br>(Transfer)                   | Math through Trig.<br>Chemistry<br>Physics<br>Mech. Drawing | Math 1A-B, 2A-B<br>Chemistry 1A-B<br>Physics 2A-B<br>ET 1, 4A-B, 5, 9,<br>10, 12, 17, 18, 19<br>Humanities (12 units) | Econ. 1A-B<br>Business 1A-B, 20                                  |
| <b>Insurance and Real<br/>Estate</b><br>(Transfer)           | Math proficiency<br>Business Program                        | Business 1A-B, 72,<br>65, 20<br>Economics 1A-B<br>Psych. 1A, Speech   | Business 22, 21, 23  |
| <b>Interior Decoration</b><br>(Transfer)                     | College Preparatory   | Speech<br>Biology 1A-B<br>ET 1<br>Art 3A-B, 1A-B, 2A-B  | Art 6A-B, 7A-B<br>Art 8<br>Business 6A-B                         |
| <b>International Trade<br/>&amp; Relations</b><br>(Transfer) | College Preparatory   | History 4A-B<br>Econ. 1A-B<br>Pol. Science 1, 2<br>Foreign Language<br>Econ. 5A-B                                     | Philosophy 6A-B<br>Psych. 1A<br>Anthropology 2A-B<br>Sociology 1 |

# COURSE RECOMMENDATIONS

## COURSES RECOMMENDED FOR VARIOUS OCCUPATIONAL AREAS

(to be coupled with graduation requirements referred to elsewhere in this catalog)

| Occupational Area<br>I  | Basic High School Preparation<br>II  | Lower Division Requirements<br>III  | Recommended Related Courses<br>IV   |
|---|--|---|---|
| <b>Journalism</b><br>(Transfer)<br><br>In addition to the journalism curriculum, students planning to specialize in the following fields should take the special course or courses listed:<br>Advertising—Business 22, 23, Art 8<br>Professional Writing—English 10A-B, 12<br>Public Relations—Speech 5 | Algebra, Geometry, Chemistry or Physics<br>Foreign Language (4 years)<br>Typing        | Journalism 1A-B, 2A-B<br>English 5, 11A-B<br>Sociology 1, 2<br>Pol. Science 1, 2<br>Business 25 | Psych. 1, Speech Econ. 1A-B<br>History 4A-B<br>Anthropology 1, 2<br>Foreign Language<br>Natural Science |
| <b>Journalism</b><br>(2-year program)   | English, Journalism<br>Social Studies  | Journalism 1A-B, 2A-B<br>Psych 1A<br>History 4A-B, Speech<br>Business 25, Typing                | Business 20<br>Art 8  |
| <b>Labor and Industrial Relations</b><br>(transfer)   | Advanced Algebra<br>Chemistry and/or Physics<br>Foreign Language (2 years)             | Economics 1A-B<br>Psych. 1A<br>Pol. Science 1, 2<br>Sociology 1, 2<br>Business 20               | Business 1A-B   |
| <b>Laboratory Assistant</b><br>(2-year program)<br>Medical or Science Labs  | Math through Trig.<br>Chemistry<br>Physics   | Chemistry 1A-B, 5, 8, 9, Zoology 1A-B<br>Bacteriology 1<br>Botany 1, Anatomy 1                  | Mathematics 1A-B<br>Physics 2A-B  |
| <b>Landscape Architect</b><br>(Transfer)  | Math through Trig.<br>Chemistry, Physics<br>Mech Drawing<br>Foreign Language (2 years) | Art 3A-B<br>Botany 1A-B<br>Geography 1A<br>ET 1<br>ET 2<br>Geography 1<br>Economics 1A          | Psych. 1A<br>Sociology 1, 2<br>Philosophy 6A-B<br>Physics 2A-B  |

## COURSE RECOMMENDATIONS

### COURSES RECOMMENDED FOR VARIOUS OCCUPATIONAL AREAS

(to be coupled with graduation requirements referred to elsewhere in this catalog)

| Occupational<br>Area<br>I               | Basic High School<br>Preparation<br>II   | Lower Division<br>Requirements<br>III                                      | Recommended<br>Related Courses<br>IV   |
|---|--|--|--|
| <b>Language, Foreign</b><br>(Transfer)  | Algebra, Geometry<br>Chemistry and/or<br>Physics<br>3 years Latin<br>and/or Greek  | History 4A-B<br>2 modern languages<br>French, German,<br>Spanish, Russian  | Speech<br>Psychology 1A<br>Philosophy 6A-B<br>Soc.   |
| <b>Law</b><br>(Transfer)                | Advanced Algebra<br>English (4 years)<br>Foreign Language<br>(4 years)             | Speech 5<br>Pol. Science 1, 2<br>Economics 1A-B<br>Business 1A-B           | Philosophy 6A-B<br>Continue foreign<br>language  |
| <b>Librarianship</b><br>(Transfer)      | College<br>Preparatory   | Biology 1A-B<br>Psych. 1A<br>Natural Science<br>(6 units)<br>Typing        | As many courses as<br>possible in:<br>Sociology,<br>Psychology,<br>Geography, English,<br>Art, Music, Drama,<br>Science<br>Foreign Languages |
| <b>Mathematics</b><br>(Transfer)        | Math through Trig.<br>Chemistry and/or<br>Physics<br>Foreign Language<br>(3 years) | Math 1A-B, 2A-B,<br>Physics 2A-B<br>Continue foreign<br>language           | Suitable minor<br>such as<br>Physics, Chemistry,<br>Philosophy, etc.   |
| <b>Medical Technology</b><br>(Transfer) | Advanced Algebra,<br>Chemistry, Physics,<br>Foreign Language                       | Chemistry 1A-B, 5, 8<br>Zoology 1A-B<br>Bacteriology 1<br>Foreign Language | Physics 2A-B<br>Chemistry 9  |
| <b>Medicine</b><br>(Transfer)           | Math through Trig.<br>Chemistry, Physics,<br>Foreign Language<br>(German recom'd)  | Chemistry 1A-B, 5, 8<br>Zoology 1A-B<br>Physics 2A-B<br>German             |  |



## COURSE RECOMMENDATIONS

### COURSES RECOMMENDED FOR VARIOUS OCCUPATIONAL AREAS

(to be coupled with graduation requirements referred to elsewhere in this catalog)

| Occupational Area<br>I                | Basic High School Preparation<br>II   | Lower Division Requirements<br>III   | Recommended Related Courses<br>IV                                     |
|---------------------------------------|---|--|---|
| <b>Meteorology</b><br>(Transfer)      | Math through Trig.<br>Chemistry<br>Physics<br>German (2 years)  | Math 1A-B, 2A-B<br>Physics 2A-B<br>Astronomy 1A-B<br>Chemistry 1A<br>German  | Biology 1A-B  |
| <b>Ministry</b><br>(Transfer)         | Algebra, Geometry,<br>Chemistry and/or<br>Physics<br>Foreign Language<br>(2 years)  | Soc. 1, Psych 1A,<br>Philosophy 6A-B<br>History 4A-B<br>Economics 1A-B<br>Biology 1A-B   |   |
| <b>Mortuary Science</b><br>(Transfer) | Algebra<br>Chemistry  | Chemistry 1A,<br>Zoology 1A<br>Physics 1<br>Art 3A-B, Business 20  | Business 50A  |
| <b>Music</b><br>(2-year Program)      | Encouragement on<br>the presence of<br>talent.  | Music 1A-B, 2A-B<br>Music 10A-B, 11A-B<br>12 units of performance courses<br>selected from:<br>21A-B-C-D, 22A-B-C-D<br>23A-B-C-D, 24A-B-C-D<br>31A-B-C-D, 32A-B-C-D<br>33A-B-C-D   | Art (6 units)<br>Literature (6 units)                                 |
| <b>Music</b><br>(Transfer)            | Algebra, Geometry,<br>Chemistry and/or<br>Physics<br>Foreign Language<br>(2 years)<br>Piano<br>Encouragement on<br>presence of talent | Music 1A-B, 2A-B<br>Music 11A-B<br>Music 22A-B-C-D<br>Music 23 or<br>24A-B-C-D<br>1 Performance Course<br>per semester. Piano<br>class if necessary.<br>Program must include<br>training in wood, brass, string<br>instrument, piano<br>& voice. | History 4A-B<br>Philosophy 6A-B<br>Sociology 1, 2<br>French or German |

## COURSE RECOMMENDATIONS

### COURSES RECOMMENDED FOR VARIOUS OCCUPATIONAL AREAS

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| Occupational<br>Area<br>I   | Basic High School<br>Preparation<br>II                       | Lower Division<br>Requirements<br>III   | Recommended<br>Related Courses<br>IV |
|---|--|---|--------------------------------------|
| <b>Nursing</b><br>Transfer for<br>R.N. and<br>degree program                              | Algebra<br>Biology<br>Chemistry                              | Chemistry 3,<br>Bacteriology 1<br>Psych. 1A<br>Physiology 1   | Home Economics 10<br>Physics 2A      |
| <b>Nursing</b><br>For transfer to<br>hospital for R.N.<br>training at end<br>of 1st year. | Algebra<br>Chemistry   | English & Speech<br>Anatomy 1, Bact. 1<br>Chemistry 3,<br>Physiology 1<br>Psych 1A<br>Home Economics 10 | Sociology 1                          |
| <b>Occupational<br/>Therapy</b><br>(Transfer)   | Advanced Algebra<br>Chemistry<br>Art Courses<br>Shop Courses | Chemistry 3,<br>Sociology 1, 2<br>Art 3A-B, 1A-B<br>Psych. 1A-B<br>Physiology 1<br>Anatomy 1            | Speech 2                             |
| <b>Optometry</b><br>(Transfer)  | Math through Trig.<br>Biology or Physics                     | Physics 2A-B<br>Chemistry 1A, 8<br>Math 1A<br>Bacteriology 1<br>Psych. 1A-B<br>Zoology 1A               |                                      |
| <b>Pharmacy</b><br>(Transfer)   | Math through Trig.   | Chemistry 1A-B<br>Botany 1<br>Zoology 1A-B<br>Physics 2A-B  |                                      |
| <b>Physical Education</b><br>(Transfer)   | College<br>Preparatory<br>Biology<br>Sports                  | Chemistry 3<br>Physiology 1<br>Psych 1A<br>Zoology 1A<br>Anatomy 1<br>Variety of Sports<br>Activity     | Speech                               |

# COURSE RECOMMENDATIONS

## COURSES RECOMMENDED FOR VARIOUS OCCUPATIONAL AREAS

(to be coupled with graduation requirements referred to elsewhere in this catalog)

| Occupational Area<br>I                      | Basic High School Preparation<br>II   | Lower Division Requirements<br>III  | Recommended Related Courses<br>IV            |
|---|---|---|--|
| <b>Physiology</b><br>(Transfer)             | Math through Trig.<br>Chemistry, Physics<br>Foreign Language<br>(2 years)         | Anatomy 1<br>Chemistry 1A-B, 5, 8<br>Physics 2A-B<br>Zoology 1A-B or<br>Physics 1, Math 1A-B                                | Reading skill in<br>two foreign<br>languages |
| <b>Plant Science</b><br>(Transfer)          | Math through Trig.<br>Chemistry, Physics<br>Foreign Language<br>(2 years)         | Chem. 1A-B, 8, 9<br>Bacteriology 1,<br>Economics 1A<br>Geology 1A-B<br>Physics 2A-B<br>Botany 1, Psych. 1A                  | Math 1A-B                                    |
| <b>Police and Penology</b><br>(Transfer)    | Advanced Algebra<br>Chemistry<br>Physics<br>Mech. Drawing                         | Chem. 1A-B<br>Business 50A<br>Sociology 1, 2<br>Economics 1A-B<br>Journalism 1A<br>Psych. 1A Speech<br>Anatomy 1, Physics 1 | Home Economics 10                            |
| <b>Political Science</b><br>(Transfer)      | Algebra, Geometry<br>Chemistry and/or<br>Physics<br>Foreign Language<br>(2 years) | Pol. Science 1, 2<br>Econ. 1A-B<br>History 4A-B<br>Continue some<br>foreign language  |  |
| <b>Pre-Pilot Training</b><br>(Armed Forces) | Math through Trig.<br>Chemistry<br>Physics<br>Mech. Drawing                       | Physics 1A-B-C<br>Art 1A-B<br>ET 2<br>Geography 1   | Pol. Science 2<br>Philosophy 6A-B            |
| <b>Printing</b><br>(Transfer)               | Algebra, Physics<br>Chemistry, Printing   | Biology 1A-B<br>Psychology 1A<br>Economics 1A<br>Journalism 1A-B,<br>2A-B   | Business 23, 25                              |

## COURSE RECOMMENDATIONS

### COURSES RECOMMENDED FOR VARIOUS OCCUPATIONAL AREAS

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| Occupational<br>Area<br>I             | Basic High School<br>Preparation<br>II                                   | Lower Division<br>Requirements<br>III  | Recommended<br>Related Courses<br>IV   |
|---------------------------------------|--|--|--|
| <b>Professional Writing</b>           | See <b>Journalism</b>  |  |  |
| <b>Psychology</b><br>(Transfer)       | Advanced Algebra<br>Lab Science (2 yrs.)<br>Foreign Language<br>(2 yrs.) | Psych. 1A-B<br>Physics 1<br>Anthropology 1, 2  | Sociology 1<br>Philosophy 6A-B   |
| <b>Public Health</b><br>(Transfer)    | College<br>Preparatory   | Chem. 3,<br>Bacteriology 1<br>Physics 1, Psych. 1A   | See School of<br>Public Health<br>Bulletin for<br>specific field<br>requirements |
| <b>Public Relations</b>               | See <b>Journalism</b>  |  |  |
| <b>Radio</b>                          | See <b>Broadcasting</b>  |  |  |
| <b>Range Management</b><br>(Transfer) | Math. through Trig.<br>Chemistry, Physics<br>Mech. Drawing               | Chem. 1A-B<br>Zoology 1A-B<br>Botany 1, Geology 1A<br>ET 2<br>Physics 2A-B<br>Economics 1A-B   |  |
| <b>Recreation</b><br>(Transfer)       | Algebra, Geometry<br><b>Chemistry</b><br>Foreign Language<br>Sports      | Biology 1A-B<br>Philosophy 6A<br>Psych. 1A<br>Anatomy 1, Physics 1<br>Sociology 1<br>10 units in Art,<br>Drama, or Music<br>Wide experience<br>sports activity and<br>dance. | Home Economics 10  |

# COURSE RECOMMENDATIONS

## COURSES RECOMMENDED FOR VARIOUS OCCUPATIONAL AREAS

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| Occupational Area<br>I                          | Basic High School Preparation<br>II   | Lower Division Requirements<br>III  | Recommended Related Courses<br>IV |
|---|---|---|-----------------------------------|
| <b>Retail Merchandising</b><br>(2-Year Program) | Commercial subjects   | Business 20, 21, 22, 23, 25<br>Business 1A-B, 63, 65<br>Art 8               |                                   |
| <b>Retail Merchandising</b><br>(Transfer)       | Math Proficiency<br>Business program  | Business 1A-B, 63, 21<br>Economics 1A-B<br>Business 20, 22, 23              |                                   |
| <b>Salesmanship</b><br>(2-year Program)         | Math proficiency<br>Business program<br>Speech, Typing                      | Business 65, 72<br>Business 20, 21, 22, 23, 25<br>Speech 5                  | Typing                            |
| <b>Science, General</b><br>(Transfer)           | Math through Trig.<br>Chemistry<br>Physics<br>Foreign Language<br>(2 years) | Math 1A-B, 2A-B<br>Chem. 1A-B<br>Physics 2A-B<br>Geology 1A<br>Astronomy 1A | Biology 1A-B                      |
| <b>Scientific Aide</b><br>(2-year Program)      | Algebra, Geometry<br>Chemistry, Physics<br>Secretarial Subjects             | Biology 1A-B<br>Math 5<br>Business 71, 65<br>Physical Science 1A-B          | Engineering 2                     |
| <b>Secretarial</b><br>(Transfer)                | College Preparatory & Commercial Program                                    | Business 1A-B<br>Typing<br>Stenography<br>Economics 1A-B                    |                                   |
| <b>Secretarial-General</b><br>(2-year Program)  | Math proficiency<br>Typing<br>Shorthand                                     | Business 1A, Typing<br>Stenography<br>Business 63, 64, 65, 70, 71, 72       |                                   |

## COURSE RECOMMENDATIONS

### COURSES RECOMMENDED FOR VARIOUS OCCUPATIONAL AREAS

(to be coupled with graduation requirements referred to elsewhere in this catalog)

| Occupational<br>Area<br>I                      | Basic High School<br>Preparation<br>II   | Lower Division<br>Requirements<br>III   | Recommended<br>Related Courses<br>IV                                   |
|--|--|---|--|
| <b>Secretary-Technical</b><br>(2-Year Program) | Typing<br>Shorthand<br>Math, Physics   | Typing, Stenography<br>Business 1A<br>Biology 1A-B<br>Physical Sci. 1A-B<br>Business 71-72  | Math courses   |
| <b>Social Welfare</b><br>(Transfer)            | Advanced Algebra<br>Foreign Language<br>(2 years)                                | Sociology 1, 2<br>Economics 1A-B<br>Speech<br>Anatomy 1, 6 units<br>selected from:<br>Anthropology 1, 2<br>History 4A-B<br>Physiology 1 | English 10A-B<br>Philosophy 6A-B<br>Pol. Science 1, 2                  |
| <b>Social Welfare</b><br>(2-year Program)      | Advanced Algebra<br>Spanish (3 years)  | Sociology 1, 2<br>Home Economics 10<br>Economics 1A-B<br>Biology 1A-B<br>Psych. 1A<br>Anthropology 2<br>Continue Spanish                | Philosophy 6A-B<br>History 4A-B  |
| <b>Sociology</b><br>(Transfer)                 | Advanced Algebra<br>Chemistry and/or<br>Physics<br>Foreign Language<br>(2 years) | Sociology 1, 2<br>Continue same<br>foreign language   | Anthropology 1A-B<br>Economics 1A-B<br>Philosophy 6A-B<br>History 4A-B |
| <b>Soil Science</b><br>(Transfer)              | Math through Trig.<br>Chemistry, Physics<br>Foreign Language<br>(2 years)        | Chemistry 1A-B, 5, 8<br>Agriculture 51<br>Physics 2A-B<br>Geology 1A<br>Botany 1<br>Bacteriology 1                                      |  |

# COURSE RECOMMENDATIONS

## COURSES RECOMMENDED FOR VARIOUS OCCUPATIONAL AREAS

(to be coupled with graduation requirements referred to elsewhere in this catalog)

| Occupational Area<br>I                       | Basic High School Preparation<br>II  | Lower Division Requirements<br>III   | Recommended Related Courses<br>IV   |
|--|--|--|---|
| <b>Statistics</b><br>(Transfer)              | Math through Trig.<br>Chemistry and/or<br>Physics                          | Math 1A-B, 2A-B  | Suitable field of application such as:<br>Astronomy, Biology<br>Economics<br>Psychology, etc.                             |
| <b>Surveying</b><br>(2-year Program)         | See <b>Drafting and Surveying</b>  |  |   |
| <b>Teaching</b><br>(Transfer)<br>Elementary  | College Preparatory<br>Work on skills in "3 Rs" plus Music, Drama, and Art | Art 4A-B<br>Music 10A-B, 12<br>Psych. 1A<br>Biology 1A-B<br>Geography 1, 2<br>Phys. Science 1A-B<br>At least 6 units in one of the following:<br>Economics (1A-B)<br>Pol. Science (1, 2)<br>Philosophy (6A-B)  | Courses toward major and minor teaching areas.  |
| <b>Teaching</b><br>(Transfer)<br>High School | College Preparatory<br>Work on skills in "3 Rs" plus Music, Drama and Art  | Psych. 1A. 18 units in a teaching major. 11 units in a teaching minor. Work toward the 40 units general education requirement with a minimum of six units in each of the following four areas:<br>Science and Math<br>Fine Arts, Social Sci.,<br>Literature &<br>Languages | Economics 1A-B<br>Geography 1<br>History 4A-B<br>Philosophy 6A<br>Biology 1A-B<br>Phys. Science 1A-B<br>Pol. Science 1, 2 |

## COURSE RECOMMENDATIONS

### COURSES RECOMMENDED FOR VARIOUS OCCUPATIONAL AREAS

(to be coupled with graduation requirements referred to elsewhere in this catalog)

| Occupational<br>Area<br>I                    | Basic High School<br>Preparation<br>II   | Lower Division<br>Requirements<br>III   | Recommended<br>Related Courses<br>IV               |
|--|--|---|--|
| <b>Television</b>                            | See <b>Broadcasting</b>  |   |  |
| <b>Veterinary Science</b><br>(Transfer)      | Math through Trig.<br>Chemistry<br>Physics<br>Foreign Language<br>(2 Years)              | Chem. 1A-B, 5, 8, 9<br>Zoology 1A-B<br>Physics 2A-B<br>12 units from: Social<br>Science, Foreign Lan-<br>guage, Philosophy,<br>Psych., Fine Arts,<br>Literature, Mathe-<br>matics, Speech |  |
| <b>Wildlife<br/>Management</b><br>(Transfer) | Algebra<br>Chemistry and/or<br>Physics<br>Foreign Language<br>(2 years)<br>Mech. Drawing | Chemistry 1A-B, 8<br>Math 6, Botany 1<br>Zoology 1A-B<br>Geology 1A<br>ET 2   | Physics 2A-B<br>Physiology 1                       |
| <b>X-Ray Technician</b><br>(Transfer)        | Math through Trig.<br>Chemistry<br>Physics   | Physics 2A-B<br>Anatomy 1<br>Physiology 1<br>Chemistry 1A-B   |  |
| <b>Zoology</b><br>(Transfer)                 | Math through Trig.<br>Chemistry, Physics<br>Foreign Language<br>(2 years)                | Zoology 1A-B<br>Physics 2A-B<br>Chemistry 1A-B, 8<br>Botany 1   | Physiology 1<br>Bacteriology 1<br>German<br>French |



# COURSES OF INSTRUCTION

## CLASSIFICATION AND NUMBERING OF COURSES

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

1. *Transfer Courses.* Courses numbered 1-49 are designed for students planning to transfer to a four-year college or university after leaving College of the Desert. Students planning to transfer from College of the Desert should enroll in those courses required by the institution to which transfer is planned.

2. *Vocational Courses.* Courses numbered 50-99 are designed as a part of an occupational or vocational curriculum and are planned for students who ordinarily would seek employment immediately after leaving College of the Desert. Some colleges and universities grant lower division credit for some vocational courses. Students are advised to consult their counselors for information on specific courses.

3. *Courses for Adults.* Courses numbered above 100 are designed for adults who are not candidates for graduation and work in such courses is not applicable toward graduation. Adult courses are not listed in this schedule, but will be printed and distributed throughout the district several weeks before the opening of classes in the fall.

4. *Remedial Courses.* Courses designated by letters instead of numbers are remedial, refresher, or make-up type courses. They are usually required of students who must remove certain deficiencies before enrolling in specific courses in the program for graduation. Credit for remedial courses is not applicable toward graduation.

## CREDIT VALUE

The number in parentheses after the course title indicates the number of units of credit given for the semester. The course description English 14 Shakespeare (3) would indicate that the course is one semester in duration and that 3 units of credit are available. The number of lecture and laboratory hours per week is then given. Business 1A-1B "Accounting" (4-4) 3 Lec 3 Lab would describe the fact that the course extends throughout the year and carries 4 units of credit each semester; furthermore, it indicates that 3 hours per week are devoted to lecture and 3 to

*fifty-two*

## AGRICULTURE

laboratory work. Where laboratory work is not indicated, the course is considered to be a lecture type primarily. The word "lecture" in the course description does not mean to imply that class discussion or participation is not an essential part of the course work.

### PREREQUISITES

The prerequisites for each course as shown in the description of the course must be met before enrollment in the course will be permitted. Prerequisites stated are intended to insure that the student will have sufficient preparation to assure a reasonable chance of success in the course.

### SCHEDULE OF CLASSES

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

## Agriculture

- 1 ✓ Soils & Fertilizers (3)  
6 hours lecture & laboratory.  
Soil derivation, classification and general characteristics; properties of soil and soil evaluation, soil maps and their interpretation; use of soils and their management, including fertilizers, soil moisture. Structure, cultivation, organic materials, and microbiology; alkali soils and reclamation.
- 2 ✓ Irrigation & Drainage (3)  
6 hours lecture & laboratory.  
A study of the practices and methods of irrigation. Includes soil moisture relationships, pumping and water measurements and water requirements. Methods of land reclamation.
- 3 ✓ Farm Power & Machinery (3)  
6 hours lecture & laboratory.  
Principles and practice in the use of farm power equipment. Includes gasoline, diesel and electric motors and pumps, and other harvesting and farm maintenance equipment suitable to the area.

## ART

- 4 ✓ Farm Mechanics—Welding (3)  
6 hours lecture & laboratory.  
Study & practice in the selection and use of farm structural and mechanical equipment. Includes farm wiring, carpentry, painting, metal work and welding, and blue print reading.
- 5 ✓ Farm Economics & Management (3)  
6 hours lecture & laboratory.  
A consideration of factors of production, marketing, and farm organization and management. Measures of earning in determining production efficiency.
- 49 Individual Study Project (1 to 3)  
A course designed to provide an opportunity for a student to work closely with an instructor in order to encourage the student to extend his knowledge or understanding of some particular problem or topic, or to allow the student to complete a specific project. The exact nature of the individual assignment would depend upon the special interest of the student and the instructor.

## Art

- 1A-B ✓ Techniques of Drawing and Painting (3-3)  
6 hours lecture & laboratory.  
A basic course in the principles, theories and techniques of drawing and painting. Emphasis is placed upon subject matter in terms of composition and upon individual interpretation.
- 2A-B ✓ History of Art (3-3)  
A survey of artistic expression from the Renaissance to the present.
- 3A-B i Design and Color (2-2)  
4 hours lecture & laboratory.  
A study of design principles, functional design, and color theory. Use of various media in two and three dimensional form.
- 4A-B ✓ Public School Arts & Crafts (2-2)  
4 hours lecture & laboratory.  
Experience in the use of materials required in the public schools.
- 6A-B ✓ Painting (2-2)  
4 hours lecture & laboratory.  
Painting in oil and water color figures, still life and landscape.

## BUSINESS

- 7A-B ✓ Ceramics (2-2)  
4 hours lecture & laboratory.  
A basic course in making and decorating pottery, including clay modeling, wheel throwing, plaster work and casting, glazing, texture, and color design.
- 8 ✓ Commercial Art (2)  
5 hours lecture & laboratory.  
The application of lettering to posters, newspapers, and magazine advertising. The study of composition combined with lettering and special study of modern tendencies in publicity.
- 10 ✓ Appreciation of Art (2)  
A course for the general students in the appreciation of painting, sculpture, architecture, and industrial art, and the application of aesthetic principles to daily life. Credit not applicable on the art major.
- 49 Individual Study Project (1 to 3)  
A course designed to provide an opportunity for a student to work closely with an instructor in order to encourage the student to extend his knowledge or understanding of some particular problem or topic or to allow the student to complete a specific project. The exact nature of the individual assignment would depend upon the special interest of the student and the instructor.

## Business

- 1A-B ✓ Accounting (3-3)  
2 hours lecture & 3 hours laboratory.  
Recording, analyzing, and summarizing procedures used in preparing balance sheets and income statements. Includes payroll and income tax accounting, partnership and corporation accounts, manufacturing and cost accounting, and supplementary statements.
- 20 ✓ Business Law (3)  
Law in its relationship to business. Includes contracts, agency, property, bailments, sales, negotiable instruments, and business organization.
- 21 ✓ Marketing (3)  
A study of the distribution of goods and services, including retail and wholesale distribution channels, market functions and policies, industrial, agricultural and security exchange systems.

## BUSINESS

- 22 ✓ Retailing (3)  
Study of opportunities in the retail field with special emphasis in smaller retail institutions, store locations, layout, organization policies, personnel, records, stock control, expense control, buying and selling.
- 23 ✓ Salesmanship (3)  
A study and demonstration of selling techniques. Use is made of visual aids and "on the job" selling presentations by specialty salesmen and merchants. Sales problems and campaigns are analyzed.
- 25 ✓ Advertising (2)  
A study of the psychological, social, and economic aspects of advertising programs, media of advertising, and budgets.
- 49 Individual Study Project (1 to 3)  
A course designed to provide an opportunity for a student to work closely with an instructor in order to encourage the student to extend his knowledge or understanding of some particular problem or topic, or to allow the student to complete a specific project. The exact nature of the individual assignment would depend upon the special interest of the student and instructor.
- 50A-B ✓ Typing (2-2)  
5 hours lecture & laboratory.  
50A Beginning course designed to enable student to type a minimum of 35 words per minute applicable to business and personal use.  
50B Continuation of 50A to develop speed and accuracy with specific application to business situations.
- 51 ✓ Advanced Typing (2)  
5 hours lecture & laboratory.  
A continuation of typing to include intensive drill on production of business letters, reports and business forms.
- 60A-B ✓ Stenography (3-5)  
5 hours lecture & laboratory.  
60A A beginning study of Gregg shorthand, including the development of reading, writing, and transcribing shorthand notes.  
60B Continuation of 60A to develop speed and accuracy with specific applications to business situations.
- 61 ✓ Advanced Stenography (3)  
5 hours lecture & laboratory.  
Development of speed and accuracy in writing and transcribing shorthand notes in preparation for employment.

## BUSINESS

- 63 ✓ Office and Secretarial Procedures (3)  
1 hour lecture & 6 hours laboratory.  
A study of general office skills exclusive of office machine operations. These include receptionist duties, mail handling, telephone techniques, office records, supplies, organization, and personnel problems.
- 64 ✓ Filing (2)  
4 hours lecture & laboratory.  
Study and practice of filing rules & their application to alphabetic, numeric, subject, geographic, variadex, triple check automatic, and Soundex systems.
- 65 ✓ Business Communication (2)  
Study and practice of the principles of effective communication in business matters such as purchasing, credit, collections, inquiries, adjustments, applications, human relations, and report writing.
- 66 ✓ General Accounting (3)  
A study of such accounting principles and practices as will enable the student to understand and use financial statements in his personal business and civic affairs. A condensed course dealing with basic accounting practices and procedures. A practical accounting project is completed by each student.
- 70 ✓ Office Machines Practice (2)  
4 hours lecture & laboratory.  
Includes practice in operation of duplicating machines, PBX switchboards and dictating machines.
- 71 ✓ Machine Calculators (2)  
4 hours lecture & laboratory.  
Theory and practice in operation of calculators and adding-listing machines, and bookkeeping and accounting machines, as applied to business practice.
- 72 ✓ Business Mathematics (2)  
Application of principles of mathematics to business usage. Includes study & practice of trade discounts, commissions, pay-rolls, taxes, interest, bank discounts, annuities, insurance, graphs, stocks and bonds.

# Communication and Literature

## ENGLISH

- 1A ✓ Composition and Reading (4) 2 lecture & 3 laboratory  
Prerequisite: Satisfactory achievement on English placement test.  
Speaking and writing based upon the reading of selected ancient and contemporary essays and speeches. Training in the development and expression of thought in speaking and writing.
- 1B ✓ Literature and Composition (4) 2 lecture & 3 laboratory  
Introduction to the study of literature; critical analysis of selected literary forms and types; oral reading; further training in speaking and writing.
- 5 Creative Writing (3)  
Prerequisite: Consent of instructor.  
Emphasis on narrative and description, but freedom to pursue whatever writing forms may interest the student most. In some cases students may be permitted to take this course in lieu of English 1A.
- 10A-B Survey of American Literature (3-3)  
Prerequisite: Sophomore standing, English 1A-B or equivalent.  
Study of representative American writers from first settlements to 1860 (1st semester) and from 1860-present (2nd semester). Each semester course may be taken independently of the other.
- 11A-B Survey of English Literature (3-3)  
Prerequisite: Sophomore standing, English 1A-B or consent of instructor.  
Study of the development of English literature from Beowulf through eighteenth century (first semester) and from 1800 to present (second semester). Each semester course may be taken independently of the other.
- 12 World Literature (3)  
Prerequisite: English 1A-B or equivalent, or consent of instructor.  
A study of selected works from Western and Oriental literature. Classics in the literature of different countries are studied for their artistic merit and their contribution to modern thought.
- 14 ✓ Shakespeare (3)  
Reading of Shakespeare's plays with emphasis on the characterization and the philosophy; preparation of critical papers based on reading and investigation.

## COMMUNICATION AND LITERATURE

- 30 ✓ The English Bible as Literature (3)  
A survey of the Bible from a literary and philosophical point of view.

### DRAMATIC ARTS

- 1A-B ✓ Fundamentals of Acting (3-3) 2 lecture & 3 laboratory  
First semester: An introduction to the interpretation of drama through the art of the actor. Development of individual insights, skills, and disciplines in the presentation of dramatic material to an audience.  
Second semester: Intensive application of acting techniques through study and performance of selected scenes from stage, motion picture, and television scripts, involving problems of style in a wide range of dramatic materials.
- 2A-B-C-D ✓ Play Production Workshop (1 to 4)  
A combined course permitting progressive participation and instruction in play production. One or two units of credit each semester, but a maximum of four units for entire course. Class is organized as a producing unit to present major plays before paying audiences, and one act programs for school and community groups.
- 3 ✓ Stage Crafts (2) 1 lecture & 3 laboratory  
A survey of the procedures employed in the principal areas of play production including the building, painting and manipulation of scenery and stage lighting. Demonstrations and laboratory experience. May be repeated for credit.

### JOURNALISM

- 1A-B ✓ Journalism (3-3) 2 lecture & 3 laboratory  
Prerequisite: Passing of English placement test and ability to typewrite recommended.  
A study of the history and development of the modern newspaper. The news story, the interview, reporting, news value and the role of the newspaper in contemporary society. Libel, typography and make-up.
- 2A-B ✓ Individual Journalism Assignment (1 to 3) 1 lecture & laboratory  
Prerequisite: Consent of instructor.  
Journalism students may enroll for work and training on various campus publications.

### SPEECH

- 1A ✓ Composition and Reading (4) 2 lecture & 3 laboratory  
Prerequisite: Satisfactory achievement on English placement test.



## COMMUNICATION AND LITERATURE

Speaking and writing based upon the reading of selected ancient and contemporary essays and speeches. Training in the development and expression of thought in speaking and writing.

- 1B Literature and Composition (4) 2 lecture & 3 laboratory  
Introduction to the study of literature; critical analysis of selected literary forms and types; oral reading; further training in speaking and writing.
- 2 ✓ Oral Interpretation of Literature (3)  
Introduction to the oral reading of prose and poetry, practice in speaking and reading with training in the principles of effective delivery.
- 5 ✓ Public Discussion and Debate (2)  
Prerequisite: Consent of Instructor.  
A study of the principles of argumentation and persuasion through preparation for and participation in public debates, discussions, and individual speech contest events. Designed to equip the student for proficiency in analysis, persuasion, and cooperative thinking in both competitive and non-competitive speech situations. May be repeated for credit.
- 49 Individual Study Project (1 to 3)  
A course designed to provide an opportunity for a student to work closely with an instructor in order to encourage the student to extend his knowledge or understanding of some particular problem or topic, or to allow the student to complete a specific project. The exact nature of the individual assignment would depend upon the special interest of the student and the instructor.
- B Basic English Workshop (3) 5 hrs. lecture & laboratory  
A laboratory course in English fundamentals designed for students who have not achieved College English standards. Required for students enrolled in the Basic Entrance Program. (Credit for this course may not be applied toward the Associate in Arts degree.)

# Engineering and Technology

- ET1 ✓ Freehand Sketching and Blueprint Reading (2)  
4 hours lecture & laboratory.  
Practice in orthographic projection principles and freehand machine drafting fundamentals. Includes the reading of engineering drawings.
- ET2 ✓ Plane Surveying (3)  
6 hours lecture & laboratory.  
Principles and practice in the measurement of distance, directions, and elevations. Care and use of surveying instruments. Actual problems in surveying.
- ET3 ✓ General Engineering Drawing (2)  
4 hours lecture & laboratory. Prerequisite: ET1  
Involves mechanical drafting as pertaining to applied geometry, lettering, orthographic and pictorial drawing, dimensioning, sections, conventions, working drawings, intersections, and developments. Course designed for engineering students.
- ET4A-B ✓ Technical Drafting (3-3)  
6 hours lecture & laboratory.  
A comprehensive drafting course including orthographic and pictorial drawing principles, machine drafting procedures, drafting standards, sections, conventions, cams, gears, working drawings, intersections, developments, and piping layout.
- ET5 ✓ Descriptive Geometry (3)  
6 hours lecture & laboratory. Prerequisite: ET3 or ET4A.  
Application of orthographic projections to the solution of engineering problems involving space relationships of points, lines and surfaces.
- ET6 ✓ Graphical Analyses (2)  
4 hours lecture & laboratory.  
Study of charts, graphs, diagrams, graphical solutions, functional scales, and monograms.
- ET7 ✓ Statics (3)  
Prerequisite: Mathematics 1A and Physics.  
A study of force systems and equilibrium conditions, with emphasis on engineering problems covering structures, machines, distributed forces, and friction. Includes graphical methods and the use of diagram as an aid to algebraic solutions.

## ENGINEERING & TECHNOLOGY

- ET8A ✓ Woodworking Practice (3-3)  
6 hours lecture & laboratory.  
Practice in the use and care of standard hand tool and power equipment operations and processes. Actual construction and fabrication practices are followed.
- ET9 ✓ Woods Technology (4)  
8 hours lecture & laboratory.  
The study of commercial woods, their characteristics and function in modern industry. Emphasis is placed upon experimentation as applied to wood and wood finishing. Includes practice in hand and machine tool operation and patternmaking.
- ET10 ✓ General Machine Shop Practice (3)  
6 hours lecture & laboratory. Prerequisite: ET1 and ET3 or ET4A.  
Basic machine operations including bench work, cylinder turning, tapering, thread cutting, drilling, shaping, milling, and grinding.
- ET12 ✓ General Metals (3)  
6 hours lecture & laboratory. Prerequisite: ET4A or ET5.  
Practice in basic operations and processes of sheet metal, arc welding, oxygen-acetylene welding, foundry, forging, and heat treating.
- ET14 ✓ Metals Technology (4)  
8 hours lecture & laboratory. Prerequisites: ET3 or ET4A.  
A study of the common industrial metals, their characteristics and functions. Emphasis placed upon experimentation and testing. Includes practice in machine tool operations, sheet metal, arc welding, oxyacetylene welding, foundry, forging, and heat treating.
- ET15 ✓ Electricity (3)  
6 hours lecture & laboratory.  
Course emphasizes direct and alternating current theory including batteries, circuits, magnetism, meters. Ohm's Law, and Kirchhoff's Law. General shop practices.
- ET16 ✓ Electronics (3)  
6 hours lecture & laboratory. Prerequisites: ET15.  
Course emphasizes use of the vacuum tube, and transistor. Laboratory work involves test equipment, common tools and technical write ups for experiments.

## ENGINEERING & TECHNOLOGY

- ET17 ✓ Electrical Technology (4)  
8 hours lecture & laboratory. Prerequisites: ET3 or ET4.  
Theory and practice in the use of electrical circuitry, meters, and basic electronic testing apparatus.
- ET18 ✓ Industrial Materials and Processes (2)  
A study of the manufacturing processes, materials and equipment found in the basic industries—woods, iron and steel, non-ferrous metals, plastics, rubber, and nonmetallic minerals.
- ET19 ✓ Technical Reports (2)  
Emphasis is placed upon methods employed by industry in contemporary technical report writing. Includes phrasing, spelling, punctuation, and form.
- ET20 ✓ Industrial Organization and Management (3)  
An analysis of developmental research, production control, time study systems, procedures, and general industrial economics of modern production techniques. Includes problems of plant layout and maintenance.
- ET21 ✓ Survey of Architectural Drafting (2)  
4 hours lecture & laboratory.  
This course, designed primarily for the drafting technician, emphasizes the principles of architectural planning and design. Includes idea development, traffic flow, floor plans, elevations. Does not include structural detail work.
- ET51 ✓ Technical Machine Shop Practice (6-6)  
12 hours lecture & laboratory. Prerequisites: ET1 and ET 3 or ET4A.  
Basic and advanced machine operations including: Bench work, cylinder turning, tapering, thread cutting, shaping, milling, drilling, grinding, and gear cutting. Includes a study of general machine shop standards.
- ET53A-B ✓ General Metals for Technicians (6-6)  
12 hours lecture & laboratory. Prerequisites: ET4A or ET5.  
Practice in basic and advanced operations and processes of sheet metal, arc welding, oxygen-acetylene welding, foundry, forging, and heat treating.

# Foreign Language

## FRENCH

- 1 Elementary French (4)  
4 hours lecture & 1 hour laboratory.  
Essentials of French grammar and pronunciation, exercises in composition, conversation and reading.
- 2 Elementary French (4)  
4 hours lecture & 1 hour laboratory. Prerequisite: French 1 or two years of high school French, or the equivalent.  
Continuation of French 1.
- 3 Intermediate French (4)  
4 hours lecture & 1 hour laboratory. Prerequisites: French 2 or three years of high school French, or the equivalent.  
A thorough review of grammar, composition, translations, and reading. Oral and written exercises to develop fluency and accuracy in idiomatic usage.
- 4 Intermediate French (4)  
4 hours lecture & 1 hour laboratory. Prerequisites: French 3 or four years of high school French, or the equivalent.  
Continuation of French 3.

## SPANISH

- 1 Elementary Spanish (4)  
4 hours lecture & 1 hour laboratory.  
Essentials of Spanish grammar and pronunciation, exercises in composition, conversation and reading.
- 2 Elementary Spanish (4)  
4 hours lecture & 1 hour laboratory. Prerequisites: Spanish 1 or two years of high school Spanish, or the equivalent.  
Continuation of Spanish 1.
- 3 Intermediate Spanish (4)  
4 hours lecture & 1 hour laboratory. Prerequisites: Spanish 2 or three years of high school Spanish, or the equivalent.  
A thorough review of grammar, composition, translation, and reading. Oral and written exercise to develop fluency and accuracy in idiomatic usage.
- 4 Intermediate Spanish (4)  
4 hours lecture & 1 hour laboratory. Prerequisites:

*sixty-four*

## FOREIGN LANGUAGE

Spanish 3 or four years of high school Spanish, or the equivalent.

Continuation of Spanish 3.

### GERMAN

- 1 Elementary German (4)  
4 hours lecture & 1 hour laboratory.  
Essentials of German grammar and pronunciation, exercises in composition, conversation and reading.
- 2 Elementary German (4)  
4 hours lecture & 1 hour laboratory. Prerequisites:  
German 1 or two years of high school German, or the equivalent.  
Continuation of German 1.
- 3 Intermediate German (4)  
4 hours lecture & 1 hour laboratory. Prerequisites:  
German 2 or three years of high school German, or the equivalent.  
A thorough review of grammar, composition, translations, and reading. Oral and written exercises to develop fluency and accuracy in idiomatic usage.
- 4 Intermediate German (4)  
4 hours lecture & 1 hour laboratory. Prerequisites:  
German 3, or four years of high school German, or the equivalent.

### RUSSIAN

- 1 Elementary Russian (4)  
4 hours lecture & 1 hour laboratory.  
Essentials of Russian grammar and pronunciation, exercises in composition, conversation and reading.
- 2 Elementary Russian (4)  
4 hours lecture & 1 hour laboratory. Prerequisites:  
Russian 1.  
Continuation of Russian 1.
- 3 Intermediate Russian (4)  
4 hours lecture & 1 hour laboratory. Prerequisites:  
Russian 2.  
A thorough review of grammar, composition, translations, and reading. Oral and written exercises to develop fluency and accuracy in idiomatic usage.
- 4 Intermediate Russian (4)  
4 hours lecture & 1 hour laboratory. Prerequisites:  
Russian 3.  
Continuation of Russian 3.

## ✓ Home Economics

- 1A-B Foods and Nutrition (3-3)  
6 hours lecture & laboratory.  
Principles of human nutrition. Methods of selecting, storing, preparing and serving foods.
- 2A-B Clothing & Textiles (3-3)  
6 hours lecture & laboratory.  
Commercial patterns and their adaptation; fitting and construction. Selection and care of textiles. Wardrobe planning, grooming, and buying practices.
- 3 Home Planning & Furnishing (3)  
6 hours lecture & laboratory.  
Study of housing trends and home planning, building, furniture selection and decorations.
- 4 Home Management (2)  
4 hours lecture & laboratory.  
Study of the abilities, skills, and attitudes needed in the modern home as the center of family living, in relationship to meals, clothing, and management of time, energy and money.
- 10 Marriage & Family (2)  
A study of the modern family with emphasis on personal adjustment, courtship, marriage, parenthood, and family administration. Open to both men and women.
- 49 Individual Study Project (1 to 3)  
A course designed to provide an opportunity for a student to work closely with an instructor in order to encourage the student to extend his knowledge or understanding of some particular problem or topic, or to allow the student to complete a specific project. The exact nature of the individual assignment would depend upon the special interest of the student and the instructor.

# Mathematics

- 1A-B ✓ Calculus with Analytic Geometry (4-4)  
Prerequisite: Students will be placed in this course on the basis of a mathematics aptitude test or satisfactory completion of high school algebra, plane geometry and trigonometry.  
Elements of analytic geometry, introduction to differential and integral calculus, with applications.
- 2A ✓ Calculus with Analytic Geometry (4)  
Prerequisite: Math 1B.  
Continuation of Math 1A-B with introduction to mathematics of physics and modern engineering.
- 2B ✓ Calculus with Analytic Geometry (4)  
Prerequisite: Math 2A.  
Continuation of Math 2A with emphasis on mathematics of physics and modern engineering.
- 5 Trigonometry (1 or 3)  
Prerequisites: Plane geometry and one and one-half years of high school algebra, or Math 6. Students with one year of high school algebra may enroll in this course concurrently with course 6. Students taking this course who have had trigonometry in high school will be limited to one unit of credit.  
Plane trigonometry, with special emphasis on trigonometry analysis.
- 6 ✓ Intermediate Algebra (3)  
Prerequisite: At least one year of high school algebra.  
Not open for credit to students who have received credit for two years of high school algebra or trigonometry and one and one-half years of high school algebra.  
Simultaneous linear and quadratic equations, binomial theorem, progressions and logarithms.
- 10 College Algebra (3)  
Prerequisite: Trigonometry and one and one-half years of high school algebra or two years of high school algebra and Course 5 concurrently. Not open for credit to students who have received credit for Course 6.  
Course includes topics in Course 6 and determinants, inequalities, complex numbers, theory of equations, permutations, combinations, and probability.



## MATHEMATICS

- 20 ✓ Elementary Algebra (3)  
Prerequisite: Not open to students who have completed one year or more of high school algebra.  
Includes first degree equations, special products and factoring, ratio, radicals, and quadratic equations.
- 21 ✓ Plane Geometry (3)  
Prerequisite: High school algebra or Course 20. Not open to students who have completed a year or more of high school geometry.  
Fundamentals of plane geometry developed by both inductive and deductive processes.
- 49 Individual Study Project (1 to 3)  
A course designed to provide an opportunity to a student to work closely with an instructor in order to encourage the student to extend his knowledge or understanding of some particular problem or topic, or to allow the student to complete a specific project. The exact nature of the individual assignment would depend upon the special interest of the student and the instructor.
- B ✓ Basic Mathematics Workshop (3)  
5 hours lecture & laboratory.  
A review of the fundamentals of arithmetic as applied to everyday problems. Required for students who have not achieved a satisfactory score on the counseling examination. (Credit for this course may not be applied toward the Associate in Arts Degree).

## Music

### THEORY & LITERATURE

- 1A-B ✓ Musicianship (3-3)  
3 hours lecture & 1 hour laboratory. Prerequisite: Concurrent enrollment in course 2A-B.  
Ear training, sight singing, dictation, and keyboard harmony correlated with the corresponding semester of course 2A-B.
- 2A-B ✓ Harmony (3-3)  
Prerequisite: Concurrent enrollment in course 1A-B.  
The harmonization of figured basses and of given and original melodies; includes triads, and passing and auxiliary tones, addition of seventh chords, elementary modulation harmony.

## MUSIC

- 10A-B ✓ Introduction to Music (2-2)  
2 hours lecture & 1 hour laboratory. Prerequisite: Course 10A is prerequisite to Course 10B.  
Designed for the general college students and non-majors in music. A general survey of the development of music with emphasis on the aesthetic, formal and historical factors, correlated with parallel movements in the other arts.
- 11A-B ✓ Survey of Music Literature (2-2)  
2 hours lecture & 1 hour laboratory. Prerequisite: Course 2A or concurrent registration in 2B. Course 11A is prerequisite to 11B.  
Designed for the major and prospective teachers of music. The study of representative musical masterworks and their background.
- 12 ✓ Fundamentals of Music (3)  
3 hours lecture & 1 hour laboratory.  
May not be applied toward a major in music. Designed for the general student and prospective elementary teachers. Includes singing, ear training, music reading, elementary harmony, transposition, and conducting.

## PERFORMANCE

- 21A-B-C-D Class Piano (1-1-1-1)  
1 hour lecture & 1 hour laboratory.  
Fundamentals of piano technique, tone production, rhythm, sight reading, interpretation and keyboard facility. Open to beginners or advanced students, placed in appropriate course according to ability.
- 22A-B-C-D Class Voice (1-1-1-1)  
1 hour lecture & 1 hour laboratory.  
Fundamental techniques of solo and ensemble singing. Problems of tone production, breathing, diction, repertoire, and song interpretation.
- 23A-B-C-D Stringed Instruments (1-1-1-1)  
1 hour lecture & 1 hour laboratory.  
Class and laboratory study of orchestral stringed instruments. Open to beginning or advanced students, placed in appropriate course according to ability.

## MUSIC

### 24A-B-C-D Brass & Woodwind Instruments (1-1-1-1)

1 hour lecture & 1 hour laboratory.

Class and laboratory study of orchestral wind instruments. Open to beginning or advanced students, placed in appropriate courses according to ability.

### 31A-B-C-D College Symphony Orchestra (1-1-1-1)

Four hours of rehearsal each week. The study and performance of symphonic literature.

### 32A-B-C-D College Chorus (1-1-1-1)

Four hours of rehearsal each week. Study and performance of either one large-scale work or a program of representative choral works; public performance required.

### 33A-B-C-D College Band (1-1-1-1)

Four hours of rehearsal each week. Study and performance of standard repertoire of concert band music; participation in public concerts and festivals is required.

### 34A-B-C-D Vocal Ensemble (1-1-1-1)

Prerequisite: Vocal and reading ability and consent of instructor.

Four hours rehearsal each week. Study and performance of music literature for small vocal ensembles; includes pre-classical, classical and romantic works. Occasional extra rehearsals and public performances required.

### 35A-B-C-D Instrumental Ensemble (1-1-1-1)

Prerequisite: ability to perform on one or more instruments and consent of instructor.

Four hours rehearsal each week. The development of musicianship through the organization of various chamber music groups to study and perform the representative works in music literature. Preparation of recitals required.

### 36A-B-C-D Opera Workshop (1-1-1-1)

Four hours rehearsal each week. The study of musical, dramatic and language techniques in opera through the performance of representative scenes and acts or participation in collegiate performances.

### 49 Individual Study Project (1 to 3)

A course designed to provide an opportunity for a student to work closely with an instructor in order to encourage the student to extend his knowledge or understanding of some particular problem or topic, or to allow the student to complete a specific project. The exact nature of the individual assignment would depend upon the special interest of the student and the instructor.

# Physical Education and Health

## PHYSICAL EDUCATION

- 1 ✓ First Aid and Safety (2)  
Theory and practice in immediate and temporary care given in case of accident or sudden illness, until service of a physician can be procured. Complies with requirements for Red Cross Standard Course. Upon successful completion of this course each student is awarded a standard and advanced Red Cross certificate.
- 10 Physical Education in the Elementary School (3)  
2 hours lecture & 3 hours laboratory. Prerequisite: Sophomore standing.  
The state program in physical education for the elementary school forms the basis of the course, including selection of materials, methods and techniques, and practice in skills.

## HEALTH

- 1 ✓ Community & Personal Hygiene (2)  
Consideration of physical and mental well-being; effect of exercise and fatigue; proper selection of foods; means of avoiding infection; care of eyes, ears, nose, throat, teeth and skin; first aid, reproduction; narcotics, alcohol, tobacco, and fire prevention. Meets the State requirements for the Associate in Arts degree.

## SPORTS ACTIVITY

- 1A-B-C Swimming (½)  
2 hours laboratory.  
Beginning, intermediate and advanced swimming. One semester each—students placed according to ability.
- 3 Senior Lifesaving (½)  
2 hours laboratory.
- 4 Synchronized Swimming (½)  
2 hours laboratory.
- 5A-B Tennis (½)  
2 hours laboratory.  
Beginning and advanced tennis. Students placed according to ability.
- 6A-B Golf (½)  
2 hours laboratory.  
Beginning and advanced golf. Students placed in section according to ability.

## PHYSICAL EDUCATION & HEALTH

- 7 Modified Games ( $\frac{1}{2}$ )  
2 hours laboratory.  
For those who must take a restricted activity program, on written recommendation of student's physician. Doctor's order to be filed with college nurse before entering this class.
- 8 Social Dance ( $\frac{1}{2}$ )  
2 hours laboratory.  
Basic dance steps of several popular contemporary social dances.
- 9 Modern Dance ( $\frac{1}{2}$ )  
2 hours laboratory.  
Fundamental dance movements and elementary dance composition.
- 10 Square Dance ( $\frac{1}{2}$ )  
2 hours laboratory.  
Instruction and practice in the basic figures of square dance, including some instruction in folk dance.

### VARSIITY

- 1 Football (1)  
10 hours plus games. Prerequisite: Tryouts.
- 2 Basketball (1)  
10 hours plus games. Prerequisite: Tryouts.
- 3 Baseball (1)  
10 hours plus games. Prerequisite: Tryouts.
- 4 Track (1)  
10 hours plus games. Prerequisite: Tryouts.
- 5 Tennis (1)  
10 hours plus games. Prerequisite: Tryouts.
- 6 Golf (1)  
10 hours plus games. Prerequisite: Tryouts.
- 7 Swimming (1)  
10 hours plus meets. Prerequisite: Tryouts.

# Social Science

## ANTHROPOLOGY

- 1 ✓ Physical Anthropology (3)  
An introduction to the study of man's place in nature, and to the physical variability of the human species. Emphasis will be placed on biological evolution, relationships of body structure and functions, human variation, genetic determination and environmental-physiological interactions.
- 2 ✓ Cultural Anthropology (3)  
Prerequisite: Anthropology I recommended.  
An introduction to the study of the nature, development, organization and variability of culture. Special emphasis on primitive cultures, institutional structures, culture and personality. Culture contacts and cultural change.

## ECONOMICS

- 1A-B ✓ Principles of Economics (3)  
Prerequisite: Sophomore standing.  
Study of the principles of economic analysis, economic institutions, and issues of economic policy. First semester includes the study of resources and distribution of income through the price system. The second semester concentrates on aggregative economics including money and banking, national income and international trade.

## GEOGRAPHY

- 1 ✓ Physical Geography (3)  
An introductory study of the relationship between man and his environment, considering such factors as location, land forms, water bodies, coast lines, soils, and minerals, with special stress upon climate and map studies. Strongly recommended to those working for the elementary teaching credential.
- 2 ✓ Cultural Geography (3)  
The basic cultural elements of geography: population distribution, land use patterns, and trade, and their correlation with physical elements. The impact on man's standard of living and national characteristics.
- 5A-B ✓ Economic Geography (3-3)  
Prerequisite: 5A is not prerequisite to 5B.  
A study of the world's resources and industries. 5A is a study of the world's agriculture, 5B is a study of mineral resources, manufacturing regions, trade routes, and trade centers.

## SOCIAL SCIENCE

### HISTORY

- 4A-B ✓ History of Western Civilization (3-3)  
Prerequisite: Sophomore standing.  
A broad study of the major elements in the Western heritage. Designed to develop the student's understanding and attitude toward institutions basic to Western civilization.
- 8A-B ✓ History of the Americas (3-3)  
Survey of western hemisphere history. First semester is a survey of Indian cultures and colonial development. Second semester emphasizes the evolution of the American nations and their inter-American relations. This two semester course is designed to fulfill the Education Code requirements in U. S. Constitution, American History, and state and local government.
- 17A-B ✓ United States History (3-3)  
Prerequisite: Sophomore standing.  
A survey of the political and social development of the United States, with emphasis upon the rise of American civilization and ideals. 17A meets the requirement in the United States Constitution, and 17B meets the requirement in California state and local government.
- 19A-B ✓ Introduction to History of Asia (3-3)  
Prerequisite: Sophomore standing.  
Survey of political and cultural history of major countries of Asia from ancient to modern times. Development of civilizations of China, India, Iran, Arabia, Turkey, Mongolia, Japan, and Southeast Asia. Relations with Western Europe, Russia, and America.
- 20 ✓ History of California (3)  
A general survey of the history of the Pacific coast with major emphasis on cultural, economic, and social developments of California. Fulfills the California state and local government requirement for graduation.
- 21A-B ✓ History of Russia (3)  
The political, social, economic and cultural development of the Russian people and the Russian state from their origins to the present day. The emphasis is upon Russian history since Peter the Great, and particular attention is given to the expansion of Russia, cross currents and interrelations between Russia and Asia and the West, the causes and character of the Russian Revolution and the nature and dynamics of Soviet society since 1917.

## SOCIAL SCIENCE

- 23 ~~4~~ ✓ Latin American Civilization (3)  
Origins and main currents of Latin American Civilization. Geography, history, customs and economic and political development of the Latin American nations. Special emphasis is given to the cultural similarities and differences between the Anglo-American and Spanish American peoples.
- 72 ✓ History of Mexico (2)  
A survey of the history of Mexico from pre-Columbian times to the present, with emphasis on bettering the students' understanding of our important neighbor to the south.

## PHILOSOPHY

- 6A-B ✓ Introduction to Philosophy (3-3)  
Prerequisite: Sophomore standing; 6A is prerequisite to 6B.  
A philosophical analysis of the basic ideas and methods of political theory, morals, art, science and religion; and of the interrelations of these fields. An attempt is made to provide the student with a critical technique for developing a well-considered philosophy of his own.
- 10 ✓ Logic (3)  
Introduction to deductive and inductive logic. Logic and language. Analysis of fallacies. Uses of logic in science and in daily life.
- 12 ✓ Religions of the World (2)  
A historical introduction to the world's religious philosophies—Hinduism, Jainism, Buddhism, Sikhism, Taoism, Confucianism, Shintó, Zoroastrianism, Judaism, Christianity, and Islam—from an examination of their original writings and subsequent commentaries.

## POLITICAL SCIENCE

- 1 ✓ Introduction to Government (3)  
An introduction to the principles and problems of government with particular emphasis on national government in the United States. This course meets the American institutions requirement in Constitution and state and local government.
- 2 ✓ Introduction to Comparative Government (3)  
Prerequisite: History 17A-B, or Political Science I.  
A comparative study of constitutional principles, governmental institutions, and political problems of selected governments abroad.



## SOCIAL SCIENCE

### PSYCHOLOGY

- 1A ✓ General Psychology (3)  
Prerequisite: Sophomore standing.  
Introduction to facts and principles governing human behavior. General topics covered include native equipment, heredity and environment, learning, memory, motivation, emotions, observation, intelligence and personality.
- 1B ✓ General Psychology (3)  
2 hours lecture & 3 hours laboratory. Prerequisite: Psychology 1B.  
A continuation of Course 1A, with a detailed treatment of the application of the scientific method in the study of behavior. Basic assumptions, limitations, and advantages of the method of experience. Intended primarily for prospective major students.
- 10 Orientation to College (1)  
Required of all full-time beginning freshmen.  
A group guidance program designed to assist the student in undertaking collegiate work and to aid him in preparing an educational program leading to his choice of vocation or profession. Administration and evaluation of vocational and personality tests to be followed by individual counseling interviews.
- 10B Orientation (1)  
Similar in purpose to Course 10 but designed for students enrolled in Basic Entrance Program.

### SOCIAL SCIENCE

- 49 ✓ Individual Study Project (1 to 3)  
A course designed to provide an opportunity for a student to work closely with an instructor in order to encourage the student to extend his knowledge or understanding of some particular problem or topic, or to allow the student to complete a specific project. The exact nature of the individual assignment would depend upon the special interest of the student and the instructor. Student may work in any of the subject disciplines in the social science field.

### SOCIOLOGY

- 1 ✓ Introductory Sociology (3)  
Survey of the characteristics of social life, the processes of social interaction, and the tools of sociological investigation.

# Science

## ✓ ANATOMY

- 1 General Human Anatomy (3)  
2 hours lecture & 3 hours laboratory. Prerequisite:  
Sophomore standing, Biology 1A or consent of instructor.  
An introduction to developmental anatomy. A study of human structure through the use of models, charts, skeletons, microscopic slides, and complete dissection of a mammal. For students in physical education or pre-nursing. Not recommended for pre-medical or pre-dental students.

## ASTRONOMY

- 1A-B ✓ General Astronomy (3-3)  
2 hours lecture & 3 hours laboratory. Prerequisite:  
Mathematics 1A or equivalent.  
Lectures on facts and principles underlying all branches of astronomy and practical laboratory work with astronomical equipment. Designed for majors in natural sciences and engineering. Required in preparation for a major in astronomy.

## BACTERIOLOGY

- 1 ✓ Bacteriology & Microbiology (4)  
2 hours lecture & 6 hours laboratory. Prerequisite:  
Chemistry 3 or 1A.  
A course designed to acquaint the student with the morphology, physiology, biochemistry, and ecology of bacteria, with principal emphasis on nonpathogenic types. A basic course for students majoring in biological sciences.

## BIOLOGY

- 1A-B ✓ General Biology (4-4)  
3 hours lecture & 3 hours laboratory.  
An introduction to the principles and concepts of biology, including historical development, with reference to organization, function, heredity, and evolution of micro-organisms, plants, and animals. Recommended for students not majoring in science.

## BOTANY

- 1 ✓ General Botany (5)  
3 hours lecture & 6 hours laboratory. Prerequisites:  
High school or college chemistry.  
Basic course in botany for students of plant or animal science. An introduction to the principles of biology as illustrated by plants, with emphasis on the morphology, physiology, and phylogenetic relations of the major plant groups.

## SCIENCE

### CHEMISTRY

- 1A-B ✓ General Chemistry (5-5)  
3 hours lecture & 6 hours laboratory. Prerequisites:  
Good scholarship in high school chemistry, mathematics,  
or physics. All students who intend to take this course  
must take a preliminary examination prior to registra-  
tion. Results of this examination will be used for  
advisory purposes only.  
General principles of chemistry with emphasis on inorganic  
materials. Qualitative analysis is included in the second semester  
with a brief introduction to organic chemistry.
- 3 ✓ General Introductory Chemistry (5)  
3 hours lecture & 6 hours laboratory. Prerequisites:  
High school chemistry or mathematics.  
An introduction to inorganic, organic, and biological chemistry.  
This course satisfies the chemistry requirements for pre-nursing  
majors, and certain home economics majors, and also fulfills the  
prerequisite for bacteriology.
- 5 ✓ Quantitative Analysis (3)  
2 hours lecture & 6 hours laboratory. Prerequisite:  
Chemistry 1A-B.  
An introduction to the methods of gravimetric and volumetric  
analysis. It is generally required of all students continuing in  
chemistry, dentistry, medicine and some phases of agriculture.
- 8 ✓ Organic Chemistry (3)  
Prerequisite: Chemistry 1A-B or Chemistry 3 with  
grade of C or better. Concurrent enrollment in Chem-  
istry 9 is advisable.  
An introductory study of the compounds of carbon, including  
both aliphatic and aromatic derivatives.
- 9 ✓ Methods of Organic Chemistry (3)  
1 hour lecture & 6 hours laboratory. Prerequisite:  
Concurrent enrollment in Chemistry 8.  
Laboratory work devoted principally to synthesis; partly to  
analysis. Required of pre-medical, pre-dental students.

## SCIENCE

### GEOLOGY

- 1A-B ✓ General Geology (4-4)  
3 hours lecture & 3 hours laboratory.  
First Semester: the composition, origin, and distribution of earth materials, and their modification through mechanical and chemical processes.  
Second Semester: theories of earth origin and the evolutionary history of the earth as traced through rock and fossil records. Consideration of the Paleontological Sequence.

### PHYSICAL SCIENCE

- 1A-B ✓ Physical Science Survey (4-4)  
3 hours lecture & 3 hours laboratory.  
This course draws its material from the sciences of astronomy, physics, geology, and chemistry. Stress is given to the principles and laws of physical science, the nature of matter as well as its physical and chemical properties; the sources of energy and the forces that act upon the materials of the earth.

### PHYSICS

- 1A-B-C ✓ General Physics (4-4-4)  
3 hours lecture & 3 hours laboratory. Prerequisite: Mathematics 1A or equivalent.  
This 3-semester sequence is required of students planning to major in physics, chemistry or engineering. Course 1A, First semester: Mechanics & Sound. Course 1B, Second semester: Electricity and magnetism. Course 1C, Third semester: Heat, light, and atomic physics.
- 2A-B ✓ General Physics (4-4)  
3 hours lecture & 3 hours laboratory. Prerequisite: Proficiency in Mathematics.  
Satisfies requirements for pre-medical courses and other technical courses except science and engineering.  
Course 2A, First semester, mechanics, heat and sound.  
Course 2B, Second semester, light, magnetism, electricity, and atomic physics.
- 49 Individual Study Project (1 to 3)  
A course designed to provide an opportunity for a student to work closely with an instructor in order to encourage the student to extend his knowledge or understanding of some particular problem or topic, or to allow the student to complete a specific project. The exact nature of the individual assignment would depend upon the special interest of the student and the instructor.

## SCIENCE

### PHYSIOLOGY

- 1 ✓ Introductory Physiology (5)  
3 hours lecture & 6 hours laboratory. Prerequisites:  
Chemistry and anatomy.  
Study of the principal theories and facts regarding the functioning of the human body, including the muscular, nervous, circulatory, digestive, endocrine, and reproductive systems. For home economics, nursing, and physical education majors.

### ZOOLOGY

- 1A-B ✓ General Zoology (4-4)  
2 hours lecture & 6 hours laboratory. Prerequisite:  
Chemistry.  
Introduction to animal biology; structure and classification of vertebrates and a survey of invertebrate groups. Principles of genetics, ecology, and embryology. Dissection of a typical vertebrate.

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## Application and Registration Check List

1. Application to be filed as far in advance of the opening of the semester as possible in order to allow for counseling services and completion of application procedure prior to the beginning of classes.
2. Request high school or previous institution of attendance to send official transcript directly to Admissions Office at College of the Desert.
3. Take counseling examinations as directed by the College Admissions Office in the Letter of Acceptance.
4. Complete physical examination on the form provided by the College.
5. Report for final registration at time shown on the schedule enclosed with Letter of Acceptance.

## APPLICATION FOR ADMISSION

|  |       |        |        |   |
|--|-------|--------|--------|---|
| Student's Name: <table style="width: 100%; border: none;"> <tr> <td style="border: none; width: 30%; text-align: center;">Last</td> <td style="border: none; width: 30%; text-align: center;">First</td> <td style="border: none; width: 30%; text-align: center;">Middle</td> </tr> </table> Address while at College: _____<br>_____<br>Phone: _____ | Last  | First  | Middle | Parent or Guardian's Name: _____<br>Address: _____<br>_____<br>Phone: _____ |
| Last   | First | Middle |        |   |

1. Date of birth \_\_\_\_\_ Age \_\_\_\_\_ Birthplace \_\_\_\_\_
2. Marital Status \_\_\_\_\_ Dependents \_\_\_\_\_ Maiden Name \_\_\_\_\_
3. Citizenship Status \_\_\_\_\_ Visa Status \_\_\_\_\_  
if applicable
4. If Veteran, please indicate: (a) Branch of Service \_\_\_\_\_ (b) Rank, rating \_\_\_\_\_  
(c) Principal duty \_\_\_\_\_ Do you expect to use Veteran's benefits? \_\_\_\_\_
5. Educational background including high school and other colleges:

| Name of School | Location | Dates |    | Reason for Leaving |
|----------------|----------|-------|----|--------------------|
|                |          | From  | To |                    |
|                |          |       |    |                    |
|                |          |       |    |                    |

6. When do you wish to enter College of the Desert? \_\_\_\_\_ Will you be a full or part-time student? \_\_\_\_\_ Do you plan to graduate? \_\_\_\_\_ What year? \_\_\_\_\_
  7. Do you want to qualify for transfer to a college or university? \_\_\_\_\_ Which one? \_\_\_\_\_
  8. Major or vocation for which you are preparing \_\_\_\_\_
  9. Underline activities in which you are interested: Band, Chorus, Debate, Dramatics, Newspaper, Yearbook, Student Government, Clubs, Women's Athletics, Intramurals, Varsity Sports: Football, Basketball, Track, Tennis, Golf, Swimming, Diving. Other \_\_\_\_\_
10. How many hours per week of part-time work do you plan to undertake while attending college? \_\_\_\_\_

I certify that the statements in this application are true and complete to the best of my knowledge and that I have attended no institutions other than those listed above.

I further certify that I understand that all transcripts and documents submitted to College of the Desert in conjunction with this application become the property of College of the Desert.

Signed \_\_\_\_\_ Date of this Application \_\_\_\_\_

This application should be mailed or delivered in person to the College office. An early application will assist College officials in arranging for counseling interviews with the applicant in order to give assistance in selection of courses and preparation of class schedules.